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REGULAR MEETING of the PAINT CREEK TRAILWAYS COMMISSION

Held at the Paint Creek Cider Mill Building, 4480 Orion Road
Oakland Township, Oakland County, Michigan 48306

CALL TO ORDER: The Tuesday March 17, 2015 meeting was called to order by Chairperson Becker at 7:00 p.m.

Voting Members Present: Rock Blanchard, Linda Gamage, Stephanie Morita, Neal Porter, Kim Russell, Maureen Thalmann, Alice Young, Andy Zale

Voting Alternates Present: None

Non-Voting Alternates Present: David Becker, Lynn Loeb, Martha Olijnyk, Lisa Sokol, Donni Steele

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

Voting Members Absent: None

Alternates Absent: Mike Bailey, Dale Hetrick, Steve Sage, Richard Schultz

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 Zale, seconded by Porter, ***Moved***, to approve the March 17, 2015 agenda as presented.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:

a. Minutes – February 17, 2015 Regular Meeting, approve and file

b. Treasurers Report – February 2015, receive and file

MOTION by Young, seconded by Russell, ***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 \$345.00. In addition to the recorder's monthly fee, this amount includes a Chase Card purchase for the annual membership to the Michigan Recreation and Parks Association. The estimated unrestricted fund balance is \$73,000.

MOTION by Blanchard, supported by Thalmann, ***Moved***, to approve the invoices presented for payment in the amount of \$345.00 and orders be drawn for payment.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL: Temporary Permit Request – Rochester College SNA: Run SNA, March 28, 2015: Ms. Myers explained the applicant is in the hospital, and she will explain the request. The event is a 5k run, starting at Gallagher Road, south to Dutton Road and back. They expect 50-100 participants and understand the trail surface may not be dry. All funds raised will go toward a mission program to provide medical services in a foreign country. They will provide the insurance paperwork and application fee. Ms. Myers has no issues with the event. The Cider Mill is aware of it.

MOTION by Blanchard, seconded by Thalmann, *Moved*, to approve the temporary permit for the Run SNA event on March 28, 2015, pending receipt of the application fee and insurance paperwork.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL: Temporary Permit Request – Frank Race Mgt.: Run Michigan Cheap, April 25, 2015: Ms. Myers indicated she has not received insurance or the application fee, but does not see any issues with the event. Mr. James Frank, 10745 E. Surry Rd., Clare, Michigan, the applicant, stated he plans these types of events to allow participants to compete at low costs. He teams up with local schools or teams, and is paired with the Rochester Hills girl's soccer team for this run. He donates a share of the proceeds to them to help fund their program. The 5k, 10k or half-marathon race will start behind the Rochester Municipal Park, go north and return to the same place. He explained he is a "for profit" organization, and will donate 10-15% of the proceeds to the trail, and 20% to the participating soccer team. It was suggested the donation information be indicated on the application form. It was noted there is an Earth Day Festival setting up in the Rochester Municipal Park the same weekend, so parking may be an issue. Mr. Frank will look into this issue and will be sending information to the participants about where to park. It was suggested Mr. Frank contact Rochester about parking, may wish to consider a different starting point for his event, and attach a copy of the letter that will be sent to event participants to the permit application. Ms. Myers mentioned that the organizers of Earth Day are always looking for a running/cycling event to have as part of their event, so there may be a way to work the Run Michigan Cheap event into the Earth Day event. Mr. Blanchard is reluctant to approve the permit because of incomplete donation information and other events on the same day. He asked that a calendar of events be provided to the Commission.

MOTION by Zale, seconded by Thalmann, *Moved*, to approve the temporary permit for the Run Michigan Cheap event on April 25, 2015, pending receipt of the application fee and insurance paperwork.

Ayes: Gamage, Morita, Porter, Russell, Thalmann, Young, Zale

Nays: Blanchard

MOTION CARRIED.

APPROVAL: 2015 Recognition Subcommittee Recommendations: Ms. Myers said the subcommittee recommended three individuals to be recognized this year – former Commissioner Ravi Yalamanchi serving from 2007 until 2013, current and soon to be former Commissioner Alice Young serving since 2004, and the retired bike patroller, Dennis VanStee, serving for the last three years. Each person will receive a pewter spike in a shadow box, and their names will be added to the perpetual plaque. The request is not to exceed \$200, and there is money in the budget to cover this expense.

MOTION by Blanchard, seconded by Porter, *Moved*, to approve the Recognition Subcommittee Recommendations for the three above named Commissioners, recognition to be given at an award ceremony on June 6, 2015 in conjunction with the Paint Creek Crawl event.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL: Job Descriptions: Ms. Myers reported that the Personnel Subcommittee has reviewed the job descriptions for the bike patroller and the administrative assistant positions.

They are recommending approval with a budget amendment to add \$840 to wages and \$64.26 to FICA for the bike patroller position to cover October. If approved, Ms. Myers would like to post both positions in April.

MOTION by Blanchard, seconded by Young, *Moved*, to approve the job descriptions as presented and to fund the positions through the end of October via a budget amendment.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL: 2015 Oakland County Sheriff Office Mounted Patrol Contract: Ms. Myers received the contract from the County. In the past, the Commission has signed a three year contract, but because of wage negotiations, the County only wanted to present a one year contract. Next year, there will probably be a three year contract for consideration. The contract has been sent to the attorney for review, and he has recommended approval. In section 14(h), it is suggested that the Trail Manager, as well as the Commission Chairperson, be designated as the “Commission Agent” for communication purposes.

MOTION by Blanchard, seconded by Russell, *Moved*, to approve the 2015 Oakland County Sheriff Office Mounted Patrol Contract with the understanding that the Trail Manager, as well as the Commission Chairperson, is designated as a Commission Agent to act on behalf of the Commission for this contract.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL: Orion Township Letter of Support – MNRTF Application: Ms. Myers stated there is a letter from Orion Township Supervisor, Mr. Barnett, requesting a letter of support for their Michigan Natural Resources Trust Fund application for the Clarkston Road connector, adding pathway from Pine Tree Road to the Polly Ann Trail. This will further help the connectivity between the Paint Creek Trail and the Polly Ann Trail. Ms. Myers drafted a letter of support for the project. Mr. Porter and Ms. Steele summarized the project for the members.

MOTION by Russell, seconded by Blanchard, *Moved*, that the Commission approve the letter of support for Orion Township’s proposed grant application as presented.

Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION/APPROVAL: Trail Etiquette Program: Ms. Myers provided a spreadsheet of ideas the subcommittee has talked about. The idea of installing trail etiquette signs has been removed from consideration. Other ideas for educating trail users about etiquette in 2015 include creating trail courtesy zones in June and October each year and placing etiquette information on temporary signs in strategic locations along a one mile stretch for a one month period; creating and distributing etiquette brochures at events; and including an etiquette and safety page on the trail’s website. Perhaps a bookmark, a card, or a snap bracelet could be developed in lieu of a brochure and handed out to reward positive behavior. The reverse side could list sites of interest, restaurants or businesses along the trail – they may be willing to sponsor and help pay. The bike patroller could possibly advise where trail hot zones are to be used in conjunction with the courtesy zones and temporary signage. Partnering with the Rochester Police Department’s Open House to educate users on etiquette was suggested. Regarding community outreach, there will be a trail etiquette/bike safety tent at the Crawl event, giving out bike bells. The Girl Scout Ambassador Program should be continued, possibly adding a Boy Scout program in 2016. Trail Ambassador stickers could be given out to children/parents attending an etiquette briefing at events. Relative to the section identify and demonstrate property etiquette, a YouTube video contest about trail etiquette offering a \$250 prize could be investigated, and creating and distributing cotton T-shirts describing proper etiquette on the back could be explored. Selling wicking T-shirts with etiquette labeled on the back could also be developed and sold on a trial basis. The bike patroller shirt could have etiquette rules on the back. There are budget implications with some of the ideas. There is \$750 budgeted this year for promotional items,

there is also \$1,000 budgeted for a bike safety and bells program, but that is contingent upon receiving a grant. The Friends Group could be a funding source. What's talked about tonight is about \$1,500 for this year, not including the wicking shirts. Attorney fees should be added into the budget for the YouTube video contest because releases need to be drafted for the people who submit videos. Ms. Myers will contact our pro-bono attorney to see if he can handle this. After discussion, the Commission agreed to let the subcommittee move on with their proposed etiquette program and to make an official request of the Friends Group to help with funding. Assuming there are no additional attorney costs, the \$250 prize for the YouTube contest will be included in the budget, but if there are additional costs, the \$250 should not be included in the budget and the motion should return for reconsideration. It was suggested the prize be "up to \$250".

MOTION by Morita, seconded by Blanchard, *Moved*, to approve the subcommittee move forward with the proposed etiquette program contingent upon hearing back from the attorney on what needs to be done for the video contest, that the Friends Group be asked for funding assistance of \$1,000, and that the budgeted cost not exceed \$1,750.

Ayes: All Nays: None

MOTION CARRIED.

MANAGER'S REPORT: In addition to the written report, Ms. Myers reported she worked with the City of Rochester Hills to get information on attorneys that might be interested in the RFP – they supplied 96 names of firms. The RFP was sent to them, as well as posted on the website. Conditions of the trail are posted on the website. Tienken will be closed between Livernois and the trail as of March 23rd. Ms. Myers is waiting for information on whether the Tienken parking lot will be closed. It was suggested that temporary signage be placed at the Ludlow crossing relative the Tienken Road closing. It was asked if an Instagram account could be used on a tablet, as the Trail Manager doesn't wish to use her personal cellphone to set up Instagram, and the program can not be used on a desktop computer. A tablet could be used for some of the Manager's work, so the possible purchase of a tablet should be on a future agenda for discussion.

COMMISSIONER REPORTS: The drinking fountain should be opened in April, a ribbon cutting and promotion will take place. The etiquette subcommittee was thanked for their work. Ms. Thalmann reported that her book, Petticoat Surgeon – the Extraordinary Life of Dr. Bertha Van Hoosen, has been published. Mr. Porter reported the Oakland Township property deal has been closed, Orion Township now owns the land and is in final negotiations with the DNR on the transfer.

ADJOURNMENT:

Upon motion by Young, seconded by Gamage, the Chairperson adjourned the Regular Meeting at 8:35 p.m.

Ayes: All Nays: None

MOTION CARRIED.

NEXT MEETING: April 21, 2015 at 7:00 p.m. – Rochester Municipal Offices

Respectfully submitted,

KRISTEN MYERS, Trail Manager

ANDY ZALE, Trailways Secretary