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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 July 21, 2015 meeting was called to order by Chairperson Becker at 7:00 p.m.

Voting Members Present: Rock Blanchard, Frank Ferriolo, Stephanie Morita, Neal Porter, Alice Young, Andy Zale (*enter 7:03 p.m.*)

Voting Alternates Present: David Becker

Non-Voting Alternates Present: Martha Olijnyk, Donni Steele

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

Voting Members Absent: Linda Gamage, Kim Russell

Alternates Absent: Mike Bailey, Dale Hetrick, Lynn Loeb, Steve Sage, Richard Schultz, Lisa Sokol

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:

MOTION by Young, seconded by Blanchard, ***Moved***, to approve the July 21, 2015 agenda as presented.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:

a. Minutes – June 16, 2015 Regular Meeting, approve and file

b. Treasurers Report – June 2015, receive and file

MOTION by Morita, seconded by Porter, ***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 \$5,013.10.

In addition to the recorder's monthly fee, this amount includes restroom cleaning at Clarkston/Kern, Dillman & Upton – purchase of chains and padlocks for etiquette signs, MMRMA annual insurance premium, Oakland County Mounted Patrol services for June, replacement of per diem check #2996, 1st & 2nd mileage reimbursement for the Trail Manager, and 2nd quarter mileage reimbursement for the Administrative Assistant. The estimated unrestricted fund balance is \$73,000.

MOTION by Blanchard, supported by Ferriolo, ***Moved***, to approve the invoices presented for payment in the amount of \$5,013.10 and orders be drawn for payment.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL: Temporary Permit Request – Women’s Health Run 10 Feed 10, September 19, 2015: Ms. Myers introduced Courtney Welch, representing Women’s Health Run 10 Feed 10 who is present to talk about her event. Ms. Welch explained she wants to host a 10k, the registration goes to feed 10 people in the community. The race will start at the Lole Rochester store, going down University to Ludlow, picking up the trail there continuing to between Dutton and Silverbell and returning. She expects 50-100 participants. Ms. Myers indicated the application, permit fee and insurance paperwork has been received. She recommends approval of the event.

MOTION by Blanchard, seconded by Zale, *Moved*, to approve the temporary permit for the Women’s Health Run 10 Feed 10 event on September 19, 2015.

Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION: Invasive Species Presentation – Phragmites: Ms. Steele explained Orion Township has been collectively trying to set up target areas which need to be sprayed in the fall. The spray is similar to Round-Up. Areas on the Polly Ann Trail, the safety paths and the Paint Creek need to be identified for spraying, and the Township is asking for money from the respective railway commissions to take care of the problem. Orion Township has a permit from the DNR to treat the phragmites within the township borders. The species dries up the water and crowds out the cattails and wildlife. She is asking for a motion to be able to spray the designated areas along the trail within the Township and for funds to pay for the spraying. Oakland Township has been working on a similar program through their stewardship group and will be paying for the work. Discussion occurred that member communities are responsible for maintenance within their jurisdiction, so Orion should bear this cost rather than the Commission. Ms. Steele explained she is just bringing this to the Commission at the request of the ad-hoc Environmental Committee through Orion Township. Ms. Myers asked what is being sprayed as there are residents in Orion Township who are concerned about herbicide use along the trail. Ms. Steele explained the spray is only targeting the invasive species, not killing off any other plants. She assumes it is not harmful to the watershed. If the Commission would like a presentation by the Environmental Committee, that can be arranged. It is very important to take care of this problem as it is choking out the native species. It is proposed that Ms. Myers look into the scope of the program and what chemicals will be used so that concerned residents will be satisfied. Information relative to a plan of action will be provided at the August meeting. Orion Township should be allowed to treat the phragmites on the trail at their cost. They have applied for grants from the State as well as the Road Commission, and were awarded \$7,000 to treat the issue.

APPROVAL: Extension of Employment Contract – Administrative Assistant: Ms. Myers reported that Ms. Gray has been a great addition to the office, and is asking that her 12 hours per week contract be extended through the end of the year as she has taken on many projects. She is being trained on completing agendas and packets, website updates, social media, budget issues, organizing the litigation paperwork, will work on the Labor Day Bridge Walk event and organize the volunteer database. She was originally hired to work until September 11th based on the approved 2015 budget. The Commission received more money than anticipated (\$2,815) from the MMRMA asset distribution. Ms. Myers recommends using some of that money to extend the contract through the end of December (anticipated cost \$2,377). Mr. Ferriolo noted a few years back the Commission was researching a part-time student intern and asked how the request evolved into a seasonal paid employee. Ms. Myers noted there was an intern hired last year, but it didn’t work out. She further explained that with a clerical intern, there is a lot of training time involved and a seasonal employee, doing more than just clerical work, would offer continuity and be able to handle staff issues if the Trail Manager was off. The goal is to train the assistant to be able to do a lot of things the Manager does. The Chair added that the Manager is asked to do

more than she can do with the number of hours allowed – she works many more hours than she’s paid for.

(Member Young exits 7:33 p.m., returns 7:37 p.m. - Member Steele voted in her absence)

MOTION by Morita, seconded by Young, *Moved*, to approve Ms. Gray’s employment contract through the end of 2015.

Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION: 2016 Draft Budget: Ms. Myers developed a draft 2016 budget for Commission discussion and input based on current projects, past practices, past budget numbers and projects that are coming up in the next few years. The budget should be approved next month and then sent to member communities for their approval. A 2% increase in operations from member communities and a 2% increase in contributions to the patrol program are proposed. License fee increases are expected to result in an additional \$1,079 in revenue. Bench donations were added in anticipation of the Tienken side path project and an additional \$2,000 is expected from the MMRMA Asset Distribution. Increases include \$490 to the per diems line item due to increased attendance, a \$5.00 per month increase to the recorder’s fee, an estimated 2% increase to the Manager’s salary pending the performance evaluation and Commission approval, a seasonal part-time administrative assistant be hired year round, at \$12/hour, 12 hours a week, \$600 toward Wayfinding signs to get people to the Polly Ann and downtown Lake Orion, and a 50 cent increase (\$11.50/hour) in the bike patroller wages for 20 weeks at 20 hours per week. Under the in-kind services for the City of Rochester Hills (sign making/replacement) insert “value of services not to exceed \$1,500”. As Rochester Hills’ budget meeting is before the next Commission meeting, Ms. Morita asked that the 2016 budget number be provided to her before the August 17th City Council meeting. Mr. Ferriolo raised a concern about the large fund balance, and whether a 2% increase in operations is necessary next year. Another concern was raised about the full time sensibility of the part-time assistant during periods of the year when work is not as significant as other times during the year – have trail events increased year after year, so that the workload has increased? Ms. Myers confirmed events have increased in scope and size. The Friends Group has been asked to handle events on the Commission’s behalf, basically this boils down to the Manager working with two organizations trying to get things done. The problem is if the Manager’s time is spent doing events, the real work that needs to get done is not being completed. There is a large development project in the works in Rochester Hills that will take a lot of planning and development; Ms. Myers can’t put her time towards this project if she’s handling events. The hope is that the assistant can take on some event coordination, while the Manager is doing project development. Mr. Ferriolo thanked the Manager for her summary and commented when he presents the budget to his Board, he must be able to explain the rationale. As far as the fund balance is concerned, the Manager explained this is a very small organization with a small budget dependent wholly on the member communities and license fees for funding – there is no way to raise bonds or depend on a millage. Some of these fund balance funds were earmarked to develop a parking lot in Oakland Township, but that project fell through. Also, when the trail was last resurfaced, fund balance covered the engineering work. Ms. Myers then clarified that the Commission’s budget comes out of Oakland Township Parks & Recreation’s millage, not out of the Board of Trustee’s general fund. It was suggested that a new job description for the administrative assistant be developed for review next month. The draft budget will be on the August agenda for review and approval.

DISCUSSION: Rochester Property Committee Update: Chairperson Becker reported they have been meeting monthly. At the last meeting they heard from the Friends of the Clinton River Trail about putting in a picnic table shelter and an interpretative sign near where trail meets up with the Paint Creek Trail. The Committee is thinking of a way to coordinate with this effort. A

recommendation will be presented to the Commission in the future. It was brought to the Commission's attention that Ms. Russell had suggested a presentation be given about the Clinton River Trail's project. It is the consensus to invite them to provide a presentation to the Commission.

MANAGER'S REPORT: In addition to the written report, Ms. Myers reported there was a death on the trail last week; apparently the person had previous heart issues. The Fire and Sheriff's Departments took him to the hospital, but he passed away.

COMMISSIONER REPORTS: Ms. Olijnyk will assist at the Labor Day Bridge Walk. She suggested anyone receiving a ticket along the trail requiring restitution, that they be required to complete community service along the trail.

ADJOURNMENT:

Upon motion by Young seconded by Blanchard, the Chairperson adjourned the Regular Meeting at 8:10 p.m.

Ayes: All Nays: None

MOTION CARRIED.

NEXT MEETING: August 18, 2015 at 7:00 p.m. – Orion Township Hall

Respectfully submitted,

KRISTEN MYERS, Trail Manager

ANDY ZALE, Trailways Secretary