



# Parks & Recreation Advisory Committee Meeting Agenda

## ASHLAND PARKS & RECREATION ADVISORY COMMITTEE TRAILS ADVISORY COMMITTEE MEETING AGENDA

Monday, April 14, 2025

Lithia Park Cabin

340 S Pioneer Street - 5:00 PM

HELD HYBRID (In-Person or Zoom Meeting Access). To attend via Zoom, contact the [Parks Department](#) no later than 10 AM the day of the meeting.

### Public Participation Instructions

Those who wish to provide oral testimony must attend the meeting, fill out a speaker request card, and give it to a staff member before the meeting begins.

Written testimony will be accepted via email to [Nancy Mero](#). Please include “**Public Testimony**” in the subject line. Written testimony submitted on Tuesday before the meeting by 11:00 am will be made available to the Parks Commissioners before the meeting. All testimony will be included in the meeting minutes.

#### I. CALL TO ORDER

#### II. ROLL CALL

#### III. APPROVAL OF MINUTES

#### IV. ADDITIONS OR DELETIONS TO THE AGENDA

#### V. PUBLIC FORUM

#### VI. CONSENT AGENDA

#### VII. BUSINESS

1. Trails Advisory Committee Member Onboarding
2. Election of Chair/Vice Chair
3. Trails Advisory Committee Bylaws
4. Bandersnatch Re-route with Ashland Watershed Trails Association

#### VIII. NEXT MEETING

#### IX. ADJOURNMENT

*If you need special assistance to participate in this meeting, please contact Nancy Mero at [nancy.mero@ashlandoregon.gov](mailto:nancy.mero@ashlandoregon.gov) or 541.552.2256 (TTY phone number 1.800.735.2900). Notification at least three business days before the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting in compliance with the Americans with Disabilities Act.*

\*Agendas and minutes for City of Ashland Council, Commission, and Committee meetings can be found on the City website, [ashlandoregon.gov](http://ashlandoregon.gov).



## TRAILS ADVISORY COMMITTEE MEETING

### AGENDA BRIEF

**April 14, 2025**

|                    |                                                                                 |          |
|--------------------|---------------------------------------------------------------------------------|----------|
| <b>Agenda Item</b> | VIII. Trails Advisory Committee Member Onboarding                               |          |
| <b>Presenter</b>   | Rocky Houston                                                                   | Director |
| <b>Item Type</b>   | Action <input type="checkbox"/> Information <input checked="" type="checkbox"/> |          |

#### **SITUATION**

Onboarding new members is paramount to a functional advisory committee. The documents in the links below will be reviewed.

#### **DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS**

TAC members are asked to read the City of Ashland Committee and Commission Handbook. Committee members will also need to read the five City of Ashland policies linked below, sign the Acknowledgement of Receipt document, and return it to Parks staff.

There are also two required trainings:

- Oregon Government Ethics Commission Ethics Law Training
- Public Meeting Law

#### **POLICIES, PLANS & GOALS SUPPORTED**

Consistent with state statutes and city ordinances.

#### **FINANCIAL CONSIDERATIONS**

Not applicable.

#### **ATTACHMENTS**

Not Applicable

#### **HYPERLINKS**

[City of Ashland Committee and Commission Handbook](#)

[Electronic Media and Technology Usage Policy](#)

[Workplace Fairness Act Policy](#)

[Workplace Violence Prevention Policy](#)

[Ashland Social Media Policy](#)

[Acknowledgement of Receipt](#)

[Oregon Government Ethics Commission : Training : Training : State of Oregon](#)

**PREPARED BY:** Rocky Houston



## TRAILS ADVISORY COMMITTEE MEETING

### AGENDA BRIEF

**April 14, 2025**

|                    |                                                                                 |          |
|--------------------|---------------------------------------------------------------------------------|----------|
| <b>Agenda Item</b> | VII2. Election of Chair/Vice Chair                                              |          |
| <b>Presenter</b>   | Rocky Houston                                                                   | Director |
| <b>Item Type</b>   | Action <input checked="" type="checkbox"/> Information <input type="checkbox"/> |          |

#### **SITUATION**

The Park Commission advisory committees elect officers at the first business meeting of the calendar year. Members of the Trails Advisory Committee (TAC) will nominate individuals for the positions of Chair and Vice Chair. As this is the first meeting of the newly formed TAC, the Parks Director will conduct a vote for each position. The chair elect will preside over the next regular meeting of the TAC.

#### **DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS**

Nominations will be needed for the two positions. Staff recommends selecting the chair and then the vice chair.

#### **POLICIES, PLANS & GOALS SUPPORTED**

Not Applicable

#### **FINANCIAL CONSIDERATIONS**

This action does not have a financial consideration

#### **ATTACHMENTS**

None

**PREPARED BY:** Rocky Houston



## TRAILS ADVISORY COMMITTEE MEETING

### AGENDA BRIEF

**April 14, 2025**

|                    |                                                                                 |          |
|--------------------|---------------------------------------------------------------------------------|----------|
| <b>Agenda Item</b> | VII3. Trails Advisory Committee Bylaws                                          |          |
| <b>Presenter</b>   | Rocky Houston                                                                   | Director |
| <b>Item Type</b>   | Action <input type="checkbox"/> Information <input checked="" type="checkbox"/> |          |

#### SITUATION

Bylaws are reviewed and recommended for adoption by the Park Commission by the advisory committee. Draft bylaws have been developed for review.

#### DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

- Is a sub-committee wanted to work with staff on the bylaws?
- Are there any comments or suggested edits?

#### POLICIES, PLANS & GOALS SUPPORTED

Consistent with City Ordinances and Park Commission policy on advisory committees.

#### FINANCIAL CONSIDERATIONS

Not applicable

#### ATTACHMENTS

Draft bylaws

**PREPARED BY:** Rocky Houston



## Ashland Park Commission

# Trails Advisory Committee Bylaws

### Overview

The Ashland Park Commission (Commission) established the Trails Advisory Committee on September 11, 2024.

### ARTICLE I. NAME OF ORGANIZATION

The name of this committee shall be the Trails Advisory Committee (TAC).

### ARTICLE II. PURPOSE

The purpose of the TAC is to make recommendations to the Commission on matters related to trails and to coordinate with the Parks Superintendent and Department Director on matters related to the general operations and maintenance, development, and diversity, equity, and inclusion practices related to trail use.

### ARTICLE III. MEMBERSHIP

The TAC membership shall be composed of up to seven (7) voting members, as follows:

- (2) Cycling User Group Representative
- (2) Hiking User Group Representative
- (1) Accessibility (ADA) Representative
- (2) At-Large Members

The TAC shall have non-voting Ex Officio members representing:

- Park Commission
- Ashland City Council
- Forest Lands Ad Hoc Committee

TAC members are appointed by the Commission chairperson with recommendations coming from the TAC. The term of each program participant and community partner member will be four (4) years, with no member serving more than two (2) consecutive terms. If a position is vacated mid-term, the Commission chairperson will appoint a member for the unexpired term of that position; if there is less than one year remaining in a vacated term, the new member's term will be for the remainder plus three years.

Ex-Officio members are appointed by their respective governing bodies and do not have term limits.

See Addendum A for initial TAC members and terms.

Members are expected to attend and actively participate in meetings and working groups. Members shall notify the TAC chair and staff in advance about any planned absences, to ensure a quorum will be present for meetings. A member who misses more than two (2) consecutive meetings, or more than three (3) meetings in twelve (12) months, may be released from their term so that someone with more availability may participate.

#### ARTICLE IV. MEETINGS OF MEMBERS

TAC shall meet every other month or as needed decided by a simple majority of committee members. Notwithstanding the need for an urgent meeting, notice of each meeting shall be given to each voting member not less than one (1) week prior to the meeting.

A quorum for a meeting of the TAC shall consist of at least four (4) members. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. There shall be no voting by proxy and no voting by electronic methods by members who are absent from a meeting.

All TAC meetings and communications will comply with the Oregon Public Meetings Law (ORS 192.610 to 192.690).

#### ARTICLE VI. OFFICERS

Each year, TAC will accept nominations and elect a chairperson and vice-chairperson by simple majority vote of members present at a meeting. Elections will be held at the first meeting of each fiscal year.

#### ARTICLE V. SUBCOMMITTEES

The TAC chair shall have the authority to create working groups of members equaling less than a quorum of the committee to focus on specific assignments. All working groups, or subcommittees, shall report their findings to TAC in a public meeting.

#### ARTICLE VII. STAFF

The Parks Superintendent and/or Department Director, or designated representative, will attend and assist in the planning, advertising, and management of TAC meetings.

## ARTICLE VIII. CONFLICT OF INTEREST

TAC shall abide by the precepts of the City and State of Oregon conflict of interest policy/statutes.

## ARTICLE IX. MINUTES

TAC (or a staff liaison) shall keep minutes of the proceedings of committee meetings. These minutes shall be made available to the public as per City of Ashland policies and procedures.

## ARTICLE X. YEARLY REPORT

With the assistance of the Parks Director (or designee), TAC shall present a yearly report at a regular public meeting of the Commission.

## ARTICLE XI. DISSOLUTION

By motion of the Commission, TAC may be dissolved or merged with another similar organization conducting substantially the same activities.

## ARTICLE XII. AMENDMENTS

TAC may recommend amendments to these Bylaws by a simple majority vote at any meeting. Written notice setting forth the proposed amendment or summary of the changes to be affected thereby shall be given to each committee member within the time and the manner provided for the giving of notice of meetings. Amendments must be approved by the Commission.

## ADOPTION OF BYLAWS

Adopted and approved by the Ashland ParkCommission on [insert approval date] as the Bylaws of this committee.

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Jim Bachman, Park Commission Chair

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ATTEST: Rocky Houston, APRD Director



## Ashland Parks and Recreation Commission

### Trails Advisory Committee

#### Bylaws Addendum A: Initial Appointments and Terms

| Position   | Name | Representing                  | Date appointed | Current Term Expires |
|------------|------|-------------------------------|----------------|----------------------|
| 1.         |      | ADA Representative            |                |                      |
| 2.         |      | Hiking Representative         |                |                      |
| 3.         |      | Cycling Representative        |                |                      |
| 4.         |      | At-Large                      |                |                      |
| 5.         |      | At-Large                      |                |                      |
| Ex-Officio |      | APRC Commissioner             |                |                      |
| Ex-Officio |      | City Councilor                |                |                      |
| Ex-Officio |      | Forest Lands Ad Hoc Committee |                |                      |
|            |      |                               |                |                      |



## TRAILS ADVISORY COMMITTEE MEETING

### AGENDA BRIEF

**April 14, 2025**

|                    |                                                                                 |          |
|--------------------|---------------------------------------------------------------------------------|----------|
| <b>Agenda Item</b> | VII4. Bandersnatch Trail Re-Route with Ashland Woodlands and Trails Association |          |
| <b>Presenter</b>   | Rocky Houston                                                                   | Director |
| <b>Item Type</b>   | Action <input checked="" type="checkbox"/> Information <input type="checkbox"/> |          |

#### SITUATION

In 2015 this proposal was made and reviewed by the city and USFS. As I understand it, the USFS has re-approved their portion of the project. This allows the City to consider completing a roughly 130 yard re-route.

The USFS section is planned to be built next month, and the Ashland Trails and Woodlands Association would like to complete this re-route at the same time.

#### DISCUSSION QUESTIONS OR SUGGESTED NEXT STEPS

Prior to the beginning of the work, staff is providing an opportunity for the Trails Advisory Committee to ask questions of the re-route proposer.

#### POLICIES, PLANS & GOALS SUPPORTED

<https://www.fs.usda.gov/project/rogue-siskiyou/?project=39748>)

#### FINANCIAL CONSIDERATIONS

This re-route is being done by a trail adopter group, with minimal budgeted operations or Parks maintenance staff engagement.

#### ATTACHMENTS

None.

PREPARED BY: Rocky Houston