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

Voting Members Present: Rock Blanchard, Neal Porter, Alice Young, Andy Zale

Voting Alternates Present: David Becker, Cathy Daldin (*enter 7:04 p.m.*), Martha Olijnyk, Danielle Shurkus (*enter 7:07 p.m.*)

Non-Voting Alternates Present: None

Village of Lake Orion Non-Voting Member Present: None

Voting Members Absent: Linda Gamage, Stephanie Morita, Kim Russell, Maureen Thalmann

Alternates Absent: Mike Bailey, 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: Possible land acquisition was added before the Manager's Report.

MOTION by Zale, seconded by Blanchard, ***Moved***, to approve the March 18, 2014 agenda as amended.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:

- a. Minutes – February 18, 2014 Regular Meeting, approve and file
- b. Treasurers Report – February 2014, receive and file
- c. Temporary Permit Request – RAYA, “Tri Rails to Trails Bike Ride”, August 9, 2014

The RAYA temporary permit request was removed from the consent agenda for discussion.

MOTION by Young, seconded by Blanchard, ***Moved***, that the consent agenda be approved as amended.

Ayes: All Nays: None

MOTION CARRIED.

The question was asked if this is a new event/permit request. Ms. Myers confirmed this is the second year of RAYA's trail event and she has no issues with their request.

MOTION by Daldin, seconded by Porter, ***Moved***, that the temporary permit request for RAYA's Tri Rails to Trails Bike event on August 9, 2014 be approved.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL OF INVOICES: Ms. Myers presented the invoices in the amount of \$10,608.92. In addition to the normal monthly expenses, this amount includes payment to Oakland Township for 1st quarter wages/FICA for the Manager position. The estimated unrestricted fund balance is \$61,240.

MOTION by Blanchard, seconded by Zale, *Moved*, that the invoices presented for payment are approved in the amount of \$10,608.92 and orders be drawn for payment.

Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION – Paint Creek Trail Grooming Program: Ms. Myers contacted the attorney regarding trail grooming liabilities. Generally, he feels it would not increase liability when grooming and maintaining the trail to a certain standard. She also contacted agencies that groom their trails and provided a memo detailing the results. Oakland County Parks indicated it is a lot of work, there is conflict with people walking on groomed trails ruining the tracks for skiers and they don't loan equipment. Same thing with Huron-Clinton Metro Parks; they have dedicated staff and equipment to groom and don't share equipment. Most of these trails are paved, so some of this information may not pertain to our trail as it is limestone. The TART trails have an extensive grooming program, and brand new equipment is around \$145,000. Their annual grooming program is \$40,000 and most is supported by donations from skiers. Ms. Myers has not found anyone willing to share equipment. Discussion occurred, comments included – not having an idea of how many people would be interested in grooming, past winters have been very mild with little snow, more walkers than skiers have been observed this year even with high snow totals, in the most recent survey less than 3% of respondents had interest in grooming – a lot of money to groom if there is not a high demand, conflict with walkers on groomed trails, the attorney's opinion on liability is not very clear, possibly next year we could try to do something inexpensive to see if there is any interest or plan a weekend or evening event specifically for skiers to see how it works out. General consensus is that maybe this program would not work on our trail, as there are other parks more suited for skiers. This issue will be on next month's agenda for any additional input.

DISCUSSION/APPROVAL – 2014 Internship Program at the Trailways Commission: Ms. Myers reported the attorney reviewed this program and indicated the Commission does not have to pay an intern because we are a public sector. Based on the research done on parks and recreation interns, it is mostly based on class credit. Ms. Myers is suggesting the Commission look at doing an unpaid 15 week internship with a \$100 per week stipend, 15-20 hours per week with some weekends and evenings, and flexible start and end time between May 5th and September 5th, based on their academic schedule. The appropriate majors would be parks and recreation, leisure services, event management, marketing or something closely related. The legal budget line item amount of \$2,500 does not have to be carried as it is not necessary for legal services, and there also is \$900 available in trail equipment and audit service leftover, for a total of \$3,400 available for an intern and/or computer purchase expense. There is also the unrestricted fund balance available for consideration. Ms. Myers drafted a job description and posting explaining what will be required and what the intern can expect. The Commission thought the job description was very well done. The discussion then turned to the stipend. In her research, Ms. Myers found if a salary was offered, it was between \$9-10/hour, which is more than the Commission may be able to afford with the current recommended budget. The stipend can be increased if the Commission wants. (\$9/hr. x 15 hour a week = \$135.00/wk.) Questions then arose about the difference in tax implications – if the intern would be served with a 1099 form or if they would be considered a contract employee required to pay taxes. This needs to be clarified by the attorney prior to hiring the intern. The comment was made if we offered a stipend of up to \$3,000 for the internship, we might get better candidates. A motion was made by Blanchard and seconded by Daldin to approve and advertise an internship with up to a \$3,000 stipend (\$200/wk) – said motion was ultimately withdrawn after discussion. The attorney must clarify if the intern will be considered an intern with a 1099 form or a paid employee receiving a W2 relative to tax implications. It was suggested this be postponed until next meeting pending clarification from

the attorney. Ms. Myers would like to post the request now to get the process moving, with clarification from the attorney prior to finalizing hiring someone.

MOTION by Blanchard, seconded by Young, *Moved*, to advertise for an intern authorizing a stipend range between \$1,500 and \$2,500 depending on qualifications, for total internship program hours between 225 and 300, pending attorney's clarification on tax status prior to hiring, with the funds taken out of budget surplus.

Ayes: Blanchard, Daldin, Olijnyk, Porter, Shurkus, Young, Zale
Nays: Becker

MOTION CARRIED.

PURCHASE AUTHORIZATION – Computer & Accessories: Ms. Myers indicated she has been working with Mr. Zale on the computer purchase over the last month, reviewing what is needed and agrees a laptop is a better investment. Total cost is estimated at a little less than \$1,200, but due to shipping and sales incentives, she is requesting a slight cushion to approve up to \$1,500 for the entire purchase. It was suggested that \$1,000 be moved from fund balance into the office and trail equipment line item, and the computer purchase price be taken from this fund. Members of all communities are present to approve this unbudgeted expense.

MOTION by Young, seconded by Daldin, *Moved*, to approve the purchase of the computer and associated amenities for a total not to exceed \$1,500.00 with the money coming out of trail equipment line item after the transfer of \$1,000 from fund balance into this account.

Ayes: All Nays: None

MOTION CARRIED.

LAND ACQUISITION: Ms. Young reported she received an email from Ms. Steele relative to a lot for sale at a price of \$149,000 on Orion Road east of Adams next to the trail which would be a great parking lot for the trail. This lot is close to the Marshview property. Possibly the Oakland Township Parks and Rec might be interested in this property. Ms. Myers was asked to get more information about this parcel for discussion next month during closed session.

MANAGER'S REPORT: In addition to her written report, Ms. Myers reported on the Supreme Court decision on Rail-Trails which may or may not affect the trail. She has been in contact with Mr. Makris about this decision and how this may affect us. More information will be provided if this becomes an issue. Ms. Myers also reported on a conversation she had with Spalding DeDecker with erosion areas on the trail as reported by the Resurfacing Subcommittee – their estimate on a walk-through evaluation of conditions would cost between \$10,000 and \$20,000. The cost of trail re-grading may be a lot less than this estimate.

COMMISSIONER REPORTS: Mr. Porter reported Orion's land purchase along the trail in Oakland Township is going forward and will report on this in the future. Mr. Blanchard questioned the validity of a citizen alternate vote when both the Council representative and alternate are not present, and asked that this issue be placed on a future agenda.

ADJOURNMENT:

Upon motion by Daldin, seconded by Young, the Chairperson adjourned the Regular Meeting at 8:25 p.m.

Ayes: All Nays: None

MOTION CARRIED.

NEXT MEETING: April 15, 2014 at 7:00 p.m. – City of Rochester Municipal Offices

Respectfully submitted,

KRISTEN MYERS, Trail Manager

ANDY ZALE, Trailways Secretary