

**REGULAR MEETING of the PAINT CREEK TRAILWAYS COMMISSION**

Held at the Rochester Municipal Building, 400 Sixth Street  
Rochester, Oakland County, Michigan

**CALL TO ORDER:** The Tuesday April 15, 2008 meeting was called to order by Vice-Chair Becker at 7:00 p.m.

**Voting Members Present:** Dave Becker, Paul Miller, Maryann Whitman (*enter 7:07 p.m.*), Ravi Yalamanchi (*enter 7:08 p.m.*), Alice Young

**Voting Alternates Present:** Linda Gamage, Martha Olijnyk, Edward Peters

**Alternates Present:** Ron Stewart, Michael Webber (*enter 7:05 p.m., exit 7:35 p.m.*)

**Non Voting Members Present:** Lois Golden

**Voting Members Absent:** Rock Blanchard, Marc Edwards, Richard Schultz

**Others Present:** John Makris (*enter 7:15 p.m.*), Kristen Myers, Trail Manager

**APPROVAL OF AGENDA:** A “flat Melissa” picture will be taken with Mackenzie Gamage as part of a school project during the public comment.

**MOTION** by Young, supported by Gamage, ***Moved***, to approve the April 15, 2008 agenda as amended.

Ayes: All      Nays: None

**MOTION CARRIED.**

**PUBLIC COMMENT:** Ms. Gamage explained her daughter is participating in a 2<sup>nd</sup> grade school project wherein pictures are taken with “flat Melissa” at various events. A photograph of flat Melissa was taken with the Commissioners.

**CONSENT AGENDA:** The March 18, 2008 minutes were removed from the consent agenda.  
a.      March Treasurer’s Report, receive and file

**MOTION** by Miller, supported by Olinjyk, ***Moved***, to approve the consent agenda as amended.

Ayes: All      Nays: None

**MOTION CARRIED.**

**Minutes of February 19, 2008**

**Correction to Minutes:** Page 2, under Rochester Art Project, individually list the community organizations involved in the project.

**MOTION** by Young, supported by Miller, ***Moved***, to approve the minutes of the February 19, 2008 regular meeting as amended.

Ayes: All      Nays: None

**MOTION CARRIED.**

**APPROVAL OF INVOICES:** Ms. Myers presented the invoices in the amount of \$1,001.46. Fund Balance is estimated at \$54,000 with the inclusion of \$5,245 from Oakland Township for overpayment of wages & FICA for staff.

**MOTION** by Whitman, supported by Young, *Moved*, that the invoices presented for payment are approved in the amount of \$1,001.46 and orders be drawn for payment.

Ayes: All      Nays: None

**MOTION CARRIED.**

**TEMPORARY PERMIT – On My Own of Michigan:** Ms. Myers stated she will represent the applicant due to an emergency situation. This is the 5<sup>th</sup> annual walk on the trail from Gallagher to Adams Road and back on September 27<sup>th</sup> from 9:00 a.m. until 1:00 p.m. The permit application fee and the insurance paperwork have been received. They have contacted Oakland Township requesting and receiving permission to use the former Paint Creek Cider Mill for parking.

**MOTION** by Whitman, supported by Gamage, *Moved*, that the temporary permit for On My Own of Michigan for the September 27<sup>th</sup> event be approved.

Ayes: All      Nays: None

**MOTION CARRIED.**

**TEMPORARY PERMIT – AdvoKate Run/Walk:** Mr. Brian Hrischuk came forward indicating this is the 2<sup>nd</sup> year of the event honoring his daughter. It is scheduled for August 2<sup>nd</sup> from 8:00 a.m. to 12:00 p.m.; the 5k run will be from Tienken to Rochester Municipal Park, and up to 200 participants are expected. A 10k run is also planned, but the route needs to be finalized. Ms. Myers will review the route and bring the information back to the board.

**MOTION** by Miller, supported by Whitman, *Moved*, that the temporary permit for the AdvoKate event on August 2<sup>nd</sup> be approved, waiving the application fee, pending receipt of insurance information and a review of the 10k route.

Ayes: All      Nays: None

**MOTION CARRIED.**

**OAKLAND COUNTY SHERIFF OFFICE/OAKLAND TOWNSHIP – Bike Patrol**

**Program:** Ms. Myers introduced Sgt. Anthony Spencer who explained a proposed bike patrol program this summer. The program would consist of two trained deputies on a dual patrol, riding in neighborhoods, parks and the trail in Oakland Township during the afternoon shift. Although the Sheriff's Office cannot guarantee the bike patrol's presence on the trail because of call volume and/or weather related issues, the goal would be to have the bike deputies on the trail, on average, for one evening a week, and available for any special events with advance notice. Sgt. Spencer asked if the Trailways Commission would like to partner on this new program by contributing to the cost of the bikes. There is \$750.00 in the budget left over from last year's bike patrol program. Oakland Township Parks Department and the Charter Township of Oakland will also be asked to participate, as they will maintain ownership of the bikes. No charges for training, patrol time, wages, or benefits will be required. The Commission feels this is a great idea. It was suggested AED's be carried on the bikes. Ms. Myers will work with Sgt. Spencer on this project.

**MOTION** by Yalamanchi, supported by Whitman, *Moved*, that the Commission supports the Oakland County Sheriff Bike Patrol Program and approves \$750.00 toward the purchase of the bikes to be used on the trail.

Ayes: All      Nays: None

**MOTION CARRIED.**

**ROCHESTER ART PROJECT UPDATE:** Mr. Becker indicated the project has been slightly delayed as it was suggested the glass panels be light text on dark background, rather than the other way around. Mr. Becker will take this suggestion back to the subcommittee, mock up a few panels, and proceed with the order. The project will not be completed by National Trails Day.

**MASTER PLAN - PUBLIC INPUT SURVEY DISCUSSION/APPROVAL:** Ms. Myers explained that as part of the requirements for the Master Plan, we need two sources of public

input, including the public hearing. A survey/questionnaire was recommended, and a draft list of ten questions was included in the packet. The survey could be distributed via email, website or handed out on National Trails Day. Ms. Myers also proposed that surveymonkey.com be used to compile the survey results at a cost not to exceed \$140.00 (7 months @ \$20/month). Our website could provide a link to this site to take the survey. There is \$4500 in the budget for the Master Plan Consultant. After discussion, it is the consensus of the members to use the survey/questionnaire format, both electronically and hard copy, and to use the surveymonkey.com site. There are limitations to running hard copies of the actual surveymonkey questionnaire unless the higher end (\$200) of the program is purchased. The \$200 program would allow unlimited hard copies of the survey to be circulated. The survey could be available at the library.

**MOTION** by Miller, supported by Young, *Moved*, that we proceed to gain public input as outlined above and to approve up to \$200.00 for the year to use the surveymonkey.com site. Hard copies of the survey will also be available for use.

Ayes: All      Nays: None

**MOTION CARRIED.**

As far as the actual survey questions, comments or suggested changes can be emailed to Ms. Myers by May 9, 2008. The survey can then be approved at the May 20<sup>th</sup> meeting. It was suggested that the previous trail survey be emailed to the members for review.

**MASTER PLAN – PARTICIPATION PROCESS AND PROCEDURES DISCUSSION:**

Ms. Myers handed out Part One of the Action Program from the Master Plan (goals and objectives) – this is the next section for discussion. Instead of reading through each page, Ms. Myers suggested the members get a feel for what has been completed during the last five years and then review the six issues identified in the last Master Plan to see if they are still relevant, or if there are other issues to be added. The factual updates will be handled by Ms. Myers. The Commission was asked to think about what should be done in the next five years in terms of amenities, programs, interpretative sites, safety, etc. Comments on this section should be emailed back to Ms. Myers by May 6<sup>th</sup>.

Ms. Myers then commented that a lack of input from Commissioners has occurred during discussion on the first couple sections of the Master Plan, due to many new members, and suggested a different process to review the Plan might be in order to gather more input. A comment was made that going page-by-page is a tedious process, and that a subcommittee should review each section for proposed changes and then make a presentation on the updated sections to the full Commission. Ms. Myers indicated this is currently being done. The next section, Action Program, really needs review and brainstorming by this Board, in order to ascertain where we would like to be in five to ten years. Again, comments on the Action Plan are due by May 6<sup>th</sup> and be ready for brainstorming at the next meeting.

**BOUNDARY PROJECT STATUS UPDATE:** Ms. Myers indicated Mr. Fraus is reviewing the revised information and the final report/survey/maps should be ready in about two weeks. GPS training is still scheduled for the near future; Commissioners will be advised of the date. Members were reminded to think about how to handle encroachments, and, once defined, how to handle the parcels in south Rochester.

**NATIONAL TRAILS DAY UPDATE & PROMOTIONAL ITEM RECOMMENDATION:**

A meeting was held today at the Lake Orion DDA office. Advertising will begin May 1<sup>st</sup>, Radio Disney will be sponsored by Hollywood Market, Oakland Township has events planned throughout the day, and confirmation of the bike rides has been received. Everything is on track and a lot of events are planned. Shirts will be made for the volunteers. Sponsors will be

identified, possibly on a large “thank you sign” at the event and/or on banners along M24. The promotional items were discussed; water bottle lanyards, water bottle carabiner clips – one with an imprinted patch on a strap, and insulated bottle holders. The Commission approved \$500 for promotional items, but these items all cost more than \$500. The necessary additional money can be taken from other line items in the budget or sponsorship revenue. A lengthy discussion took place relative to the pros and cons of each of the promotional items, with the winning vote going for the personalized insulated bottle holders.

**MOTION** by Miller, supported by Whitman, *Moved*, to approve ordering 750 personalized insulated dark green bottle holders at a cost of \$1.60/each, for a total cost not to exceed \$1,200.00.

Ayes: All      Nays: None

**MOTION CARRIED.**

**PERSONNEL SUBCOMMITTEE REPORT & RECOMMENDATION:** Mr. Becker indicated the subcommittee’s unanimous recommendation is to grant Ms. Myers the annual Oakland Township COLA increase of 3% retroactive to April 1, 2008. This amount was included in the 2008 budget.

**MOTION** by Yalamanchi, supported by Whitman, *Moved*, that the Commission approves a 3.0% COLA increase for the Trail Manager retroactive to April 1, 2008.

Ayes: All      Nays: None

**MOTION CARRIED.**

The other recommendation of the personnel subcommittee is per a request by Ms. Myers for an additional five hours per week between May 5<sup>th</sup> and September 5<sup>th</sup>, for a total of 33 hours a week, in order to finalize the Master Plan project. Money was budgeted for an assistant to work with the Trail Manager on this project, but the work will be completed by Ms. Myers without assistance. Money was also budgeted for a consultant.

**MOTION** by Gamage, supported by Miller, *Moved*, that the Commission approves five additional hours per week between May 5<sup>th</sup> and September 5<sup>th</sup> to allow the Trail Manager time to complete the Master Plan project.

Ayes: All      Nays: None

**MOTION CARRIED.**

**TRAIL MANAGER’S REPORT:** In addition to the written report, Ms. Myers indicated she was contacted by Oakland Township Stewardship Manager about adding more deer exclosures along the trail. They are proposing exclosures that are a bit longer and taller at the wet prairie site, just north of Silver Bell on the west side of the trail. Another exclosure is proposed just north of Gallagher Road between the parking lot and the art project. The 30’ x 30’ x 10’ high exclosure is proposed to be in place for 10 years. A brochure could be developed as an educational tool to explain the exclosure to trail users. Mr. Makris suggested the project be presented with a written proposal so there is a record of what is being proposed and why, and that a license be drawn up so that the Commission could remove the exclosures if necessary. More information is necessary prior to an approval being granted. A scaled map and a photograph showing the proposed locations should also be available. If the project is approved, Goodison Hills Subdivision should be advised prior to the exclosures being put on site. Ms. Myers reported that Oakland Township has completed their bollard removal/relocation project.

**ATTORNEY’S REPORT:** No report given.

**COMMISSIONER REPORTS:** Mr. Peters reported an additional tornado siren will be placed at Kern and Clarkston Roads.

**ADJOURNMENT:** Upon Motion, the April 15, 2008 Regular Meeting was adjourned at 9:05 p.m.

**NEXT MEETING – May 20, 2008 at 7:00 p.m.**

Respectfully submitted,

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KRISTEN MYERS, Trail Manager

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PAUL MILLER, Trailways Secretary