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REGULAR MEETING of the PAINT CREEK TRAILWAYS COMMISSION
Rochester Municipal Offices
400 Sixth Street, Rochester, MI 48306

CALL TO ORDER: The Tuesday, August 16, 2022 Regular Meeting was called to order by Chairperson Steele at 7:00 p.m.

Voting Members Present: Brian Blust, Robin Buxar, Ken Elwert, Steve Sage, Donni Steele, David Walker

Voting Alternates Present: David Becker, Patrick Ross

Non-Voting Alternates Present: Carol Morlan, Martha Olijnyk, Chris Shepard

Voting Members Absent: Linda Gamage, Aaron Whatley

Alternates Absent: Julia Dalrymple, Dave Mabry, Ann Peterson

Village of Lake Orion Non-Voting Member Absent: Jason Peltier

Village of Lake Orion Non-Voting Alternate Absent: Jerry Narsh

Others Present: Melissa Ford, Trail Manager, Eryn Grupido, Administrative Assistant, Louis Carrio, Friends Group, Sandi DiSipio, Recording Secretary

PLEDGE OF ALLEGIANCE: All rose and recited the Pledge.

APPROVAL OF AGENDA: Chairperson Steele added a discussion of Orion Township's RFP for Audit Services to include the Paint Creek Trailways Commission before the Manager's Report.

MOTION by Buxar, seconded by Sage, **Moved**, to approve the August 16, 2022 agenda as amended.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:

a. Minutes – July 19, 2022 Regular Meeting, approve and file

b. Treasurers Report – July 2022, receive and file

Mr. Elwert did not remove the Treasurers Report from the Consent Agenda, but mentioned that the end checking account balance on the Treasurer's Report should state July 31st, not June 30th.

MOTION by Elwert, seconded by Walker, **Moved**, to approve the Consent Agenda as amended.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL OF INVOICES: Ms. Ford presented the list of invoices totaling \$2,146.73. In addition to the recorder's fee, this amount includes credit card charges for the July GoToMeeting fees; reimbursement for bike patrol repair and an invoice for the remaining balance of the fiberglass panel and artwork for the audio sign at the wet prairie site. Estimated unrestricted fund balance is \$93,000.

MOTION by Becker, seconded by Buxar, *Moved*, that the invoices presented for payment are approved as presented in the amount of \$2,146.73 and orders be drawn for payment.

Roll Call Vote:

Ayes: Becker, Blust, Buxar, Elwert, Ross, Sage, Steele, Walker

Nays: None

MOTION CARRIED.

UPDATE/DISCUSSION: Labor Day Bridge Walk – September 5, 2022: Ms. Ford summarized the memo included in the packet. The budget has been revised based on some of the sponsorships we received as well as pricing of the promotional item which will be less than the \$500 originally budgeted. If everyone is fine with the promotional item, the candy, bags and stickers will be ordered from Amazon and Ms. Gamage has volunteered to put everything together. We have donations from Bruegger's for bagels, granola bars and bananas from Trader Joe's, and coffee from Tim Hortons. The SignUpGenius is available for volunteer opportunities; slots are still available. Trout Unlimited and Clinton River Watershed Council will both have booths there with information about their organizations. Ms. Ford has also planned a paper plate fish activity for the kids, supplies needed are minimal and the cost is less than bringing in someone else to handle it. Mr. Blust thanked Ms. Olijnyk for her guidance and Mr. Carrio for his help in setting up the SignUpGenius, and commented there was a photographer present last year. Ms. Ford indicated it was Mr. Ferriolo, a former Commissioner, and said she would reach out to him to see if he is interested. Mr. Blust continued - on the sign-up sheet, there is an early 7:00 a.m. set-up slot (Ms. Steele has signed up and will pick up coffee and donuts), there's also the start-up set-up from 8:00-11:00 a.m., and then close out from 11:00 a.m. – 1:00 p.m., although the event may be wrapped up around noon, but clean up will take a little longer. There will be a water table at the turn-around point manned by two volunteers thanks to Mr. Carrio. Volunteers are still needed in each time slot. Mr. Shepard has signed up to help with the close out time slot. Ms. Ford has posted a notice on Facebook for volunteers, and the SignUpGenius link is included on the registration form; 20 participants have already registered for the event. Ms. Olijnyk asked if middle school kids could participate and volunteer in conjunction with their junior honor society community service credit. Ms. Ford indicated she would be happy to sign any paperwork the students provide. Ms. Ford and Ms. Steele will handle the megaphone responsibility. Mr. Blust will handle picking up the donation from Trader Joes. Mr. Carrio indicated the Friends Group will have a table at the event with signage, brochures, sell t-shirts and hats, and would like to include a rummage sale on shirts from past events. They would like to sponsor a door prize if we could give tickets out when registering – he anticipates two prizes, one would be a cutting board and the other a hat. Ms. Ford said they would be giving away gift cards, and could be done in conjunction with giving out a ticket for the door prizes. There is a Friends meeting on August 30th, at which Mr. Carrio will propose they donate \$250 towards the event, along with the donated water. Relative to photographs, Mr. Carrio said he has the capability of doing a drone shot of the group; he was asked to check with Rochester's policy on flying drones downtown. He also anticipates having one person at the Pollinator Garden giving out brochures and providing information. The Commission thanked Mr. Carrio for the Friends' contributions. As far as sponsors go, Mr. Elwert indicated last year they created a Premier Sponsorship category, and this year Spalding DeDecker signed up for the \$500 sponsorship. The Commission thanked the Sponsor Committee for their work, and Ms. Grupido is collecting the logos for the sign. Regarding the stickers for on the promotional item, Ms. Ford suggested options like Fishing you a Happy Labor Day, Have an Off the Hook Labor Day, Hooked on the Paint Creek Trail, Your Run is Gonna Be Off the Hook, or just the PCT logo. Chairperson Steele likes Fishing you a Happy Labor Day, Mr. Elwert likes Hooked on the Paint Creek Trail. Hooked on the Paint Creek Trail was the consensus.

DISCUSSION: Including the Paint Creek Trail's audit with the Orion Township's RFP for Audit Services:

Ms. Steele explained Orion is going out for an RFP on Audit Services, and they are conducting the audit in conjunction with the library, for a better price. She thought maybe we could include our audit in the RFP and see if we could get a better price. It's not locking the Commission into anything, but would allow including the Commission with the RFP. Ms. Ford explained we had this discussion last year as staff thought our contract was ending with Mr. Phillips, and had conversations with the member communities previously; the City of Rochester also indicated that it might be an option with them as well. Oakland Township has a different fiscal year, but will be switching to a calendar year for 2023, so it wouldn't work for the Commission this year. Rochester Hills is not going out for a new RFP until 2023, so the only options would be Orion or Rochester for the coming year. Ms. Ford said she could also put out our RFP to the typical companies we send to on our own as the RFP is ready to go as she prepared it last year. She could do that and have bids returned in the next two months, but she's not sure if we could open the bids for Orion's RFP before our own bids. Ms. Steele said Orion just voted last night to send RFP's out to all their contractors. She doesn't want to go out of line, but just wanted to save the Commission money. The way their RFP would be structured could include Orion, the library and the Commission and they could bid on one, two or all three entities; but it would be premature if Orion went out to bid and had a price in hand before the Commission went out for bid if we chose to do that - that's the only possible conflict Ms. Steele sees. Ms. Buxar feels it's not right to have a bid prior to going out for another bid. Mr. Elwert said we would have to decide on Orion's bid first before we go out to bid. Ms. Ford said maybe we could send out our RFP to coincide with Orion's RFP timing. Mr. Becker feels we should think hard about moving away from an independent audit that is not associated with one of our jurisdictions. Chairperson Steele explained it would be an independent audit of the Commission, but in conjunction with three entities at the same time to get a lower price. Ms. Olijnyk asked if we did a conjunction audit through Orion and the Commission did our own RFP, are the bidders bidding two different things? The consensus was this is true, there might also be a conflict if Rochester put out RFP's simultaneously with the Commission. Ms. Steele said the RFPs would be issued no later than August 22nd, bids requested by September 23rd, and presented to the Board October 3rd. Ms. Ford was planning to have our RFP request on next month's agenda for review and discussion, and sending it out following our meeting - a decision needs to be made tonight one way or the other. Mr. Elwert asked what's the risk of Orion's bid coming in higher, do we have enough capability to turn around and the Commission bid it out after that. It was suggested we talk to our attorney about this issue. Ms. Steele said we could make a motion to move ahead with including the Commission in Orion's RFP, provided the attorney believes that it's appropriate. Mr. Ross asked what kind of savings are we looking at - \$20 or \$1,000. Ms. Ford commented when she talked with Rochester Hills last year, they estimated it would cost around \$5,000 for our audit through them, and we paid \$3,800 to Mr. Phillips this year. Upon a question posed by Ms. Buxar about what is being asked, Chairperson Steele clarified she is proposing that the Commission ask for a price on an audit in conjunction with the Orion Library and Orion Township, and asking for a bid with three entities at the same time hoping to get a lower price. Ms. Buxar then asked Ms. Ford if we did this and reviewed those bids on October 3rd, how does our timing work if we don't accept the bid - do we have enough time to post our RFP. Ms. Ford said the next meeting is October 18th, we would have to give the bidders time to draft their proposal, and the November meeting is the 15th. She would need it back to have in the packet by December 10th, which is cutting it a little close for the bidders to do their proposals and bringing it back to the Commission for approval at the December 20th meeting. A question was asked what happens if only one of the three entities in Orion's RFP accepts the bid. Ms. Steele explained there will be three separate prices for the three entities. Mr. Elwert commented there's also the scenario, that if Orion accepts their cheapest audit, it could be more expensive for us because there are different components to it. Ms. Ford said one company could be lower for us

than what Orion is projecting. Ms. Olijnyk wants the attorney to take a look at this issue before we decide. Ms. Steele doesn't think there's enough time to accomplish this before the RFP goes out; she doesn't want to spend \$1,000 to have our attorney review in order to save \$1,000. Ms. Buxar said she appreciates what Chairperson Steele is trying to do but there are too many variables with the time constraints right now, perhaps this can be sorted out next year. Ms. Ford said our RFP is written for one year, with the option for up to three years.

MOTION by Ross, seconded by Steele, *Moved*, to include the Paint Creek Trail with the Lake Orion Library and Orion Township for auditing services for 2022, provided the attorney approves this endeavor.

Roll Call Vote:

Ayes: Ross, Steele

Nays: Becker, Blust, Buxar, Elwert, Walker, Sage

MOTION FAILED.

MANAGER'S REPORT: Ms. Ford summarized her written report included in the packet. There is no recommendation yet from the Friends Ad Hoc Committee as Ms. Gamage is not present tonight. There have been no updates to the DNR's Spark grant program. The City of Rochester reached out about an opportunity to apply to the federal DOT bridge investment for the Bridge 31.7 replacement, but is not a possibility as the bridge has to be a part of a highway bridge in order to be included in the grant. AEW is currently performing the topographical survey for the Bridge 31.7 design engineering grant, ASTI is waiting for that to be done to start working on the endangered species clearance for the project. There was a mix-up with the Sheriff's Department relative to the mounted patrol; they thought we would be sending them a patrol schedule, which has not been done in the past and no request was made of staff to do so. They have started scheduling patrols and will provide a report in the future. Paint Creek Junction is open as of August 1st, the bathrooms are locked at night and unlocked in the morning to prevent vandalism and a ribbon cutting ceremony will be held in the future. Ms. Ford indicated Ms. Steele passed along a grant opportunity for improving habitat quality, connectivity and enhancing public space which might good for the southeast Rochester property, but she hasn't had a chance to review it. The \$150,000-\$350,000 grant is through the Southeast Michigan Resilience Fund from the National Fish and Wildlife Foundation. Mr. Elwert said they're not usually for recreation enhancements, but has a contact for staff if they want to pursue it further. Ms. Ford commented Ms. Grupido walked the trail and completed the sign inventory; we now have locations and photos of all the signs.

COMMISSIONER REPORTS: Mr. Sage signed up for the LDBW close-up volunteer slot. Mr. Walker thanked staff for following up on the extensive "sandy beach" encroachment issue in Oakland Township on trail property along the creek. Ms. Ford explained she had to get EGLE and the DNR involved as there was concern about this being along the restricted part of the stream where the trout is protected. EGLE/DNR wants staff to be the first point of contact with the homeowners, but will be available for assistance if needed. Ms. Ford also reached out to the Clinton River Watershed Council who provided remediation guidelines to give to the homeowner. Mr. Walker said Trout Unlimited has sent letters to the riverfront property owners of the residents along the creek north of Tienken where their habitat improvement project will take place. Mr. Elwert said the graffiti removal in Rochester Hills will be taken care of. Mr. Ross said three of the four trashcans are in, still trying to figure out where to put the one at Foley Pond as it needs a concrete pad. The bike pump station is fixed, but there are some issues. Ms. Ford indicated the Clinton River Trail uses the same stations and is having issues with their pumps – they want to get feedback to see if this is a big problem. Mr. Ross reported there is a new invasive species in Michigan – the spotted lantern fly. Ms. Olijnyk said she will not be at the LDBW as she is out of town, but is sure it will go well. Mr. Shepard indicated he is not

technically a Commissioner anymore, he signed up for the closing slot at the LDBW, but can adjust his day if needed elsewhere. He might attend the next meeting with Russell George, his replacement. Chairperson Steele thanked Ms. Grupido for her work while Ms. Ford was on vacation. The Polly Ann Trail 25th Birthday Walk is scheduled for August 27th.

ADJOURNMENT OF REGULAR MEETING:

MOTION by Blust, seconded by Elwert, *Moved*, to adjourn the Regular Meeting at 8:03 p.m.

Ayes: All Nays: None

MOTION CARRIED.

NEXT REGULAR MEETING: September 20, 2022 at 7:00 p.m. – Rochester Municipal Offices

Respectfully submitted,

MELISSA FORD, Trail Manager

DAVID BECKER, Secretary

Draft