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

CALL TO ORDER: The Tuesday, December 17, 2019 meeting was called to order by Vice-Chairperson Blanchard at 7:00 p.m.

Voting Members Present: Rock Blanchard, Frank Ferriolo, Linda Gamage, Steve Sage, Donni Steele, Jeff Stout, Hank Van Agen, David Walker

Voting Alternates Present: None

Non-Voting Alternates Present: Theresa Munglioli, Martha Olijnyk (*enter 7:08 p.m.*), Clara Pinkham

Village of Lake Orion Non-Voting Member Present: None

Voting Members Absent: None

Alternates Absent: Chris Barnett, David Becker, Robin Buxar, Ben Giovanelli, Chris Hagen

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

Village of Lake Orion Non-Voting Alternate Absent: Vacant

Others Present: Melissa Ford, Trail Manager, Chris Gray, Assistant Trail Manager, Kim Russell, Former Commissioner, Sandi DiSipio, Recording Secretary

PLEDGE OF ALLEGIANCE: All rose and recited the Pledge.

APPROVAL OF AGENDA:

MOTION by Gamage, seconded by Walker, ***Moved***, to approve the December 17, 2019 agenda as presented.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:

- a. Minutes – November 19, 2019, Regular Meeting, approve and file
- b. Treasurers Report – November 2019, receive and file
- c. Resolution #2019-002, 2020 Meeting Schedule

MOTION by Gamage, seconded by Sage, ***Moved***, to approve the Consent Agenda as presented.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL: Officer Elections: As Chairperson Becker is not present, Mr. Blanchard explained he and Mr. Becker communicated via email - usually the Commission tries to elect someone from each community to serve as officers. Mr. Becker had indicated he wanted to step down as Chairperson, and was considering serving as Vice-Chairperson. The Treasurer is currently Ms. Steele, and the Secretary is Mr. Van Agen, who will not be here next year. Mr. Becker had suggested Ms. Pinkham for Secretary, and she said she would entertain this. We need

to elect a Chairperson. Mr. Blanchard was considering serving for another year, but he wanted to decline and let someone else serve. In response to a question, Ms. Ford indicated to her knowledge, there is nothing in the bylaws requiring that officers represent each community. Mr. Blanchard asked if anyone would like to be Chairperson. Ms. Steele and Mr. Blanchard suggested Ms. Olijnyk, but she is not present yet. Mr. Ferriolo feels there should be a rotation of the Chair, no disrespect, and he's happy that Mr. Becker is not leaving, as the Commission is losing a lot of talent. He's depended on members with a lot of experience and history. He agrees that the four represented municipalities serve as officers, and feels Oakland Township Parks should continue to have representation. Mr. Ferriolo suggested that Mr. Simon, who will be filling Mr. Van Agen's seat, would be appropriate for Secretary. Mr. Blanchard said Mr. Becker was considering Vice-Chairperson in order to help the new Chair, and he suggested Mr. Van Agen serve as Chair. Mr. Van Agen stated he was considering this, but his work situation will not allow this. He hopes his replacement would be open to being an officer, but not the Chair. He doesn't want to appoint Mr. Simon without him being present.

MOTION by Steele, seconded by Van Agen, *Moved*, to table this item until the January meeting, and allow the current officers to serve tonight and next month.

Discussion: Mr. Ferriolo would like to hear the Commission's opinion on electing officers from each community, or if there are other alternatives. At this point, Mr. Blanchard introduced Mr. Sage, representing Rochester, and Mr. Walker and Ms. Mungioli, both representing Rochester Hills as the new Commissioners for next year. Mr. Blanchard is fine with tabling this item until next month – we also need to know if each community is required to serve as officers. Ms. Gamage supports having each community represented as officers, but it is not in the bylaws. The Executive Board serves as the Personnel Committee, and it's fair to have representation from each community. Ms. Gamage feels Ms. Olijnyk would be an excellent Chairperson, and would be happy to serve as Secretary. Ms. Olijnyk is now present, indicated Mr. Becker contacted her about being Chairperson, but she respectfully declines due to her work schedule. Mr. Ferriolo suggested Mr. Blanchard consider serving as Chair for the next year. Mr. Blanchard would like to see someone else step into the role. Mr. Ferriolo indicated Mr. Becker indicated he would serve as Vice-Chair, and if Mr. Blanchard is the Chair, Mr. Simon is Secretary, we only need a Treasurer – he would nominate Ms. Steele; all four communities are represented. He's not sure if this needs to be tabled for a month. Mr. Blanchard said we have two people for Secretary – Ms. Pinkham was asked if she would be interested, and Mr. Simon, Mr. Van Agen's replacement, is not present. He's not comfortable with voting on this tonight without Mr. Simon in attendance.

Mr. Blanchard Called the Question for the vote.

Vote on the Motion:

Ayes: All Nays: None

MOTION CARRIED.

UPDATE: Louis Carrio, President, Friends of the Paint Creek Trail: Mr. Louis Carrio presented an update. There was good attendance at their December meeting, including four new members. The plans for the 9th Annual Cruisin' for the Trails event were finalized for May 2, 2020, and Mr. Carrio summarized the route. They are in need of a raffle item, so he will contact Detroit Bikes to help with a bike. In the past, a bike was donated, which enhanced fund-raising. The registration will be limited to 150 participants. Main Street Bike Shop will participate with bike repair capabilities, and maybe donated items. There will be about \$1,500 raised by participants for the event, which is much less than previous years. At the Friends meeting Ms. Ford updated the Group about the proposed signage – they are supportive. There was an update on the Moutrie Garden project, plantings proposed for the spring. Elections were held, and there is an opening for Treasurer, as Ms. Young can no longer serve. Five meetings have been scheduled for next year. The Commission thanked Mr. Carrio for his update.

MOTION by Steele, seconded by Gamage, *Moved*, to receive and file the Friends' report.
Ayes: All Nays: None **MOTION CARRIED.**

DISCUSSION & APPROVAL: Recognition Committee Recommendations/Resolution

#2019-003 – Honoring Kristen Myers: Ms. Gamage indicated the Committee met and recommendations are included in a memo. A resolution of appreciation drafted by Ms. Olijnyk for Ms. Myers is also included in the packet. The Committee felt it was important to finalize recognition for Ms. Myers for her years of service. It is proposed she be presented with a spike in a display box and her name on the living plaque. Donations will be collected for a separate gift from the Commission if members are so inclined. The Commission intended to do this when Ms. Myers originally left, but it fell through the cracks, not for the lack of appreciation. A few years ago guidelines were set up for recognition, and the Committee would like to continue with the same plan. They are also recommending Kim Russell, Lynn Loeb and Susan Bowyer be recognized with a spike in a display box and their names on the living plaque for their service. A certificate of appreciation is also proposed for the Ralph C. Wilson Foundation and the Community Foundation of Greater Rochester for all their assistance, as the guidelines state a spike should only be given where there is a physical location for display. The Committee is proposing recognizing Ms. Myers at the January meeting, if everything is in order. The certificates of appreciation can be given to the recipients following Commission approval, and the spikes can be presented at either the National Trails Day event or the ribbon cutting for Bridge 33.7. Ms. Russell suggested the Pollinators Group be recognized. Ms. Olijnyk indicated this group would be looked at next year once the Moutrie Garden is completed. Once this project is complete, Ms. Gamage feels Wiegand's Nursery should also be considered next year. Ms. Gray found a typo in the resolution – 3rd Whereas, first line, add the word "for". The Committee was thanked for their work in recommending the recognition recipients.

MOTION by Sage, seconded by Van Agen, *Moved*, to approve the resolution for Ms. Myers as amended.
Ayes: All Nays: None **MOTION CARRIED.**

MOTION by Steele, seconded by Stout, *Moved*, to accept and approve the Committee's recommendation for recognition as presented.
Ayes: All Nays: None **MOTION CARRIED.**

UPDATE/DISCUSSION & APPROVAL: Bridge 33.7: At the last meeting, the Commission asked for additional quotes for the railings. Ms. Ford approached six different fence companies, and none of them wanted to do the project or are able to do the work. We only have the two bids from C.A. Hall for \$7,351.04 which includes mobilization, and one from WCI for \$12,000. She spoke to the DNR in regards to the project to see if we had to do anything for them, and they said as long as we use the same contractor, the only thing required is to submit a change order. If we switch contractors, then there would be an additional level of approval that would need to occur. Oakland Township Parks was asked if they could do the work, but they declined due to liability. A drawing of how the railings will look is included in the packet. The money to cover the railings will come out of the Wilson Foundation funds. There is enough money left to cover all the additional projects, including potentially having to pay for slope restoration. Ms. Steele asked if Oakland Township paid for part of the railing timber. Ms. Ford responded yes, and they've already approved C.A. Hall doing the work contingent upon Commission approval.

MOTION by Ferriolo, seconded by Van Agen, *Moved*, to approve the change order for \$7,351.04 to allow C.A. Hall to fix the railing problem problems with the bridge.
Ayes: All Nays: None **MOTION CARRIED.**

Ms. Ford continued indicating the other issue is with the slippery surface on the bridge, which is still being investigated by Mannik Smith. They haven't found any solutions. A memo is in the packet listing the options available. She spoke with the Risk Manager at MMRMA and he recommends that we immediately put up safety signage on both sides of the bridge (appropriate examples are included in the packet). They sent out a Risk Control Consultant to view the bridge, and he will be drafting up a report, as he discovered some other issues - the gap between the bridge surface and the trail itself is wide and the bolts on the bridge surface are domed instead of recessed. They also indicated they are available at the start of projects, rather than asking them out after completion. The signs will be ordered from the Rochester Hills Sign Shop, as they will do signs up to \$1,500 per year. Mr. Stout commented Orion Township's bridges have the same slipperiness, and this is just a matter of signage as it's like a slippery overpass. The signage is just what we need to do. As far as sign location, they will be placed on posts before the entrance to the bridge so people have time to stop or slow down. They will be placed after the first of the year. Ms. Olijnyk suggested keeping a tally of additional costs because of Mannik Smith, so we can go back to them about the costs to the Commission. If it's significant enough, we may want to have a conversation with them about it. Ms. Russell reiterated that the Commission has had so many issues with the contractor - Rochester was to get an idea of what to do with their bridge, and this project has been such a struggle. We need to list out the issues the Commission has had with this project, because we can learn from them. As for the surface, Mr. Blanchard doesn't know what materials can be put on the bridge. Ms. Ford said there's a bigger issue of how it's applied, how often and who would be responsible. Mr. Blanchard is opposed to a coating. Mr. Ferriolo asked if some material is placed on the bridge, would it help to accelerate the wear to get a better grip, other than leave it without anything. Ms. Ford is not sure about this. Mr. Van Agen agrees with placing the signage and doesn't agree with putting any material on the bridge itself. Let the winter elements do their damage on the surface and see what it's like in the spring. We selected the surface because of its longevity.

MOTION by Steele, seconded by Gamage, *Moved*, to approve the purchase of the safety signs and placement installation according to the standards.

Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION & APPROVAL: Revised Signage Design Concepts: Ms. Ford passed out several different quotes for the signs. The Committee met last week to discuss the designs and get up to date with discussions with the DNR. We have a grant from the DNR to pay for the signage project, and she spoke with them. Last month, Ms. Ford reported that LAP was suggesting that they would like the Commission to extend their contract to help with the bidding and overseeing the project. The DNR would prefer their funds not be used for this effort; they would like the Commission to focus on getting the wayfinding and kiosks done with the funds in place now. She asked them if the Commission has to go to bid for the grant, and it's not a requirement. She received quotes from the companies that originally responded for the design portion of the project. Two were provided tonight, as well as a revised bid from the Rochester Sign Shop reflecting their cost without installation. The Rochester Hills Sign Shop declined, as the project is beyond their capabilities. She also talked to Ms. Milos-Dale about combining the project with Oakland Township Parks, but they will not be doing their project until after April 1st - our project ends April 31st. The two bids are from Veres Environmental Graphics and Sign, who will be doing the manufacturing of Oakland Township Parks signs, and from Signs by Crannie. Four different quotes were provided by Veres - they recommended that we do the signs in aluminum as opposed to steel, which was what LAP recommended, because they would last longer. There would be future rust issues with steel signs. The aluminum signs would look exactly how LAP wants the signs to look, but would have a longer lifespan. Signs by Crannie also quoted aluminum signs. There was also one other sign company, which was Bill Carr Signs, who will submit a quote tomorrow. Mr. Blanchard is in favor of aluminum signs and asked if we

have the funds to complete what is proposed with the kiosks and wayfinding signs. Ms. Ford said she doesn't think we would be able to do the full number of signs proposed. The number of signs was changed when the signage committee met to differ from what LAP recommended. The committee suggested 15 wayfinding signs and 9 information kiosks, but when priced out it would be higher than budgeted. The grant is for \$30,000 and \$3,000 has already been spent on the design portion. Ms. Olijnyk commented Ms. Ford spoke with the DNR who is OK with us spending the grant even if we don't get all the signs that were originally put in the proposal. Ms. Ford added the DNR is not doing another round of grants this spring, so we would have to find the rest of the funding on our own. Mr. Blanchard asked how much it would be if we just do the kiosk and wayfinding signs. Ms. Ford is not sure. Ms. Russell said there is so much signage on the location signs. The trail is nine miles, and there are nine kiosk signs proposed. Ms. Ford said the committee didn't follow LAP's recommendations, and some areas are too heavily signed. The map is from LAP. The kiosks are proposed at mile 31.2, Ludlow, Tienken, Dutton, Silver Bell, Gallagher, Clarkston/Kern and Atwater. Ms. Russell feels to have a kiosk every mile is excessive. Ms. Olijnyk said the committee's thinking was not to have kiosks for someone already traveling the trail, but for each of the parking lots. There are places where the sign could be removed. Ms. Gamage said the committee is very cognizant of not wanting to over-sign, and are researching each community's wayfaring signs in order not to duplicate signage. Mr. Blanchard asked if a decision needs to be made tonight. Ms. Ford responded no, and realizes this information is just being presented tonight. This decision can wait until the regular January meeting. Mr. Blanchard suggested the committee come back to the Commission with sign location recommendations using the money available. Ms. Gamage said the committee met to discuss sign location, but did not have the costs at that time pending other sign quotes and installation quotes. Ms. Ford said Oakland Township is willing to install the signs, and will talk to the other three communities. It was suggested that this item be postponed until the January meeting. The committee could meet again to recommend sign location, determine if all communities will complete installation, and bring this issue back to the January meeting for discussion and approval. Mr. Ferriolo is looking forward to the committee's recommendations for the \$27,000 remaining, with the understanding we have the design, and finding money going forward to phase the project. The Commission thanked the committee for all their work.

REVIEW & DISCUSSION: PCT 2020-2024 Draft Recreation Master Plan: Ms. Ford stated a link was sent to the Commissioners and can be accessed on the website and social media; she hopes everyone has had an opportunity to review it. The plan is available for public review from December 4th through January 6th, at the Rochester and Lake Orion libraries, the Commission office and at all four communities. No comments have been received yet. If any members have edits or comments, please send them to Ms. Ford prior to the public hearing on the 7th. Ms. Steele commented the organization chart needs to be amended – Ms. Ford is aware of this.

REPORT: 2019 Summary of Events and Accomplishments: Ms. Gray indicated the list is provided for Commission review. Ms. Olijnyk said a lot more events and accomplishments were completed than she expected due to the projects on the trail this year. This was a great job by the Commission. Mr. Blanchard commended the staff for their great job this year and all the extra work they did – he appreciates it. Ms. Russell thanked the staff, and wants to make sure the trees in Rochester get planted at Dillman & Upton. Ms. Ford indicated she spoke with Mr. Banda, and they said the trees will not get planted until Dillman assures the snow will not be pushed there because the salt will kill the trees. Ms. Gamage feels we need to make sure that Dillman knows they can't push their snow there as new trees will be planted, and if the trees are killed, they will be responsible for replacing them. Although Dillman has a license agreement, that property still belongs to the Commission and we've had issues with the way it's being maintained. It is disgraceful – the fence is held up by 2' x 4's and is leaning on our property, and there's trash on

our side. We need to speak to Dillman about maintaining this property line, whether it's by Rochester or the Commission. Ms. Russell agrees that we need to push this issue. Mr. Blanchard asked about the Solaronic property. Ms. Russell said Rochester is not taking Solaronic's property for expanding the DPW, and the property is up for sale again. The easement does not necessarily go to the new owners, so this language needs to be reviewed. Previous discussion of this easement occurred in a prior meeting, and Ms. Ford will forward these minutes to the members.

APPROVAL: 2019 Per Diem Report: Ms. Ford asked if there were any changes to the per diem report. Mr. Blanchard thanked everyone that has served on the Commission for the last year.

MOTION by Steele, seconded by Walker, *Moved*, to approve the Per Diem Report as presented including the December attendance.

Ayes: All Nays: None

MOTION CARRIED.

The Commission was in recess from 8:18 p.m. until 8:45 p.m.

APPROVAL OF INVOICES: Ms. Ford presented the list of invoices totaling \$124,139.18. In addition to the recorder's fee, this amount includes Giffels Webster's invoice for services on the Recreation Master Plan, the office laptop and software, Mannik Smith's invoice for the resurfacing construction administration, WCI's invoice for the resurfacing construction for the trail and Bear Creek Trail, staff's annual phone service, annual rent/shared office space, postage through November 30th, 4th Quarter wages and FICA for three staff positions, staff shared copier expense, mileage reimbursement for the Manager and Assistant Manager, and per diems in the amount of \$4,410.00. The estimated unrestricted fund balance is \$70,362.

MOTION by Steele, seconded by Stout, *Moved*, that the invoices presented for payment are approved in the amount of 124,139.18 and orders be drawn for payment.

Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION & APPROVAL: 2019 Final Amended Budget: Ms. Ford indicated in addition to the per diem report, a few changes from the budget received in the packet have been added. The final budget was \$99,555, lower revenue than anticipated was received, but higher interest was received on the bank account due to all the funding coming in for the projects. National Trails Day sponsorship was lower than expected. Despite all the projects, the temporary permit fees were higher than anticipated and the distribution from MMRMA was higher than anticipated. Expenses were lower than anticipated, but some line items were higher. There were substantial budget savings in the publicity budget as special projects were not done and the Labor Day Bridge Event was not held. The Mounted Patrol and Bike Patrol budget was lower due to the weather. The administrative personnel budget was higher due to her maternity leave, the hiring of Mr. Marzolf, and the overlap during this period. Expenses were \$9,306 under budget, so this amount was put into the fund balance. The Commission thanked staff for the great budget.

MOTION by Steele, seconded by Van Agen, *Moved*, approve the 2019 amended budget as presented.

Ayes: All Nays: None

MOTION CARRIED.

It was suggested that a rolling budget of costs over three years be included next year.

MANAGER'S REPORT: In addition to the written report, Ms. Ford commented WCI has finished the resurfacing, the last things done were the parking lot at Clarkston/Kern and the restoration at the Silver Bell parking lot. The only thing remaining is for the construction signage

to be removed – this could take a while. The final inspection of the trail was done on 12/6, and it looks great. Any issues have been taken care of, and a lot of compliments have been received.

COMMISSIONERS REPORTS: Ms. Olijnyk thanked Ms. Ford, Ms. Gray and Mr. Marzolf for doing a great job during the projects. Ms. Russell thanked staff for their work to make the trail a wonderful place, and said it was a joy to work with them. The Commission thanked Ms. Russell for her work, information and insight during her time as a member. Ms. Mungioli is looking forward to serving on the Commission. Mr. Van Agen thanked the Commission for the opportunity to serve and will do his best to return next year – he reported Oakland Township has already started setting aside money for the next resurfacing project. Mr. Blanchard thanked staff for their work, wished the Commission members that are leaving us good luck in everything they do in the future, and welcomed the new members. Ms. Ford reminded members the public hearing will be held on January 7th at 7:30 p.m. at the Cider Mill. Merry Christmas and Happy New Year to everyone.

ADJOURNMENT OF REGULAR MEETING:

MOTION by Gamage, seconded by Steele, *Moved*, to adjourn the Regular Meeting at 9:00 p.m.

Ayes: All Nays: None

MOTION CARRIED.

NEXT REGULAR MEETING: January 21, 2020 at 7:00 p.m. – Paint Creek Cider Mill

Respectfully submitted,

MELISSA FORD, Trail Manager

HANK VAN AGEN, Secretary