



AGENDA
ASHLAND PARKS & RECREATION COMMISSION
Current Parks, Conservation, and Maintenance Subcommittee
May 31, 2022 – 1:00 p.m.
Electronic Meeting

This meeting will be held electronically. To view the meeting via Zoom webinar, register here:
https://zoom.us/webinar/register/WN_sobSJLw6S7aFGliexnsmbA

Written testimony will be accepted via email sent to sean.sullivan@ashland.or.us. Please include **"Public Testimony for Current Parks Subcommittee Meeting"** in the subject line. Written testimony submitted before Tuesday, May 31, 2022, 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 Tuesday, May 31, 2022, 9:00 am. Late requests will be honored if possible. Please provide the following information: 1) make the subject line of the email **"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 – December 7, 2021

PUBLIC PARTICIPATION

- Open Forum

BUSINESS

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

OTHER ITEMS

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
December 7, 2021 – 2:00 p.m.
Electronic Meeting

Present: Commissioners Bell, Lewis; Director Black; Supervisors Casale, Miller; Manager Sullivan

Absent: Supervisor Minica

CALL TO ORDER

Lewis called the meeting to order at 2:00 p.m.

APPROVAL OF MINUTES

Current Parks, Conservation, and Maintenance Subcommittee – July 29, 2021

Motion: Bell moved to approve the Minutes from June 3, 2021. Seconded by Lewis.

Vote: The vote was all yes.

PUBLIC PARTICIPATION

[Written comments](#) were received prior to the meeting and distributed to committee members

BUSINESS

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

Staff received requests from three people, as outlined in the [staff report](#), to secure a standard memorial for four existing tables and one existing bench in Lithia Park. One of the tables will be secured for a 20-year period, requiring the donated amount to be doubled.

Staff recommends approval of all requests.

Motion: I move to approve the standard memorial requests as submitted by staff. Seconded by Lewis

Vote: The vote was all yes

Sullivan noted that the prices for some standard memorials have been reviewed and adjusted accordingly (increased) per the memorial policy.

- **Irrigation Controller Estimate for all Parks (Information) - *Background information included in packet***

Black stated the irrigation controller for Lithia Park and North Mountain Park is moving forward. At a recent Parks Commission meeting, Commissioners asked what the cost would be to upgrade the entire park system. Staff has reviewed current costs and has put together an estimate (likely to increase when the order is actually placed) and a timeline (as noted on the next page and in the [staff report](#)).

Irrigation Controller Build Out Estimate

FY 22 Upgrade - 2 Parks (Lithia / NMP)	Cost	Clock Count	M Valve/Flow Count	Subscription (\$335/Clock/Yr)
FY22 - Equipment	\$ 78,840	13	5	\$ 4,355.00
FY 22 - Install	\$ 65,480			
FY 22 - Total	\$ 144,320	13	5	\$ 4,355

FY24 Upgrade - 6 Parks (Estimate)	Cost	Clock Count	M Valve/Flow Count	Subscription (\$335/Clock/Yr)
FY24 - Equipment	\$ 58,173	6	6	\$ 2,010.00
FY 24 - Install	\$ 60,590			
FY 24 - Total	\$ 118,764	6	6	\$ 2,010

FY25 Upgrade - 8 Parks (Estimate)	Cost	Clock Count	M Valve/Flow Count	Subscription (\$335/Clock/Yr)
FY24 - Equipment	\$ 75,050	8	8	\$ 2,680.00
FY 24 - Install	\$ 79,504			
FY 24 - Total	\$ 154,554	8	8	\$ 2,680

Total Project Upgrade	Cost	Clock Count	M Valve/Flow Count	Subscription (\$335/Clock/Yr)
Total Project Costs	\$ 417,637	19	19	\$ 9,045

- **Zero Waste Policy Discussion (Information) – In meeting discussion**

Black stated that establishing a policy is a good idea and suggested that the Recreation Division Advisory Committee (RDAC) develop this ordinance since this policy will be most relevant to the Recreation Division because that division is responsible for managing events. The Current Parks, Conservation, and Maintenance Subcommittee would be welcome to provide input on the policy and reiterated that RDAC seems to be best suited to the task.

Lewis noted that reusable dishware is already used at the Salmon Festival and would like to see this practice extend to all APRC and City of Ashland events to reduce the amount of single use utensils and dishware.

- **Items from Subcommittee Members/Staff (Information) – In meeting discussion**

Miller reported that the use of the electric mowers is going well.

Black noted that some facilities may be opening to the public as the situation allows.

Bell referenced the public comment regarding maintenance and noted that funds continue to be reduced which impacts the level of maintenance that can be provided to the public.

ADJOURNMENT

The meeting adjourned at 2:37 p.m.

Respectfully submitted
Sean Sullivan, Operations Business Manager

ASHLAND PARKS & RECREATION COMMISSION

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COMMISSIONERS:

Mike Gardiner
Rick Landt
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Jim Lewis



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PARKS COMMISSIONER STAFF REPORT

TO: Current Parks, Conservation, and Maintenance Subcommittee
FROM: Sean Sullivan, Business Operations Manager
DATE: May 27, 2022
SUBJECT: Standard Memorial Requests

The [Parks Memorial Policy](#) allows for the placement of standard memorials on park amenities such as benches and tables and authorizes 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 a drinking fountain is dedicated, the amenity is affixed with a 5" x 7" 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.

One standard memorial requests have been submitted since the Current Parks, Conservation, and Maintenance Subcommittee last met in December 2021. Please see the summary of the requests below:

Applicant: Sandra Fletch

Amenity Type: Existing Drinking Fountain

Location: Lithia Park – Pickleball Courts

Years Dedicated: 10

Donation Amount: \$3,225

Plaque Text:

In Loving Memory of
Brian Erskine Fletcher

The total donation amount for requests is \$3,225

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

In Loving Memory
of

Brian Erskine Fletcher