



OSAWATOMIE TRAIL COMMISSION OPERATING PROCEDURES

Prepared by the City of Osawatomie Trail
Commission in May, 2021

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OSAWATOMIE TRAIL COMMISSION OPERATING PROCEDURES

Purpose

The Osawatomi Trail Commission's function is to continue to build Osawatomi's trails and trail connections, and to recommend to the City Council each year, prior to adoption of the City budget, a budget for trails and related projects or improvements.

Commission members work to design, develop, and fund trails and trail related projects in and around the City of Osawatomi.

Definition of Trails

For the purposes of the Commission's studies and recommendations, trails shall mean shared- use pathways that are non-motorized, year-round or seasonal, and available for use by pedestrians, bicycles, roller skaters, equestrians and other types of uses customary to an urban and suburban trail system. The goal of the Commission is to focus primarily on the construction of trails within and around the City limits, and to develop trails or trail connections that may also link to other public lands trail systems in the region.

Description of Commission Duties

- Recommend priorities and an annual action for trail funding and construction using information from existing bike path and trails plans and specific study of potential trail segments.
- Obtain trail project funding for approved City trail projects, leveraging funding to the greatest extent possible using matching funds, grants, partnerships, donations, and other cooperative approaches.
- Coordinate project recommendations with the decision making and budgeting processes of the City.
- Develop, coordinate, or organize other activities determined to be necessary to accomplish the goals of the Commission.

Membership

1. The Commission is limited to seven (7) citizen memberships including:
 - 3 Officer Members (Chair, Vice Chair, Secretary)
 - 4 Members, one for each of the four council wards
2. All officer and general members will have full voting rights. The City will assign a staff member to assist the commission.
3. A maximum of seven (7) votes may be cast on any item requiring a vote. The roll call voting process shall be managed by the Chairperson.
4. Appointments to the Commission shall first be considered by the Commission and a recommendation then presented to the City Council for consideration.
5. City staff or representatives from other agencies acting in advisory roles as necessary shall provide technical assistance. City staff and other representatives will not be eligible to vote.

Terms

Members of the Osawatomie Trail Commission shall be appointed for terms of two years. Vacancies shall be filled for the balance of the unfulfilled term.

Officers

1. The officers of the Commission shall consist of a chairperson, vice-chairperson, and secretary and shall be selected each July by a vote of the Commission. Each officer shall hold office for one year and until his/her successor has been appointed.
2. The Chairperson shall preside at all meetings of the Commission and shall report to the City Council and Board of County Commissioners as needed.
3. The vice-chairperson shall perform all duties of the chairperson if the chairperson is absent or unable to chair.
4. The Secretary shall be responsible for Agendas and Minutes with the assistance of City Staff.

Meetings

Meetings shall be held as often as necessary as determined by the Commission, but must at minimum hold four meetings per calendar year. A representative of the Commission shall provide an update to the City quarterly, at minimum, or more often if necessary. All meetings of the City of Osawatomie Trail Commission shall be considered public meetings. The annual meeting schedule will be determined at the last meeting of the previous year.

Meeting Attendance Policy

Members shall make every effort to attend all meetings. If a member is unable to attend a specific meeting, that member should notify either the Chairman or the City liaison of that fact so quorum needs can be monitored. If enough members indicate an absence, a meeting may be rescheduled for a later date/time when quorum can be met for action items.

Any member who misses three (3) Trail Commission meetings in any twelve (12) month period without just cause will be subject to removal from the Commission by a majority vote of those members present when the issue is brought before the Commission.

Trail Project Selection Criteria

Proposed Trail Projects should meet a majority of the following goals in order to be considered:

1. Link communities, neighborhoods, and traffic generators such as commercial centers, schools, mass transit stations, and recreation sites;
2. Accommodate a mix of user groups such as pedestrians, bicyclists, joggers, equestrian, youths and others and benefit the most people year-round;
3. Improve existing safety issues by reducing conflicts with automobiles and incorporating design features that minimize hazardous conditions;
4. Create a continuous trail system by establishing new segments and connecting existing trails between neighborhoods, within the community, or regionally and statewide;
5. Create no or minimal impact on the area's wildlife or habitat;
6. Maximize opportunities to view or pass-through scenic features such as unique land forms, waterways, vistas, vegetation, wildlife and to view historic landmarks without disturbance of the resource;
7. Provide non-motorized, appropriate access to public lands (open spaces, trailheads,

recreation sites, waterways).

Additionally Proposed Trail Projects will also be evaluated based on the following:

1. Minimal financial commitment from the City. Commission members are encouraged to obtain as many funding opportunities as possible so that the burden on the City budget is as minimal as possible. Grant awards, partnerships, cooperative agreements, and donations both monetary and in-kind for services or supplies should be entertained. The intent is to leverage trail funds to the greatest extent possible;
2. Can be properly designed, constructed and maintained at a relatively reasonable cost in a reasonable amount of time with minimal land acquisition issues;
3. The relationship to the railroad corridors and the road shoulder conditions of nearby roads has been evaluated;
4. There are minimal physical constraints (low level of natural hazards, amenable topography, room for re-vegetation and stabilization, no environmental consequences, etc.);
5. There are minimal ownership constraints and disruption of existing property use;
6. The project is cooperative effort with multiple agencies sharing costs, design, construction, signs, maintenance, right-of-way, etc.;
7. Without immediate acquisition/construction, the alignment may be lost as an opportunity.