



4393 Collins Road
Rochester, MI 48306
(248) 651-9260
(248) 601-0106 (FAX)
www.paintcreektrail.org

Paint Creek Trailways Commission Meeting

Tuesday, April 21, 2015 7:00 PM

City of Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48307

MEETING AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment**
5. **Consent Agenda:**
 - a. Minutes: Regular Meeting, March 17, 2015
 - b. Treasurers Report – March 2015
6. **Approval of Invoices**
7. **Discussion:** Proposals for As Needed Attorney Services
8. **Approval:** Purchase Authorization – Computer Tablet
9. **Discussion:** 2015 Trail Maintenance schedule
10. **Discussion:** Clarkston/Kern Restroom Maintenance
11. **Update:** Paint Creek Crawl – June 6, 2015
12. **Update:** Rochester Undeveloped Property Subcommittee Report
13. **Manager's Report**
14. **Commissioner Reports**
15. **Adjournment of Meeting**

Next Regular Meeting: **May 19, 2015 – City of Rochester Municipal Offices**

Enclosures: March 17, 2015 Draft Minutes
March 2015 Treasurer's Report
Agenda Summary
Memo: Proposals for As Needed Attorney Services
Spreadsheet – Attorney Proposals
Relevant Information – Attorney Proposals
Memo: Purchase Authorization – Computer Tablet
Memo: 2015 Trail Maintenance Schedule
Memo: Clarkston/Kern Restroom Maintenance
April Manager's Report

Agenda Summary

April 21, 2015

1. Call To Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment
5. **Consent Agenda:**
 - a. **Minutes: Regular Meeting, March 17, 2015**
 - b. **Treasurer's Report – March 2015**
6. **Approval of Invoices**
7. **Discussion:** Proposals for As-Needed Attorney Services
Summary: I received seven proposals in response to the RFP for As Needed Attorney Services. I made a comparison in a spreadsheet, and summarized relevant information from each proposal. Commission needs to decide next step. See memo in your packet.
Desired Action: Discussion/Direction
Budget Impact: None.
8. **Approval:** Purchase Authorization – Computer Tablet
Summary: Last month, the Commission discussed expanding their social media presence with Instagram. As it cannot be done on a desktop or laptop, they requested I research prices for an iPad that can be used for social media and other tasks. The memo is in your packet.
Desired Action: Approval
Budget Impact: Minor. There is \$500 in the Office Equipment budget, and \$250 left in the Office furnishings budget.
9. **Discussion:** 2015 Trail Maintenance Schedule
Summary: I met with the trail maintenance staff from each community on April 8th and 9th to discuss the trail surface, and plans for trail maintenance. See memo in your packet.
Desired Action: Discussion
Budget Impact: None.
10. **Discussion:** Clarkston/Kern Restroom Maintenance
Summary: During my meeting with trail maintenance staff, we had much discussion about the restroom at Clarkston/Kern, and the issues we are having there. Orion Township Parks Director Aaron Whatley advised that they can only fund two cleanings a week with the parks budget. We both agree that it needs cleaning four times a week. We need to discuss funding options. See memo in your packet.
Desired Action: Discussion/Direction
Budget Impact: Unknown.
11. **Update:** Paint Creek Crawl – June 6, 2015
Summary: I will give a brief update of our National Trails Day event.
Desired Action: Receipt of Report.
Budget Impact: None.
12. **Update:** Rochester Undeveloped Property Subcommittee Report
Summary: Chairman Becker will provide an update on the subcommittee's findings and activities.
Desired Action: Receipt of Report.
Budget Impact: None.

13. **Manager's Report** - included in your packet.
14. **Commissioner Reports**
15. **Adjournment of Regular Meeting**

Next meeting May 19, 2015 – City of Rochester Municipal Offices



4393 Collins Road
Rochester, MI 48306
(248) 651-9260
(248) 601-0106 (FAX)
www.paintcreektrail.org

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 17, 2015 meeting was called to order by Chairperson Becker at 7:00 p.m.

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

Voting Alternates Present: None

Non-Voting Alternates Present: David Becker, Lynn Loeb, Martha Olijnyk, Lisa Sokol, Donni Steele

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

Voting Members Absent: None

Alternates Absent: Mike Bailey, Dale Hetrick, Steve Sage, Richard Schultz

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

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

PLEDGE OF ALLEGIANCE: All rose and recited the Pledge.

APPROVAL OF AGENDA:

MOTION by Zale, seconded by Porter, **Moved**, to approve the March 17, 2015 agenda as presented.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:

- a. Minutes – February 17, 2015 Regular Meeting, approve and file
- b. Treasurers Report – February 2015, receive and file

MOTION by Young, seconded by Russell, **Moved**, to approve the consent agenda as presented.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL OF INVOICES: Ms. Myers presented the invoices in the amount of \$345.00. In addition to the recorder's monthly fee, this amount includes a Chase Card purchase for the annual membership to the Michigan Recreation and Parks Association. The estimated unrestricted fund balance is \$73,000.

MOTION by Blanchard, supported by Thalmann, **Moved**, to approve the invoices presented for payment in the amount of \$345.00 and orders be drawn for payment.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL: Temporary Permit Request – Rochester College SNA: Run SNA, March 28, 2015: Ms. Myers explained the applicant is in the hospital, and she will explain the request. The event is a 5k run, starting at Gallagher Road, south to Dutton Road and back. They expect 50-100 participants and understand the trail surface may not be dry. All funds raised will go toward a mission program to provide medical services in a foreign country. They will provide the insurance paperwork and application fee. Ms. Myers has no issues with the event. The Cider Mill is aware of it.

MOTION by Blanchard, seconded by Thalmann, *Moved*, to approve the temporary permit for the Run SNA event on March 28, 2015, pending receipt of the application fee and insurance paperwork.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL: Temporary Permit Request – Frank Race Mgt.: Run Michigan Cheap, April 25, 2015: Ms. Myers indicated she has not received insurance or the application fee, but does not see any issues with the event. Mr. James Frank, 10745 E. Surry Rd., Clare, Michigan, the applicant, stated he plans these types of events to allow participants to compete at low costs. He teams up with local schools or teams, and is paired with the Rochester Hills girl's soccer team for this run. He donates a share of the proceeds to them to help fund their program. The 5k, 10k or half-marathon race will start behind the Rochester Municipal Park, go north and return to the same place. He explained he is a "for profit" organization, and will donate 10-15% of the proceeds to the trail, and 20% to the participating soccer team. It was suggested the donation information be indicated on the application form. It was noted there is an Earth Day Festival setting up in the Rochester Municipal Park the same weekend, so parking may be an issue. Mr. Frank will look into this issue and will be sending information to the participants about where to park. It was suggested Mr. Frank contact Rochester about parking, may wish to consider a different starting point for his event, and attach a copy of the letter that will be sent to event participants to the permit application. Ms. Myers mentioned that the organizers of Earth Day are always looking for a running/cycling event to have as part of their event, so there may be a way to work the Run Michigan Cheap event into the Earth Day event. Mr. Blanchard is reluctant to approve the permit because of incomplete donation information and other events on the same day. He asked that a calendar of events be provided to the Commission.

MOTION by Zale, seconded by Thalmann, *Moved*, to approve the temporary permit for the Run Michigan Cheap event on April 25, 2015, pending receipt of the application fee and insurance paperwork.

Ayes: Gamage, Morita, Porter, Russell, Thalmann, Young, Zale

Nays: Blanchard

MOTION CARRIED.

APPROVAL: 2015 Recognition Subcommittee Recommendations: Ms. Myers said the subcommittee recommended three individuals to be recognized this year – former Commissioner Ravi Yalamanchi serving from 2007 until 2013, current and soon to be former Commissioner Alice Young serving since 2004, and the retired bike patroller, Dennis VanStee, serving for the last three years. Each person will receive a pewter spike in a shadow box, and their names will be added to the perpetual plaque. The request is not to exceed \$200, and there is money in the budget to cover this expense.

MOTION by Blanchard, seconded by Porter, *Moved*, to approve the Recognition Subcommittee Recommendations for the three above named Commissioners, recognition to be given at an award ceremony on June 6, 2015 in conjunction with the Paint Creek Crawl event.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL: Job Descriptions: Ms. Myers reported that the Personnel Subcommittee has reviewed the job descriptions for the bike patroller and the administrative assistant positions.

They are recommending approval with a budget amendment to add \$840 to wages and \$64.26 to FICA for the bike patroller position to cover October. If approved, Ms. Myers would like to post both positions in April.

MOTION by Blanchard, seconded by Young, *Moved*, to approve the job descriptions as presented and to fund the positions through the end of October via a budget amendment.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL: 2015 Oakland County Sheriff Office Mounted Patrol Contract: Ms. Myers received the contract from the County. In the past, the Commission has signed a three year contract, but because of wage negotiations, the County only wanted to present a one year contract. Next year, there will probably be a three year contract for consideration. The contract has been sent to the attorney for review, and he has recommended approval. In section 14(h), it is suggested that the Trail Manager, as well as the Commission Chairperson, be designated as the “Commission Agent” for communication purposes.

MOTION by Blanchard, seconded by Russell, *Moved*, to approve the 2015 Oakland County Sheriff Office Mounted Patrol Contract with the understanding that the Trail Manager, as well as the Commission Chairperson, is designated as a Commission Agent to act on behalf of the Commission for this contract.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL: Orion Township Letter of Support – MNRTF Application: Ms. Myers stated there is a letter from Orion Township Supervisor, Mr. Barnett, requesting a letter of support for their Michigan Natural Resources Trust Fund application for the Clarkston Road connector, adding pathway from Pine Tree Road to the Polly Ann Trail. This will further help the connectivity between the Paint Creek Trail and the Polly Ann Trail. Ms. Myers drafted a letter of support for the project. Mr. Porter and Ms. Steele summarized the project for the members.

MOTION by Russell, seconded by Blanchard, *Moved*, that the Commission approve the letter of support for Orion Township’s proposed grant application as presented.

Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION/APPROVAL: Trail Etiquette Program: Ms. Myers provided a spreadsheet of ideas the subcommittee has talked about. The idea of installing trail etiquette signs has been removed from consideration. Other ideas for educating trail users about etiquette in 2015 include creating trail courtesy zones in June and October each year and placing etiquette information on temporary signs in strategic locations along a one mile stretch for a one month period; creating and distributing etiquette brochures at events; and including an etiquette and safety page on the trail’s website. Perhaps a bookmark, a card, or a snap bracelet could be developed in lieu of a brochure and handed out to reward positive behavior. The reverse side could list sites of interest, restaurants or businesses along the trail – they may be willing to sponsor and help pay. The bike patroller could possibly advise where trail hot zones are to be used in conjunction with the courtesy zones and temporary signage. Partnering with the Rochester Police Department’s Open House to educate users on etiquette was suggested. Regarding community outreach, there will be a trail etiquette/bike safety tent at the Crawl event, giving out bike bells. The Girl Scout Ambassador Program should be continued, possibly adding a Boy Scout program in 2016. Trail Ambassador stickers could be given out to children/parents attending an etiquette briefing at events. Relative to the section identify and demonstrate property etiquette, a YouTube video contest about trail etiquette offering a \$250 prize could be investigated, and creating and distributing cotton T-shirts describing proper etiquette on the back could be explored. Selling wicking T-shirts with etiquette labeled on the back could also be developed and sold on a trial basis. The bike patroller shirt could have etiquette rules on the back. There are budget implications with some of the ideas. There is \$750 budgeted this year for promotional items,

there is also \$1,000 budgeted for a bike safety and bells program, but that is contingent upon receiving a grant. The Friends Group could be a funding source. What's talked about tonight is about \$1,500 for this year, not including the wicking shirts. Attorney fees should be added into the budget for the YouTube video contest because releases need to be drafted for the people who submit videos. Ms. Myers will contact our pro-bono attorney to see if he can handle this. After discussion, the Commission agreed to let the subcommittee move on with their proposed etiquette program and to make an official request of the Friends Group to help with funding. Assuming there are no additional attorney costs, the \$250 prize for the YouTube contest will be included in the budget, but if there are additional costs, the \$250 should not be included in the budget and the motion should return for reconsideration. It was suggested the prize be "up to \$250".

MOTION by Morita, seconded by Blanchard, *Moved*, to approve the subcommittee move forward with the proposed etiquette program contingent upon hearing back from the attorney on what needs to be done for the video contest, that the Friends Group be asked for funding assistance of \$1,000, and that the budgeted cost not exceed \$1,750.

Ayes: All Nays: None

MOTION CARRIED.

MANAGER'S REPORT: In addition to the written report, Ms. Myers reported she worked with the City of Rochester Hills to get information on attorneys that might be interested in the RFP – they supplied 96 names of firms. The RFP was sent to them, as well as posted on the website. Conditions of the trail are posted on the website. Tienken will be closed between Livernois and the trail as of March 23rd. Ms. Myers is waiting for information on whether the Tienken parking lot will be closed. It was suggested that temporary signage be placed at the Ludlow crossing relative the Tienken Road closing. It was asked if an Instagram account could be used on a tablet, as the Trail Manager doesn't wish to use her personal cellphone to set up Instagram, and the program can not be used on a desktop computer. A tablet could be used for some of the Manager's work, so the possible purchase of a tablet should be on a future agenda for discussion.

COMMISSIONER REPORTS: The drinking fountain should be opened in April, a ribbon cutting and promotion will take place. The etiquette subcommittee was thanked for their work. Ms. Thalmann reported that her book, Petticoat Surgeon – the Extraordinary Life of Dr. Bertha Van Hoosen, has been published. Mr. Porter reported the Oakland Township property deal has been closed, Orion Township now owns the land and is in final negotiations with the DNR on the transfer.

ADJOURNMENT:

Upon motion by Young, seconded by Gamage, the Chairperson adjourned the Regular Meeting at 8:35 p.m.

Ayes: All Nays: None

MOTION CARRIED.

NEXT MEETING: April 21, 2015 at 7:00 p.m. – Rochester Municipal Offices

Respectfully submitted,

KRISTEN MYERS, Trail Manager

ANDY ZALE, Trailways Secretary



MEMO

To: Commissioners & Alternates
From: Kristen Myers, Trail Manager
Subject: Proposals for As-Needed Attorney Services
Date: April 15, 2015

We received seven proposals in response to our RFP for As-Needed Attorney Services. I created a spreadsheet “snapshot” to do an “apples to apples” comparison, and also summarized the relevant information in each proposal.

The Commission needs to decide the next step. Does the Personnel Subcommittee want to review each proposal and choose firms to interview? Or does the Commission want to choose who to interview based on the information in the packet? In my opinion, based on reading each proposal, there are 2-3 that stand out and are worthy of being interviewed.

RFP - As Needed Attorney Services

April 13, 2015

Firm	Location	Principal Attorney	Hourly Rate	Associate Hourly Rate	Flat Fee	Misc Billing Info
Clark Hill PLC	Detroit, MI	Douglas R. Kelly	\$225	n/a	n/a	Quoted hourly fee is a discounted rate
Foster Swift Collins & Smith PC	Farmington Hills, MI	Lisa Hamameh	\$125	n/a	Needs more info for flat fee	0.10 hour increments. No separate charge for secretarial, overtime or overhead. \$150/hr for civil
Kitch Drutchas Wagner Valitutti & Sherbrook	Detroit, MI	Michael J. Watza	\$250	\$150-\$250	Needs more info for flat fee	
Laidler & Zielinski, PLLC	Lake Orion, MI	Kevin Laidler	\$75, (normally \$100, but is avid trail user)	n/a	\$250 for common matters like contract reviews	\$100 per meeting fee
Ogne, Alberts & Stuart, PC	Troy, MI	Harrison C. Stackpole	\$200	\$175.00	\$25,000	0.10 hour increments; combo of hourly and flat fee? \$5,000 annual retainer
Oliver Law Group	Troy, MI	Alyson Oliver	\$200	\$150 Associates, \$75 paralegals	Needs more info for flat fee, willing to discuss	0.10 hour increments
Pentiuk, Couvreur & Kobiljak, PC	Wyandotte, MI	Randall A. Pentiuk	\$150	n/a	n/a	

**RFP – As Needed Attorney Services 2015
Relevant Information**

<p>Clark Hill PLC Douglas R. Kelly, Attorney</p> <ul style="list-style-type: none"> • Mr. Kelly is a member of the International Right of Way Association • Experience with utility & private licenses, including railroad, property & real estate law, Right of Way and Easements, General Municipal Law, including intergovernmental agreements, contracts, professional service agreements, and contracts 	<p>Municipal Experience:</p> <ul style="list-style-type: none"> • Oakland County Water Resources Commission • Ingham County Drain Commission • Calhoun County Water Resource Commission • Gratiot County Drain Commission • City of Lansing
<p>Foster Swift Collins & Smith PC, Lisa Hamameh, Attorney</p> <ul style="list-style-type: none"> • Experience with utility & private license agreements, zoning, land use & planning, real estate & construction law, General Counsel, open meetings act, litigation & appeals, labor employment & employee benefits, environmental law, bond counsel & public finance. 	<p>Municipal Experience:</p> <ul style="list-style-type: none"> • White Lake Twp • Hartland Twp • City of Cadillac • City of Potterville
<p>Kitch Drutchas Wagner Valitutti & Sherbrook Michael J. Watza, Attorney</p> <ul style="list-style-type: none"> • Special Program Counsel for the MMRMA • Detroit Business Top Lawyer – Energy, Government, and Product Liability • Experience with governmental, healthcare, telecommunications, energy, securities fraud, gaming, and insurance. 	<p>Municipal Experience (partial list):</p> <ul style="list-style-type: none"> • PROTEC (Gov't telecommunications/utility/Rights-of-Way intergovernmental agency) • Royal Oak • Pontiac • Troy • Novi • Washington Twp • Michigan Municipal League • Michigan Townships Association • Intergovernmental agencies: <ul style="list-style-type: none"> ○ Conference of Western Wayne ○ Conference of Eastern Wayne ○ Mid-Michigan Area Cable Consortium
<p>Laidler & Zielinski, PLLC Kevin Laidler, Attorney</p> <ul style="list-style-type: none"> • Avid trail user, lives in the area • Experience with general litigation, court of appeals, municipal law, contracts, zoning • Served on Lake Orion Village Council from 1994-1998, Orion Cable Commission, Lake Orion Village Parks & Recreation Committee, Orion Rotary, Orion Cable Public Access Commission, Orion Chamber of Commerce Board of Directors. 	<p>Municipal Experience:</p> <ul style="list-style-type: none"> • MML Legislative Liaison • City of Pontiac Litigation Attorney • Pontiac School District Litigation Attorney • Village of New Haven Litigation Attorney • Litigation attorney against Detroit, Inkster, Huron Twp, Dearborn, and others.

<p>Ogne, Alberts & Stuart, PC Harrison C. Stackpole, Attorney</p> <ul style="list-style-type: none"> • Experience with utility/private license agreement negotiation and preparation, property/real estate law, including encroachments & easements, general municipal law and contracts. • Concentrated areas of practice include: corporate/commercial, real estate, estate planning and probate, domestic relations, insurance, sports law and litigation (plaintiff and defendant) 	<p>Non-Profit Experience:</p> <ul style="list-style-type: none"> • Golf Association of Michigan • Michigan Harness Horsemen’s Association
<p>Oliver Law Group Alyson Oliver, Attorney</p> <ul style="list-style-type: none"> • Experience with FOIA, Municipal Law & representation of governmental entities, Americans with Disabilities Act, contracts, real estate law, and commercial litigation. 	<p>Municipal Experience:</p> <ul style="list-style-type: none"> • Contract attorney services for Oakland County • Contract attorney services for Pontiac • Contract attorney services for Waterford
<p>Pentiuk, Couvreur & Kobiljak, PC Randall A. Pentiuk, Attorney</p> <ul style="list-style-type: none"> • Municipal Law Firm. Experience with FOIA, Open Meetings Act, Legal Opinions, Charter amendments, planning & zoning, drafting agreements. • Class counsel challenging MDEQ’s Storm water Permits. 	<p>Municipal & Nonprofit Experience (partial list):</p> <ul style="list-style-type: none"> • City of Riverview • Allen Park • City of Taylor • City of Melvindale Corporation Counsel • South Huron Valley Utility Authority • Detroit Rescue Mission Ministries • Downriver Community Conference • Garden City DDA • Jackson Housing Commission



MEMO

To: Commissioners & Alternates
From: Kristen Myers, Trail Manager
Subject: Purchase Authorization – Computer Tablet
Date: April 15, 2015

The Commission requested that I research the cost of an iPad to increase our social media presence. I reviewed several models, and have chosen a mid-level model that should serve the Commission's needs for years to come. I am recommending the Commission purchase an iPad Air 2, 64GB (WiFi Only) for a price not to exceed \$600. It also comes in a 16GB model that is a little less expensive (\$100 less), and 128GB model that is significantly more expensive (\$300 more).

The iPad will be used to start an Instagram account, and will be used for Twitter and Facebook as well. It can also be used for events, and to take video. I expect it will be helpful while doing inspections along the trail, to document issues

There is \$500 in the Office Equipment budget, and \$250 left in the Office furnishings budget to cover the cost.



MEMO

To: Commissioners & Alternates
From: Kristen Myers, Trail Manager
Subject: 2015 Trail Maintenance Schedule
Date: April 15, 2015

I met with all trail maintenance staff from each member community on April 8th and 9th. The discussions were very productive, and we all agreed that an annual meeting would be beneficial. Here is a summary of the items that were discussed:

- **Trail Surface** – All agreed the trail surface needs some improvement. Each community will re-grade by the end of April or beginning of May, depending on the weather and other department duties. We discussed different equipment options, but the group decided that a DR grader would be the best. Others had the potential to cause damage. If the DR grader does not do the job, a box grader might be considered.
- **Trail Parking Lots** – gravel parking lots along the trail will also be graded. Some parking blocks might be replaced.
- **Restrooms Cleaning Schedule** – Rochester Hills will place a portable restroom in the Tienken parking lot, and it will be cleaned twice a week. Orion Township has enough in their budget to clean the Clarkston/Kern restroom twice a week. Through discussions, we agreed it needs more cleaning. See next memo in your packet.
- **Vandalism** – I asked each community to notify me and to make police reports if any vandalism or graffiti is found along the trail. There are some areas in Orion Township that have been vandalized with graffiti this year. They will clean it up. In addition, Orion Township, the DNR and I will get together to discuss clear-cutting some areas on DNR property that will remove the anonymity of some of the loiterers who are vandalizing the area.
- **Mowing Schedules** – Rochester will regularly mow the trail with in-house staff. Rochester Hills will mow twice a year with in-house staff, but the area around the Tienken parking lot will be mowed more often with contracted staff. Oakland Township will mow bi-weekly from April through June, then monthly from July through October with contracted staff. Orion Township will mow once a month with in-house staff.
- **Tienken Construction** – We discussed the impact of the Tienken construction project on the trail and maintenance concerns.
- **Patrols** – I gave an overview of the Patrol program and inspection schedule
- **Trail Events** – I gave each community a list of major events with dates and requested coordination of maintenance activities prior to each event.



MEMO

To: Commissioners & Alternates
From: Kristen Myers, Trail Manager
Subject: Clarkston/Kern Restroom Maintenance
Date: April 15, 2015

It's that time of year again! Our restroom is being used (and abused) more frequently now. Orion Township Parks has enough in their budget for twice a week cleaning. Through discussions, we agree that it needs more. With heavy use, and a lot of vandalism, the restroom has become a burden. Our game plan:

- Signs will be placed on the building that indicate it is under surveillance due to vandalism.
- Cameras will be placed on the outside.
- We will ask the Sheriff's office and our mounted patrol to increase patrols. I may be requesting that the Commission divert some mounted patrol funds to County Park Bike Patrol which could be used at certain times for the Clarkston/Kern area. They are quicker, and more efficient than horses for this situation.
- Cleaning - If we want the building cleaned more, our Orion Township representatives may have to ask their Board of Trustees to amend their current budget. If that is not possible, the Commission will have to decide whether to fund additional cleanings out of fund balance.
- Orion Township is rightfully concerned about the long term cost of maintaining this facility. We have discussed whether it can be moved, and if there is another option for placement. So far, the only option would be to move it closer to Adams Road in Oakland Township, **IF** property becomes available. Orion Township provided the match money for the purchase of the facility, so they would need to keep that in mind. No one wants to have to close this facility, but it may become an option. We would have to contact the DNR to find out if and how it could be done, because it was funded partially with MNRTF money.



MEMO

To: Commissioners, Alternates and Staff

From: Kristen Myers, Trail Manager

Subject: April Manager's Report

Date: April 15, 2015

Committee Reports

The Rochester Undeveloped Property Subcommittee has a report on the agenda.

Complaints/Vandalism

I have not received any complaints this month. However, upon doing inspections, I found a lot of graffiti in Orion Township and in the City of Rochester. I'm putting the final touches on my inspection report this week and will distribute it when complete.

Medical Emergencies/Police/Fire Calls on the Trail

I am unaware of any emergencies or police/fire calls on the trail.

Follow Up

- **Cruisin' for the Trails Ride – May 2**
Motor City Bike and Brew Tour's charity ride is coming together well. I received the one day liquor license, and 150 tickets have already been sold. Proceeds benefit Friends of the Paint Creek Trail and Friends of the Clinton River Trail.
- **Tienken Road Construction**
The Tienken Road Construction project is in full swing. While doing my inspection, I noticed the Tienken Trail Parking lot is closed. I will keep you posted.
- **Job Postings**
The seasonal administrative assistant and bike patroller positions were posted on April 1. They are on our website, and I did some promotion on Facebook. I also posted both on the MRPA website, and mitalent.org. I will be contacting the personnel committee soon to coordinate interviews. Administrative Assistant applications are due April 16 at 3:00pm, and bike patroller applications are due April 30 at 3:00pm. There has been a lot of interest in the bike patroller position.
- **Tienken Drinking Fountain**
The City of Rochester will be testing the drinking fountain and turning it on sometime in the next week or so. I am waiting to plan the ribbon cutting until some of the construction mess is over. I will let you know when it will take place.

Financial

- Expect the 2014 audit report on May agenda.

Friends of the Paint Creek Trail

- The next Friends meeting will be at the Paint Creek Cider Mill on Thursday, April 23, 2015 at 6:30pm. The meeting is open, and all are invited to attend. They are working on their 5th Annual Paint Creek Crawl. I've secured \$6,500 (A 100% increase from last year!) in sponsorships so far. Our deadline has passed, but there is still a little time for more sponsors to confirm. If you know of any businesses that may be interested in sponsoring, please let me know. The levels are \$1,000, \$500, and \$250. I have a sponsorship packet I can mail or email to you that details the sponsorship program.

Manager's Goals

Promotion of the Trail:

- Our Facebook page has 3,379 followers.
- Our Twitter account has 228 followers
- I will be speaking about the trail at the Rochester Junior Women's Club on April 16.
- I wrote a newsletter article for the Oakland Township Spring/Summer Newsletter
- I wrote a newsletter article for the Oakland Township Parks & Recreation Commission Spring/Summer Newsletter
- I was on the trail 5 hours this month.

Future Agenda Items

- ◆ SE Rochester Property Recommendation
- ◆ License agreement reviews
- ◆ Naming policy
- ◆ 2014 Audit
- ◆ Performance Review - Trail Manager

Approved Temporary Permits:

Rochester College SNA – Run SNA – March 23, 2015

Frank Race Management – Run Michigan Cheap – April 25, 2015

RARA – Earth Day 5K Fun Run – April 26, 2015 (Admin Approval)

Frank Race Management – Run Michigan Cheap – April 25, 2015

Cruisin' for the Trails – Motor City Brew Tours (3rd year) – May 2, 2015 (Admin Approval)

Hometown Hustle – Rochester Community Schools Foundation – May 9, 2015 (Admin Approval)

A Beautiful Mind 5K Run/Walk – American Liberty Financial - June 20, 2015

Brooksie Way Half Marathon – September 27, 2015 (Admin Approval)