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**REGULAR MEETING of the PAINT CREEK TRAILWAYS COMMISSION
Rochester Municipal Offices
400 Sixth Street, Rochester, MI 48307**

CALL TO ORDER: The Tuesday, June 15, 2021 Regular Meeting was called to order by Chairperson Steele at 7:01 p.m.

Attendance Roll Call:

Voting Members Present: Brian Blust, Ken Elwert, Linda Gamage, Steve Sage, Donni Steele, Jeff Stout, David Walker

Voting Alternates Present: Dave Mabry

Non-Voting Alternates Present: David Becker, Theresa Munglioli, Martha Olijnyk

Voting Members Absent: Robin Buxar

Alternates Absent: Julia Dalrymple, Ann Peterson, Chris Shepard

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, Chris Gray, Assistant Trail Manager, Louis Carrio, President of the Friends Group, Sandi DiSipio, Recording Secretary

PLEDGE OF ALLEGIANCE: All rose and recited the Pledge.

APPROVAL OF AGENDA: Approval of Invoices (Item #6) will occur after discussion of the Signage Project and Audio Sign (Items #7 and #9) as those invoices are included for approval tonight.

MOTION by Gamage, seconded by Walker, ***Moved***, to approve the June 15, 2021 agenda as amended.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:

a. Minutes – May 18, 2021 Regular Meeting, approve and file

b. Treasurers Report – May 2021

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

Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION/APPROVAL: Paint Creek Trail Signage Project – Wayfinding Signage: Ms.

Ford indicated the Commission discussed this issue at the last meeting, and mock-up signs were placed on the trail for the members to review and comment on. She received comments from Mr. Becker, and Ms. Steele provided her notes tonight. Mr. Walker asked about the directional arrows, some text had them and some did not; this should be consistent. Ms. Ford explained if

the text had no arrow, it meant it was in the direction the user was traveling. Arrows are used with all text on the three-sided signs. Ms. Gamage said the Committee looked at this issue, and her friend had the same comment about the arrows. Ms. Gamage said the mock-up signs were center justified which may account for some confusion. This is not how the spacing will be on the final signs – she suggested sending the Commissioners a few mock-ups of how the text will appear on the actual signs. Mr. Mabry asked why the Cider Mill or Gallagher Road is not mentioned on any of the signs. Ms. Ford said the Cider Mill is not mentioned by name – the amenities located nearby are listed, e.g., bathrooms, drinking fountain and fix-it station with an arrow. Ms. Steele said a lot of signs did not say Lake Orion. Ms. Ford explained we are limited in the number of things that can be on the signs, and the signs at either end of the trail include the total trail distance. As you get closer to the destinations, that’s when it starts appearing on the signs. A comment was made about the N-W-S-E compass map symbol that is on the signs showing where the next detailed trail map is located might be confusing. Ms. Gamage explained they wanted to let people know where the detailed maps are located, as these are just wayfinding signs listing nearby amenities – we may want to change the map symbol, but the Committee is not sure what a replacement suggestion would be. Mr. Sage asked if the wayfinding signs mirror the symbols on the trail map. Ms. Ford said there’s no map icon on the trail map. She also mentioned that some of the wayfinding signs at road intersections may have to be moved to the other side of the trail, because the road stop signs have to be on the side that trail users are traveling. Ms. Olijnyk mentioned “pollinator” is misspelled on the mock-up sign. Mr. Becker said the “drop” symbol on the signs doesn’t signify anything to him, and suggested a different symbol for drinking fountains. Mr. Sage said the drop symbol is on the trail maps, so what’s the remedy to fix the map – maybe a sticker? Ms. Ford said we would have to pay the sign shop to create a sticker for the maps. Ms. Gamage asked how the symbols were found. Ms. Ford said the sign symbols are the same as what’s listed on the trail map, except for the new butterfly symbol for the pollinator garden. Ms. Gamage stated the Committee will be meeting again as they have other comments to consider, so they are not ready to move forward with these signs yet. Ms. Ford indicated the Committee needs to discuss other things as well, the design of the sign height is 12’, which only leaves eight feet between the ground and the bottom of the sign and because of the horseback riders, the minimum height has to be 10’, and the sign corner toward the trail needs to be rounded. The next phase is the roadway signs, but they are not break-away signs, which they have to be if they’re in the right-of-way. Ms. Ford then referred to the invoice listed for approval tonight – the price on the invoice does not reflect the added length of the pole to meet the height requirements (but the cost will not be substantial). Mr. Blust asked if there is a deadline to install the signage. Ms. Ford replied she would like to get them installed this summer; there is a deadline for the roadway signage – they need to be in by the end of the September. She has talked to the DNR and explained that’s contingent on the manufacturer, supplies, and the municipalities’ ability to install – they are aware that there could be a request for an extension. Mr. Stout asked about signs hanging in the roadway on the shoulder side (very difficult to hear exactly what was asked). Ms. Ford said the signs have to be a minimum of two feet off to the side from the shoulder of the trail – the County is recommending three feet to be more cautious. As an option, the signs could be positioned on the other side of the pole toward the trees instead of nearer to the trail. Mr. Stout said something about the drop symbol for the water fountain and something about the prairie site, but the recording did not pick up what he said. Ms. Ford indicated the map lists the prairie restoration site, but it’s actually a prairie remnant. Any other comments can be forwarded to Ms. Ford. The Committee was thanked for all their work on this project and to the members who went out to check the mocked-up signs.

DISCUSSION/APPROVAL: Labor Day Bridge Walk – September 6, 2021: Ms. Ford stated the application she wants to submit to the City of Rochester requesting use of the park and pavilion for the event is included in the packet – she needs the Commission’s approval to do that.

This event has not been held for the past two years and a few things have changed. In the past, there have been donuts and bagels to pass out to the participants, but she's moved away from that and decided to go with prepackaged muffins to get away from people touching everything. Previously there was a face painter for the kids, but doesn't think that's a good idea this year. The thought is to do some sort of art activity partnering with the Paint Creek Center for the Arts or Dinosaur Hill – this needs to be worked out. In the past, participants were asked to give a \$5.00 donation for the event and the Commission chooses a project the funds will be dedicated to – the Commission needs to make a choice on this. We also need Commissioners to volunteer to be a Volunteer Coordinator as well as a Event Sponsorship Coordinator. A discussion also needs to happen about whether or not we want to hand out a promotional item – there is \$318 in the budget to cover this. Mr. Becker asked if a representative from Rochester needs to sign the application for the event. Ms. Ford indicated yes. Members representing Rochester agreed to sign the application, and Mr. Sage said he'd help with the application process, getting it before the Council on the 28th. Ms. Gamage noted there are two different costs on the application - \$185, and then a \$75 fee for the permit. Ms. Ford explained the \$75 is for the special event permit, and a separate cost for the pavilion, part of which is refundable. Ms. Gamage remembers in the past we've requested a waiver for either the pavilion fees or the special event fees, or both. She asked if we can request this again. Mr. Sage responded the Commission can request the waiver.

MOTION by Gamage, seconded by Elwert, *Moved*, to request the City of Rochester to waive the special permit fee and the pavilion fee.

Mr. Walker referred to the City costs for the special events in addition to renting the pavilion, and asked if we anticipate any City costs? Mr. Sage said there will be an assessment after we submit the application – he's not sure if any police help will be involved. Ms. Gray said we need to ask ... something about Ludlow crossing (could not hear). Mr. Walker said this is the variable, the City wants to be reimbursed by 50% of actual costs, so this needs to be taken into consideration in the budget if there are any City costs we are obligated to reimburse. Mr. Sage will work with Ms. Ford on the application. Ms. Gamage doesn't know if we've had assistance with crossing at Ludlow in the past, but it might be a good idea. Is there any way we can request assistance from the Mounted Patrol that day to help at the crossing instead of paying the City, as we're already paying for the Mounted Police. Mr. Walker said as long as Rochester is in agreement, as that's their jurisdiction. Ms. Ford will inquire. Ms. Gamage agreed to include this in her motion, Mr. Elwert agreed. Chairperson Steele said in the event that the City of Rochester does not approve waiving the fee, do we need an amount included in the motion. Ms. Ford indicated the fees for the permit should be included, but not the reimbursement for cleanup and City costs. Ms. Gray suggested that we turn in the check with the application so we can reserve the date. Ms. Ford agreed we need to hold our spot for the event. Ms. Gamage agreed to add to the motion that we will pay up to \$185 for the permit application in the event it's not waived by the City of Rochester, Mr. Elwert agreed.

Amended Motion:

MOTION by Gamage, seconded by Elwert, *Moved*, to request the City of Rochester to waive the special permit fee and the pavilion fee, request permission to use the Mounted Patrol services in lieu of City of Rochester services, and approve paying the \$185 permit fee to reserve the event date if this fee is not waived by the City of Rochester.

Roll Call Vote:

Ayes: Blust, Elwert, Gamage, Mabry, Sage, Steele, Stout, Walker

Nays: None

MOTION CARRIED.

Discussion on the Suggested Donation: Ms. Ford said the suggested donation is \$5 per family to a particular project of the Commission's choice. At a previous meeting, we talked about how the Commission would take over maintenance of the pollinator garden after this year from the Friends Group. Her thought is to use these donations to start reserve funds for the garden's maintenance in the future. Chairperson Steele likes the idea of a \$5 donation, and the suggested project. Mr. Sage commented this is usually the suggested amount for the Arts & Apples event. Other suggestions made include a \$5 donation per person, or \$5 a person and \$10 per family. Ms. Gamage likes the suggested amount of \$5 per family, that way it wouldn't prohibit people from attending because there is a large amount attached to it. Mr. Walker suggested just having the sign say a \$5 donation is suggested. Mr. Becker indicated when he was on Rochester's Council, they were very sensitive about making people feel they had to pay to do something in the park. He realizes this is a voluntary donation, but thinks we have to make sure there's no aspect of coercion for that donation to be able to participate in the event. Mr. Sage said this sensitivity still exists, but what they did find the most successful was when you had different areas that allowed people to donate. There was just a sign that indicated "suggested donations", but when successful, it was definitely a factor of how many barrels were put out, some with volunteers around and others unmanned. He suggested the Commission think about this. Ms. Gamage noted there are only two events on the trail per year, and thinks one of the purposes of the trail is to get people out using the trail. She doesn't think we should make this a driving force in what we're doing or make it an omni-present part of the event. It's a great family event, and part of our mission is to get people out on the trail. She hopes the suggested donation doesn't overtake the spirit of the event.

MOTION by Walker, seconded by Sage, *Moved*, to approve a suggested \$5 donation toward continued maintenance of the pollinator garden, with as many barrels as we can fit in the area.

Roll Call Vote:

Ayes: Blust, Elwert, Gamage, Mabry, Sage, Steele, Stout, Walker

Nays: None

MOTION CARRIED.

Discussion on a volunteer for the Volunteer Coordinator and Sponsorship Coordinator: Ms. Gray indicated Ms. Bowyer was the previous Volunteer Coordinator, and solicited volunteers for the event. Ms. Olijnyk added she used a sign-up list with all the jobs that needed to be done and the time slots available, and made sure they got done. Someone is needed to handle walk-up registrations and check in people who previously registered, volunteers to hand out food, to assist with setup and cleanup, to hand out water, to man the table and to start the walk. The Event Sponsorship Coordinator is someone who solicited donations, either food or money to buy the food, or activities for the kids. Mr. Ferriolo previously handled this task, usually finding three or four sponsors. Mr. Elwert volunteered to be the Sponsorship Coordinator. He added that the job of Volunteer Coordinator is a lot for one person to do, and suggested a team of Commissioners. Ms. Olijnyk asked if staff had access to the sign-up list that was used in the past, and said she would help with securing volunteers, but can't take on all the responsibilities. Ms. Gray said the form should be available and will send it to Ms. Olijnyk. Ms. Ford believes the Friends Group used to help out. Mr. Carrio said they would have a table at the event, and suggested a wheel spin like they did at 2019 Trails Day. Ms. Mungioli suggested contacting the Eagle Scout, Boy Scout, Girl Scout troops, maybe they could volunteer. Ms. Gamage said we do need volunteers, but remembers the sign-up list last time was quite extensive. A few people from her neighborhood volunteered, showed up and really didn't have anything to do. We need to make sure if we secure volunteers, we actually need and use them for specific jobs. She suggested reaching out to the Adopt-A-Trail clubs. She really appreciates the event being simple and we should keep that in mind. Ms. Olijnyk found out there's a local baseball team called the Paint Creek Trailblazers, maybe they could help out. Ms. Steele volunteered Ms. Dalrymple to help with the volunteers, and if she can't, Ms. Steele will. Mr. Walker agreed to help Mr. Elwert with the sponsors.

Discussion on Promotional Items: There is \$318 in the budget for this item. Ms. Gamage is thinking of native plantings in line with the pollinator garden. Maybe we could team with the Rochester Pollinators Group and give away 50 milkweed plants. Ms. Ford said her idea was to give away packets of native seeds, and needs to look into the price. Ms. Gray suggested decal stickers for cars. Mr. Carrio likes the milkweed plant idea. Marilyn Trent is at the Rochester Farmer's Market every Saturday and gives away a milkweed plants, takes orders for native plants, and might be willing to set up a table on Labor Day and do the same thing – that would take care of the give-away and be consistent with the environmentally friendly approach. Mr. Becker agrees with this suggestion. Mr. Carrio agreed to contact Ms. Trent. Ms. Gamage likes the sticker idea too, so maybe we could give away 25 stickers, and asked the cost. Ms. Ford said she hasn't looked into the cost, will come up with a few designs and get a price for the next meeting. Ms. Gamage likes that the stickers would promote our new branding – even if we don't give them away, we could look into selling them at the event in support of the Pollinators Group or the maintenance fund for the garden. Mr. Carrio thought this could be integrated into one of the spin the wheel prizes and the Friends could fund this. An update on promotional items will be given at the next meeting.

Discussion on Approval of Event Budget: Chairperson Steele asked if any adjustments need to be made to the budget at this point. Ms. Ford said the only thing might be Rochester's fees. She added we talked last meeting about doing the recognition ceremony during this event. She's not sure how we want to handle this or whether it needs to be discussed tonight, but we have at least 10 people we are honoring, and asked if this should be done with the public all there, or do that while they're walking or after everyone's gone for the day. Ms. Olijnyk explained it's been different every year, but when we have a number of people that are being recognized, we don't spend a lot of time on each individual, but if there's a special Commissioner, e.g., Mr. Blanchard who will be presented with a Resolution, we would spend some time talking about him. Or we can decide to do it at a separate event. Ms. Olijnyk suggested Ms. Ford ask Mr. Blanchard how he feels about this. Ms. Ford indicated the ribbon cutting for the bridge and the trail will be during this event as well. The participants in the walk will not be going as far as the bridge. Chairperson Steele suggested we could do a fall donut ceremony at the Cider Mill for the recognition, possibly at a meeting. Ms. Gamage feels if we do a separate event for the ribbon cutting and donuts, she suggested adding the recognition ceremony to that event, to recognize the bridge and all the former Commissioner's contributions. Ms. Ford thought maybe we could honor just Mr. Blanchard at the Labor Day Walk event. The Commission asked her to reach out to Mr. Blanchard to get his opinion. Ms. Ford indicated a budget amendment is not needed, as the original motion approved the \$185 special event permit fee.

DISCUSSION/APPROVAL: Audio Sign: Ms. Ford hopes the members have checked out the audio sign at the new bridge; this would be the same kind of sign just with a different topic. Originally, we had thought about putting it at Foley Pond in Orion Township, but it doesn't seem that's feasible on the deck. She was talking with Oakland Township staff when the prairie remnant/restoration issue came up, and it seemed like that would be a good opportunity to provide people with information because there's nothing there that explains what it is. It also has historical things involved with it, e.g., the trains going through that would spark fires, which is one of the things that allowed the prairie to stay in those locations. Mining was also done there, which explains why the land is higher in certain spots. It's a good opportunity to provide people with information about that site. Both Oakland Township and the DNR have agreed to this location, but she wants to secure Commission approval before making this change. Mr. Becker expressed concern about putting up another audio sign. He thinks we are slowly making the trail less natural, and one of the highlights of the trail is that it's beautiful because it's natural. He

understands how the sign is useful in some ways, but it detracts from the natural beauty of the trail and wonders if there's something better we can do with the \$5,000. He's not in favor of doing this. Ms. Ford explained the Commission provided the list included in the packet to the DNR last fall and they approved this project. If we decide not to do this project, we will need to get approval from the DNR for whatever else we decide to do with the \$5,000, as it's their funding. Mr. Blust said he grew up in the area, didn't know Oakland Township had prairies, feels this project is important to get information out there, and is in favor of it. The audio sign at the bridge is used by the users, has positive feedback and serves the visually impaired population. Mr. Stout agrees however, changing the grant parameters with the DNR this late in the process is an extensive amount of work and suggested we proceed with the plan.

MOTION by Stout, seconded by Elwert, *Moved*, to proceed with the audio sign at the prairie remnant site at a cost of \$5,000 in compliance with the DNR grant.

Roll Call Vote:

Ayes: Blust, Elwert, Gamage, Mabry, Sage, Steele, Stout, Walker

Nays: None

MOTION CARRIED.

Ms. Gamage added she supported the motion, but agrees with Mr. Becker that we need to keep in mind detracting from the natural respite that the trail is and has been. She is concerned about the signs on the trail, but understands they are necessary, important and informative. In placing the signs we are keeping in mind the number of signs and education provided, and we need to do this with audio signs and other amenities. Chairperson Steele commented that a number of signs will be removed which will help with these concerns and alleviate the mish-mash on the trail.

APPROVAL OF INVOICES: Ms. Ford presented the list of invoices totaling \$28,628.42. In addition to the recorder's fee, this amount includes credit card charges for office supplies, numerous items for the NTD prize basket and the GoToMeeting charge; special event permit and facility rental fees for the Bridge Walk, bike patroller supplies, payment for the 2020 financial audit, deposit to the Sign Shop for the new trail signage, and the deposit for the solar powered audio signpost. Estimated unrestricted fund balance is \$60,000.

MOTION by Gamage, seconded by Blust, *Moved*, that the invoices presented for payment are approved as presented in the amount of \$28,628.42 and orders be drawn for payment.

Roll Call Vote:

Ayes: Blust, Elwert, Gamage, Mabry, Sage, Steele, Stout, Walker

Nays: None

MOTION CARRIED.

DISCUSSION/APPROVAL: Budget Amendment: Ms. Ford explained this is to approve moving \$500 from the unrestricted budget to the operations budget to cover the cost of the plaques, spikes and display boxes for this year's Recognition Ceremony.

MOTION by Stout, seconded by Elwert, *Moved*, to move \$500 from the unrestricted budget to the operations budget to pay for the plaques, spikes and display boxes for the Recognition Ceremony.

Roll Call Vote:

Ayes: Blust, Elwert, Gamage, Mabry, Sage, Steele, Stout, Walker

Nays: None

MOTION CARRIED.

MANAGER'S REPORT: In addition to the written report, Ms. Ford commented the ribbon-cutting ceremony for the Pollinator Garden is scheduled for June 28th at 4:00 p.m. She was really happy with the turn-out on the GooseChase Scavenger Hunt on Trails Day, it was very well received with 77 teams registered and 44 of them were active participants. She posted some of the photos and videos submitted on Facebook. There was a tie for the prize basket, so a tie-breaker was done to determine the winner. All staff is now certified for CPR and first aid. The Leader Dog event was successful, raising over \$66,000. A letter was sent to Solaronics letting

them know we don't wish to pursue the license issue any further. Agreements for the other entities are still being worked on by the attorney as she requested historical information. We also talked about the possibility of scanning these documents, as Ms. Steele mentioned the Polly Ann Trail is scanning their historical records to have it available on-line. This issue is included as a future agenda item and will probably involve a contractor. Ms. Munglioli mentioned the Rochester Hills Museum is scanning all their documents, so there may be some options available within the communities to do this. Mr. Elwert will research this and get contact information to Ms. Ford. Mr. Sage mentioned that Rochester has an agreement with the Rochester Hills Museum to scan their documents, but is not sure they would be open to other municipalities under that agreement, but maybe we could petition on the basis of the Trailway Commission. Ms. Steele will get contact information from the Polly Ann Trail to Ms. Ford. Ms. Gamage pointed out that Ms. Ford attended the first meeting of Rochester's Master Plan Steering subcommittee meeting for downtown connections. Ms. Ford did participate and they talked about bringing people downtown, bike lanes and parking, amenities for trail users, etc. She brought up the wayfinding signage as it tied into the discussion.

COMMISSIONER REPORTS: Mr. Elwert noted he's working through the drinking fountain issue at Tienken. Mr. Blust reported that the Paint Creek Junction trailhead is moving forward, trees have been removed and the grading is occurring. Final approval was received from the Oakland County Health Department for the restrooms that will be installed next spring. Ms. Gamage noted the Rochester section of the trail was graded, and looks good. She also mentioned Rochester's Master Plan Steering Committee hearing regarding housing. She did not attend, but a friend mentioned in the housing public input, several sites were along the Clinton River Trail, but one site was along our trail. They were accepting ideas about what housing developments would be acceptable on these sites. She thought it was the Solaronics site, but it was the Dillman & Upton site. It was suggested that when they retire, it would likely go up for sale and how should it be zoned. This is one of the reasons our Commission is so important – to advocate for the trail. Rochester had a recent rezoning of the setbacks from trails and it's probably with foresight to future development. It's important for us to have input to advocate for the trails and natural areas. Mr. Sage indicated the area near Dillman & Upton has been regraded and the trees will be installed when conditions are right. Mr. Walker indicated the property on Gunn Road that was denied access – the property owners had committed to returning that area to what it was previously, but we're not getting any response. Ms. Ford said they were not using that area, but have not removed the dirt around the trees. She's reached out twice, but has not received a response.

ADJOURNMENT OF REGULAR MEETING:

MOTION by Gamage, seconded by Mabry, *Moved*, to adjourn the Regular Meeting at 8:37 p.m.
Ayes: All Nays: None **MOTION CARRIED.**

NEXT REGULAR MEETING: July 20, 2021 at 7:00 p.m. – Rochester Municipal Offices

Respectfully submitted,

MELISSA FORD, Trail Manager

DAVID BECKER, Secretary