

**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 the 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**

**Study Session  
OCTOBER 21, 2013 @ 7:15 PM  
PARKS OFFICE ♦ 340 S. PIONEER STREET**

- Call to Order
- Nature Center Solar Eco-Post Request
- Garfield Park Conceptual Master Plan Review
- Calle Resurfacing Bids Update
- Joint Meeting with Council Update
- Final Staff and Commissioner Comments
- 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).

# ASHLAND PARKS AND RECREATION COMMISSION

340 SO. PIONEER STREET

• ASHLAND, OREGON 97520

## COMMISSIONERS:

Mike Gardiner  
Rick Landt  
Jim Lewis  
Stefani Selfinger  
Vanston Shaw



Don Robertson  
Director

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## MEMORANDUM

**TO :** Ashland Parks and Recreation Commission

**FROM :** Libby Van Wyhe, Nature Center Manager (U)

**DATE :** October 15, 2013

**SUBJECT :** Nature Center "Solar Eco-Post" Proposal

Nature Center staff request the purchase, installation and dedication of a "Solar Eco-Post" for use as an interactive, educational feature at North Mountain Park.

Part of the Nature Center's mission is "to promote greater community awareness, understanding and enjoyment of the local natural environment." If installed, this outdoor exhibit would assist park visitors in understanding and enjoying native bird species and their unique calls and songs.

If you've ever visited Turtle Bay in Redding, you might have seen the interpretive hand-cranked "sound boxes" placed along pathways. Two years ago Nature Center staff visited Turtle Bay and agreed that similar interpretive tools would fit well at North Mountain Park. We considered the advantages of programming the devices with bird sounds so visitors could learn to "bird by ear." Since then the project has been on our wish list.

In the meantime the product manufacturer, Tour-Mate Systems Limited, has developed the Solar Eco-Post, a solar-powered eco-friendly model with four solar panels used to power audio messages. The front face of the Eco-Post features a face plate with four buttons, space for an information label describing the messages, and a standard audio output speaker. Since solar panels power the messages, the Solar Eco-Post is ideal for any outdoor location receiving regular sunlight. The rechargeable battery pack ensures, in times with little or no sunlight, that adequate power will be available for message playing. In addition to requiring no external power, the Solar Eco-Post requires very little maintenance. The Solar Eco-Post is made of heavy-gauge aluminum with a powder coated anti-graffiti paint finish. It is designed to be mounted in a fixed position and to withstand extreme weather conditions.

In August of 2013, Ashland Parks and Recreation was approached by the family of Ashland resident Barbara Massey, a well-known ornithologist and long-time park volunteer. Massey's daughters and extended family requested the installation of an interpretive display in honor of Barbara's 90th birthday (November 8, 2013). Originally the family proposed a sign in Lithia Park highlighting American Dippers in Ashland Creek. Linda Chesney took this opportunity to discuss the sound box project with the Massey family. They decided the Nature Center would be a perfect site to honor Barbara Massey's contributions: "Because it is such an important locus of conservation and environmental awareness in Ashland and a place very close to Barbara's heart."

The Massey family is therefore proposing the installation of an outdoor Solar Eco-Post at North Mountain Park in a location easily seen and used by visitors. If approved, the Massey Family would raise funds to purchase it, through contributions from family and friends, with the expectation that there will be a small plaque somewhere on the box with a short inscription honoring Barbara. Everyone involved in the proposed project is aware that the plaque would need to go through a review by the Signs, Plaques and Memorials Subcommittee before being presented to the commission for approval.

The Massey family is enthusiastic about the project and hopes to work on it with Nature Center staff. Barbara is unaware of it as her family would like to tell her on her birthday. We hope she can be involved in programming and installing the Solar Eco-Post if it is approved. Barbara is an expert on bird vocalizations so her knowledge would be valuable.

Nature Center staff recently consulted with two birding experts about the Solar Eco-Post project. SOU ornithology professor Stewart Janes endorsed the project and agreed to make any of his bird call recordings available for our use. SOU graduate student Teresa "Bird" Wicks is researching the impact of bird call playback on wild bird populations. Wicks believes the Solar Eco Post will have minimal impact on local birds but says the box should be installed in the fall or winter timeframe so birds can become accustomed to it before spring nesting season begins. In short, as long as we don't install the device during nesting season, local ornithologists agree on the value of this low-impact, educational project.

Thank you for considering the installation and dedication of a Solar Eco-Post at North Mountain Park Nature Center in honor of Barbara Massey's 90<sup>th</sup> birthday.



# SOLAR ECO-POST

## Self-Guided Audio Tour System



### FINANCIAL INFORMATION



## Solar Eco-Post (SP-400)



The Solar Eco-Post is a solar powered eco-friendly interpretive device that requires no external power. The Eco-Post features four solar panels which power the audio messages. The Solar Eco-Post is a completely lead free device that requires very little maintenance and offers a sustainable interpretive solution for 'uncontrolled' outdoor environments.

The Solar Eco-Post has been built with a 'set it and forget it' approach to design. It is designed to withstand extreme weather conditions, making it ideal for varied climates or environments. Since solar panels power messages, the Solar Eco-Post is ideal for use on trails, parks, gardens, zoos and any other outdoor location which receives regular sunlight. The rechargeable battery pack ensures that in situations where there is no sunlight, there is enough power to play messages.

The front plate of the Solar Eco-Post features 4 buttons and an integrated outdoor rated speaker. The audio content is fully reprogrammable using 'drag and drop' MP3 files. The front plate can be customized to add graphics. Alternative message button configurations (2, 6 or 8 buttons) are also available upon request.

## **DESIGN**

The Solar Eco-Post is made of heavy gauge aluminum with a powder coat anti-graffiti paint finish, and is designed to be mounted in a fixed position.

The front face of the Eco-Post features a face plate with 4 buttons (optional 2, 6 and 8 button faceplates can be provided as a custom order), space for an information label describing the messages, and a standard 3.5mm audio output jack for use with headphones or induction neck loops for added accessibility. The Eco-Post's design allows for the use of custom faceplates with unique graphics or shapes.

Each message button is sealed and gasketed to ensure weather resistance. The speaker uses an innovative reflective design to protect it from the elements and vandalism. The printed circuit board located inside the Eco-Post is conformal coated to increase resistance to the elements.

Photovoltaic solar panels are arranged on the faces of the angled top to capture both the morning and afternoon sunlight for all day charging. The innovative solar panel mounting design allows easy solar optimization regardless of which way the front panel is facing. The Solar Eco-Post can be mounted to a pole or fixed mounted to a wall.

A remote mounted solar array option allows use of the Solar Eco-Post in reduced sunlight locations such as heavily treed paths, gazebos, indoor welcome centers, etc. This also allows the Solar Eco-Post to be incorporated as part of interpretive and way finding signage which may already be present at your site.

The dimension of each Solar Eco-Post is 6 in W x 6 in D x 19 in H (152mm W x 152mm D x 480mm H) and it weighs approximately 9 pounds (4kg).

## **MESSAGES**

Messages are recorded as standard MP3 files and are written to a mini Secure Digital memory card. Messages can be changed and written to the mini SD memory cards via a read/writer device which connects to a PC. Solar Eco-Post messages can be modified on-site without sending recorded content to Tour-Mate for processing.

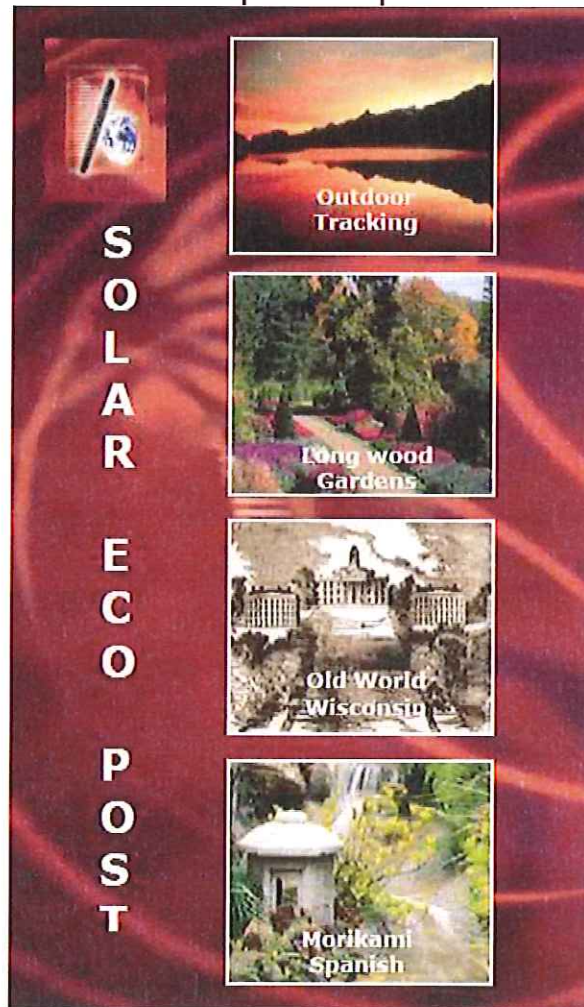
## FRONT PLATE

The Solar Eco-Post front plate includes an area to accommodate a graphic element which would inform visitors about the information they can access. For multi-lingual messages, we recommend that flags be used to designate the buttons for each language.

Given differing esthetic considerations, we leave the design/graphics element to each client attraction.

Should client attractions wish to contract with Tour-Mate for their graphics requirements, Tour-Mate can create custom faceplates with unique graphics or shapes as per the design requirements. Custom graphics would be quoted based upon a project's design and interpretive requirements.

### Sample Graphic





## CUSTOMIZATION OPTIONS

### ***A) MESSAGE BUTTONS***

Each site or location is unique and different numbers of messages/languages may be required to interpret each point of interest. With the Tour-Mate Solar Eco-Post, you can customize how many messages you want on the Eco-Post. The Solar Eco-Post can support a maximum of 8 message buttons and you can choose the number of buttons you want on your units based upon your requirements. The different button configurations for the faceplates are presented below.



### ***B) CUSTOM FACE PLATE***

Face plates will tend to be unique to each location and to each individual Eco-Post unit. Tour-Mate can assist in creating unique and customized faceplates for the Solar Eco-Post in the material of your choosing. Tour-Mate can also assist with the design of the graphics for the face plate.

### ***C) REMOTE MOUNTED SOLAR ARRAY***

In an effort to offer sites maximum flexibility, the Solar Eco-Post has an optional remote mounted Solar Array. This option allows a site to install the Eco-Post in an area where they may be limited sunlight. Locations such as heavily treed paths, gazebos, indoor welcome centers, etc, can use the Eco-Post and have the solar arrays mounted remotely. This feature also permits the Solar Eco-Post to be incorporated as part of interpretive and/or way finding signage.



## **WARRANTY AND MAINTENANCE**

Solar Eco-Post units come with a 1-year parts and labor warranty. Warranty repairs would cover all malfunctions attributable to either manufacturing defects or normal wear and tear (as determined by Tour-Mate technicians). Not included under the Warranty (all versions) would be damage to the solar array or the face plate.

Beyond the 1 year Warranty, a client has two maintenance options:

### ***I. TOUR-MATE MAINTENANCE PLAN***

The Tour-Mate Maintenance Plan covers repairs to all internal components of the Eco-Post due to normal wear and tear. Malfunctioning Eco-Post units would be shipped to Tour-Mate's US repair depot located in Victor, NY where they would be repaired or replaced. All labor and parts costs associated with component repairs (and/or replacement) are included in the annual Maintenance Plan fee. Outbound shipping would be for the clients' account. Return shipping is included in the annual Maintenance fee. Excluded from the Maintenance Plan would be any repairs required due to obvious abuse, misuse or neglect of the system. The Tour-Mate Maintenance Plan does not cover the solar array or customized face plates. Replacement of these items would be billed to the client at Tour-Mate's prevailing 'as needed' repair and component replacement rates.

### ***II. 'AS NEEDED' MAINTENANCE***

Under the 'as needed' maintenance program, the client would pay Tour-Mate's prevailing rates for labor and parts. Should any component of an Eco-Post unit malfunction and require factory repair, the unit should be shipped by the client to Tour-Mate's repair depot in Victor, NY. Repairs would be performed and the equipment returned to the client. The client would be invoiced for the parts and labor required to make the repairs. Tour-Mate's current labor rate for work on all Eco-Post system components is \$135/hour. Both outbound and return shipping would be the responsibility of the client. Applicable sales taxes would be additional.

## FINANCIALS

The following is the pricing for the Solar Eco-Post hardware. It includes the Eco-Post unit and installation of the client recorded messages (if provided prior to shipping). Pricing is in US dollars.

Recording costs and/or fees for 'Add-on' items (e.g. graphics development, custom face plate fabrication etc.) would be quoted under a separate cover. Installation of the Eco-Post units is the responsibility of the purchaser.

NUMBER OF UNITS	Number of Buttons on the Solar Eco-Post (Unit Price)			
	2 – Buttons (SP-200)	4 – Buttons (SP-400)	6 – Buttons (SP-600)	8 – Buttons (SP-800)
<10	\$1,550	\$1,650	\$1,750	\$1,850
10-49	\$1,450	\$1,550	\$1,650	\$1,750
50+	\$1,400	\$1,500	\$1,600	\$1,700

UNIT	FEE
<b>Remote Solar Mounted Array</b>	\$ 249.99 – with 15 ft (4.6m) cable \$269.99 – with 50 ft (15.5m) cable
<b>Customized Face Plate</b>	Priced as per client requirements
<b>Customized Colors</b>	<10 - \$800 per post 10-49 - \$500 per post 50+ - No charge

*All applicable taxes are extra. Shipping FOB Victor, NY is extra.  
Purchase prices subject to change. Quotations are valid for 90 days.*

### **TOUR-MATE MAINTENANCE PLAN**

UNIT	ANNUAL MAINTENANCE FEE
PER Eco-Post unit	\$285

### **ADD-ON FEATURES**

#### **A) RECORDING**

Should a client opt to utilize Tour-Mate's recording services, the fee will be determined by a number of factors such as: type of production, production style, music, and number of narrators selected.

#### **B) DIGITIZING**

There is no additional charge for digitizing and compressing one set of tour message per Eco-Post unit (up to 20 recorded minutes per Eco-Post unit). That is, the digitization and compression of one set of message segments per Eco-Post unit is included in the quoted hardware prices. The fee for digitizing and compressing additional messages beyond the initial set of messages per Eco-Post unit is \$37.50 per minute of recording with a maximum per recorded hour charge of \$1,500.



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Don Robertson  
Director

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## MEMORANDUM

**TO :** Ashland Parks and Recreation Commission

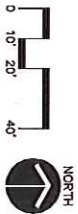
**FROM :**   
Bruce Dickens, Parks Superintendent

**DATE :** October 15, 2013

**SUBJECT :** Garfield Park Conceptual Master Plan Review

Three Garfield Park conceptual draft master plan alternatives have been prepared for your review. Also provided is a Site Assessment Exhibit. A general description of improvements for each plan is outlined below:

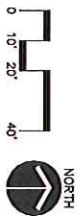
- Alternative 'A' – Low Intensity  
Remove the existing water play facility (and move to another park?), improve the sand volleyball court, add picnic shelters, lawn berm, children's "discovery" garden, small plaza for the existing play area, sand play area, multi-sport court, small skate park, new pedestrian entries, and a widened main sidewalk.
- Alternative 'B' – Medium Intensity  
Same / similar improvements contained in Alternative 'A,' except remove the existing sand volleyball court (and move to another park?) and add a new water play facility and 'tot lot' play area.
- Alternative 'C' – High Intensity  
Same / similar improvements contained in Alternative 'B,' except move the sand volleyball court to Garfield Street, move the multi-sport court to California Street, add a new water play facility, and add a picnic table area in place of the berm in the open play lawn.



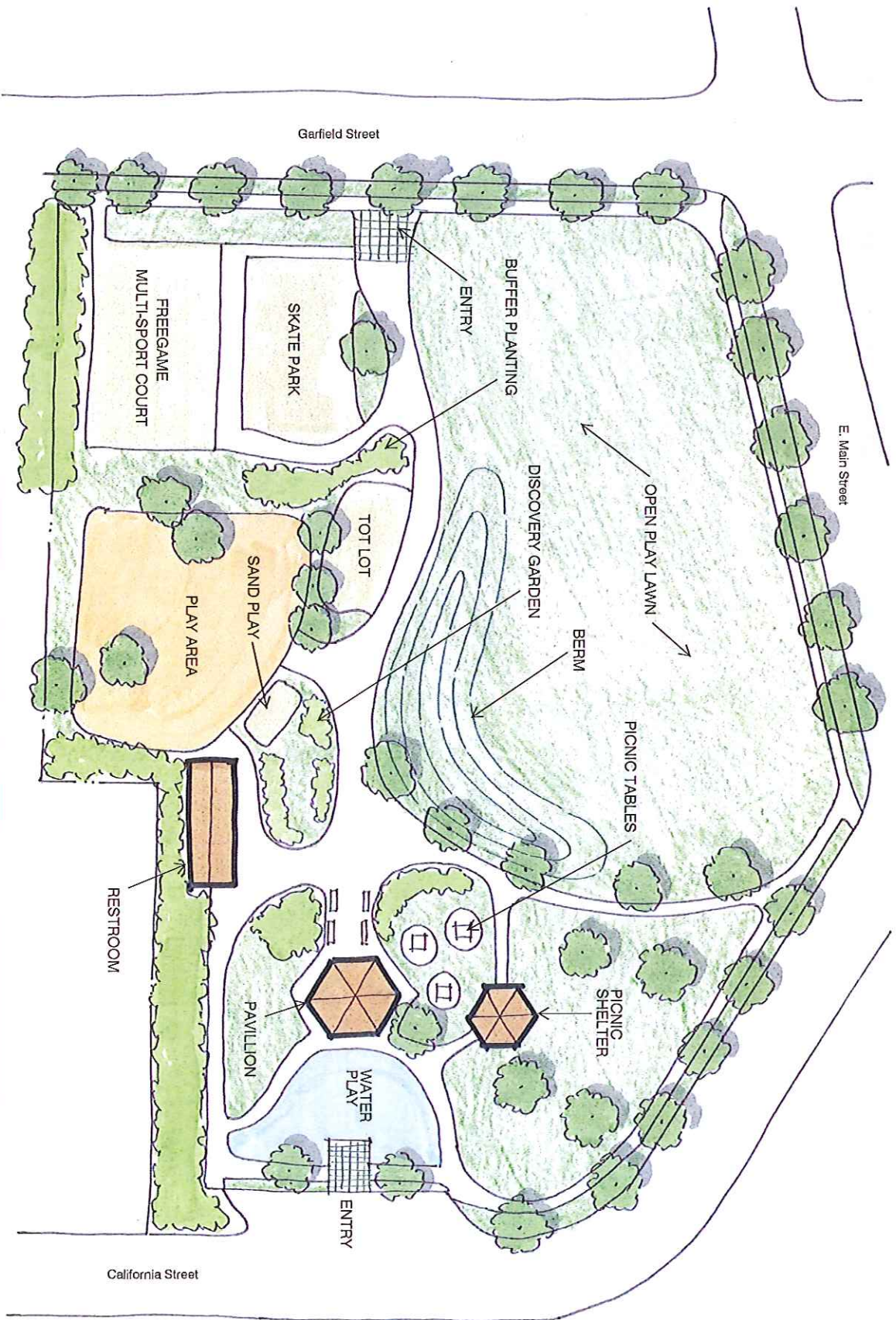
DRAFT MASTER PLAN ALTERNATIVE 'A'



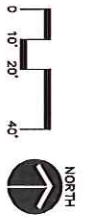




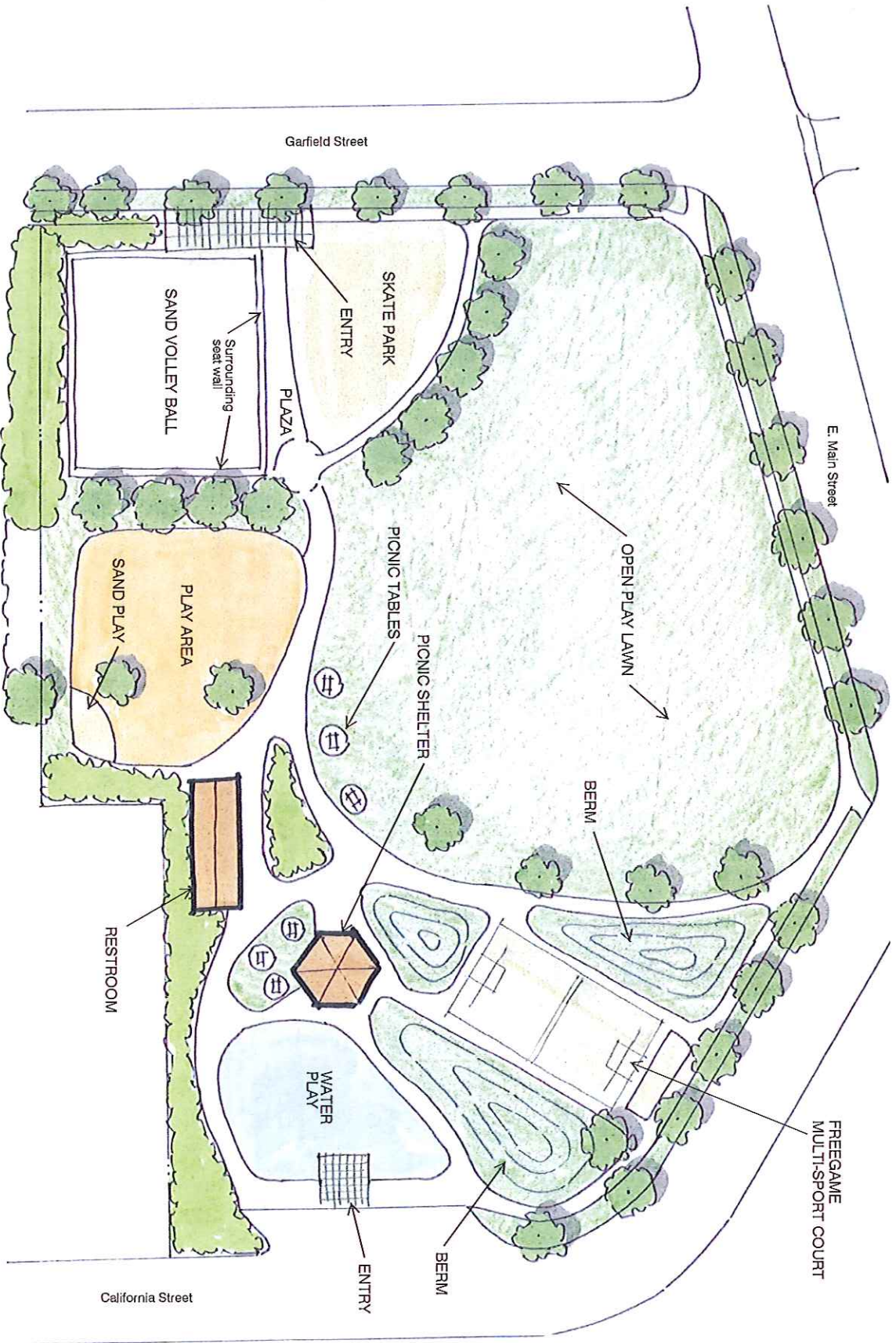
# DRAFT MASTER PLAN ALTERNATIVE 'B'







DRAFT MASTER PLAN ALTERNATIVE 'C'





An aerial photograph of a residential property. A large, light-colored house with a gabled roof is visible on the left. To its right is a large, paved parking lot containing several parked cars. A driveway leads from the parking lot to a garage area. The surrounding area includes trees and other residential structures.

An aerial photograph of a residential neighborhood. Two red arrows are drawn on the image. One arrow points from the top towards a house with a grey roof. The other arrow points from the bottom towards a house with a dark roof. The surrounding area includes other houses, trees, and a road.

An aerial photograph of a road intersection. A red line starts from the top of the frame, goes down, and then turns right at a 90-degree angle, ending with an arrowhead pointing towards the intersection. This indicates a vehicle's path or a specific lane configuration. The road is paved, and there are green spaces and a white car visible in the background.



An aerial photograph of a grassy field. A red arrow points from the top of the image down to a specific location on the grass. The field is green with some patches of brown and grey, possibly indicating different vegetation or soil types. A white arrow points from the bottom right towards the same location.

An aerial photograph of a residential street. A red arrow points to a house on the right side of the street, which is the subject of the report. The street is paved and has a grassy area on the left. There are other houses and trees visible in the background.

### WHAT IS PURPOSE OF LONG CURBOUT?

DECLINING MAPLE -  
VERY SMALL

PRESERVE LARGE OPEN LAWN!  
 →

**ZELKOVA UNDER  
POWER LINES**

TREE CANOPY PROVIDES  
EXCELLENT SENSE OF 'EDGE'  
ALONG MAIN STREET

GARFIELD  
PARK

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## MEMORANDUM

**TO** : Ashland Parks and Recreation Commission

**FROM** : Rachel Dials, Recreation Superintendent 

**DATE** : October 15, 2013

**SUBJECT** : Calle Guanajuato Resurfacing Bids

On October 2, 2013, the City of Ashland Parks and Recreation received three (3) bids for the 2013 Calle Guanajuato Resurfacing Project. The low bid of \$387,808.60 was submitted by KOGAP Enterprises, Inc. of Medford, Oregon. The other two bidders were Wes Norton and Pilot Rock.

### The KOGAP bid breakdown was as follows:

- Parks portion of the project will be \$286,618.60.
- Water portion of the project will be \$75,890
- Electric portion of the project will be \$25,300

This is informational only and will need a motion and an "up or down" vote at the Parks Commission regular meeting on Monday, October 28<sup>th</sup>. It is scheduled to go to Council on November 5<sup>th</sup>.



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## MEMORANDUM

**TO** : Ashland Parks and Recreation Commission

**FROM** : Rachel Dials, Recreation Superintendent

A handwritten signature, likely of Rachel Dials, is written in dark ink next to the "FROM" line.

**DATE** : October 15, 2013

**SUBJECT** : Joint Meeting with Council

The Parks Commission is scheduled to meet with Council on Tuesday October 29<sup>th</sup> at 7 pm in Council Chambers. Stef Seffinger and Rick Landt, both members of the Ad Hoc Committee, will update the Commission on the latest news and present a tentative agenda.