



4393 Collins Road  
Rochester, MI 48306  
(248) 651-9260  
(248) 601-0106 (FAX)  
www.paintcreektrail.org

**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 November 17, 2015 meeting was called to order by Chairperson Becker at 7:00 p.m.

**Voting Members Present:** Rock Blanchard, Frank Ferriolo, Linda Gamage, Stephanie Morita, Neal Porter, Kim Russell, Alice Young, Andy Zale

**Voting Alternates Present:** None

**Non-Voting Alternates Present:** David Becker

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

**Voting Members Absent:** None

**Alternates Absent:** Mike Bailey, Dale Hetrick, Lynn Loeb, Martha Olijnyk, Steve Sage, Richard Schultz, Lisa Sokol, 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 Russell, seconded by Blanchard, ***Moved***, to approve the November 17, 2015 agenda as presented.

Ayes: All      Nays: None

**MOTION CARRIED.**

**PUBLIC COMMENT:** None

**CONSENT AGENDA:**

- a. Minutes – October 20, 2015 Regular Meeting, approve and file
- b. Treasurers Report – October 2015, receive and file

Both items were removed from the consent agenda for comment.

**Correction to October 20, 2015 Minutes:** Page 3, Manager's Report, first sentence, add the words "and the Chairman" after "staff".

**MOTION** by Young, seconded by Zale, ***Moved***, to approve the minutes of the October 20, 2015 meeting as amended.

Ayes: All      Nays: None

**MOTION CARRIED.**

**Question on October 2015 Treasurers Report:** Ms. Gamage asked what the \$37.50 bill for Foster Swift's attorney services was for. Ms. Myers explained there was a bike accident on the trail a few months ago and the bill was for discussion/email correspondence with the attorney about the incident.

**MOTION** by Gamage, seconded by Porter, *Moved*, to receive and file the October 2015 Treasurers Report as presented.

Ayes: All Nays: None

**MOTION CARRIED.**

**APPROVAL OF INVOICES:** Ms. Myers presented the invoices in the amount of \$4,806.74. In addition to the recorder's monthly fee, this amount includes restroom cleaning at Clarkston/Kern, staff's 3<sup>rd</sup> quarter shared copier costs, Mounted Patrol Services for 237 hours – 8/23/15-10/16/15, and Foster Swift attorney services for a second bike accident on the trail. Estimated unrestricted fund balance is at \$73,000.

**MOTION** by Blanchard, supported by Gamage, *Moved*, to approve the invoices presented for payment in the amount of \$4,806.74 and that orders be drawn for payment.

Ayes: All Nays: None

**MOTION CARRIED.**

**UPDATE: Southeast Rochester Property Report:** Chairperson Becker reported the subcommittee did not meet as planned, so there is no update. Hopefully there will be an update in the next month or two. Ms. Gamage reported she is looking into a crowd hydrology site. Gauges (cost is approximately \$250.00) are put into the river and individuals can text the height of the river. This data is collected and posted on a website. Ms. Myers said the Friends Group may be interested in funding assistance. This might also be a good Eagle Scout project. A permit might be required by the DNR. More information will be included in the subcommittee's report.

**DISCUSSION: 2016 Meeting Locations & Schedule:** Ms. Myers commented a few meetings were held in Orion Township this year and statistics showed the June 16<sup>th</sup> meeting had 2 live streams, July 21<sup>st</sup> meeting had 142 live streams, and the August 18<sup>th</sup> meeting had 19 live streams, for a total of 163 views over the three months – so there is some interest. The City of Rochester informed the Commission if we want to meet in the City next year, we would have to move to the Fire Station Meeting Room. Chairperson Becker looked at the possibilities for the meeting space and indicated the only two rooms available were a very small conference room and a classroom. Mr. Becker does not feel either room would be appropriate as they would not accommodate the public, and invited other commissioners to look at the space. He suggests the Commission not meet in the City of Rochester next year. Ms. Russell indicated she will look into this situation before a decision is made as she is unaware the Commission was asked to move. The City of Rochester Hills' auditorium would not be available the night of the Commission's meetings, but there are two other rooms that would accommodate a large group. Ms. Gamage commented the City of Rochester's in-kind services to the Commission is meeting space, and would be interested to see if something else would be offered as their in-kind service. At this point, the Commission could approve the dates for 2016 and the locations could be worked out later. Ms. Myers indicated normally the Commission meets the first three months of the year in Oakland Township, so there is a little time to firm up the location schedule. Ms. Myers then stated Commissioner Steele could not make tonight's meeting but commented she would like the Commission to consider going down to 10 meetings a year, which works well for the Polly Ann Trail Commission as well as other Orion Township boards. Ms. Young reminded the Commission checks can't be approved and signed if there is no meeting. The original charter stated the Commission will meet at least four times a year. Discussion will occur on this suggestion when Ms. Steele is in attendance. Until meeting locations can be verified for upcoming year, Ms. Myers was asked to book the Cider Mill's meeting area for the Commission's 2016 meetings.

**MOTION** by Blanchard, seconded by Zale, *Moved*, that the Commission approve the dates of the 2016 meetings, with locations determined at a future meeting.

Ayes: All Nays: None

**MOTION CARRIED.**

**DISCUSSION: Naming Policy:** Per Commission direction last month, Ms. Myers reported she contacted DNR Grant Coordinator Amy Matisoff regarding a naming policy, who indicated the MNRTF rescinded the prohibition of naming of parks acquired with their funds some time ago. As long as the MNRTF plaques are displayed at the project site, they do not have a problem with naming things. Their only concern falls when the public would be prohibited from a recreational use on the site that was funded. Ms. Myers updated the draft naming policy if the Commission wanted to consider one, and also provided a list of Commission policies for member information. Discussion occurred on suggested changes - maybe not naming a section for an entity, that a significant contribution be made to the Trail - not the community, removing reference to being deceased 3 years, and that requests must be presented to and approved by the majority of the Commission. It was mentioned that an entity would include the Friends Group, Trout Unlimited or an Eagle Scout and they should not be excluded. Some Commissioners still voiced opposition to having a formal naming policy and that the Commission should deal with the requests on a case by case basis as it does not come up often. After discussion, it was decided to bring the Mr. Moutrie naming issue back as an agenda item in January for a decision, as Ms. Myers is still working with Rochester Hills to see if the path will be built. If consensus can't be reached on this request, then the Commission will then discuss whether or not to have a naming policy.

**DISCUSSION: 2016 Commission events:** Ms. Myers included a memo in the packet regarding two possible events for 2016. She is proposing a Garlic Mustard Pull Stewardship Workday for June 4, 2016 – National Trails Day. She has talked to Oakland Township Parks and some residents who are all interested in participating. There are Friends Group volunteers that have signed up for stewardship projects. This is a less intense planning event with very little action necessary. Also, the Commission has requested that the Labor Day Bridge Walk continue; this will be scheduled for September 5, 2016. Depending on the scope of the event, a lot of action will be needed, most having to do with securing volunteers and decisions on entertainment and sponsorships - \$700-750 is needed for food, coffee, fudge, etc. The Chair suggested a discussion on one event at a time. Ms. Myers commented for Trail Stewardship Workday, the more volunteers that are signed up, the better. It would be nice to have 10 volunteers per community, so certain areas can be targeted. Ms. Myers and Ms. Gray can organize/coordinate this event as it's on a smaller scale. Chairman Becker asked Ms. Myers if she was comfortable with organizing this event. She explained she is fine organizing a small event. Volunteers have already expressed interest, and this might be an opportunity to build up the Friends Group. Ms. Morita suggested this idea be run by legal because of the potential liability. Waivers are usually signed by volunteers. A call to the insurance company may be sufficient. Ms. Myers will research this issue. Regarding the Labor Day Bridge Walk, Ms. Myers indicated last year the Friends Group did extra things for the 10<sup>th</sup> anniversary, i.e., a lot of promotional items were given out. Historically a lot of food items are included for the family-oriented event. A lot more volunteers will be required this year for planning purposes depending on the scope. A list of the action needed to organize this event was included in the memo and was explained by Ms. Myers. If the Commission wants the event, it will be held, but the scope and details need to be worked out. It was stated that the event should not be moved from Rochester. Getting sponsors is sometimes not easy – the Chair suggested our fund balance could be utilized for needed funds as this is such an important event for the trail. It was suggested that Ms. Myers develop a marketing budget for each event for Commission review. Ms. Myers commented \$750 is reasonable for the food budget, and the Friends Group spent an additional \$1,300 on promotional items. Chairman Becker asked Ms. Myers if she was comfortable with organizing the event. She commented it would be nice to have the holiday off, has no problem with coordinating the event if that is the wish of the Commission, but the problem is that the active volunteers have asked that the event be moved to another weekend or just not have it. The question was asked if there were sponsors for either event, and if so, we should not exclude them if they are on board. Ms. Myers indicated

sponsors covered the water, fudge, coffee and bagels last year and believes they would also sponsor next year. Ms. Morita is not opposed to moving the event to the following weekend; perhaps there would be more participation. She is concerned with the Commission sponsoring the event without getting sponsors as the City of Rochester Hills works hard to not spend tax dollars on funding. She would rather not have to explain that to Council when the Trailways budget comes up for approval. She believes sponsorship needs to be looked into. Mr. Ferriolo believes the events are a good use for the fund balance in order to promote the trail. Ms. Myers confirmed sponsors will be solicited for the events. Ms. Russell suggested Chief Financial be contacted as a possible sponsor. She also commented that she was surprised the Crawl Event is not scheduled for next year, as it happens during the summer months when trail usage is high and it promotes the trail. The Commission needs to honor the trail. In addition, Arts & Apples Festival is the weekend after Labor Day, so moving the Bridge Walk to that weekend would not work. Ms. Myers indicated she does not have an issue with organizing events on the trail, but wants the Commission to understand that if this is the direction to be taken, other things will not get done. A lot of time was spent this year on the vandalism issue, which is important and takes priority. Ms. Myers feels the National Trails Day Stewardship event was appropriate. It meets the needs of the trail, she is still involved and yet her time is not taken up for three months obtaining sponsors. The Crawl event is not happening because the Friends no longer want to organize it. After discussion, it is the consensus to host the Labor Day event in Rochester as precedent has been set, that the action items for this event can be fulfilled, that sponsors should be solicited and that the budget offset the sponsorships acquired. Ms. Morita supports the Stewardship event, but not the Labor Day event, as the Trail Manager's job is not a professional event coordinator. Mr. Ferriolo added that the Trail Manager's job responsibilities include event coordination.

**MOTION** by Gamage, seconded by Young, *Moved*, to approve both events as presented, with sponsorships being solicited, and that a marketing budget be developed and presented to the Commission at a later date.

Ayes: Blanchard, Ferriolo, Gamage, Porter, Russell, Young, Zale

Nays: Morita

**MOTION CARRIED.**

**APPROVAL: 2016 Trail Manager Performance Review:** Ms. Myers stated Chairman Becker sent her the information included in the packet relative to her review. The performance review information is very comprehensive and she thanked everyone for responding to each item. Personally, she is very happy and surprised to see the high scores and comments and that the Commission is happy with her performance. One of the comments was about delegating responsibilities and she agrees – which was one of the reasons Ms. Gray was hired. She thanked the Commission and Chairman Becker for putting the report together. The Commission thanked Ms. Myers for her work performance.

**MANAGER'S REPORT:** Ms. Myers added nothing to her written report, but wished everyone a Happy Thanksgiving.

**COMMISSIONER REPORTS:** City of Rochester's bi-centennial is 2017 and they are planning a large project. There will also be a daffodil festival in the community, planting is starting this year. The tree lighting ceremony is this Friday at the Rochester Community House. The 2016 Relay for Life will take place at the Rochester City Park in June. Lake Orion's lighted Christmas Parade will be held December 5<sup>th</sup>, and the Holly Jolly Folly fundraiser is the night before. Ms. Young reported she has been selected as the Grand Marshall for the parade – Congratulations!! Mr. Porter indicated that legal action had been started against Orion Township relative to the Oakland Township property they purchased by one of the property owners, but it has been resolved. Upon a question about the Clarkston/Kern restroom vandalism, Ms. Myers reported as

soon as the surveillance signs were up, the vandalism stopped. The restroom will probably be closed for the winter, but this should be a Commission decision. It was suggested that the Manager's Report include what work has been done on Master Plan activities – how often this information should be available will be discussed at a future meeting. Chairman Becker suggested the issue of the reimbursement to the Friends Group for the three \$50 vandalism checks should be put on a future agenda for discussion even though they rescinded their request. Happy Thanksgiving to all.

**ADJOURNMENT:**

Upon motion by Young, seconded by Porter, the Chairperson adjourned the Regular Meeting at 8:50 p.m.

Ayes: All      Nays: None

**MOTION CARRIED.**

**NEXT MEETING: December 15, 2015 at 7:00 p.m. – Paint Creek Cider Mill Building**

Respectfully submitted,

---

KRISTEN MYERS, Trail Manager

---

ANDY ZALE, Trailways Secretary