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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 June 17, 2014 meeting was called to order by Chairperson Becker at 7:00 p.m.

Voting Members Present: Rock Blanchard, Linda Gamage (*enter 7:04 p.m.*), Stephanie Morita, Neal Porter, Kim Russell, Maureen Thalman (*enter 7:12 p.m.*), Alice Young, Andy Zale

Voting Alternates Present: Martha Olijnyk (*voting until 7:12 p.m.*)

Non-Voting Alternates Present: David Becker, Donni Steele

Village of Lake Orion Non-Voting Member Present: None

Voting Members Absent: None

Alternates Absent: Mike Bailey, Cathy Daldin, 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: It was requested the discussion on Contracted Services Agreement with the City of Rochester and the approval of the Temporary Permit Request for Michigan Nature Association both be postponed until next month.

MOTION by Young, seconded by Blanchard, ***Moved***, to approve the June 17, 2014 agenda as amended.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:

- a. Minutes – May 20, 2014 Regular Meeting, approve and file
- b. Treasurers Report – May 2014, receive and file
- c. Temporary Permit Request – The Brooksie Way – September 28, 2014

MOTION by Porter, seconded by Gamage, ***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 \$18,505.92. In addition to the normal monthly expenses, this amount includes 2nd quarter wages/FICA for the Manager, Intern and Bike Patroller, and the monthly service fee for the portable restroom at Tienken. The estimated unrestricted fund balance is \$55,723.

MOTION by Young, seconded by Russell, ***Moved***, that the invoices presented for payment are approved in the amount of \$18,505.92 and orders be drawn for payment.

Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION: Orion Township/DNR Property Exchange Easement: There is a memo in the packet explaining this issue. Mr. Porter thought he would have all the paperwork from the engineers and the attorney for tonight, but that didn't happen. He explained Orion Township is closing an escrow tomorrow and the deeds are signed for the property exchange. When the easement agreement for the right of way to the property is received, this issue will be back before the Commission for approval. The documents have been revised as the DNR has asked for a wider access to the trail. In order to secure this, the barn and the property under the barn has been deeded to the DNR. The DNR wants this property for access to Paint Creek and the trail. They will have to build a simple bridge across the creek in order to get to the trail. There is an existing bridge that is used by cars to gain access to the houses located there (there is no legal easement for this driveway), but the DNR doesn't want to use this bridge as they would have to maintain it. The bridge built by the DNR will be their property and their maintenance responsibility. There will be no access to Orion Road for the DNR property. It was suggested a map be included when this issue comes back for approval. It was also suggested that an attorney who is versed in governmental immunity and property law review the easement language before our next meeting and possible approval, as it permits vehicular traffic to cross the trail. The Commission does not want to hold up approval on the property exchange. Orion Township was thanked for the work done on this land exchange.

DISCUSSION: 2015 Draft Budget: Ms. Myers indicated the budget is presented in June for discussion and input, with approval in July and then sent to the communities in time for their budget discussions. Ms. Myers met with the officers on June 6th and discussed needs for the office. She would like to have the intern return if possible next summer as she's doing a great job, to work 15 hours a week for 15 weeks at \$10.50 an hour (a .50 cent increase). The officers also discussed a 3% pay increase for the Manager position. Other minor budget expenses include a new office chair as the Manager's chair is 15 years old and broken. More money was put into office materials and supplies only because there is another person working in the office. The fee for the Tienken Road portable toilet rental has gone up \$5 a month. Per diems have been increased \$175 due to past attendance. The auditing fee will be \$3,600, a savings of \$400. The Oak Route sponsorship will not occur next year because they do the map every other year, a savings of \$500. The 3% increase in the Manager's salary is an increase of \$1,166 and \$89 in FICA. For the part-time seasonal administrative assistant, it is a new line item totaling \$2,363 for wages and \$181 for FICA. The total personnel increase is \$3,800. There are no changes in the trail projects line item - \$5,000 is set aside for next year. Money will be saved next year on the bike patrol position next year as Mr. VanStee will be retiring at the end of the year and wages can return to an entry level of \$10 per hour, a savings of \$861. Additional money was added to the mounted patrol because the county may have increases next year. For revenues, an extra \$993 will be collected due to license fee increases. This will be added to the operating budget. An increase to the four member community's annual contributions to the operating expenses is estimated at \$496 for a total of \$17,045 – this is the same cost the communities paid in 2007. No approval is requested tonight, only discussion. Upon a question about wages, Ms. Myers indicated she had a one time merit bonus of \$1,000 in 2013, and a raise this year (the first wage increase since 2008). The comment was made that the Trail Manager has been very responsible in keeping costs down for the past eight years and it hoped that the elected representatives communicate this information to their communities. It was then suggested that comparative salaries be provided for Trail Managers, so the 3% increase can be justified. Ms. Myers reminded members her position is a part-time position, 28 hours a week, with no benefits or pension. A comment was then made that the Manager works a lot more than 28 hours a week. Ms. Myers indicated her increase historically follows what Oakland Township employees are awarded and this fiscal year, this increase is 3%. Orion Township employees will receive a 3% salary increase next year, Rochester is doing a merit-based raise and some employees will receive double digit

increases with the average being 2.7%, Rochester Hills is receiving a 1% salary increase. The budget will be on the July agenda for possible approval.

REPORT: 4th Annual Paint Creek Crawl – June 7, 2014: Ms. Myers provided a picture collage from the event. There were 170 participants, up 30% from last year. The Friends Group made \$5,200 for trail improvements. The event was very successful and everyone enjoyed the poker ride. Every participant was entered into a \$500 raffle from Paint Creek Bicycles and enjoyed lunch donated by CJ's Lakeside Grill. People rode from Lake Orion to the Rochester Mills and back. Event T-shirts are available for cost. Overall, it was a great event and the weather cooperated. Congratulations to the Friends Group and Ms. Myers for all their work. It was suggested CJ's should be thanked for their lunch donation. The Friends Group has written a letter thanking them for their cooperation. Unfortunately, the tents set up behind the Fire Station were set on fire by a group of vandals. Arson teams are investigating.

MOTION by Porter, seconded by Russell, *Moved*, that the Commission send a thank you letter to CJ's Grill for their support.

Ayes: All Nays: None

MOTION CARRIED.

MANAGER'S REPORT: In addition to the written report, Ms. Myers reported that the City of Rochester Hills dug the trench for the drinking fountain at Tienken, and the City of Rochester completed the water line. There will be a ribbon cutting ceremony after the fountain is installed.

COMMISSIONER REPORTS: Rochester Hills walked the proposed pathway near Kings Cove for the side trail. Oakland Township is still waiting for information about proposed repairs to the Rochester Bridge near Ludlow. Ms. Russell will follow up on this issue.

ADJOURNMENT:

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

Ayes: All Nays: None

MOTION CARRIED.

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

Respectfully submitted,

KRISTEN MYERS, Trail Manager

ANDY ZALE, Trailways Secretary