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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 February 18, 2014 meeting was called to order by Chairperson Becker at 7:00 p.m.

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

Voting Alternates Present: None

Non-Voting Alternates Present: David Becker, Danielle Shurkus

Village of Lake Orion Non-Voting Member Present: None

Voting Members Absent: Neal Porter

Alternates Absent: Mike Bailey, Cathy Daldin, Martha Olijnyk, Richard Schultz, Lisa Sokol, Donni Steele, Michael Webber

Others Present: Kristen Myers, Trail Manager, Sandi DiSipio, Recording Secretary

PLEDGE OF ALLEGIANCE: All rose and recited the Pledge.

APPROVAL OF AGENDA:

MOTION by Young, seconded by Russell, **Moved**, to approve the February 18, 2014 agenda as presented.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:

- a. Minutes – January 21, 2014 Regular Meeting, approve and file
- b. Treasurers Report – January 2014, receive and file
- c. Temporary Permit Request: Hometown Hustle, May 10, 2014

MOTION by Blanchard, seconded by Zale, **Moved**, that the consent agenda be approved as presented.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL OF INVOICES: Ms. Myers presented the invoices in the amount of \$413.84. In addition to the normal monthly expenses, this amount includes one license and checks for Quickbooks and nameplates for new commissioners. All municipalities have paid their 2014 annual contribution and patrol expenses. The estimated unrestricted fund balance is \$61,240.

MOTION by Young, seconded by Thalmann, **Moved**, that the invoices presented for payment are approved in the amount of \$413.84 and orders be drawn for payment.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL: Paint Creek Crawl – June 7, 2014: Ms. Myers gave an update on this event – the Friends Group has been working on the plans for the Crawl on behalf of the Commission. It will be held on June 7th, which is National Trails Day. It will be headquartered at Children’s Park in downtown Lake Orion and has support of the Lake Orion DDA. This year instead of stamping stations, there will be a ride starting in Lake Orion to Rochester where participants will pick up a raffle ticket, ride back to Lake Orion for a lunch. It was asked if riders could start in Rochester, ride to Lake Orion and return to Rochester. Ms. Myers will bring this idea up to the Friends Group for their input. Fun events are planned along the trail. CJ’s Lakeside Grill will be the event sponsor and will provide the lunch at no cost. The Friends are looking to have a bike shop set up a tune-up station. A banner across Flint Street advertising the event is being looked at. It might also be an appropriate time to do the bell give-away event. Recommendations for an etiquette program might be on next month’s agenda for discussion. Sponsors are still being sought. Pre-registration for the ride will be \$25; after the cutoff date the price will be \$30. It is hoped to have 150 participants. Because this is an official Commission event that the Friends Group is handling on its behalf, Ms. Myers is asking for approval to continue planning the event.

MOTION by Russell, seconded by Blanchard, *Moved*, that approval be granted to the Friends Group to proceed with planning the Paint Creek Crawl as outlined by the Trail Manager.
Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION: 2014 Commission & Manager Goals: The Commissioners ranked the goals and Ms. Myers organized them based on total and average scores. They are in order for discussion tonight to see how members want to set the goals for this year. The Commission goals will be discussed first. Two goals were added mid-way into the process – cross country skiing grooming and the intern position (under Manager Goals and on the agenda for discussion next), so possibly commissioners did not weigh in on these goals as they scored low. Discussion ensued on the pros and cons of the grooming issue and past Commission discussions on it. After discussion, Ms. Myers was asked to check with the attorney for an opinion on any liability issues with grooming the trails and also research what would be involved in borrowing equipment and grooming a section of the trail and possible costs. The Chair emphasized that these goals can be changed at any time by vote of the Commission. Discussion then turned to having the Commissioners rank the goals as short-term, mid-term and long-term goals and color code them accordingly. There are also goals listed that are on-going events/things done routinely and some goals can be combined. It was suggested a “comments” column be included the graph to give additional information on how to obtain the goals. It is the consensus that this is a good starting document that can be modified at any time. As far as the Manager Goal list is concerned, Ms. Myers does not have any issues with them.

DISCUSSION: Internship at the Trailways Commission: After last month’s discussion, Ms. Myers started looking into internships. Hours could be 15-20 hours a week from May through September with a few weeks off in between. She suggested the Commission consider a stipend. There is money in the budget that could be used if this is agreeable. As the cost for this is to be taken from the legal line item – it is suggested that Ms. Myers find out what the MMRMA deductible is for legal fees and leave that amount in the line item before using any money for an intern. Ms. Myers’ concern is a computer, as the second one in the office is very old. The Commission does not have an issue with looking into purchasing another computer. The other issue is the type of intern to be used – a parks and recreation intern, an event management intern or a public administration or marketing intern. The job will include everything. It was suggested the job not start until after finals and ends before the start of the next semester. Ms. Myers indicated the schedule can be flexible. The internship can be advertised in all places, not specifying what type of intern is being sought. It is the consensus to pay a stipend to an intern and have their schedule be 15-20 hours a week. The Chair indicated there have been changes in

federal law regarding payment to interns that need to be looked into. Our attorney should be asked what the Commission is obligated to do relative to payment to interns. Rochester Avon Recreation Authority has interns – it is suggested Ms. Myers contact them to see how they handle this. Unpaid internships, earning class credit, should also be researched. Ms. Myers will provide an update next month.

MOTION by Young, seconded by Morita, *Moved*, that approval be given to the Trail Manager to proceed with research into purchasing a new computer for the office.

Ayes: All Nays: None

MOTION CARRIED.

MANAGER'S REPORT: In addition to the written report, Ms. Myers stated she has been working on the new website, hopes everyone has had a chance to review it, and thanked Mr. Zale for his assistance. She asked that everyone add manager@paintcreektrail.org to their address books for correspondence.

COMMISSIONER REPORTS: Ms. Russell did bring up to Rochester City Council the portion of the trail owned by the City (no one was aware of it) and they indicated they want to be included in any kind of bidding process or anything pertaining to this trail segment in the future.

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: March 18, 2014 at 7:00 p.m. – Paint Creek Cider Mill

Respectfully submitted,

KRISTEN MYERS, Trail Manager

ANDY ZALE, Trailways Secretary