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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, February 18, 2020 Regular Meeting was called to order by Chairperson Blanchard at 7:00 p.m.

Voting Members Present: Rock Blanchard, Frank Ferriolo, Steve Sage, Dan Simon, David Walker

Voting Alternates Present: David Becker

Non-Voting Alternates Present: Theresa Munglioli, Martha Olijnyk, Clara Pinkham

Village of Lake Orion Non-Voting Member Present: None

Voting Members Absent: Linda Gamage, Donni Steele, Jeff Stout

Alternates Absent: Chris Barnett, 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, Sandi DiSipio, Recording Secretary

PLEDGE OF ALLEGIANCE: All rose and recited the Pledge.

APPROVAL OF AGENDA: Ms. Ford added discussion of dates for this year's ribbon cutting events after approval of the invoices.

MOTION by Becker, seconded by Walker, ***Moved***, to approve the February 18, 2020 agenda as amended.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:

- a. Minutes – January 21, 2020 Regular Meeting, approve and file
- b. Treasurers Report – January 2020 (an amended report was provided and explained by Ms. Ford)

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

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL OF INVOICES: Ms. Ford presented the list of invoices totaling \$161,864.66. In addition to the recorder's fee, this amount includes credit card charges for postage, recognition name plates, office supplies and one year web hosting renewal, deposit to Rochester Sign Shop for Phase I signage project, WCI's invoices for resurfacing construction, Mannik Smith Group's invoice for resurfacing construction administration, and reimbursement to Oakland Township

Parks and Rec for their share of the MNRTF grant. Regarding resurfacing, payment of the retainage remain for WCI - about \$4,800, and to Mannik Smith of \$2,100, still needs to be paid – this will complete payment for the project. Estimated unrestricted fund balance is \$109,231.

MOTION by Walker, seconded by Becker, *Moved*, that the invoices presented for payment are approved in the amount of \$161,864.66 and orders be drawn for payment.

Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION: Ribbon Cutting Events for 2020: Ms. Ford explained this year we need to do a ribbon cutting for Bridge 33.7 and the Moutrie Garden, as well as the normal Trails Day event on June 6th, and the Labor Day Bridge Walk on September 7th. She asked if we should combine any of these events. Ms. Milos-Dale is asking for the date as they will be sending out their park newsletter soon and would like to include it. The DNR would prefer it be held in the spring. The Moutrie Garden may not be ready by early June. Ms. Pinkham commented National Pollinator Week is June 22nd-28th, which may be a good tie to the Garden ribbon cutting. Mr. Blanchard suggested having the Bridge ribbon cutting in conjunction with National Trails Day. Mr. Ferriolo asked if there was publicity for the Trails Day event on its own. Ms. Ford indicated press releases were sent to the Lake Orion Review and Oakland Press, and the DDA publicizes it. Last year, this event was held in conjunction with the Lake Orion Clergy, Cops and Kids event which brought in more people. Mr. Ferriolo said if we're getting independent publicity for these events, he suggests getting a separate date for the bridge, so we can get publicity for that. The more we can publicize the trail, the better. If two events are put together, it could get lost in translation, and only one event would be publicized. If we separate them by several weeks, there is a chance of getting two events advertised for the trail. Mr. Becker agreed with Mr. Ferriolo and suggested moving the event back a couple of weeks for better weather, maybe June 20th. Ms. Ford has a conflict with this date. While Mr. Blanchard agrees with having two separate events, he is concerned about staff's time in preparing for and attending multiple events, as well as securing volunteers. In the past, Trails Day was combined with different events for a bigger event on the trail. He still likes combining the bridge ribbon cutting with National Trails Day for a bigger event which may bring more publicity to the trail than having two events. This would cut down on staff time and getting volunteers. Ms. Olijnyk added that the Recognition Ceremony is normally done on Trails Day, so a ribbon cutting would be good on the same day. Ms. Ford commented Trails Day activities have not yet been discussed, and she will contact Lake Orion to see when the Clergy, Cops and Kids event is scheduled. She agreed that combining events would be easier on the staff and the budget. Mr. Blanchard said the Garden ribbon cutting could be held with the Labor Day Bridge Walk. Ms. Ford indicated the Friends Group meeting is Thursday, and she will bring this issue up with them.

MOTION by Becker, seconded by Ferriolo, *Moved*, to hold the bridge ribbon cutting ceremony in conjunction with National Trails Day on June 6th.

Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION/APPROVAL: Resurfacing Final Balancing Contract Modification:

DISCUSSION: Ralph C. Wilson, Jr. Foundation Funds: (These two items were discussed together.) Ms. Ford stated she received the final contract modification for resurfacing from Mannik Smith, which needs to be approved. This project came in under budget by over \$90,000. She did talk to Steve Bouws, the project engineer, to ask him why it was so under budget, especially since we eliminated so many items in order to finance the project. A memo is in the packet explaining that less embankment was used than expected, contractor was under on the stone quantities used, and rolling the edges of the trail was less than quoted. She mentioned again how we eliminated things from the project to be able to finance it. Mr. Bouws indicated we could add these back in but we would have to discuss this with WCI to see if they would be available and whether we would need to pay a mobilization fee. Any additional work would not be able to

start until early April at the earliest. Ms. Ford said the things eliminated were some erosion controls, redoing all the timber approach rails on the bridges, some new bollards, the split rail fence at Foley Pond, rock drains and some slope restoration. Also eliminated were the alternate bid items – Dutton and Gallagher parking lots and the project at the SE Rochester property. Mr. Becker would like to see a list of these projects with the proposed costs - this information was provided tonight. He asked if these costs are accurate, or could they change. Ms. Ford indicated the costs are based on last year's prices, so they could go up. Ms. Milos-Dale has asked if any remaining funds could be used for developing parking and amenities at Paint Creek Junction, because their cost estimate will come in higher than anticipated, and they don't have the funds to cover that. She is interested if the Commission would be open to approaching the Wilson Foundation to use some remaining funds since it is a project relating to the trail. Mr. Ferriolo thinks this could be considered after all the other projects on the list are considered. We need to come up with a priority list of what we want to accomplish with the available remaining funds. The original bid was set up by WCI and they came in under budget - hopefully they understand projects were cut out based on their bid and we hope they won't charge us now to put the projects back into the bid. Let's just pick up where we left off and they can come in with similar prices as last time with no additional charge as a new project. It's not a new project, it's just completing the original work. Ms. Ford explained WCI's bid was based on the quantities quoted by Mannik Smith – it's not WCI's mistake. Mr. Becker asked if the amenities at the SE Rochester property can be phased in order to start the project, and not use up the estimated cost. Ms. Ford stated the project was originally phased, the deck first and then the path followed by the kayak landing. The lumber for the deck was estimated at \$41,200 – it is not known whether this cost includes clearing and excavation. Ms. Ford will be meeting with the Wilson Foundation next week, so she needs direction from the Commission about what projects to discuss with them. Mr. Ferriolo feels the bridge access stairs should be the first priority, followed by resurfacing the two parking lots and then signage. Mr. Becker agreed with the access stairs being the first priority, then the gateway and wayfinding signs, followed by part of the SE Rochester property project. Mr. Ferriolo asked if these projects were originally included in what the Wilson Foundation reviewed. If they originally agreed to these projects, we should hold on to them and put them back in for discussion. If a new project is put in, it may change the atmosphere of the discussion. Ms. Ford said the observation deck was not put into the Wilson grant application, but was included in the bid as an alternate project. Ms. Olijnyk agrees the projects listed in the original bid should be taken care of first, then if there's anything else, go back to the Wilson Foundation to see if funds can be used for something else. Personally, Mr. Blanchard would like to see the projects that were eliminated done first – the parking lots, followed by a portion of the SE Rochester property amenities and then the signs. As far as the access stairs, Ms. Ford said this project was eliminated and there were no plans to put them back in; the neighbors want them put back in. It was a result of the bridge project that the stairs were eliminated. After discussion, the projects are prioritized as follows – resurfacing the parking lots, access stairs, wayfinding and gateway signage, SE Rochester property amenities and then the Paint Creek Junction amenities. Mr. Becker is tallying up the costs – Ms. Ford indicated we are not done with the bridge project, so she would like to keep a small fund cushion for the bridge. We have about \$130,000 in funds. Mr. Ferriolo indicated the access stairs are \$20,000, the parking lots are \$37,000, maybe we could do some of the signs and something at the SE Rochester property. Ms. Ford indicated she presented the SE Rochester deck project to Rochester last year and got a lot of push back on the deck and access trail because they don't want to maintain it. Mr. Sage will look into this. Mr. Becker said it's \$37,000 for parking lots, \$20,000 for the access stairs, \$32,000 for gateway and wayfinding signs – that's \$89,000 of the total remaining funds. Ms. Ford would like to reserve approximately \$10,000 for the bridge project. Ms. Ford then asked if we will have Mannik Smith manage all of these projects – they will at least have to draw up and be paid for the design of the access stairs. Because of what happened with our two projects, Mr. Simon doesn't feel we should hire them for

anything at all, but Ms. Ford commented we may have to stay with them. Ms. Ford will discuss the projects with the Wilson Foundation next week and email the Commissioners with results.

MOTION by Becker, seconded by Ferriolo, *Moved*, to approve the Resurfacing Contract Modification.

Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION: Paint Creek Trail Signage Project – Kiosk Map Content: Ms. Ford brought a copy of the edited kiosk map showing locations to be added as identified by the Branding Committee – Kern Road spur, Polly Ann Trail connection via Clarkston Road, Lake Orion trail extension and amenities, Paint Creek Junction, Paint Creek Cider Mill historic site, Moutrie Pollinator Garden and the SE Rochester property. Kristen Wiltfang with Oakland County Economic Development has tentatively agreed to update the current map with these new locations and any other minor changes that need to be made. Ms. Ford invited the Commissioners up to the table for an informal discussion. (This discussion was not picked up by the recorder, but Ms. Ford took notes of all suggested changes, edits or additions.) Although Ms. Steele is not present, she sent an email asking that an additional map sign be placed in downtown Lake Orion. Ms. Ford indicated the only map in this area is at Atwater, so an additional sign would be an extra cost. As we don't have enough money to do all nine signs, she is planning on asking the Friends Group if they would contribute half the cost of the last sign. She is will ask the Village and the DDA about this map sign. The Commission thanked the committee for their work. The map will be updated with suggested changes, and Ms. Ford will scan it to all Commissioners.

DISCUSSION: 2020 Goals: Ms. Ford thanked Commissioners who sent in rankings of the goals, and included in the packet is a list of ranked goals. At the end, additional goals were included that members wanted which can be discussed. If everyone is agreement, the list can be approved. Mr. Becker asked the members to look at a goal under "Long Term Goals". He feels the goal to ensure focus on keeping the trail a "Natural Beauty Trail" should be ranked #1, rather than #2. This does not entail any budgetary items or use of staff time – it's really a statement of our thinking about the trail. This is an important thing to do all the time. Mr. Ferriolo commented this is in the eye of the beholder – there is no statement of what a natural beauty trail is. It's more of an individual attitude. Mr. Becker commented at the focus groups, keeping the trail beautiful was one of the most important things to users. Mr. Simon agreed, as the #1 ranked goal – the Polly Ann Connection – will go in no matter what, so dropping that goal to a #2 is no big deal. Mr. Sage asked if there is a mission statement. Ms. Ford stated this is in the Master Plan and read it to the members. Mr. Blanchard was confused about the process of ranking the goals as he thought he should be looking at all the goals overall, not within each category. Some of the goals listed are really ongoing operations, not really goals. He feels the members should go back and pick the top three goals and go from there. Ms. Mungioli said she didn't send in her rankings, but did it that way – she picked the top three goals from all the categories, with the third one being emergency notification. It is the consensus that all the top goals probably won't be accomplished this year. Ms. Ford indicated the goal rankings are helpful, but she will be working on a lot of the goals anyway. Mr. Blanchard asked that staff look at the goals and list the ones that can be accomplished in 2020, and bring the list back to the Commission. He doesn't like the way the goals were ranked. Mr. Becker disagreed and suggested we do it differently next year. Mr. Simon prepared a packet of information about what needs to be inspected on trails for maintenance and safety. He gave the information to Ms. Ford, who will forward it to all members for future discussion.

MOTION by Becker, seconded by Sage, *Moved*, that the goal to ensure focus on keeping the trail a "Natural Beauty Trail" be rated as a #1, rather than a #2.

Ayes: All Nays: None

MOTION CARRIED.

MANAGER’S REPORT: In addition to the written report, Ms. Ford asked that everyone look at the Ad Hoc Committee assignments to make sure she didn’t make any errors. The time extension for the trust fund grant was approved to July 31st. The safety railings have been installed at the bridge site and the safety signage is ready to be installed – she’s researching how far the set back is so they can be installed correctly. The rust spots on the bridge are on the punch list to be completed, but can’t be done until the temperature is above 50 degrees. Ms. Ford will send an email to the Commissioners after her meeting with the Wilson Foundation.

COMMISSIONER REPORTS: Ms. Pinkham noted there is a lot of bittersweet growth north of Foley Pond. Ms. Ford will speak to Orion Township about this. Mr. Simon asked who estimates the number of trail users, and mentioned a mechanism that would count users. This would be great to have to get an accurate count, but it would cost about \$5,000. He added that the Stewardship Manager, Dr. Ben, is giving a talk tomorrow for the North Oakland Chapter WildOnes – Lopers to Excavators, Habitat Restoration Oakland Township Parks – a nice review of what’s going on in the Township parks. Mr. Becker asked for a hard copy of the Action Plan chapter of Master Plan, and thanked Mr. Simon for his research on trail maintenance. Mr. Sage commented that SEMCOG drafted a plan for their Bicycle and Pedestrian Mobility Plan and welcomes public comment. There are two meetings scheduled for comment. Perhaps Ms. Ford could draft a response from the Commission and send it to the Chairperson for approval. Ms. Steele also sent an email to the Commission with a link to this plan and information. Mr. Blanchard visited a store in Rochester that provides recycled furniture to Rochester College and gave this information to Ms. Ford for trail benches. They also make birdhouses. He suggested putting together a gift catalog or wish list on the website. Mr. Ferriolo really likes the new logo.

ADJOURNMENT OF REGULAR MEETING:

MOTION by Simon, seconded by Sage, *Moved*, to adjourn the Regular Meeting at 8:40 p.m.

Ayes: All Nays: None

MOTION CARRIED.

NEXT REGULAR MEETING: March 17, 2020 at 7:00 p.m. – Paint Creek Cider Mill

Respectfully submitted,

MELISSA FORD, Trail Manager

DAVID BECKER, Secretary