



4393 Collins Road
Rochester, MI 48306
(248) 651-9260
(248) 601-0106 (FAX)
www.paintcreektrail.org

Paint Creek Trailways Commission Meeting

Tuesday, December 15, 2015 7:00 PM
Paint Creek Cider Mill, 4480 Orion Road, Oakland Township, 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, November 17, 2015
 - b. Treasurers Report – November 2015
6. **Discussion:** Reducing Number of Trailways Commission Meetings
7. **Report:** 2015 Summary of Events & Accomplishments
8. **Report:** 2015 Goal Progress
9. **Approval:** 2015 Per Diem Report

MEETING RECESS - 20 Minutes

10. **Approval of Invoices**
11. **Discussion & Approval:** 2015 Final Amended Budget
12. **Manager's Report**
13. **Commissioner Reports**
14. **Adjournment of Meeting**

Next Regular Meeting: **January 19, 2016 - Paint Creek Cider Mill, 4480 Orion Road, 48306**

Enclosures: November 17, 2015 Draft Minutes
November 2015 Treasurer's Report
Agenda Summary
Memo: Reducing Number of PCTC Meetings
Memo: 2015 Goal Progress
2015 Draft Summary of Events & Accomplishments
2015 Per Diem Report
2015 Final Amended Budget & Memo
December Manager's Report

Agenda Summary
December 15, 2015

1. Call To Order
 2. Pledge of Allegiance
 3. Approval of Agenda
 4. Public Comment
 5. **Consent Agenda:**
 - a. **Minutes: Regular Meeting, November 17, 2015**
 - b. **Treasurer's Report – November 2015**
 6. **Discussion: Reducing Number of Trailways Commission Meetings**
Summary: Commissioner Steele has requested that the Commission consider dropping two meetings per year – one in winter, one in summer (possibly February and July). The Polly Ann Trail functions with 10 meetings a year. The PCTC will be unable to process any invoices those months, but if planned properly, it could be done.
Desired Action: Discussion
Budget Impact: None.
 7. **Report: 2015 Summary of Events & Accomplishments**
Summary: Chris Gray has compiled an annual list of PCTC Events & Accomplishments for your review.
Desired Action: Receipt of report
Budget Impact: None
 8. **Report: 2015 Goal Progress**
Summary: I've prepared a memo that outlines progress made on the goals that were set in February.
Desired Action: Receipt of Report
Budget Impact: None
 9. **Approval: 2015 Per Diem Report**
Summary: The 2015 Per Diem Report is included in your packet for review. Please contact the trail office if you find an error.
Desired Action: Approval
Budget Impact: None
- MEETING RECESS - 20 MINUTES**
10. **Approval of Invoices**
 11. **Discussion & Approval: 2015 Final Amended Budget**
Summary: The final amended budget with a memo has been included in your packet for review.
Desired Action: Approval
Budget Impact: None
 12. **Manager's Report** - included in your packet.
 13. **Commissioner Reports**
 14. **Adjournment of Regular Meeting**



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REGULAR MEETING of the PAINT CREEK TRAILWAYS COMMISSION
Paint Creek Cider Mill Building, 4480 Orion Road
Oakland Township, Oakland County, Michigan 48306

CALL TO ORDER: The Tuesday November 17, 2015 meeting was called to order by Chairperson Becker at 7:00 p.m.

Voting Members Present: Rock Blanchard, Frank Ferriolo, Linda Gamage, Stephanie Morita, Neal Porter, Kim Russell, Alice Young, Andy Zale

Voting Alternates Present: None

Non-Voting Alternates Present: David Becker

Village of Lake Orion Non-Voting Member Present: Brad Mathisen

Voting Members Absent: None

Alternates Absent: Mike Bailey, Dale Hetrick, Lynn Loeb, Martha Olijnyk, Steve Sage, Richard Schultz, Lisa Sokol, Donni Steele

Village of Lake Orion Non-Voting Alternate Absent: Doug Hobbs

Others Present: Kristen Myers, Trail Manager, Chris Gray, Administrative Assistant, Sandi DiSipio, Recording Secretary

PLEDGE OF ALLEGIANCE: All rose and recited the Pledge.

APPROVAL OF AGENDA:

MOTION by Russell, seconded by Blanchard, ***Moved***, to approve the November 17, 2015 agenda as presented.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:

- a. Minutes – October 20, 2015 Regular Meeting, approve and file
- b. Treasurers Report – October 2015, receive and file

Both items were removed from the consent agenda for comment.

Correction to October 20, 2015 Minutes: Page 3, Manager's Report, first sentence, add the words "and the Chairman" after "staff".

MOTION by Young, seconded by Zale, ***Moved***, to approve the minutes of the October 20, 2015 meeting as amended.

Ayes: All Nays: None

MOTION CARRIED.

Question on October 2015 Treasurers Report: Ms. Gamage asked what the \$37.50 bill for Foster Swift's attorney services was for. Ms. Myers explained there was a bike accident on the trail a few months ago and the bill was for discussion/email correspondence with the attorney about the incident.

MOTION by Gamage, seconded by Porter, *Moved*, to receive and file the October 2015 Treasurers Report as presented.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL OF INVOICES: Ms. Myers presented the invoices in the amount of \$4,806.74. In addition to the recorder's monthly fee, this amount includes restroom cleaning at Clarkston/Kern, staff's 3rd quarter shared copier costs, Mounted Patrol Services for 237 hours – 8/23/15-10/16/15, and Foster Swift attorney services for a second bike accident on the trail. Estimated unrestricted fund balance is at \$73,000.

MOTION by Blanchard, supported by Gamage, *Moved*, to approve the invoices presented for payment in the amount of \$4,806.74 and that orders be drawn for payment.

Ayes: All Nays: None

MOTION CARRIED.

UPDATE: Southeast Rochester Property Report: Chairperson Becker reported the subcommittee did not meet as planned, so there is no update. Hopefully there will be an update in the next month or two. Ms. Gamage reported she is looking into a crowd hydrology site. Gauges (cost is approximately \$250.00) are put into the river and individuals can text the height of the river. This data is collected and posted on a website. Ms. Myers said the Friends Group may be interested in funding assistance. This might also be a good Eagle Scout project. A permit might be required by the DNR. More information will be included in the subcommittee's report.

DISCUSSION: 2016 Meeting Locations & Schedule: Ms. Myers commented a few meetings were held in Orion Township this year and statistics showed the June 16th meeting had 2 live streams, July 21st meeting had 142 live streams, and the August 18th meeting had 19 live streams, for a total of 163 views over the three months – so there is some interest. The City of Rochester informed the Commission if we want to meet in the City next year, we would have to move to the Fire Station Meeting Room. Chairperson Becker looked at the possibilities for the meeting space and indicated the only two rooms available were a very small conference room and a classroom. Mr. Becker does not feel either room would be appropriate as they would not accommodate the public, and invited other commissioners to look at the space. He suggests the Commission not meet in the City of Rochester next year. Ms. Russell indicated she will look into this situation before a decision is made as she is unaware the Commission was asked to move. The City of Rochester Hills' auditorium would not be available the night of the Commission's meetings, but there are two other rooms that would accommodate a large group. Ms. Gamage commented the City of Rochester's in-kind services to the Commission is meeting space, and would be interested to see if something else would be offered as their in-kind service. At this point, the Commission could approve the dates for 2016 and the locations could be worked out later. Ms. Myers indicated normally the Commission meets the first three months of the year in Oakland Township, so there is a little time to firm up the location schedule. Ms. Myers then stated Commissioner Steele could not make tonight's meeting but commented she would like the Commission to consider going down to 10 meetings a year, which works well for the Polly Ann Trail Commission as well as other Orion Township boards. Ms. Young reminded the Commission checks can't be approved and signed if there is no meeting. The original charter stated the Commission will meet at least four times a year. Discussion will occur on this suggestion when Ms. Steele is in attendance. Until meeting locations can be verified for upcoming year, Ms. Myers was asked to book the Cider Mill's meeting area for the Commission's 2016 meetings.

MOTION by Blanchard, seconded by Zale, *Moved*, that the Commission approve the dates of the 2016 meetings, with locations determined at a future meeting.

Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION: Naming Policy: Per Commission direction last month, Ms. Myers reported she contacted DNR Grant Coordinator Amy Matisoff regarding a naming policy, who indicated the MNRTF rescinded the prohibition of naming of parks acquired with their funds some time ago. As long as the MNRTF plaques are displayed at the project site, they do not have a problem with naming things. Their only concern falls when the public would be prohibited from a recreational use on the site that was funded. Ms. Myers updated the draft naming policy if the Commission wanted to consider one, and also provided a list of Commission policies for member information. Discussion occurred on suggested changes - maybe not naming a section for an entity, that a significant contribution be made to the Trail - not the community, removing reference to being deceased 3 years, and that requests must be presented to and approved by the majority of the Commission. It was mentioned that an entity would include the Friends Group, Trout Unlimited or an Eagle Scout and they should not be excluded. Some Commissioners still voiced opposition to having a formal naming policy and that the Commission should deal with the requests on a case by case basis as it does not come up often. After discussion, it was decided to bring the Mr. Moutrie naming issue back as an agenda item in January for a decision, as Ms. Myers is still working with Rochester Hills to see if the path will be built. If consensus can't be reached on this request, then the Commission will then discuss whether or not to have a naming policy.

DISCUSSION: 2016 Commission events: Ms. Myers included a memo in the packet regarding two possible events for 2016. She is proposing a Garlic Mustard Pull Stewardship Workday for June 4, 2016 – National Trails Day. She has talked to Oakland Township Parks and some residents who are all interested in participating. There are Friends Group volunteers that have signed up for stewardship projects. This is a less intense planning event with very little action necessary. Also, the Commission has requested that the Labor Day Bridge Walk continue; this will be scheduled for September 5, 2016. Depending on the scope of the event, a lot of action will be needed, most having to do with securing volunteers and decisions on entertainment and sponsorships - \$700-750 is needed for food, coffee, fudge, etc. The Chair suggested a discussion on one event at a time. Ms. Myers commented for Trail Stewardship Workday, the more volunteers that are signed up, the better. It would be nice to have 10 volunteers per community, so certain areas can be targeted. Ms. Myers and Ms. Gray can organize/coordinate this event as it's on a smaller scale. Chairman Becker asked Ms. Myers if she was comfortable with organizing this event. She explained she is fine organizing a small event. Volunteers have already expressed interest, and this might be an opportunity to build up the Friends Group. Ms. Morita suggested this idea be run by legal because of the potential liability. Waivers are usually signed by volunteers. A call to the insurance company may be sufficient. Ms. Myers will research this issue. Regarding the Labor Day Bridge Walk, Ms. Myers indicated last year the Friends Group did extra things for the 10th anniversary, i.e., a lot of promotional items were given out. Historically a lot of food items are included for the family-oriented event. A lot more volunteers will be required this year for planning purposes depending on the scope. A list of the action needed to organize this event was included in the memo and was explained by Ms. Myers. If the Commission wants the event, it will be held, but the scope and details need to be worked out. It was stated that the event should not be moved from Rochester. Getting sponsors is sometimes not easy – the Chair suggested our fund balance could be utilized for needed funds as this is such an important event for the trail. It was suggested that Ms. Myers develop a marketing budget for each event for Commission review. Ms. Myers commented \$750 is reasonable for the food budget, and the Friends Group spent an additional \$1,300 on promotional items. Chairman Becker asked Ms. Myers if she was comfortable with organizing the event. She commented it would be nice to have the holiday off, has no problem with coordinating the event if that is the wish of the Commission, but the problem is that the active volunteers have asked that the event be moved to another weekend or just not have it. The question was asked if there were sponsors for either event, and if so, we should not exclude them if they are on board. Ms. Myers indicated

sponsors covered the water, fudge, coffee and bagels last year and believes they would also sponsor next year. Ms. Morita is not opposed to moving the event to the following weekend; perhaps there would be more participation. She is concerned with the Commission sponsoring the event without getting sponsors as the City of Rochester Hills works hard to not spend tax dollars on funding. She would rather not have to explain that to Council when the Trailways budget comes up for approval. She believes sponsorship needs to be looked into. Mr. Ferriolo believes the events are a good use for the fund balance in order to promote the trail. Ms. Myers confirmed sponsors will be solicited for the events. Ms. Russell suggested Chief Financial be contacted as a possible sponsor. She also commented that she was surprised the Crawl Event is not scheduled for next year, as it happens during the summer months when trail usage is high and it promotes the trail. The Commission needs to honor the trail. In addition, Arts & Apples Festival is the weekend after Labor Day, so moving the Bridge Walk to that weekend would not work. Ms. Myers indicated she does not have an issue with organizing events on the trail, but wants the Commission to understand that if this is the direction to be taken, other things will not get done. A lot of time was spent this year on the vandalism issue, which is important and takes priority. Ms. Myers feels the National Trails Day Stewardship event was appropriate. It meets the needs of the trail, she is still involved and yet her time is not taken up for three months obtaining sponsors. The Crawl event is not happening because the Friends no longer want to organize it. After discussion, it is the consensus to host the Labor Day event in Rochester as precedent has been set, that the action items for this event can be fulfilled, that sponsors should be solicited and that the budget offset the sponsorships acquired. Ms. Morita supports the Stewardship event, but not the Labor Day event, as the Trail Manager's job is not a professional event coordinator.

MOTION by Gamage, seconded by Young, *Moved*, to approve both events as presented, with sponsorships being solicited, and that a marketing budget be developed and presented to the Commission at a later date.

Ayes: Blanchard, Ferriolo, Gamage, Porter, Russell, Young, Zale

Nays: Morita

MOTION CARRIED.

APPROVAL: 2016 Trail Manager Performance Review: Ms. Myers stated Chairman Becker sent her the information included in the packet relative to her review. The performance review information is very comprehensive and she thanked everyone for responding to each item. Personally, she is very happy and surprised to see the high scores and comments and that the Commission is happy with her performance. One of the comments was about delegating responsibilities and she agrees – which was one of the reasons Ms. Gray was hired. She thanked the Commission and Chairman Becker for putting the report together. The Commission thanked Ms. Myers for her work performance.

MANAGER'S REPORT: Ms. Myers added nothing to her written report, but wished everyone a Happy Thanksgiving.

COMMISSIONER REPORTS: City of Rochester's bi-centennial is 2017 and they are planning a large project. There will also be a daffodil festival in the community, planting is starting this year. The tree lighting ceremony is this Friday at the Rochester Community House. The 2016 Relay for Life will take place at the Rochester City Park in June. Lake Orion's lighted Christmas Parade will be held December 5th, and the Holly Jolly Folly fundraiser is the night before. Ms. Young reported she has been selected as the Grand Marshall for the parade – Congratulations!! Mr. Porter indicated that legal action had been started against Orion Township relative to the Oakland Township property they purchased by one of the property owners, but it has been resolved. Upon a question about the Clarkston/Kern restroom vandalism, Ms. Myers reported as soon as the surveillance signs were up, the vandalism stopped. The restroom will probably be

closed for the winter, but this should be a Commission decision. It was suggested that the Manager's Report include what work has been done on Master Plan activities – how often this information should be available will be discussed at a future meeting. Chairman Becker suggested the issue of the reimbursement to the Friends Group for the three \$50 vandalism checks should be put on a future agenda for discussion even though they rescinded their request. Happy Thanksgiving to all.

ADJOURNMENT:

Upon motion by Young, seconded by Porter, the Chairperson adjourned the Regular Meeting at 8:50 p.m.

Ayes: All Nays: None

MOTION CARRIED.

NEXT MEETING: December 15, 2015 at 7:00 p.m. – Paint Creek Cider Mill Building

Respectfully submitted,

KRISTEN MYERS, Trail Manager

ANDY ZALE, Trailways Secretary

DRAFT

Paint Creek Trailways Commission

Treasurer's Report - Flagstar Bank

November 2015

Balance:	1-Nov-15		
	Checking Balance	\$114,873.38	
	Outstanding Checks (3025, 3040, 3041)	665.00	
			\$114,208.38
Revenues:			
	Deposit - Interest Earned October 2015	\$23.24	
	Total Revenues	\$23.24	
			\$114,231.62
Expenditures:			
	3047 - Sandi DiSipio - October 2015 Recorders Fee	\$225.00	
	3048 - Fosters Swift Collins Attorney Services	25.00	
	3049 - Oakland Twp Parks & Rec - 3rd Qtr Copier costs	291.73	
	3050 - Turner Sanitation Vault Restroom Cleaning	160.00	
	3051 - Oakland County Mounted Patrol Services	4,105.01	
	Total Expenditures	\$4,806.74	
			\$109,424.88
Balance:	30-Nov-15		
	Checking Balance	\$109,424.88	
	Outstanding Checks	0.00	
			\$109,424.88
	TRAILWAYS COMMISSION BALANCE		\$109,424.88

Signed By: _____
 Trailways Commission Treasurer Trail Manager

Date: _____



MEMO

To: Commissioners, Alternates & Staff
From: Kristen Myers, Trail Manager
Subject: Reducing Number of PCTC Meetings
Date: December 8, 2015

Last month, the Commission discussed the meeting schedule for 2016. Commissioner Steele could not attend, but requested that the Commission discuss reducing the number of meetings a year from 12 to 10. Based on our Fiscal year, we cannot cancel our December meeting. However, if the Commission is interested in reducing the number of meetings, February and July meetings are usually "light".

Our intergovernmental agreement states the following:

Section 4: Meetings,

A. Schedule/Call of Meetings

1. The Commission shall meet at least quarterly and shall annually establish a regular meeting schedule which shall be posted at the offices of the member unit governing boards in similar form and within similar times as required by law for governmental meeting schedules.

We normally process invoices monthly. The Commission needs to consider that no invoices can be paid during months when they do not meet. It may be possible, with proper planning and purchases, to not have that interfere with operations. Or, the Commission may consider other options.

Please be prepared to discuss at the meeting.



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2015 Summary of Events and Accomplishments

The Commission approved Temporary Use Permits for the following events:

- Rochester College SNA- Run SNA- March 23, 2015
- Frank Race Management- Run Michigan Cheap- April 25, 2015
- RARA- Earth Day 5k Fun Run- April 26, 2015 (Admin Approval)
- Cruisin' for the Trails- Motor City Brew Tours (3rd year)- May 2, 2015 (Admin Approval)
- Hometown Hustle- Rochester Community Schools Foundation- May 9, 2015 (Admin Approval)
- A Beautiful Mind 5K Run/Walk- American Liberty Financial- June 20, 2015
- Frank Race Management- Run Michigan Cheap- June 27, 2015
- Women's Health Run 10 Feed 10- Sept 19, 2015
- Crossroads Pregnancy Center- Bike for Life 2015- Sept 26, 2016 (Admin Approval)
- Brooksie Way – September 27, 2015 (Admin Approval)
- Michigan Nature Association- Rattle Snake Run- October 11, 2015 (Admin Approval)
- CCC 5K Run/Walk- November 7, 2015

January

The Commission discussed goals and objectives for 2015.

Trail Manager Myers crafted a Request for Proposal for Attorney Services.

Trail Manager Myers presented a Cost Estimate and Concept Design Map for the Tienken Educational Side Path.

February

The Commission set 2015 goals for the Trail.

The Commission began discussions on a Trail User Survey.

The Commission completed 2015 Subcommittee Assignments.

March

The Commission approved job descriptions and funding for positions of Bike Patroller and Administrative Assistant.

The Commission approved the Oakland County Sheriff Office Mounted Patrol Contract.

The Commission discussed and approved a Trail etiquette program which included distributing 300 free bicycle bells.

April

Trail Manager Myers met with Trail maintenance staff from each member community to discuss maintenance issues and coordinate for the year.

The Commission discussed maintenance and vandalism issues at the Clarkston/Kern Restroom.

Trail Manager Myers presented seven proposals in response to an RFP for As-Needed Attorney services.

May

The Commission approved hiring of Dave Boboltz as Bike Patroller and Chris Gray as Administrative Assistant.

The Commission approved hiring of Foster, Swift, Collins & Smith PC, with Ms. Lisa Hamameh as lead attorney, for As-Needed Legal Services.

The Commission approved a Vandalism Action Program for the Clarkston/Kern restroom.

The Commission discussed For-Profit use of the Trail.

The Commission approved the concept of the Cider Mill pathway connector improvements.

The 3rd Annual "Cruisin' for the Trails" fundraiser by Motor City Brew Tours raised \$3,500 for Paint Creek Trail improvements.

June

The Fourth Annual Paint Creek Crawl Cycling event was held on June 6, 2014 at Children's Park in Lake Orion to celebrate National Trails Day. A collaboration with the Friends of the Paint Creek Trail, riders participated in a "Poker-Ride" style event between Rochester and Lake Orion. Over \$6,500 was raised for trail improvements.

The Commission honored Ravi Yalamanchi, Alice Young and Dennis Van Stee for their years of service to the Paint Creek Trailways Commission.

The Commission received an update from Lt. Dan Toth of the Orion Substation of the Oakland County Sheriff's Office on the vandalism enforcement action in the Clarkston/Kern area.

The 2014 Financial Audit Report was approved by the Commission.

The Commission began a 3 month trial period of meeting at Orion Township Hall to televise Commission meetings via ONTV.

July

The Commission approved the extension of the Administrative Assistant position thru the end of 2015.

The Commission discussed the treatment of Invasive Phragmites present on the Trail.

The Oakland County Sheriff Office Mounted Patrol returned for a successful season.

August

The Commission approved the 2016 Budget of \$98,854.

The Commission approved the Paint Creek Cider Mill Connector, which will connect the Paint Creek Trail to Orion Road and the Paint Creek Cider Mill near Flagstar Bank.

The Commission approved Orion Township's treatment of Phragmites.

September

The tenth annual "Paint Creek Trail Virtual Bridge Walk" was held on Labor Day (Sept 7) with approximately 400 participants and volunteers. Participants were greeted with Fudge and water at the Kiwanis Pavilion. The Friends group provided nylon backpacks, LED flashlights and water bottle lanyards to commemorate the event.

The Commission began discussions regarding Commission Trail events for 2016.

The Commission discussed a Naming Policy for the Trail.

Trail staff and Chairman Becker met with residents of King's Cove Condominiums in Rochester Hills to review and receive input on the Tienken pathway project. Residents strongly support the project and look forward to working with us.

October

The Commission received an update on the development of the Southeast Rochester Property.

The Commission approved purchase of a computer tablet for the Trail Office.

The Friends of the Paint Creek Trail installed a Bike Fix-it Station at the Tienken Trailhead.

The Friends of the Paint Creek Trail held their fourth Wine Tasting event, raising over \$1,000 for trail improvements.

November

The Commission discussed the 2015 Meeting Schedule.

The Commission approved 2016 events, including a Garlic Mustard Pull stewardship workday on National Trails Day (June 4) and the annual Labor Day Bridge Walk/Run.

The Trail Manager received her biannual performance review.

The Commission began discussions on 2016 Phragmites removal program.

The Commission improved their social media presence by adding Instagram, with the username PaintCreekTrail.

December

The Commission approved a final amended budget of \$96,962

The Commission maintained a positive social media presence with 4,049 Facebook followers (a 25% increase from 2014) and 298 Twitter followers.



MEMO

To: Commissioners, Alternates & Staff
 From: Kristen Myers, Trail Manager
 Subject: 2015 Goal Progress
 Date: December 8, 2015

In February, the Commission set goals for the year. Here is an update on the goals that were ranked at the time. This information will be useful in January when we begin discussions on 2016 goals:

Rank	Project	Total Score	Status
1	Planning and coordination of Trail surface grading	105	Completed - April 2015
2 (tie)	Hire Part-Time Seasonal Bike Patroller	104	Completed - May 2015
2 (tie)	Coordination to address vandilim at C/K	104	Completed 2015
3	Clarkston/Kern Road Restroom Maintenance	94	Completed 2015
4 (tie)	Trail Etiquette/Bike Safety Program	92	Completed - Phase 1
4 (tie)	Continue Ordinance Approvals in each community	92	Not Pursued
5	Maintenance Memo of Understanding with member communities	90	Not Pursued
6 (tie)	In-Kind Services Memo of Understanding with communities	89	Not Pursued
6 (tie)	Labor Day Bridge Walk - Sept 7	89	Completed
6 (tie)	Polly Ann Trail Connection	89	In Progress by other stakeholders
7	Paint Creek Crawl - June 6	87	Completed
8 (tie)	Development of Educational Side Path north of Tienken	84	In Progress
8 (tie)	Wayfinding Signage Project (Rochester and Lake Orion)	84	In Progress in Lake Orion with DDA
8 (tie)	Recognition Ceremony - June 6	84	Completed
9	Coordination with RH for restroom or asphalt pad	80	Crushed asphalt pad - In Progress. Restroom seasonal; permanent not option due to utilities.
10 (tie)	Development of parking at Marshview Connector	76	Project removed from consideration by Oakland Twp.
10 (tie)	Development of additional parking at Gallagher Road	76	Not Pursued

	1/20/15	2/17/15	3/17/15	4/21/15	5/19/15	6/16/15	7/21/15	8/18/15	9/15/15	10/20/15	11/17/15	Sub Total	12/15/15	Total
Bailey, Mike	absent	35.00	35.00	absent	35.00	35.00	absent	absent	absent	absent	absent	140.00		140.00
Becker, David	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	absent	35.00	35.00	350.00		350.00
Blanchard, Rock	35.00	35.00	35.00	absent	35.00	35.00	35.00	35.00	35.00	35.00	35.00	350.00		350.00
Ferriolo, Frank						absent	35.00	35.00	35.00	35.00	35.00	175.00		175.00
Gamage, Linda	35.00	35.00	35.00	35.00	35.00	35.00	absent	35.00	35.00	absent	35.00	315.00		315.00
Hetrick, Dale	35.00	absent	35.00	absent	absent	35.00	absent	absent	absent	absent	absent	105.00		105.00
Loebs, Lynn	35.00	35.00	35.00	35.00	35.00	absent	absent	35.00	absent	35.00	absent	245.00		245.00
Morita, Stephanie	absent	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	350.00		350.00
Olijnyk, Martha	35.00	absent	35.00	35.00	35.00	35.00	35.00	35.00	absent	absent	absent	245.00		245.00
Porter, Neal	absent	absent	35.00	absent	35.00	35.00	35.00	35.00	35.00	35.00	35.00	280.00		280.00
Russell, Kim	35.00	35.00	35.00	35.00	35.00	35.00	absent	35.00	absent	35.00	35.00	315.00		315.00
Sage, Steve	absent	absent	35.00	absent	absent	absent	absent	absent	absent	absent	absent	35.00		35.00
Schultz, Richard	absent	absent	35.00	absent	absent	absent	absent	absent	absent	absent	absent	35.00		35.00
Sokol, Lisa	35.00	35.00	35.00	absent	absent	35.00	absent	35.00	absent	absent	absent	175.00		175.00
Steele, Donni	absent	absent	35.00	35.00	35.00	35.00	35.00	35.00	absent	35.00	absent	245.00		245.00
Thalman, Maureen	35.00	absent	35.00									70.00		70.00
Young, Alice	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	385.00		385.00
Zale, Andy	absent	35.00	35.00	35.00	absent	35.00	35.00	35.00	35.00	35.00	35.00	315.00		315.00
TOTALS	350.00	350.00	595.00	315.00	385.00	455.00	315.00	455.00	245.00	350.00	315.00	4,130.00	0.00	4,130.00
											TOTAL		4,130.00	



MEMO

To: Commissioners, Alternates & Staff
From: Kristen Myers, Trail Manager
Subject: 2015 Final Amended Budget
Date: December 9, 2015

Attached, please find the draft 2015 Final Amended Budget for your approval. There is a chance I will have to revise the budget at the meeting, if any unexpected or last-minute invoices are received.

Total Final Budget this year: \$96, 962

Revenue

Overall, we had higher revenue than anticipated. Here are some details:

- Merchandise Sales were up, as the Friends have “bought out” our hat supply to streamline inventory process
- Donations were higher than anticipated, due to Frank Race Management’s (2) donations
- Temporary Permit fees were higher than anticipated
- We received \$4,115, which was almost \$2,800 more than anticipated from the MMRMA for asset distribution.

Expenses

Overall, we had lower expenses than anticipated. Some line items, however, were higher than anticipated.

- We had substantial budget savings in many area categories.
- The Commission decided to extend the Administrative Assistant’s employment through the end of the year in July; the additional wages and FICA were not in the original budget.
- The Office and Trail Equipment budget was higher than originally anticipated because the Commission decided to purchase a new tablet and cover for office use.
- Due to vandalism, the vault toilet cleaning expense was not anticipated.
- The Patrol Program was slightly higher than the original budget this year because the Commission voted in April to extend the program through the end of October.

- No monies were spent in the Trail Project budget, due to delays waiting for in-kind or reduced costs from Rochester Hills in the Tienken Educational Pathway surfacing. In addition, the Southeast Rochester Property Development Ad-Hoc committee has not made a recommendation for development yet.
- The Mounted Patrol budget was lower than anticipated due to the cancellation of shifts because of poor weather conditions.
- **Our expenses were \$13,464 (14%) under budget, so we are able to put it into fund balance.**
- Our unrestricted fund balance at the end of 2015 should be \$85,205

2015 Draft Final Amended Trailways Commission Operations Budget					2014	2015	2015	Difference
					Final Budget	Approved	Amended	from Approved
REVENUE								
Member Unit Contribution for Commission and Office Operations and Staff					\$66,196	\$68,180	\$68,180	\$0
	Rochester			17,045				
	Rochester Hills			17,045				
	Oakland Township			17,045				
	Orion Township			17,045				
Member Unit Contribution for Patrol Program, based on community mileage					\$12,600	\$12,600	\$12,600	\$0
	Rochester			991				
	Rochester Hills			2,124				
	Oakland Township			7,647				
	Orion Township			1,838				
Interest					\$260	\$250	\$325	\$75
Trailways Saleable Items					\$121	\$100	\$383	\$283
Miscellaneous/Donations					\$0	\$0	\$800	\$800
Transfer from Legal Services					\$10,936	\$10,429	\$10,429	\$0
Trail Brochure Sponsorship					\$0	\$0	\$0	\$0
Bench Donations					\$0	\$0	\$0	\$0
Temporary Permit Fees					\$60	\$50	\$130	\$80
Transfer from Fund Balance					\$0	\$0	\$0	\$0
Grant - Bike Safety and Bells Program					\$0	\$1,000	\$0	-\$1,000
MMRMA Asset Distribution					\$2,742	\$1,300	\$4,115	\$2,815
			Total Revenue		\$92,915	\$93,909	\$96,962	\$3,053
EXPENSES								
Office								
Telephone and On-Line Services					\$504	\$504	\$504	\$0
Office Furnishings					\$0	\$350	\$86	\$264
Office Materials & Supplies					\$454	\$800	\$464	\$336
Office Operating Expenses (Rent, Copier, etc)					\$6,004	\$6,500	\$5,776	\$724
Postage					\$297	\$500	\$194	\$306
Office & Trail Equipment					\$1,549	\$500	\$946	-\$446
Bench donations					\$0	\$0	\$0	\$0
Vault Toilet Cleaning					\$252	\$0	\$929	-\$929
Portable Toilet Rental					\$780	\$0	\$0	\$0
Subtotal					\$9,840	\$9,154	\$8,900	\$254

								2014	2015	Amended	Difference
Staff Travel/Training/Development											
Travel/Mileage								\$545	\$700	\$482	\$218
Education/Memberships								\$120	\$350	\$120	\$230
Per Diems								\$3,885	\$4,725	\$4,515	\$210
Subtotal								\$4,550	\$5,775	\$5,117	\$658
Insurance/Professional Services (other than legal)											
Auditing Fee for FY 2014								\$3,600	\$3,600	\$3,600	\$0
Insurance (MMRMA)								\$3,691	\$4,000	\$3,723	\$277
Recorders Fee								\$2,700	\$2,925	\$2,700	\$225
Subtotal								\$9,991	\$10,525	\$10,023	\$502
Publicity/Raising awareness/Educational Projects											
Trailways Student Project								\$0	\$250	\$0	\$250
Brochures								\$0	\$0	\$0	\$0
Recognition Ceremony								\$0	\$0	\$217	-\$217
Trail Promotional Items								\$496	\$750	\$0	\$750
Labor Day Bridge Walk								\$100	\$100	\$100	\$0
Oak Routes Sponsorship								\$0	\$0	\$0	\$0
Trail Etiquette Program								\$0	\$1,000	\$337	\$663
Subtotal								\$596	\$2,100	\$654	\$1,446
Administrative Personnel											
Wages - Manager								\$38,584	\$39,750	\$39,704	\$46
FICA/MESC - Manager								\$2,952	\$3,041	\$3,037	\$4
Merit Bonus								\$0	\$0	\$0	\$0
Wages - Part-time Seasonal Administrative Asst								\$1,050	\$2,363	\$4,387	-\$2,024
FICA/MESC - Adm. Asst								\$80	\$181	\$336	-\$155
Subtotal								\$42,666	\$45,335	\$47,464	-\$2,129
Trail Projects											
Phase 3 Art Project								\$0	\$800	\$0	\$800
Trail Improvement Project - South Rochester								\$0	\$2,500	\$0	\$2,500
Polly Ann Trail Connection - Route 1								\$0	\$0	\$0	\$0
Property Acquisition Projects								\$0	\$0	\$0	\$0
2014-2018 Master Plan Project(s)								\$3,000	\$5,000	\$0	\$5,000
Subtotal								\$3,000	\$8,300	\$0	\$8,300
Patrol Program											
Wages - PCTC Bike Patrol								\$2,682	\$4,000	\$4,142	-\$142
FICA/MESC-Bike Patrol								\$205	\$306	\$317	-\$11
Contracted Mounted Patrol Services								\$5,806	\$8,044	\$5,950	\$2,094
Commission Contribution to Bike Patrol Services								\$0	\$0	\$0	\$0
Bike Patrol Equipment & Misc								\$17	\$250	\$220	\$30
Subtotal								\$8,710	\$12,600	\$10,628	\$1,972

					2014	2015	Amended	Difference
Printing/Logo Expenses								
Trail Saleable Items					\$312	\$0	\$428	-\$428
Subtotal					\$312	\$0	\$428	-\$428
Miscellaneous/Contingency					\$69	\$120	\$285	-\$165
Transfer to fund balance					\$13,181	\$0	\$13,464	-\$13,464
Subtotal					\$13,250	\$120	\$13,749	-\$13,629
Total Expenses					\$92,915	\$93,909	\$96,962	-\$994
Revenue minus Expenses					\$0	\$0	\$0	\$0
2015 Legal Services Project Budget								
					2014	2015	Amended	Difference
REVENUES								
Member Unit Contribution					\$0	\$0	\$0	\$0
License Fees					\$11,936	\$12,929	\$12,929	\$0
License Fees Paid in Advance					\$0	\$0	\$0	\$0
New License Preparation Fees					\$0	\$0	\$0	\$0
Total Revenue					\$11,936	\$12,929	\$12,929	\$0
EXPENSES								
Legal Retainer					\$0	\$0	\$0	\$0
License Preparation Fees					\$0	\$0	\$0	\$0
Transfer to Operating Budget					\$9,436	\$10,429	\$10,429	\$0
Advance License Fees Carried Forward					\$0	\$0	\$0	\$0
Legal Services					\$0	\$0	\$63	-\$63
Unallocated					\$2,500	\$2,500	\$2,438	\$63
Total Expenses					\$11,936	\$12,929	\$12,929	\$0
Revenue minus Expenses - Legal					\$0	\$0	\$0	\$0
2014 Unrestricted Fund Balance					\$ 71,741			
2015 Unrestricted Additions					\$ 13,464			
2015 Unrestricted Subtractions					\$ -			
					\$ 85,205			
2015 Total Restricted Funds for future expenditures					\$ 2,465			
<i>Directional Sign Project (Meijer)</i>					\$ 1,645			
<i>Rochester Art Project - Maintenance fund</i>					\$ 720			
<i>Art Project Brochure (Greenbaum)</i>					\$ 100			
<i>Subtotal</i>					\$ 2,465			
2015 Unrestricted Fund Balance					\$ 85,205			
2015 Restricted Fund Balance					\$ 2,465			
2015 Total Fund Balance (as of 12/31/15)					\$ 87,670			



MEMO

To: Commissioners, Alternates and Staff

From: Kristen Myers, Trail Manager

Subject: December Manager's Report

Date: December 8, 2015

Advisory Committee Reports

There are no advisory committee reports.

Complaints/Vandalism

We did not receive any complaints or reports of vandalism this month.

Medical Emergencies/Police/Fire Calls on the Trail

I am unaware of any police/fire/EMS calls this month.

Follow Up

- **Volunteer Liability**

Per the discussion last month, I contacted the City of Rochester Hills to ask them about volunteer workday liability issues, as Commissioner Morita had some concerns. She felt it was "different" for municipalities, and that we could not have volunteers doing a garlic mustard pull. The City of Rochester Hills has used volunteers for stewardship projects many times over the years, with no issues. The consensus is, that some other municipalities may have issues on a case-by-case basis, if a volunteer is doing work that an employee does (Union issues). Our garlic mustard pull is not affected.

Office

I will be out of the office from Monday, December 28 through Thursday, January 7. Chris Gray will be working during my absence.

Financial

No report this month.

Friends of the Paint Creek Trail

- The next meeting of the Friends group is on Thursday, December 17 at 6:00pm at the Paint Creek Cider Mill. They will be having a potluck and holiday celebration. All are welcome to attend.

Manager's Goals

Promotion of the Trail:

- Our Facebook page has 4,068 followers, an increase of 19 since last month
- Our Twitter account has 305 followers, an increase of 7 since last month.
- I started an Instagram Account: paintcreektrail, and we already have 24 followers.
- I was on the trail 2 hours this month.

Future Agenda Items

- ◆ SE Rochester Property Recommendation
- ◆ License agreement reviews
- ◆ Performance Review – Administrative Assistant and Bike Patroller
- ◆ Presentation of a Gift to the Commission by resident Tom Wolf (May 2016).
- ◆ Officer Elections
- ◆ 2016 Goals
- ◆ Lake Orion DDA – Request for easement
- ◆ 2016 Meeting Locations
- ◆ 2016 Mounted Patrol Contract Approval
- ◆ Subcommittee Assignments
- ◆ 2016 Event budgets
- ◆ Administrative Assistant Job Description

2015 Approved Temporary Permits:

Rochester College SNA – Run SNA – March 23, 2015

Frank Race Management – Run Michigan Cheap – April 25, 2015

RARA – Earth Day 5K Fun Run – April 26, 2015 (Admin Approval)

Cruisin' for the Trails – Motor City Brew Tours (3rd year) – May 2, 2015 (Admin Approval)

Hometown Hustle – Rochester Community Schools Foundation – May 9, 2015 (Admin Approval)

A Beautiful Mind 5K Run/Walk – American Liberty Financial - June 20, 2015

Frank Race Management – Run Michigan Cheap – June 27, 2015

Women's Health Run 10 Feed 10 – September 19, 2015

Crossroads Pregnancy Center – Bike for Life 2015 – September 26, 2016 (Admin Approval)

Brooksie Way Half Marathon – September 27, 2015 (Admin Approval)

Michigan Nature Association – Rattle Snake Run – October 11, 2015 (Admin Approval)

CCC 5k Run/Walk – November 7, 2015

Paint Creek Trail Website Analytics

In the last 30 days, we had 1,727 unique visitors and 101,470 page views on our website. The top 10 visited pages in the last 30 days:

Top Pages	Visits
Paint Creek Trail: Maps	8,336
Paint Creek Trail: Trail Maps	7,759
About Parking	4,916
Maps	4,831
Paint Creek Trail: Jobs	3,128
Paint Creek Trail: Home Page	2,717
Paint Creek Trail: Location	2,543
Paint Creek Trail: Trail Conditions	2,468
Paint Creek Trail: FAQ's	2,422
Paint Creek Trail: History	1,954