

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**  
**April 15, 2019**  
**APRC Admin Building, 340 S. Pioneer**

2:00 p.m.

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
  - a. Current Parks, Conservation, and Maintenance Subcommittee – March 5, 2019
- III. PUBLIC PARTICIPATION
  - a. Open Forum
- IV. ADDITIONS OR DELETIONS TO THE AGENDA
- V. UNFINISHED BUSINESS
  - a. Signs, Plaques, and Memorials Business
    - 1. Parks standards and memorial standards
    - 2. Review and Suggest Updates to Signs, Plaques & Memorials Policy
    - 3. Current "Limited Needs" List – How this fits with Parks Standards
    - 4. Hunter Park Memorial Request in Honor of Michael Morehead
    - 5. IPM Logo and Sign
    - 6. Ten-year lifespan on memorials
    - 7. Historical database of memorials and GIS map guided walk.
    - 8. Sponsorship or larger projects and renovations.
- VI. NEW BUSINESS
- VII. SET NEXT MEETING DATE / TIME / PLACE
- VIII. ADJOURNMENT – 4:00 p.m.

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City of Ashland  
PARKS AND RECREATION COMMISSION  
Current Parks, Conservation, and Maintenance  
Subcommittee Minutes  
March 5, 2019 (Inaugural)

**ATTENDEES**

**Present:** Parks Superintendent Oxendine; Commissioners Lewis (Chair) and Bell; Park Tech II Godard

**Absent:** All Present

**I. CALL TO ORDER**

Jim Lewis called the meeting to order at 2:00 p.m. at the APCR Admin Building, 340 S. Pioneer

**II. INTRODUCTION**

**a. Current and Future Subcommittee makeup – (Oxendine)**

Oxendine stated that this is the first Current Parks, Conservation and Maintenance subcommittee meeting. Oxendine asked whether he was to chair the meeting or one of the Commissioners was to Chair the meeting. Lewis stated a Commissioner usually Chairs and he volunteered to be the Chair for this Subcommittee. Oxendine discussed potential local members joining the Subcommittee or asking them to attend the meetings on occasion. Lewis said the group was not meant to be larger than it currently is. After much discussion it was decided by all to keep the group small but to keep the potential local members in the loop. It was also decided to invite specific people to specific meetings to help get the message out and give reports.

**b. Mission and Vision of subcommittee – (Oxendine)**

Lewis said the Conservation Commission and Sustainability group are key to what the subcommittee is about and they should be kept in the loop. Lewis said that conservation and maintenance is an area where carbon reduction can be done. Bell said the subcommittee is mostly about managing the Parks and Recreation resources. Oxendine said it is the subcommittee's job to go back to the Commission and present Conservation initiatives that align with the City's plans and involve Dorinda Cottle so that she can get the word out to the community.

**c. Areas of purview – (Oxendine)**

Oxendine went over a list of areas to be covered by the Subcommittee which he handed out to all present. Lewis said consuming is where the focus needs to be. Lewis spoke about being aware of purchases of cleaning materials, leaf blowers and having discussions before making purchases. Oxendine talked about purchasing fertilizer in totes instead of bags and going to a bio-oil versus synthetic oil. It was discussed moving towards organic fertilizer, bee gardens, solar power, zero waste, etc. Lewis said that consuming is something that they want to work on. Oxendine mentioned that he is working with Paula Brown, City Public Works Director about getting an area for a composting operation for APCR.

### III. PUBLIC PARTICIPATION AND GUEST SPEAKERS

None

### IV. ADDITIONS OR DELETIONS TO THE AGENDA

None

### V. UNFINISHED BUSINESS

#### a. Signs, Plaques, and Memorials Business

##### i. Unfinished Business

##### 1. Parks standards and Memorial standards

Oxendine stated that they currently can't maintain the Parks at the high level they should be kept at as there are so many projects but little talk about how they will be maintained. Lewis agreed that this was something that APRC had to work on. Oxendine stated that he wanted to move the parks towards more pollinator gardens, organic fertilizers and more sustainable initiatives for the maintenance side. Oxendine said that Parks is going to attempt to move toward benches that have a 50 to 100-year life span, setting standards so that all drinking fountains are the same and the fountains are timeless. Bell asked about switching to all TID water and if it is a capital investment. Lewis said there is a lot of infrastructure involvement that would require a lot of maintenance. Godard handed out informational packets for the Subcommittee to review and discuss at the next meeting.

##### 2. Review and Suggest Updates to Signs, Plaques & Memorials Policy

Oxendine said that he wanted to suggest putting a moratorium on Memorials in Lithia Park, mainly benches and picnic tables temporarily. Oxendine suggested making a list of Memorials and when Parks is approached about a Memorial for an individual they can be given a map and a list of the needed Memorials along with the cost. Oxendine suggested following park standards that all benches that go in be timeless and maintenance free and are also mounted on a concrete or permanent pad. Oxendine said at the end of the ten years the plaque comes off and the bench comes out and gets cleaned up and bolted back on the same pad. Oxendine said he wants to go with Godard and map out where picnic tables and benches are actually needed. Oxendine suggested that the Signs, Plaques and Memorials Subcommittee should come up with a dollar figure that if in excess of a certain amount it goes directly to the Ashland Parks Foundation or through Director Black. Oxendine said that he would throw a number of \$10k to \$20K for the amount. Bell asked if Oxendine was going to write Signs, Plaques & Memorials policy description which includes a menu of different items if you were going to buy or have a memorial plaque, a wall to place the plaque after ten years and write the guidelines for how larger donations are to be applied and the involvement that APRC will have in the decision making process. Bell asked if Oxendine would have that together for the next meeting and Oxendine said that he would. Bell asked Oxendine about expanding pollinator habitat. Oxendine said that he will draft a policy for this Commission to review, approve or change and then propose it to the Parks Commission to adopt it.

##### 3. Current "Limited Needs" List – How this fits with Parks Standards

Oxendine spoke about bigger donors for walkways, bridges, Triangle Park Gazebo, Garden Way picnic shelter and other areas where donations are needed. Lewis said that maybe it would be better to shift some of the mentioned items to the Ashland Parks Foundation as some of the items mentioned were big cost issues. Oxendine said that he and Godard could attach figures to the items mentioned and

give it to the Ashland Parks Foundation. Lewis said that Oxendine's suggestions were all good ideas for giving people direction.

#### **4. Hunter Parks Memorial Request in Honor of Michael Morehead**

Oxendine brought up having the Michael Morehead plaque placed at the Daniel Meyers Pool. Lewis said that he would present it to the Commission.

#### **5. IPM Logo and Sign**

Oxendine said that the language on the IPM Sign cannot say that APRC is pesticide free. Oxendine said that the language needs to be improved for the logo and sign. Oxendine said that he spoke with Godard about eliminating different logos and just using the APRC Logo or rebranding to something different. Topic to be further discussed at the next meeting on April 2, 2019.

#### **6. Ten Year lifespan on Memorials**

Oxendine suggested revisiting the Ten-year lifespan on Memorials. Oxendine said it is not a policy yet and in the last minutes it was going to be taken to the Commissioners and that hasn't happened. Oxendine spoke of a Memorial wall/retaining wall where one may be needed in the park. Oxendine suggested that you put up a retaining wall and then the individual is given ten years on their memorial. Oxendine said that at the end of the ten years the plaque is then placed on the Memorial wall. The Memorial is then reinvigorated and it is sold to the next person and placed back in the same place. Lewis said there was talk of a Memorial wall in the Master Plan. Bell said that Oxendine's suggestion was a great idea. Lewis also agreed that it was a good idea. Oxendine stated that he can bring it before the Commissioners regarding the ten-year lifespan.

#### **7. Requirement for Memorial request to wait one year (cooling off period)**

Lewis said the one year cooling off period was a good idea as there are a lot of emotions in that first year. Oxendine said that he agreed with the one year cooling off period. Goddard agreed and said that an individual's desires and wants change in the one year. Oxendine said that he could present to the Commissioners about the one year cooling off period. Bell asked why staff felt that the one year cooling off period was a good idea. Goddard said that an individual is given a year and staff works with them and presents options for their memorial and together they come up with a resolution for what is best for them and Parks.

#### **8. Historical database of memorials and GIS map guided walk**

Topic to be discussed at the next meeting on April 2, 2019.

#### **9. Sponsorship or larger project and renovations**

Topic to be discussed at the next meeting on April 2, 2019.

### **ii. New Business**

#### **1. Terry Doyle – Lithia Park Memorial from study session**

Oxendine said that the full Commission had sent Terry Doyle to the Arts Commission regarding his memorial going into the parks. Oxendine asked if it was going to be a Memorial. Lewis said that Doyle stated that it wasn't going to have anyone's name on it so it can be Art in the Park. Lewis said it's a matter of placement and whether Doyle does go to the Arts Commission and a recommendation is made to the Commission. Bell said unless Doyle specifically puts a name on the memorial then it is considered art.

**VII. SET NEXT MEETING DATE/TIME/PLACE**

It was decided by all present to meet once a month versus quarterly. The next meeting date was set for April 2, 2019, 2:00 p.m., APCR Admin Building, 340 S. Pioneer.

**VIII. ADJOURNMENT**

There being no further business, the meeting was adjourned at 4:02 p.m.

Respectfully submitted,

Anna Wysocki, Temp Office Assistant  
Ashland Parks and Recreation Commission

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