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REGULAR MEETING of the PAINT CREEK TRAILWAYS COMMISSION

Held at Orion Township Hall, 2525 Joslyn Road
Lake Orion, Oakland County, Michigan 48360

CALL TO ORDER: The Tuesday August 18, 2015 meeting was called to order by Chairperson Becker at 7:00 p.m.

Voting Members Present: Rock Blanchard, Frank Ferriolo, Linda Gamage, Stephanie Morita, Neal Porter, Kim Russell, Alice Young, Andy Zale (*enter 7:05 p.m.*)

Voting Alternates Present: Martha Olijnyk (*voting until 7:05 p.m.*)

Non-Voting Alternates Present: David Becker, Lynn Loeb, Lisa Sokol (*enter 7:30 p.m.*), Donni Steele

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

Voting Members Absent: None

Alternates Absent: Mike Bailey, Dale Hetrick, Steve Sage, Richard Schultz

Village of Lake Orion Non-Voting Alternate Absent: Doug Hobbs

Others Present: Kristen Myers, Trail Manager, Sandi DiSipio, Recording Secretary

PLEDGE OF ALLEGIANCE: All rose and recited the Pledge.

APPROVAL OF AGENDA: A presentation regarding proposed improvements to the Clinton River Trail near the Paint Creek Trail property in south Rochester will be added after the Approval of Invoices.

MOTION by Gamage, seconded by Ferriolo, ***Moved***, to approve the August 18, 2015 agenda as amended.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:

a. Minutes – July 21, 2015 Regular Meeting, approve and file

b. Treasurers Report – July 2015, receive and file

MOTION by Young, seconded by Olijnyk, ***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 \$657.21. In addition to the recorder's monthly fee, this amount includes restroom cleaning at Clarkston/Kern, and 2nd quarter staff copier costs. The estimated unrestricted fund balance is \$73,000.

MOTION by Porter, supported by Gamage, ***Moved***, to approve the invoices presented for payment in the amount of \$657.21 and orders be drawn for payment.

Ayes: All Nays: None

MOTION CARRIED.

PRESENTATION REGARDING AMENITIES ON CLINTON RIVER TRAIL NEAR SOUTH ROCHESTER:

Ms. Kristen Wiltfang, Sr. Planner, Economic Development and Community Affairs with Oakland County and Fred Phillips, President of the Friends of Clinton River Trail came forward. Ms. Wiltfang gave a brief history of how the two PCTC parcels are associated with the Clinton River Trail. Mr. Phillips stated this project has been sponsored and funded by the Friends of the Clinton River Trail; there is no commission for the Clinton River Trail, each five individual cities own and operate their individual segment of the trail. The Friends Group is the only functioning activity that has some oversight over the trail. He displayed a mock-up of the trail's identification sign. The five cities applied for grants to begin the amenities. Presently they have received or have pending TAP grants in the amount of \$315,000 to install the proposed amenities. Some of these projects will be in close proximity to the two PCTC parcels. Amenities to be installed include a shade shelter, a kiosk with information about things in the area, a trash receptacle and a picnic table. Interpretative signs are also proposed along the trail and must be transportation related. Ms. Wiltfang commented that besides working with the Rochester Avon Historical Society and the Rochester Hills Museum, they have been working with the Clinton River Watershed Council on the interpretative signage. The TAP grant has been sent out to bid. Bids will be opened September 4th, and installation of the proposed amenities will be driven by the bid winner's timetable. Hopefully some of the work will be done by late fall. The Rochester Subcommittee should work with Ms. Wiltfang and Mr. Phillips on this project. The Commission thanked them for their presentation.

APPROVAL: Paint Creek Cider Mill Connector – Oakland Township: Ms. Myers introduced Libby Dwyer representing Oakland Township Safety Path and Trails Committee. She explained the Commission had given approval of the concept for the project near the picnic site at Flagstar Bank and asked them to come back when the project was formalized. A site plan was provided in the packet, as well as an email from Mr. Hocking, PEA Inc., explaining what is proposed. A trench drain has been proposed along the safety path near the interface between the asphalt pavement and the aggregate surface at the boundary line between the trail and the bank. This should help with any potential wash-out problem. Landscape improvements, woodchips and native shrubs, are proposed at the existing cut-through to the Flagstar parking lot from the trail to block this path so people use the trail. The improvements are scheduled for late fall to provide a safe crossing to the trail from the Cider Mill as opposed to traversing Gallagher Road. Ms. Myers will work with Ms. Dwyer on directional signage and bring designs back to the Commission for approval.

MOTION by Russell, seconded by Blanchard, *Moved*, to approve the project and trail connection between the Cider Mill and the trail as presented.

Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION: Administrative Assistant Job Description: Per Commission direction last month, Ms. Myers updated the Administrative Assistant job description. It was suggested the Trail Manager's job description also be forwarded to the members. There are similarities between the two job descriptions because there are responsibilities that overlap. A lot of the Manager's responsibilities have to do with planning and development, i.e., Master Plan, website, etc. Under #17 – Event coordination - the assistant should help if the Commission sponsors an event, not only the Friends Group. The CPR Certification requirement should be more specific - that this certification be obtained within six months and be maintained. A lengthy discussion ensued about possibly renaming the position Assistant Trail Manager, and if there would be financial implications. There are a lot of responsibilities listed that are beyond that of an administrative assistant. Ms. Myers explained she was an administrative assistant under the previous Trail Manager and most of the job description was taken from the previous description.

After discussion, the Personnel Committee was asked to review both job descriptions and look at the overall effect on the budget before approving the descriptions.

MOTION by Morita, seconded by Ferriolo, *Moved*, to refer this matter to the Personnel Committee for review and recommendation.

Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION: Phragmites treatment along the Paint Creek Trail: Ms. Myers was asked to research how Oakland Township is treating these plants. They are going to be treating the phragmites with an aquatic-rated glyphosate and surfactants herbicide, as specified in the Michigan DEQ aquatic nuisance control permit they have received. Ms. Steele confirmed this is the same way that Orion Township is planning on treating the phragmites. Ms. Myers is recommending that the Commission allow Orion Township to control the species this fall with the approved methods.

MOTION by Blanchard, seconded by Porter, *Moved*, to allow Orion Township to treat phragmites along the trail this fall.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL: 2016 Draft Budget: Ms. Myers incorporated Commission input from last month, inserting the value of in-kind services for the City of Rochester, the City of Rochester Hills and the Charter Township of Orion, not to exceed \$1,500 annually. Mr. Zale asked if the increase for the bike patroller was really necessary.

MOTION by Zale, supported by Morita, *Moved*, that the 2016 budget be approved as amended removing the increase for the bike patroller.

Discussion: Mr. Blanchard asked why the increase for the bike patroller is budgeted. Ms. Myers stated the current patroller is doing a great job, and historically the position has always received a .50/hr increase every year. Mr. Blanchard is in favor of leaving the increase in the budget and proposed an amendment to the motion that the bike patroller increase remain in the budget. This is a 4.5% increase. Mr. Zale will accept this amendment to his motion, Ms. Morita agreed.

MOTION by Zale, supported by Morita, *Moved*, that the 2016 budget be approved as presented and sent to the member communities.

Ayes: All Nays: None

MOTION CARRIED.

MANAGER'S REPORT: In addition to the written report, Ms. Myers stated the new air pump has been installed at the Cider Mill and the fix-it station will be installed in the next couple of weeks at Tienken. Both items were purchased by the Friends Group. Oakland Township will be removing trees September 1st and 2nd which will close the trail temporarily south of Gallagher. Insurance paperwork has been received from the contractor doing the work. Information has been posted on the website. A flyer about the 10th annual Labor Day Bridge Walk was included in the packet. The Friends Group has indicated this will be the last year for the event as it's hard to get volunteers and most will be enjoying the holiday elsewhere. It was suggested in the future, a family friendly event could be planned for the third week in September as it is National Trails Week and it would be easier to get volunteers.

COMMISSIONER REPORTS: Mr. Porter reported the property in Oakland Township has been finalized, but the DNR is dragging their feet on the transfer. Ms. Russell reported the comfort station in Rochester looks great and will be open in time for the Arts & Apples 50th year anniversary festival. Mr. Ferriolo indicated that he'd like the Commission to have the Labor Day Walk again next year and will help recruit volunteers since the Friends group is not available.

ADJOURNMENT:

Upon motion by Young seconded by Gamage, the Chairperson adjourned the Regular Meeting at 8:20 p.m.

Ayes: All Nays: None

MOTION CARRIED.

NEXT MEETING: September 15, 2015 at 7:00 p.m. – Rochester City Hall

Respectfully submitted,

KRISTEN MYERS, Trail Manager

ANDY ZALE, Trailways Secretary