



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

**REGULAR MEETING of the PAINT CREEK TRAILWAYS COMMISSION**

Oakland Township Municipal Offices  
4393 Collins Rd., Rochester, Michigan 48306

**CALL TO ORDER:** The Tuesday, August 15, 2017 meeting was called to order by Chairperson Becker at 7:17 p.m.

**Voting Members Present:** Rock Blanchard, Susan Bowyer, Frank Ferriolo, Kim Russell, Hank Van Agen

**Voting Alternates Present:** David Becker, Donni Steele

**Non-Voting Alternates Present:** Robin Buxar (*exit 7:50 p.m.*), Lynn Loebs, Martha Olijnyk  
**Village of Lake Orion Non-Voting Member Present:** Brad Mathisen

**Voting Members Absent:** Brian Birney, Linda Gamage, Jeff Stout

**Alternates Absent:** Ben Giovanelli, Chris Hagen, Jim Kubicina, Richard Schultz

**Village of Lake Orion Non-Voting Alternate Absent:** Shauna Brown

**Others Present:** Kristen Myers, Trail Manager, Chris Gray, Assistant Trail Manager, Sandi DiSipio, Recording Secretary

**PLEDGE OF ALLEGIANCE:** The Pledge was previously recited at the Joint Meeting.

**APPROVAL OF AGENDA:** The Paint Creek Trail Logo Contest Winners was suggested to be moved after the Temporary Permit Request, and the Labor Day Bridge Walk Update immediately following.

**MOTION** by Steele, seconded by Russell, **Moved**, to approve the August 15, 2017 agenda as amended.

Ayes: All      Nays: None

**MOTION CARRIED.**

**PUBLIC COMMENT:** No public comment was heard.

**CONSENT AGENDA:**

a. Minutes – July 18, 2017 Regular Meeting, approve and file

b. Treasurers Report – July 2017, receive and file

The Minutes were removed from the Consent Agenda.

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

Ayes: All      Nays: None

**MOTION CARRIED.**

**Correction to Minutes:** In the Labor Day Bridge Walk discussion, page 5, change the words “She (Ms. Olijnyk) volunteered for the day of the event” to “She has previously volunteered for the day of the event”. Ms. Olijnyk is unable to volunteer this year.

**MOTION** by Steele, seconded by Van Agen, **Moved**, to approve the Minutes of July 18, 2017 as amended.

Ayes: All      Nays: None

**MOTION CARRIED.**

**APPROVAL OF INVOICES:** Ms. Myers presented the invoices in the amount of \$6,950.25. This amount includes the recorder's monthly fee, cost of two nameplates for new Commissioners, attorney services regarding the Lake Orion Village Easement and AT&T License, Turner Sanitation restroom cleaning July 2017, seven Memorial Benches (this money will be received from the donors), Mounted Patrol services for June 2017 and costs for the Face Painter and Balloon Artist for the Labor Day Bridge Walk. Estimated unrestricted fund balance is estimated at \$97,000.

**MOTION** by Steele, supported by Bowyer, *Moved*, that the invoices presented for payment are approved in the amount of \$6,950.25 and orders be drawn for payment.

Ayes: Becker, Blanchard, Bowyer, Ferriolo, Steele, Van Agen

Nays: Russell

**MOTION CARRIED.**

**TEMPORARY PERMIT REQUEST: MI Adventure Club Fall Challenge Adventure Race,**

**September 23, 2017:** Ms. Gray said that Mr. Mark Ware is present to discuss his request. Mr. Ware, 719 Ludlow, representing MI Adventure Club came forward and summarized the event. The organization puts on adventure races which involve running, biking, kayaking and land navigation. He is planning three races – a two hour race, a four hour race and a six hour race. The two hour race will take place in Bloomer Park. Both other races will traverse both the Clinton River and Paint Creek Trails into the Rochester Municipal Park. He is asking for permission to use the trail from the Clinton River Trail to just beyond Tienken Road and expects 50-100 participants. Ms. Myers has no issues with the event and recommends approving the event contingent upon receiving insurance paperwork and the application fee. Mr. Blanchard asked for more information about the group, if they are non-profit and if they give donations to certain groups. Mr. Ware explained they are not a registered non-profit organization and by the time they pay for insurance and pizza, they make very little money.

**MOTION** by Russell, seconded by Bowyer, *Moved*, to approve the temporary permit for the MI Adventure Club Fall Challenge Adventure Race event on September, 2017, pending receipt of the application fee and insurance paperwork.

Ayes: Becker, Bowyer, Ferriolo, Russell, Steele, Van Agen

Nays: Blanchard

**MOTION CARRIED.**

**APPROVAL: Paint Creek Trail Logo Contest Winners:** Ms. Myers stated a memo was prepared by the subcommittee working on the Logo Contest. Ms. Loebs explained each member of the committee chose their top three choices and reviewed them against the elements stated in the contest package. She pointed out the subcommittee's top three choices and noted two of the other submissions were from young artists, which they suggest receive an honorable mention. The subcommittee felt that none of the submissions were enough to change the current Trailways logo. Ms. Olijnyk explained the criteria for the logo was that the design portrays the natural scenic and educational recreation experiences of the trail, and something looking to the past and the future. Ms. Olijnyk mentioned that one of the artists is the daughter of a co-worker, and she took no part in the discussion of her entry. Ms. Myers confirmed there will be no changes to the current PCTC logo; the contest rules stated there was no guarantee of that happening. She would like to invite and award the winners at the Labor Day Bridge Walk, and asked that the Commission consider approving Hannah Miller as the \$250 first place winner, Andrea Stout as the \$100 second place winner, and Kevin Neff as the \$50 third place winner, and the two honorable mention winners were Kiera and Leah Raymond who will be provided \$15 gift cards to the Cider Mill. The five winning logos will be displayed on a board, and there will be future discussion about using the winning logo toward a promotional item that could be given away on Labor Day. Mr. Ferriolo commented these are recommendations of the subcommittee, and feels the logo chosen is clean and simple, but feels bikes have been a problem on the trail. He feels this logo is lacking other elements that are part of the trail. He suggests another logo (I) is more in tune with the current logo and projects all of the things that are involved in the trail. He can't

vote for the suggested winner of the contest. Ms. Loebis agreed that the suggested winner does not contain all the elements, and after subcommittee discussion, they would like to see those elements added to the graphic, but felt that the layout and simplicity of the design was enough. They felt that the “I” graphic would be difficult to reproduce. The chosen logo had most elements the committee was looking for based on the contest. Ms. Buxar commented this is a contest and everyone is going to have a different opinion, and feels the subcommittee did their job applying the criteria that was stated. By not changing the existing logo, it makes good sense, and would support the three suggested winners and the honorable mentions. Dr. Bowyer said the subcommittee did a great job and does not want to overturn what they did, but feels that the “I” logo would be a great logo.

**MOTION** by Steele, seconded by Blanchard, *Moved*, to accept the subcommittee’s findings and award the winnings to the first, second and third place winners as well as the two honorable mentions, at the Labor Day Bridge Walk, and in the future to consider the “I” design and the first place winner in further discussions on logo design.

Discussion: Mr. Blanchard also liked the “I” design. Ms. Russell indicates the subcommittee did their job but her hope was that the logo would be replaced, and asked if the prize money was already set up. Ms. Myers explained when the Commission approved the contest guidelines, the \$400 prize money was approved as part of that. Ms. Russell also loved the “I” design, but it has to be duplicable. She feels a design should represent all of what the Trailways does, and the “I” design does, but will not disregard what the subcommittee did. The Commission spent \$400 on the contest and is not replacing the existing logo. Ms. Myers stated the Commission owns all the artwork, so we could take the artwork from “I” and have someone change it to Commission satisfaction. She knew going in that there may not be a logo that’s appropriate to change permanently, so no promises were made. This issue could be put on a future agenda. It was suggested that if the artwork from design “I” may be used, the artist should be recognized and receive an honorable mention as well. It is the consensus that a third honorable mention should be awarded for the “I” design, or that it should be listed as the Commission’s choice.

Amended Motion:

**MOTION** by Steele, seconded by Blanchard, *Moved*, to accept the subcommittee’s findings and award the winnings to the first, second and third place winners as well as three honorable mentions (including the “I” design for a \$15 award), at the Labor Day Bridge Walk, and to consider the “I” design and the first place winner in further discussions on logo design.

Ayes: Becker Blanchard, Russell, Steele, Van Agen

Nays: Bowyer, Ferriolo

**MOTION CARRIED.**

Rather than have to make a budget adjustment for the additional \$15 prize, Mr. Van Agen said he would donate the \$15 gift card award.

**UPDATE & APPROVAL: Labor Day Bridge Walk & Promotional Item**

Recommendations: (Ms. Buxar exited the meeting before this discussion.) Ms. Myers indicated there is a memo in the packet giving an update of the event. There is a website on-line volunteer sign-up list, and three new volunteers have signed up. Mr. Ferriolo has done a great job in securing sponsors. Ms. Gray is working on a sign to thank the sponsors. Information about the event promotional item budget was passed out tonight. There is \$965 available toward a promotional item to give away at the event and cost information on drawstring backpacks and other items was provided to the members. Ms. Myers thought if the logo winner was put on the backpacks it would make a nice photo. Working with Ms. Buxar, she thought about asking the Commission to consider a promotional item with the logo winner design and then possibly a hand sanitizer with the Commission logo on it. Ms. Buxar was able to secure a T-shirt through PEA who has agreed to provide free T-shirts for the attendees which could contain the trail logo or

Labor Day Bridge Walk 2017, and other logos on the back. Dr. Bowyer liked the backpack idea and suggested the three contest logo winners be put on it. Ms. Myers thought maybe the logos could be on the back of the T-shirt, but it would be one color. Additional colors would be more money. Mr. Ferriolo said the winning logo does not promote the image of the trail. He doesn't promote its use on the T-shirts or backpacks. He doesn't have an issue with posting the logo winner on a poster board at the event. Ms. Russell likes the backpack idea but feels it should have the Trailways current logo on it. Mr. Blanchard agrees with the backpack using the current logo or the website. The T-shirt could have the three winners on the back, with "2017 logo contest winners". After discussion, the Commission agreed on backpack #4, with the current logo (remove the word "Commission") and the website address. It was agreed the backpack will be orange with green lettering.

**MOTION** by Steele, seconded by Russell, *Moved*, to spend up \$912.00 for the purchase of 350-400 orange drawstring backpacks #4 with the words Paint Creek Trail and the website in green lettering to be handed out at the Labor Day Bridge Walk event.

Ayes: All      Nays: None

**MOTION CARRIED.**

Discussion on T-shirts: Ms. Myers indicated she talked to Ms. Buxar before the meeting; she had brought in a mock-up a T-shirt with the Commission logo on one side and the winning contest logo on the back. The Commission needs to decide on shirt color, what should be on the shirt and how many colors. Ms. Loeb's suggested not to display the logo winners on the shirt. Mr. Blanchard suggested the sponsors could be listed on the shirt. Mr. Ferriolo agrees with listing the sponsors on the back of the shirt. Ms. Steele asked if the Commission could forgo the T-shirts until next year and just purchase the backpacks. Mr. Ferriolo said the T-shirts are an offering from a potential sponsor and if they are willing to do it, the Commission should be thankful and take the opportunity - it could even be in lieu of the backpack. Ms. Steele thought maybe PEA could sponsor the backpacks instead of the shirts. Ms. Gray commented shirts gets tricky with sizing and does not want anyone to be disappointed with the size they receive and have it be a negative towards the event. Possibly PEA could donate the backpacks and list the sponsors on the back. Perhaps if PEA prefers not to do this, the Commission could accept the shirts for a future event. It is the consensus to take advantage of the T-shirt offer.

**MOTION** by Ferriolo, seconded by Van Agen, *Moved*, to ask PEA to cover the backpacks in lieu of their offer for T-shirts. In the event they say yes, fine. If they say no, then take advantage of the T-shirts and put the list of sponsors on the back of the shirts.

Ayes: Becker, Blanchard, Bowyer, Ferriolo, Russell, Van Agen

Nays: Steele

**MOTION CARRIED.**

The front could have the trail logo and 2017 Labor Day Bridge Walk and sponsors on the back. The shirts could be orange with green lettering, or a bright green shirt with darker lettering. Staff was authorized to choose the color. Everyone that has worked on this event was thanked.

**UPDATE: Observation Deck RFP:** Ms. Myers indicated no proposals were received, so the Commission needs to decide how to proceed. She said everyone is very busy now, and if the Commission wants to put the RFP out again, it should be done over the winter. Mr. Blanchard suggested we go back to the one group that made a previous proposal and see if they would do the work at the same price they bid and come up with a schedule to complete the work. Ms. Myers does not believe work can be done by the end of this year. Mr. Blanchard directed staff to go back to the contractor to see if they can still do the job with a spring deadline. If they can, bring the proposal back to the Commission for approval. Ms. Myers indicated the bid came back at \$23,000-\$24,000, and asked where the money will come from, as she did not plan for it to be this high. When the concept design was developed, it was to be done with volunteers and the materials cost alone was \$8,000-\$9,000. So, the Commission never factored in additional costs. This project needs to be done, and fund balance would be available. Chairperson Becker

suggested Ms. Myers go back to the contractor to see when and if they can complete the work, and the cost. This issue will come back before the Commission. A budget amendment can always be done.

**APPROVAL: Purchase Authorization for new office computer:** Ms. Myers explained Ms. Gray's computer needs to be replaced. She inherited the computer from Ms. Myers years ago. The computer is running Vista Business, is starting to freeze and has issues with Quick Books and the email system. Ms. Myers recommends that it be replaced with an appropriate monitor as well. The computer will be hooked up to the Township system and will have to have IT come out to connect it. An exact cost for this is not known at this point, probably a few hundred dollars. There is \$1,000 budgeted in the office equipment category. She had to use \$150.00 of this amount to replace the office printer unexpectedly, so that leaves about \$850.00. Ms. Myers is recommending that the Commission approve the Office Max computer and monitor for approximately \$630.00. This price was effective last week.

**MOTION** by Blanchard, seconded by Ferriolo, *Moved*, to approve up to \$750.00 for the purchase of a new computer and monitor.

Ayes: All      Nays: None

**MOTION CARRIED.**

**MOTION** by Steele, seconded by Blanchard, *Moved*, to approve costs associated with connecting to the Township network.

Ayes: All      Nays: None

**MOTION CARRIED.**

**DISCUSSION: 2018 Draft Budget:** Ms. Myers indicated she met with Chairperson Becker to talk about what's going on with the bridge project as well as the fact that the Commission is losing revenue from AT&T as they have terminated all license contracts. It was suggested the Commission ask for an additional \$500 from each member community. A memo was included in the packet showing graphs of the operations increase compared to the rate of inflation and annual cost of living showing that the Commission has been very conservative in terms of what they ask of each community. She wanted to show the Commission has been very conservative with their dollars. Relative to the Mounted Patrol, it was the Commission's consensus to have 500 hours of patrol time, where it previously was 428 hours because of cost. Most member communities are giving a 2% increase to staff next year, it is recommended a 1.5% increase be given to the three staff members, with weekly hours staying the same. She has increased the per diem line item in preparation for the Village of Lake Orion becoming a voting member. She also put \$5,500 into the Southeast Rochester development project knowing that the Commission is working on the observation deck project. Ms. Myers also called out two special projects the Commission needs to be aware of – there is a chance the Commission may need to have an easement to access Bridge 33.7. Preliminary discussions with all engineers is that they don't believe this will be necessary. Once the professionals come on board, that will be one of the first things they will determine – if they can access the site via the trail. If not, the Commission may have to consider an easement with a neighboring street. MDOT has suggested the Commission budget \$20,000 for easement acquisition. It's hopeful this money will not have to be used. If so, it will have to come out of fund balance. Another project added was for trail resurfacing. The Trail is due to be resurfaced in 2019, normally a year before is when we alter the fee and bring in proposals to have an engineer do the site plans for resurfacing. When doing interviews with the engineering firms on the bridge renovation, they were asked to provide a budget if they were to include engineering as part of the project. Mannik & Smith had said \$15,000-20,000, so \$20,000 was placed from fund balance into the special project for 2018. Ms. Myers also included charts showing what has been asked for from the communities since 2006. Staff is due for bi-annual performance reviews, so the Personnel Subcommittee will work on completing this. She asked for feedback from the Commission relative to the increase. She also put a \$640 increase for the bike patrol program to make up for the additional mounted patrol hours. The budget will be brought back for approval

next month. Chairperson Becker indicated that the bi-annual evaluation of personnel probably will not be completed in a timely fashion for the budget, but the budget can always be amended. Mr. Blanchard wants to make sure the communities are aware of the anticipated increase so that they can put it in their 2018 budgets. He asked if staff has projected where the Commission will be at the end of 2017 as far as expenses and revenues. Ms. Myers reported that some of the revenue will change for 2017. The MMRMA distribution was lower than anticipated, and the AT&T license fee issue was still unsolved, however there was an increase in the temporary fees and miscellaneous donations, and there are some savings in the expenses that will balance it out. Mr. Blanchard asked if another column could be added to show projected 2017 expenses/revenues. Ms. Myers indicated that was not a problem and she could do this, but there are still a lot of variables. Ms. Russell asked how many communities have bike patrols. Ms. Myers indicated Rochester does, Oakland Township has a bike, but not the staff, Orion Township has a bike, but they can only ride sporadically. Ms. Russell suggested that Rochester could provide their own bike patrol, thereby saving patrol costs. She also mentioned the recording fee, and the fact that Rochester pays \$13-15 an hour and this is something the Commission needs to look at. Ms. Myers indicated each community does it differently and using the rates from Oakland Township, our recorder is considered under-paid. It also depends on what the minutes include; motions only or depth of detail. The Personnel Subcommittee will have to research this. Ms. Myers is attempting to get comparables. Ms. Russell suggested cutting the per diem costs out and stated that Rochester's non-union employees are getting a 0-2% increase, the DPW increase is 1.7%, and RARA and OPC's increase is between 1.2-2.0%. The Commission is in the ballpark. But with the raise to the community, Rochester just approved their budget. The budget is reasonable, but there has been no communication to the Community of what they will be asked for. Ms. Myers said this is the Commission's first stab at the 2018 budget. Ms. Myers indicated the patrol budget is not only the mounted patrol, it includes the bike patrol. His job is to patrol the whole trail for all communities and report on maintenance issues. Ms. Russell still feels the cost is unfair. Mr. Ferriolo feels having a report done on the entire trail by the bike patroller is important because it's a communication for everyone as to how the trail is being maintained throughout the entire length. He feels the recorder's costs come under a broader review, and brought up the idea that since the Commission has an Assistant Manager, that if the Commission could consider dealing with limited amounts of information in the minutes and having the meeting video-taped, they would come close to what is being currently paid the recording secretary, and that the Assistant Manager take the notes in lieu of a recording secretary. Minutes are not a requirement of a meeting when it is on video. Video of the meeting should be reviewed in lieu of a recording secretary, and have the Assistant Manager take the notes. He also suggested that \$20,000 for the observation deck be put in as a separate special project line item. If the Village of Lake Orion becomes a voting member, there could be a budget amendment at any time that would cover many things, so Mr. Ferriolo does not feel a per diem addition for 2018 is necessary. He feels that because the alternate Commissioners are paid a per diem for attendance, the non-voting Lake Orion member should also be paid. Ms. Steele commented this is only a draft budget and will come back for discussion.

**MOTION** by Steele, seconded by Russell, *Moved*, to table the draft 2018 budget until the next meeting.

Discussion: Chairperson Becker indicated that a motion to table means that the draft budget is the document the Commission is accepting at this time, because even though there has been discussion on changes to the budget, the Commission hasn't moved to make or implement any changes. A motion to table means that this draft budget is the one the Commission will look at and approve next time. No formal recommendations have been made as a Commission to change the draft budget. Mr. Blanchard said a motion to table is not needed, as the Commission has discussed the draft and the Manager has asked for each member to get back with her regarding

suggestions for changes, so an amended draft can be brought back to the next meeting. Any suggested changes should be forwarded to Ms. Myers and Chairperson Becker.

Vote on the Motion:

Ayes: Becker, Bowyer, Ferriolo, Russell, Steele, Van Agen

Nays: Blanchard

**MOTION CARRIED.**

**UPDATE: Michigan Natural Resources Trust Fund Project Agreement, TF16-0008:** Ms. Myers stated what needs to happen in order to sign the project agreement – meaning that Oakland Township Parks & Rec needed to adopt a resolution approving the agreement, supporting the MNRTF Grant and agreeing to contribute matching funds in the amount of \$156,200 (completed), that Oakland Township Board of Trustees pass a resolution supporting the Grant and agreeing to contribute matching funds in the amount of \$156,200 (completed), and that the Trailways Commission adopt a resolution approving this agreement (completed), approving the MNRTF Grant and affirming that any funds received by the PCTC in connection with the Project will be used for their intended purposes. This is where the Commission is at tonight. As part of the project agreement, the Commission has to submit a resolution agreeing to the development of property through the MNRTF. The attorney has reviewed and suggested the Commission execute this agreement and return it no later than September 12<sup>th</sup> in order to receive funding.

**MOTION** by Blanchard, seconded by Russell, *Moved*, to approve Resolution #2017-02, regarding the Development of Property through the Michigan Natural Resources Trust Fund, and authorize the Chairperson to sign the agreement on behalf of the Commission:

“RESOLVED, that the Paint Creek Trailways Commission of Rochester, in the County of Oakland, Michigan, does hereby accept the terms of the Agreement for Paint Creek Trail Bridge 33.7 Renovation, #TF16-0008, as received from the Michigan Department of Natural Resources (DEPARTMENT), and that the Paint Creek Trailways Commission does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide four hundred fifty-six thousand two hundred dollars (\$456,200) to match the grant authorized by the DEPARTMENT to be obtained from the following sources:
  - i. \$300,000 Transportation Alternatives Program Grant from the Michigan Department of Transportation.
  - ii. Not to exceed \$156,200 from Oakland Township Parks and Recreation Millage Fund.
2. To maintain satisfactory financial accounts, documents and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services, and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.”

Ayes: Becker, Blanchard, Bowyer, Ferriolo, Russell, Steele, Van Agen

Nays: None

**MOTION CARRIED.**

**MANAGER'S REPORT:** Ms. Myers added nothing to her written report

**COMMISSIONER REPORTS:** Mr. Van Agen reported that he and Ms. Buxar met with homeowners of 2768 Orion Road about their bridge connection to the trail. They made a new selection for the color of the bridge, and are putting together plans for the railing, trellis and vegetation. They want to do whatever is necessary to make it appealing and functional. Mr. Van Agen stated he stood in the bottom of the ditch that separates the property from the trail and could not climb up onto the trail. He was surprised it was that deep. The bridge comes almost to his shoulders when he's standing in the ditch. The bridge and landscape designs should be available at the next meeting. Ms. Russell indicated there is a Dinosaur Hill bridge report from the engineers and she will pass this on to staff. Rochester's bi-centennial celebration was celebrated last Saturday. Staff and Commission members were thanked for their work on the Labor Day Bridge Walk event.

**ADJOURNMENT:**

Upon motion by Bowyer, seconded by Steele, the Chairperson adjourned the Regular Meeting at 9:20 p.m.

Ayes: All      Nays: None

**MOTION CARRIED.**

**NEXT MEETING: September 19, 2017 at 7:00 p.m. – City of Rochester Municipal Offices**

Respectfully submitted,

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KRISTEN MYERS, Trail Manager

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HANK VAN AGEN, Secretary