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REGULAR MEETING of the PAINT CREEK TRAILWAYS COMMISSION

City of Rochester Municipal Offices, 400 Sixth Street
Rochester, Oakland County, Michigan 48307

CALL TO ORDER: The Tuesday June 21, 2016 meeting was called to order by Chairperson Becker at 7:00 p.m.

Voting Members Present: Rock Blanchard (*enter 7:03 p.m.*), Frank Ferriolo, Linda Gamage, Kim Russell (*enter 7:03 p.m.*), Alice Young, Andy Zale

Voting Alternates Present: Jim Kubicina (*enter 7:06 p.m.*)

Non-Voting Alternates Present: David Becker, Martha Olijnyk

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

Voting Members Absent: Susan Bowyer, Neal Porter

Alternates Absent: Mike Bailey, Ben Giovanelli, Lynn Loeb, 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 Young, seconded by Zale, ***Moved***, to approve the June 21, 2016 agenda as presented.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:

a. Minutes – May 17, 2016 Regular Meeting, approve and file

b. Treasurers Report – May 2016, receive and file

MOTION by Blanchard, 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 \$17,898.29. In addition to the recorder's monthly fee, this amount includes operating expenses for the office, and 2nd quarter wages and FICA for the Manager, Administrative Assistant and Bike Patroller positions. Estimated unrestricted fund balance is approximately \$90,000.

MOTION by Gamage, supported by Russell, ***Moved***, that the invoices presented for payment are approved in the amount of \$17,898.29 and orders be drawn for payment.

Ayes: All Nays: None

MOTION CARRIED.

INTRODUCTION & UPDATE: Molly LaLone, Lake Orion DDA Director and Lake Orion Trail Extension Project: Ms. LaLone is not present, and Ms. Myers has not heard she isn't coming. If she arrives later, the Commission agreed to return to this item for the update.

DISCUSSION & APPROVAL: Southeast Rochester Property Committee

Recommendation: Mr. Becker indicated estimated costs for proposed improvements were provided in the packet. These costs are very rough. Ms. Myers commented there is no estimated cost for the canoe/kayak landing – is this because it's anticipated it will be an Eagle Scout project? She does have an individual interested in this type of project. Ms. Gamage explained this area is an easy natural landing for boats to pull up and launch from. If there is a picnic table, it is a place where people could easily land. A built-in landing area is really not necessary. Prices can be researched if the Commission feels it would be an important addition to the area. The Chair considers this process to be a two-step process; the project could be approved in concept and then appropriate the money to accomplish it. Not everything listed as an improvement has to be completed – the members could vote to do all, some or none. Almost all of the improvements could possibly be done as Eagle Scout projects, with the exception of the interpretative signs. Trail users have expressed interest in donating a bench; possibly they would be willing to donate a picnic table, with pavers used for the pad. After discussion, it was suggested that an outside agency take a look at the area and come up with a design based on the subcommittee's concept. A management plan should also be developed.

MOTION by Blanchard, seconded by Young, ***Moved***, to have Ms. Myers put out an RFP for development of a minimal cost concept design (include the subcommittee's concept in the proposal) utilizing volunteer help and Eagle Scout assistance for the project.

Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION & APPROVAL: Administrative Assistant Job Title and Remuneration: The Personnel Committee's Report was included in the packet. Chairperson Becker indicated the committee did recommend a name change to the Assistant Trail Manager, as it better reflects the duties of the Administrative Assistant, recommended a salary range between \$12 - \$17 per hour and requested the Trail Manager return next month with a recommendation for the salary of the position. It is recommended the salary be retroactive to June 1, 2016. It is important to retain flexible hours for this position as determined by the needs of the Trail Manager at a not to exceed weekly and annual maximum. Ms. Russell feels the title change is fine, but would like to have an explanation of what added value the new position is bringing to the table. The Chair explained that the approved job descriptions have enough over-lap in responsibility to justify the Assistant Trail Manager position as being responsible for the Trail Manager's responsibilities if the Manager is not available. This is not a new position, it is only rectifying/correcting the job title based on responsibilities. Ms. Gamage added the original reason for adding the position was to hire an intern to handle event coordination – but it has grown tremendously, turning into an Assistant Trail Manager position. She also feels information about the added value of the position is important to investigate before adding the expenditure to the budget. It was explained anticipated hours for this position equates to 52 weeks times 12 hours per week – how this time is distributed is up to the Manager. Currently, the position is paid \$12.00 per hour and \$7,488 is budgeted for this year (52 weeks x 12 hours per week x \$12.00 an hour). Mr. Ferriolo added that the Commission needs to figure out how best to utilize staff resources; currently there are three staff members at each meeting. If the meetings are televised/videotaped, perhaps the Assistant Trail Manager can deal with the minutes, thereby reducing some of the costs. Mr. Blanchard suggested a cap on the total number of annual hours be part of the proposal, along with a not to exceed 28 hours per any one week. Ms. Gamage would like to see justification of the increased workload over the last few years and what justifies the additional budget costs. Ms. Myers was asked when developing the salary recommendation, it be based on 12 hours per week x 52 weeks

per year x the recommended salary and that justification be provided as to why that salary is being recommended. This information is to be provided at the next meeting. The Trail Manager and the Commission have the option to increase the salary if warranted, or leave it as it is. The job title and salary range are not necessarily linked. The Committee was thanked for their work on this issue.

MOTION by Blanchard, seconded by Ferriolo, *Moved*, that the Commission establish the position title as the Assistant Trail Manager, with a salary range of \$12 - \$17 per hour, not to exceed 624 annual hours per year, and not to exceed 28 hours in any one week as determined by the Trail Manager.

Ayes: Blanchard, Ferriolo, Gamage, Kubicina, Young, Zale

Nays: Russell

MOTION CARRIED.

APPROVAL: 2015 Financial Audit: Ms. Myers indicated Commissioners received a copy of the audit and commented Mr. Phillips did an excellent job on the audit. Actual expenditures were under the final amended budget with \$16,692 transferred into the fund balance. Mounted patrol was over budget by \$24 due to a miscommunication when final annual numbers were requested prior to receiving the last invoice. Steps have been taken to make sure this does not happen again. Mr. Phillips finds the Commission in compliance with managing the budget, and when approved it will be sent to the State and member communities.

MOTION by Young, seconded by Gamage, *Moved*, to accept the 2015 Audit as presented.

Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION: Tienken Pathway Development: Ms. Myers indicated she has been working on this project and thought we would get help with the surface material from Rochester Hills last year, but that fell through. She contacted them again this year to see if asphalt millings were available to use as the surface, and received an email that they could provide millings for this project. There is no firm timeline, the Commission needs to have a place to have the material delivered and stored, and needs to confirm the storage location to the City. In order to surface the pathway, it is anticipated 110 cubic yards will be needed. If the Commission wants to continue with looking at getting the pathway developed this year, which is an aggressive goal as nothing can be done without the surface in place, she would like direction on how to continue. The material could be stored close to the proposed pathway. The City only owns the parking lot, none of the surrounding property. There are concerns about storing a large pile of material near the site. It was suggested to store the material at Rochester's DPW yard or possibly the old sewage plant. Ms. Myers feels it will be difficult to get the pathway developed this year, as there is not a definite timetable for material delivery. She asked if we should hire a professional to develop a plan for the developing the pathway surface. The reason for an asphalt surface versus limestone was to save money, as the material could be donated. The suggestion was then made that maybe the Commission could wait until the trail is resurfaced in a few years and complete the pathway as part of that project. If asphalt millings would be also available in the future, this project could be postponed for a while. Possibly we could coordinate with someone who would be ready to lay the path when the material is ready. Ms. Myers confirmed there is \$4,000 in this year's budget for a Master Plan project. There are different specifications between resurfacing with limestone and asphalt, and this pathway will only be six foot wide, not eight. The question arose relative to how far the grade has to be dug – possibly that work could be done by a contractor prior to the material being delivered. Ms. Myers indicated some earthwork needs to be done on the site to prepare it. It is the consensus not to store the material on trail property.

MOTION by Blanchard, seconded by Kubicina, to proceed with putting out an RFP for the engineering costs to lay down the asphalt millings for the pathway project using the same specifications as when the trail was resurfaced with limestone (except for the width).

It was requested that the Trail Manager return to the next meeting with a written request for bids for actually constructing or putting down the asphalt fines on the pathway section. If the specifications can't be found, then we'll have to write them. Ms. Myers indicated the specs for limestone resurfacing called for everything to be less than 3/8 inch – is it suggested that the asphalt follow that same size? Mr. Blanchard indicated yes. If this is not possible, the specifications can be changed and brought back to the Commission. The question is whether engineering needs to assist on what we need to ask a contractor, or whether the contractor can be contacted directly. Mr. Blanchard suggested that Rochester Hills might have the engineering knowledge to assist with this effort.

Mr. Blanchard withdrew his motion, and Mr. Kubicina agreed.

UPDATE: National Trails Day Garlic Mustard Pull Report: Ms. Myers reported the event was very successful with 50 volunteers on the trail. 114 bags of garlic mustard were removed from the trail, most of it from Orion Township. Ms. Myers thanked the Commissioners that were present and all the volunteers. A lot of trail users thanked the volunteers for their work. It was suggested a dumpster be rented if this event is scheduled again. The Friends Group covered the cost of the shirts, lunch and associated supplies. An appreciation letter to the Friends Group should be drafted and signed by all Commissioners.

APPROVAL: Labor Day Bridge Walk Budget: Ms. Myers drafted a budget for this event which was included in the packet. The proposed budget for this year is \$1,575 of which committed sponsors will cover \$800. If a promotional item is included, there is \$750 in the budget to cover this. Ms. Myers included information on possible items, and after discussion, the consensus was to purchase 350 waterproof phone caddies with a lanyard, which is a little over budget. The additional cost could be covered by the Friends Group.

MOTION by Russell, seconded by Ferriolo, *Moved*, to approve the proposed budget for the event, splitting the costs of the promotional waterproof phone caddy with the Friends Group.

Ayes: All Nays: None

MOTION CARRIED.

MANAGER'S REPORT: Nothing in addition to the written report.

COMMISSIONER REPORTS: Commissioners reports were heard. It was suggested that a memorial to John Makris be put on a future agenda for discussion.

ADJOURNMENT:

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

Ayes: All Nays: None

MOTION CARRIED.

NEXT MEETING: July 19, 2016 at 7:00 p.m. – City of Rochester Municipal Offices

Respectfully submitted,

KRISTEN MYERS, Trail Manager

ANDY ZALE, Trailways Secretary