



4393 Collins Road  
Rochester, MI 48306  
(248) 651-9260  
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[www.paintcreektrail.org](http://www.paintcreektrail.org)

# Paint Creek Trailways Commission Meeting

Tuesday, April 19, 2016 7:00 PM

City of Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48307

## MEETING AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment**
5. **Consent Agenda:**
  - a. Minutes: Regular Meeting, March 15, 2016
  - b. Treasurers Report – March 2016
6. **Approval of Invoices**
7. **Approval:** Resolution #2016-03 in support of the Road Commission for Oakland County's TAP Grant Application - Paint Creek Trail Bridge 33.7 Renovation
8. **Discussion:** Televising Meetings
9. **Approval:** Trail Manager and Administrative Assistant Job Descriptions
10. **Manager's Report**
11. **Commissioner Reports**
12. **Adjournment of Meeting**

Next Regular Meeting: **May 17, 2016 – City of Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48307**

Enclosures:    Agenda Summary  
                  March 15, 2016 Draft Minutes  
                  March 2016 Treasurer's Report  
                  Resolution #2016-03 in support of Road Commission for Oakland County's TAP Grant Application  
                  Memo: Televising Meetings  
                  Job Descriptions: Trail Manager and Administrative Assistant  
                  March Manager's Report

## Agenda Summary

April 19, 2016

1. Call To Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment
5. **Consent Agenda:**
  - a. **Minutes: Regular Meeting, March 15, 2016**
  - b. **Treasurer's Report – March 2016**
6. **Approval of Invoices**
7. **Approval: Resolution #2016-03 in support of the Road Commission for Oakland County's TAP Grant Application - Paint Creek Trail Bridge 33.7 Renovation**  
**Summary:** As part of the grant application to the Transportation Alternatives Program, the Commission, as property owner, needs to approve a resolution of support for the application.  
**Desired Action:** Approval  
**Budget Impact:** None.
8. **Discussion: Televising Meetings**  
**Summary:** Chairman Becker requested updated costs for televising meetings in Rochester. See memo in your packet for more information.  
**Desired Action:** Discussion/Direction  
**Budget Impact:** None
9. **Approval: Trail Manager and Administrative Assistant Job Descriptions**  
**Summary:** Chairman Becker has updated the job descriptions based on Commission discussion. They are in your packet for consideration of approval.  
**Desired Action:** Approval  
**Budget Impact:** None
10. **Manager's Report** - included in your packet.
11. **Commissioner Reports**
12. **Adjournment of Meeting**

**Next meeting May 17, 2016 – City of Rochester Municipal Offices**



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**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 March 15, 2016 meeting was called to order by Chairperson Becker at 7:00 p.m.

**Voting Members Present:** Rock Blanchard, Susan Bowyer (*enter 7:12 p.m.*), Frank Ferriolo, Linda Gamage, Neal Porter, Kim Russell (*enter 7:20 p.m.*), Alice Young, Andy Zale

**Voting Alternates Present:** David Becker (*voting until 7:20 p.m.*), Jim Kubicina (*voting until 7:12 p.m.*)

**Non-Voting Alternates Present:** Martha Olijnyk (*enter 7:16 p.m.*), Donni Steele

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

**Voting Members Absent:** None

**Alternates Absent:** Mike Bailey, Ben Giovanelli, Lynn Loebbs, Lisa Sokol, Richard Schultz

**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 Zale, seconded by Gamage, *Moved*, to approve the March 15, 2016 agenda as presented.

Ayes: All      Nays: None

**MOTION CARRIED.**

**PUBLIC COMMENT:** None

**CONSENT AGENDA:**

a. Minutes – February 16, 2016 Regular Meeting, approve and file

b. Treasurers Report – February 2016, receive and file

**MOTION** by Ferriolo, seconded by Blanchard, *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 \$13,234.60.

In addition to the recorder's monthly fee, this amount includes the public hearing ad in the Rochester Post for the MNRTF Grant Application and 1<sup>st</sup> quarter wages and FICA for the Manager and Administrative Assistant positions. Estimated unrestricted fund balance is approximately \$83,000.

**MOTION** by Kubicina, supported by Young, *Moved*, that the invoices presented for payment are approved in the amount of \$13,234.60 and orders be drawn for payment.

Ayes: All      Nays: None

**MOTION CARRIED.**

**PUBLIC HEARING: Michigan Natural Resources Trust Fund Grant Application TF16-0008, Paint Creek Trail Bridge 33.7 Renovation:** Ms. Myers summarized this bridge has some structural issues that were found when Oakland Township Parks & Rec hired Spalding DeDecker Engineers to complete a scoping report in 2013. It was decided to apply for the MNRTF grant to help pay part of the cost of the bridge. The bridge cost is estimated (at worst case scenario) at \$756,200. Thoughts are to apply for the \$300,000 MNRTF grant, a Transportation Alternatives Program grant in the amount of \$300,000 in May, and Oakland Township Parks & Rec would provide the remaining \$156,200 match money for the project contingent upon the Board of Trustees approving the request. It will be a 61 foot bridge replacement. The current bridge is 92 years old and similar to the bridge north of Ludlow. Information and maps showing location of the proposed bridge were provided to the Commissioners. Mr. Blanchard asked about design of the bridge. Ms. Mindy Milos-Dale came forward and indicated if they are awarded the grant, there will be a lot of public input on the design. The scoping report listed a variety of alternative designs – a concrete arch (which is similar to two other bridges in Oakland Township), a steel beam type of bridge and a prefabricated steel bridge. The concrete arch bridge is the more expensive of the three and she thought it would be good to submit that one because it looks more historical and the dollar amount will give the opportunity to refine the options if the grant is approved. The three options range in cost between \$600,000 and \$756,000. The bridge design can be modified if the grant is received, as long requirements for ADA and AASHTO are met. The grant is based on a percentage of the total project cost. As this is the narrowest bridge on the trail, replacement would help getting emergency vehicles across it. It is also the only timber bridge in Oakland Township that has abutments in the middle of the creek versus on the shores. Photos were included in the grant application of the logjams.

Chairperson Becker opened the public hearing at 7:12 p.m.

Mr. Martin McClure, 5660 N. Livernois, came forward and indicated he adjoins the property. He feels the design of the bridge should be explored in depth to assure compatibility. He does not see logjams being a problem in the future as most of the elm and ash trees have gone down. He asked if construction access would be from Dutton or Silver Bell. He has a small footpath that follows the creek so he can access the main trail, and would like it retained. He stated the Commission does a good job.

Chairperson Becker closed the public hearing at 7:17 p.m.

Ms. Myers indicated logjams have been a problem at least once a season for the past couple of years. The best construction access to the trail will be from Dutton, but that will be determined by the engineers. Staff will communicate with Mr. McClure regarding his concerns. Letters of support for the project have been requested from Trout Unlimited and others, but no resident comments have been received by staff. A few comments were heard at the last Oakland Township Parks & Rec meeting. Mr. McClure asked if any major change is anticipated to move the creek north or south as this would affect his property. Ms. Milos-Dale indicated there has been no talk of moving the creek - this will be answered during the construction phase. There will be a lot of people involved to make sure everything done is environmentally correct. Mr. McClure indicated he would like to be part of the decision making.

**APPROVAL: Resolution #2016-02 – Authorizing submission of Grant Application TF16-0008 to the Michigan Natural Resources Trust Fund:**

**MOTION** by Ferriolo, seconded by Blanchard, *Moved*, to approve Resolution #2016-02 For Application to the Michigan Natural Resources Trust Fund as presented:

WHEREAS, the Paint Creek Trailways Commission, an intergovernmental agency, owns, manages, and operates the 8.9 mile Paint Creek Trail in Oakland County, Michigan; and

WHEREAS, the Paint Creek Trailways Commission supports the submission of an application titled “Paint Creek Trail Bridge 33.7 Renovation” to the Michigan Natural Resources Trust Fund, for the development of a 61’ long pedestrian bridge between Dutton and Silver Bell Roads in Oakland Township, Michigan; and

WHEREAS, the location of the proposed project is within the jurisdiction of the Paint Creek Trailways Commission; and

WHEREAS, the proposed project, if completed, will be a benefit to the community and the thousands of trail users annually; and

WHEREAS, the proposed development application is supported by the approved 2014-2018 Paint Creek Trail Recreation Master Plan and the 2015-2019 Oakland Township Parks, Recreation and Land Preservation Master Plan; and

WHEREAS, the Oakland Township Parks and Recreation Commission has made a financial commitment to the project in the amount of \$156,200, with funds derived from the Oakland Township Parks Millage funds; and

WHEREAS, if the grant is awarded to the Paint Creek Trailways Commission, we commit the donated amount of \$156,200 from the Oakland Township Parks and Recreation Commission for matching funds in combination with a proposed \$300,000 Transportation Alternatives Program Grant; and

WHEREAS, with this resolution of support it is acknowledged that the Paint Creek Trailways Commission is not committing any of their own funds to any financial obligations; and

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT the Paint Creek Trailways Commission of Oakland County, Michigan, hereby supports the submission of a Michigan Natural Resources Trust Fund Application for the “Paint Creek Trail Bridge 33.7 Renovation” project for the total project cost of \$756,200, and further resolves to make available a local match through financial commitment from Oakland Township Parks and Recreation Commission and Transportation Alternatives Program Grant funding of \$456,200 (60%) of a total of \$756,200 project cost, during the 2018/2019 fiscal year.

AYES: Blanchard, Bowyer, Ferriolo, Gamage, Porter, Russell, Young, Zale

NAYS: None

ABSENT: None

**MOTION CARRIED.**

**DISCUSSION & APPROVAL: Reaffirmation of Understanding: Maintenance & In-Kind Services:**

Ms. Myers revised the document based on input from the Commission last month and removed the signature page. It was suggested this document be included with the annual budget request to the member communities. After a short discussion of possible revisions, the Commission’s consensus is to include the document as presented in the annual budget packet. Any future amenities should be discussed with the respective community.

**MOTION** by Blanchard, seconded by Young, *Moved*, to approve the Reaffirmation of Understanding: Maintenance & In-Kind Services document as presented with the understanding it be included with the next annual budget request packet with an explanation cover memo.

Ayes: All      Nays: None

**MOTION CARRIED.**

**DISCUSSION: 2016 Advisory Committee Assignments:** Ms. Myers updated the list of advisory committees showing the vacancies. Commissioners serving on committees are still listed to see if they wished to continue to serve. The Polly Ann Trail Connection committee may not meet as other agencies are working on the connection now. Ms. Bowyer and Mr. Kubicina volunteered for the Rochester Hills Pathway Project committee. For the National Trails Day Garlic Mustard Pull – Ms. Steele, Ms. Bowyer, Ms. Russell, Ms. Young and Mr. Becker all volunteered. Mr. Ferriolo volunteered for recruitment for the Labor Day Bridge Walk event. Chairperson Becker thanked everyone for volunteering.

**UPDATE: Southeast Rochester Property Advisory Committee Report:** Chairperson Becker reported the committee is in the process of writing their report; hopefully it will be available at the next meeting.

**UPDATE: Trail Manager and Administrative Assistant Job Descriptions:** Chairperson Becker indicated the Personnel Committee has not been able to meet and there is no update.

**MANAGER’S REPORT:** Ms. Myers had nothing to add to her written report. Mr. McClure came forward and said when he previously mentioned the creek possibly changing to the north or the south, he noticed in the drawings the creek looks like it might be in different locations. He asked what the plans are for the soil under the bridge. The Commission will respond to Mr. McClure’s concerns.

**COMMISSIONER REPORTS:** It was suggested a Resurfacing Committee may need to be resurrected to coordinate some of the projects that will happen in the next few years. The Oakland Township property that Orion Township purchased is still in negotiations with the DNR. Mr. Porter asked if there is a need for parking near Kern Road as Orion Township and Auburn Hills owns a parcel that may be available. Ms. Myers indicated any possible parking area would be of interest, especially for equestrian user parking. Mr. Porter will look into the possibility. Ms. Russell reported that the South Elizabeth sewage and water project is going well. She also reported there is a lot of graffiti on the Dinosaur Hill bridge and that there will be a dining event on Walnut Street in July. Ms. Steele reported Orion Township is submitting for a safety path grant along Clarkston Road to connect Camp Agawam to the Polly Ann Trail and eventually to the Paint Creek Trail. She would appreciate any emails of support.

**ADJOURNMENT:**

Upon motion by Young, seconded by Zale, the Chairperson adjourned the Regular Meeting at 8:15 p.m.

Ayes: All      Nays: None

**MOTION CARRIED.**

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

Respectfully submitted,

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KRISTEN MYERS, Trail Manager

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ANDY ZALE, Trailways Secretary

# Paint Creek Trailways Commission

## Treasurer's Report - Flagstar Bank

### March 2016

<b>Balance:</b>	1-Mar-16		
	Checking Balance	\$169,206.29	
	Outstanding Checks (3053,3063)	525.00	
			<b>\$168,681.29</b>
<b>Revenues:</b>			
	Deposit - Interest Earned March 2016	\$34.36	
	Deposit- Crossroads Pregnancy Cte Temporary Permit Fee	\$10.00	
	Deposit - Michigan Nature Assn Temporary Permit Fee	\$10.00	
	<b>Total Revenues</b>	<b>\$54.36</b>	
			<b>\$168,735.65</b>
<b>Expenditures:</b>			
	3080 - C&G Publishing Public Hearing Ad	\$96.00	
	3081 - Oakland Twp 1st Qtr 2016 Wages/FICA	12,908.60	
	3082 - Sandi DiSipio March Recorders Fee	230.00	
	<b>Total Expenditures</b>	<b>\$13,234.60</b>	
			<b>\$155,501.05</b>
<b>Balance:</b>	31-Mar-16		
	Checking Balance	\$155,906.05	
	Outstanding Checks (3063, 3082)	405.00	
	<b>TRAILWAYS COMMISSION BALANCE</b>		<b>\$155,501.05</b>

Signed By: \_\_\_\_\_  
 Trailways Commission Treasurer                      Trail Manager

Date: \_\_\_\_\_



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**Resolution # 2016-03 In support of the Road Commission for Oakland County's Application to the Transportation Alternatives Program for Paint Creek Trail Bridge 33.7 Renovation**

At a regular meeting of the Paint Creek Trailways Commission held on Tuesday, April 19, 2016, the following Resolution was moved by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_:

WHEREAS, the Paint Creek Trailways Commission, an intergovernmental agency, owns, manages, and operates the 8.9 mile Paint Creek Trail in Oakland County, Michigan; and

WHEREAS, the Paint Creek Trailways Commission supports the submission of an application titled "Paint Creek Trail Bridge 33.7 Renovation" to the Transportation Alternatives Program, for the development of a 61' long pedestrian bridge between Dutton and Silver Bell Roads in Oakland Township, Michigan; and

WHEREAS, the location of the proposed project is within the jurisdiction of the Paint Creek Trailways Commission; and

WHEREAS, Oakland Township Parks and Recreation Commission maintains the portion of the Paint Creek Trail within their jurisdiction and will continue maintaining Bridge 33.7; and

WHEREAS, the proposed project, if completed, will be a benefit to the community and the thousands of trail users annually; and

WHEREAS, the proposed development application is supported by the approved 2014-2018 Paint Creek Trail Recreation Master Plan and the 2015-2019 Oakland Township Parks, Recreation and Land Preservation Master Plan;

WHEREAS, the Oakland Township Parks and Recreation Commission has made a financial commitment to the project in the amount of \$156,200, with funds derived from the Oakland Township Parks Millage funds; and,

WHEREAS, if the grant is awarded to the Paint Creek Trailways Commission, we commit the donated amount of \$156,200 from the Oakland Township Parks and Recreation Commission for matching funds in combination with a proposed \$300,000 Michigan Natural Resources Trust Fund grant; and,

WHEREAS, with this resolution of support it is acknowledged that the Paint Creek Trailways Commission is not committing any of their own funds to any financial obligations; and

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT the Paint Creek Trailways Commission of Oakland County, Michigan, hereby supports the submission of a Transportation Alternatives Program Grant Application for the "Paint Creek Trail Bridge 33.7 Renovation" project for the total project cost of \$756,200, and further resolves to make available a local match through financial commitment from Oakland Township Parks and Recreation Commission and Michigan Natural Resources Trust Fund Grant funding of \$456,200 (60%) of a total of \$756,200 project cost, during the 2018/2019 fiscal year.

AYES:

NAYS:

ABSENT:



I, David Becker, Paint Creek Trailways Commission Chairperson, do hereby certify that the foregoing is a Resolution duly made and passed by the Paint Creek Trailways Commission at their regular meeting held on April 19, 2016 at 7:00pm, at 400 Sixth Street, Rochester, Michigan, with a quorum present.

\_\_\_\_\_  
David Becker, Chairperson

April 19, 2016  
Dated



**MEMO**

To: Commissioners, Alternates & Staff  
From: Kristen Myers, Trail Manager  
Subject: Televising Meetings  
Date: April 12, 2016

Chairman Becker has requested updated information regarding the cost of televising of our meetings. I contacted Chris Weagel, Executive Director of CMN. They televise the meetings for the City of Rochester and for Oakland Township. He indicated that they can cover a meeting up to 3.5 hours for \$325 in either location. The meeting will go out on TV live, stream online live and then run on the channel until the next meeting. They will also be available online at the Rochester or Oakland Twp website. As a reminder, if we were to televise our meeting in Orion Township via ONTV, there would be no charge to the Commission.

# **Trail Manager Job Description**

## **Paint Creek Trailways Commission**

### **Rochester, MI**

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The Trailways Commission established an administrative position in the fall of 1991 in response to the increased activity, demand and duties of the Trail that came with increased use. Work is assigned to the Trail Manager by the Commission at monthly meetings or under the direction of the Chairperson. The Trail Manager reports to the Trail Chair.

The Trail Manager shall be conversant with modern office technology, with knowledge of MS Office. The Manager will maintain necessary confidentiality, exercise judgment, and perform a variety of duties requiring knowledge of the Trailways Commission's practices, policies and procedures. The Manager will work both in an office setting and on the trail.

#### **Management Responsibilities**

1. Prepare notices and packets, and review Minutes for monthly Commission meetings.
2. Attend monthly Commission meetings.
3. Inspect Trail for needed maintenance by Member Communities.
4. Administer licenses and use permits.
5. Prepare and submit Grant applications.
6. Administer grants.
7. Lead Master Plan updates and revisions in a timely fashion.
8. Supervise Trailways Bike Patrol and Administrative Assistant personnel.
9. Manage Trail development projects.
10. Manage, oversee, and coordinate events, including volunteers, promotions, and sponsorships.
11. Assist with events and volunteer coordination as needed.
12. Communicate with any contracted staff as directed by the Commission.

#### **Financial**

1. Create and maintain an operations budget. Prepare any required budget amendments. The budget includes commission operations, wages, office supplies and equipment to operate the Trail Manager and Administrative Assistant positions, as well as the Patrol Program.
2. Maintain financial accounts and prepare monthly reports of Commission finances using QuickBooks or other suitable software.
3. Ensure compliance with auditing requirements.

#### **External Relations**

1. Work with Community Park & Recreation Directors regarding maintenance of the Trail.
2. Work with local law enforcement regarding safety of the trail and trail users
3. Cooperate and work with community planners on projects that affect the Trail.
4. Attend Trail, Water, and Land Alliance meetings as the Trailways Commission representative.
5. Assist other trails and trail groups when needed.
6. Organize and supervise volunteer coordination.
7. Act as liaison and provide basic administrative and correspondence assistance to The Friends of the Paint Creek Trail as needed.
8. Coordinate with local municipalities to ensure restrooms are maintained properly.

#### **Public Relations/Publicity**

1. Complete and transmit all required public communications such as phone calls, mail, email, brochures, and media contacts.
2. Make public presentations regarding the Trail.
3. Raise awareness of the Trail in the community through presentations, media and social media.

4. Supervise, develop, and maintain the Commission website, using WordPress or other suitable software or programs.
5. Maintain a social media presence on behalf of the trail.
6. Educate trail users about proper trail etiquette.

**Clerical**

1. Assure that Commission files (hard copy and electronic) are properly maintained.
2. Supervise Administrative Assistant in all the assistant's clerical responsibilities.

**Required Qualifications and Desired Skills**

- Must be able to work with public;
- Must be able to work both independently and cooperatively;
- Must have good organizational skills;
- Must have excellent communication skills;
- Must be physically able to work outdoors and on trail;
- First Aid/CPR certification desirable
- Must own cell phone;
- Must have reliable transportation.
- Knowledge of native plants and/or natural landscaping desirable.

# **Administrative Assistant Job Description**

## **Paint Creek Trailways Commission**

### **Rochester, MI**

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The Administrative Assistant shall be conversant with modern office technology, with knowledge of MS Office. The assistant will maintain necessary confidentiality, exercise judgment, and perform a variety of duties requiring knowledge of the Trailways Commission's practices, policies and procedures. The assistant will work both in an office setting and on the trail.

#### **Clerical Responsibilities:**

1. Compute, compile and record data.
2. Set up and maintain accurate files.
3. Maintain Trailways Commission photo library and news archive.
4. Type and issue temporary permits in accordance with Commission policy.
5. Type letters, reports and forms.
6. Make appointments, arrange meetings and schedules for staff and Commissioners.
7. Answer telephone and email.
8. Receive, record and process citizen complaints and suggestions.
9. Operate office equipment such as, but not limited to: calculator, copier, fax machine, computer, tablet, and smart phone.
10. Assist Trail Manager with agendas, and meeting packets.
11. Type and distribute press releases and related media information.
12. Maintain a working inventory of office supplies and items for sale.
13. Update and help maintain Trailways Commission website.

#### **Analysis and Reporting**

1. Gather information from public sources
2. Prepare reports as required
3. Update records such as, but not limited to, monthly Treasurer's Report, Trailways Commission meeting minutes.
4. Compile statistical data and prepare reports regarding the data.
5. Review draft meeting minutes for corrections.
6. Inspect and observe trail as required by trail manager.

#### **Financial**

1. Prepare invoices for Commission approval.
2. Obtain receipts from vendors.
3. Prepare checks for signing.
4. Deposit Commission payments.
5. Create and update financial records.

#### **Publicity/Public Relations**

1. Raise awareness of trail in community.

## **Events**

1. Plan and execute Trailways community events as directed by Commission.
2. Attend festivals and community events representing the Trailways Commission.
3. Assist in working with Friends group events.
4. Apply for event permits.
5. Work on event promotion, as directed by Trail Manager.
6. Assist in obtaining event sponsorships.
7. Update and help maintain Trailways Commission's social media accounts.

## **Other duties/responsibilities**

1. Perform all Commission related work as directed by Trail Manager and Trailways Commission Chair.
2. Attend Trailways Commission meetings when required.
3. Represent Trail Manager at Trailways Commission meetings as required.

## **Required Qualifications and Desired Skills**

- Must be able to work with public;
- Must be able to work both independently and cooperatively;
- Must have good organizational skills;
- Must have excellent communication skills;
- Experience with WordPress and QuickBooks desirable;
- Knowledge of native plants and/or natural landscaping is desirable;
- Must be physically able to work outdoors and on trail;
- Must be First Aid/CPR certified, or be willing and able to obtain certifications.
- Must own cell phone;
- Must have reliable transportation.

## **Responsibilities in absence of Trail Manager**

The Administrative Assistant must be prepared to perform the duties of the Trail Manager in the Trail Manager's absence. These temporary duties may consist of, but not be limited to:

- Preparing Trailways Commission meeting agendas
- Conducting inspections of trail and arranging for repairs/maintenance as needed
- Attending Trailways Commission meetings and committee meetings
- Assist, and give guidance and instruction to bike patroller



## **MEMO**

To: Commissioners, Alternates and Staff

From: Kristen Myers, Trail Manager

Subject: April Manager's Report

Date: April 12, 2016

Trail use is picking up!

### **Advisory Committee Reports**

There are no advisory committee reports this month.

### **Complaints/Vandalism**

We have had some vandalism in Orion Township near Clarkston/Kern. Vandals have been spray painting on signs and bridge railings. The Oakland County Sheriff's Office is investigating and has leads on suspects. Our thanks to the staff at Orion Township Parks and Recreation for making the police reports, and repairing the damage. We also had a couple complaints about the restroom at Clarkston/Kern. I contacted Parks Director Whatley who indicated the restroom would have a regular cleaning schedule starting last week. I also received a complaint about trash along the trail from Clarkston/Kern to Atwater. A local resident and his daughter volunteered and picked up several bags of trash. Lastly, a daily trail user has complained about horses on the trail, and has asked us to "ban" horses. She may attend the meeting and speak at during public comments.

### **Medical Emergencies/Police/Fire Calls on the Trail**

I am unaware of any police/fire/EMS calls this month.

### **Follow Up**

- **Bridge 33.7 Questions:** Mindy Milos-Dale and I spoke with the engineer and received answers to Mr. McClure's questions. I sent the Commission the information, and provided the answers to Mr. McClure. He appreciated our diligence and willingness to work with him.
- **MNRTF** – I submitted the grant application with supplemental materials on March 30, 2016.
- **MMRMA** – I completed the insurance renewal paperwork.

### **Financial**

- Ramie E. Phillip, Jr., CPA has all of our audit materials. Expect the audit next month.
- Several licensees have still not paid their annual fees yet. DTE Energy still owes us for 2015. I will continue following up on payments, but I'm having difficulty getting answers from DTE.

### **Friends of the Paint Creek Trail**

- The next meeting of the Friends group is on Thursday, April 21 at 6:30pm at the Paint Creek Cider Mill. They will be discussing the Motor City Brew Tour event on May 7. They are selling raffle tickets for \$1 each for a New Belgium Brewing Fat Tire bike, made locally by Detroit Bikes. The bike is valued at \$500. I will have tickets at the meeting if anyone is interested; you

do NOT need to be present to win. The Friends will also be discussing the Garlic Mustard Pull on June 4. All are welcome to attend.

### **Office**

- I will be out of the office on Thursday, April 14 and possibly Monday April 18.

### **Manager's Goals**

#### **Promotion of the Trail:**

- Our Facebook page has 4,248 followers, an increase of 77 since last month
- Our Twitter account has 347 followers, an increase of 16 since last month.
- Our Instagram Account has 74 followers, an increase from 14 last month.
- I was on the trail for 6 hours this month.
- I wrote a newsletter article for Oakland Township's Spring/Summer newsletter
- I wrote a newsletter article for Oakland Township Parks and Rec's Summer newsletter
- I've posted the Garlic Mustard Pull as an event on Facebook. It is getting a positive response
- I will be facilitating the April 21 Trails, Water, and Land Alliance meeting at Oakland County.
- Chris and I have been refilling the brochure boxes and dog waste bag dispensers, and have updated informational items in our kiosks.

### **Future Agenda Items**

- ◆ SE Rochester Property Recommendation
- ◆ License agreement reviews
- ◆ Presentation of a Gift to the Commission by resident Tom Wolf (May 2016).
- ◆ 2016 Labor Day Bridge Walk budget
- ◆ Educational Pathway name
- ◆ 2015 Audit
- ◆ 2016 Audit RFP
- ◆ Garlic Mustard Pull Update
- ◆ 2017 Draft Budget

### **2016 Approved Temporary Permits:**

Rochester College Nursing Association 5K – April 2, 2016 – Cancelled by the Applicant

Run Michigan Cheap – April 23, 2016 – (Admin Approval)

RARA – Earth Day 5K – April 24, 2016 (Tentative Approval)

Cruisin' for the Trails – Motor City Brew Tours – May 7, 2016 (Admin Approval)

Hometown Hustle – Rochester Community Schools Foundation – May 7, 2016 (Admin Approval)

Run Michigan Cheap – July 16, 2016 – (Admin Approval)

Michigan Nature Association 5K Run – October 1, 2016 (Tentative Approval)

Women's Health Run 10 Feed 10 – October 2, 2016 (Tentative Approval)

### **Paint Creek Trail Website Analytics**

In the last 30 days, we had 2,031 unique visitors and 22,580 page views on our website. The top 10 visited pages:

<b>Top Pages</b>	<b>Visits</b>
Paint Creek Trail: Maps	9,632
Paint Creek Trail: Trail Maps	9,018
About Parking	5,693
Maps	5,610
Paint Creek Trail: Home Page	3,625



Paint Creek Trail: Jobs	3,327
Paint Creek Trail: Trail Conditions	3,138
Paint Creek Trail: Location	3,115
Paint Creek Trail: FAQ's	2,974
Paint Creek Trail: History	2,453

## 2016 Goals

## Status

<b>Administrative Goals</b>	
Coordination assistance with Friends of the Paint Creek Trail	Ongoing
Continue ordinance approvals in each community	No progress
Assistance and coordination with Grant Application for Bridge 33.7 (if approved)	Completed
Continue trail etiquette education	Ongoing
<b>Master Plan Goals</b>	
Development of Property in Southeast Rochester (2015)	Ongoing
Development of parking facilities at Marshview Connector (or other location in Oakland Twp) (2014)	No opportunity
Development of additional parking at Gallagher Road (2015)	Not started
Continue wayfinding signage project (Rochester and Village of Lake Orion) (2015)	Not started
Phase 4 - Art Project in Orion Township (2016)	Not started
<b>Planning &amp; Development Goals</b>	
National Trails Day - Garlic Mustard Pull - June 4, 2016	In progress
Labor Day Bridge Walk - Sept 5, 2016	In progress
Development of interpretive materials (native plants, Rochester Art Project)	
Development of Educational side path north of Tienken/Phase 3 Art Project	Ongoing
Memorial Program	Not started
<b>Policies</b>	
Maintenance Memo of Understanding with member communities	Completed
In-Kind Services Memo of Understanding with member communities	Completed
Native Plant Approval Policy	Not started
Conservation Stewardship Policy	Not started
<b>Maintenance</b>	
Assure Restrooms are Maintained	Ongoing
Continue vandalism prevention education	Ongoing
Continue surface maintenance inspections and coordination of repairs	Ongoing
<b>Long Term Goals</b>	
Polly Ann Trail Connection	In progress
Side Parcel Acquisition for parking & trail access	No opportunity
Acquisition of historic resources	No opportunity
Installation of drinking fountain, where appropriate, in each community	No opportunity