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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, June 21, 2022 Regular Meeting was called to order by Chairperson Steele at 7:00 p.m.

Voting Members Present: Brian Blust, Robin Buxar, Linda Gamage, Donni Steele, David Walker

Voting Alternates Present: Patrick Ross, Chris Shepard

Non-Voting Alternates Present: Carol Morlan (*exit 8:05 p.m.*)

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

Voting Members Absent: Ken Elwert, Steve Sage, Aaron Whatley

Alternates Absent: David Becker, Julia Dalrymple, Dave Mabry, Martha Olijnyk, Ann Peterson

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

Others Present: Melissa Ford, 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:

MOTION by Buxar, seconded by Gamage, ***Moved***, to approve the June 21, 2022 agenda as presented.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:

a. Minutes – May 17, 2022 Regular Meeting, approve and file

b. Treasurers Report – May 2022, receive and file

MOTION by Gamage, seconded by Buxar, ***Moved***, to approve the Consent Agenda as presented.

Roll Call Vote:

Ayes: Blust, Buxar, Gamage, Ross, Shepard, Steele, Walker

Nays: None

MOTION CARRIED.

APPROVAL OF INVOICES: Ms. Ford presented the list of invoices totaling \$4,543.71. In addition to the recorder's fee, this amount includes credit card charges for stickers, chalk markers and donuts for Tour de Trail; invoice for legal services to review the agreement with the Sheriff's Department, 2021 Financial Audit, reimbursement to the Manager for Tour de Trail expenses, and the Special Event Permit fee for the 2022 LDBW to the City of Rochester. Estimated unrestricted fund balance is \$93,000.

MOTION by Gamage, seconded by Walker, *Moved*, that the invoices presented for payment are approved as presented in the amount of \$4,543.71 and orders be drawn for payment.

Roll Call Vote:

Ayes: Blust, Buxar, Gamage, Ross, Shepard, Steele, Walker

Nays: None

MOTION CARRIED.

DISCUSSION/APPROVAL: Trout Unlimited Installation of In-stream Woody Habitat on section of Paint Creek:

Mr. Joe Bruce, Conservation Chairman for the local Vanguard Trout Unlimited Chapter came forward, introduced himself and gave a presentation of the proposed project (project summary included in the packet). He is asking for Commission approval of his application for the project which will be done next year, and stated he will also get permission from the homeowners on the other side of the creek in the subject area. He explained the project previously done between Tienken and the Dinosaur Hill Bridge; at that time a survey was done of Paint Creek identifying where there was good/not good habitat for trout. That survey was used to find the subject area for the project. Also, the DNR will survey the creek this year to measure the trout population. Mr. Bruce explained a consultant from Streamside Ecological Services was hired to assist with the design of the project. The proposed work is designed to improve the creek, is centered at the 32.6 mile marker of the trail and provides easy access from the trail to the creek. The project will consist of placing vanes in the creek to channel the water to the center for depth and to create a slow area to prevent bank erosion and protect tree roots. The vanes also provide aeration and a place for the fish to hide. Other logs will be anchored in the creek parallel to the flow to provide additional hiding spots. Mr. Bruce indicated he can get insurance from Trout Unlimited with the Paint Creek Trail Commission named as additional insured. Chairperson Steele indicated the Licensing Committee has reviewed the application, asked questions and received answers (summarized in a memo from Ms. Ford), which is appreciated. Ms. Gamage explained the Licensing Committee did ask questions because the application didn't indicate what would be happening along the trail. Mr. Bruce explained it's basically a pick-up truck to carry the tools to the river – the trail would not be blocked off, and would only be for a day or two and coordinated with Ms. Ford. Mr. Bruce also confirmed none of the work would affect the trail, the project all takes place in the creek. Ms. Gamage noted that rebar will be used to anchor the logs, and mentioned that the Clinton River Watershed Council did some work near Yates Cider Mill and used something different than rebar to anchor the vanes. Mr. Bruce would welcome the information. Mr. Walker commented everyone appreciates the applicant's contribution to the river, trail and to maintain the habitat. Mr. Walker commented he lives in the subject area, and said the applicant will be in and out of private property and trail property, and cautioned him to be aware of where he is on the river. He commented there are seven or eight homeowners that control the subject area. Mr. Bruce indicated he will get approval from all the property owners, but will not need to access the creek from their side of the river – only from the trail side. If Mr. Bruce needs any assistance in talking with the property owners, Mr. Walker offered to assist and will provide a list of names and addresses. Mr. Walker then outlined what we are trying to accomplish tonight – limited access to the trail of a couple days, a pick-up truck to carry hand tools to the site, and that staff is notified a few weeks in advance of the actual work, to which Mr. Bruce agreed. Mr. Walker indicated with this support, the Licensing Committee recommends this project is a good thing and will greatly benefit the river, the trail, the community and all users. Mr. Bruce offered to take anyone interested to Dinosaur Hill to see how the previous project is working out. Ms. Gamage suggested this could be scheduled as a future field trip. The Commission thanked Mr. Bruce for proposing this great project.

MOTION by Walker, seconded by Gamage, *Moved*, to approve the License Agreement for the Trout Unlimited proposed project, with the conditions stated above, including insurance.

Ayes: All Nays: None

MOTION CARRIED.

REPORT: Tour de Trail: Mr. Carrio and Mr. Peltier provided their summary of the event. Mr. Carrio mentioned that Ms. Steele and Ms. Ford were also very involved in helping out. A recap document of the event was provided in the packet. After everything was over, the team got together and looked at the objectives and rated themselves. Having a fun and safe event was rated A, offering informational and educational experiences was rated B, providing income for the Friends Group was rated A (preliminary amount is just under \$3,000), and supporting businesses along the route traversed was rated a D as there wasn't much interest. Overall, people had a good time – about 140 people visited the EXPO including 69 registered cyclists and other users. Helmet fitting and distribution was done for 39 kids. Mr. Carrio indicated a lot of things were going on - there was a lot of competition that weekend with other events. Mr. Peltier said given that a lot of other events were happening the same day, for a first year event, he feels it was a success and has a great framework to execute another event. The hard work put in this year will make future events a lot easier. Mr. Carrio said considerations for successful future events if they will be held, are the first week of June is a period to avoid (perhaps in May but weather is a risk), events should be focused on a single activity, start to end time should be compressed with delineated time slots, and focus on activity-food-fun-drinks-music-after glow. Ms. Steele thanked the team for all their effort and time and feels the event was very organized, executed and successful. Mr. Peltier reported on the Dine to Donate event – 2.5% of the day's sales were donated along with a few cash donations and T-shirt sales, for a total of \$276. There are more shirts available for purchase. Mr. Peltier thanked everyone who came out for Dine to Donate. The Commission thanked Mr. Carrio and Mr. Peltier and the team for all their hard work and a successful event.

UPDATE/DISCUSSION: Friends of the Paint Creek Trail Subcommittee: Ms. Gamage said the committee hasn't had a chance to meet, but is scheduled to meet next week with Mr. Carrio to finalize the recommendation to the Commission at the July meeting.

APPROVAL: 2021 Financial Audit: A summary memo was included in the packet relative to the 2021 audit results. Ms. Ford gave an overview of the audit – Mr. Phillips found the assets of the Commission exceeded the liabilities at the end of 2021 by net position of \$1,863,371, of this \$111,844 was unrestricted and \$1,794 was restricted. The remainder reflects our investments in capital assets (land and improvements, office and operating equipment, etc.). The Commission increased the fund balance by \$2,445. Mr. Phillips found no expenditures over budget, and that the Commission is clearly in compliance with managing their budget. If there are no questions or objections, Ms. Ford recommends we consider a Motion to receive and file the 2021 Audit Report and request that Mr. Phillips transmit it to the Local Audit & Finance Division of the Michigan Department of Treasury. Ms. Gamage asked if this is the last year Mr. Phillips is under contract for the audit. Ms. Ford indicated yes, and needs to be discussed at a future meeting, as one of the member community's might be able to assist as opposed to using an outside firm.

MOTION by Buxar, seconded by Blust, *Moved*, that the Commission receive and file the 2021 Audit Report and request that Mr. Phillips transmit it to the Local Audit & Finance Division of the Michigan Department of Treasury.

Roll Call Vote:

Ayes: Blust, Buxar, Gamage, Ross, Shepard, Steele, Walker

Nays: None

MOTION CARRIED.

DISCUSSION/APPROVAL: Labor Day Bridge Walk – September 5, 2022: Ms. Ford indicated the 15th annual bridge walk is scheduled for September 5th, and she's spoken with the Rochester police - they have reserved the date. The Special Event Permit Application of \$75 was approved earlier (last year this fee was waived, Mr. Sage will follow up). She asking for a motion to direct the \$5 suggested donation per family to a particular project, a Commissioner to volunteer for the Volunteer Coordinator and another for the Event Sponsorship Coordination, a

decision whether or not to hand out a promotional item (\$1,100 in the budget), and approval of the event budget (\$1,500). As far as the budget, Ms. Ford will ask the Friends Group to donate whatever water is leftover from Tour de Trail, but they aren't meeting until August so we don't know if this donation will be approved. Ms. Ford would like to do a nature activity, \$245 is proposed, \$100 is proposed for granola bars/bananas (Trader Joes donated this last year), \$120 is proposed for coffee (Tim Hortons donated last year), \$300 is proposed for donuts, \$500 is proposed for promotional items (\$1,100 in budget), and \$50 proposed for marketing – for a total budget of \$1,500 for the event.

MOTION by Buxar, seconded by Gamage, **Moved**, to approve the overall event as presented for the Labor Day Bridge Walk on September 5, 2022 with the proposed budget of \$1,500.

Discussion: Regarding the budget for promotion items, Ms. Gamage noted \$500 is proposed, but \$1,100 is in our budget. Ms. Ford explained \$1,100 is budgeted for promotional items for the whole year, and \$500 is proposed for the LDBW event. Last year we did the stickers and seed packets for a pollinator theme. Ms. Ford had an idea that since we are working on the bridge and Trout Unlimited is going to be doing their project in the creek – maybe we could do a fishery/creek theme, possibly inviting Trout Unlimited to participate in the event tying in the creek and clearing the log jams in with the trail. Ms. Gamage likes the idea of a fishery idea for a theme, but in the past we've had fudge to give out, which wouldn't be tossed away. Ms. Ford will brainstorm some ideas, and asked that any other ideas be emailed to her – to be discussed next month. Ms. Ford said we now need to secure the Volunteer and Event Sponsor Coordinators, and determine how to spend the \$5 suggested donation (the Bridge Project, raising money for the Community Foundation, or something else - she will brainstorm ideas and bring information to the next meeting). Ms. Ford also mentioned the Dutton Bridge Replacement and gave an update of her meeting yesterday with the Road Commission. In conversations with the DNR about our MNRTF grant for the bridge in Oakland Township in order to be in compliance with ADA, Ms. Ford said we are supposed to have path from the parking lot to the trail. The trail doesn't own the parking lot, just a lease agreement with the Road Commission as they own it. She explained the DNR said we don't have to do this as it isn't our land, but encouraged us to still put in the path between the parking lot and the trail so people don't have to walk on the road shoulder. At the meeting, Ms. Ford asked the Road Commission to add the path when they restore the parking lot. They didn't say no, so we will have to wait and see. Back to the two Coordinator positions, Ms. Ford stated Ms. Olijnyk is not interested in serving as the Volunteer Coordinator this year, but there is a list of all the volunteer duties that was developed and used last year. Mr. Blust asked how we have gotten volunteers in the past. Ms. Ford said there is a good showing from the Commissioners and families, and the Friends Group. Mr. Carrio said he used Sign-Up Genius to secure volunteers for the Tour de Trail, which worked well. Ms. Steele volunteered to help out. Mr. Blust agreed to serve as the Volunteer Coordinator this year. Ms. Ford commented last year, the Event Sponsor Coordinator was shared by two Commissioners and worked well. Mr. Walker will assume Event Sponsor Coordinator, and hopes Mr. Elwert will agree to be Co-Coordinator. Chairperson Steele asked everyone to think about promotional items, and what special project the \$5 donation should go to – to be discussed next month.

Roll Call on the Motion:

Ayes: Blust, Buxar, Gamage, Ross, Shepard, Steele, Walker

Nays: None

MOTION CARRIED.

MANAGER'S REPORT: Ms. Ford summarized her written report. Earlier in the month, the Michigan Trails & Greenways Alliance reached out to her about a potential opportunity of someone who left funds to MTGA as part of their will; this person was an avid trail user who lived close to the trail and requested that MTGA create a respite stop in his honor. MTGA is

reaching out to trail entities about the request to gather information for the attorney in charge of the estate. Ms. Ford spoke with MTGA about the Southeast Rochester property and they asked that she send them plans for the project to be forwarded to the attorney, who has full discretion on what to do with the funds. Relative to the MNRTF grant, an agreement was issued for the new boundary map and legal description for the parcel where the bridge project is located. Staff submitted the revised notarized Declaration and Notice for the final report for this project on June 13th. Once approved, the Commission will receive the final reimbursement of \$30,000. Regarding fundraising, we received \$47 in donations to the PCTC fund at the Community Foundation during Tour de Trail. The Friends also raised \$20 for the Pollinator Garden which will be placed in the restricted fund for the garden. Ms. Ford thanked Mr. Peltier for the Dine to Donate event at Oat Soda. On the Solaronics property, there was a previous potential buyer for the property and our attorney sent a letter to the City expressing our desire that property the Commission owned be returned to us in its natural state and the fence removed. This project is no longer on the table. Ms. Ford received a call from another developer who is purchasing the Solaronics property, and met with him and his partner. Their plan is to tear down the existing building and build condos on the site. No renderings were available, and the property would have to be rezoned to residential (which is what Rochester's Master Plan calls for). It's early in the process, but they seemed open to the plan of taking down the fence and restoring the area, but would like to have some type of access to the trail from their property in a safe and natural manner. Ms. Ford will keep in touch with this developer. The log jam at Bridge 31.7 will be cleared by the Clinton Valley and Vanguard chapters of Trout Unlimited on June 25th. Regarding the Dutton Road Bridge Replacement, the impact on the trail will be during the final paving of the project for only a half day closure. Dutton Road will be closed for the duration of the project, starting in late summer of 2023, and the parking lot will be closed during construction. A small retaining wall might have to be installed on one side of the parking lot. A public hearing for the project will be held this fall. In the future, the Road Commission will need a letter about jurisdiction from the Commission because the trail was funded by a land and water grant back in the 80's. Ms. Ford included a log of any e-bike complaints in her report. Ms. Ford indicated as Ms. Tapia has resigned her Administrative Assistant position, she opened up the position for applications through next Wednesday, and has received two applications.

COMMISSIONER REPORTS: Mr. Ross reported they are working on the bike pumps that are broken on the Fix-It Stations. Mr. Peltier said Lake Orion's fireworks will happen this Saturday and invited all to Oat Soda for the viewing. The jubilee and beer tent is all weekend. Ms. Steele commented the Polly Ann Trail will be having a birthday party on August 27th.

ADJOURNMENT OF REGULAR MEETING:

MOTION by Blust, seconded by Buxar, *Moved*, to adjourn the Regular Meeting at 8:30 p.m.

Ayes: All Nays: None

MOTION CARRIED.

NEXT REGULAR MEETING: July 19, 2022 at 7:00 p.m. – Rochester Municipal Offices

Respectfully submitted,

MELISSA FORD, Trail Manager

DAVID BECKER, Secretary