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

Paint Creek Cider Mill Building, 4480 Orion Road  
Oakland Township, Oakland County, Michigan 48306

**CALL TO ORDER:** The Tuesday February 16, 2016 meeting was called to order by Chairperson Becker at 7:00 p.m.

**Voting Members Present:** Rock Blanchard, Susan Bowyer, Frank Ferriolo, Linda Gamage, Kim Russell, Alice Young

**Voting Alternates Present:** Martha Olijnyk

**Non-Voting Alternates Present:** David Becker, Jim Kubicina, Lynn Loeb (*enter 7:06 p.m.*)

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

**Voting Members Absent:** Neal Porter, Andy Zale

**Alternates Absent:** Mike Bailey, Ben Giovanelli, Lisa Sokol, Richard Schultz, Donni Steele

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

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

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

**APPROVAL OF AGENDA:**

**MOTION** by Bowyer, seconded by Olijnyk, ***Moved***, to approve the February 16, 2016 agenda as presented.

Ayes: All      Nays: None

**MOTION CARRIED.**

**PUBLIC COMMENT:** None

**CONSENT AGENDA:**

a. Minutes – January 19, 2016 Regular Meeting, approve and file

b. Treasurers Report – January 2016, receive and file

**MOTION** by Young, 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 \$906.17. In addition to the recorder's monthly fee, this amount includes Oakland County Mounted Patrol services through the end of November 2015 and office operating expenses. Estimated unrestricted fund balance is approximately \$83,000.

**MOTION** by Gamage, supported by Young, ***Moved***, that the invoices presented for payment are approved in the amount of \$906.17 and orders be drawn for payment.

Ayes: All      Nays: None

**MOTION CARRIED.**

**APPROVAL: Trail Manager and Administrative Assistant Job Descriptions:** Updated descriptions have been provided. A motion was made by Blanchard, seconded by Young, to approve the Trail Manager description as presented. Discussion followed relative to the Manager's responsibility of events. Mr. Ferriolo suggested that under Events, #1 is covered under Management Responsibilities #8, and that the wording of Events #1 be changed to "direct and coordinate events, volunteers and promotions and to solicit event sponsorships". It was suggested that a #10 be added under Management Responsibilities – "communicate with any contracted staff as directed by the Commission". Mr. Ferriolo made a motion to amend the original motion to include changes to Events #1. The amendment was seconded by Bowyer. Discussion ensued relative to Commission events versus the Friends events. Ms. Myers explained it is the Commission's job to set what events they want and to solicit volunteer support from the Friends Group, and those that are available can help run those events on the Commission's behalf. If they choose not to, the Commission is on their own to run that event. The Friends Group can run their own events. It was stated that the intention of the Commission was to split responsibility for event coordination between the Manager and Assistant – the way to do that is to turn down the amendment to the motion, and to pass the original motion to approve the description as presented. The Assistant's description can be then be amended to plan and execute the two annual events. The Commission is not in consensus with the job descriptions and would like to see updated descriptions before voting approval. Mr. Ferriolo then suggested his amendment read "manage and coordinate events, volunteers and promotions and to solicit event sponsorships". Mr. Blanchard withdrew his motion, and suggested a postponement to the next meeting. Mr. Ferriolo withdrew his amendment.

**MOTION** by Blanchard, seconded by Olijnyk, ***Moved***, to postpone action on this item until the next meeting to take into account the suggested changes.

Ayes: All      Nays: None

**MOTION CARRIED.**

It was suggested no bullet points be listed under Events in the Manager's job description – list them under Management Responsibilities. In the Administrative Assistant's description, it is suggested to add a separate events section – #3, 4, 5, 6 and 7 in Publicity can be added there. In the Publicity/Public Relations section, it was suggested #2 be reworded to read "plan and execute Trailways community events as directed by the Commission. The requirement for being CPR certified and the knowledge of native plants could be listed as desired skills rather than a required skill. The requirement for Wordpress and Quickbooks should be listed on the Manager's description. Remove the requirement of owning a bicycle. Qualifications/skills required should be listed as possible requirements through tenure, not on a daily basis. Ms. Myers was asked to make the suggested changes to the descriptions, email them to the subcommittee, and then to the Commissioners to review as an information item without discussion.

**APPROVAL: Agreement with Friends of the Paint Creek Trail:** Ms. Young indicated she checked with several groups, and not one has to pay \$1.00 to use the address of their host company. The Orion Library provides space free of charge for other groups to use their facilities. She is disappointed and angry that this has been brought up. The Friends Group has raised thousands of dollars and has spent thousands on amenities.

**MOTION** by Young, ***Moved***, to reject the proposed resolution to allow the Friends Group to use the Trailways address and phone number. There was no second to the Motion. The Motion dies for lack of a second.

**MOTION** by Ferriolo, seconded by Blanchard, ***Moved***, to approve the Resolution as presented without the \$1.00 provision.

Mr. Ferriolo explained why the resolution was proposed. There should be something on record showing the relationship between the Trailways Commission and the Friends Group, and that the Commission approves the Friends Group using their address. Mr. Blanchard values the Friends Group and feels the Resolution solidifies the relationship between the two groups.

**Resolution #2016-01 to Provide Assistance to the Friends of the Paint Creek Trail**

WHEREAS, the Paint Creek Trailways Commission, an intergovernmental agency, owns, manages, and operates the 8.9 Paint Creek Trail in Oakland County, Michigan; and

WHEREAS, in 2010, the Paint Creek Trailways Commission encouraged and supported the development of the non-profit organization Friends of the Paint Creek Trail whose mission is to support the use, maintenance, and improvement of the Paint Creek Trail; and

WHEREAS, the Friends of the Paint Creek Trail have provided event support, volunteers, and education about the Paint Creek Trail on behalf of the Paint Creek Trailways Commission; and

WHEREAS, the Friends of the Paint Creek Trail have successfully donated their time and effort to raise funds for Paint Creek Trail improvements; and

WHEREAS, the Friends of the Paint Creek Trail are comprised of volunteers only, without any staff or physical office.

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT the Paint Creek Trailways Commission of Oakland County, Michigan, supports the use of the Trailways Commission mailing address, physical address, and phone number by the Friends of the Paint Creek Trail for correspondence, merchandise storage, and event supply storage, and further resolves that the Trailways Commission staff may provide basic administrative support such as making bank deposits, phone and electronic communication assistance, and event coordination assistance to the Friends of the Paint Creek Trail.

Ayes: Blanchard, Bowyer, Ferriolo, Gamage, Olijnyk, Russell

Nays: Young

Absent: Porter

**MOTION CARRIED.**

**DISCUSSION: Memorandum of Understanding: Maintenance & In-Kind Services:** Ms. Myers indicated this is just a preliminary discussion. A memo was included in the packet summarizing the background. When the Commission was first formed and the property was acquired, there was a “gentlemen’s agreement” that each community would take care of the maintenance of their section of the trail. It was also agreed that in-kind services would be used to keep the budget down wherever possible. These in-kind services in place now were set in the very beginning. Because there has been a change of personnel and members of the Board, it is thought it might be good to put an agreement together for future staff and Boards so that they understand what their responsibility is towards the trail. Ms. Myers put together a draft Memo of Understanding, but is not looking for approval this evening. When the document is finalized, Ms. Myers will take it to the communities to discuss it with them before presenting it to each member community for approval. On page 16, under #7 – it should read “install and replace signage”. This Memo of Understanding reflects the current maintenance practice. Ms. Russell indicated the document might be confusing as Rochester thought their payment to the Trailways was part of taking care of the trails. It sounds like each community is pitching in for everyone instead of every community doing their own maintenance. She also had a concern with the wording on the

last page relative to cooperating in the event of lawsuits. Ms. Myers indicated she used a template from someone else for this document. It was agreed that the last sentence of the document should be removed. It was suggested the document be reviewed by each community's attorney. So it is clear that this is nothing new to the communities, it was suggested on page 16, before the numerical listing, the wording should read "therefore, all communities agree to continue to:". Ms. Myers agreed to present the final document in a future presentation to all the member communities. Perhaps the document should be a "Reaffirmation" of Understanding of Maintenance Responsibilities. The statement "the member communities agree to continue the in-kind services that it has been providing for the last 20 years, pursuant to the interlocal agreement" should be included. Under #2 on page 16, change the word "large" to "hazardous". It was suggested that each community's Parks Department or budget be researched to see if trail maintenance is specifically spelled out. It was also suggested that something could be put into the actual budget about this issue, so the actual Memo of Understanding may not be necessary. Ms. Myers plans on meeting with all the Parks staff in the spring and could possibly bring up the in-kind services issue. More information forthcoming on this topic.

**DISCUSSION/APPROVAL: National Trails Day – Garlic Mustard Pull Budget:** Ms. Myers indicated a garlic mustard pull is planned for National Trails Day. She is soliciting volunteers from high school students, scout troupes and families. Ms. Gray was asked to develop a budget based on 50-75 volunteers. Including lunch, plastic bags, work gloves, T-shirts, bug spray, water and promotion – the cost is estimated between approximately \$1,100 and \$1,450. The Friends Group agreed to pay for lunch and supplies. Ms. Myers asked if the budget is satisfactory, does the Commission wish to put any money towards the cost, or make an official request to the Friends Group to fund the event. Home Depot and REI will be approached for volunteers and supplies. Other local sources of donations should be solicited rather than the Friends Group. There is money in the promotional budget and in fund balance to cover the costs. A demo on how the work needs to be done should be available for the volunteers.

**MOTION** by Blanchard, seconded by Olijnyk, *Moved*, to move forward with the Garlic Mustard Pull event, using money out of the Trailways budget at a cost not to exceed \$1,500, but with the understanding that staff pursue donations from local businesses for some of the items.

Ayes: All      Nays: None

**MOTION CARRIED.**

**MANAGER'S REPORT:** In addition to her written report, Ms. Myers updated the Commission on the timeline of the grant application for Oakland Township's bridge replacement.

**COMMISSIONER REPORTS:** Ms. Russell reported on the work near the Clinton River Trail and the subsequent detour.

**ADJOURNMENT:**

Upon motion by Young, seconded by Blanchard, the Chairperson adjourned the Regular Meeting at 9:15 p.m.

Ayes: All      Nays: None

**MOTION CARRIED.**

**NEXT MEETING: March 15, 2016 at 7:00 p.m. – Paint Creek Cider Mill Building**

Respectfully submitted,

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KRISTEN MYERS, Trail Manager

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ANDY ZALE, Trailways Secretary