

REGULAR MEETING of the PAINT CREEK TRAILWAYS COMMISSION

Held at the City of Rochester Municipal Offices, 400 Sixth Street
Rochester, Oakland County, Michigan

CALL TO ORDER: The Tuesday July 19, 2011 meeting was called to order by Chairperson Blanchard at 7:00 p.m.

Voting Members Present: Rock Blanchard, Edward Peters, Richard Schultz, Kathy Thomas, Alice Young

Voting Alternates Present: David Becker

Non-Voting Alternates Present: Mark Crane, Linda Gamage

Village of Lake Orion Non-Voting Member Present: None

Voting Members Absent: Ben Giovanelli, Maryann Whitman, Ravi Yalamanchi

Alternates Absent: Marc Edwards, Nathan Klomp, Paul Miller, Martha Olijnyk, Jeff Phillips

Others Present: Kristen Myers, Trail Manager

APPROVAL OF AGENDA:

MOTION by Young, supported by Becker, *Moved*, to approve the July 19, 2011 agenda as presented.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:

- a. Minutes – June 21, 2011 Regular Meeting, approve and file
- b. Treasurers Report – June 2011, receive and file
- c. Temporary Permit Request – AdvoKate Run/Walk, August 6, 2011, approve

MOTION by Young, supported by Schultz, *Moved*, that the consent agenda be approved as presented.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL OF INVOICES: Ms. Myers presented the invoices in the amount of \$25,598.68. This amount includes payment for the 2010 Audit services, 2nd quarter wages/FICA for the Trail Manager and Bike Patroller, payment of MMRMA insurance premium and 16 hours of Mounted Patrol services. Fund balance is estimated at \$28,300.00.

MOTION by Schultz, supported by Young, *Moved*, that the invoices presented for payment are approved in the amount of \$25,598.68 and orders be drawn for payment.

Ayes: All Nays: None

MOTION CARRIED.

MANAGER GOALS 2011-2012: Per the Personnel Subcommittee's request, Ms. Myers has developed a list of goals for the last two quarters of 2011, and all of 2012. The list is not in any

particular order and can be updated as necessary. Ms. Myers is looking forward to working on the redesign of the Trail website and the ordinance review – she will review and determine what sections need to be addressed. It would be nice to complete the Polly Ann Trail connection. The President of the Friends Group has also recommended that the Trail Manager transition off the Friends Board in order to focus more on Commission issues. Ms. Myers would still like to participate with the Friends Group. Review/filing of Mr. Makris’ historical files should be added to the list. It was suggested that volunteers be hired to help in the organization of the office/files. Possibly one hour a week could be put aside to brainstorm new initiatives or new education. Grant research for the Ludlow bridge replacement needs to be a higher priority on the list of goals. Ms. Myers will supply an update early next year of what goals have been accomplished through the end of 2011. The Commission commented the goal list is great and speaks very well of the Manager.

PURCHASE AUTHORIZATION: PROMOTIONAL ITEMS: Ms. Myers prepared a memo explaining three items for consideration as this year’s promotional giveaways at the Labor Day Bridge Walk event; a waterproof media travel pouch, cell phone sock with cord and carabiner and a mesh water bottle holder. It was suggested that the Commission consider putting the “Friends of the Paint Creek Trail” logo on whatever item they choose. There is \$500 in the approved budget for promotional items, but based on the amended budget, Ms. Myers is recommending that the budget be increased to \$800. After a brief discussion, the Commission chose to purchase the media travel pouch.

MOTION by Becker, supported by Schultz, *Moved*, that the Commission approves spending up to \$800.00 to purchase waterproof media travel pouches as promotional items.

Ayes: All Nays: None

MOTION CARRIED.

2011 BUDGET AMENDMENTS: Ms. Myers summarized the mid-2011 budget amendments. Revenue increases due to the Solaronics and ITC license fees, brochure re-order costs are zeroed out and a check from MMRMA for this year's asset distribution. Expense amendments include – office operating costs increased from \$4,600 to \$6,200, legal expenses increased from zero to \$5,000, and a decrease in our insurance premium. It was suggested that the rent expense be separated out of office operating expenses as its own line item. These amendments will help the Commission prep for year-end amendments.

MOTION by Becker, supported by Thomas, *Moved*, to approve the amendments to the 2011 budget as presented.

Ayes: All Nays: None

MOTION CARRIED.

MANAGER’S REPORT: In addition to the written report, Ms. Myers added that she met with Bud Clark of the Rochester Hills Sign Shop regarding the trail signs for Gallagher Road. The signs will be complete next week.

ATTORNEY’S REPORT: As Mr. Makris is not present, no report was given.

COMMISSIONER REPORTS: The Kollin Woods erosion project has been completed according to the plans. It was suggested that Rochester Hills Parks personnel take a look at the project. Three or four signs on trail property south of Rochester should be considered to indicate that this is trail property. In regard to the resolution relative to Senate Bill 499, Ms. Young indicated the Polly Ann Trail will consider passing the same resolution tomorrow night. Ms. Julianne Bagley, the new Polly Ann Trail Manager, was in attendance and introduced to the Commission. She offered her assistance to the Commission in any way she can and indicated that the Rural Pearl event has been rescheduled to September 24th. The Russian wild boar has been spotted in Addison and Oakland Townships. It was suggested that the DNR be contacted to see if

they have a head count and what impact they will have on the area. These are very destructive animals.

ADJOURNMENT:

MOTION by Schultz, supported by Young, *Moved*, that the July 19, 2011 Regular Meeting be adjourned at 7:33 p.m.

Ayes: All Nays: None

MOTION CARRIED.

NEXT MEETING: August 16, 2011 at 7:00 p.m.

Respectfully submitted,

KRISTEN MYERS, Trail Manager

EDWARD PETERS, Trailways Secretary