

IMPORTANT: Any citizen attending a commission meeting may speak on any item on the agenda. If you wish to speak, please fill out the Speaker Request form located near the entrance to meeting room. The Chair will recognize you and inform you as to the amount of time allotted to you. The time granted will be dependent to some extent on the nature of the item under discussion, the number of people who wish to be heard, and the length of the agenda.

**CITY OF ASHLAND
PARKS AND RECREATION COMMISSION**

Executive Sessions

JULY 22, 2013 @ 6:30 PM

COUNCIL CHAMBERS ◊ 1175 E. MAIN STREET

- *Real Property Acquisition ORS 192.660 (2)(e)*
- *Employee Negotiations ORS 192.660 (1)(D)*

Regular Meeting Agenda

JULY 22, 2013 @ 7:00 PM

COUNCIL CHAMBERS ◊ 1175 E. MAIN STREET

CALL TO ORDER

APPROVAL OF MINUTES

Study Session—June 17, 2013

Regular Meeting—June 24, 2013

PUBLIC PARTICIPATION

- Open forum

ADDITIONS or DELETIONS TO THE AGENDA

UNFINISHED BUSINESS

NEW BUSINESS

- Golf Course Presentation

SUBCOMMITTEE and STAFF REPORTS

- Update on Signs and Plaques in Parks
- Update on Park Projects

ITEMS FROM COMMISSIONERS

UPCOMING MEETING DATE(S) and PROPOSED AGENDA ITEMS

- Study Session—August 19, 2013
 - Parks Office, 340 S. Pioneer Street—7:00 PM
- Regular Meeting—August 26, 2013
 - Council Chambers, 1175 E. Main Street—7:00 PM

ADJOURNMENT

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at (541) 488-6002 (TTY phone number 1-800-735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28CFR 35.102-35.104 ADA Title I).

City of Ashland
PARKS AND RECREATION COMMISSION
STUDY SESSION MINUTES
June 17, 2013

ATTENDANCE

Present: Commissioners Landt, Lewis, Seffinger, Shaw; City Council Liaison Voisin; Director Robertson; Superintendents Dials and Dickens

Absent: Commissioner Gardiner

CALL TO ORDER

Seffinger called the study session to order at 7:05 p.m. in the Parks office, 340 S. Pioneer Street.

COST-OF-LIVING REVIEW

Robertson said the commission approved a cost-of-living adjustment (COLA) for Parks staff based on west coast CPI on a designated date in 2013. On that date, the CPI was 1.3%. He distributed a revised salary schedule showing the 1.3% COLA for each position with the exception of the director's position. He said HR would conduct a salary survey for that position. Robertson said he spoke with the commission chair and vice chair about a potential salary adjustment to align his scale with other City department heads.

Landt suggested having staff research the director's salary in terms of Parks directors in other jurisdictions.

JAPANESE GARDEN UPDATE

Robertson said staff prepared discussion points for the proposed Japanese Garden entrance gate.

Dickens said landscape architect Ian Wessler developed a garden gate drawing and presented it to the commission at their May 13 study session. Dickens talked about cost differences between steel and wood products and reported that both the Planning and Building departments spoke favorably about the project. He said Wessler recommended using reclaimed yellow cedar and project donor Ann Auble voiced support for the gateway design. Once materials were approved, he said project completion would take at 8-10 weeks. He indicated that the Auble donation would likely cover all estimated project costs.

Discussion Among Commissioners

Landt suggested using heavily gauged metal for the garden gateway for greater longevity. He said exposed wood might require more maintenance over the long term. Seffinger recommended using materials that provided the feel of a Japanese garden.

Architect **Steve Ennis** said he preferred wood but steel could make sense from a maintenance standpoint.

Shaw said once staff was given direction, they should have the ability to implement the project. Seffinger said she saw wooden garden gate structures in Japan that lasted a long time and her personal preference was wood. She asked about the donor's preferences for materials. Landt said a 3-D mockup might be useful and appropriate given the commission's desire to build a gateway lasting 50-plus years. Ennis said a drawing would probably take three to four hours to complete; Landt said it would be money well spent. Shaw said he was happy with the drawing and wanted to allow staff to proceed. Ennis said welds could rust at the edges of beads and the structure would need to be manufactured and assembled in advance, then bolted in on-site. The commission suggested a darker, earthier red color.

Robertson said staff would ask the donor about her preferences.

Landt left the meeting at 7:50 p.m.

ENDERS SHELTER BIDS

Dickens said five Enders Shelter bids were opened on Wednesday, June 5, but only four were complete. All bids were higher than anticipated and the low bid from Wes Norton of Roxy Ann Rock came in at \$127,244. A post-bid meeting with the contractor, project manager and Parks Superintendent produced a reduction in construction costs. The lower price of \$98,973 represented a \$28,271 savings.

ENDERS SHELTER BIDS, cont'd.

Commissioners asked several clarifying questions and agreed that the shelter had safety issues and the project needed to move forward.

SENIOR CENTER BUDGET (RVCOG ISSUES)

Dials said the Rogue Valley Council of Governments (RVCOG) provided annual funding over the past 20-plus years along with services related to information and referrals. In exchange for the funding, staff submitted quarterly reports to RVCOG about who made contact with the Senior Center and where people were referred. In FY 11-12, the Senior Center made approximately 11,500 referral contacts.

It was explained that because of limited staffing, the Senior Center couldn't satisfy RVCOG's request to answer phones one day per week (the ADRC Program) in exchange for funds received. It was noted that the ADRC Program was not part of the Senior Center mission or scope. Due to the sequester and other factors, RVCOG notified Parks staff of their need to withdraw nearly \$10,000 in RVCOG funding, the largest outside revenue source for the Senior Center.

Dials said an Ashland Parks Foundation grant for the Senior Center was requested and approved and it would replenish lost funding to the Food and Friends Program. Staff met with RVCOG Director Dave Toler and expressed staff concerns, including that cuts in one program sector (I&A) affected other program sectors (Food and Friends).

Robertson said the Senior Center was fully funded through the City and would continue providing the same level of service to seniors; however, in 18 months the City could question why Senior Center revenues fell. Staff was scheduled to meet with Toler's superior the next day to discuss possible alternatives.

Housekeeping Items

Seffinger said she spoke with the mayor and some councilors and the mayor expressed interest in using the same process for hiring the Parks Director utilized for the mid-term commission vacancy appointment when Rosenthal was elected to council in November 2012. Lewis and Seffinger said a possible charter amendment for the hiring of the Parks Director was important; otherwise, the commission could be subject to the whims of the mayor and council. Commissioners asked how to reinstate the power of the Parks Commission in a legal manner and suggested a memorandum of understanding after obtaining an objective legal opinion. Lewis said it was time to address all issues of concern, including recent activities by the mayor and City Administrator.

Seffinger said the next Ad Hoc Committee meeting was scheduled for June 24 at 3 p.m. in the Parks office. She asked commissioners to forward any agenda suggestions to her.

ADJOURNMENT OUT OF STUDY SESSION – With no further business, Seffinger adjourned the study session at 8:45 p.m.

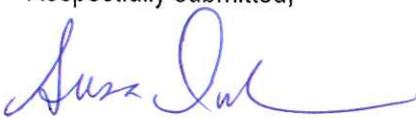
ADJOURNMENT INTO EXECUTIVE SESSION – By consensus, Seffinger adjourned into executive session at 8:45 p.m.

- *Executive Session: Real Property Acquisition ORS 192.660 (2)(e)*

ADJOURNMENT OUT OF EXECUTIVE SESSION – By consensus, Seffinger adjourned out of executive session at 9:05 p.m.

ADJOURNMENT – By consensus, Seffinger adjourned the meeting at 9:05 p.m.

Respectfully submitted,



Susan Dyssegard
Ashland Parks and Recreation

City of Ashland
PARKS AND RECREATION COMMISSION
REGULAR MEETING
MINUTES
June 24, 2013

ATTENDANCE

Present: Commissioners Landt, Lewis, Seffinger, Shaw; City Council Liaison Voisin; Director Robertson; Superintendents Dials and Dickens

Absent: Commissioner Gardiner

CALL TO ORDER

Seffinger called the meeting to order at 7:00 p.m. at Council Chambers, 1175 E. Main Street.

APPROVAL OF MINUTES

Study Session – May 13, 2013

MOTION Landt moved to approve the minutes as presented. Lewis seconded the motion.

The vote was: All yes

Regular Meeting – May 20, 2013

MOTION Shaw moved to approve the minutes as presented. Landt seconded the motion.

The vote was: All yes

PUBLIC PARTICIPATION

None

ADDITIONS OR DELETIONS TO THE AGENDA

None

UNFINISHED BUSINESS

None

NEW BUSINESS

RECREATION PROGRAM PRESENTATION

Dials welcomed Recreation Coordinator Lonny Flora and invited him to speak to the commission.

Flora showed a slide presentation of the Daniel Meyer Pool and provided a report. He said the outdoor facility was operated mid-June through mid-September. He reviewed pool programs provided for user groups of all ages and discussed fees, staffing, and some of the challenges faced by staff. He said recent facility improvements included interior painting, landscaping upgrades, sidewalk replacements, new countertops, and a new shade structure to replace the old wooden cover. He said Daniel Meyer Pool staff proudly provided a safe environment for all pool users.

The commission thanked Flora for his presentation.

SENIOR CENTER PRESENTATION

Dials welcomed Senior Program Manager Christine Dodson and invited her to speak to the commission.

Dodson said this would mark the 40th anniversary of the Ashland Senior Program and the center's association with Ashland Parks and Recreation was long and great. The mission of the center was to provide a support system for older citizens and improve their quality of life. Dodson outlined many of the programs and services offered through the Ashland Senior program and said they filled niches. A five-member advisory board allowed for feedback on center operations; in-home visits provided information and assistance to seniors along with an assessment of needs and advocacy in obtaining services; and an on-site weekly lunch program, by donation, was offered through Food and Friends. Additional services were said to include the ALEAP low-income energy assistance program, YMCA day trips, a tele-sensory magnifier donated by the Lions Club, emergency heat assistance, a senior utility discount for those 55 and older, a foot care clinic sponsored by Soroptimists, the Listening

NEW BUSINESS

SENIOR CENTER PRESENTATION, cont'd.

Post, free bus passes and Valley Lift vouchers in conjunction with the Public Works Department, student practicum opportunities through SOU, raised bed community garden plots at the center, and volunteer options for seniors, among others. Dodson invited everyone to visit the Senior Center to see the efforts of staff, volunteers, and participants.

The commission thanked Dodson for her presentation.

COST-OF-LIVING REVIEW

Robertson said Parks staff and management representatives agreed on a COLA ranging between 1-5% based upon a Consumer Price Index (CPI) 12-month rolling average between March of the prior year to March of the current year. Per that agreement, a cost-of-living adjustment of 1.3% for employees of Ashland Parks and Recreation was appropriate given the CPI on March 31, 2013. He said the funds were included in the Parks budget for the upcoming fiscal year.

MOTION Landt moved to accept the COLA increase of 1.3% for all employees of Ashland Parks and Recreation. Shaw seconded the motion.

The vote was: All yes

SUBCOMMITTEE and STAFF REPORTS

Schedule Signs and Plaques Subcommittee Meeting

Robertson said staff received regular requests for signs, plaques and memorials and it was time to schedule a subcommittee meeting. He said the subcommittee consisted of Landt and Lewis. Landt requested a copy of all pertinent policies and ordinances for signage and plaques in parks. Robertson said staff would distribute the information and schedule a meeting in the near future.

Robertson said the Parks Department would host a 4th of July parade entry and he welcomed participants who wished to walk the parade route in support of Parks.

ITEMS FROM COMMISSIONERS

Seffinger reported on the continuing rewards program for responsible dog owners observed picking up after their pets. She recommended that everyone pick up after their pets.

UPCOMING MEETING DATES & PROPOSED AGENDA ITEMS

- Study session set for July 15 at 7:00 p.m., Parks office, 340 S. Pioneer Street. Agenda item:
 - Skate Park Discussion
- Regular meeting set for July 22 at 7:00 p.m., Council Chambers, 1175 E. Main Street.

ADJOURNMENT– By consensus, with no further business, Seffinger adjourned the meeting at 7:37 p.m.

Respectfully submitted,



Susan Dyssegard
Ashland Parks and Recreation

ASHLAND PARKS AND RECREATION COMMISSION

340 SO. PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Rick Landt
Jim Lewis
Stefani Seffinger
Vanston Shaw



Don Robertson
Director

TEL: (541) 488-5340
FAX: (541) 488-5314

MEMORANDUM

TO : Ashland Parks and Recreation Commission

FROM : Don Robertson, Director

DATE : July 17, 2013

SUBJECT : Golf Course Presentation

Action Requested

Information only

Background

The Commission has asked for presentations on the various functions of the department. One of those functions is the operation of the Oak Knoll Golf Course.

Tom Cronin, Golf Course Manager, will be on hand to share a slideshow of the golf course, discuss its functions and challenges, and share general information about the course.

ASHLAND PARKS AND RECREATION COMMISSION

340 SO. PIONEER STREET • ASHLAND, OREGON 97520

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Don Robertson
Director

TEL: (541) 488-5340
FAX: (541) 488-5314

MEMORANDUM

TO : Ashland Parks and Recreation Commission

FROM : Don Robertson, Director

DATE : July 17, 2013

SUBJECT : Update on Signs, Plaques and Memorials in Lithia Park

Action Requested

Information only

Background

The Commission developed and adopted a policy on signs and plaques in 2004 and later approved their own policy revisions in 2008. Staff has worked hard to accept only those donations of benches and picnic tables with plaques that meet the parameters of the Commission's policy.

Recently, staff began documenting memorial plaques located within Lithia Park. They will be prepared to share an overview of their documentation project.

PARKS POLICY FOR SIGNS, PLAQUES, AND MEMORIALS

Policy Overview

- The Parks Commission suggests a one-year waiting period following the death of a loved one before submitting a request for memorials with plaques. This allows survivors adequate time to grieve and consider a remembrance for their loved one.
- The one-year waiting period may be waived if the requestor chooses to donate an item from the Parks Department's "needs list."
- Donated items include a standard plaque in memory of the loved one.
- Standard plaques are 1x4 inch aluminum with Times Roman text, font size 14.
- Words on plaques are limited to six.

"Needs List" for Ashland City Parks

- Frost-free drinking fountains in Ashland parks:
 - Rose Garden in Lithia Park
 - North side of tennis courts in Lithia Park
 - Glenwood Park
 - Clay Street Park
 - Third parking area in Lithia Park, near old block restroom wall
 - Hunter Park near restrooms
 - Scenic Park near future restrooms
 - Ashland Skate Park
- Benches at many non-Lithia parks within Ashland
- Renovations of existing picnic tables in Lithia Park and other parks
- New picnic benches / tables at many non-Lithia parks in Ashland
- Ice rink spectator covers
- Ice rink seating / bleachers
- Recycling stations for most parks
- Storage lockers at Daniel Meyer Pool
- Pool lift for handicapped patrons at Daniel Meyer Pool
- Outdoor grills at various parks
- Small playground equipment at various playgrounds

PARKS POLICY FOR SIGNS, PLAQUES, AND MEMORIALS

Introduction:

Many individuals and groups have contributed resources and time to Ashland's parks. The Parks Commission appreciates and encourages such contributions and strongly urges those wishing to commemorate persons, groups, or events to consider making a contribution without requiring a physical memorial. A guiding principle is for the park itself to be the showpiece or center of activity, rather than a site containing memorials.

This statement of policy and guidelines is designed to:

1. Provide specific criteria for design and placement of memorials and signs.
2. Establish a clear and consistent process for application, review, approval, and implementation of all proposals.
3. Define ongoing maintenance responsibilities of the donor and of the Parks Department.

II. Policy:

It is the policy of the Ashland Parks and Recreation Commission to consider installing signs or memorials on the property managed by the commission under one or more of the following circumstances:

- A. When the feature will enhance the park and be in character with the purpose for which the park was created.
- B. When the person or group memorialized has contributed significantly to the mission of Ashland Parks and Recreation.
- C. When the memorial has a sense of timelessness; that is, it will be meaningful to both current and future generations of parks patrons.
- D. When a donation is made that constitutes the major portion of resources necessary to acquire a park site identified on the current Parks, Trails, and Open Space Plan.

Note: *Complying with some or all of the above policy elements does not automatically secure approval.*

III. Criteria and Rationale

- A. Ashland's parks are established to provide playgrounds, areas for organized active recreation, trails, open space, aesthetic benefits, and environmental protection and enhancement. Signs and memorials will be in character with and not detract from the purpose of the park or facility.
- B. There must be justification for the existence and location of all memorials.
- C. The preferred location for a memorial is inside or immediately adjacent to a structure such as a building or parking area or entrance to a structure or trail. Development of a trail, renovation of a feature or structure, or restoration of a natural area may be acknowledged by a sign or plaque within its access or parking area or within or on an existing structure.
- D. Memorials or signs placed outdoors should be part of a landscape design plan and carefully incorporated so as to be part of the fabric of the site, rather than a feature of the site.
- E. Memorials to individuals may be incorporated into benches, artwork, walkways or other structures. A commemorative bench or table may be considered for a particular site if the park plan designates the need.
- F. Interpretive signs or memorials related to community history or natural history may be placed in accordance with the park plan.
- G. A conservative approach will be taken regarding requests for signs and memorials in Lithia Park in order to preserve its natural and historic character.

IV. Memorials that may be considered:

A. Historic Events

Events significant to the park's formation or development or in the development to the region of town in which the park is located.

B. Persons or Groups

Persons or groups who were influential in understanding, developing, or preserving the park or region of town. Persons must be deceased a minimum of one year before applications for memorial items will be accepted. Exceptions will be made for donations of items from current needs list.

C. Structures

Commemorating the roles of individuals, such as designers, government agencies, and others in the development and construction of new structures located in the park.

D. Endowment Fund

Donations can be made to the Ashland Parks Foundation's memorial endowment fund for signs, plaques, and memorials, or for the future maintenance of Lithia Park.

V. Monument Types:

- **Plaques:** Made of permanent materials such as bronze, other metals, or stone. May be mounted in walls, in paving, or on cast concrete. Plaques will be attached to the donated item. Standard plaques will be 1x4 inch aluminum with Times Roman text, font size 14. **Words will be limited to six, with no dates listed.**
- **Other Memorials:** These include all that are three dimensional, such as statuary, structures, benches, fountains, and other items not included above.

VI. Application Process

A. Parties involved:

1. Donor: Individual or group proposing a memorial or sign.
2. A memorial review subcommittee was formed to review proposals and make recommendations regarding memorials and signs. The subcommittee is comprised of a minimum of two members of the Ashland Parks and Recreation Commission and may include other appropriate persons.

Duties: Review proposals in accordance with standards described herein and make recommendations to the full commission.

3. Parks Commission approves or denies the request.

B. Process:

1. After reviewing this policy statement, the donor submits the preliminary proposal in writing to Ashland Parks and Recreation, 340 South Pioneer Street, Ashland, OR 97520. The proposal indicates who or what is being commemorated, the type of memorial desired, the preferred location, and justification for the request.

2. The subcommittee requests detailed drawings from the donor showing full-scale design, wording, typeface, materials, and location. The subcommittee forwards its recommendation to the Ashland Parks and Recreation Commission.

If the recommendation is favorable: The commission reviews the drawings and makes a final approval, with any conditions noted.

If approved: The subcommittee reviews the request and/or approves associated wording.

VII. Installation

Upon final approval of the memorial proposal, it becomes the donor's responsibility to coordinate and finance the fabrication, delivery, and installation of the plaque or memorial with Parks Department staff. Any changes must be approved by the commission prior to installation of the memorial.

The Park Superintendent inspects the memorial before and after installation to ensure that all the conditions of approval have been met.

VIII. Removal or Replacement

Ashland Parks and Recreation reserves the right to move, remove, or replace any sign or memorial within any property under its jurisdiction if the memorial does not comply with the above policy and guidelines, if it interferes with the development of a park for its intended purpose, or for any other reason it identifies.

If the memorial becomes damaged beyond repair, an attempt will be made to contact the donor to repair or replace the item, or it may be removed.

IX. Date of Effect of these Guidelines

The guidelines become effective upon adoption by the Ashland Parks and Recreation Commission.

ASHLAND PARKS AND RECREATION COMMISSION

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MEMORANDUM

TO : Ashland Parks and Recreation Commission

FROM : Don Robertson, Director

DATE : July 17, 2013

SUBJECT : Update on Park Projects

Action Requested

Information only

Background

As directed by the Commission, staff has been busy working on various park projects. Staff will present a brief slideshow and share information about:

- Enders Shelter
- Atkinson Bridge
- Daniel Mayer Pool