

**MINUTES**  
**ASHLAND PARKS & RECREATION COMMISSION**  
**Current Parks, Conservation, and Maintenance Subcommittee**  
**August 19, 2019**  
**Lithia Cabin 340 S. Pioneer**

Present: Commissioner Lewis, Bell; Director Black; Superintendent Oxendine; Tech III Minica Tech III Miller; Assistant Sullivan

**CALL TO ORDER**

Bell called the meeting to order at 11:00 p.m.

**APPROVAL OF MINUTES**

**Current Parks, Conservation, and Maintenance Subcommittee – June 17, 2019**

**Motion:** Lewis moved to approve the Minutes as presented. Bell Seconded.

**PUBLIC PARTICIPATION**

- **Open Forum**

None

**BUSINESS**

**Signs, Memorial & Plaques Policy Update**

1. **Discuss working draft of policy updates & 2. Bench, Picnic Table, Drinking Fountain recommendation for Parks Standards**

Oxendine reviewed the proposed edits to the Signs, Plaques, and Memorials policy included in the [meeting packet](#). Discussion on the topic included the following points:

- The 10-year start date for existing memorials could be established by researching installation dates and staggering them accordingly past the 10-year time period so not all memorials are retired exactly 10 years from the adoption of the new policy
- There are three types of memorials
  - Standard = benches, tables, BBQ and other items listed in the Standard Memorial Administrative Procedures document (included in the meeting packet)
  - Non-Standard=These are items such as bridges or art installations that would require a significantly higher donation. The Parks Director would determine the public process for these requests. Many of these memorials will become Legacy memorials.
  - Legacy= Memorials that have a historical significance, such as the Chester Corey plaque or newly placed non-standard memorials
- After the ten-year period for standard memorials has expired, staff will reach out where possible to offer the memorial at the existing memorial donation amount
- Costs will be established in the Standard Park Memorial Administrative Procedures document and will be reviewed on a biennium basis

**Motion:** Lewis moved to recommend the proposed Signs, Plaques & Memorials Policy updates & the Standard Memorial Guidelines to the full Commission for consideration. Bell Seconded.

**Discussion:** None

**Vote:** The vote was all yes.

Subsequent to the motion it was determined that the current policy update would require standard memorials to go before the full Commission for approval. Bell recommended changing the motion to authorize the Current Parks, Conservation and Maintenance Subcommittee to grant final approval for Standard Memorials. Lewis accepted the amendment. Staff will update the policy accordingly.

**3. Update on GIS timeline/plan**

Sullivan reviewed the stats for Lithia Park include in the meeting packet. The Total Available Sites was miscalculated and should state 46. Sullivan should have all existing memorials and available standard memorial sites mapped by the end of September. Information on paper records will be added to the GIS geodatabase. Phase two of the mapping process will geolocate and record information on existing memorials trees.

### **Existing Memorial – Additional Plaque Request**

Oxendine reviewed the memo regarding the request to add an additional plaque to memorialize Marjorie O'Hara on an existing memorial bench in Lithia Park included in the [meeting packet](#). Discussion on the item included the following points:

- Ms. O'Hara has contributed to the history of Lithia Park through the publication of a book in 1986
- Black suggested making the bench memorializing Marjorie and Bob O'Hara a Legacy Memorial or to place a more permanent memorial in Lithia Park at a later date
- Black suggested that APRC cover the cost of the memorial plaque to show appreciation for Ms. O'Hara's contribution to the parks system

**Motion:** Lewis moved to recommend the installation of the plaque the full Commission and have APRC cover the cost. Seconded by Bell.

### **Zero-Waste Policy Discussion**

Lewis stated a hope that this subcommittee will work on formulating a zero-waste policy. The bullet points provided in the [meeting packet](#) are for discussion purposes. Further discussion on this item included the following points:

A policy could be formulated by the Subcommittee and then sent to the full Commission for adoption

- Staff could provide reports on current activities such as the use of battery powered maintenance equipment as well as desired work plans that staff is working towards
- Lewis would like to include staff & Commissioner ideas for Zero-Waste and have on-going discussions about what can be accomplished on a large scale
- Black gave an example to APRC organizing a breakfast for dignitaries from Guanajuato that was planned to be zero waste. This type of activity could include in a zero-waste policy
- Oxendine will begin research on zero-waste policies and best practices to move towards zero-waste

Bell stated that DEQ is accepting grant proposals for municipal projects that would reduce waste going to the landfills. Further discussion on this item included the following points:

- Bell recommended getting grant funding for a community dish washing station at Ashland Creek Park so everyone in the city can bring their dishes to a central location. The grey water could then be utilized to irrigate the field. Solar panels could also be installed to run the dish washing station
- Requirement of the grant should be reviewed to determine if there are any projects APRC could seek funding

### **Items from Committee Members**

Bell provided the following items for discussion and inclusion at a future meeting. Lewis suggested that items to be discussed at a meeting be sent to staff in advance of the meeting so the items can be included on the agenda and posted publicly. The list included the following items:

- A review of the WoofWaste bag station program
- Bell would like to work with Parks Division staff to alter the current irrigation system to decrease maintenance costs and transition from potable water to TID water – Black suggests getting a presentation on the current system and how it works
- Consider carbon dioxide sequestration efforts by planting paulownia trees (empress) on the strip of land between Nevada St and Hersey St along Ashland Creek – Black suggested staff review the feasibility of this particular tree species as well as doing an inventory of APRC property where trees could be planted
- Replant an area ~.25 acre near the entrance of the golf course with pollinator plants to determine the difference in maintenance costs with what is currently planted there which currently requires little maintenance
- Work with the City of Ashland to install a solar array at Ashland Creek Park as a way of providing renewable energy for the City
- Discussion on low angle mountain bike trail through Lithia Park

### **SET NEXT MEETING DATE / TIME / PLACE**

The next meeting date/time was not determined

**ADJOURNMENT**

Bell left the meeting at 12:20p.m. – meeting adjourned