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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