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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, May 21, 2019 meeting was called to order by Chairperson Becker at 7:50 p.m.

Voting Members Present: Rock Blanchard, Susan Bowyer, Frank Ferriolo, Linda Gamage, Kim Russell, Donni Steele

Voting Alternates Present: None

Non-Voting Alternates Present: David Becker, Lynn Loeks

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

Voting Members Absent: Jeff Stout, Hank Van Agen

Alternates Absent: Chris Barnett, Robin Buxar, Ben Giovanelli, Chris Hagen, Martha Olijnyk, David Walker

Village of Lake Orion Non-Voting Member Absent: None

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: The Pledge was recited at the previous Joint Meeting.

APPROVAL OF AGENDA:

MOTION by Bowyer, seconded by Blanchard, **Moved**, to approve the May 21, 2019 agenda as presented.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:

- a. Minutes – April 16, 2019, Regular Meeting, approve and file
- b. Treasurers Report – April 2019, receive and file

MOTION by Blanchard, seconded by Russell, **Moved**, to approve the Consent Agenda as presented.

Ayes: Blanchard, Bowyer, Ferriolo, Gamage, Russell

Nays: Steele

MOTION CARRIED.

APPROVAL OF INVOICES: Ms. Ford presented the list of invoices totaling \$386,246.90. In addition to the recorder's fee, this amount includes payment to Foster, Swift Collins & Smith for legal services, staff postage and bike bell sample, payment to Mannik Smith Group for Bridge 33.7 renovation construction administration and payment to the Road Commission for Oakland County for Bridge 33.7 renovation local share costs. The Commission needs to pay this cost up front with a portion being funded by OTPRC and the Wilson Foundation. The MNRTF will be

reimbursing \$300,000 for the project. Ms. Steele asked if the Commission is too far along in the bridge project to reevaluate MSG's services. Ms. Ford indicated yes. Ms. Russell commented there should be an accountability clause included in future bid packets. Mr. Becker indicated the Commission could bid out the construction administration award portion of the overall project if they desire, but it's probably not a good idea at this point. Perhaps the Wilson Foundation could be contacted for additional funding if we explained what the Commission's situation is.

Estimated unrestricted fund balance is \$69,743.

MOTION by Bowyer, seconded by Blanchard, *Moved*, that the invoices presented for payment are approved in the amount of \$386,246.90 and orders be drawn for payment.

Ayes: Blanchard, Bowyer, Ferriolo, Gamage, Russell

Nays: Steele

MOTION CARRIED.

TEMPORARY PERMIT, Donni Steele on behalf of Orion Township – Orion Veterans

Memorial 5k, May 27, 2019: Ms. Steele explained the proceeds from the run will help the maintenance of the Veterans Park on M24 and Odanah. She's asking for approval of the run which starts at 9:00 a.m. and should be done at 10:00. It starts in downtown Lake Orion at the Children's Park, running on the trail to Kern Road and back. It was suggested future requests be made prior to advertising the event.

MOTION by Russell, seconded by Ferriolo, *Moved*, to approve the temporary permit for the Orion Veterans Memorial 5k event on May 27, 2019, contingent upon receiving proof of insurance paperwork naming the Commission as additionally insured.

Ayes: All Nays: None

MOTION CARRIED.

PRESENTATION: Monarch Butterfly & Native Pollinators – Marilyn Trent, Rochester

Pollinators: Marilyn Trent, came forward, summarized her background, and gave a very informative video presentation relative to creating awareness of efforts to save the Monarch Butterflies and local pollinators by planting Michigan native plants. She was accompanied by Jane Giblin, an expert gardener working with North Oakland Wild Ones to promote the use of native plants. The effort has been paying off because the number of Monarchs coming up from Mexico is the highest it's been in many years. The City of Rochester and other cities in the nation have signed pledges that were created by the National Wildlife Federation, and Ms. Trent explained the 24 actions included in the pledge. She is encouraging business owners to sign up to help this effort and indicated there are now 12 partnership connections. She is asking for everyone to spread the word by liking the Rochester City Beautiful Commission Facebook page and share this information. The Commission thanked Ms. Trent and Ms. Giblin for their initiative and the presentation. Ms. Russell suggested the goal to reach out is through the Mayors of municipalities. There is a great opportunity through the Mayor of Rochester Hills, Bryan Barnett, being in charge of all the Mayors in the United States next year. Mr. Blanchard added that this is a great idea to add to the Dave Moutrie memorial as he was an educator, and would like to work with Ms. Trent on the plan. This issue could also be included in the updated Master Plan. The Commission is excited to work towards this effort as there are five communities represented.

APPROVAL: 2018 Audit: Mr. Becker indicated if there are no questions or concerns, the Commission should consider a motion to receive and file the 2018 audit and request that it be transmitted to the Local Audit and Finance Division of Michigan Department of Treasury. The fund balance forwarded is \$86,000 unrestricted, and \$2,800 restricted.

MOTION by Bowyer, seconded by Russell, *Moved*, to receive and file the 2018 audit report and request that Mr. Phillips transmit it to the Local Audit and Finance Division of the Michigan Department of Treasury.

Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION AND APPROVAL: Master Plan Update:

Recreation Inventory: Ms. Ford indicated some edits have been added to the document in the packet, circulated the changes and indicated they are very minor. The subcommittee had very little issues with the updated section. It was suggested that in table 4.4, the parks near the trail should list miles away from the trail as “vicinity of the trail” is vague. In table 4.3, it was suggested that downtown Lake Orion be added as Section 1, and move all the others down. Ms. Ford indicated this is not a “management section” as Lake Orion manages this section. Lake Orion could be asked to add the mile marker signage. Ms. Steele would like to add this section of the trail as Management Section #1 to the table. It could be included as an asterisk noting it is managed by Village of Lake Orion. Ms. Ford will add the section from Atwater into downtown Lake Orion and update the chart so it reflects parking location, mileage and restrooms. Also on page 24 it talks about enhancements, and Ms. Steele suggested that the removal of the rocks out of the river letting the only cold water trout stream continue, be recognized. There is no need for a motion to approve this section at this time as the Master Plan will be approved in its entirety, and the committee was thanked for their work.

Master Plan Ad Hoc Committee to Review Planning and Public Input Process: Mr. Becker, Ms. Bowyer and Ms. Steele volunteered to serve on this committee. As the survey has not yet been done by Giffels Webster, this section of the Master Plan will be on the July agenda.

DISCUSSION/APPROVAL: Interim Trail Manager Job Description and Posting: Ms. Ford indicated this was a late addition to the packet; the job description was emailed to the members. Both Ms. Ford and Ms. Gray have reviewed the description to see what this person will need to do in the time Ms. Ford will be off on maternity leave. The question is whether everyone approves this and if anyone has questions about the pay rate. Mr. Ferriolo asked what the time away is expected. Ms. Ford indicated she is expected to be away 6-8 weeks, and then return as normal. Mr. Ferriolo asked why are we doing this – he sees no reason to have an interim manager if only for this time frame. By the time we start looking for someone, it will be resolved. Considering the Commission has a lot going on from the standpoint of the workload with the bridge and resurfacing – he recommends in light of Ms. Ford’s time off, and in light of the things that are going on with the trail – he suggests the Labor Day Bridge Walk event be cancelled this year. It will be too much for staff. He doesn’t think we need an interim trail manager, and thinks we should look for other ways to lighten the load on Ms. Gray during this time. Chairperson Becker indicated the Personnel Committee is looking for an abbreviated process and has been doing some networking and might have some people they know who might be interested. Ms. Gray has requested that she not be the interim manager, and Mr. Becker feels we need someone in that position for the two months because of the trail projects and the grants involved; it’s a big job. The Personnel Committee is working hard to find good people that will fill in without a competitive search – and for a temporary position, he feels the Committee can do that, and present someone to the Commission next month that they find satisfactory. Ms. Bowyer presented to Ms. Gray – this will be 8 weeks and a new person will have to be trained, and feels this will be doubling her workload. She agrees with canceling the Labor Day Bridge Walk, and cut back on a lot of things. Ms. Gray feels that with the issues the Commission has experienced with the project and given the cost and complexity of the project, it would best serve the Commission to have an experienced manager in place. It’s unreasonable to expect a person at her administrative level to function in this role. Ms. Bowyer said we might not need an interim trail manager, but maybe an engineer that will help oversee the projects. Mr. Ferriolo added that Ms. Milos-Dale is also very much involved with what is going on as well. Ms. Ford explained that Ms. Milos-Dale is also dealing with a staff member that’s going off on paternity leave around the same time – and she will be covering for one of her higher level staff people too. An additional consideration is the accounting necessary for the grants, it is outside of staff’s current accounting training and skills. There a lot of things going on this year that would not normally be

going on in a typical year. Ms. Gray is paid for 12 hours a week. In the last week alone, both Ms. Gray and Ms. Ford have worked many hours over their paid time. Based on what is going on, the time needed is beyond what Ms. Gray can get done in her normal 12 hours. Mr. Becker indicated the Personnel Committee is talking with people who are intimately familiar with the trail and the Commission. He is not anticipating getting someone new and training them for this interim position. They will recommend someone to the Commission hopefully next month. He hopes if the Committee recommends someone, the Commission will approve hiring a temporary person. It's up to the Commission. Ms. Ford indicated she will be available to the Commission – she is only 10 minutes away from the office. Ms. Russell indicated she did not know staff was going to have an interim person, but if this will be presented next month, we almost have to decide at that meeting. Maybe this could be added to the next joint meeting. This is a unique situation, and maybe this person should be a CPA, consultant or an engineer, but she doesn't know, and we'll have to make a decision at the next meeting. Mr. Becker said the Personnel Committee will do all it can to come up with someone to recommend at the joint meeting. And if not, we'll have to figure out where to go from there. Ms. Steele added the Committee is putting a lot of effort into making sure that the Commission can move along seamlessly and has hope the Commission has confidence that the Committee has the same best interests as everyone else – to make sure everything moves forward in a professional manner.

MOTION by Steele, seconded by Blanchard, **Moved**, to approve the job description as presented and post it with the proposed salary range.

Mr. Ferriolo disagrees with the motion as he doesn't feel we're at this point yet. The Committee is going to come up with an idea that the Commission has to look at the next meeting. What this motion does is set the process in play – we're not there yet.

Vote on the Motion:

Ayes: Blanchard, Steele

Nays: Bowyer, Ferriolo, Gamage, Russell

MOTION FAILS.

Discussion: Ms. Gamage asked for more discussion because it sounds as if it's not necessarily an interim manager we need, more like someone to administer the grants. Ms. Ford indicated it's more than that – that's just one of the major issues. Ms. Gamage wants to know the primary expectations for the temporary person and does it make sense to find someone with expertise in grants rather than a trail manager. Mr. Becker indicated the Personnel Committee hopes to find someone who can fit in and keep the complex operation for the number of hours that we give the individual to do going smoothly – keep the trail clean, bills get paid, etc. Ms. Ford added there will be a lot of public liaison during the time period she's off – the Commission will be in the middle of the bridge project with the resurfacing coming up. She is already fielding daily calls relative to the closures – the public needs to be kept aware of the project. This person will also be working with MSG and Ms. Milos-Dale on managing the bridge project, as well as the Master Plan update. The signage grant will be going on during this time as well. Mr. Blanchard said we need to have a trail manager during this time, so it's replacing Ms. Ford during this time. The job description is the same, except that it's for an interim period. Ms. Bowyer indicated this person needs to be hired as soon as possible, so they can be trained before Ms. Ford leaves. Ms. Steele hopes the Commission has faith that the Personnel Committee can find someone who is capable. Ms. Russell asked if the job has to be posted – because the Committee can come forward with a few people, see what the scope is, let go of the LDBW, and have someone in to work with the grant and bridge project, and each community work on their own section. Mr. Joe Young, City Manager of the Village of Lake Orion, suggested the Commission needs management services in specialty areas that member municipal planners could help facilitate during the interim. Mr. Blanchard feels that member communities could be approached for some help during this interim

period, but we still need to post the description to have someone in the office for the day-to-day business. Mr. Ferriolo feels we should reach out to Ms. Milos-Dale as she's been involved in the bridge project for the last five years and the previous resurfacing project. Ms. Steele did ask Ms. Milos-Dale for assistance. She feels if we post the description, and ask around, it will give the Committee the power to continue asking and to try to come up with candidates. If we don't have the job description, and it's not posted, the Commission has no teeth to bring someone back to the Commission with necessary capabilities to take over during the interim period.

MOTION by Steele, seconded by Bowyer, **Moved**, to post the job description as presented for immediate candidates to bring back to the Commission at the next meeting.

Ayes: Blanchard, Bowyer, Gamage, Russell, Steele

Nays: Ferriolo

MOTION CARRIED.

MOTION by Ferriolo, **Moved**, to cancel the Labor Day Bridge Walk for this year, but recommends that it be reinstated next year.

The motion was not seconded. Pursuant to the PCTC interlocal, Chairperson Becker ruled the motion out of order, as this item is not on the agenda for action. This issue will be put on next month's agenda.

DISCUSSION/APPROVAL: June 18, 2019 Meeting Location & Field Trip: Chairperson Becker suggested the field trip take place on the new trail section in Lake Orion. Mr. Young agreed to meet the Commission on site. The next meeting will be at the Cider Mill.

MANAGER'S REPORT: In addition to the written report, Ms. Ford reported the bike patroller started last weekend. Three sponsors have been secured for the National Trails Day event. The Orion Township Public Library contacted Ms. Ford about putting a Little Free Library on the trail. This is a great idea, and a good location could be near the Atwater parking lot.

COMMISSIONERS REPORTS: Ms. Steele reported that the Polly Ann Trail has been designated as a Pure Michigan Trail. Mr. Blanchard reported the Moutrie subcommittee met with Mr. Carrio of the Friends Group and will bring a plan back to the Commission. Ms. Gamage reported that the Adopt a Trail group did a clean up from Rochester Park to Tienken after the Home Town Hustle event. The Commission thanked Ms. Russell for bringing in the Monarch Butterfly presentation.

ADJOURNMENT OF REGULAR MEETING:

MOTION by Blanchard, seconded by Steele, **Moved**, to adjourn the Regular Meeting at 9:45 p.m.

Ayes: All Nays: None

MOTION CARRIED.

NEXT MEETING: June 18, 2019 at 7:00 p.m. – Paint Creek Cider Mill
Respectfully submitted,

MELISSA FORD, Trail Manager

HANK VAN AGEN, Secretary