



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

Paint Creek Trailways Commission Meeting

Tuesday, February 16, 2016 7:00 PM
Paint Creek Cider Mill, 4480 Orion Road, Oakland Township, MI 48306

MEETING AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment**
5. **Consent Agenda:**
 - a. Minutes: Regular Meeting, January 19, 2016
 - b. Treasurers Report – January 2016
6. **Approval of Invoices**
7. **Approval:** Trail Manager and Administrative Assistant Job Descriptions
8. **Approval:** Agreement with Friends of the Paint Creek Trail
9. **Discussion:** Memorandum of Understanding: Maintenance & In-Kind Services
10. **Discussion/Approval:** National Trails Day – Garlic Mustard Pull Budget
11. **Manager's Report**
12. **Commissioner Reports**
13. **Adjournment of Meeting**

Next Regular Meeting: **March 15, 2016 - Paint Creek Cider Mill, 4480 Orion Road, 48306**

Enclosures: Agenda Summary
January 19, 2016 Draft Minutes
January 2016 Treasurer's Report
Memo & Draft: MOU for Maintenance and In-Kind Services
Memo & Resolution: Agreement with Friends of the Paint Creek Trail
Trail Manager and Administrative Assistant Job Descriptions
Memo: National Trails Day Garlic Mustard Pull Budget
February Manager's Report

Agenda Summary

February 16, 2016

1. Call To Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment
5. **Consent Agenda:**
 - a. **Minutes: Regular Meeting, January 19, 2016**
 - b. **Treasurer's Report – January 2016**
6. **Approval of Invoices**
7. **Approval: Trail Manager and Administrative Assistant Job Descriptions**

Summary: Incorporating suggestions from last month's discussion, the job descriptions have been revised.

Desired Action: Approval to continue

Budget Impact: None.
8. **Approval: Agreement with Friends of the Paint Creek Trail**

Summary: The resolution was sent to our counsel for review, per the Commission's request. See memo in your packet for more information.

Desired Action: Approval of Resolution

Budget Impact: None
9. **Discussion: Memorandum of Understanding: Maintenance and In-Kind Services**

Summary: I have researched MOU's and have developed a first draft for your consideration. If and when Commission approves a MOU, we will send it to our communities for consideration. See memo in your packet for more information.

Desired Action: Discussion/Direction

Budget Impact: None
10. **Discussion/Approval: National Trails Day – Garlic Mustard Pull Budget**

Summary: Per the Commission's request, we have developed a Garlic Mustard Pull Budget for your consideration. Please see Chris' memo in your packet.

Desired Action: Discussion/Approval

Budget Impact: None
11. **Manager's Report** - included in your packet.
12. **Commissioner Reports**
13. **Adjournment of Meeting**

Next meeting March 15, 2016 – Paint Creek Cider Mill



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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 January 19, 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 (*enter 7:03 p.m.*), Kim Russell, Alice Young

Voting Alternates Present: Lisa Sokol

Non-Voting Alternates Present: David Becker, Jim Kubicina (*enter 7:05 p.m.*), Lynn Loeb

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

Voting Members Absent: Neal Porter, Andy Zale

Alternates Absent: Mike Bailey, Ben Giovanelli, Martha Olijnyk, 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 Young, seconded by Sokol, ***Moved***, to approve the January 19, 2016 agenda as presented.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:

- a. Minutes – December 15, 2015 Regular Meeting, approve and file
- b. Treasurers Report – December 2015, receive and file
- c. Approval – 2016 Oakland County Sheriff Office Mounted Patrol Contract

MOTION by Sokol, seconded by Young, ***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 \$700.44. In addition to the recorder's monthly fee, this amount includes Oakland County Mounted Patrol services through the end of October 2015. Estimated unrestricted fund balance is approximately \$83,000.

MOTION by Blanchard, supported by Bowyer, ***Moved***, that the invoices presented for payment are approved in the amount of \$700.44 and orders be drawn for payment.

Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION: Grant Application to Replace Bridge 33-7 in Oakland Township: Ms. Myers indicated Mindy Milos-Dale, Oakland Township Parks Director is present to explain the request. Information regarding the grant is included in the packet. There are structural issues with the bridge per the August 2013 inspection report. Temporary repairs have been completed, but full replacement of the bridge is recommended. The cost of the bridge replacement is projected to be \$525,000. The Commission needs to submit the \$300,000 grant application to the MNRTF by April 1st. Oakland Township would write the grant, but because the Commission owns the bridge, they have to be the applicant. Since Oakland Township maintains the trail and bridge, they would also be providing the grant match. Ms. Milos-Dale came forward and introduced herself. The dedicated Oakland Township park millage funds the maintenance of the majority of the trailway. Whenever there are CIP projects proposed for Oakland Township's section of the trail, the park millage also funds that. This bridge replacement is a high priority in the Township's Master Plan. A grant needs to be secured in order to afford the work. The maximum grant amount is \$300,000 and Oakland Township would be responsible for paying the remainder: \$225,000. It will be the end of the calendar year before the Township would find out if they are recommended for the grant, and the final approval would come the following summer. If the grant is not approved, Ms. Milos-Dale recommends applying again. Ms. Milos-Dale then summarized the structural issues affecting the south end of the bridge. A scoping report was done in 2014 which proposed various alternatives for correcting the problems. They looked at rehabilitation, which is a short-term solution lasting 1-8 years, versus the replacement which would last 50 years. The report indicated the bridge fix does not have to happen immediately, and if the grant is not approved for a couple of years, a funding mechanism would have to be looked at for rehabilitation. The Commission thanked Oakland Township for moving ahead with the project.

MOTION by Ferriolo, seconded by Blanchard, *Moved*, that the Commission approves the Trailways Commission submitting for the MNRTF grant.

Ayes: All Nays: None

MOTION CARRIED.

Ms. Myers introduced Mr. Jim Kubicina who arrived during the last discussion, the new Commissioner Alternate representing Rochester Hills. The Commission welcomed Mr. Kubicina.

APPROVAL: Easement for Trail extension into Lake Orion: Ms. Myers indicated Suzanne Perreault, Lake Orion DDA Executive Director is present to explain the request. Information regarding the project is included in the packet. Having a trail extension into Lake Orion has been a priority for many years. The DDA has applied for a TAP grant for the extension across Atwater Street near the trail terminus and runs behind Lake Orion Lumber property, into Meeks Park and then to Children's Park. In order for this to happen, the DDA needs a temporary construction easement from the Commission at the trail terminus to make an ADA adjustment. They had to value the property, which resulted in a \$50 permit fee they would have to pay the Commission – Ms. Myers is recommending the fee be waived for the work that will be done. The Trail's pro bono attorney read the paperwork and had some concern with liability. Ms. Myers talked with Ms. Perreault and the Village's attorney about this, and the solution would be a "hold harmless" indemnification clause. Also brought up was a performance concern; Ms. Myers feels this does not affect the Commission because it is not trail property that is being built – it will be owned by Lake Orion. MDOT will be in charge of bidding this project out and making sure everything is completed. The question was asked if it's not trail property, why does the Commission need to grant an easement to do the work? Ms. Perreault explained the area they are connecting to at the end of the trail needs to have an ADA ramp installed and they need permission to be in the area requiring grading. Every aspect of the project will have to meet MDOT standards. Ms. Perreault does not have any concern about performance from the contractor as their contract will be with

MDOT and not the contractor. The Commission will oversee maintenance of the proposed ramp as they oversee this portion of the trail; the Village empties the trash and trims the trees. This portion of the trail is asphalt, not limestone, so it will not require re-grading; very little maintenance will be required for this area.

MOTION by Sokol, seconded by Blanchard, *Moved*, that the Commission approves the Temporary Construction Permit and Release for Trailway as presented. Further the Commission hereby waives any permit fee required by the Commission to allow the DDA to complete the work as presented. The motion is conditioned on a Hold Harmless agreement being entered into between the Village of Lake Orion DDA and the Commission. Said agreements may be executed by the Trailways Commission Chairman and the Village attorney.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL: Officer Elections: Chairperson Becker opened the floor for nominations and indicated all current officers have expressed interest in serving another year. Ms. Young nominated the current slate of officers to serve for 2016. The floor was opened for any other nominations; no other nominations were heard.

MOTION to elect the current slate of officers by acclamation – Mr. Becker as Chairperson, Mr. Blanchard as Vice-Chairperson, Ms. Steele as Treasurer and Mr. Zale as Secretary.

Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION/APPROVAL: 2016 Meeting Locations and Number of Meetings: This item was held over from the last meeting as the Chairperson was not present. Both the meeting locations and number of meetings need to be resolved. Ms. Russell indicated that the Commission can meet at the City of Rochester's municipal building during the summer. The comment was made that the Cider Mill is a central location for all members. Mr. Ferriolo suggested all meetings be held at the Cider Mill and in lieu of televising the meetings, that they be taped so the audio would be available to download for the future. Providing meeting space for the Commission is part of Rochester's in-kind services. It is also convenient that both the Cider Mill and Rochester's City offices are both on the trail. A short discussion then ensued on the number of meetings per year. The Chair would like the Commission to be thought of as a serious board doing serious work, and is not in favor of reducing the number of annual meetings. The Commission is split on the number of meetings - there is not a clear consensus on this issue one way or the other. The agenda is usually light in February and September, and meetings can be called at any time in the case of an emergency issue.

MOTION by Russell, seconded by Blanchard, *Moved*, to approve the 2016 meeting schedule as presented, with meetings at the Cider Mill in January, February, March, October, November and December, and meetings at the Rochester Municipal Offices in April, May, June, July, August and September.

Ayes: Blanchard, Bowyer, Gamage, Russell, Sokol, Young

Nays: Ferriolo

MOTION CARRIED.

APPROVAL: Agreement with Friends of the Paint Creek Trail: Ms. Myers indicated Mr. Ferriolo had concerns about whether or not the Friends of the Paint Creek Trail had Commission approval for using the Trailways Commission's mailing address and phone number for correspondence. The Friends Group does not have a physical location so their mail is delivered to the Commission and is taken to them. Mr. Ferriolo wanted to make sure the Commission had formally approved this. A resolution is proposed to officially clarify the relationship between both entities. This is basic administrative support; the Commission is not involved in the operation of the Friends Group. Mr. Ferriolo explained the reason he brought this up is that a request by the Friends Group came before the Oakland Township Board indicating that the Friends Group's address and phone number is the same as the Commission's and contact

information was through the Trailways Commission. There should be a document to formalize the relationship between the Commission and the Friends Group. Oakland Township's counsel suggested that the sum of \$1.00 from the Friends to the Commission for this service could formalize the arrangement. A comment was made that many Friends groups of organizations use the organization mailing address /phone number without any fee, that it is not at all an uncommon practice. It was suggested people could contact the Friends Group through their website. A resolution was included in the packet. Chairman Becker asked the members to look through it to see if any further modifications are necessary other than the suggested \$1.00 donation, forward any changes to the Trail Manager, and bring this issue back to the next meeting. It was suggested the Commission's pro-bono attorney also review the resolution.

PRELIMINARY DISCUSSION: Trail Manager and Administrative Assistant Job

Descriptions: Copies of both job descriptions were handed out to the Commissioners. The Chair explained he doesn't want a detailed discussion tonight, but wanted to distribute the descriptions and come back next month for discussion after everyone has had a chance to review them. The Personnel Committee took the original descriptions Ms. Myers gave them and reorganized them into similar a format for comparison purposes for salary considerations. The most important modification is that the hiring of the Administrative Assistant was to relieve the Manager from some event preparation duties. Event coordination duties were added to the Administrative Assistant description. Both descriptions should include that the incumbent must be able to work evenings and weekends as needed. Discussion should be postponed until next month, and once the Commission decides on the job descriptions, the next step would be for the Personnel Committee to meet and decide a salary structure/range. In the Administrative Assistant description there was a category listing Financial Responsibilities, but this was not listed in the Manager's description. It was suggested that bullet points #3 - #5 under Management Responsibilities be listed as a separate "Financial" category for the Manager. In the Administrative Assistant description under Publicity/Public Relations #4, it was suggested to change the wording to "Assist in event coordination, including coordinating with the Friends group". Whether or not the Commission will provide a bicycle for the Administrative Assistant will be discussed next month. Any other suggestions/changes can be emailed to Chairperson Becker.

DISCUSSION/APPROVAL: 2016 Commission Goals: In December, Ms. Myers provided a progress report on the 2015 goals in preparation for this discussion. Taking into consideration some of the things the Commission did not get to last year, she added these to the current list. Goals listed in the Master Plan were also added to the list. The goals as listed will stand as the 2016 goals.

MOTION by Russell, seconded by Bowyer, *Moved*, that the Commission receives and accepts the report as a breathable document and modify it as required.

Ayes: All Nays: None

MOTION CARRIED.

MANAGER'S REPORT: Ms. Myers had nothing to add to her written report.

COMMISSIONER REPORTS: The Friends of the Clinton River Trail will hold their annual meeting January 28th. Mr. Kubicina is looking forward to serving on PCT Committee. Ms. Russell reported that trying to piggyback repairs to the Dinosaur Hill Bridge onto the grant application for the bridge in Oakland Township is not feasible. The Chair asked that the latest engineering report on Dinosaur Hill Bridge be forwarded to the Commission. Also, it was requested that the DPW look at the debris along the pilings of that bridge. The Commission could make a formal request regarding this bridge in time for Rochester's Goals and Objectives discussion in February.

ADJOURNMENT:

Upon motion by Young, seconded by Gamage, the Chairperson adjourned the Regular Meeting at 8:40 p.m.

Ayes: All Nays: None

MOTION CARRIED.

NEXT MEETING: February 16, 2016 at 7:00 p.m. – Paint Creek Cider Mill Building

Respectfully submitted,

KRISTEN MYERS, Trail Manager

ANDY ZALE, Trailways Secretary

DRAFT

Paint Creek Trailways Commission

Treasurer's Report - Flagstar Bank

January 2016

Balance:	1-Jan-16		
	Checking Balance	\$86,266.21	
	Outstanding Checks (3053,3060,3063)	805.00	
			\$85,461.21
Revenues:			
	Deposit - Interest Earned January 2016	\$22.46	
	Deposit- City of Rochester Annual Operations and Patrol	\$18,397.00	
	Deposit - Oakland Twp Parks Annual Operations and Patrol	\$25,186.00	
	Deposit - Orion Twp Annual Operations and Patrol	\$19,261.00	
	Deposit - Consumers Energy License Fee	\$937.55	
	Deposit - Solaronics License Fee	\$1,350.00	
	Total Revenues	\$65,154.01	
			\$150,615.22
Expenditures:			
	3075 - Oakland County Mounted Patrol 2015	\$475.44	
	3076 - Sandi DiSipio December 2015 Recorders Fee	225.00	
	Total Expenditures	\$700.44	
			\$149,914.78
Balance:	31-Jan-16		
	Checking Balance	\$150,664.78	
	Outstanding Checks (3053,3063, 3076)	750.00	
	TRAILWAYS COMMISSION BALANCE		\$149,914.78

Signed By: _____
 Trailways Commission Treasurer Trail Manager

Date: _____

Trail Manager Job Description

Paint Creek Trailways Commission

Rochester, MI

The Trailways Commission established an administrative position in the fall of 1991 in response to the increased activity, demand and duties of the Trail that came with increased use. Work is assigned to the Trail Manager by the Commission at monthly meetings or under the direction of the Chairperson. The Trail Manager reports to the Trail Chair.

Management Responsibilities

1. Prepare notices and packets, and review Minutes for monthly Commission meetings.
2. Attend monthly Commission meetings.
3. Inspect Trail for needed maintenance by Member Communities.
4. Administer licenses and use permits.
5. Prepare and submit Grant applications.
6. Administer grants.
7. Lead Master Plan updates and revisions in a timely fashion.
8. Supervise Trailways Bike Patrol and Administrative Assistant personnel.
9. Manage Trail development projects.

Financial

1. Create and maintain an operations budget. Prepare any required budget amendments. The budget includes commission operations, wages, office supplies and equipment to operate the Manager and Administrative Assistant positions, as well as the Patrol Program.
2. Maintain financial accounts and prepare monthly reports of Commission finances.
3. Ensure compliance with auditing requirements.

External Relations

1. Work with Community Park & Recreation Directors regarding maintenance of the Trail.
2. Work with local law enforcement regarding safety of the trail and trail users
3. Cooperate and work with community planners on projects that affect the Trail.
4. Attend Trail, Water, and Land Alliance meetings as the Trailways Commission representative
5. Assist other trails and trail groups when needed.
6. Organize and supervise volunteer coordination.
7. Act as liaison and provide basic administrative and correspondence assistance to Friends of the Paint Creek Trail as needed.
8. Coordinate with local municipalities to ensure restrooms are maintained properly.

Public Relations/Publicity

1. Complete and transmit all required public communications such as phone calls, mail, email, brochures, and media contacts.
2. Make public presentations regarding the Trail.
3. Raise awareness of the Trail in the Community through presentations, media and social media.
4. Supervise, develop, and maintain the Commission website.
5. Maintain a social media presence on behalf of the Trail.
6. Educate Trail users about proper Trail etiquette.

Clerical

1. Assure that Commission files (hard copy and electronic) are properly maintained.
2. Supervise Administrative Assistant in all the assistant's clerical responsibilities.

Events

1. Supervise administrative assistant with regard to event coordination.
2. Assist with event and volunteer coordination as needed.

Qualifications/Skills Required

- Ability to work with public;
- Ability to work both independently and cooperatively;
- Good organizational skills;
- Excellent communication skills;
- Knowledge of native plants and/or natural landscaping;
- Must be physically able to work outdoors and on trail;
- Must be First Aid/CPR certified, or be willing and able to obtain certifications;
- Must own cell phone;
- Must have reliable transportation.
- Must be available to work evenings and weekends as needed.

DRAFT

Administrative Assistant Job Description Paint Creek Trailways Commission Rochester, MI

The Administrative Assistant shall be conversant with modern office technology, with knowledge of MS Office. The assistant will maintain necessary confidentiality, exercise judgment, and perform a variety of duties requiring knowledge of the Trailways Commission's practices, policies and procedures. The assistant will work both in an office setting and on the trail.

Clerical Responsibilities:

1. Compute, compile and record data.
2. Set up and maintain accurate files.
3. Maintain Trailways Commission photo library and news archive.
4. Type and issue temporary permits in accordance with Commission policy.
5. Type letters, reports and forms.
6. Make appointments, arrange meetings and schedules for staff and Commissioners.
7. Answer telephone and email.
8. Receive, record and process citizen complaints and suggestions.
9. Operate office equipment such as, but not limited to: calculator, copier, fax machine, computer, tablet, and smart phone.
10. Assist Trail Manager with agendas, and meeting packets.
11. Type and distribute press releases and related media information.
12. Maintain a working inventory of office supplies and items for sale.
13. Update and help maintain Trailways Commission website.

Analysis and Reporting

1. Gather information from public sources
2. Prepare reports as required
3. Update records such as, but not limited to, monthly Treasurer's Report, Trailways Commission meeting minutes.
4. Compile statistical data and prepare reports regarding the data.
5. Review draft meeting minutes for corrections.
6. Inspect and observe trail as required by trail manager.

Financial

1. Prepare invoices for Commission approval.
2. Obtain receipts from vendors.
3. Prepare checks for signing.
4. Deposit Commission payments.
5. Create and update financial records.

Publicity/Public Relations

1. Raise awareness of trail in community.
2. Assist in planning and execution of two major community events per year.

3. Attend festivals and community events representing the Trailways Commission.
4. Assist in event coordination, including working with the Friends group.
5. Apply for event permits.
6. Work on event promotion.
7. Obtain event sponsorships.
8. Update and help maintain Trailways Commission's social media accounts.

Other duties/responsibilities

1. Perform all Commission related work as directed by Trail Manager and Trailways Commission Chair.
2. Attend Trailways Commission meetings when required.
3. Represent Trail Manager at Trailways Commission meetings as required.

Qualifications/Skills Required

- Ability to work with public;
- Ability to work both independently and cooperatively;
- Good organizational skills;
- Excellent communication skills;
- Experience with Wordpress and Quickbooks is a plus;
- Knowledge of native plants and/or natural landscaping;
- Must have own bicycle;
- Must be physically able to work outdoors and on trail;
- Must be First Aid/CPR certified, or be willing and able to obtain certifications;
- Must own cell phone.
- Must have reliable transportation.
- Must be available to work evenings and weekends as needed.

Responsibilities in absence of Trail Manager

The Administrative Assistant must be prepared to perform the duties of the Trail Manager in the Trail Manager's absence. These temporary duties may consist of, but not be limited to:

- Preparing Trailways Commission meeting agendas
- Conducting inspections of trail and arranging for repairs/maintenance as needed
- Attending Trailways Commission meetings and committee meetings
- Assist, and give guidance and instruction to bike patroller



MEMO

To: Commissioners, Alternates & Staff
From: Kristen Myers, Trail Manager
Subject: Agreement with Friends of the Paint Creek Trail
Date: February 10, 2016

Per Commission direction last month, I contacted our attorneys at the Great Lakes Environmental Law Center regarding our draft resolution to provide assistance to the Friends of the Paint Creek Trail. I explained that the Trailways Commission wants to “formalize” an arrangement with our Friends of the Paint Creek Trail group since they don’t have office space, staff, etc. The Commission would like to allow the Friends to use the Commission’s address and phone number for correspondence, and allow the Friends to store their merchandise in the Trail office, etc. I advised them that there was discussion about adding language that the Friends would pay the Commission the sum of \$1.00 for the agreement. I asked if they could review the resolution and recommend whether or not the \$1.00 provision was necessary, and if so, if they would add the language to the resolution. This was the response:

Kristen,

I think adding a provision for consideration (the \$1 payment) to this resolution would be unnecessarily complex. Generally, in contract law consideration is something of value given by each party to a contract that forms the basis of the agreement. Consideration is required to form a valid contract. However, to me this doesn't really seem like an agreement that needs the protections/formality of the body of contract law. If the Commission still feels that such a provision is preferable, I would then recommend that the whole resolution be re-written into a formal contractual agreement between PCTC and the Friends.

Hope this helps. Please let me know if you have any further questions.

*Stephanie Karisny
Staff Attorney*

Based on Ms. Karisny’s response, I’ve included an updated draft resolution without the \$1.00 provision for your approval.



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

WHEREAS, the Paint Creek Trailways Commission, an intergovernmental agency, owns, manages, and operates the 8.9 mile 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 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.

Motion by: _____

Supported by: _____

AYES:

NAYS:

ABSENT:



MEMO

To: Commissioners, Alternates & Staff
From: Kristen Myers, Trail Manager
Subject: Memorandum of Understanding – Maintenance and In-Kind Services
Date: February 10, 2016

Last year, we discussed the need to have a formal agreement with our communities regarding maintenance of the trail and in-kind services for the Commission. When the Trailways Commission was formed and the property was acquired, there was a “gentlemen’s agreement” regarding the maintenance of the trail and in-kind services. The in-kind service requests have always been included in the budget that we send our communities for approval, but were not included as a line item. Maintenance requests have always been made to each community when necessary, and any Capital Improvement Project requests (i.e. Resurfacing) have always been made separately with plenty of notice to acquire funds.

Because of staff and elected official turnovers (retirements, elections), a lot of “historical” knowledge of the trail and trail operations is disappearing. The Trailways Commission needs to have a document for present and future staff and officials that acknowledges the maintenance agreement and the request for in-kind services.

I’ve written a draft Memo of Understanding, and a draft resolution for our communities to consider. Since the Village of Lake Orion is a non-voting member and does not contribute financially to our budget, I am not recommending we request any in-kind service. However, since a ¼ mile of trail is in their community, I am requesting that they are held to the same maintenance standards as the voting members.

Please review the drafts and think if there is anything else that needs to be added. In addition, be prepared to state whether your community would be in favor of such an agreement.



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Paint Creek Trail Memorandum of Understanding Maintenance Responsibilities & In-Kind Services

This memorandum of understanding (“MOU”) between Rochester, Rochester Hills, Oakland Township, Orion Township, and the Village of Lake Orion is for the purpose of clarification of the maintenance responsibilities and In-Kind Services for the Paint Creek Trail. The In-Kind Service requests are intended for improvements and repairs of the Paint Creek Trail while making the most efficient use of the resources of the four voting member communities. Instead of asking communities to contribute additional funding for all requisite trail staffing or equipment, the communities are asked to contribute staff time or resources already in place.

Therefore, all communities agree to:

1. Mow and prune areas adjacent to the developed trail within a reasonable distance.
2. Maintain trail surface – repair large holes, grade surface as necessary, ensure surface transition to bridges, concrete, and decking is flush.
3. Inspect, maintain, and repair bridges, bridge decking, and bridge railings.
4. Maintain trail parking lots.
5. Maintain any temporary or permanent restrooms ensuring they are clean, stocked, and emptied on a regular schedule.
6. Empty trash containers and recycle bins when full.
7. Install and/replace or as requested by the Paint Creek Trailways Commission.
8. Remove graffiti and repair areas that have been vandalized.
9. Perform safety and liability inspections of the trail, bridges, and stream within its jurisdiction, and to take preventative actions to reduce liability.
10. Provide public safety and law enforcement assistance as needed to deter vandalism and motorized use.
11. Remove downed trees and tree limbs in the Paint Creek Trail right-of-way.
12. Ensure that all bridges within the member community’s jurisdiction are safe and suitable for emergency vehicles.

In addition, each community agrees to provide the following as an in-kind service:

City of Rochester	Meeting space at Rochester City Hall Staff assistance in professional services, when requested.
City of Rochester Hills	Sign making and replacement services, in an amount not to exceed the request in the annual PCTC budget. Staff assistance in professional services, when requested.
Oakland Township	Meeting space and payroll services for Trailways Commission staff. Staff assistance in professional services, when requested.
Orion Township	Engineering assistance when needed, in an amount not to exceed the request in the annual PCTC budget. Meeting space Staff assistance in professional services, when requested.

Cooperation:

In addition to other areas outlined in this agreement, the Paint Creek Trailways Commission and the communities of Rochester, Rochester Hills, Oakland Township, Orion Township, and the Village of Lake Orion shall cooperate on obtaining grants for improvements of the Paint Creek Trail. The Paint Creek Trailways Commission and trail communities shall cooperate in the event of lawsuits and other complaints from the public.

City of Rochester

Date

City of Rochester Hills

Date

Charter Township of Oakland

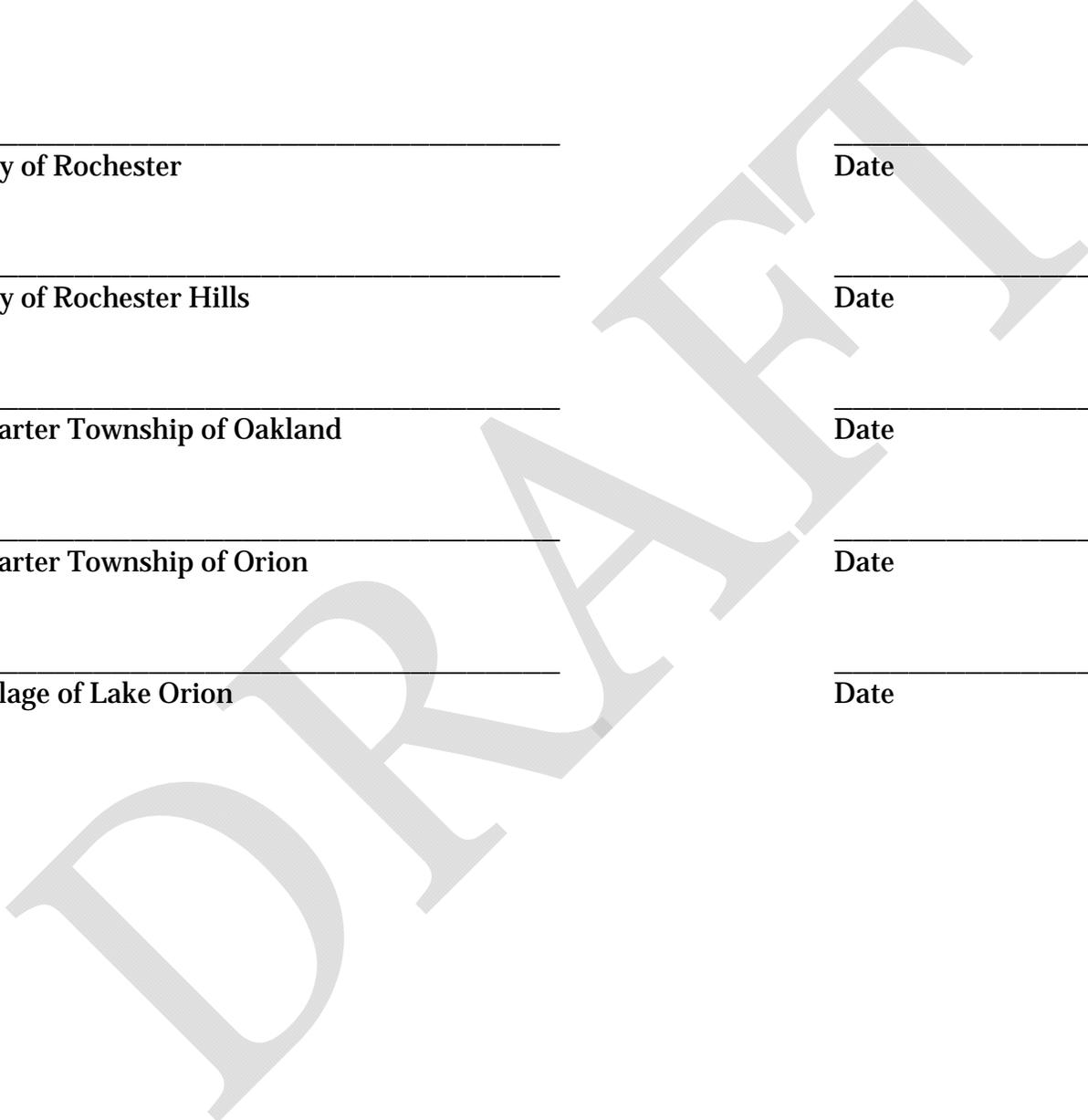
Date

Charter Township of Orion

Date

Village of Lake Orion

Date



Draft Resolution for Consideration of Approval by our voting and non-voting member communities:

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

WHEREAS, the Paint Creek Trailways Commission's mission is to provide trail users a natural, scenic, and educational recreation experience while preserving the ecological integrity of the trail for the enjoyment of present and future generations; and

WHEREAS, upon the acquisition and development of the Paint Creek Trail, the member communities agreed to maintain the sections of trail property within their jurisdictions; and

WHEREAS, upon the acquisition and development of the Paint Creek Trail, the member communities agreed to provide In-Kind Services to assist with the operations and reduce the need for additional funding;

NOW, THEREFORE BE IT RESOLVED the (City, Township, or Village) hereby approves the Memorandum of Understanding regarding Maintenance Responsibilities and In-Kind Services for the maintenance and operation of the Paint Creek Trail.

Ayes:

Nays:

Absent:

MOTION CARRIED



MEMO

To: Commissioners, Alternates & Staff
 From: Chris Gray, Trail Administrative Assistant
 Subject: 2016 National Trails Day Garlic Mustard Pull Draft Budget
 Date: February 10, 2016

Several months ago, the Commission requested a draft budget for our Garlic Mustard Pull on National Trails Day (June 4, 2016). It is difficult to estimate how many volunteers we will have. However, our goal is to have at least 10 volunteers in each community. We are also researching ways to get Boy Scout and Girl Scout troops or high school students involved. With that said, I have prepared the following budget for your consideration, based on an estimate of 50-75 volunteers:

Lunch: \$5/person (sandwich, beverage, donut, chips)	\$250 - \$375
Plastic bags: Heavy Duty Trash Bags, (Husky 33 gal) 100 ct \$32.97/each	\$65.94
Work Gloves: \$2.50 a pair (Home Depot)	\$125 - \$190
Long Sleeve T-Shirts (\$9 each plus set up fee and extended sizes) (FAMS Custom Printing)	\$509 - \$740
Bug Spray: 10 cans, \$4.98 each	\$50.00
Water: 3 cases @ \$4.00 each	\$12.00
Promotion- Facebook ads to promote event 2 ads @ \$25 each	\$50.00
Total Budget based on 50 – 75 volunteers	\$1,062 - \$1,483

This budget does not include any promotional items (other than a shirt). If the Commission would like other items to be included in the budget, please advise. If this draft budget is approved by the Commission we recommend sending an official request to the Friends group to assist with funding.



MEMO

To: Commissioners, Alternates and Staff

From: Kristen Myers, Trail Manager

Subject: February Manager's Report

Date: February 10, 2016

Advisory Committee Reports

There are no advisory committee reports.

Complaints/Vandalism

We did not receive any complaints or reports of vandalism this month.

Medical Emergencies/Police/Fire Calls on the Trail

I am unaware of any police/fire/EMS calls this month.

Follow Up

- **City of Rochester – Bridge 31.7**
I spoke with Kevin Zael, engineer with Anderson, Eckstein, and Westrick. They are interested in replacing Bridge 31.7. We discussed grant options and coordinating with Oakland Township. We would not be able to apply for funding at the same time as bridge 33.7, because the maximum grant award is \$300,000 and each bridge will cost over \$500,000. I will continue to communicate with them about the bridge.
- **Lake Orion DDA – Temporary Construction Easement**
The attorney for the Lake Orion DDA has provided us with hold harmless and indemnification paperwork. I have given it to Chairman Becker to review and sign.

Financial

- The 2016 Operations & Patrol Program Invoices were mailed out on January 4, 2016. We have received payment from all communities except Rochester Hills. I contacted them, and they are following up on our invoice.
- I will be preparing the 2015 Financial files for our audit this month.

Friends of the Paint Creek Trail

- The next meeting of the Friends group is on Thursday, March 17 at 6:30pm at the Paint Creek Cider Mill. They will be discussing the Motor City Brew Tour event on May 7 and the Garlic Mustard Pull on June 4. All are welcome to attend.

New Business

- Oakland Township Parks and Recreation Commission will be conducting prescribed burns along the trail in several places this spring. I will post adequate notice when the dates are determined. If anyone is interested in coming out to watch, please let me know and I will put you on the contact list. It's very fascinating!

Office

- I will be out of the office from February 29 – March 4, 2016. Chris will have her normal hours (M-W-F, 10:30am – 2:30pm)
- Chris will be attending SEMCOG's Transportation Alternatives Program (TAP) grant workshop on Thursday, February 25 with Mindy Milos-Dale.

Manager's Goals

Promotion of the Trail:

- Our Facebook page has 4,138 followers, an increase of 53 since last month
- Our Twitter account has 322 followers, an increase of 13 since last month.
- Our Instagram Account has 46 followers, an increase from 13 last month.
- I was on the trail for 2 hours this month.
- I wrote a newsletter article for the City of Rochester Spring Newsletter about our Garlic Mustard Pull on June 4.
- I updated our website in many places.

Future Agenda Items

- ◆ SE Rochester Property Recommendation
- ◆ License agreement reviews
- ◆ Presentation of a Gift to the Commission by resident Tom Wolf (May 2016).
- ◆ Subcommittee Assignments
- ◆ 2016 Labor Day Bridge Walk budget
- ◆ Educational Pathway name
- ◆ MNRTF Grant Public Hearing
- ◆ MNRTF Grant Application Approval

2016 Approved Temporary Permits:

Rochester College Nursing Association 5K – April 2, 2016 (Tentative Admin Approval)
Run Michigan Cheap – April 23, 2016 – (Tentative Admin Approval)
Cruisin' for the Trails – Motor City Brew Tours – May 7, 2016 (Admin Approval)
Hometown Hustle – Rochester Community Schools Foundation – May 7, 2016 (Admin Approval)
Run Michigan Cheap – July 16, 2016 – (Tentative Admin Approval)

Paint Creek Trail Website Analytics

In the last 30 days, we had 3,562 unique visitors and 29,209 page views on our website. The top 10 visited pages:

Top Pages	Visits
Paint Creek Trail: Maps	8,796
Paint Creek Trail: Trail Maps	8,282
About Parking	5,263
Maps	5,069
Paint Creek Trail: Jobs	3,226
Paint Creek Trail: Home Page	3,209
Paint Creek Trail: Location	2,805
Paint Creek Trail: Trail Conditions	2,774
Paint Creek Trail: FAQ's	2,717
Paint Creek Trail: History	2,229