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**REGULAR MEETING of the PAINT CREEK TRAILWAYS COMMISSION**

Held at the Rochester Municipal Offices, 400 Sixth Street  
Rochester, Oakland County, Michigan 48307

**CALL TO ORDER:** The Tuesday May 20, 2014 meeting was called to order by Chairperson Becker at 7:00 p.m.

**Voting Members Present:** Linda Gamage, Stephanie Morita, Neal Porter, Maureen Thalmann (*enter 7:05p.m.*), Alice Young, Andy Zale

**Voting Alternates Present:** David Becker

**Non-Voting Alternates Present:** Donni Steele

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

**Voting Members Absent:** Rock Blanchard, Kim Russell

**Alternates Absent:** Mike Bailey, Cathy Daldin, Martha Olijnyk, Richard Schultz, Danielle Shurkus, Lisa Sokol, Michael Webber

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

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

**APPROVAL OF AGENDA:** The April 2014 Treasurers Report was removed from the Consent Agenda.

**MOTION** by Gamage, seconded by Young, ***Moved***, to approve the May 20, 2014 agenda as amended.

Ayes: All      Nays: None

**MOTION CARRIED.**

**PUBLIC COMMENT:** None

**CONSENT AGENDA:**

a. Minutes – April 15, 2014 Regular Meeting, approve and file

b. Treasurers Report – April 2014, receive and file

As the Treasurers Report was removed from the consent agenda, only the Minutes are remaining to be approved.

**MOTION** by Young, seconded by Zale, ***Moved***, that the consent agenda be approved.

Ayes: All      Nays: None

**MOTION CARRIED.**

Treasurers Report – Ms. Myers explained there was an error in the report. Under the balance, the wrong checks were listed as outstanding, and Mr. Austin returned his \$50 check which needed to be added. This has been corrected and the amended Treasurers Report was passed out tonight.

**MOTION** by Gamage, seconded by Porter, ***Moved***, that the Treasurers Report be approved and filed as amended.

Ayes: All      Nays: None

**MOTION CARRIED.**

**APPROVAL OF INVOICES:** Ms. Myers presented the invoices in the amount of \$5,322.06.

In addition to the normal monthly expenses, this amount includes the purchase of staff's laptop and associated amenities, 2 Microsoft Office licenses, new letterhead and payment to Mr. Phillips for the 2013 financial audit. The estimated unrestricted fund balance is \$57,845.

**MOTION** by Porter, seconded by Young, *Moved*, that the invoices presented for payment are approved in the amount of \$5,322.06 and orders be drawn for payment.

Ayes: All      Nays: None

**MOTION CARRIED.**

**APPROVAL: Temporary Permit Request – Crossroads Bike-a-Thon, September 13, 2014:**

Ms. Myers introduced Marchann Simon, 2548 Wortham, Rochester Hills, MI, representing Crossroads Pregnancy Center. Between 50 and 100 individuals are expected to participate. They normally host a walk-a-thon; this will be the first biking event. Individual bikers will bike the entire length of the trail beginning in downtown Rochester, and families can bike to the Cider Mill and back. The application fee has been received and insurance paperwork is to be received prior to the event.

**MOTION** by Morita, seconded by Gamage, *Moved*, that the temporary permit for the Crossroads Pregnancy Center event on September 13, 2014 be approved pending receipt of insurance paperwork prior to the event.

Ayes: All      Nays: None

**MOTION CARRIED.**

**WELCOME/APPROVAL: Katie Cooley, 2014 Summer Intern:** Ms. Myers introduced Katie Cooley, who was one of the three finalists interviewed for the position. She started on May 12<sup>th</sup> and also works at Dinosaur Hill. Ms. Cooley has been working on the Crawl event, designing a patch that incorporates the trail logo called the Paint Creek Trail Ambassador Patch for receipt by the Girl Scouts, the Bike Etiquette Program, and will be working on the Labor Day Bridge Walk. Ms. Myers indicated Ms. Cooley was offered the stipend of \$150 per week for 15 weeks, so including FICA, she is asking for approval of \$2,422.13 to fund this position.

**MOTION** by Young, seconded by Gamage, *Moved*, to accept Ms. Cooley as the 2014 Summer Intern and approve funds of \$2,422.13 to support this position.

Ayes: All      Nays: None

**MOTION CARRIED.**

The Commission welcomed Ms. Cooley and everyone is excited to have her assistance for the summer.

**APPROVAL: 2013 Audit:** Commissioners received copies of the audit in the mail and it was also available online for anyone else who wanted to review it. Mr. Phillips found that everything looks great, and expenditures were under budget with almost \$8,000 being transferred into fund balance. The unrestricted fund balance is 63% of trail expenses. Most auditors consider 20-40% adequate. Mr. Phillips found that the Commission is in compliance with managing their budget. Ms. Myers summarized the RFP process the Commission went through last year and indicated Mr. Phillips has a contract for two years, and that this issue will be looked again after that.

**MOTION** by Gamage, seconded by Young, *Moved*, to receive and approve the 2013 Audit.

Ayes: All      Nays: None

**MOTION CARRIED.**

**DISCUSSION/APPROVAL: Pathway Development Concept Plan:** Ms. Myers indicated Rochester Hills has been scheduled for the next Millennium Legacy Trail Art Project. In addition, the Master Plan has included interpretive side paths as a goal. After the passing of David Moutrie, former bike patroller, the Friends group collected over \$3,500 in his memory for a trail project. Ms. Myers is thinking of melding these three ideas together into one project, perhaps developing a small path just north of Tienken near Kings Cove that could be used for an educational display or historical information. She contacted Leah Groya of livingLAB, who facilitated the master plan workshops. She has a lot of experience with these types of projects and displays. Ms. Myers and Ms. Groya walked the area to see if the idea was feasible. No problems were detected in possible development of this site. Ms. Groya was asked to come up with a design and cost proposal for a concept plan to determine if there are any ADA issues, and look at property lines and utility corridors. The proposal for the concept plan would cost \$3,000.

The Commission put aside \$5,000 for a Master Plan project in this year's budget and there is \$3,500 earmarked in fund balance for the Rochester Hills Art Project. The site is about a ¼ mile long, but doesn't necessarily have to be that long. If this is not something the Commission would like to pursue, then some direction needs to be given to the money raised for Mr. Moutrie and what type of project is being looked at. Perhaps a panel of information could be placed there describing who Mr. Moutrie was and why he is being honored. After a short discussion, it is the consensus of the Commission the idea is a good fit, although thought should be given to naming the interpretive side path after Mr. Moutrie. This would set precedent for future requests. Ms. Myers envisions the Friends group taking over the fundraising of this project once the concept plan and guidelines are approved by the Commission, as the Commission will manage the project. As a side note, it was suggested the trail logo be placed on a future agenda for discussion.

**MOTION** by Young, seconded by Thalmann, *Moved*, to approve funding of up to \$3,000 for the development of a concept plan and associated costs by livingLAB for the David R. Moutrie Pathway development.

Ayes: All      Nays: None

**MOTION CARRIED.**

**DISCUSSION: Commission Policy on Voting Alternates:** Ms. Myers explained this issue has been brought up at the last couple of meetings and the Commission requested it be placed on an agenda to determine a policy and review the language that is in the intergovernmental agreement. Section 3 of the agreement as well as Section 4 of the bylaws has been provided to the members. It is the Chairperson's belief that the interlocal determines that the voting sequence of alternates should be done as the Commission has been doing it in the past. It is not true that an elected alternate only takes the place of another elected representative. All alternates are equal in stature and ability to act as Commissioners. The agreement states that member units may appoint alternate commissioners, but it does not put any restriction on the way those commissioners shall be appointed or vote. Also in Section 4C Voting of the bylaws, it states the majority vote of the Commission shall be necessary to take official action, but it does not say anything about how alternates can vote. Each community is entitled to two votes, regardless of whose vote counts. After discussion, it was decided the Commission will continue to count votes as done in the past and if the member communities want to clarify how alternates vote, that is up to them to clarify.

**UPDATE: 4<sup>th</sup> Annual Paint Creek Crawl, June 7, 2014:** Ms. Myers stated as of today, 60 people have registered for the event, which is ahead of last year. The Friends group has secured more sponsors than in previous years. The event is headquartered in Children's Park in Lake Orion. The DDA has been assisting and approval was granted to use the park. It is anticipated 150-200 riders will participate. Deadline for the \$25 registration fee is this Friday, and then increases to \$30. Sponsorship is at \$5,250 - \$2,000 of that is in donated food and gift cards. This year's wicking T-shirt is neon orange with black lettering. Instead of stamping stations, there will be a poker ride – five spots along the trail, participants can pick a playing card, then it's written on a game card and the best poker hand will win. Volunteers are needed, everyone is excited for the event and hopefully Mother Nature will cooperate. Possibly something can be worked out for participants to come from Rochester and return to Rochester. Ms. Myers will bring this idea to the Friends group at their Thursday meeting.

**MANAGER'S REPORT:** In addition to the written report, Ms. Myers stated that Ms. Cooley has been working on the Girl Scout patches, as the \$1,500 grant from Hostelling International was put into the fund balance and 300 patches will cost approximately \$300 – these patches will be ordered so they can be given out starting in the fall as part of the Girl Scout program. Royal Oak Archers has had some issues with trespassers, so they posted no trespassing signs along the trail. Ms. Myers contacted them about removing the signs as they are in trail right-of-way. She will meet with them about problem areas.

**COMMISSIONER REPORTS:** It was suggested a “Scouts Day” event be held in the fall. The new website looks very professional and appears to be much faster. Mr. Zale asked if there was any news about what Rochester wants to do with their bridge – Ms. Myers indicated there is no news as their park director is out right now.

**ADJOURNMENT:**

Upon motion by Young, seconded by Porter, the Chairperson adjourned the Regular Meeting at 8:10 p.m.

Ayes: All      Nays: None

**MOTION CARRIED.**

**NEXT MEETING: June 17, 2014 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