

TRAILS ADVISORY COMMITTEE MEETING MINUTES

April 14, 2025

Lithia Park Cabin, 340 S Pioneer Street 5:00 PM

Committee Members Present: Hansen, Seffinger, Cott, Heycke, Kuwabara, Bender, Braught

Liaisons: Councilor Hansen, Commissioner Adams

Staff Present: Director Houston, Parks Superintendent Caldwell, Executive Assistant Mero

Absent: None

- I. **CALL TO ORDER** – Director Houston called the meeting to order at 5:00 PM
- II. **ROLL CALL** – Roll call taken, all seven TAC members and two Liaisons present
- III. **APPROVAL OF MINUTES** – None
- IV. **ADDITIONS OR DELETIONS TO THE AGENDA**
 - Seffinger suggested making introductions. Introductions were made.
- V. **PUBLIC FORUM** – None
- VI. **CONSENT AGENDA** – None
- VII. **BUSINESS**

1. Trails Advisory Committee Member Onboarding – Director Houston

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 – N/A

[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](#)

- Houston reviewed the Park Commission's charge for the TAC:

Advise on the Department's trail system:

- Review new trail proposals and the process for reviewing proposals
- Work with staff on the PROS Plan trail related items
- Review trail program items, as requested by staff

Questions/Discussion:

- What constitutes a quorum? A: A majority of voting members.
- When passing a motion, does quorum mean a majority of members present at the meeting, or a majority of the total number of members? Some disagreement on the correct answer. Will require confirmation with the City Recorder/consulting Public Meeting Law regulations.
- Discussion on the process of amending the Trails Master Plan to add new trails.

2. Election of Chair/Vice Chair – Director Houston

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 – N/A

FINANCIAL CONSIDERATIONS – N/A

- Heycke nominated Cott for Chair of the TAC. All ayes.
- Cott nominated Hansen for Vice Chair of the TAC. All ayes.

3. Trails Advisory Committee Bylaws

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 Park Commission on [insert approval date] as the Bylaws of this committee.

Jim Bachman, Park Commission Chair

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		

Questions/Discussion:

- Cott suggested TAC members review the draft TAC bylaws to bring back to the next meeting for deliberation/approval.

4. Bandersnatch Re-route with Ashland Woodland Trails Association (AWTA) – Heycke

- As chair of the AWTA, Heycke gave some history on the Bandersnatch re-route. Originally the private land holder (Palen) was unwilling to sell the property the re-route needed to cross. Ultimately it was purchased by the City. The re-route was previously approved and vetted by the Forestlands MAC and the City's Fire Department (Forestry division).
- The AWTA wanted to bring the re-route before the previous iteration of the trails advisory committee (ATAC) before proceeding with the work, but then ATAC was halted.
- AWTA is ready to execute the trail re-route. There is some urgency as the work will become more difficult as the land/dirt dries out.

- Houston stated that he could decide to allow the re-route to be brought before the Park Commission for their approval.

Motion: This Committee has discussed and has no issues with bringing the previously approved trail proposal to the Park Commission.

Motion: Cott

Second: Hansen

Vote:

Hansen	Yes	Brought	Yes	Seffinger	Yes
Bender	Yes	Kuwabara	Yes	Heycke	Yes
Cott	Yes				

VIII. **ITEMS FROM COMMITTEE MEMBERS/STAFF** – None

IX. **UPCOMING MEETING DATES** – To be determined through a Google Doodle Poll.
Meetings will be quarterly with the flexibility to call for extra meetings as needed.

X. **ADJOURNMENT** – Chair Cott adjourned the meeting at 6:29 PM

Respectfully submitted by Nancy A. Mero, Executive Assistant