

IMPORTANT: Any citizen may orally address the Parks Commission on non-agenda items during the Public Forum. Any citizen may submit written comments to the Commission on any item on the Agenda, unless it is the subject of a public hearing and the record is closed. Time permitting, the Presiding Officer may allow oral testimony. If you wish to speak, please out the Speaker Request Form located near the entrance to the Council Chambers. The chair will recognize you and inform you as to the amount of time allotted to you, if any. The time granted will be dependent to some extent on the nature of the item under discussion, the number of people who wish to speak, and the length of the agenda.



AGENDA
ASHLAND PARKS & RECREATION COMMISSION
Current Parks, Conservation, and Maintenance Subcommittee
December 10, 2019
Lithia Cabin 340 S. Pioneer

2:00 p.m.

CALL TO ORDER

APPROVAL OF MINUTES

- Current Parks, Conservation, and Maintenance Subcommittee – August 12, 2019

PUBLIC PARTICIPATION

- Open Forum

BUSINESS

- Standard Memorial Request (Action)
- Standard Memorial Guidelines Update (Action)
- Organic Land Management Update (Informational)
- Current Sustainability Measures (Informational)

SET NEXT MEETING DATE / TIME / PLACE

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 (800) 735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I). Parks Commission meetings are broadcast live on Channel 9, or on CHARTER CABLE CHANNEL 180. Visit the City of Ashland's website at www.ashland.or.us.

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.

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

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Joel Heller
Rick Landt
Jim Lewis
Julian Bell



Michael A. Black, AICP
Director

541.488.5340
AshlandParksandRec.org
parksinfo@ashland.or.us

PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners
FROM: Sean Sullivan, Executive Assistant
DATE: December 4, 2019
SUBJECT: Memorial Request

A request from Jill Estes has been submitted to APRC seeking install a memorial plaque on an existing wooden bench located in the Nature Play area in North Mountain Park. The plaque would commemorate Jill Este's late husband, Kyle Estes.

Ms. Estes was in discussions with Nature Center Staff prior to the adoption of the new memorials policy and was quoted a price of \$600, which is \$150 below the donation amount required under the new policy.

Staff is recommending the quoted price of \$600 be honored in this instance.

The plaque would read:

Kyle Estes
Forever In Our Hearts

Possible Motion: I move to approve the memorial for Kyle Estes as proposed by staff.

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Joel Heller
Rick Landt
Jim Lewis
Julian Bell



Michael A. Black, AICP
Director

541.488.5340
AshlandParksandRec.org
parksinfo@ashland.or.us

PARKS COMMISSIONER STAFF REPORT

TO: Ashland Parks and Recreation Commissioners

FROM: Sean Sullivan, Executive Assistant

DATE: December 4, 2019

SUBJECT: Update to Standard Park Memorial Administrative Procedures

The Commissioners recently amended the Memorials Policy which included the creation of the Standard Memorial Administrative Procedures document which includes guidelines on the types of materials used when installing memorials.

Staff recently received a request to memorize a bench that would be placed on the tennis courts at Hunter Park. The current Standard Memorial Administrative Procedures does not include guidelines for benches that would be installed on sports courts.

Staff is seeking to amend the Standard Memorial Administrative Procedures to include the guidelines for sports court benches (see page 4 of the attached document)

Possible Motion: I move to include the guidelines and listed costs of sports courts benches in the Standard Memorial Administrative Procedures.

Attachment: Standard Memorial Administrative Procedures

Standard Park Memorial Administrative Procedures

This document contains Ashland Parks and Recreation Commission (APRC) procedures and guidelines for standard park memorials and will provide staff with direction when installing standard memorials on park amenities. The purpose of the guidelines is to establish a cohesive look throughout the park system and will provide clarity to those seeking a standard memorials.

Contents

- Standard Memorials Process..... 2
- Standard Memorial Benches..... 3
- Standard Memorial Tables 5
- Standard Memorial BBQ Grills 6
- Standard Memorial Drinking Fountains 6
- Bear Resistant Trash Receptacles 8

Standard Memorials Process

The Standard Parks Memorial was created to ensure that future memorials in Ashland parks meet the vision of this policy and to expedite the implementation of new memorials for the donor, staff, and Commissioners.

- Staff will create and maintain a webpage providing information to potential donors for standard and non-standard memorials.
- Available Standard Memorial locations and memorial types will be inventoried and made available to the public via a GIS Web Application.
- When selecting a Standard Memorial, the donor will complete the online Standard Memorials Request Form. Paper copies of the form will be available upon request at the APCR administration office.
- The Standard Memorial Form will contain the following items.
 - A link to the GIS web app that lists all available Standard Memorials
 - A place for the donor to identify a specific location and memorial type
 - The list of Standard Memorials contains benches, picnic tables, drinking fountains, and bear resistant trash receptacles – Additional standard Items may be added as needs for additional amenities arise
 - Donor Contact Information
 - Information on who or what is being memorialized
- Donors will make checks payable to ~~Ashland Parks and Recreation Commission~~ Ashland Parks Foundation (APF). APCR will be reimbursed for material and labor costs. The additional funds collected for maintenance will be deposited into a restricted fund, managed by APF, which will be utilized for park maintenance including the preservation of historic elements within Lithia Park.

Standard Memorial Benches

Various styles of benches are utilized throughout the APRC park system, which utilize wood slats or planks. See Figures 1-3 for examples of existing benches.



Fig.1 - Full steel frame w/ wood slats located in Lithia Park



Fig.2 - Partial steel frame w/ woods slats located in Lithia Park



Fig.3 - Embedded steel support posts w/ wood planks located in Lithia Park

The following guidelines for the placement of the plaque will be used when installing a standard memorial plaque on benches with wood slats or planks.

- Plaque size: 1" x 4" - Install on the uppermost backboard, centered
- Material: Aluminum
- Font: Friz Quadrata
- Words: Limited to 6 with no dates listed/~30 Characters
- Use of corrosion resistant screws with heads that are flush to the surface

The following guidelines will be used when installing a new bench where it is determined that the characteristics of the site are more suited to utilizing an embedded steel support posts that does not require a concrete pad. Figure 3 meets these guidelines. Figures 1 and 2 are examples of steel benches with wood slats that do not meet these guidelines.

- The frame should be constructed of a durable weather resistant material such as steel and able to be embedded into the ground
- Length: 5'
- Wood Planks: (4) 2" x 4" and (2) 2" x 6" installed as pictured in Figure 3 above – steel planks could also be utilized

New Wood Cost: \$1,000

Existing Wood Cost: \$750

The following guidelines will be used when retiring existing wood benches or when procuring a new bench and the characteristics of the site are more suited to utilizing a steel bench. Figure 4 is an existing steel bench that meets these guidelines.

- Length: 6'
- Color: Black or Dark Green
- Constructed of a durable weather resistant material such as powder coated steel
- Include sufficient space between slats to allow water to run off
- Ability to secure the bench to concrete with removable bolts to allow for off-site maintenance
- A uniform concrete pad should be poured to secure the bench
- Availability to purchase a plaque designed for the bench and utilize plaque guidelines above taking available plaque dimensions into consideration



Fig. 4-All steel bench located in Ashland Creek Park

New Steel Cost: \$ 3,400

Existing Steel Cost: \$2,550

The following guidelines will be used when installing new benches on sports courts such as tennis and pickleball courts. See figure 1 below for an example.

- Length: 6 ‘
- Color: Black or Dark Green
- Constructed of a durable weather resistant material such as powder coated steel
- Use all stainless-steel hardware
- Ability to secure the bench to concrete with removable bolts to allow for off-site maintenance
- Availability to purchase a plaque custom fitted to the bench and utilize plaque guidelines above taking available plaque dimensions into consideration



Fig. 1-All steel bench with surface mounts

New Steel Cost: \$ 1,950

Existing Steel Cost: \$1,450

Standard Memorial Tables

Various styles of tables are utilized throughout the APRC park system which utilize wood planks or are completely constructed of steel. See Figures 1-3 for examples of existing tables.



Fig. 1 - Standard wood table located in Lithia Park



Fig. 2 - Non-Standard wood table located in Lithia Park



Fig. 3 - Standard steel table located in Garfield Park

The following guidelines for the placement of the plaque will be used when installing a standard memorial plaque on wood tables.

- Plaque size: 1" x 4"
- Material: Aluminum
- Font: Friz Quadrata
- Words: Limited to 6 with no dates listed/~30 Characters
- Use of corrosion resistant screws with heads that are flush to the surface

The following guidelines will be used when installing a new table where it is determined that the characteristics of the site are more suited to utilizing a wood table. Figure 1 meets these guidelines. Figure 2 is an example of a higher quality wood table found in Lithia Park that would be considered non-standard.

- Allow for wheelchair access at the ends of the table when located in an ADA accessible area
- The frame should be constructed of a durable weather resistant material such as steel
- Length: minimum 5'
- Wood Planks: (3) 2" x 12" for the table top and (1) 2" x 12" for each seat

New Wood Cost: \$1,100

Existing Wood Cost: \$825

The following guidelines will be used when procuring a new table and the characteristics of the site are more suited to utilizing a steel table over a wood table. Figure 3 is an existing all steel table. Figure 4 is an example of all steel table. Both meet these guidelines.

- ADA Compliant
- Constructed of a durable weather resistant material such as powder coated steel
- Color: Black, Dark Green, Blue or Brown
- Includes spaces on seats and table top to allow water run-off
- Shape: Square, round or rectangular
- Availability to purchase a plaque designed for the table and utilize plaque guidelines above taking available plaque dimensions into consideration



Fig. 4 - Example of standard steel table

New Steel Cost: \$2,300

Existing Steel Cost: \$1,725

Standard Memorial BBQ Grills

Currently, BBQ Grills are installed at Lithia Park and Garden Way Park. One of the reservable sites at Lithia Park has a large grill installed. The other grill in Lithia and Garden Way Parks are smaller and similar in size. Figures 1 – 3 are examples of existing APRC grills.



Fig. 1 - Small grill located at the Madrone Picnic Area in Lithia Park



Fig. 2 - Large grill located at Hillside Picnic Area in Lithia Park



Fig. 3 - Newly installed grill located at Garden Way Park

The following guidelines for the placement of the plaque will be used when installing a standard memorial plaque on BBQ Grills.

- Plaque size: 1" x 4"
- Material: Aluminum
- Font: Friz Quadrata
- Words: Limited to 6 with no dates listed/~30 Characters
- Use of corrosion resistant screws with heads that are flush to the surface
- Install on the side of the grill, centered

The following guidelines will be used when procuring a new BBQ Grill. Figures 1 & 2 do not meet these guidelines. Figure 3 meets these guidelines.

- Firebox constructed of thick steel, be finished with a non-toxic corrosion resistant material and contain drainage holes
- The grate should be constructed of steel
- The grate height should be adjustable
- Stand should be constructed of heavy-duty metal with the ability to mount into concrete
- Ability to swivel is preferred
- The grilling surface should be a minimum of 420 square inches
- The fire box dimensions should be a minimum of 23"L x 18"D x 10"H

New BBQ Grill Cost: \$900

Existing BBQ Grill Cost: \$675

Standard Memorial Drinking Fountains

Various styles of Drinking Fountains are utilized throughout the APRC park system. See Figures 1-3 for existing examples.



Fig. 1 - Concrete fountain at Lithia tennis courts



Fig. 2 - ADA fountain without bottle filler at Garden Way Park



Fig. 3 - Newly installed ADA fountain with bottle filler at Garfield Park

The following guidelines will be used when installing a standard memorial plaque on Drinking Fountains

- Plaque size: 5" x 7"
- Material: Aluminum or other weather resistant material
- Font: Friz Quadrata
- Words: As many as space allows
- Use of corrosion resistant screws with heads that are flush to the surface
- Install on the side of the drinking fountain using a plaque that conforms to the curve of the fountain

The following guidelines will be used when procuring a new Drinking Fountains. Figures 1 & 2 do not meet these guidelines. Figure 3 meets these Guidelines.

- ADA compliant
- Casing: Constructed of a durable weather resistant material such as cold rolled steel with anti-corrosion coating
- Basin: Constructed of durable weather resistant material such as stainless steel
- Color: Green
- Vandal resistant features
- Includes a bottle filler
- Where appropriate, dog accessible bowls should be considered (see Figure 4)

New Fountain Cost: \$4,300

Existing Fountain Cost: \$3,225



Fig. 4 – Example of dog accessible fountain

Bear Resistant Trash Receptacles

Bear resistant trash receptacles are located within Lithia Park and not currently utilized on other park properties.

The following guidelines will be used when installing a standard memorial plaque on Bear Resistant Receptacles.

- Plaque Size: 5" x 7 "
- Material: Aluminum
- Font: Friz Quadrata
- Words: As many as space allows
- Use of corrosion resistant screws with heads that are flush to the surface
- Install on the large front access door, centered

The following guidelines will be used when procuring a new bear resistant trash receptacle. Figure 1 meets these guidelines.

- ADA Compliant
- Ability to attach an add on receptacle to collect recyclable materials
- Dual shoots are preferable to allow for the ability to expand recycling options
- Color: Forrest Brown or Green
- Constructed of corrosion proof steel or a similarly durable material
- Hardware constructed of corrosion proof material such as zinc coated steel



Fig. 1 - Bear resistant trash receptacle located in Lithia Park

New Bear Can Cost: \$3,600

Existing Bear Can Cost: \$2,700