REGULAR MEETING of the PAINT CREEK TRAILWAYS COMMISSION
Paint Creek Cider Mill
4480 Orion Road, Rochester, MI 48306

CALL TO ORDER: The Tuesday, October 16, 2018 meeting was called to order by Chairperson Becker at 7:00 p.m.

Voting Members Present: Rock Blanchard, Susan Bowyer (enter 7:20 p.m.), Frank Ferriolo, Linda Gamage, Donni Steele, Hank Van Agen
Voting Alternates Present: David Becker
Non-Voting Alternates Present: Martha Olijnyk
Village of Lake Orion Non-Voting Member Present: Brad Matheson
Voting Members Absent: Kim Russell, Jeff Stout
Alternates Absent: Chris Barnett, Robin Buxar, Ben Giovanelli, Chris Hagen, Lynn Loebs, Jenny McCardell
Village of Lake Orion Non-Voting Member Absent: None
Village of Lake Orion Non-Voting Alternate Absent: Vacant
Others Present: Chris Gray, Assistant Trail Manager, Melissa Ford, Incoming Trail Manager, Sandi DiSipio, Recording Secretary

PLEDGE OF ALLEGIANCE: All rose and recited the Pledge.

APPROVAL OF AGENDA:
MOTION by Blanchard, seconded by Gamage, Moved, to approve the October 16, 2018 agenda as presented.
Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: Mr. Joe Young, Village of Lake Orion Manager, 21 E. Church St., came forward and stated that thanks to Orion Township renovating the Fire Station #1 and the DDA, they now have a 19 space parking lot, inside public restrooms and a drinking fountain in the back toward the Art Center. Signs are not yet in place, but it’s available. The restrooms will be open year round. Congratulations to everyone involved in this effort. This should be included on the next printing of the trail brochure.

CONSENT AGENDA:
a. Minutes – September 18, 2018 Regular Meeting, approve and file
b. Minutes – September 18, 2018 Special Joint Meeting, approve and file
c. Minutes – October 4, 2018 Special Meeting, approve and file
d. Treasurers Report – September 2018, receive and file

The Chair pointed a correction has already been made and approved by the Oakland Township Parks and Rec Commission to the September 18, 2018 Joint Meeting Minutes – a copy has been provided to the members, and there is no reason to pull this item off for discussion of that matter.
The September 18, 2018 Joint Meeting minutes were subsequently removed from the Consent Agenda for discussion.

**MOTION** by Blanchard, seconded by Ferriolo, *Moved*, to approve the Consent Agenda as amended.

Ayes: All  Nays: None

**MOTION CARRIED.**

Correction to September 18, 2018 Special Joint Meeting: On page 7 – in the motion by the Trailways Commission, remove the words "with an anticipated deficit of $102,257".

**MOTION** by Ferriolo, seconded by Van Agen, *Moved*, to approve the minutes of the Special Joint Meeting as amended.

Ayes: All  Nays: None

**MOTION CARRIED.**

**APPROVAL OF INVOICES:** Ms. Gray presented the invoices in the amount of $8,570.35. In addition to the recorder's fees for three meetings, this amount includes the 3rd quarter Staff's shared copier costs, Foster Swift Collins & Smith legal services for September and October for the Village of Lake Orion review, Mannik Smith invoices for the Bridge engineering, and September and October invoices for resurfacing engineering, Oakland County Mounted Patrol invoice for September, and office supplies. Estimated unrestricted fund balance is approximately $100,000.

**MOTION** by Blanchard, supported by Gamage, *Moved*, that the invoices presented for payment are approved in the amount of $8,570.35 and orders be drawn for payment.

Ayes: All  Nays: None

**MOTION CARRIED.**

**INTRODUCTION:** *Melissa Ford, Paint Creek Trail Manager*: Chairperson Becker introduced Ms. Ford, the new Trail Manager who will be starting on October 23rd. She is very excited to be on board, is happy to be in this position, and looks forward to having a great working relationship with everyone. The Commission welcomed Ms. Ford and stated they can’t wait to have her on board.

**DISCUSSION:** *2019 Draft Budget*: Mr. Becker indicated there is a memo from Ms. Myers regarding the budget in the packet and opened the floor for discussion. Ms. Steele commented on the mounted patrol and spending $10,000 for this expense. She’s never seen the patrol on the trail, and feels spending money on regular patrol would seem a better service. Having someone to clean the bathrooms or resurfacing the trail seems more important - more enhancements to the trail versus the mounted patrol. This is a large portion of the trail budget, and it concerns her.

Mr. Van Agen commented the mounted patrol is a large portion of the budget. He sees the patrol on Sunday mornings. They are a great presence and a lot of people like them out there. The patrol times are probably not as conducive to preventing vandalism because that happens in the evenings. He feels the Commission could look at scaling back the patrol hours. When patrol is out, everyone steps in line with trail etiquette, but it’s a huge portion of the budget that is hard to define that we’re getting the value for it. Mr. Ferriolo agrees, but before we do anything, we should find out what their schedule is. Maybe this is somewhere the Commission can save a few dollars, or redirect dollars. This is something the Sheriff’s Department does over and above their normal delivery of services to the municipalities. What are we supporting, and who else is supporting this operation? Perhaps we should ask for a presentation of what they do, so we can appreciate if we’re really helping something in addition to having the service, or not. Mr. Blanchard agrees, and feels the Commission should ask for a presentation. Rather than slashing the budget, we should take a better look at the program this year and see what’s going on. Ms. Steele commented that Orion pays Oakland County Patrol $10,000 per year to patrol the lake on the weekends, so they get a lot for that payment. She also suggested purchasing a copier for the office, rather than pay for maintenance. Ms. Gray indicated she can look into this, but as a person
who operates the copier, staff had a lot of packets this year with many, many pages. To do this on a desktop copier is not adequate as it won’t accommodate the job. It is nice to be able to use the shared copier because it can handle the large jobs. The shared copier has been worth the money budgeted. Mr. Van Agen indicated the shared Park’s copier is being looked into, and it’s a contention with that Commission as well. They are working on getting better rates for it. Mr. Ferriolo added that the Parks Commission did look into this a few months ago. He reviewed the contract, and at the time from their perspective, was fair. That doesn’t mean something can’t be better. It’s a pretty fair deal for all involved to share in a big copier for the price. Back to the Mounted Patrol, Mr. Becker commented he feels it’s critical for the Commission to make sure we don’t appear to be compromising safety on the trail. He is not against decreasing the hours, but would not vote for that without a careful review of what it would do in terms of compromising safety. The Patrol is paid for by the municipalities in proportion to the amount of trail within their communities. Ms. Gamage agrees that the Commission needs to look into the Mounted Patrol, and asked if staff receives reports. Ms. Gray explained when the invoice is received, there is just a breakdown of the hours they were there. Ms. Gamage asked if a report is done outlining what they experienced while patrolling. It will be difficult to make decisions if we don’t have information about what they are covering. Perhaps for the upcoming year, the Commission could ask for that information. Ms. Olijnyk remembers there is a minimum amount of hours listed in their contract, so this also needs to be reviewed. Ms. Gamage is happy to see that something was put in for the Master Plan, as this is a significant amount of work. In the revenue, she is curious about the $114 operations increase (.006%) from each member community – why this amount? Ms. Gray does not know where that number came from. Ms. Gamage is OK with leaving the increase at .006%, and would not be opposed to making it a 1% increase, as in previous years, there was no increase. She would just like to be able to justify the increase if asked. Mr. Ferriolo indicated that since the Recording Secretary agreed to stay on board if new equipment is purchased, he suggested that be incorporated into the office supply budget for the Commission to own their own machine. Mr. Becker indicated the Personnel Committee will suggest something like this, but hasn’t made a formal recommendation yet. Mr. Blanchard said if the Commission is willing to do this, perhaps money is available this year rather than next year. Ms. Gamage is trying to find potential prices for recording equipment but there are different things out there. Ms. DiSipio indicated she has looked into equipment, and found a recorder/transcriber for about $700, plus the necessary tapes. Mr. Van Agen said the Commission is taking in $13,493 for patrol services. Ms. Gray stated this includes the bike patrol services. Ms. Steele commented there is a bike patrol police officer available for hire as well. Mr. Young stated that normally a budget shows the prior year actual, the current year’s estimate along with the projected 2019 budget. He feels this would be helpful to know. Mr. Blanchard is not sure it’s included in the interlocal agreement, but he would like to consider the per diem stipend; it’s been $35 for 20 plus years. We’ve had a lot of extra meetings this year, and would like to entertain a slight increase in per diems. Mr. Ferriolo feels the same way, as Oakland Township hasn’t had an increase in 20 plus years. It’s appropriate to review this every once in while. Commissioners commented on what their municipality Board members are paid for meetings. Mr. Becker indicated the interlocal agreement dictates what the members may be paid. He suggested the attorney look at this language. Ms. Gamage stated the per diem line item is a significant portion of the budget, and suggested the Personnel Committee look into this issue and come back with some recommendations. Ms. Olijnyk commented the interlocal states the members may be paid, which means they don’t have to get paid, but if they do, it’s a flat fee of $35. She’s not in favor of increasing it, as a lot of members are here for the enjoyment and service aspect of it. Mr. Becker commented that the unrestricted fund balance is going take a hit of potentially $65,000 in the coming year because of the engineering for the trail resurfacing, the observation deck and the bridge project. To have a fund balance of this amount proved to be a prudent financial management, as there were questions whether it should be this large. The budget will be revised
for possible approval in November or December, and a presentation should be scheduled by the Oakland County Sheriff’s Department. Regarding the construction work proposed by the OPC, Mr. Van Agen asked if any money would be available. Ms. Gamage doesn’t believe any money is available for the trail – there was $80,000 allocated by Rochester on the Soave Observation project. Rochester City Council asked their staff to determine how this money will be spent, but Soave had come up with a suggested plan – some of it would be on trail parking to make a trailhead. Bids have come in to the Clinton River Trail 2-4 times higher than anticipated for these amenities, so they need to figure out what to do moving forward. There could be a bit of opportunity, but there are rules about the project being adjacent to the Soave project.

UPDATE: Resurfacing: Ms. Gray indicated the members were provided an email from Kevin McDevitt of Mannik Smith Group. When the staff received the second invoice from them, she asked for specific information on what that was for. The email addresses this invoice. Attached is a billing showing where they are with the budget remaining, and how much they’ve invoiced us to date on various projects, including resurfacing. They say they are almost 92% completed on the resurfacing engineering. Since the staff received this email 2 hours ago, Mr. Becker suggested the Commission follow up with more details next month. Ms. Gray reported that according to the summary, we are good on the budget. Mr. Blanchard asked if the deck plans, resurfacing and other trail projects will be ready for the November meeting as they want to let the bids out in January. More clarification will be available at the next meeting.

MANAGER’S REPORT: Ms. Gray had nothing to add to the written report.

COMMISSIONER REPORTS: Everyone welcomed Ms. Ford as the new Trail Manager. Ms. Gamage chatted with Fred Phillips from the Clinton River Trail regarding the Soave property, so they might need some signoff from the Commission for some of the work, perhaps a sign on trail property that indicates how and why it belongs to the trail. She would like our Commission work together with the Friends of the Clinton River Trail – they are celebrating their 15 year anniversary in 2019, and are hoping for resolutions from their communities to support their anniversary. She suggests a resolution from the Commission in support of this. It has also been brought to Ms. Gamage’s attention that Solaronic (we have a license agreement with them) is selling their property. She suggests that moving forward, the Commission get the property back, so it’s not lost in the transaction. There is a proposal for a pocket neighborhood of 30-40 homes. This is adjacent to Dinosaur Hill as well as the trail. Ms. Steele reported that the path from M-24 to the Polly Ann Trail has been completed.

ADJOURNMENT OF REGULAR MEETING:
MOTION by Gamage, seconded by Bowyer, Moved, to adjourn the Regular Meeting at 8:15 p.m.
Ayes: All Nays: None

MOTION CARRIED.

NEXT MEETING: November 20, 2018 at 7:00 p.m. – Paint Creek Cider Mill

Respectfully submitted,

[Signatures]
CHRIS GRAY, Assistant Trail Manager
HANK VAN AGEN, Secretary