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**SPECIAL MEETING of the PAINT CREEK TRAILWAYS COMMISSION**  
**Paint Creek Cider Mill**  
**4480 Orion Road, Oakland Township, MI 48306**

**CALL TO ORDER:** The Thursday, October 4, 2018 special meeting was called to order by Vice-Chairperson Blanchard at 6:10 p.m.

**Voting Members Present:** Rock Blanchard, Frank Ferriolo, Donni Steele, Hank Van Agen

**Voting Alternates Present:** Jenny McCardell

**Non-Voting Alternates Present:** Martha Olijnyk

**Village of Lake Orion Non-Voting Member Present:** None

**Voting Members Absent:** Susan Bowyer, Linda Gamage (*participated via phone*), Kim Russell, Jeff Stout

**Alternates Absent:** Chris Barnett, David Becker, Robin Buxar, Ben Giovanelli, Chris Hagen, Lynn Loeb

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

**Village of Lake Orion Non-Voting Alternate Absent:** Vacant

**Others Present:** Sandi DiSipio, Recording Secretary

**PLEDGE OF ALLEGIANCE:** All rose and recited the Pledge.

**APPROVAL OF AGENDA:**

**MOTION** by Ferriolo, seconded by Van Agen, *Moved*, to approve the October 4, 2018 agenda as presented.

Ayes: All      Nays: None

**MOTION CARRIED.**

**PUBLIC COMMENT:** None

**DISCUSSION: Candidate Interview Format and Questions:** The first interview is at 7:00, the second at 7:40. The Commissioners discussed and coordinated the format and questions that will be asked of each candidate. Each Commissioner will ask one or two identical questions of the candidates. Commissioners who were not part of the subcommittee will ask their questions first. Questions were then formalized.

**MOTION** by Ferriolo, seconded by McCardell, *Moved*, to recess the special meeting at 6:50 p.m.

Ayes: All      Nays: None

**MOTION CARRIED.**

The meeting was called back to order at 6:55 p.m.

**CANDIDATE INTERVIEWS:**

Melissa Ford

Mr. Blanchard explained that one of the Commissioners is participating via phone. The Commission welcomed Ms. Ford and explained some different members are present tonight. Ms. Ford introduced herself and summarized her background. She is presently the archivist at the Marshall Brothers Sculpture Museum at Saginaw Valley State University. She has been there 11 years, and has a Master's Degree in Public History and a Bachelor's Degree in History and Anthropology. She is responsible for managing the museum's archival collections working on exhibitions. She does grant writing, administering grants that pertain to her department. She also conducts tours. She is an adjunct professor at the University as well. She is looking for a part time position and indicated she would leave her position at Saginaw Valley if offered the Manager position.

The Commission then asked their questions and received answers. She has project management skills, experience working with grant projects and budgets and working with public. She's willing to take any training necessary to get up to speed and adequately perform the job. She is familiar with working with and presenting reports to Boards. She has prepared budgets in Excel for grant proposals. She participated in a 5-year Strategic Plan. She had ideas on how to recruit volunteers for the Friends Group and updating the website. She is familiar with social media and writes press releases. She lives near the trail and could bike to work. She is flexible with the indoor versus outdoor responsibilities. She would like to give two weeks notice to her employer if offered the position. Mr. Blanchard indicated there is one more candidate to interview, and a decision should be made tonight or very soon. The Commission thanked Ms. Ford for her time.

The interview concluded at 7:30 p.m.

Janet Hofman (via Skype and FaceTime)

The Commission welcomed Ms. Hofman. Ms. Hofman introduced herself and summarized her background. She is originally from the Detroit area and has a Bachelor's Degree in Geography and Tourism from Eastern Michigan. When she graduated, she left Michigan to explore as many places as possible and has been doing this for the past ten years. She worked for the National Parks Service for a long time; six seasons with them at five or six different national parks. Then she worked for a couple of non-profits, one in Washington DC and one in Denver focusing on sustainable agriculture and low income neighborhoods. She ended going back to school obtaining a Master's Degree in Parks and Resource Management. Her passion is with parks and public lands and getting people to connect with those areas. Since that time, she's been working with Arizona State Parks, which is where she is for the next two weeks. She's the Assistant Manager of Slide Rocks Parks in Sedona, which is a water recreation park. She is coming back to Michigan October 21<sup>st</sup> due to family issues. She is familiar with the trail as her dad lived in Lake Orion.

The Commission asked their questions and received answers. She is interested in this job because she wants to get back into the non-profit world in a position that is community based and conservation minded. She likes that the Trail is rooted in the communities that it runs through. Her current position is a full-time position and is now in a position where she doesn't need to work full-time. This is not a concern to her as she is currently paid less than what was listed in the posting. Once she moves back, she has an open schedule, and would have the time to dedicate herself to the position as much as needed. Her position doesn't lend to coordinating with a Board, however there were Boards for the non-profits. Her experience with interacting with Board members was a lot of fund-raisers, but is something she's comfortable with. She is comfortable with communication skills and looks forward to working with the Board. Her boss is more involved in the budget and how to allot funds to various areas of the park. She's has experience in the entry level of the budget. She has experience with different software, not

QuickBooks specifically. She has assisted with a Master Plan for the non-profits as well as the Parks, mostly by editing, developing and writing, not creating a new plan. She is familiar with and has experience with Friends Groups, and the volunteering effort, especially through social media. She had grant writing courses in her education, and assisted her boss in these efforts. She has never written a full grant, believes she's a good writer and looks forward to writing one. She is a self-disciplined and balanced person, and what has to be done, will get done effectively. She will be relocating to Madison Heights when she returns. She would be available to start on October 25<sup>th</sup>. The Commission thanked Ms. Hofman for her time and indicated she will be hearing a decision within a week.

The interview concluded at 8:15 p.m.

The Commission debated pros and cons of each candidate. Mr. Blanchard shared emails from Mr. Stout and Mr. Becker relative to their preference. Both candidates are excellent.

**DISCUSSION/APPROVAL: Offering Trail Manager Position:**

**MOTION** by Van Agen, seconded by Ferriolo, *Moved*, to forward the Commission's results to the Chairman and offer the position of the Trail Manager to Ms. Ford.

Ayes: All     None: None

**MOTION CARRIED.**

**MOTION** by Ferriolo, seconded by Steele, *Moved*, to direct the Chairman to follow through with the offer to Ms. Ford including negotiations and the contract for salary range.

Ayes: All     Nays: None

**MOTION CARRIED.**

**MOTION** by Steele, seconded by McCardell, *Moved*, to direct the Chairman to contact Ms. Hofman after negotiations are completed with Ms. Ford. Rejection letters should be sent to others that were interviewed.

Ayes: All     Nays: None

**MOTION CARRIED.**

The Personnel Committee, Ms. Myers and Ms. Gray were thanked for all their hard work in prelude to tonight's meeting.

**COMMISSIONER REPORTS:** No reports were given.

**ADJOURNMENT OF SPECIAL MEETING:**

**MOTION** by Ferriolo, seconded by Steele, *Moved*, to adjourn the Special Meeting at 8:30 p.m.

Ayes: All     Nays: None

**MOTION CARRIED.**

**NEXT MEETING: October 16, 2018 at 7:00 p.m. – Paint Creek Cider Mill**

Respectfully submitted,

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HANK VAN AGEN, Secretary