



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

Paint Creek Trailways Commission Meeting

Tuesday, April 16, 2013 - 7:00 PM

Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48307

MEETING AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment**
5. **Consent Agenda:**
 - a. Minutes: Regular Meeting, March 19, 2013
 - b. Treasurers Report – March 2013
6. **Approval of Invoices**
7. **Request for Action:** Unfinished motion from March 19, 2013
8. **Request for Approval:** Master Plan – Admin. Structure & Community Descriptions
9. **Update:** Recognition Subcommittee
10. **Request for Approval:** Manager & Bike Patrol Hours
11. **Manager's Report**
12. **Commissioner Reports**
13. **Closed Session to consider lease of real property**
14. **Adjournment of Meeting**

Next Regular Meeting: May 21, 2013 – City of Rochester Municipal Offices

Enclosure: March 19, 2013 Draft Minutes
March 2013 Treasurer's Report
Agenda Summary
Memo: Request for Action: Unfinished motion from March 19, 2013
Memo and Recreation Master Plan – Draft Chapters 2 & 3
Master Plan Survey Questions
Memo – Manager & Bike Patrol Hours Request
April Manager's Report

Agenda Summary

April 16, 2013

1. Call To Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment
5. **Consent Agenda**
 - a. **Minutes: Regular Meeting, March 19, 2013**
 - b. **Treasurer's Report – March 2013**
6. **Approval of Invoices**
7. **Request for Action: Unfinished motion from March 19, 2013**

Summary: The Commission had a motion on the floor last month that no action was taken on. It needs to be completed. See memo in your packet.

Desired Action: Resolve the motion on the floor

Budget Impact: None.
8. **Request for Approval: Master Plan Admin. Structure; & Community Descrip. Chapters**

Summary: The subcommittee has reviewed updates for both chapters and is recommending approval of content. (Photos and format will change later)

Desired Action: Discussion and Approval

Budget Impact: None.
9. **Update: Recognition Subcommittee**

Summary: The recognition subcommittee has met and will have a brief update at the meeting.

Desired Action: Discussion

Budget Impact: None
10. **Request for Approval: Manager & Bike Patrol Hours**

Summary: Due to the increased workload of trail projects and the Master Plan, I'm requesting an increase in compensated hours, temporarily, for my position and for Bike Patroller Van Stee. Please see memo in your packet.

Desired Action: Discussion & Approval

Budget Impact: There is money in the Master Plan budget for my hours, and am recommending additional funding from legal services or fund balance for the Bike Patroller request.
11. **Manager's Report** - included in your packet.
12. **Commissioner Reports**
13. **Closed Session to consider lease of real property**
14. **Adjournment of Regular Meeting**

Next meeting May 21, 2013 – City of Rochester Municipal Offices



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REGULAR MEETING of the PAINT CREEK TRAILWAYS COMMISSION

Held at the Paint Creek Cider Mill Building, 4480 Orion Road
Oakland Township, Oakland County, Michigan

CALL TO ORDER: The Tuesday March 19, 2013 meeting was called to order by Chairperson Becker at 7:00 p.m.

Voting Members Present: Rock Blanchard, Linda Gamage, Judy Keyes, Neal Porter, Steve Sage, Ravi Yalamanchi, Alice Young

Voting Alternates Present: Martha Olijnyk

Non-Voting Alternates Present: David Becker, Nathan Klomp, Danielle Shurkus, Lisa Sokol, Donni Steele, Maureen Thalmann

Village of Lake Orion Non-Voting Member Present: Doug Hobbs

Voting Members Absent: Andy Zale

Alternates Absent: Cathy Daldin, Richard Schultz

Others Present: Oakland Township Supervisor Terry Gonser, Kristen Myers, Trail Manager

APPROVAL OF AGENDA: Ms. Keyes will provide updates on the Adams Road connection to the trail, the Cider Mill concessionaire RFP and the Cider Mill bridge grant application under Commissioner Reports. Internal communications protocol will be added as Item #7A. It was also suggested that the Pledge of Allegiance be recited at the beginning of the Commission meetings.

MOTION by Porter, seconded by Blanchard, ***Moved***, to approve the March 19, 2013 agenda as amended.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:

- a. Minutes – February 19, 2013 Regular Meeting, approve and file
- b. Treasurers Report – February 2013, receive and file
- c. Temporary Permit Request – Ticker Trot for Cardiomyopathy – June 1, 2013

MOTION by Olijnyk, seconded by Keyes, ***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 \$941.95.

This amount includes routine monthly expenses, payments to WebHostingPad for the trail website and livingLAB for Master Plan Assistance. Fund balance is estimated at \$48,594.00

MOTION by Young, supported by Sage, ***Moved***, that the invoices presented for payment are approved in the amount of \$941.95 and orders be drawn for payment.

Ayes: All Nays: None

MOTION CARRIED.

2012 AUDIT SERVICES: Ms. Myers stated the Commission requested that after working for over five years with Ramie Phillips, CPA, staff should request bids for the 2012 audit. Mr. Phillips offered a quote of \$3,700. Letters were sent to five other firms requesting bids. Only

one response was received declining to bid due to their schedule. Ms. Myers is requesting approval to contract with Ramie Phillips for the 2012 audit at a price not to exceed \$3,700. Ms. Keyes stated after reviewing the year-end financial statement, she feels the fee of \$3,700 is quite high for such a small operating budget, as it's just under 4% of what the trail takes in. There is a statement in the intergovernmental agreement (originally signed in 1982) about an audit – "that the treasurer shall provide a full financial report to the member units of all the Commission's financial transactions for the year. Said report is to include a complete audit by a certified public accountant". This is just a standard audit, much like the financial statement Ms. Myers prepares. She questioned why the first audit was not completed until 2005 and why it was GASB34 compliant. There is no legal requirement for local governments to comply with GASB34, but non-compliance can affect bond ratings. There are no bonds associated with the trail. Ms. Keyes feels to require GASB34 compliance is overkill. It is not necessary for this type of organization and is not required by the intergovernmental agreement. She has also talked to the four communities and they don't see this as being a requirement. The year-end statement is more than sufficient. The funds spent on the audit can be better utilized for the taxpayers and trail users.

Chairperson Becker clarified that complete certified audits completed by a CPA have always been done and are available in the office. Ms. Young stated that whether or not compliance is required, a CPA will not give a clean opinion unless GASB34 is included. The Commission can't apply for grants without a certified audit that meets GASB34 standards. Ms. Myers added that back in 2004, it was brought to staff's attention that the State was going to require GASB34 compliant audits for all small inter-local governments. That is why the Commission approved the recommendation. Ms. Steele asked if there was a lesser audit that could be done at a lower cost and still meet the requirements for grant seeking. Ms. Young explained the levels are a review, a compilation and an audit, and a full audit is required for the Commission. Ms. Steele asked what percent of a budget should be spent on an audit. Ms. Keyes said the Commission is spending 3.5% on the audit which is high and she understands there was a private conversation between Ms. Young and Ms. Myers wherein it was suggested to look at other auditors. This was not a motion, was done on the side and does not comply with the Open Meetings Act. A proper RFP posted on websites for anyone to see has not been done for this audit. It is Chairperson Becker's understanding there is no legal requirement for an RFP in the intergovernmental agreement. Mr. Sage added when comparing percentages for audit costs, it is not fair to look at the Commission's budget as compared to larger budgets. When seeking bids for the 2005 audit, Ms. Myers stated the next lowest quote to Mr. Phillips' \$3,700 came in at \$6,000. In terms of the RFP standards, the State of Michigan only requires RFP's for professional services over \$10,000, which is why the Commission didn't need to do that; it could be done in an informal quote process. Supervisor Gonser offered that it is the best practice to go out for an RFP every three years. Mr. Blanchard feels if the audit can be done at a lesser price and still meet the guidelines for grants, the Commission should look into it. In response to the accusation of violating the Open Meetings Act, Ms. Myers pointed out that it was incorrect. Ms. Young's suggestion about looking at other auditors was made at an open Commission meeting in July, and it was not a side conversation between Ms. Young and Ms. Myers. The Commission did not make a motion at that time. Ms. Young added that she doubts the Commission will find anyone less expensive than Mr. Phillips. As far as any time constraints, Ms. Myers stated the State requires the audit reports be submitted by June 30th, and the audit itself takes six weeks. Knowing the time constraints, the Chair asked if the Commission wants to do the RFP this year, or approve the contract with Mr. Phillips for this year and go out for RFP's for the 2013 audit. The Chair asked that Ms. Myers clarify with the State exactly what guidelines are required in the audit, and to have the attorney review the intergovernmental agreement language relative to audits.

MOTION by Young, seconded by Blanchard, *Moved*, that the Commission retain Mr. Phillips for this year's audit at a cost not to exceed \$3,700, and to pursue an RFP next year for a fully compliant audit.

Ayes: Blanchard, Gamage, Olijnyk, Porter, Sage, Yalamanchi, Young

Nays: Keyes

MOTION CARRIED.

2014-2018 RECREATION MASTER PLAN DISCUSSION: Ms. Myers said the subcommittee met last Saturday and reviewed the draft survey questions. An updated copy has been provided tonight for approval. It will be turned into a Survey Monkey survey and be part of the public input process for the Master Plan along with the workshops to be held in April and May. A timeline for the Master Plan was also provided. On April 10th, focus groups with the local DDA's, Chamber of Commerce and local Park Directors and Maintenance staff will be held. A public workshop will be held on May 9th.

MOTION by Blanchard, seconded by Gamage, *Moved*, to accept the timeline for the Recreation Master Plan as presented.

Ayes: All Nays: None

MOTION CARRIED.

The survey will start April 1st and end May 31st. The survey information will be placed in the trail kiosks along with a QR code. The question of how to reach non trail users was asked. Ms. Myers will prepare news releases to promote the survey. It was also suggested to place promotional posters in fitness centers, schools and downtown businesses and to utilize member communities to have the survey available for visitors and post a promotion of the survey on their websites. Suggested changes to the survey questions: in #7 add the word "overall" before priorities; in #7c add "addition of plastic bottle recycling containers"; in #7d remove "maintain natural beauty of trail" as it is already listed in #7c and add "maintain limestone surface" and "winter grooming"; in #8 change "comfort stations" to "restrooms" and add "lack of drinking fountains"; in #9 add the words "which one" after local newspapers and add "municipal newsletters"; #13 could be two questions – "what time of day during the week" and "what time of day during the weekend". In #8 it was suggested that people could prioritize or rate the problem areas to provide better explanation. It was also suggested to include a section asking people why they don't use the trail or don't use it more and include "trails and safety paths to the PCT" as one of the options. A comment was made that the survey is too long and should be condensed. People filling out the survey could also be registered to win a prize. Any other changes should be emailed to the Trail Manager.

INTERNAL COMMUNICATIONS PROTOCOL: Chairperson Blanchard added this item to discuss how the Commission communicates with the Trail Manager. He pointed out that Ms. Myers is working this year on the Master Plan which takes a tremendous amount of time, and that she is a part-time employee working only 28 hours a week. He suggested the members have a standard operating protocol where there are only one or two points of contact with Ms. Myers in the sense that there are 18 Commissioners and the Manager can't have 18 bosses asking for things, especially given the time she spends on the Master Plan, without compromising her ability to get work done that needs to be done. The only boss the Manager has is the Commission as a whole. This Commission decides how she uses her time, and what is high and low priority. He would like to retain the integrity of that connection with the Manager, i.e., not too much from individual members. It is the Chair's job to implement whatever the Commission wants done by being the point person to the administration. He asked the members to be cautious and respectful of Ms. Myers' time and what she does, not burden her with individual requests for information, and limit direct conversation with her. This puts Ms. Myers on the spot in a difficult way to indulge in discussion of policy because she is not the policy maker, the Commission is. He asked for cooperation from the members to do their best to give the Manager the chance to do what she

has the time do and not burden her with individual requests. He has directed Ms. Myers to make a list of the requests for information and answer these at the end of each week unless there is an emergency. It is the consensus of the Commission this is a good policy. The members can always approach the Chairperson for information and answers.

RECOGNITION SUBCOMMITTEE UPDATE: Ms. Gamage reported the subcommittee is still working on the event. Ms. Myers added the biggest issue is where to hold the ceremony. It was hoped it could be held in this building, but that has not been confirmed. Ms. Olijnyk said this would be the perfect place for the event because it is on the trail and big enough to recognize all the recipients, but last month it was brought up that this room may not be available. She suggested the Commission write a letter to the Township requesting to use the room that day if available.

MOTION by Blanchard, seconded by Olijnyk, ***Moved***, that the Commission write a letter to Oakland Township requesting the use of the Cider Mill for the October 10, 2013 ceremony. (Following discussion, no action was taken)

Mr. Gonser reported that the concessionaire RFP for bids were received yesterday, he has not had a chance to review them and can't comment on what they are or how much space they are proposing to use. He expects them to utilize the space prior to October, therefore there is the possibility this space would not be available. If a contract is signed, this space would belong to the concessionaire, so the letter would need to be addressed to them. In addition, Ms. Myers indicated that the Chair did write a letter to the Oakland Township Board of Trustees requesting more information regarding the use of the first floor and how it may impact Commission operations. Hopefully we will have answers by the next meeting. Ms. Keyes asked if the donated Fix-It Station that was installed at the Cider Mill is an asset to and owned by the Cider Mill. Ms. Myers responded that it is not owned by the Cider Mill. This is a stopping point for many trail users, and the Friends Group decided it was a perfect place to locate it.

SOUTH EAST ROCHESTER PROPERTY DEVELOPMENT UPDATE: Chairperson Becker indicated he talked to Pat McKay about the possible existence of part of the Clinton Kalamazoo Canal on the trail. Research is ongoing.

MANAGER'S REPORT: In addition to her written report, Ms. Myers provided copies of City of Rochester's updated ordinance and will forward same to the City of Rochester Hills for their review.

COMMISSIONER REPORTS: Mr. Hobbs reported the trail extension may be on hold as Leo's Coney Island is in negotiations with the lumber yard to extend their parking. The Commission welcomed Danielle Shurkus, new alternate citizen rep from Rochester Hills. Ms. Keyes reported she requested to be put on the Board of Trustee's agenda for the Cider Mill grant application because all that was needed to resubmit for the grant was a letter of intent by April 1st; it was taken off the agenda, voted upon and she was outvoted by a 6-1 vote. She is hoping to be on the next agenda which would still allow enough time to complete the letter by April 1st. Mr. Gonser reported that it is hoped the concessionaire RFP will be presented to the Board of Trustees by April 9th, the current contract expires May 31st so a new contract will be signed to take effect June 1st. Ms. Keyes added that the Adams Road connection was taken off the table and deferred to Supervisor Gonser for a report. Mr. Gonser stated a lot of research was done by the Board. He made the statement at the meeting that unless he hears a motion to the contrary, he will conclude that the project costs, liability, maintenance and the uncertainty of obtaining easements in the location of the future road right-of-way, the Board finds insufficient justification to

resurrect this project, given that it was effectively abandoned prior to last November. The Township cost match would have been \$850,000 not including engineering or cost over-runs. This project was not resurrected. Mr. Porter reported he has a national car club coming to the Rochester Municipal Park on June 27th and feels this would be a great time to promote the trail. Ms. Steele indicated she would like to be on the subcommittee for the connection to Polly Ann Trail.

ADJOURNMENT OF MEETING:

Upon motion by Young, seconded by Olijnyk to adjourn, the Regular Meeting was adjourned at 8:49 p.m.

Ayes: All Nays: None

MOTION CARRIED.

NEXT MEETING: April 16, 2013 at 7:00 p.m. – City of Rochester Municipal Offices

Respectfully submitted,

KRISTEN MYERS, Trail Manager

ANDY ZALE, Trailways Secretary

Paint Creek Trailways Commission

Treasurer's Report - Flagstar Bank

March 2013

Balance:	1-Mar-13		
	Checking Balance	\$125,218.12	
	Outstanding Checks(2844)	<u>215.00</u>	
			\$125,003.12
Revenues:			
	Deposit - AdvoKate Temp Permit Fee	\$10.00	
	Deposit - AT & T License Fee	\$153.70	
	Deposit - Ticker Trot Temp Permit Fee	\$10.00	
	Deposit - RCS Foundation Temp Permit Fee	\$10.00	
	Deposit - Interest Earned March 2013	\$25.00	
	Total Revenues	<u>\$208.70</u>	
			\$125,211.82
Expenditures:			
	2846-Sandi DiSipio -February 2013 Recorders Fee	\$215.00	
	2847-Chase Card Services - Credit Card Purchases	26.95	
	2848-livingLAB - Professional Services Master Plan	700.00	
	Total Expenditures	<u>\$941.95</u>	
			\$124,269.87
Balance:	31-Mar-13		
	Checking Balance	\$124,484.87	
	Outstanding Checks(2846)	<u>215.00</u>	
	TRAILWAYS COMMISSION BALANCE		\$124,269.87

Signed By: _____

Trailways Commission Treasurer

Trail Manager

Date: _____



MEMO

To: Commissioners, Alternates, & Staff

From: Kristen Myers, Trail Manager

Subject: Request for Action – Motion from March 19, 2013

Date: April 9, 2013

At last month's meeting, the Commission had a discussion regarding the Recognition Subcommittee's recommendation to write a letter to Oakland Township for use of the Cider Mill on October 10, 2013.

The following motion was made:

MOTION by Blanchard, seconded by Olijnyk, ***Moved***, that the Commission write a letter to Oakland Township requesting the use of the Cider Mill for the October 10, 2013 ceremony.
(Following discussion, no action was taken)

In accordance with State of Michigan parliamentary procedure, action must be taken on this "hanging" motion. The Commission can decide to vote, the motion maker and second can rescind their motion, etc.

The full context of the discussion is in the draft minutes for your review.

Paint Creek Trail Recreation Master Plan 2014-2018

*1. In what community do you live?

- ☐ Rochester
- ☐ Rochester Hills
- ☐ Oakland Township
- ☐ Orion Township
- ☐ Village of Lake Orion
- ☐ Other community in Oakland County
- ☐ Community outside of Oakland County
- ☐ Other (please specify)

*2. How old are you?

- ☐ 0-15
- ☐ 16-20
- ☐ 21-30
- ☐ 31-40
- ☐ 41-50
- ☐ 51-60
- ☐ 61-70
- ☐ 71 or older
- ☐ Prefer not to answer

*3. How do you most often get to the trail?

- ☐ Walk
- ☐ Bike
- ☐ Car
- ☐ Other (please specify)

Paint Creek Trail Recreation Master Plan 2014-2018

*4. What is the main reason you visit the trail?

- ☐ Health and Exercise
- ☐ Transportation
- ☐ Recreation
- ☐ Nature Observation
- ☐ Training
- ☐ Other (please specify)

*5. What is your primary activity on the trail?

- ☐ Walking/Hiking
- ☐ Bicycling
- ☐ Running/Jogging
- ☐ Fishing Access
- ☐ Horseback Riding
- ☐ Cross County Skiing/snowshoeing
- ☐ Geocaching
- ☐ Dog Walking
- ☐ Cider Mill/Shopping Access
- ☐ Nature Observation
- ☐ Other (please specify)

*6. On average, how much time do you spend on the trail each visit?

- ☐ Less than 30 minutes
- ☐ 30 minutes to 1 hour
- ☐ 1 to 2 hours
- ☐ More than 2 hours

Paint Creek Trail Recreation Master Plan 2014-2018

***7. If funding is available, please check your top priority for maintaining safety on the trail.**

Choose only one:

- ☐ None
- ☐ More police patrols
- ☐ More bicycle patrols
- ☐ Lighting
- ☐ Other (please specify):

***8. If funding is available, please check your top priority for Technology/Information improvements for your trail experience. Choose only one:**

- ☐ None
- ☐ Website/Social media improvements
- ☐ Smartphone applications
- ☐ Additional mileage signs
- ☐ Additional trail etiquette signs
- ☐ Wayfinding signage to local business districts
- ☐ Wayfinding signage to the trail from main roads
- ☐ Native plant identification information
- ☐ Other (please specify):

Paint Creek Trail Recreation Master Plan 2014-2018

***9. If funding is available, please check your top three trail facility improvement priorities.**

Choose up to three only.

- ☐ None
- ☐ Maintain natural beauty of the trail
- ☐ Parking
- ☐ Drinking fountains
- ☐ Restroom at Tienken
- ☐ Restroom at Gallagher
- ☐ Extension to connect to Polly Ann Trail
- ☐ Pedestrian bridge to Paint Creek Cider Mill
- ☐ Shelters
- ☐ Picnic tables
- ☐ Cultural Enhancements (art projects, interpretive displays, etc)
- ☐ Interpretive side trails
- ☐ Bike racks
- ☐ Bike Fix-It stations
- ☐ Recycling bins
- ☐ Maintain limestone surface
- ☐ Pave with asphalt
- ☐ More trail events
- ☐ Other (please specify):

Paint Creek Trail Recreation Master Plan 2014-2018

***10. What is the biggest problem or area in need of improvement on the Paint Creek Trail? Choose up to three only.**

- | | |
|--|--|
| <input type="checkbox"/> No suggestion | <input type="checkbox"/> Too crowded |
| <input type="checkbox"/> Dog waste | <input type="checkbox"/> Trail crossings |
| <input type="checkbox"/> Horse manure | <input type="checkbox"/> Trail surface maintenance |
| <input type="checkbox"/> Loose dogs | <input type="checkbox"/> Lack of restrooms |
| <input type="checkbox"/> Speeding bicycles | <input type="checkbox"/> Lack of drinking fountains |
| <input type="checkbox"/> Trail courtesy | <input type="checkbox"/> Safety/Security |
| <input type="checkbox"/> Lack of parking | <input type="checkbox"/> Barriers to universal access/disabled access issues |
| <input type="checkbox"/> Lack of directional signage | |
| <input type="checkbox"/> Other (please specify) | |

***11. Where do you get your information regarding the Paint Creek Trail and events? Check all that apply.**

- ☐ Local print or online newspapers
- ☐ Trail website
- ☐ Trail brochure/map
- ☐ Trail Facebook page
- ☐ Flyers/Posters in trail kiosks
- ☐ Word of mouth
- ☐ Calling trail office
- ☐ Friends of the Paint Creek Trail group
- ☐ Trail staff
- ☐ Local city or township newsletter
- ☐ Other (please specify)

Paint Creek Trail Recreation Master Plan 2014-2018

***12. In your opinion, the maintenance of the trail is:**

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Comment (Optional)

***13. In your opinion, the safety and security along the trail is:**

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Comment (Optional)

***14. Are you aware of the Friends of the Paint Creek Trail non-profit group?**

- ☐ Yes
- ☐ No

***15. What time of the day do you visit the trail most often on weekdays?**

- ☐ Mornings
- ☐ Afternoons
- ☐ Evenings
- ☐ I do not visit on weekdays

***16. What time of day do you most visit the trail on weekends?**

- ☐ Mornings
- ☐ Afternoons
- ☐ Evenings
- ☐ I do not visit on weekends

Paint Creek Trail Recreation Master Plan 2014-2018

*17. On average, how often to you visit the trail during the following seasons?

	Daily	Once a week	3-5 times a week	2-3 times a month	Once a month	Less than once a month	Never
Spring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Summer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Winter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

*18. What portion of the trail do you use most often?

- ☐ Rochester Municipal Park to Tienken
- ☐ Tienken to Dutton
- ☐ Dutton to Gallagher
- ☐ Gallagher to Adams
- ☐ Adams to Clarkston/Kern
- ☐ Clarkston/Kern to Atwater Street
- ☐ Entire trail

*19. Do you feel there is a specific section of the trail in need of improvement? Check all that apply.

- ☐ No section of the trail needs improvement
- ☐ Rochester Municipal Park to Tienken
- ☐ Tienken to Dutton
- ☐ Dutton to Gallagher
- ☐ Gallagher to Adams
- ☐ Adams to Clarkston/Kern
- ☐ Clarkston/Kern to Atwater Street
- ☐ Entire trail

20. If a section chosen above needs improvement, what do you suggest?

21. What is your favorite thing about the Paint Creek Trail?

Paint Creek Trail Recreation Master Plan 2014-2018

*22. What prevents you from using the trail more?

- ☐ Time
- ☐ Parking
- ☐ Too crowded
- ☐ Lack of trails and safety paths connected to the trail
- ☐ Lack of restrooms
- ☐ Nothing prevents me from using the trail more
- ☐ Other (please specify)

*23. Do you attend trail sponsored events or non-trail sponsored events (i.e. walkathons)?

- ☐ Yes
- ☐ No

24. I'd like more information on the following. Check all that apply: (Optional)

- ☐ Recreation Master Plan
- ☐ Public Hearing Schedule for the Master Plan
- ☐ Event schedule
- ☐ Volunteer opportunities
- ☐ Trail brochure/map
- ☐ Trail merchandise
- ☐ I'd like to be added to the "Friends of the Paint Creek Trail" list to receive trail news and information
- ☐ Other (please specify)

25. If you requested information above, please provide your contact information. It is for Paint Creek Trail purposes only, and will not be sold or given to any third party.

Name:	<input type="text"/>
Address:	<input type="text"/>
City/Town:	<input type="text"/>
State:	<input type="text"/>
ZIP:	<input type="text"/>
Email Address:	<input type="text"/>



MEMO

To: Commissioners, Alternates and Staff

From: Kristen Myers, Trail Manager

Subject: Request for Approval: Manager & Bike Patrol Hours

Date: April 8, 2013

The following two memos were sent to Chairman Becker on April 2. He has requested that the Commission review the information for consideration.

The Trailways Commission has indicated the following goals for 2013:

Top Priorities

- 2014-2018 Recreation Master Plan
- Community presentations
- 30th Anniversary Celebration
- Atwater Site Development
- Southeast Rochester Project
- Connect with the Polly Ann utilizing Orion residential connector
- Drinking Fountain at Tienken Trailhead
- Trail surface repair
- Ordinance Approvals
- Vault Toilets
- Raising Trail awareness through regular press releases and media calendar updates
- Coordinate and Support Friends group for:
 - Paint Creek Crawl
 - Labor Day Bridge Walk

Medium Priorities

- Memorial Program.
- Development of Interpretive Materials.
- David Moutrie Memorial Project.
- Finish and Launch new website
- Native plant approval policy
- Phase three art project

Due to the increased workload for my position, I am requesting that the Trailways Commission consider approving up to an additional 5 hours a week of paid compensation for my position effective the weeks of April 14 – October 5, 2013. This would be dedicated to the Master Plan Revision. This equates to 25 weeks, or 125 additional hours:

25 weeks x 5 hours a week = 125 hours

125 hours x \$25.70 an hour = \$3,215.50 in wages and \$245.76 in FICA

\$3212.50 + \$245.76 = \$3,458.26

The Commission has \$8,500 budgeted for the Master Plan update in 2013. In addition, they approved an additional \$1,000 in the 2011 Final Amended Budget for Master Plan preparation in 2012 that was not utilized. It was subsequently sent to Fund Balance. Based on the proposal that

was approved by the Commission from livingLAB for Master Plan assistance, I believe my additional hours and their services will not exceed \$9,500.

As a reminder, the Trailways Commission approved an increase in my hours in April 2008 for the same amount and same purpose. The difference this year, is the Commission decided to utilize a consultant to obtain the most effective , objective input from the public and our trail users, which I believe will enhance our planning and project. The consultant fee is \$100 an hour, much higher than my \$25.70 an hour wage.

My extra hours will be used as dedicated time for Master Plan research, updates, and revisions. As you can imagine, with five communities involved, there are many details that need to be either confirmed or updated in the Recreation Inventory for the plan; In addition, the Goals and Objectives section will need the most attention after we incorporate the results from our survey and public input workshop. I expect there will be times when I work more hours in one week from another, but I expect it to average out to 5 hours a week. After an outline for the plan is complete, the long process of editing, photo placement, and preparing the draft for the DNR's requirements will begin.

Bike Patrol

Bike patroller Dennis VanStee is scheduled to work a total of 400 hours this year. His season is scheduled to start May 26, and end on October 26, which would average just over 18 hours a week.

Due to the increased workload for my position, my time on the trail may be limited this season. I would like to ensure that the trail, and its users, are getting appropriate attention. Therefore, I am recommending that for this season only, we increase Mr. VanStee's hours from 400 to 460, and expand his start time to May 12. I believe his presence will be invaluable for the Crawl on May 18th, and will be much needed after a long winter. Our spring inspections are usually the busiest. The current budget is for \$4,600. The increase in hours, if approved, would have the following budget implications:

Original Budget		Recommended Budget	
400 hours x \$11.50 an hour =	\$4,600.00	460 hours x \$11.50 an hour =	\$5,290.00
\$4,600 x 7.65% (FICA)=	\$351.90	\$5,290 x 7.65% (FICA) =	\$ 404.69
Total:	\$4,951.90	Total:	\$ 5,694.69
Difference: \$742.79			

I am recommending the Commission move \$742.79 from the either the fund balance (currently over \$45,000) or Legal Services line item, as there are no plans to use it this year. This would still leave \$3,257.21 in the Legal Services line item.

If you have any questions, or need more information, please contact me.



MEMO

To: Commissioners, Alternates and Staff

From: Kristen Myers, Trail Manager

Subject: April 2013 Manager's Report

Date: April 9, 2013

A lot of my time this month has been spent on the Master Plan, the user survey, ordinances, and my PowerPoint presentation

Committee Reports

There are no committee reports. The Recognition subcommittee met on March 25. The Personnel subcommittee needs to meet by April 30 to make recommendations for the 2014 budget that will be presented in May. The trail surface subcommittee also needs to meet soon.

Complaints/Vandalism

I have not received any complaints or reports of vandalism this month.

Medical Emergencies/Police/Fire Calls on the Trail

I am unaware of any emergencies or police/fire calls on the trail.

Follow Up

- **Friends of the PCT**
The next Friends meeting will be on April 18 at 6:30 (Paint Creek Cider Mill). The Friends continue to work on the Paint Creek Crawl, and will have a presence at the Michigan Earth Fest in Rochester on April 26-28. The next Fundraiser at Rochester Mills will be on April 25.
- **Ordinance Revisions:** The City of Rochester approved changes to the Uniform Trailways Ordinances on March 12. The Oakland Township Board of Trustees will be discussing the first reading on April 9.
- **Drinking Fountain/Water Line near Tienken**
Great news! We received confirmation from the City of Rochester that we can tap into their water line at Tienken. Due to some planned upgrades this year, they recommend that we do not start the project until summer 2014. The Friends are currently researching drinking fountains and prices.
- **Community Presentations**
I will be giving a presentation this evening (April 9) to the Oakland Twp Board of Trustees. I will contact the other communities soon. Depending on their agenda schedule, some presentations may be centered on master plan revisions and planning.

- **Master Plan Public Input Workshop – May 9**

Due to a conflict of presentations, we have moved our May 9 Public Input Workshop to the Oakland Twp Hall. It will run from 6:30-8:30pm, and is open to the public. I will be heavily publicizing the workshop over the next few weeks.

- **Cider Mill**

Representatives of each tenant at the Cider Mill met with the Oakland Twp Concessionaire subcommittee on April 2 to discuss present and future use of the first floor of the Cider Mill. It was a very productive meeting, and the subcommittee will take all information under advisement for their vendor decision.

Financial Update

- I have given Ramie Phillips, CPA, the 2012 and 2013 financial records to complete our audit. It will be on the June 18th agenda.

Manager's Goals

- I've been updating information and photos on our Facebook page. We have 2,447 followers.
- I wrote a newsletter article for the Oakland Twp Parks and Recreation Commission newsletter
- I wrote a newsletter article for the Oakland Twp Spring newsletter.
- I've been promoting our Master Plan user survey online on different websites. We've had over 420 responses so far.

Future Agenda Items

- ◆ Trail Surface Discussion and Planning
- ◆ SE Rochester Property Recommendation
- ◆ David R. Moutrie Memorial Project
- ◆ 2014-2018 Recreation Master Plan – Recreation Inventory
- ◆ Recognition Subcommittee Event updates
- ◆ Paint Creek Crawl Update
- ◆ Audit requirements