



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

Paint Creek Trailways Commission Meeting

Tuesday, March 15th, 2022 at 7:00 PM
Paint Creek Cider Mill, 4480 Orion Road, Rochester, MI 48306

MEETING AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment**
5. **Consent Agenda:**
 - a. Minutes: Regular Meeting, February 15th, 2022
 - b. Treasurers Report – February 2022
6. **Approval of Invoices**
7. **Discussion:** Friends of the Paint Creek Trail
8. **Discussion:** National Trails Day
9. **Discussion:** Fundraising
10. **Manager's Report**
11. **Commissioner Reports**
12. **Adjournment of Regular Meeting**

Next Regular Meeting:

April 19, 2022 – Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48306

Enclosures: Agenda Summary
February 15th, 2022 Regular Meeting Draft Minutes
February 2022 Treasurer's Report
Letter from Louis Carrio, President of the Friends of the Paint Creek Trail
Memo: National Trails Day
Memo: Update from the Fundraising Subcommittee
March Manager's Report
Community Foundation of Greater Rochester February Fund Statement

Mission

The Paint Creek Trailways Commission provides trail users a natural, scenic, and educational recreation experience while preserving the natural integrity of the Paint Creek Trail for the enjoyment of present and future generations.

Agenda Summary
February 15, 2022

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment**
5. **Consent Agenda:**
 - a. Minutes: Regular Meeting, February 15th, 2022
 - b. Treasurers Report – February 2022
6. **Approval of Invoices**
7. **Discussion:** Friends of the Paint Creek Trail
Summary: Discussion regarding the sustainability of the Friends of the Paint Creek Trail organization
Desired Action: Direction
Budget Impact: None
8. **Discussion:** National Trails Day
Summary: The Commission needs to discuss the focus of the Commission’s booth at the Tour de Trail for National Trails Day.
Desired Action: Direction
Budget Impact: TBD
9. **Discussion:** Fundraising
Summary: The Fundraising Committee has developed several ideas on ways to raise funds for the Commission’s fund at the CFGR. The Committee would also like input from the Commission on other potential ideas to raise funds.
Desired Action: Discussion/Direction
Budget Impact: TBD
10. **Manager’s Report:** Included in your packet.
11. **Commissioner Reports**
12. **Adjournment of Regular Meeting**

Next Regular Meeting:

April 19, 2022 – Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48306



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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, February 15, 2022 Regular Meeting was called to order by Chairperson Steele at 7:00 p.m.

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

Voting Alternates Present: Dave Mabry, Patrick Ross

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

Village of Lake Orion Non-Voting Member Present: None

Voting Members Absent: Robin Buxar, Aaron Whatley

Alternates Absent: Julia Dalrymple, Ann Peterson

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

Others Present: Melissa Ford, Trail Manager, Chris Gray, Assistant Trail Manager, Sandi DiSipio, Recording Secretary

PLEDGE OF ALLEGIANCE: All rose and recited the Pledge.

The Commission welcomed Patrick Ross, Orion Township's new alternate representative.

APPROVAL OF AGENDA:

MOTION by Mabry, seconded by Blust, *Moved*, to approve the February 15, 2022 agenda as presented.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:

- a. Minutes – January 18, 2022 Regular Meeting, approve and file
- b. Treasurers Report – January 2022

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

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL OF INVOICES: Ms. Ford presented the list of invoices totaling \$17,843.86. In addition to the recorder's fee, this amount includes credit card charges for the Website domain renewal, hosting and storage, engraving for new nameplates, an updated logo wall decal, GoToMeeting fee for February, and stakes for road sign marking; and the final invoice for the balance of the Road Crossing Signs and installation. Estimated unrestricted fund balance is \$93,000. Ms. Gamage asked if the final payment for the signs was the approved amount. Ms.

Ford explained we did have additional costs because we had to pay a \$850 fee for the Road Commission for Oakland County permit to work in the right-of-way.

MOTION by Gamage, seconded by Mabry, *Moved*, that the invoices presented for payment are approved as presented in the amount of \$17,843.86 and orders be drawn for payment.

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

Nays: None

MOTION CARRIED.

UPDATE: Grant Opportunities & Trail Capital Improvement Projects: A memo was included in the packet. Last month there were some questions about the environmental assessment, so Ms. Ford reached out for clarification. ASTI Environmental can extend the timeframe for their proposal to 120 days or longer as they know it's grant dependent; not a problem. There was a question about potential damage when the work is being done, and ASTI indicated they use no heavy equipment, and per the person Ms. Ford talked to, have never damaged any property in the 23 years that she has worked there. ASTI will not be using subcontractors for the project. The Commission also had a discussion about the mussels in the creek. Ms. Ford talked to her contact at the DNR's Fisheries Division; he agreed with the environmental firm and said it's a Group 2 mussel stream so there is a chance that a state listed species could be found there and agrees a recon survey is needed for verification, but based on what he's seen recently being in the creek, he doesn't think they will be present or a factor, but some level of check does need to happen because it's a listed species. He's planning to be out in the creek later in the year and would look too. There are also tributaries going into the Paint Creek that support mussel population, so each site needs to be evaluated. Ms. Ford also spoke with Kristen Myers and Mindy Milos-Dale about the Bridge 33.7 project and whether mussels were found during the environmental assessment. Neither remembers that being an issue or any discussions about mussels specifically, but an environmental assessment should have been done as part of the project. Ms. Ford looked through staff's files and Oakland Township looked through theirs, but a copy of the report was not found. Ms. Ford has asked Mannik Smith and they are working on it and will get a copy to her. Hopefully, she will have the assessment survey by the next meeting. Ms. Ford asked if Orion Township had an issue with mussels when the Polly Ann connector bridge was built. Ms. Steele will check the assessment report to see if there were any mussel issues.

DISCUSSION: Ad Hoc Committee Assignments: An updated list of the Committees and vacancies reflecting those who volunteered last month or contacted Ms. Ford via email was given out tonight. If anything is incorrect, please let staff know. We do have a few vacancies left. Mr. Blust volunteered for the Trail Improvements and 40th Anniversary Celebration Committees. It was noted that Orion Township was listed for the Licensing Committee – Ms. Ford explained that Ms. Steele is the point person, but the Orion Township Commissioners will be sharing the responsibilities. Ms. Steele said she's more available at times than one of the Parks & Rec members. Ms. Ford will contact Ms. Steele to see who the designated volunteer is when the Committee is needed. Mr. Mabry volunteered for the Recognition Committee and noted there is almost nothing in the budget for this year, but more was budgeted last year. Ms. Ford explained last year the Commission bought additional spikes, so we don't have to purchase them this year, and there was the Bridge Ribbon Cutting Ceremony last year – that's why more money was budgeted. The only thing we have to purchase this year is possibly refreshments because we pre-purchased the spikes and boxes. Ms. Steele offered to help but not volunteer, for the Fundraising Committee, and asked Ms. Ford to contact her for assistance. Thanks to everyone for their willingness to serve and help on these Committees.

DISCUSSION: 2022 Goals: Ms. Ford thanked everyone who turned in their goals, feedback and ranking. Everyone's answers were averaged to get the ranking and added the timeframes; a

list was included in the packet. There are a lot of goals that are ongoing, but the list gives an indication of the priorities for the year. She asked for any additional comments. Mr. Elwert commented in the Additional Goals, the website migration should be deleted from the Technology Plan. Mr. Becker had suggested a possible sign inventory be added as an Additional Goal with a timeframe of one year, as we are adding signs without knowing if there is a systematic plan as to how many we have or where they are being located. He feels we are getting to the point where there are too many signs on the trail. Ms. Gamage explained that was a part of what the Branding Committee was working on, and concurs there are several signs on the trail that don't belong there anymore. We are working to remove those as we add the new replacement signage. She imagines the Branding Committee might be doing some of the work on a sign inventory as the intent was to remove as many signs as possible that didn't match the new standard. Since staff works with the goals on a daily basis, Ms. Gamage is curious to know if they concur with the goals as prioritized by the members. Ms. Ford agrees that most goals categorized as priority #1 are aligned with what staff is thinking. There were a lot of #1 priority goals last year that didn't get accomplished as staff is only part-time, but what is prioritized for this year is what they will be working on. She is not sure how to start on a Technology Plan, but will work with Mr. Elwert on a replacement plan for the current technology as well as any long-term needs or desires. As far as staff's current computers, they are relatively new and are coordinated through Oakland Township. She has had some issues with their email, as it's not hosted by the Township. Mr. Elwert offered his assistance if needed.

MANAGER'S REPORT: in addition to the written report, Ms. Ford stated the road crossing signs were installed this week, and remaining kiosk and gateway signs were installed at the beginning of the month, including the one at Paint Creek Junction. Once the old signs are removed, this is the end of that project. Three of four payments from the member communities have been received. Nothing has been received from the Sheriff's Office relative to the new patrol contract. Ms. Ford will be presenting the Moutrie Garden and the signage project at TWLA's next meeting at the end of this week. Staff will be working on the MNRTF final grant report and the upcoming audit now. She reported that she, Ms. Olijnyk and Ms. Steele crafted an email that went out to 350 mail-chip subscribers yesterday, a show your love for the trail Valentine's Day note, but is not sure if we received any donations as they are controlled by the Community Foundation. It was suggested that all Commissioners be added to this email list.

COMMISSIONER REPORTS: Mr. Ross commented he's happy to be part of the Commission. Ms. Gamage indicated Rochester sent out a link of all the grants they are working on now, including our bridge grant. Mr. Sage said Rochester is in their Master Plan review, and when a final mock-up version is available he will share it with the members to make sure all know the trail is part of it. He is working to set up a meeting with the DDA and Mr. Peltier to get Rochester businesses involved with the passport for the June event. Ms. Olijnyk commented the new signs look great. Mr. Shepard reported that Bud Clark, the head of Rochester Hills' Sign Shop is retiring, so the signs that can be completed will be temporarily reduced. Any sign requests should be placed as soon as possible. Ms. Steele reported the Polly Ann Trail will have a 25th anniversary celebration in August. She indicated there is now a trolley that runs between downtown Oxford and Orion so people can visit different restaurants.

ADJOURNMENT OF REGULAR MEETING:

MOTION by Mabry, seconded by Blust, *Moved*, to adjourn the Regular Meeting at 7:40 p.m.

Ayes: All

Nays: None

MOTION CARRIED.

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

Respectfully submitted,

MELISSA FORD, Trail Manager

DAVID BECKER, Secretary

Draft

Paint Creek Trailways Commission

Treasurer's Report - Flagstar Bank

February 2022

Balance:	1-Feb-22		
	Checking Balance	\$ 102,982.17	
	Outstanding Checks (3540, 3560, 3573, 3576)	\$ 883.08	
	3563,3565,3568,3570)		\$ 102,099.09
Revenues:			
	Orion Township - 2022 Operations and Patrol Contribution	\$ 20,680.00	
	Oakland Township - 2022 Operations and Patrol Contribution	\$ 28,012.00	
	City of Rochester Hills - 2022 Operations and Patrol Contribution	\$ 21,039.00	
	City of Rochester - 2022 Operations and Patrol Contribution	\$ 19,610.00	
	Cynthia Raymond Trust - Bench Replacement	\$ 1,250.00	
	Interest Income - February 2022 Interest Income	\$ 5.04	
	Total Revenues	\$ 90,596.04	
			\$ 192,695.13
Expenditures:			
	3577 - Chase Card Services - Credit Card Purchases	\$ 628.86	
	3578 - Rochester Sign Shop - Road Crossing Signs, Installation	\$ 16,975.00	
	3579 - Sandi DiSipio - January 2022 Recorders Fee	\$ 240.00	
	Total Expenditures	\$ 17,843.86	
			\$ 174,851.27
Balance:	28-Feb-22		
	Checking Balance	\$ 175,561.27	
	Outstanding Checks (3560, 3576, 3579)	\$ 710.00	
	TRAILWAYS COMMISSION BALANCE		\$ 174,851.27

Signed By: _____
Trailways Commission Treasurer
Trail Manager

Date: _____

To: Ms. Donni Steele, Chair of the Paint Creek Trailways Commission

Subject: Friends of the Paint Creek Trail

March 5, 2022

The purpose of this memorandum is to update the Paint Creek Trailways Commission (PCTC) regarding a matter of concern relative to the Friends of the Paint Creek Trail (Friends) organization and its sustainability in its current state.

Current Structure

The 501 (c) (3) is now managed by a board elected by members of the Friends of the Paint Creek Trail, a small group interested in supporting the PCT through volunteer work. The Trail manager's office functions as the administrative headquarters for the Friends. The Friends' address, telephone number, agent, inventory storage, all records, bank account, debit card, board meeting location, and all aspects of its existence are with the PCT office. Ms. Ford and Ms. Gray provide administrative support.

Background-Friends of the PCT 501 (c) (3)

The Friends was formed and received IRS approval as a charity April 28, 2010. According to Alice Young (Trailways Commissioner in 2010) and Kristin Myers (Trail Manager in 2010) the motivation for the formation of a 501 (c) (3) was a desire to gain access to funds through grants, donations and fund raising not otherwise available to the PCTC. I am aware of only three instances where the 501(c) (3) was used to secure grants. Those were specific to the Moutrie Pollinator Garden. Most revenue for the Friends has come from cycling and other special events along with donations from individuals and various organizations.

Consistent with the Bylaws of the newly formed 501 (c) (3), directors and officers were elected. These included two commissioners from the Trailways Commission, Alice Young and Paul Miller, and Kristen Myers, Trail Manager at the time. Paul Miller, became Vice-President, and Alice Young, Treasurer. Kristen's parents also became board members and officers. Thus, the 501(c)(3) was tightly tied to the PCTC from the beginning. Currently there are no PCTC commissioners or anyone in trail management serving on the board of the Friends.

Recent Developments

The Friends have added new members over time. Most have demonstrated interest in doing volunteer work more specific to the trail and trail events than being involved in management. They have worked in the MPG and helped at other events.

At the same time, we have lost many key members. Alice Young, who retired as Treasurer, and Kristen Myers. Lois Golden was supporting the Friends website but can no longer do so due to health problems. Others have moved, developed health problems, or lost interest. Managing the 501 (c) (3) requires compliance with state and federal laws, and regulatory filings. Managing the Friends as an entity requires a significant amount of effort. Mike Jahn, Friends VP supports the Friends organization, as does Clara Pinkham, Secretary-Treasurer. Both have limited time available due to travel or work.

Organizational Responsibilities

Major elements of running the organization are shown below along with the **person(s) responsible as of January 2018:**

- Financial Management and Accounting (Board, Young)
- Website (Golden) and Friends Facebook (Post 2018: Currently Ford, Carrio)
- Advertising and Promotion (Myers and Others)
- Accepting and Acknowledging Donations (Myers and Others)
- Organizing and Supporting Trail Events (Myers and Friends Volunteers)
- Running Friends Meetings (President and Myers)
- Making State and IRS Filings Annually (Young)
- Preparing Meeting Minutes (Myers)
- Attending and Participating in PCTC Meetings (Myers)
- Accepting and Acknowledging New Members (President)
- Maintaining email and Other Communications with the Membership (President, Myers))
- Organizing Volunteers (President, Myers)
- Responding to Requests for Monetary or Volunteer Support (President, Myers)
- Accepting New Member Applications and Sending Welcome Messages (President)
- Recording and Maintaining Membership Records (Myers, President)
- Obtain and Renew Insurance Protection for Friends Board Members and Officers (Myers)
- Maintaining Merchandise Inventory (Myers, Gray)
- Receiving and Forwarding Mail and Responding to Telephone Calls (Myers, Gray)
- Applying for Event Permits (Myers, Gray)
- Applying for Grants (Myers)
- Preparing Materials for Events (Myers, Gray)
- Setting up and Supporting Meetings (Myers, Gray)

Fund Raising & Volunteers

The Friends organization has used monies raised from events and donations to fund a number of projects on and along the trail.

Prior works include the Moutrie Pollinator Garden, bike fix-it stations along and near the trail, water fountains, trail signage, bike racks, lids-for-kids, and contributions to trail-related events. Volunteers from the Friends have also worked in the Moutrie Pollinator Garden (MPG) , Trails Day Events, Labor Day Bridge Walk and Charity Bike Events.

Summary

The Friends was initially formed by members of the PCTC and Trail management who were active in the management of the Friends. The infrastructure required to run the Friends organization has been diminished significantly over the past few years, and, in my opinion, the Friends is not sustainable in its current state. Managing the 501 (c)(3) and dealing with the business and legal requirements of the organization requires more discipline and resources than are currently available.

Alternatives to Consider

1. Combine Resources of the current Friends and Trailways Commission

Run the Friends organization with a board that consists of Trailways Commissioners (or alternates) appointed by the Commission and an equal number of Friends members not on the Commission. Conduct board meetings in conjunction with Commission meetings (before or after) Look for synergies between Trail management and the Friends (website for example). Take the necessary steps to ensure the sustainability of the Friends organization.

2. Dissolve the 501 (c)(3) and restructure the Friends as a network of volunteers

The need to recruit and organize volunteers is an important element but this can be done without the 501 (c)(3) and related legal and organizational responsibilities. The Friends would continue to exist without the burden of the 501 (c) (3). This would take some work but it would be important to accomplish the task before the Friends are suddenly without resources.

Action Requested

I would like to have a discussion with the PCTC, or a few selected members, to share my concerns and to pave a path forward. The PCTC and management were responsible for the formation of the Friends and should have a key role in determining its future.

To be clear, the main issue is sustainability.

Louis Carrio, President
Friends of the Paint Creek Trail



MEMO

To: Commissioners, Alternates & Staff
From: Melissa Ford, Trail Manager
Subject: National Trails Day
Date: March 7, 2022

National Trails Day is scheduled for Saturday, June 4th this year. As you are aware, the Tour de Trail and Expo is being hosted on that day by the Friends of the Paint Creek Trail. The Commission plans to have a booth at the event but staff would like guidance on what the focus of the booth will be – trail safety education, fundraising, children’s activity, etc.? In the past, the Commission has sought out sponsors for Nationals Trails Day but as we are part of a larger effort this year, that may not be appropriate or needed.