

City of Ashland
PARKS AND RECREATION COMMISSION
TRAIL MASTER PLAN UPDATE COMMITTEE
MEETING MINUTES
February 9, 2018

PRESENT: Parks Commissioners: None
Additional Committee Members: Luke Brandy, David Chapman, Torsten Heycke, Stephen Jensen, Jim McGinnis
City and APRC Staff: APRC Interim Parks Superintendent Jeffrey McFarland; GIS Analyst Lea Richards
APRC Minute-taker: Betsy Manuel

ABSENT: **APRC:** APRC Director Michael Black; Parks Commissioners Jim Lewis and Mike Gardiner; Forestry Resource Division Chief Chris Chambers

I. CALL TO ORDER

Chair Chapman called the meeting to order at 10:00 a.m. at 51 Winburn Way, Ashland OR.

II. APPROVAL OF MINUTES

January 26, 2018

Approval of the Minutes for January 26, 2018, was postponed until the next regularly scheduled meeting.

III. PUBLIC PARTICIPATION & GUEST SPEAKERS

- *Open Forum*

There were no written comments or public testimony.

IV. ADDITIONS OR DELETIONS TO THE AGENDA

Chapman noted that Chapter 1 and the Regional Trails Chapter were available for group review.

V. UNFINISHED BUSINESS

a. Chapter 1

Jensen led the discussion, indicating that the Chapter had been completed, accepted and reviewed by final editors Jensen and Chapman. In keeping with the process, Committee members et al. would provide an additional review and any policy decisions or changes to text would be discussed per public meeting law.

Participating members suggested changes to the wording in several paragraphs that did not substantially change the text – rather it was edited for additional clarity. Brandy suggested that a table of timelines could clarify Chapter 1. A timeline would be helpful because of the complexities between the original Trail Master Plan, the updated Trail Master Plan (currently under review) and the potential for a Lookahead.

There followed a brief discussion about public input and how to explain that there was a mechanism in place throughout the update process to record public input.

Chapman said the existing vision and mission statements in Chapter 1 remained as originally described, with minor revisions. He acknowledged the difficulty of describing “what was then” and “what is now,” particularly when changing tenses.

Richards asked about changes to the corridors, noting that the updated version combined Paradise Creek and Roca Creek into a single corridor.

Chapman suggested an additional sentence in Chapter 1 where the document speaks to the need for mapping regional connections. The sentence would function as a bridge between a look back at the regional connections and a look forward at new areas of connectivity.

McGinnis talked about the role of trail volunteers versus the role of trail ambassadors. Further discussion focused on the differences between the two and it was noted that volunteers focus primarily on maintaining the trails, while ambassadors place more emphasis on the uses within the parks and on the trails. McFarland highlighted the importance of establishing a protocol for trails volunteers. He noted that AWTA had developed a take-away that identified various protocols that strengthened recreational immunity as defined in Oregon law. Chapter 1 of the TMP was modified to define “Interest in a citizen-based trail volunteer program to augment trail maintenance and proper trails use” Heycke suggested that the final version be simplified to state “Interest in a citizen / trails volunteer program.”

Committee members debated whether the volunteer aspect of the TMP should be a separate chapter or included as a section in an existing chapter.

b. Continued Discussion about Goals and Objectives, Chapter 2 (Chapman)

Chapman noted that a discussion about Chapter 2 would involve possibly re-thinking the goals as referenced. Jensen agreed, stating that such a discussion should be postponed until a meeting at which APRC Director Michael Black was present.

VI. NEW BUSINESS *Maps Discussion (Richards)*

a. Helpful Guidelines for Chapter Editors

Jensen introduced a detailed guide designed to facilitate editing in a consistent and efficient manner. He described two ways to edit in Google Docs—either by selecting the “editing” button or by selecting the “suggesting” button. Jensen proposed a change of color for any text that was moved.

Jensen explored his preferred methodology for footnoting and he described a process to propose and review glossary items. There followed a brief question-and-answer period as people became more familiar with editing in Google Docs.

McFarland presented a chart depicting the steps that each chapter would take in the editing process. He noted that the Update Committee should identify photos for each chapter—one of the steps not yet completed. He detailed the process beginning with the first editor (called rough draft editor) who would re-write or add to a specific chapter. Once completed, the rough draft editor would send the chapter to a second editor who would review in tandem with a third editor (known as final editors). When the document

was declared as complete as possible, it would move on to be vetted by the Update Committee collectively. The public would also be invited to provide comments and a public meeting would be scheduled and held. A modified final "final" document would be forwarded to consultant Mark Mularz for further formatting. The Parks Commission would then review and approve the document for adoption. The Ashland Planning Department would integrate the document into the Comprehensive Plan pending final approval from the Ashland City Council.

Jensen expressed a concern about gathering photos in a timely manner. Chapman indicated that a photo list would be compiled so that Committee members could pick and choose between them.

McFarland proposed that new chapters be labeled consecutively and in alphabetical order. The Glossary and Bibliography would be inserted at the end of the Master Plan.

One undecided element was where to place information about volunteers.

Richards stated that she would answer any geographical questions that arose. McFarland noted that the boundaries for the Eastside and Westside areas were still to be determined.

VII. UPCOMING MEETING DATE

- February 23, 2018 @ 51 Winburn Way - 10:00 a.m.

IV. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:43 a.m.

Respectfully submitted,

Betsy Manuel, Minute-Taker
Trail Ashland Parks and Recreation Commission

These Minutes are not a verbatim record. The narrative has been condensed and paraphrased at times to reflect the discussions and decisions made. Ashland Parks and Recreation Commission Subcommittee meetings are digitally recorded and available upon request.