



4393 Collins Road  
Rochester, MI 48306  
(248) 651-9260  
(248) 601-0106 (FAX)  
www.paintcreektrail.org

**REGULAR MEETING of the PAINT CREEK TRAILWAYS COMMISSION**

City of Rochester Municipal Offices  
400 Sixth Street, Rochester, Michigan 48307

**CALL TO ORDER:** The Tuesday, April 18, 2017 meeting was called to order by Chairperson Becker at 7:00 p.m.

**Voting Members Present:** Brian Birney, Rock Blanchard, Susan Bowyer, Frank Ferriolo, Linda Gamage, Hank Van Agen, Alice Young

**Voting Alternates Present:** David Becker

**Non-Voting Alternates Present:** Jim Kubicina, Lynn Loeb, Martha Olijnyk (*enter 8:10 p.m.*), Donni Steele

**Village of Lake Orion Non-Voting Member Present:** Brad Mathisen

**Voting Members Absent:** Kim Russell

**Alternates Absent:** Robin Buxar, Ben Giovanelli, Lisa Sokol, Richard Schultz

**Village of Lake Orion Non-Voting Alternate Absent:** Shauna Brown

**Others Present:** Kristen Myers, Trail Manager, Chris Gray, Assistant Trail Manager, Sandi DiSipio, Recording Secretary

**PLEDGE OF ALLEGIANCE:** All rose and recited the Pledge.

**APPROVAL OF AGENDA:**

**MOTION** by Bowyer, seconded by Young, ***Moved***, to approve the April 18, 2017 agenda as presented.

Ayes: All      Nays: None

**MOTION CARRIED.**

**PUBLIC COMMENT:** None

**CONSENT AGENDA:**

a. Minutes – March 21, 2017 Regular Meeting, approve and file

b. Treasurers Report – March 2017, receive and file

**MOTION** by Ferriolo, seconded by Blanchard, ***Moved***, to approve the Consent Agenda as presented.

Ayes: All      Nays: None

**MOTION CARRIED.**

**APPROVAL OF INVOICES:** Ms. Myers presented the invoices in the amount of \$667.50.

This amount includes the recorder's monthly fee and attorney services for the Joint Agreement with Oakland Township Parks & Rec Commission and the FOIA policy. Estimated unrestricted fund balance is estimated at \$97,000.

**MOTION** by Young, supported by Van Agen, ***Moved***, that the invoices presented for payment are approved in the amount of \$667.50 and orders be drawn for payment.

Ayes: All      Nays: None

**MOTION CARRIED.**

**APPROVAL: Joint Agreement with Oakland Township Parks & Rec Commission:** Ms.

Myers explained in order for the Commission to get started on the bridge project, an agreement is needed with Oakland Township Parks & Rec that outlines the responsibilities for the project. Attorney services were engaged to write the agreement. They provided a draft, it was brought to the Oakland Township Parks & Rec Commission last week and was approved contingent upon a few changes. The members were provided with an updated version of the agreement tonight. Ms. Myers summarized what was added and indicated Ms. Milos-Dale is present to answer any questions. This agreement needs to be presented to the Oakland Township Board of Trustees for final approval of the project and the funding. Language was added relative to joint approvals, and Ms. Milos-Dale has received approval from her Chairman for that language. Ms. Milos-Dale indicated the agreement has been reviewed and approved by the Park Commission's attorney and the Commission itself. Representatives from the Trust Fund and the Road Commission have submitted comments. She indicated final comments from the Trust Fund may still be received – input has been received, but final approval was not given although nothing was flagged.

**MOTION** by Bowyer, seconded by Blanchard, *Moved*, that the Commission approves the Joint Agreement with Oakland Township Parks & Rec Commission.

Ayes: All      Nays: None

**MOTION CARRIED.**

**DISCUSSION: Village of Lake Orion – Request to become Voting Member of Commission:**

Ms. Myers indicated many members were not yet appointed when the trail was extended by a quarter mile into the Village of Lake Orion to Atwater Street, through a gift by the developer who built Atwater Commons. As part of that agreement the Commission agreed to add a non-voting member from the Village. For several years Lake Orion has participated in Commission meetings. Now that the new trail extension is being built into the Village there have been discussions on expanding the Commission to include the Village of Lake Orion as a full voting member. A letter was received from the Village Manager, Mr. Joe Young, who is present, requesting that the Commission start discussions on having the Village as a voting member. Mr. Young introduced Ms. Molly LaLone who is the Executive Director of the DDA. Mr. Young commented with the extension of the trail through the Village up to Oxford, the Village is interested in becoming a voting member of the Commission. He understands there would be cash and in-kind costs. As far as in-kind services, the Village Police could provide patrol services within the Village limits. Ms. LaLone indicated Ms. Kristen Wiltfang from the County has been working with the DDA on this project. They are working very hard on the trail extension, and is excited to have Lake Orion be part of trail. The trail will be extended a little more than a mile. She explained the TAP grant is through the Village who will own the trail, and the DDA is footing the bill. Chairperson Becker suggested a subcommittee be formed of the Commission officers to represent all member communities and a representative from Lake Orion, to come up with a proposal for the admission of Lake Orion as a voting member, if it is the consensus of the Commission. Lake Orion was asked if they have a vision on how they would like this to work. Mr. Young is not sure yet. He is open for discussion and consideration, recognizing there are financial and in-kind obligations. Theoretically it should lessen the cost for everyone. Ms. LaLone explained the Village Council President has requested that the DDA be responsible the membership fees. The Village DPW can take care of the trail, and the police department can patrol. She understands the value and responsibility of having this not just being an extension of the trail, but part of the trail. The question was asked if the Village becomes a voting member, will it require the Intergovernmental Agreement be opened. Chairman Becker said yes as the agreement does list the four communities involved. As far as restrooms or drinking fountains along this section, at Children's Park, the Orion Township Fire Department will be renovated to include public restrooms. There is also a private business who will be adding a public restroom.

Ms. Myers pointed out that in 2004, the County completed a Master Plan of trails. One of the goals was to get it through the Village of Lake Orion to connect with the Polly Ann Trail, so this project, although it does change the character of the trail, has been identified through the Commission's Master Plan as something the Commission wants to see, whether it's part of the PCT or not. Ms. LaLone added that the Village would like the extension to be known as part of the PCT, as the trail is well known and will be better served by improvements if it is part of the trail. Ms. Myers added that a Memo of Understanding could be considered where the Commission would manage this section of the trail on the Village's behalf.

**MOTION** by Gamage, seconded by Blanchard, *Moved*, that a subcommittee be created to explore the options of adding the Village of Lake Orion as a full voting member.

Ayes: All      Nays: None

**MOTION CARRIED.**

The subcommittee will consist of the Commission officers, who represent the four communities, and a representative from Lake Orion. As Lake Orion is not a voting member, this will not constitute a quorum.

**APPROVAL: Resolution #2017-001 to Approve FOIA Procedures & Guidelines:** Ms. Myers indicated Ms. Hamameh's associate provided information and a resolution to approve the FOIA procedures and guidelines. All of the forms will be available on the website.

**MOTION** by Blanchard, seconded by Ferriolo, *Moved*, to approve Resolution #2017-001.

**RESOLUTION #2017-001 TO APPROVE FOIA PROCEDURES AND GUIDELINES, A WRITTEN PUBLIC SUMMARY AND DETAILED ITEMIZATION**

WHEREAS, the Commission is a public body as defined by the Michigan Freedom of Information Act, 1976 PA 442, as amended ("FOIA");

WHEREAS, in the performance of its function as the Commission, it is necessary and appropriate for the Commission to establish and adopt policies for the operation of the Commission;

WHEREAS, pursuant to Section 4(4) of the FOIA, the Commission shall establish procedures and guidelines to implement the FOIA and shall create a written public summary regarding how to submit written requests to the Commission and explaining how to understand the Commission's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal;

WHEREAS, Section 4(4) of the FOIA also requires that the Commission's Procedures and Guidelines include the use of a standard form for detailed itemization of any fee amount in its response to a written request;

WHEREAS, in the interests of the health, safety and welfare of the Commission, the Commission desires to approve procedures and guidelines, a written public summary and a detailed itemization so that it is in compliance with the FOIA and may charge the fees permitted under the FOIA.

NOW THEREFORE, the Paint Creek Trailways Commission, Oakland County, resolves as follows:

1. The Commission hereby adopts and approves the Commission's Procedures and Guidelines (attached as Exhibit A to this Resolution) in compliance with the FOIA.

2. The Commission also adopts and approves the Written Public Summary (attached as Exhibit B to this Resolution).
3. The Commission also approves the Detailed Itemization Sheet attached as Exhibit C to this Resolution. The Commission also authorizes the FOIA Coordinator to modify the Detailed Itemization if such modifications are in the best interest of the Commission and do not conflict with the FOIA.
4. The Commission shall make the Procedures and Guidelines publicly available by providing free copies of the Procedures and Guidelines and its Written Public Summary both in the Commission's response to a written request (or may include the website link to the documents in lieu of providing paper copies in its response to a written request) and upon request by visitors at the Commission.
5. The Commission shall post and maintain the Procedures and Guidelines and Written Public Summary on its website.
6. All resolutions, motions, policies, including any Freedom of Information Act policies, or any parts thereof that are in conflict with this resolution are hereby repealed to the extent of such conflict.

Ayes: Becker, Birney, Blanchard, Bowyer, Ferriolo, Gamage, Van Agen, Young

Nays: None

**MOTION CARRIED.**

**APPROVAL: Paint Creek Trail Logo Design Contest:** Ms. Myers indicated our pro-bono attorney reviewed and revised/clarified the contest rules and updated information was given out tonight to the members. If the contest gets accepted tonight, promotion will Saturday and submissions will be received until June 3<sup>rd</sup>. The Commission will then figure out how to review the submissions, and hopes to have potential winners available at the August 18<sup>th</sup> meeting. The winner would be announced at the Labor Day event, and the winning logo could be on a shirt or a promotional item. There are no guarantees this will be the official logo.

**MOTION** by Young, seconded by Gamage, *Moved*, to approve moving forward with the logo design contest.

Ayes: All      Nays: None

**MOTION CARRIED.**

**APPROVAL: RFP Design Build Services for Paint Creek Trail Observation Deck:** Ms. Myers indicated the Southeast Rochester Ad Hoc Committee made the recommendation that the observation deck be designed and built by the end of October. An RFP was drafted for this project, and if approved, the RFP will be put out for bid. There is a site visit scheduled for May 2<sup>nd</sup>, and RFP's will be due on June 6<sup>th</sup>. The documents indicate "gray" decking – it should indicate a "neutral tone" color with the final color up to the discretion of the Commission. Regarding the black vertical portions, was stainless steel versus aluminum talked about? The subcommittee specified a metal as iron would rust. It was suggested stainless steel versus aluminum should be looked at. Ms. Myers was asked to see what material would last the longest and include this in the RFP.

**MOTION** by Blanchard, seconded by Ferriolo, *Moved*, to get the RFP out to the public.

Ayes: All      Nays: None

**MOTION CARRIED.**

**MANAGER'S REPORT:** In addition to her written report, Ms. Myers stated the Girl Scouts will have their Adopt A Trail Program kick-off this Saturday. She displayed the signs the Scouts fund raised for and installed along the trail. Bags will be provided for regular trash and recycle trash. There was so much positive response that groups want to adopt other sections of the trail.

It is the consensus to open the rest of the trail for adoption programs. The Girl Scouts will be present next month to give their report on how their project went. Certificates of Appreciation will be given to each of the Scouts. The drinking fountain at Tienken was turned on last week thanks to the City of Rochester. Arbor Day will be celebrated on April 28<sup>th</sup> and the City of Rochester wants to know if they can put in a 2-inch Autumn Blaze Maple in the southeast Rochester parcel as part of this event. As long as the tree is native, the Commission is in favor of approving this request. It will be the Commission's decision on where to plant this tree. The Cruisin' for the Trail event will be held May 6<sup>th</sup>, which is a major fundraiser benefiting the Friends of the Paint Creek Trail.

**COMMISSIONER REPORTS:** Ms. Steele reported that Orion Township will be holding the "Go Green" event this Saturday at Camp Agawam. Ms. Gamage indicated her book group is participating in the Adopt A Trail, and suggested cleaning up after the Brooksie Way event. The Commission thanked Ms. Myers and Ms. Gray for all their work on the bridge project and RFP's.

**ADJOURNMENT:**

Upon motion by Young, seconded by Gamage, the Chairperson adjourned the Regular Meeting at 8:30 p.m.

Ayes: All      Nays: None

**MOTION CARRIED.**

**NEXT MEETING: May 16, 2017 at 7:00 p.m. – City of Rochester Municipal Offices**

Respectfully submitted,

---

KRISTEN MYERS, Trail Manager

---

HANK VAN AGEN, Secretary