

City of Ashland
PARKS AND RECREATION COMMISSION
TRAIL MASTER PLAN UPDATE COMMITTEE
MEETING MINUTES
July 13, 2018

PRESENT: **Parks Commissioners:** Mike Gardiner, Jim Lewis
 APRC Director: Michael Black
 Additional Committee Members: David Chapman, Torsten Heycke, Stephen Jensen
 City and APCR Staff: Interim Parks Superintendent Jeffrey McFarland; Forestry & Trails
 Supervisor Jason Minica; GIS Analyst Lea Richards
 APRC Minute-taker: Betsy Manuel

ABSENT: Luke Brandy, Chis Chambers, Jim McGinnis

I. CALL TO ORDER

Chair Chapman called the meeting to order at 10:00 a.m. at The Grove, 1195 E. Main Street in Ashland, OR.

II. APPROVAL OF MINUTES

There were none.

It was agreed that approval of the last two sets of Trails Master Plan (TMP) meeting minutes, those of June 29 and July 13, would be postponed until the next meeting.

III. PUBLIC PARTICIPATION & GUEST SPEAKERS

a. *Open Forum*

There were none.

b. *Review Additional Public Input Since Last Meeting*

There was none.

IV. ADDITIONS OR DELETIONS TO THE AGENDA

There were none.

UNFINISHED BUSINESS

There was none.

NEW BUSINESS

a. *Update on Google Docs Site (McFarland)*

McFarland noted that all necessary pieces of information for the updated TMP had been transferred to the Mularz folder, including maps, photos and chapter narratives. Previous work was moved to a folder for consolidation but still available for public viewing. Also available were public comments and a list of TMP members.

McFarland said the Public Input page remained open for continued public commentary. He noted that when Mularz completed formatting the plan, the public would be able to view it in its entirety on Google.docs. McFarland reported that there had been a delay in approval of the Mularz contract due to technical issues. He noted that insurance requirements had changed and the City currently required Professional Liability Insurance for consultants and

vendors. Since Mularz was required to obtain an insurance policy at an estimated cost of \$700, that expense would be added to Mularz's projected cost estimate.

McFarland asked for direction as to the length of time Mularz should be on contract. It was determined that the timeframe for the new Mularz contract should be approximately one year.

After an extensive discussion, it was agreed that the first step upon return of the completed TMP would be a presentation to APRC at their next regularly scheduled business meeting. Because the meeting would be open to the public, all interested parties wishing to comment would be given an opportunity to do so.

Chapman asked that McFarland remain as a citizen member of the TMP Committee after his July 13 retirement. He said he would ask the Parks Commission to authorize McFarland as a voting member of the committee at their next business meeting. Chapman requested an alert from Susan Dyssegard once the McFarland appointment was confirmed by APRC.

McFarland indicated that he would be happy to serve as a volunteer citizen member of the TMP. He said the City of Ashland granted him permission to continue as administrator of the Google.docs site. He said Minica would take on the role of lead staff person. In response to a question by Richards, McFarland said Dyssegard would supervise the Mularz contract and serve as the go-to person for questions related to the TMP update process. McFarland agreed to facilitate communications as a volunteer but requested that Minica be copied on all correspondence. As a volunteer, he said emails to him should be addressed to his personal email account.

Gardiner said he would call for the appointment of McFarland as a citizen member of TMP at the July 23, 2018, APRC business meeting. APRC's approval of the updated TMP document would be tentatively scheduled for the August 27, 2018, APRC business meeting. It was agreed that where possible, the review process would be expedited so that its adoption could occur by the end of 2018.

Richards inquired about a recent meeting with Mularz, APRC staff and some committee members. Jensen replied that Mularz seemed to be open to Committee suggestions and was pleased with the maps provided by Richards. Chapman reported that the TMP cover would be in color as opposed to the original document cover.

McFarland commented that in the prior version, small maps were provided for each chapter. It was agreed that individual maps would no longer be needed for each chapter. In addition, the TMP would be titled the 2018 Trails Master Plan, with the word "update" removed.

McFarland stated that due to the Mularz contract delay, he had established a Miscellaneous folder in Google.docs for any last-minute committee member additions. Following a concern expressed by Chapman about relinquishing control of editorial powers, it was agreed that all folder submissions would be submitted to McFarland for insertion.

Roundtable Discussion (All)

General conversation regarding English, Irish and Scottish names and their derivatives was part of the sendoff for McFarland's last TMP meeting as lead staff person and TMP administrator.

Also discussed were changes to Oregon's recreational immunity law in the context of liabilities incurred in the course of business – rules particularly pertinent for APRC given the events and recreational opportunities APRC facilitates.

IV. ADJOURNMENT – 10:30 a.m.

There being no further business, the meeting was adjourned at 11:42 a.m.

Respectfully submitted,

Betsy Manuel, Minute-Taker

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 Committee meetings are digitally recorded and available upon request.