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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 January 20, 2015 meeting was called to order by Chairperson Becker at 7:00 p.m.

Voting Members Present: Rock Blanchard, Linda Gamage, Kim Russell, Maureen Thalmann, Alice Young

Voting Alternates Present: Dale Hetrick, Martha Olijnyk, Lisa Sokol

Non-Voting Alternates Present: David Becker, Lynn Loeb

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

Voting Members Absent: Stephanie Morita, Neal Porter, Andy Zale

Alternates Absent: Mike Bailey, Steve Sage, Richard Schultz, Donni Steele

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

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

The Commission welcomed Dale Hetrick, the new alternate commissioner representing the City of Rochester Hills.

PLEDGE OF ALLEGIANCE: All rose and recited the Pledge.

APPROVAL OF AGENDA:

MOTION by Hetrick, seconded by Thalmann, ***Moved***, to approve the January 20, 2015 agenda as presented.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA: Ms. Russell did not remove the minutes from the consent agenda, but offered a minor correction. Page 3, Televising Meetings Motion, line 2, add the words “a trial period of” before “three months”.

a. Minutes – December 16, 2014 Regular Meeting, approve and file

b. Treasurers Report – December 2014, receive and file

c. Resolution 15-001, 2015 Trailways Commission Revised Meeting Schedule, approve

MOTION by Russell, seconded by Blanchard, ***Moved***, that the consent agenda be approved as presented with the minor correction to the minutes.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL OF INVOICES: Ms. Myers presented the invoices in the amount of \$1,828.36. In addition to the recorder’s monthly fee, this amount includes Chase Card purchases and the final payment for Oakland County Mounted Patrol services for 2014. The estimated unrestricted fund balance is \$73,000.

MOTION by Young, supported by Olijnyk, *Moved*, that the invoices presented for payment are approved in the amount of \$1,828.36 and orders be drawn for payment.

Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION: 2015 Commission Goals: Ms. Myers indicated that in January, the Commission likes to review the goals and objectives for the coming year. She provided the status of last year's goals and objectives, a few are still in progress and the rest have been completed. A memo was included in the packet suggesting goals for 2015 and input is sought from the members about what to focus on. Last year Mr. Zale provided a spreadsheet for the members to prioritize the goals. The Trail Etiquette/Bike Safety Program and hiring a part-time seasonal bike patroller should be priorities for this year. It was suggested that when the meetings are televised, there be some way of tracking the use to see if it's worthwhile. Ms. Sokol indicated the meetings are posted on YouTube as well as the municipal channel and she will check to see if tracking use can be accomplished. It was also suggested the meetings be put on the Commission website, which can be tracked. It may be time for another user survey. Ms. Myers was asked to research the cost; knowing a portion of fund balance could be utilized towards this effort. It was suggested that the goals be split out by year according to what is in the Master Plan. The list could also be organized by subject, i.e., planning and development, maintenance, programs and events, etc. Some of the items could then be objectives in support of the goals. For the benefit of new members, Ms. Myers explained the Recognition Program and the Memorial Program development. The goals should be tied to budgeted amounts dedicated to achieving that goal. Ms. Myers explained that most goals don't have money associated with them, as they are coordination issues that aren't costing the commission other than the Manager's staff time, but she could list the known costs for certain issues. There should be a section on this list for long term goals, so they are still on the radar. A Conservancy/Stewardship Policy should be considered and some of these goals could be organized under that subject. Ms. Myers will reorganize the list, noting which ones are included in the Master Plan, send it out via email to the members for prioritization, and have discussion at the next meeting.

DISCUSSION: 2015 Subcommittee Assignments: Ms. Myers explained there has been a lot of change in members the last couple of years and feels this is a good time to revisit subcommittee membership to work on current projects. The Personnel Subcommittee will consist of the four officers. She asked the commissioners what they have time to volunteer for. A lot of work is done by email, occasionally there is a meeting. The commissioners that are absent will be contacted for their commitment. Mr. Hetrick indicated Ms. Morita would like to serve on the Rochester Hills Art/Pathway Project. Mr. Hetrick volunteered for the Trail Etiquette Subcommittee. Ms. Thalmann volunteered for the Recognition and the Memorial Program Subcommittees and would like to continue on the Trail Restroom Subcommittee. Ms. Russell is interested in serving on the Etiquette and the Development of S.E. Rochester Subcommittees. Ms. Gamage offered her assistance on the Recognition Subcommittee and the Development of Interpretative Materials Subcommittee; she would like to continue on the S.E. Rochester Development Subcommittee. Ms. Sokol volunteered for the Native Plant Subcommittee. Mr. Blanchard volunteered for the S.E. Rochester Development, the Polly Ann Trail Connection Subcommittees and would like to continue on the Rochester Hills Pathway Project Committee. Ms. Olijnyk offered assistance with the Recognition Subcommittee and the Interpretative Materials Subcommittee; she volunteered for the Labor Day Bridge Walk also. Ms. Young volunteered for the Paint Creek Crawl and Labor Day Bridge Walk. Ms. Loeb offered help with the Memorial Program and the Native Plant Subcommittee. A quarterly schedule of planned meetings should be published. Something should be put on the website relative to community volunteer opportunities. A subcommittee should be formed for the Stewardship Project; possibly asking the Friends Group and/or Paul Miller to look into this issue. Ms. Myers will update the

subcommittee list and contact the members who were absent tonight to ascertain their interest in serving.

DISCUSSION: Attorney Scope of Services: Ms. Myers indicated in November the Commission discussed a possible RFP for attorney services that the current pro-bono attorney couldn't handle. She put together a lengthy RFP, but the thought was to go back to our attorney to see what he is not comfortable doing and go from there. A memo was provided outlining his services. Our attorney is not comfortable with the most common things this Commission would probably need an attorney for. The question is, now that we've got his input, how does the Commission want to proceed with the five items we may need help with in the future. After discussion, it was agreed to develop an RFP with a cover letter explaining exactly what the Commission is looking for above and beyond the pro-bono attorney's assistance, send this out to prospective respondents, and review the RFP's that are returned. Instead of the five bullet points we're asking assistance for, it could be four – delete the second point, and reword the fourth point to be “property/real estate law, including encroachments and easements; unless it involves a discrete environmental related question”. Ms. Myers will draft the cover letter and RFP for the Commission to approve at the next meeting. The Personnel Committee could help with drafting this document if they meet prior to the next meeting. Ms. Morita could also be contacted for her suggestions in this endeavor.

UPDATE/DISCUSSION: Educational Pathway Project north of Tienken: Ms. Myers indicated she met with the Rochester Hills Parks Director Mr. Hartner last week to discuss plans for the educational pathway project. A memo relative to the concept design map and cost estimate was included in the packet. They discussed the scope of the project and possible changes to the surface. There is already a footpath that residents have been using off the trail. Side path interpretative sites are included in the Master Plan, Rochester Hills is next in line for a cultural enhancement/art project, and there is money that was given in memorial for former bike patroller, Dave Moutrie, for an educational project. Three ideas are involved in this concept. Tienken Road has been under construction last year, and will be again this year. Dan's Excavating is the contractor doing the work. There have been flooding issues with the Road Commission and the contractor, and they are aware of the impact to the trail this project has had. There are thoughts that instead of the Commission going out for a large grant project, that development of this path can be mostly done in-house by Rochester Hills. They are thinking that Dan's Excavating might be open to the idea of doing the earthwork for the Commission. Because of all the construction on Tienken tearing up the asphalt, they thought they could recycle it into crushed asphalt like what is used on their portion of the Clinton River Trail. Instead of the path being limestone, it would be the crushed asphalt, which has had a lot of success. Mr. Hartner wanted this idea brought to the Commission to see if they had an interest in going this route and if it's something that could be considered. Ms. Myers likes the idea because it is a lot less expensive. She likes the idea of having a different surface because it shows a different use from the trail. There still will be money involved for the surface, but the contractor could do the earthwork and Rochester Hills' crews could lay the crushed asphalt. The biggest cost of this project is the surfacing. After discussion, it is the consensus of the Commission that this is a great idea and that Ms. Myers not pursue a grant at this time. The life expectancy of the surface is at least 10 years and Rochester Hills will be in charge of maintenance. Perhaps the contractor could assist with a pad for the restroom as their workers are using this facility. Ms. Myers will check into this possibility and bring more information next month. Rochester Hills was thanked for their assistance in this endeavor.

DISCUSSION: Trail Crossings/Crosswalk Evaluation: Ms. Myers indicated Ms. Russell brought this issue up last month – that the Clinton River Trail had done some crosswalk

evaluations and asked if the Commission had ever completed this project, to which the answer was no. Ms. Russell asked that this issue be tabled until she has more information as she is not prepared to discuss it tonight. This issue can be added to a future agenda.

MANAGER'S REPORT: In addition to her written report, Ms. Myers informed the members that former Commissioner Art Phillips passed away last week, he was 84 and a former Oakland Township Parks Commissioner. The Friends of the Clinton River Trail is having their annual meeting January 27th at the Auburn Hills Public Library – all are invited.

COMMISSIONER REPORTS: Mr. Hetrick thanked the Commission for his welcome. Ms. Thalmann reported the Oakland Township Parks and Recreation Master Plan indicates they will be working on the Marshview connector - the Orion Road parking lot. In 2017, they will be working on wayfinding signage. On January 29th Oakland Township Parks and Recreation will host an open house regarding the Master Plan.

ADJOURNMENT:

Upon motion by Young, seconded by Gamage, the Chairperson adjourned the Regular Meeting at 8:40 p.m.

Ayes: All Nays: None

MOTION CARRIED.

NEXT MEETING: February 17, 2015 at 7:00 p.m. – Paint Creek Cider Mill

Respectfully submitted,

KRISTEN MYERS, Trail Manager

ANDY ZALE, Trailways Secretary