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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 September 20, 2016 meeting was called to order by Chairperson Becker at 7:00 p.m.

**Voting Members Present:** Rock Blanchard, Susan Bowyer, Frank Ferriolo, Linda Gamage (*enter 7:13 p.m.*), Kim Russell, Alice Young, Andy Zale

**Voting Alternates Present:** David Becker (*voting until 7:13 p.m.*), Donni Steele (*enter 7:09 p.m.*)

**Non-Voting Alternates Present:** Jim Kubicina, Lynn Loeb, Martha Olijnyk

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

**Voting Members Absent:** Neal Porter

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

**Village of Lake Orion Non-Voting Alternate Absent:** Doug Hobbs

**Others Present:** Kristen Myers, Trail Manager, Chris Gray, Assistant Trail Manager, Sandi DiSipio, Recording Secretary

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

### **APPROVAL OF AGENDA:**

**MOTION** by Russell, seconded by Bowyer, ***Moved***, to approve the September 20, 2016 agenda as presented.

Ayes: All      Nays: None

**MOTION CARRIED.**

**PUBLIC COMMENT:** None

### **CONSENT AGENDA:**

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

b. Treasurers Report – August 2016, receive and file

**MOTION** by Young, 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 \$17,874.18.

In addition to the recorder's monthly fee, this amount includes August 2016 Mounted Patrol Services, refreshments for the grant accessibility workshop, Facebook ad and on-line registration program for the Labor Day Bridge Walk, and 3<sup>rd</sup> quarter wages/FICA for the three part-time staff positions. Estimated unrestricted fund balance is approximately \$90,000.

**MOTION** by Blanchard, supported by Zale, ***Moved***, that the invoices presented for payment are approved in the amount of \$17,874.18 and orders be drawn for payment.

Ayes: All      Nays: None

**MOTION CARRIED.**

**APPROVAL: Southeast Rochester Concept Design Plan Services:** Ms. Myers indicated the Commission requested clarification regarding reimbursable expenses last month, especially with the Design Team +. She contacted all three companies. Rowe Professional services would charge \$100 for a full size mounted board of the concept plan should it be needed. PEA estimated a \$50 total cost for reimbursable expenses. Design Team + reimbursable expenses will not exceed \$150. The Commission was leaning toward Design Team + last month.

**MOTION** by Blanchard, seconded by Young, *Moved*, to contract with Design Team + for \$3,800 plus reimbursable expenses not to exceed \$150.

Discussion: Mr. Zale would like to see how the process will go forward. He wants this part of the trail regularly maintained like the rest of the trail. He's not sure if he's in favor of going forward with design services. Ms. Russell indicated this junction is a three-party component and she would like to have all the parties involved in discussions for input after the concept design is completed, especially the City of Rochester who will be responsible for the maintenance. Mr. Ferriolo commented each municipality is responsible for maintenance of the trail in their jurisdiction and agrees with involving the City of Rochester in discussions about the maintenance responsibility for this portion of the trail. Mr. Blanchard stated the Commission is contracting a company to come forward with a design, but at some point could invite the City of Rochester to review the design with the Commission. Ms. Olijnyk feels it makes sense to invite the people who are going to be maintaining this portion of the trail for their input once the concept is drafted. Ms. Myers added the RFP gave ideas of what they want in this plan, but also made it clear that they were open to the contractor's ideas. Design Team + said they would do a site analysis and evaluation and hold a brainstorming session, so that's probably the time to bring the other players in to look at the preliminary concept design, incorporate their ideas and then present a final plan. The concept should be designed with low maintenance in mind, and the City of Rochester will be kept in the loop throughout this process.

Vote on the Motion:

Ayes: Blanchard, Bowyer, Ferriolo, Gamage, Russell, Steele, Young

Nays: Zale

**MOTION CARRIED.**

**DISCUSSION & APPROVAL: 2016 Audit Proposal:** Ms. Young indicated she has a personal relationship with Mattina, Kent & Gibbons (she pays to use their tax software), would like to participate in the discussion, but will recuse herself from the vote. Mr. Ferriolo and Ms. Russell also use the same firm for income taxes. They will be allowed to vote. Ms. Myers indicated she received three bids for the RFP. One bid was received late, is not included, but came in close to \$8,000. The pricing is close for all three bids. The lowest bid was Gabridge & Company out of Grand Rapids, but there are concerns with travel and reimbursable expenses. Each company was contacted for clarification that the bid amount was set and there weren't any travel expenses. No extra expenses are anticipated for any of the three bidders. All three companies would allow phone calls and consultations about any questions at no extra cost. The bid was put out just for the 2016 audit with an option of five years. All did provide a five year quote. With Mattina, a one year audit would be \$3,900, but if going with a three year or a five year contract, the price was dropped. Gabridge & Company came in at \$3,340, with an option to continue locked in at the same price for additional years. The Commission has been paying Ramie Phillips \$3,600, but his 2016 quote was dropped to \$3,400 with an increase of \$100 per year for five years. All audits will be GASB34 compliant. Ms. Young stated Mattina, Kent & Gibbons is great, but feels the Commission has had Mr. Phillips for several years, his price is competitive, he's very good and knows the system, and feels the Commission should not contract with someone located far away. Gabridge & Company turned in a bid the last time the Commission sent out an RFP and they

were rejected for distance concerns. Ms. Gamage said previous discussions indicated it was good to change auditors every few years, and is in favor of changing auditors for this reason. Ms. Young commented there was dissention in the industry that auditors should be changed every five years, and then they decided if the partner in charge was changed every five years it was OK, and then they have done away with this suggestion altogether because there was so much resistance in changing. Once you have an auditor, most companies want to retain them. Ms. Russell asked how much contact staff has with the auditor – she would like to stay with a local firm as the Commission’s budget is so small. Ms. Myers indicated she talks to the auditor maybe twice a year. Mr. Ferriolo feels the Commission should go with Gabridge & Company, the lowest bidder, for five years. Mr. Kubicina is in favor of going with the lowest bidder, especially with the price locked in for one year or additional years. Mr. Blanchard is in favor in staying with an auditor who is familiar with the Commission, is local, and has done a good job in the past. Ms. Bowyer indicated that Gabridge & Company would be \$1,300 cheaper over the five year period and feels hiring them makes more sense to have this extra money to spend on the trail. Mr. Becker feels Mr. Phillips has done a great job, but agrees with changing auditors to have someone else take a look at the budget. He commented the Commission does not have to commit with Gabridge & Company for a five year contract – additional years are optional at the same price as the first year. If after one year, if the Commission is not happy, they can switch to someone else. Mr. Blanchard indicated the \$1,300 savings with Gabridge & Company is only if the Commission approves the five year contract. If they were hired for only one year, there is not a significant savings.

**MOTION** by Bowyer, seconded by Ferriolo, *Moved*, to contract with Gabridge & Company for auditing services for one year.

Ayes: Bowyer, Ferriolo, Gamage, Russell, Steele, Zale  
Nays: Blanchard  
Abstain: Young

**MOTION CARRIED.**

**REPORT: 2016 Labor Day Bridge Walk & Run:** Ms. Myers reported it was a great event, the weather cooperated. About 400 people participated, the most ever. Thanks to all Commissioners, spouses, children and grandchildren who helped and to the sponsors. The Friends Group raised over \$1,100 through the suggested donation program. The Back to the Beach runners presented the Friends Group with a check for \$1,000 - \$400 was sponsorship and \$600 for another bike fix-it station for Lake Orion. Photos will be posted on the website.

**MANAGER’S REPORT:** In addition to the written report, Ms. Myers reported that Oakland Township Parks and Rec has a contractor completing three stream bank stabilization projects along the trail. One site will be closed for 6 hours and notices are being posted on Facebook. Thank you Oakland Township Parks for completing this work on the trail’s behalf. The \$300,000 TAP grant has been approved. She summarized the scoring for the MNRTF grant application – the Commission scored well, supplemental information needs to be submitted by October 3<sup>rd</sup> and the decision will be made the first week of December.

**COMMISSIONER REPORTS:** Commissioner reports were heard. Staff was thanked for all the work on the Labor Day Bridge Walk event.

**ADJOURNMENT:**

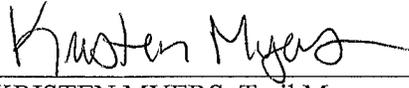
Upon motion by Young, seconded by Gamage, the Chairperson adjourned the Regular Meeting at 8:05 p.m.

Ayes: All Nays: None

**MOTION CARRIED.**

**NEXT MEETING: October 18, 2016 at 7:00 p.m. – Paint Creek Cider Mill**

Respectfully submitted,



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KRISTEN MYERS, Trail Manager

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ANDY ZALE, Trailways Secretary