



AGENDA
ASHLAND PARKS & RECREATION COMMISSION
Current Parks, Conservation, and Maintenance Subcommittee
December 7, 2020 – 2:00 p.m.
Electronic Meeting

This meeting will be held electronically. Written testimony will be accepted via email sent to sean.sullivan@ashland.or.us. Please include **"Public Testimony for December 7 Current Parks Subcommittee Meeting"** in the subject line. Written testimony submitted before Monday, December 7, 2020, 9:00 am will be made available to Subcommittee Members before the meeting. All testimony will be included in the meetings minutes.

Oral Testimony will be taken during the electronic public meeting. If you wish to provide oral testimony, send an email to sean.sullivan@ashland.or.us before Monday, December 7, 2020, 9:00 am. Please provide the following information: 1) make the subject line of the email **"December Speaker Request"**, 2) include your name, 3) the agenda item on which you wish to speak on, 4) specify if you will be participating by computer or telephone, and 5) the name you will use if participating by computer or the telephone number you will use if participating by telephone. Staff will provide information necessary to join the meeting upon request.

CALL TO ORDER

APPROVAL OF MINUTES

- Current Parks, Conservation, and Maintenance Subcommittee – March 3, 2020

PUBLIC PARTICIPATION

- Open Forum

BUSINESS

- Standard Memorial Approval (Action) – *Background information included in packet*
- Restroom Comprehensive Plan Discussion (Informational) – *Background information included in packet*

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
March 3, 2020
Lithia Cabin 340 S. Pioneer

Present: Commissioners Bell, Lewis; Superintendent Oxendine; Assistant Sullivan

Absent: Director Black; Supervisors Miller, Minica

CALL TO ORDER

Lewis called the meeting to order at 2:14 p.m.

APPROVAL OF MINUTES

Current Parks, Conservation, and Maintenance Subcommittee – January 21, 2020

Motion: Lewis moved to approve the minutes from January 21, 2020. Seconded by Bell.

Vote: The vote was all yes.

PUBLIC PARTICIPATION

Joanne Eggers of Ashland spoke regarding the application of glyphosate at the North Mountain Park (NMP) ballfields and inquired if there has been a statement released by APRC.

Oxendine stated that signs were posted at the NMP ball fields to notify the public that glyphosate will be sprayed on the fields as permitted by the [Integrated Pest Management Policy](#). A light application was used on specific areas of the fields. Oxendine has received multiple communications from the public and has responded directly to everyone to address their concerns and provide information about the IPM and the application of glyphosate. Oxendine states that future sprays could include additional future outreach and public education.

BUSINESS

Standard Memorial Approval (Action) – *Background information included in packet*

Sullivan reviewed the staff report included in the meeting packet. A standard memorial request by Jennifer Burris was submitted to APRC seeking to install a plaque on an existing wooden picnic table in Lithia Park. The request would secure the memorial for 60 years at the cost of \$4,950.

Motion: Bell moved to approve the request as presented. Seconded by Lewis.

Vote: The vote was all yes.

Historical Features Preservation Plan Discussion (Informational) – *Background information included in packet*

Oxendine reviewed the staff report included in the meeting packet. The item included the following points:

- There are a significant number of historical features in the park that are sometimes not maintained on a regular basis
- Some of these items have been identified the Lithia Park Master Plan
- Staff would like to put together a plan to ensure that historical features within the park system are properly preserved
- A plan would include the following components
 - Inventory of historical features
 - Record current conditions
 - Determine repair costs
 - Identify potential funding sources
- Lewis suggested staff contact George Kramer to identify contractors who are qualified to repair the Triangle Park pavilion.

- Bell suggested issuing a bond from time to time to cover repairing historical features
 - Oxendine stated that many facilities and features in the parks system are falling into the deferred maintenance category and suggested the creation of a deferred maintenance fund
 - Oxendine stated a personal and professional responsibility to ensure that historical features in the park in good condition
 - Sullivan suggested that APF could be a funding source for many of the historical items identified in the protection plan
- Oxendine stated that staff will work on drafting a more complete list of historical features that could be reviewed at a future meeting
- Lewis stated that many of these items will be reviewed again when the recommendations listed in the Lithia Park Master Plan are prioritized

Water Conservation Update (Informational) – Staff will provide a verbal update on a staff level meeting held on 2/27/20

Oxendine gave a report on a staff level water conservation meeting and provided a handout (see [attachment I](#)). The report and discussion included the following points:

- Staff leadership recently met to get a better handle on water costs and water consumption
 - The meeting also consisted of a brainstorming session that identified challenges and opportunities as identified in the handout
- Oxendine spoke about the potential to install infrastructure to transition from City Water to TID water where applicable. The City Water Conservation Office has offered to work on identifying grants to transition to TID
 - The staff is reviewing opportunities to convert Clay Street Park & Ashland Creek Park to TID
- Oxendine stated that there is potential to partner with the City which manages the cemetery adjacent to Hunter Park to tap into TID as a joint venture to irrigate both properties
 - Bell suggested moving forward with exploring the feasibility of this project

Fuel Audit (Informational) – This is item is a continuation of past discussions. Background information has not been provided

Oxendine provided a verbal update on the fuel audit which included the following points:

- Oxendine is working on a proposal to install devices on APRC vehicles that would be able to collect data on vehicle use and fuel consumption
- The data that is collected by the City for fuel consumption is incomplete because users were not inputting odometer readings
- Lewis stated that staff should report on the feasibility of transitioning away from gas vehicles and equipment

SET NEXT MEETING DATE / TIME / PLACE

Oxendine will propose a date for the next meeting via email to be held in mid-April

ADJOURNMENT

The meeting was adjourned at 3:30 p.m.

Respectfully Submitted,
Sean Sullivan, Executive Assistant

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

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PARKS COMMISSIONER STAFF REPORT

TO: Current Parks, Conservation, and Maintenance Subcommittee
FROM: Sean Sullivan, Executive Assistant
DATE: December 3, 2020
SUBJECT: Standard Memorial Requests

The Parks Memorial Policy allows for the placement of standard memorials on park amenities such as benches and tables and grants authority to the Current Parks, Conservation, and Maintenance Subcommittee to grant final approval to standard memorial requests. Amenities eligible to be dedicated as a standard memorial and the donation amount required to secure a dedication for a 10-year period is outlined in the [Standard Memorial Administrative Procedures](#) document.

When dedicated, the amenity is refinished and a 1"x4" plaque is installed on the amenity. Standard memorials can be dedicated in 10-year increments. Once the timeline for the dedication has expired, the initial donor will be offered first right of refusal before making the amenity available to someone else for dedication.

A number of standard memorial requests have been submitted since the Current Parks, Conservation, and Maintenance Subcommittee last met in March. Please see the summary of the requests below:

Applicant: Dennis Powers (3 dedications)
Amenity Type: Existing Wood Table
Location: Lithia Park – Creekside Near Bandshell
Years Dedicated: 20
Donation Amount: \$1,700

Plaque Text:
To my SOU Colleagues,
Past and Present
Dr. Dennis M. Powers

Amenity Type: Existing Wood Table
Location: Lithia Park – Hillside Near Bandshell
Years Dedicated: 20
Donation Amount: \$1,700

Plaque Text:
To Lithia Park—
With fine memories!
Dennis and Judy Powers

Amenity Type: Existing Wood Table
Location: Lithia Park – Tennis Court Lawn
Years Dedicated: 10
Donation Amount: \$850

Plaque Text:
In Loving Memory
of Dorothy & Ed Powers
Dennis Powers

Total Powers Donation: \$4,250

Applicant: Paul Lowes
Amenity Type: Existing Wood Bench
Location: Nature Center Butterfly Garden
Years Dedicated: 10
Donation Amount: \$750

Plaque Text:
In Loving Memory of Betty Lowes
“She Loved These Gardens”

Applicant: Britt Feltner
Amenity Type: Existing Wood Bench
Location: Oak Knoll Golf Course
Years Dedicated: 10
Donation Amount: \$750

Plaque Text:
In Memory of Tony Parent
“Go Cards”

Applicant: Patty Wixon & Ruby Whalley
Amenity Type: Existing Wood Bench
Location: NMP Nature Play Area
Years Dedicated: 10
Donation Amount: \$750

Plaque Text:
Honoring This Place in the World
Ruby Whalley & Patty Wixon

Applicant: Gerald Lorentz
Amenity Type: Existing Wood Bench-Steel Frame
Location: Bluebird Park
Years Dedicated: 10
Donation Amount: \$1,000

Plaque Text:
Charles Bigelow Defined Professionalism

Applicant: Lisa Wallace
Amenity Type: New Wood Bench
Location: Nature Center Heirloom Garden
Years Dedicated: 10
Donation Amount: \$1,000

Plaque Text:
In Loving Memory of
Mary Ann Wallace

The total donation amount for requests is \$8,500.

Possible Motion: I move to approve the standard memorial requests as proposed submitted.

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PARKS COMMISSIONER STAFF REPORT

TO: Current Parks, Conservation, and Maintenance Subcommittee

FROM: Sean Sullivan, Executive Assistant

DATE: December 3, 2020

SUBJECT: Comprehensive Restroom Plan

Staff would like to begin the process of formulating a comprehensive plan with the Current Parks, Conservation, and Maintenance Subcommittee to address public restrooms within the APRC system. Park restrooms see some of the highest levels of use as compared to all other parks infrastructure and there are various issues that need to be reviewed over the coming months with the end goal of creating a comprehensive plan that will address operational issues, deferred maintenance as well as the design and replacement of public restrooms. Staff has attached a preliminary inventory of restroom facilities which will be fleshed during this process. Below are topics staff would like to address with the Subcommittee.

Custodial Operations

Starting in July 2020, a contract with Pathways was secured to clean restroom and empty trashcans within the APRC park system. Prior to contracting with Pathways, these duties were carried out by two full-time APRC employees. The shift to a contractor was made to address long-term financial liabilities, such as raising health care costs and PERS obligations. Additionally, Pathways now provides a higher level of service by cleaning restrooms on a more frequent basis. To date, Pathways contractors have shown the ability to successfully performed their duties. APRC Staff would like to develop and implement formal oversight processes to ensure that the needs of the public continue to be met.

Seasonal Operational Hours

There are sixteen restroom facilities within the park system (see table below). Four restroom facilities in Lithia Park are closed during the winter, typically in mid-November, because they do not have a heating source installed or because of reduced use.

Staff would like to review the seasonal closures to determine the following:

- Should any facilities that are currently closed during the winter months because of a lack of heating be upgraded to be able to remain open year-round
- Should any facilities that are currently closed during the winter months because of reduced use remain open
- Should any facilities that currently remain open year-round be closed because of reduced use or other issues

Facility	Seasonal Operation	Notes
Skate Park	Closed	Cold Weather Issues
Lithia Park - Cotton Memorial	Closed	Reduced Use
Lithia Park - Bandshell	Closed	Cold Weather Issues
Lithia Park - Tennis Court	Closed	Cold Weather Issues
Lithia Park - Root Memorial	Open	
Lithia Park - Playground	Open	
Lithia Park - Swim Reservoir	Open	
Calle Guanajuato	Open	
Ashland Creek Park	Open	
Dog Park	Open	
Railroad Park	Open	
Garfield Park	Open	
NMP - Baseball	Open	
NMP - Softball	Open	Potential Reduced Use Closure
Hunter Park	Open	
Garfield Park	Open	

Security, Design and Vandalism

There are various challenges associated with the management of public restroom facilities. Below is a summary of some of those issues that staff would like to address with the Subcommittee.

- **Door Locking Mechanisms:** APCR restroom facilities use an automatic locking system that presents multiple issues including: 1) The software is maintained and operated by the City of Ashland which can result in delays when there is a need or desire to make changes to the opening and closing times on the doors; 2) The locking mechanisms can be easily compromised so they can be accessed when the facilities should be closed. After hours use of the facilities often results in activities that are not in accordance with park rules. Staff would like to consider alternatives to the existing door lock system, which may require capital funds to accomplish.
- **Vandalism/Impacted Use:** APCR facilities are vandalized on a fairly regular basis,

some more than others. Much of this vandalism occurs after hours as a result of unauthorized entry into the facility. APCR staff would like to explore measures that could be taken to reduce negative impacts due to improper use. Damage and impacted use to facilities includes, but is not limited to:

- Tampering with lighting fixtures and/or switches to maintain darkness
- Damage to infrastructure such as toilets, sinks and stall doors
- Unauthorized occupation of facilities for unintended purposes
- Drug and alcohol consumption
- Improper disposal of bodily fluids and solids

Some of the issues listed above can be addressed by improving the door locking system; however, many of the damages take place during the day while normal use is occurring.

- **Congregate Facilities:** APCR has a mix of congregate and individual use facilities. Efforts to reduce the spread of easily communicable viruses, such as COVID-19, are hampered by congregate restrooms where social distancing practices can be more difficult to achieve. Congregate restrooms also provide increased opportunities for people to occupy the facilities for long periods of time, which is not the intended purpose of the facility. When people use the facilities improperly, such as occupying for long periods of time, it can result in real and perceived safety issues when other users attempt to use the facilities at the same time. These issues are not as pronounced at our single user facilities. Staff would like to explore the feasibility of phasing out congregate restrooms, which would require a significant capital investment.

Deferred Maintenance Issues

Staff is in the process of compiling a detailed list of deferred maintenance for each restroom facility and will present this to the Subcommittee at a future meeting. Many facilities could be satisfactorily improved by addressing deferred maintenance issues. It is likely that the costs of addressing all known deferred maintenance issues will require a multi-year plan to complete and capital funds to make the improvements.

Replacement Schedule

There are other restroom facilities that are failing, utilize undesirable equipment such as pump stations or do not meet the desired level of service. In the process of creating the deferred maintenance list, staff will draft a replacement schedule for all restroom facilities.

Attachment: Preliminary Restroom Inventory

APRC Restroom Inventory - 12.2020

Facility Name	Type	Area	Sq. Ft	Year Built	Toilet Type	Toilet #	Sink Fixture Type	Sink #	Urinal #	Heating Type	Heating #	Hand Dryer	Exhaust Fan	Seasonal	Sewer Lift Station
Lithia - Bandshell	Congregate	18 x 40	720	1990	Flush Valves	5	Metered	4	2	None	0	2	No	Closed in Winter	
Lithia - Cotton Memorial	Congregate	14 x 42	588	1985	Flush Valves	3	Metered	2	1	Electric	1	2	No	Closed in Winter	
Lithia - Playground	Congregate	20 x 32	640	2003	Flush Valves	7	Delta (2)/Metered (2)	4	4	Electric (small)	1	2	Yes		
Lithia - Root Memorial	Single User (1)	10 x 10	100	2013	Flush Valves	1	Metered	1	1	Electric (small)	1	0	No		
Lithia - Reservoir	Single User (2)	8 x 16	128	2000	Flush Valves	2	Delta	2	0	Electric (small)	2	2	No		YES
Lithia - Tennis	Congregate			1980	Flush Valves	3	Metered	2	1	None	0	2	No	Closed in Winter	YES
Calle Guanajuato	Congregate	16 x 46	720	2002	Flush Valves	6	Metered	4	1	Electric	2	2	Yes		
Dog Park	Single User (2)	14 x 15	210	2002	Flush Valves	2	Metered	2	0	Electric (small)	1	2	No		
Ashland Creek Park	Single User (2)			2015											
Garden Way	Single User (2)	14 x 16	224	2003	Flush Valves	2	Metered	2	0	Electric	1	2	No		
Garfield	Congregate	18 x 45	810	1980	Flush Valves	4	Metered	4	2	Electric	1	2	No		
Hunter	Congregate	24 x 32	768	1972	Flush Valves	5	Metered	4	2	Electric (portable)	1	2	Yes		
North Mountain Park - Baseball	Congregate	28 x 32	892	2002	Flush Valves	6	Metered	4	2	Electric	2	2	Yes		
North Mountain Park - Softball	Congregate	28 x 32	892	2002	Flush Valves	6	Metered	4	2	Electric	2	2	Yes		
Railroad Park	Single User (2)	14 x 16	224	1995	Flush Valves	2	Metered	2	0	Electric	1	2	No		
Skate Park	Single User (2)	15 x 15	225	1998	Tank	2	Delta	2	0	Electric (small)	1	2	No	Closed in Winter	
TOTALS			7,141			56		43	18		17	28			

Light Bulb Totals	
100w Incandescent	6
60w Incandescent	3
50w Metal Halide	2
50w High Pressure Sodium	4
40w (T-8) fluorescent	16
40w (T12) fluorescent	16
32w (T-8) fluorescent	113
13w (Compact Flor)	19

Cells highlighted yellow indicate information that needs to be gathered