

PAINT CREEK TRAILWAYS COMMISSION

APPROVED

February 18, 2025



4393 Collins Road
Rochester, MI 48306
(248) 651-9260
Paintcreektrail.org

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

The February 18, 2025, meeting of the Paint Creek Trailways Commission was called to order at 7:00 p.m. in the main conference room of the Paint Creek Cider Mill.

ATTENDANCE

PRESENT

Voting Members:

Steve Sage (R), Chairperson
David Walker (RH), Vice-Chairperson
Ken Elwert (RH)
Linda Gamage (R)
Dave Mabry (Oakland),
Conner Reiter (Orion)

Voting Alternates:

Martha Olijnyk (Oakland)

A QUORUM WAS PRESENT.

Non-Voting Alternates:

David Becker (Rochester)

Village Non-Voting Alternate: None

Staff: Tom Correll, Trail Manager

Friends of the Paint Creek Trail: Louis Carrio, Matt Reimann

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ABSENT

Voting Members: Jim Fostey (Oakland), Julia Dalrymple (Orion)

Alternates: Robin Buxar (Oakland), Matt Pfeiffer (Orion), Aaron Whatley (Orion), Sara King (R), Russell George (RH), Carol Morlan (RH)

Village Non-Voting Member: Jason Peltier (Village of Lake Orion), Stanley Ford (Village of Lake Orion)

PLEDGE OF ALLEGIANCE

Chairman Sage led the Commissioners, staff and those present in the Pledge of Allegiance to the flag of the United States of America.

AMENDMENTS TO AND APPROVAL OF AGENDA

MOVED BY WALKER, SECONDED BY GAMAGE, to approve this evening's agenda as presented.

MOTION CARRIED.

GENERAL PUBLIC COMMENT

There was no one present who wished to comment on an item not already on this evening's agenda.

CONSENT AGENDA

This evening's Consent Agenda consists of the following: (a) minutes of the January 21, 2025, regular meeting and (b) Treasurer's Report for January 2025. Commissioner Elwert pointed out a typographical error and a spelling correction. Commissioner Olijnyk said her name was omitted in error from the attendance. Recording Secretary Kliffel will make these corrections.

Vice-Chairperson Walker referenced the section regarding license agreements, and pointed out that it has been four years since we began work on updating them.

MOVED BY ELWERT, SECONDED BY MABRY, to approve and file the minutes of the January 21, 2025, meeting as corrected, and to receive and file the Treasurer's Report for January 2025.

MOTION CARRIED.

APPROVAL OF INVOICES

Trail Manager Correll and the Commissioners reviewed the list of invoices. Commissioner Gamage asked if we need the Amazon Prime subscription. Manager Correll explained that this saves us on shipping costs for office supplies and other items that we order.

Commissioner Gamage commented on the charge in the amount of \$109.10 for shipping Paint Creek Trailways brochures to the Michigan Department of Transportation. She thought this was expensive, and wondered if it would be a better alternative to just publicize the Trailway through some other means such as use of a QR code, for example. Commissioner Becker commented that our brochures are very attractive and he doesn't feel there is anything that can match these. In his opinion, a QR code would not be nearly as effective in promoting the Trailway. He feels the expense of shipping the brochures is well worth the value of having our brochures at welcome centers, etc.

MOVED BY ELWERT, SECONDED BY MABRY, to approve payment of the invoices as presented in the amount of \$2,575.91.

MOTION CARRIED.

MASTER PLAN OPEN HOUSE

The Master Plan Open House will be an in-person event held at the Paint Creek Cider Mill. Giffels Webster, our consultant for this project, will coordinate the event with Trailways staff. The format for the open house will consist of a stakeholders' discussion, which will take place between 4:30 and 5:30 p.m., followed by a public open house, which will take place between 5:30 and 7:00 p.m. on the same day.

The Commissioners reviewed dates proposed by Giffels Webster. However, the Commissioners would prefer to hold the open house the second week of April or later in order to have time to complete the update review and to avoid spring break and other upcoming conflicts. Manager Correll will check with Giffels Webster on their availability.

Commissioner Becker inquired about the process of working through the Master Plan update. Manager Correll recalled that various subcommittees were set up review each chapter. Each subcommittee should meet to review their assigned chapter and then forward their proposed revisions to Manager Correll and Administrative Assistant Sands, who will then update the document. Once all of the chapters have been reviewed, the Commission will consider the updated Master Plan as a whole. Two of the five chapters have already been reviewed. Commissioner Becker said he would like the opportunity to review each chapter as it is modified. Manager Correll will send the two completed chapters to all members of the Commission.

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PAINT CREEK TRAILWAYS COMMISSION: 2025 GOALS

Following the discussion at the January meeting, Manager Correll removed all items from the list of goals that were already a part of the Trail Manager's job description. He then created a new document entitled "2025 Priority Goals/Projects." This list contains Priority 1 goals, which are goals that the Commission identified for 2025. Using his best judgment on the intent of the Commission, Manager Correll then listed other goals as Priority 2 and Priority 3. He also included a category called Longterm Priority, which are projects that he feels need to remain "on the radar," but that have not yet been scheduled.

Commissioner Elwert thanked Manager Correll for revising the list of goals in this manner, and for separating out the Trail Manager's job duties as contained in the job description. Commissioners Walker and Becker concurred.

Assessment of Bridges. Vice-Chairperson Walker said that this item needs to remain on this list, possibly as a longterm priority. We need to keep informed about the condition of each bridge.

Updated Survey of Trail. Vice-Chairperson Walker added that this should also remain on the goals/projects list, as we need to be able to continue to monitor our boundaries and be able to enforce any encroachments.

Art Project. The Commissioners discussed that we have had an art project on our list of projects. They recalled different community art projects that the Commission has participated in. Manger Correll will look into this matter and place it on the March agenda for further discussion.

The Commissioners noted that we need to coordinate the list of goals/priorities with our Master Plan.

NATIONAL TRAILS DAY

National Trails Day will take place on June 7th this year. Oakland Township Parks and Recreation's new Program Manager, Jason Spiller, approached Manager Correll and informed him that Oakland Township would like to organize an event (possibly with vendors and a walk along the Trail) to celebrate National Trails Day. Manager Correll and Administrative Assistant Sands will meet with Mr. Spiller next week to learn more about this idea.

Rochester Hills already has plans for an activity on that day, as does Orion Township. The Commissioners were not opposed to Oakland Township hosting an event to celebrate this day, but this Commission is choosing to focus on the Labor Day Bridge Walk.

WEBSITE REDESIGN

The Commissioners reviewed the proposed revised web page. Manager Correll sent an email earlier today with a link, and he invited the Commissioners to try out both the mobile version and the desktop version.

The “Report a Trail Issue” button is currently located at the bottom of the page. The Commissioners agreed that they would like this moved to the very top of the page, next to the “Donate” button.

There is a tab near the top of the page called “Trails”. Manager Correll explained that this tab includes various maps from Trout Unlimited, maps showing the location of parking lots, etc. After discussion, the group agreed that the tab should instead be called “Maps”.

Manager Correll would like to give the website design consultant the final changes by Friday so that the new website can be launched within the next several weeks. If we want design changes made beyond this last round, there will be an extra charge. Manager Correll and Administrative Assistant Sands will be trained on how to update the website.

MOVED BY ELWERT, SECONDED BY MABRY, to approve the design and publishing of the website, including the changes suggested this evening, by Friday.

MOTION CARRIED.

MANAGER’S REPORT

Request for Trail Connection from Newton Drive

A letter was sent to the Village of Lake Orion and the Trailways Commission. The letter requests a connection to the Paint Creek Trail from Newton Drive in the Village of Lake Orion. The letter also requests that, as a part of the Village’s sidewalk improvement program, they extend the sidewalk and pave the cul-de-sac in this area in order to provide a safer access to the Trail.

The Commissioners discussed that there is already access from nearby Atwater, and that they do not have plans to create another trailhead at this location at this time

COMMISSIONER MABRY'S REPORT

Encroachment: 4763 Forest Ridge Court

Commissioner Mabry reported that he spoke with the property owner. While she is not pleased, she intends to hire someone to remove the encroachment. She would like the contractor to have access to the Trail and the stairs to remove the materials. As our Trail surfacing is very soft in the spring, the Commissioners agreed that the work should not take place until later in the season, possibly in June. Commissioner Olijnyk asked that we work with the homeowner to make it as easy as possible for her to have this work done, and said the homeowner should coordinate this project with Trailways staff. Commissioner Walker asked that we continue to monitor this matter to ensure that the encroachment is removed within a reasonable timeframe.

COMMISSIONER ELWERT'S REPORT

Encroachment: 1850 N. Livernois

The attorney for the City of Rochester Hills sent the homeowner a letter advising of the encroachment. The homeowner was very responsive and agreed to remove the encroachment and restore the drainage in this area as soon as the weather permits.

COMMISSIONER REITER'S REPORTS

Jacobsen's Flowers – Trees Tagged on Trailways Property

At the January meeting, Commissioner Ford alerted the Trailways Commission that a number of trees behind the property formerly occupied by Jacobsen's Flowers had been tagged. He believed these trees were on Trailways property.

Commissioner Reiter looked into this. There are plans for this property to be sold and developed, so the tagging of the trees was done in conjunction with a property survey. Orion Township's planning and zoning staff has since informed the appropriate parties of the Trailways Commission's concerns. Commissioner Reiter will make sure that Commissioner Dalrymple, who is the Orion Township Clerk, is aware of this matter.

Chairman Sage suggested that we may wish to send a letter from the Paint Creek Trailways Commission to each member municipality's manager. The letter would ask that their planning departments alert the Trailways Commission of any proposed development on properties that abut Trailways property.

Integration of Village of Lake Orion Extension into Trail System

The list of Goals/Projects includes as a longterm priority the integration of the Village of Lake Orion extension more fully into the Paint Creek Trail system. Commissioner Reiter noted that the Downtown Development Authority is developing a park north of Atwater, and they have been discussing a potential connection to the Paint Creek Trailways from this park.

CHAIRMAN SAGE'S REPORT

Resignation of Trail Manager Correll

Trail Manager Correll submitted his letter of resignation. The Commissioners thanked him for all he has done for the Trailways Commission, and they wish him the best. Mr. Correll graciously offered to stay on to help train and orient the new Trail Manager, and said he would ideally like to have two weeks for the transition. At this time, he said he would be willing to stay through the April meeting as needed.

In conjunction with the recent revision of the list of Trailways Commission goals, Manager Correll updated the Trail Manager job description. He will forward this to the Commissioners. Regarding wage range, the Commissioners agreed to post the position at the wage range as it currently stands.

The Commissioners concurred that they would like to try to post this position by Friday. They discussed when applications should be due. Commissioner Elwert shared that when the City of Rochester Hills posts a position, lately they have been conducting their first consideration of candidates two weeks after the posting, with the position to remain open until filled. The Trailways Commissioners thought that sounded like a good approach. Resumes should be sent to the attention of the Administrative Assistant, and then forwarded to the Personnel Committee.

License Agreements

Chairman Sage asked Manager Correll to email copies of the license agreements to all of the Commissioners.

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ADJOURNMENT

MOVED BY MABRY, SECONDED BY OLIJNYK, there being no further business before the Commission, to adjourn the meeting at 8:13 p.m.

MOTION CARRIED.

Respectfully submitted,

Ingrid R. Kliffel
Recording Secretary

Approved,

Julia Dalrymple
Secretary

Approved,

Tom Correll
Trail Manager