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REGULAR MEETING of the PAINT CREEK TRAILWAYS COMMISSION
Paint Creek Cider Mill Building
4480 Orion Road, Oakland Township, Michigan 48306

CALL TO ORDER: The Tuesday, February 21, 2017 meeting was called to order by Chairperson Becker at 7:00 p.m.

Voting Members Present: Rock Blanchard, Susan Bowyer, Frank Ferriolo, Kim Russell, Hank VanAgen, Alice Young

Voting Alternates Present: David Becker

Non-Voting Alternates Present: Robin Buxar, Lynn Loeb, Martha Olijnyk

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

Voting Members Absent: Brian Birney, Linda Gamage

Alternates Absent: Ben Giovanelli, Jim Kubicina, Lisa Sokol, Richard Schultz, Donni Steele

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 Russell, seconded by Blanchard, ***Moved***, to approve the February 21, 2017 agenda as presented.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: Ms. Myers introduced Scott Hummon and Jeff Gerwitz from the Vanguard Chapter Trout Unlimited. They presented a project regarding proposed access to Paint Creek at the Gallagher parking lot area. They are willing to build stairs going down to the water for anglers. Information about their proposal was given to the members. They will be applying for a grant from the Michigan Fly Fishing Club for the materials, part of which involves getting letters of support. Ms. Myers has written a draft letter of support for Commission review. She spoke with Oakland Township Parks & Rec Director, Ms. Milos-Dale, who is in favor of the project and asked that they coordinate efforts with the Parks maintenance foreman as well as the Commission. Messrs. Hummon and Gerwitz explained their project. There are numerous spots along the trail where stairways have been built by Vanguard and other chapters of Trout Unlimited. They are cloning the same type of stairway system adjacent to the parking lot, and will use pressure treated lumber set into the ground backfilled with gravel, staked in with steel stakes to hold them in place. They are asking for a letter of support and permission from the Commission. Ms. Myers added this is addressed in the Master Plan, so this project is compatible with goals and objectives in terms of angler access and is an appropriate project. It was suggested that Trout Unlimited consider adding handrails to the steps. The applicants agreed to add handrails to the project. After discussion, the Commission is in favor of this project.

MOTION by Bowyer, seconded by Young, *Moved*, to approve the project and send the letter of support.

Ayes: All Nays: None

MOTION CARRIED.

CONSENT AGENDA:

- a. Minutes – January 17, 2017 Regular Meeting, approve and file
- b. Treasurers Report – January 2017, receive and file

MOTION by Blanchard, seconded by VanAgen, *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 \$761.28. This amount includes payment for Nunez Design’s presentation to the City of Rochester, office supplies, a new printer, nameplates for new Commissioners and website database storage. Estimated unrestricted fund balance is estimated at \$97,000.

MOTION by Young, supported by Blanchard, *Moved*, that the invoices presented for payment are approved in the amount of \$761.28 and orders be drawn for payment.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL: Oakland County Sheriff’s Office – Mounted Patrol Contract (2 years): Ms. Myers contacted the County in January to request services this year. They asked if the Commission wanted a multi-year contract. Ms. Myers replied yes. They presented a two year contract. Our pro-bono attorney reviewed the contract and had no issues. The contract will cover 428 patrol hours this year. When next year’s budget is reviewed, the Commission will have to discuss how many hours they would like for next year because their rates are going up. If the budget remains the same, it would cover 419 hours for 2018. The Commission used to fund 450 hours per year, but the cost increases have reduced the hours, while the budget has not increased. It was suggested that when reviewing the 2018 budget, the cost of 450 patrol hours be reevaluated as the safety on the trail should not be compromised. Ms. Myers feels the contract is fine, and there is a 30-day opt-out clause included if the Commission decides to cancel. If the contract is approved, Ms. Myers is looking for a motion to approve the two year contract and authorization for the Chairperson to sign it on the Commission’s behalf. Patrols will occur at different times, so users won’t know when to expect them, and are available if needed for special events. It was suggested to advertise on the website that mounted/bike patrols and cameras monitor the trail. This needs to be communicated and marketed. When the large trail signs are updated, perhaps a small indication of this could be added; it could also be added to the brochure.

MOTION by Bowyer, seconded by Blanchard, *Moved*, to approve the two year Mounted Patrol contract with the Oakland County Sheriff’s Office and to authorize the Chairperson to sign the document on the Commission’s behalf.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL: Paint Creek Trail Brochure Re-Order: Ms. Myers indicated that the Trail Branding Ad-Hoc Committee met recently and is recommending we order a short supply of the current brochure to get through the end of the year. The quotes from Sir Speedy, who handled the last two printings and have all the files, are 2,500 brochures/\$1,020, 5,000 brochures/\$1,260 and 7,500 brochures/\$1,555. Ms. Myers is recommending a reprinting of no less than 5,000. There is \$3,000 in the brochure budget, but that was contingent upon receiving sponsorships or donations. The Commission can use either fund balance or ask the Friends Group for assistance. There is also \$1,000 in the promotions budget, but this is usually used for the Labor Day Bridge Walk

event. The Friends Group has not helped with brochure cost in the past, as they weren't organized at that time and didn't have enough money. Their next meeting is not until March.

MOTION by Blanchard, seconded by Russell, *Moved*, to reorder 7,500 brochures at a cost not to exceed \$1,555 and take the money from the budget rather than ask the Friends Group for assistance.

Ayes: All Nays: None

MOTION CARRIED.

REPORT: Trail Branding Ad-Hoc Committee: Ms. Myers indicated when the Committee met (Ms. Gamage, Ms. Olijnyk and Ms. Myers) they discussed whether or not the trail logo should be updated. Before proceeding with redesigning the brochure or signage, she asked for input on the current logo. If the logo needs to be updated, the Ad-Hoc Committee suggested having a contest to be rolled out on Earth Day with submissions due by National Trails Day, choose a winner in August and have the winning logo printed on the T-shirts for the Labor Day Bridge Walk. Cash prizes could be involved. It should be emphasized that there is no guarantee that the winning logo will be a permanent logo. The Committee likes the current logo, but it is a little dated. The same stick figures could be used in the new logo. Currently, the logo is used with just the figures or the figures with the words "Paint Creek Trailways Commission". We need to brand "Paint Creek Trail". The logo could add the words Paint Creek Trailways Commission for business purposes. It was thought the symbols could still be used while incorporating the beauty of the trail. Discussion ensued with the suggestion that the contest is a great idea, but not to give any guidelines on the logo design. It should also be stated for the contest that the Commission can refuse any or all submissions. The contest would also generate publicity for the trail. It was suggested that a summary of the history of the trail be included in the instructions, so people could possibly use it in their design. The Commission is in favor of the contest idea. The Committee will meet again and bring additional information back for discussion next month. The Committee will also start revising the brochure. Oakland County Economic Development has agreed to update the map. It was suggested that courtesy information is fine on the brochure, add information about cameras and patrol on the trail, but don't be preachy on what you can't do on the trail. The Commission will review drafts of the revised brochure.

DISCUSSION: 2017 Commission Goals – Priorities & Timelines: The Commission thanked Ms. Myers for her work on this document. Ms. Myers took all the goals brought up last month and broke them down into categories and developed a timeline assuming nothing major will change it. Everything listed under administrative has a timeline listed. There are a few items listed for removal, i.e., parking at Orion/Adams and at Gallagher. Oakland Township has grant projects and capital improvement projects that are taking priority this year, so this parking will not be worked on in 2017. She is recommending the Foley Pond improvements be postponed due to other project commitments and coordination with the DEQ and the Watershed Council – this was listed in the Master Plan for 2017. The Bridge 33.7 renovation project will take a lot of prep work, and will take priority for the next two years. Under Planning & Development, National Trails Day and the Labor Day Bridge Walk will take place. The Paint Creek Crawl may be cancelled or postponed depending on what happens this year – she is hoping to get together with the Friends Group to see if they can get it organized. The Memorial Program and development of Interpretative Materials is recommended for postponement. Trail identification/road crossing signage and the Dave Moutrie Memorial project is in progress. Benches and Bike Fixit at Atwater can be done this year. The Native Plant Approval and Conservation Stewardship Policy can't be completed without expert assistance; they need to be postponed until someone can be found to assist with this effort. The Maintenance issues are all ongoing and in progress. The Long Term Goals are all dependent on other stakeholders. Ms. Myers met with the Parks and

maintenance staffs from all the communities in 2015. She plans the same type of meeting this spring to see what issues need attention. More information will be available after these meetings. It was suggested that a projected completion date be listed for the Southeast Rochester project. The Committee on this project will meet soon, especially with the positive response from the City of Rochester and bring more information back for Commission discussion. The decision still has to be made with the type of deck railings for the observation deck. The Rochester Hills Art Project is not listed. Ms. Myers indicated this is planned for part of the educational pathway and resurfacing needs to take place first. This is planned to be coordinated with the 2019 resurfacing project. It was suggested every goal have a recommended timeline date listed. The Foley Pond erosion issue needs to be addressed as it is a safety issue, perhaps yellow tape can be installed or a cement pad installed at the edge. Ms. Myers will address this issue with the Parks and Rec staff. Perhaps the bike patroller can install some tape in the meantime.

DISCUSSION: Paint Creek Trail Smart Phone App: Ms. Gray presented her research on the app, primarily you can hire a company that you can bring your idea to, then they do all the work. This is the most expensive way to do it, but the end product will be high quality. You can use an existing template and hire a free-lance developer, which is a little less expensive, but there is still an associated cost. There is on-line app maker software, but would probably expend simple apps. The other option is to look for volunteers to help develop. The biggest issue is maintenance of the app. The costs are not only initial for development, but on-going for maintenance. Rochester Hills paid a company \$5,000 to develop their website and app and \$1,200 a year for maintenance. A volunteer developed an app for the Clinton River Trail. There are a lot of GPS apps out there, but it is frustrating if it doesn't work. Traillink is a good app that includes trails all over the country, including the Paint Creek Trail. Perhaps we could ask for more detail about our trail on this app. This could be linked to the website without the expense of creating our own app, which would save a lot of time and effort. Oakland County's GIS department has an interactive map for all their existing parks. Perhaps the Commission could talk to them about whether they would help us develop a map to link to the website. Some trailways apps are free to download, but if you want to view the interactive map to tell you where you are, then you pay a cost. Lengthy discussion ensued. Issues brought up were the cost of the app and whether or not the Commission has enough interest to warrant an app. Perhaps we could do something less costly rather than develop a high quality app. The comment was made that the trail is not ready for an app at this time because we don't have the user interest or traffic on social media. The Traillink app could be put on the brochure and website. It is the consensus not to spend the money for app development, and Dr. Bowyer indicated there are a lot of colleges that would love a project like this for computer science students – perhaps a grant could be awarded. She will be going to a SEMCOG grant conference next month and will get information. QR codes along the trail could link back to the trail website at a much lower cost. Everything an app could supply should be accessible on the website. An easy access to an interactive map on the website is needed. After discussion, it was agreed that Traillink should be contacted to see if additional information could be added about the trail. Ms. Myers was also asked to contact the County and Dr. Bowyer will research possible grants for college computer science projects for app development.

DISCUSSION: John G. Makris Memorial: Ms. Myers brought this issue last month, and it was requested to be brought back to this meeting for discussion. Dr. Bowyer donated bluebird boxes today, perhaps a project involving birds to honor Mr. Makris? Chairperson Becker suggested a sub-committee work on this project after discussion tonight. There is not a "memorial policy" at this time. A few years ago the Commission tried to develop a memorial program committee to talk about benches, etc., but there was opposition and it wasn't approved. Ms. Myers will review past minutes on this issue and bring information back to the Commission next month. It was suggested a policy should be developed on memorial guidelines. Dr. Bowyer

commented that Rochester Hills just instituted a naming policy that was approved by City Council and will send this policy to Ms. Myers. It was suggested that Mr. Makris' memorial be included with the Mr. Moutrie memorial. Ms. Myers indicated that the Moutrie project will be moved to the Flagstar site to get it done soon. Ms. Myers had a conversation with the Chairperson about including Mr. Makris' name in that pathway, but it would need Commission approval. Given the concerns, a policy should be reviewed.

MANAGER'S REPORT: In addition to her written report, Ms. Myers indicated the new auditor is coming in tomorrow to start his work. The DNR contacted Ms. Myers about putting three Wader Wash Stations along the trail at Tienken, Gallagher and Silverbell. Brochures were passed out to the Commission. They are trying to prevent the spread of the New Zealand Mud Snail and would like to place the stations on the trail where anglers use it. The stations would be placed on the trail, not by the water. The question was asked where the water will come from to wash the boots and why they can't be placed near the water. Ms. Myers has aesthetic concerns with the stations and offered to get more answers for these questions. After discussion, the Commission is not in favor of placing the stations on the trail.

MOTION by Ferriolo, to not pursue this idea for the trail. No second was heard. Motion died for lack of a second.

Ms. Myers then updated the Commission about the vandalism on the trail. The individuals, from West Bloomfield, have been identified. There were also pictures of a family that were published. Those people contacted the Township asking to have the pictures removed as they had nothing to do with the issue. These people were actually involved with the graffiti. Ms. Myers is working with the Sheriff's office on the reward. Ms. Myers then updated the Commission on the grant project for the bridge restoration and how the bidding will work and the funds will be paid. It was suggested by MDOT that the Commission and Oakland Township Parks enter into a joint agreement specifically for this grant that outlines project responsibilities and commitments. There is a lot of paperwork involved to keep the funds straight. She contacted Attorney Hamameh for help, and there is someone in the firm who has done this type of work. The estimated cost is \$1,250. The attorney would write this agreement, get approval from the Commission, and send to Oakland Township for approval, so everything is clear for auditing purposes. Before Oakland Township can put out a request for proposals for an engineer, this agreement needs to be done between the two agencies. Ms. Myers recommends that Ms. Hamameh start work on this agreement. There is \$1,500 in the unallocated legal budget.

MOTION by Blanchard, seconded by Russell, ***Moved***, to direct Ms. Myers work with Ms. Hamameh to develop the contract at a cost not to exceed \$1,500.

Ayes: All Nays: None

MOTION CARRIED.

Ms. Myers indicated the Polly Ann Trail invited anyone available to the unveiling of the Iron Belle Trail signs tomorrow at the corner of Clarkston and Rhodes, just south of Joslyn.

COMMISSIONER REPORTS: Commissioner reports were heard. Chairperson Becker suggested a site visit on the trail after a meeting – perhaps in June.

ADJOURNMENT:

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

Ayes: All Nays: None

MOTION CARRIED.

NEXT MEETING: March 21, 2017 at 7:00 p.m. – Paint Creek Cider Mill

Respectfully submitted,



KRISTEN MYERS, Trail Manager



HANK VANAGEN, Secretary