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

CALL TO ORDER: The Tuesday, January 18, 2022 Regular Meeting was called to order by Vice-Chairperson Olijnyk at 7:00 p.m.

Voting Members Present: Ken Elwert, Steve Sage, David Walker, Aaron Whatley

Voting Alternates Present: David Becker, Dave Mabry, Martha Olijnyk

Non-Voting Alternates Present: Carol Morlan, Chris Shepard

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

Voting Members Absent: Brian Blust, Robin Buxar, Linda Gamage, Donni Steele

Alternates Absent: Julia Dalrymple, Ann Peterson, Patrick Ross

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.

The new Commissioners introduced themselves, Aaron Whatley from Orion Township and Carol Morlan from Rochester Hills; Patrick Ross also from Orion Township was unable to attend. The standing Commissioners then introduced themselves. Welcome to the new members.

APPROVAL OF AGENDA:

MOTION by Becker, seconded by Elwert, *Moved*, to approve the January 18, 2022 agenda as presented.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:

a. Minutes – December 21, 2021 Regular Meeting, approve and file

b. Treasurers Report – December 2021

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

Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION/APPROVAL: Bridge 33.7 Final Accounting: Ms. Ford summarized the memo included in the packet. The final report was due this month for the Wilson Foundation grant. A final budget was required, and she noticed an accounting error where we had not spent \$4,035.25 of the funds. She explained we had a \$300,000 TAP grant and another MNRTF grant for \$300,000 from the State DNR. The Commission was putting in \$20,000 and the remaining

portion that was unfunded was going to be funded by Wilson funding. The MNRTF grant was a reimbursable grant, so the money was not granted upfront, we had to be reimbursed for the submitted invoices. When it came time to start the project, the Road Commission requested all funding upfront and we had to use the Wilson funds to pay for the bridge construction. As we were reimbursed for the funds from MNRTF, we used that funding to pay for the resurfacing. When we did the first request for resurfacing, there was an accounting error; she requested too much (the \$4,035.25) and that ended up not being spent and being put into the fund balance. So, now we are off by that amount. We just received the final invoice for the bridge project and the Commission owes \$7,819.30 for the final amount of the project. We had to add the extra safety railings, which was in addition to the bid amount - that is where this extra amount comes from. Ms. Ford is proposing is to pay this bill, utilizing the \$4,035.25 in the fund balance, with the remaining \$3,784.05 from the fund balance now. We still have \$30,000 coming back once the final report is submitted to MNRTF, and will reimburse our fund balance for the \$3,784.05. The rest of the money would be going to Oakland Township per our agreement with them for the Paint Creek Junction project. After we approve the budget amendment, a new copy of the final budget will be provided to the members. Ms. Olijnyk asked if Oakland Township is aware of this change. Ms. Ford indicated she talked to Ms. Milos-Dale last week about this situation. Ms. Ford then explained Oakland Township knew the amount they would receive was conditional upon us finishing up the jobs we had. Initially, we thought they would be getting around \$60,000, but prices increased, we had to add more wayfinding signage, so the amount slowly dwindled down. Oakland Township is aware of the changes.

MOTION by Becker, seconded by Mabry, *Moved*, to approve a budget amendment to use \$7,819.30 to pay the final invoice from the Road Commission for Oakland County for the Bridge 33.7 project, which \$4,035.25 will be from the unused Wilson MNRTF funds and \$3,784.05 from our fund balance, pending reimbursement by MNRTF funds.

Roll Call Vote:

Ayes: Becker, Elwert, Mabry, Olijnyk, Sage, Walker, Whatley

Nays: None

MOTION CARRIED.

APPROVAL OF INVOICES: Ms. Ford presented the list of invoices totaling \$10,432.05. In addition to the recorder's fee, this amount includes credit card charges for December meeting refreshments and January 2022 GoToMeeting fees; Mounted Patrol's final invoice for September and October 2021, Road Commission's final invoice for Bridge 33.7, Oat Soda's charge for December meeting refreshments, and legal services related license agreements. Estimated unrestricted fund balance is \$93,000.

MOTION by Elwert, seconded by Mabry, *Moved*, that the invoices presented for payment are approved as presented in the amount of \$10,432.05 and orders be drawn for payment.

Ayes: All Nays: None

MOTION CARRIED.

UPDATE: Grant Opportunities & Trail Capital Improvement Projects: A memo was included in the packet. Ms. Ford reported that last week, Rochester City Council approved a resolution in support of the city's application to the County's Trailways Grant Program for Bridge 31.7 design engineering. The funding request is for \$25,000 with a 25% required match. Also included in the packet is the new environmental assessment that will be part of this project. The memo states that the new total for the project is \$67,700, but has been bumped up to \$87,700 just in case we have to do a full mussel recon survey. The way she structured this grant is that we're requesting the \$25,000, the match would be through the Community Foundation for Southeast Michigan's \$50,000 grant if received, plus the money from the Friends' Group and then Rochester would pick up the remaining balance. If we get both grants, that would be the scenario. If we don't get both grants, then we will have to see what happens. If we don't get the \$50,000 grant, that is a big sum the City of Rochester would be covering. Hopefully we get both

grants and there are no mussels in the creek. A question was asked if they only have to survey around the bridge, to which Mr. Elwert explained it's the area of disturbance. Did this survey happen for the previous bridge? Ms. Ford is not sure as she was not on staff yet, but plans to talk to Ms. Milos-Dale and someone she knows at the Fishery Division of the DNR who deals with the Paint Creek, to see if they know and get any information before this project starts. In reading through the assessment proposal, Mr. Mabry noted certain mussels are considered endangered, so someone will have to complete the recon survey, that we will pay for, to look for mussels and be able to tell which ones are endangered and ones that are not - and based on that, we may be hit with the additional \$20,000 in order to deal with endangered mussels. Ms. Ford indicated this was correct. Ms. Olijnyk asked when in April the grants will be awarded, as the ASTI proposal/quote is only good for 90 days. Ms. Ford said the Community Foundation will be late April and the County has only said April, and will check with ASTI to see if their date can be extended because of the grant timing. Ms. Olijnyk asked if we will need to allow them any access to neighboring trail properties. Ms. Ford said not that she is aware of as she sent them the boundary survey showing property lines. Ms. Olijnyk said in the terms and conditions of the quote, they say if they cause damage, they won't repair or restore it, and if it needs to be restored, we will have to pay extra for that. We may want to talk to them about revising their terms if we think there will be more than people just walking around. She also noted there is a Force Majeure term so that if they can't get labor, then everything gets extended – if we have a time frame, we need to keep this in mind. The only other thing she noted is that they can bring in subcontractors. If we don't want subcontractors and only want ASTI, we need to talk to them about that. Ms. Ford will bring up these issues with them. Mr. Elwert thanked Ms. Ford for clarifying that Anderson, Eckstein and Westrick, Inc. will be completing the EGLE permit, as it wasn't clear in their contract. The Commission thanked staff for all their work on these grants.

UPDATE: Friends of the Paint Creek Trail: Mr. Louis Carrio came forward and gave his update. For the benefit of the new members, Mr. Carrio explained the Friends acts as a support group to the Commission providing fun events, raising money, installing bike racks, etc. A summary sheet was provided to the members. At their December meeting, they elected the same slate of officers, and Jean McBride is also a new Board Member. Ms. Steele and Ms. Moran, Manager of the Polly Ann Trail attended this meeting to exchange ideas. They spent a lot of time talking about the Tour de Trail and EXPO event scheduled for June 4th; received a lot of input and approval from the organization to run the event assuming a net profit to the Friends Group. Ms. Gray was present and gave an update on the Paint Creek Trail and Ms. Moran announced plans for a 25th Polly Ann Trail anniversary celebration. In terms of the financials, the Pollinator Garden is close on expenditures compared to donations from inception - \$681 in the red. Other than some spring plantings, he doesn't foresee any other expenses right now. He explained an incident where the gate was removed so someone could ride from the small trail to the larger trail through the garden – this has been rectified by placing hose clamps on the gate hinges so it can't be removed. In terms of revenue and expenditures throughout the year, donations were \$2,201, merchandise sales were \$534, plus a carried forward donation amount of \$3,085 for the Paint Creek Junction, with expenditures of \$2,423 for advertising, promotion, insurance and other small incidentals, as well as disbursing the \$3,085 donation to Oakland Township for the Paint Creek Junction, leaving a net total of \$312 for the year. The Tour de Trail planning group met on January 10th to further define the event and another meeting is scheduled next week. Mr. Peltier met with Lake Orion and updated the Commission – he met with the Village Council to give the year end summary and they were very interested in and supportive of the upcoming event and are willing to help to make it a successful event. He was going to meet with the DDA Board the next day, but he was running behind because of traffic and the meeting was over before he arrived. He went to a DDA promotions subcommittee meeting the next day and went over a lot with them. The DDA will help out with a lot of structural items associated with the event – the Village is

very willing to help, and has a sponsor for the beer tent. In response to a request for an overview of the event, Mr. Carrio summarized the event will start at 8:30 a.m. with set-up early on the same day, will involve cyclists, runners and walkers, and the plan is to send them off in that order spaced out as needed depending on the number of participants. He plans to limit participation by adults to 400 and the target fees will be \$20 per adult, free for children 12 and under if accompanied by an adult, and \$10 for participants between 13 and 18 or 21 (TBD). The event will be set up in the parking lot adjacent to Children's Park and will be fenced with a single point of entry. They anticipate having a raffle, sponsorships and merchandise sales as revenue generators. The raffle will be held mid-day with the event terminating about 4:00 p.m. A number of small display tents will be within the fenced-in area displaying exhibits such as running shoes, bike and helmet safety, educational materials, trail safety etc. Everyone that registers will receive a goody-bag containing coupons for different merchants, details to be worked out. The idea is that the coupons will good for a month - the goal is to encourage people to use the trail and discover the businesses on the trail in all the communities and turn in their passport to be eligible for a prize to be determined. It was suggested the Rochester DDA be contacted for assistance – Mr. Sage will coordinate a meeting. Mr. Carrio indicated sponsorship levels will be discussed at the next meeting on January 25th and suggested the DDA meeting take place after that. The idea for a fall ride/event starting in Rochester was also brought up. As more details are finalized, an updated report will be provided to the Commission.

DISCUSSION: Ad Hoc Committee Assignments: A listing of the Ad Hoc Committee descriptions and vacancies was included in the packet. Ms. Ford is proposing to eliminate the Rochester Hills Art/Pathway Project Committee, which evolved into the Pollinator Garden, and the Lake Orion Committee, which had to do with bringing the new extension in – both projects have been completed. Mr. Becker suggested changing the Rochester Hills Art/Pathway Committee to the Orion Township/Lake Orion Art/Pathway Committee because the original idea of the art projects was to have one project in each community, and Orion has not been included yet. He is happy to continue serving on this Committee as he was involved in the Rochester project, but suggested someone from Orion also serve. Mr. Whatley will discuss this with Mr. Ross, Ms. Steele and Ms. Dalrymple and will let staff know. Mr. Peltier indicated he will volunteer, and Mr. Walker resigned. The consensus was to eliminate the Lake Orion Ad Hoc Committee. Ms. Ford is also suggesting adding two new Committees – a Fundraising Committee and the Paint Creek Trail 40th Anniversary Celebration Committee (2023). Mr. Elwert thought he was already on the SE Rochester and Labor Day Bridge Walk Committees, even though he isn't on the list – he will continue to serve on both. Also, Mr. Walker noted he should be listed on the Personnel Committee. Ms. Ford pointed out we lost two members on the Licensing Committee and that is one that should have a representative from each community. Ms. Buxar serves on this committee but is missing from the list, so we need someone from Orion Township. Mr. Peltier and Mr. Mabry volunteered for the Anniversary Committee. Ms. Ford will send out an updated list to the members to see if anyone not in attendance tonight would like to volunteer for any committee vacancies.

DISCUSSION: 2022 Goals: Ms. Ford commented the goals from last year are included in the packet; the items in red can be eliminated as they are not relevant or have been completed. If anyone wants to eliminate anything else, please advise. She will send out an email this week asking that all Commissioners rank the goals from 1 to 3 priority wise, with 1 being a top priority. She will then compile everything for the next meeting to see where the priorities are for this year. If there is anything new that needs to be added, please include this. Mr. Elwert commented this is a great planning process, but in reading this and the action plan, this is way too many things for the size of the team we have. He suggested we really need to target our priorities and consider eliminating some things. This list is for a full time, multi-staff department action list, and we

don't have that. Mr. Becker agreed with what Mr. Elwert said, this is too much, but is afraid if we take anything off the list, we'll never see the goals again. He would rather keep the list intact and have staff use their time to tackle the priorities; we don't want to forget anything. It was suggested to possibly have a list of future, maybe some day goals. Mr. Elwert is interested in seeing a report over the last few years of how many priority one, two and three goals were accomplished if it's easily accessible. It was suggested adding a time frame to how to rank the goals; it's nice to keep everything on the radar. Perhaps anything that is ranked one is identified during the next year, those ranked two would have a two to three year schedule, and things ranked three would be in a three to five year time frame. This way, the goals stay on the list, but then we focus on the most important goals. We could also have another list of long-term goals. Ms. Olijnyk suggested having the rankings be 1-2-3 and then LT for long term. She also noted there are goals on the list that we want to do every year but they don't ever get accomplished because they are educational, e.g., trail etiquette, but it's something that is one of the priorities that we want to keep doing. Something like that doesn't get captured, but it's important to keep on the list as it's part of our ongoing job. It was suggested that goals about attending meetings should not be listed as this goes too far down – it shouldn't be dictated, it should be a decision. Mr. Elwert feels there's value to having all the bridges on the trail looked at as an asset management type thing and ranked, possibly have a study done by an independent engineer or by one of the communities. Ms. Ford will add on-going, eliminate, and long-term to the 1-2-3 rankings. Ms. Ford will send out a clean version of the goals to the members and asked that everyone rank them and return responses to her by February 7th.

MANAGER'S REPORT: In addition to the written report, Ms. Ford stated the remaining kiosks and gateway signs are supposed to be installed this week depending on temperature. The road crossing sign materials have been delivered, the Sign Shop pulled the permit last week, and installation will be coordinated for them. She needs to contact the communities because we don't want to remove the existing signs as they are stop signs until the new signs are installed. Her thought is to have the new road signs installed behind the existing signs before removal. Payment has been received from DTE for their licenses covering the last two years. She applied for the CISMA Invasive Species Treatment grant as they encouraged us to apply again as the two sites that were treated in 2021 need to be treated more than once; we'll know in mid-March if selected for funding. Ms. Ford reported that she and Ms. Steele had a meeting with the Community Foundation's Director last week. We actually have around \$1,700 in our account. There is a 2% annual administrative fee and a very small investment fee, and this would be a non-endowed fund that's not invested in the market. The minimum is \$10,000 for this fund. They are open to us keeping the fund open for a year if we'd like to fund-raise the additional money – if it doesn't work out, we are free to close it and take the money out. If we get another grant where we need them to be a fiduciary for us, it's not a big deal to open it up again. We need to fund-raise ourselves, but they would list on their site where to donate funds. If we want to do an endowed fund in the future, it's a minimum of \$20,000. They encouraged Ms. Ford to talk with the Friends of the Clinton River about fundraising as they have a fund there. Ms. Olijnyk offered to serve on the Fundraising Committee, but resigned from the Recognition Committee. Mr. Sage volunteered for the Recognition Committee.

COMMISSIONER REPORTS: Mr. Peltier reminded the Commission he has a large amount of garbage bags in case anyone needs them for any event or activity. Happy New Year to all and thanks to everyone for their commitment and hard work!!

ADJOURNMENT OF REGULAR MEETING:

MOTION by Becker, seconded by Elwert, *Moved*, to adjourn the Regular Meeting at 8:20 p.m.

Ayes: All Nays: None

MOTION CARRIED.

NEXT REGULAR MEETING: February 15, 2022 at 7:00 p.m. – Paint Creek Cider Mill

Respectfully submitted,

MELISSA FORD, Trail Manager

DAVID BECKER, Secretary