

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 meeting room. 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.



MEETING AGENDA

**ASHLAND PARKS & RECREATION COMMISSION
Trail Master Plan Update Committee
December 29, 2017
Siskiyou Room, Community Development Building—51 Winburn Way**

10:00 a.m.

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. PUBLIC PARTICIPATION & GUEST SPEAKERS
 - a. Open Forum
- IV. ADDITIONS OR DELETIONS TO THE AGENDA
- V. UNFINISHED BUSINESS
 - a. Hear Update on Using Google Docs (McFarland)
- VI. NEW BUSINESS
 - a. Review Written Protocol for Document Writing & Editing (McFarland)
- VII. UPCOMING MEETING DATE
 - a. January 12, 2018
 - Siskiyou Room, Community Development Building—10:00 a.m.
- VIII. ADJOURNMENT—11:30 a.m.

City of Ashland
PARKS AND RECREATION COMMISSION
TRAIL MASTER PLAN UPDATE COMMITTEE
MEETING MINUTES
December 15, 2017

PRESENT: **Parks Commissioners:** Jim Lewis, Mike Gardiner
 Additional Committee Members: Luke Brandy, David Chapman, Torsten Heycke, Stephen Jensen, Jim McGinnis (11:07)
 City and APRC Staff: APRC Director Michael Black; APRC Interim Parks Superintendent Jeffrey McFarland; APRC Forestry Division / Trails Supervisor Jason Minica; GIS Analyst Lea Richards
 APRC Minute-taker: Betsy Manuel

ABSENT: AFR Forestry Div. Chief Chis Chambers

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

a. December 1, 2017

Richards reported changes to the Minutes as follows:

Page 1 Paragraph 4: "Caldwell explained that a loan was received from the City of Ashland's Water Quality Division..."

Should be: "Caldwell explained that a loan was received from the Oregon Department of Environmental Quality..."

Page 2 Paragraph 7: "It was noted that TID was responsible for the water while the City was responsible for maintenance in areas where easements are granted."

Should be: Deleted.

There followed a brief discussion about the ownership of the property and the responsible entity for maintenance of the TID ditch from Starlight to Wrights Creek. Richards explained that the City owns the property in that area and provides maintenance of the ditch. Jensen clarified that TID delivers water to that area.

Motion: Gardiner moved for approval of Minutes for December 1, 2017, as amended. Lewis seconded and the motion carried.

III. PUBLIC PARTICIPATION & GUEST SPEAKERS

There were none.

IV. ADDITIONS OR DELETIONS TO THE AGENDA

- ***Editing the Trails Master Plan Document***

There were no chapters ready for review.

- ***Jackson County Trails***

Richards noted that the Jackson County Parks and Rec Advisory Committee was the go-to entity regarding trails that are outside the jurisdiction of the City of Ashland. She recommended that the Advisory Board receive a copy of the updated Trails Master Plan upon completion.

Jensen commented that a significant portion of the Trails Master Plan addresses areas outside of Ashland's jurisdiction. He suggested that the Committee might prefer to collaborate on the Trails Master Plan given the Committee's charter. There followed a brief discussion about how to collaborate with or integrate into the Master Plan input from the Advisory Committee. Gardiner suggested contacting the group and arranging for a time to discuss the update of the Trails Master Plan. He stated that a presentation on the work of the Trails Committee would inform the Committee and allow for a determination of their interest in the projected updates.

Chapman proposed the addition of a list of groups that could be linked to the Trails Master Plan in some way – either as potential collaborators or those with jurisdictional authority over areas where trails could be developed or others who could provide support or act as a resource for trail development. McFarland noted that a similar list had been included in the Forestlands update.

Black cautioned that a partner list might generate assumptions that an entity or entities would be consulted prior to any changes to the Master Plan or activity related to potential trails. There followed additional discussion regarding collaboration with others interested in trail development within the Ashland area. It was agreed that the Jackson County Parks and Rec Advisory Committee should be kept abreast of trail development in areas such as the Imperatrice Property. McFarland noted that Southern Oregon Land Conservancy was also a valuable partner. Heycke proposed a conservative approach with regard to the inclusion of other groups interested in trails for uses that are not a part of the Trails Master Plan.

Chapman highlighted the potential for grant funding available through Oregon's Recreational Trails program. He stated that there was \$1.6 million in available funding – for purposes such as land acquisitions. The deadline for applications is April of 2018.

V. UNFINISHED BUSINESS

- ***Update on Using Google Docs to Update the TMP Document***

McFarland stated that Committee members Chapman, Richards and himself attended a meeting with the City Attorney and the City's IT representative to explore the possibilities of using Google Docs for editing the Trails Master Plan. He noted that the City was concerned about accessing and retrieving all activity regarding the Trails Master Plan. McFarland stated that the City must be prepared to submit all documentation should there be a public records request. One way to retain control of the document would be to appoint a City employee (in this case, Jeffrey McFarland) working in concert with the City IT Dept. (Eric Bruhn) to compile all of the editing done on a daily basis.

The second concern was in regard to public meetings. Members of officially appointed committees, such as the TMP Committee, are considered public officials in their work of updating the Trails Master Plan. Working together online to update the Trails Master Plan must comply with the rules in regard to public meetings. Deliberation* outside an official public meeting constitutes a violation of the public meeting laws. Chapman stressed that comments to one another are OK if there is no reply. Jensen stated that any issues with the comments can be addressed at the next public meeting. Black indicated that as long as it is treated like a radio broadcast and no one replies, the edits would remain in compliance. McFarland stated that edits could include comments as long as they do not create back and forth in any way. Jensen noted that the update was essentially a compilation of all the commentary that was collected during Committee meetings.

It was agreed that the new process would be less efficient because of the compliance issues. Black suggested working in subcommittees to decrease the number of steps in the process. He stated that a public record happens when someone (who is representing the City of Ashland) writes and sends information to someone else. He distinguished the difference between an official meeting (or public meeting) where there is no quorum and generating a public record. The work of a subcommittee becomes a public record where comments are traded about the work at hand. As long as there is no quorum present or in the case of an email, the commentary is between individuals and *no reply from others is generated*, there's no violation of the public meeting laws. Back and forth discussion with members of the Trails Update Committee constitutes a public meeting and should not be conducted outside the public's eye. Informal discussion-comments between three or less individuals on a TMP matter is ok with no back and forth. No decision can be made. The individuals would report to the Trails Master Plan Committee in a public meeting. With a quorum present, a decision can be made. The Committee in turn would report to the policymaking Board, asking that the decision be validated and adopted.

There followed discussion about editing processes. It was agreed that the words TMP would be listed on the subject line when sending all Committee correspondence by email. (i.e., edits, rough drafts and other work related to the Trails Master Plan update). McFarland would act as the appointed City official and keeper of the public records for the Trails Master Plan. Examples of how this would work were explored.

Black stated that talking to one another about the topic when not in a public meeting was not considered a public record because nothing was created. He indicated that an email would be considered a public record because a document was created. Black agreed to confirm the process with the City Attorney to ensure that the process was accurate.

McFarland summarized steps for working on an editable document. The City of Ashland would set up the original Trails Master Plan document on Google Docs. Committee members working on the document will be given email addresses that confine the information to those who are properly authorized within the City of Ashland. A designated City official will upload and save all edits each day. Chapman reiterated that the authorized official will be McFarland, with McFarland authorizing access to the document.

Jensen suggested that edits be completed in Word until Google Docs was worked out. McFarland suggested sending edits to him by email. Chapman explained that the emailed version could be put into Google Docs by the Administrator (McFarland) who would then assign it to the Chapter editor. When completed it will go back to the Administrator who will then authorize the two final editors (Jensen and Brandy) to further craft the Chapter into a consistent document. Heycke proposed waiting to edit until it could be completed in Google Docs. He stated that Google Docs had the capacity to track changes and record the complete history of any changes.

Further discussion focused on the technical aspects of editing and tracking changes, as well as how to catalogue pictures and maps. Heycke provided examples of the project as depicted in Google Docs. Black recommended that editing be confined to three people only – therefore avoiding possible conflicts with public meeting laws.

Chapman noted that there were several chapters that would not need significant editing. McFarland reviewed what was needed to bring chapters up to date. He supported a suggestion by Brandy to refer briefly to regional connections in individual chapters with more detailed information in the chapter that is devoted to regional trails. McFarland noted that there was a need for a Glossary and Bibliography. After some discussion, it was agreed that pictures would be emailed to McFarland who would keep them in a folder until needed. Chapman proposed a shot list for insertion into text where appropriate.

Brandy noted that the Chapter on regional trails would be longer than the original. He stated that there would be an occasional mention of other entities with vested interest in the trails.

VI. NEW BUSINESS

There was none.

VII. UPCOMING MEETING DATES

December 29, 2017 @ Community Development Bldg., Siskiyou Room, 10:00 a.m.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned at 11:30 a.m.

Respectfully submitted,

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

*Deliberation was defined as a back-and-forth discussion that leads to a decision. No decision can be made without a quorum and must be conducted in the public view.

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 are available upon online.

For: APRC Trails Master Plan Committee document writers and editors.

Because the TMP Committee is appointed by a public body to make recommendations to that body, the TMP Committee is itself a public body which is subject to public meetings and public records laws. Accordingly, please follow this protocol and process for writing and editing TMP documents/chapter narratives:

Step 1. - Chapter Narrative Writing (Rough Draft Chapter Writers)

- (a) Editing and comments ok by writers, but...
- (b) *One-way communication only* - provide your input without responding to others' comments or proposed edits: no exchanges of opinions.
- (c) Base document will be accessible by members of the public at all times.

Step 2. - Chapter Narrative Final Editing (Final Editors-Jensen/Brandy)

- (a) Editing and comments ok by writers, but...
- (b) *One-way communication only* - provide your input without responding to others' comments or proposed edits: no exchanges of opinions.
- (c) Base document will be accessible by members of the public at all times.

Step 3. - TMP Committee Review and Approval

- (a) When final editing is completed, present the document for TMP Committee review/public review/any other changes/approval.

Step 4. - Preparation of document for Publishing (Graphics artist on contract – Mark Mularz)

- (a) Version completed by TMP Committee will be sent to Mark Mularz to compile a complete, updated TMP Document with photos, maps, etc.

Step 5. - Present completed document for approval by APRC, Planning Dept., Planning Commission, public hearings, and City Council.

- (a) Parks Director to present final TMP document for approval to Ashland Parks Commission, Planning Commission, Planning Dept. (public hearings process), Ashland City Council, adoption into City's comprehensive plan.

*TMP Committee members are reminded that informal talks/chats during the writing/editing process are ok as long as they are limited to groups of no more than 3 committee members total. (The TMP Committee has 7 members, so 4 committee members discussing TMP matters would constitute a quorum and trigger a requirement for a properly-noticed public meeting.) To avoid legally challengeable "serial meetings," any person who has discussed a TMP matter with two other members in private should avoid conversations with any additional members on that TMP matter, except in the course of a public meeting.