



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

# Paint Creek Trailways Commission Meeting

Tuesday, December 16, 2014 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 18, 2014
  - b. Treasurers Report – November 2014
6. **Discussion:** Televising Trailways Commission Meetings
7. **Report:** 2014 Summary of Events & Accomplishments
8. **Officer Elections**
9. **Approval:** 2014 Per Diem Report

|                                    |
|------------------------------------|
| <b>MEETING RECESS - 20 Minutes</b> |
|------------------------------------|

10. **Approval of Invoices**
11. **Discussion & Approval:** 2014 Final Amended Budget
12. **Manager's Report**
13. **Commissioner Reports**
14. **Adjournment of Meeting**

Next Regular Meeting: **January 20, 2015 - Paint Creek Cider Mill, 4480 Orion Road, 48306**

Enclosures: November 18, 2014 Draft Minutes  
November 2014 Treasurer's Report  
Agenda Summary  
Memo: Televising PCTC Meetings  
2014 Draft Summary of Events & Accomplishments  
2014 Per Diem Report  
2014 Final Amended Budget & Memo  
December Manager's Report

**Agenda Summary**  
December 16, 2014

1. Call To Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment
5. **Consent Agenda:**
  - a. **Minutes: Regular Meeting, November 18, 2014**
  - b. **Treasurer's Report – November 2014**
6. **Discussion: Televising Trailways Commission Meetings**  
**Summary:** Last month, the Commission asked me to research the costs to televise PCTC Meetings. See memo for more information.  
**Desired Action:** Discussion  
**Budget Impact:** Unknown, depending on Commission direction.
7. **Report: 2014 Summary of Events & Accomplishments**  
**Summary:** I've compiled an annual list of PCTC Events & Accomplishments for your review.  
**Desired Action:** Receipt of report  
**Budget Impact:** None
8. **Officer Elections**  
**Summary:** The Commission needs to choose officers for 2014. Historically, the Commission nominates and elects someone from each member community for a position.  
**Desired Action:** Nominations and Election.  
**Budget Impact:** None
9. **Approval: 2014 Per Diem Report**  
**Summary:** The 2014 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: 2014 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**

**Next meeting January 20, 2015 – Paint Creek Cider Mill**



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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 48306

**CALL TO ORDER:** The Tuesday November 18, 2014 meeting was called to order by Chairperson Becker at 7:00 p.m.

**Voting Members Present:** Rock Blanchard, Stephanie Morita, Neal Porter, Kim Russell, Maureen Thalmann, Alice Young, Andy Zale

**Voting Alternates Present:** David Becker

**Non-Voting Alternates Present:** Martha Olijnyk

**Village of Lake Orion Non-Voting Member Present:** None

**Voting Members Absent:** Linda Gamage

**Alternates Absent:** Mike Bailey, Steve Sage, Richard Schultz, Danielle Shurkus, Lisa Sokol, Donni Steele, Michael Webber

**Others Present:** Kristen Myers, Trail Manager, Sandi DiSipio, Recording Secretary

**PLEDGE OF ALLEGIANCE:** All rose and recited the Pledge.

**APPROVAL OF AGENDA:**

The 2015 Meeting Schedule Resolution was removed from the agenda.

**MOTION** by Zale, seconded by Porter, ***Moved***, to approve the November 18, 2014 agenda as amended.

Ayes: All      Nays: None

**MOTION CARRIED.**

**PUBLIC COMMENT:** None

**CONSENT AGENDA:**

- a. Minutes – October 21, 2014 Regular Meeting, approve and file
- b. Treasurers Report – October 2014, receive and file

The 2015 meeting schedule was previously removed from the agenda.

**MOTION** by Blanchard, seconded by Young, ***Moved***, that the consent agenda be approved as amended.

Ayes: All      Nays: None

**MOTION CARRIED.**

It was suggested that the meeting locations be switched – spring/summer meetings at the Cider Mill and the fall/winter meetings at Rochester City Hall, because of weather conditions affecting Orion Road. Ms. Myers explained Rochester's location is usually not available in January, February and March due to budget meetings. A short discussion ensued about the possibility of televising the meetings. Ms. Myers looked into this in the past and it was \$8,000 annually to televise the meetings in Rochester. Ms. Russell pointed out Rochester just changed their fee schedule. It was noted the Orion Center has everything set up to televise meetings. Ms. Myers was asked to look into the cost of televising the meetings in Rochester, Oakland Township and the Orion Center.

**MOTION** by Zale, seconded by Blanchard, *Moved*, that the 2015 Meeting Schedule Resolution be approved as presented.

Ayes: All      Nays: None

**MOTION CARRIED.**

**APPROVAL OF INVOICES:** Ms. Myers presented the invoices in the amount of \$3,547.84. This amount includes the monthly recorders fee, the monthly service fee for the portable restroom at Tienken, Oakland County Mounted Patrol Services from August through October, and the monthly service fee for the vault restroom cleaning. The estimated unrestricted fund balance is \$55,723.

**MOTION** by Young, seconded by Blanchard, *Moved*, that the invoices presented for payment are approved in the amount of \$3,547.84 and orders be drawn for payment.

Ayes: All      Nays: None

**MOTION CARRIED.**

**APPROVAL: Revised Temporary Use Permit Guidelines and Application:** Based on discussion last month, the permit guidelines and application has been revised. Changes are highlighted in red and information was added about first time applicants needing to appear before the Commission, annual events that could be approved administratively, and the right of the Trail Manager to place a request on a meeting agenda to obtain approval. A sentence was added relative to a reminder about trail etiquette. There is not a policy about multiple events on the same day, which has occurred in the past with events on different sections of the trail. There is not currently a first-come, first-served policy for standing events. The only complaint from regular trail users about events on the trail has been that event participants aren't using proper etiquette. It was suggested that in #4 – Permit Application Information – that following etiquette requirements be stronger, e.g., participants will participate in trail etiquette and organizers are responsible for providing these rules. Suggestions for changes - in Permit Application Information #2, 2) the words “reserves the right to” be replaced with “may” and add the words “at his or her discretion” after the word approval. Under Application Fees – it should be corrected to be 501 (c) (3) status.

**MOTION** by Young, seconded by Russell, *Moved*, that the Commission approves the Temporary Use Permit Guidelines and Application form as amended.

Ayes: All      Nays: None

**MOTION CARRIED.**

**APPROVAL: Draft RFP for As Needed Legal Services:** Ms. Myers indicated she talked to the City of Rochester Hills about an RFP template, and tweaked the draft from other RFP's she had researched. She wasn't sure what the Commission wanted a new attorney to do that the current pro-bono attorney is not doing. Ms. Myers asked that the Board look at the scope of services to see if that is what's intended for the new attorney. This type of RFP is common. Some members felt that this lengthy RFP is overkill for work that may not ever be asked for - there is no guarantee that any work or income will be generated. A cover letter to the RFP was suggested explaining attorney needs. Perhaps a letter of agreement would be more appropriate for securing an attorney. Discussion ensued relative to whether or not this lengthy RFP is needed – perhaps a simple one or two page RFP would suffice. Suggested changes to the RFP include – under Scope of Services, add something about performing services timely and insure sufficient coverage in case the lead attorney is not available. Also, the first bullet should be revised to read “may attend Trailways Commission meetings if requested.” Under Services to be provided, #1 – revise to read “if requested, attend monthly meetings of the Paint Creek Trailways Commission”. The length of service could be one year instead of three years. There is a termination clause included under General Conditions. It should be asked if the attorneys have done work for any member community in the last few years. Following discussion, Ms. Myers was asked to review our pro-bono attorney's letter of understanding to determine what he is being asked to do compared to

what will be required of an additional attorney. Perhaps our attorney could review the RFP scope of services to ascertain what he can't provide. He should also advise what type of liability insurance he carries. The RFP can then be revised to advertise for what the pro-bono attorney can't provide.

**MANAGER'S REPORT:** In addition to her written report, Ms. Myers indicated the City of Rochester approved the management agreement which Chairman Becker signed tonight. She thanked the City of Rochester and Ms. Russell for her help in this endeavor. She met with Ms. Milos-Dale and Mr. Vettrai to discuss bridges 31.7 and 33.7 – both have wooden timbers and need to be replaced or rehabilitated. They are looking at applying for an MNRTF grant or a Land and Water Conservation Fund Grant to help with the rehab of both these bridges. The trust fund has a maximum award of \$300,000 and the Land and Water Conservation Fund has a maximum award of \$100,000 with a 50% match. There might also be some fisheries grant money available. Options are being reviewed to optimize cost savings. If grants are applied for, the Trailways would be the applicant because they own the bridges and the communities would provide the match money. She reported on the vandalism report from Orion Township; spray painting along the bridge railings on the northwest side of Clarkston/Kern. Ms. Myers received a question about hunting in this area; she will put something on the website relative to hunting being allowed in Bald Mountain. The Tienken Road drinking fountain has been installed, but has been turned off for the winter. Ms. Myers was thanked for the prescribed burn information that was posted on the website. The Commission expressed appreciation for having a great trail manager and all the hard work Ms. Myers has done to support the trail this past year.

**COMMISSIONER REPORTS:** Ms. Young reported the Holly Jolly Folly will be held at the Golling Buick Dealership on December 5<sup>th</sup>, followed by Orion's lighted Christmas parade on December 6<sup>th</sup>. The Rochester Christmas parade is on December 7<sup>th</sup>. Rochester Lagniappe and the Festival of Trees/Big Bright Light Show begins Monday, November 24<sup>th</sup> at 7:00 p.m.

**ADJOURNMENT:**

Upon motion by Young, seconded by Zale, the Chairperson adjourned the Regular Meeting at 8:20 p.m.

Ayes: All      Nays: None

**MOTION CARRIED.**

**NEXT MEETING: December 16, 2014 at 7:00 p.m. – Paint Creek Cider Mill**

Respectfully submitted,

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KRISTEN MYERS, Trail Manager

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ANDY ZALE, Trailways Secretary

# Paint Creek Trailways Commission

## Treasurer's Report - Flagstar Bank

### November 2014

|                      |  |                    |                     |
|----------------------|--|--------------------|---------------------|
| <b>Balance:</b>      | 1-Nov-14   |                    |                     |
|                      | Checking Balance                                       | \$100,969.05       |                     |
|                      | Outstanding Checks(2968, 2972, 2973)                   | 515.72             |                     |
|                      |  |                    | <b>\$100,453.33</b> |
| <b>Revenues:</b>     |  |                    |                     |
|                      | Deposit - Interest Earned November 2014                | \$20.52            |                     |
|                      |  |                    |                     |
|                      | <b>Total Revenues</b>                                  | <b>\$20.52</b>     |                     |
|                      |  |                    | <b>\$100,473.85</b> |
| <b>Expenditures:</b> |  |                    |                     |
|                      | 2975 - Metro Environmental Services - Tienken Restroom | \$130.00           |                     |
|                      | 2976 - Turner Sanitation - Vault Restroom Cleaning     | 360.00             |                     |
|                      | 2977 - Oakland County - Mounted Patrol Services        | 1,581.12           |                     |
|                      | 2978 - Sandi DiSipio - October 2014 Recorders Fee      | 225.00             |                     |
|                      | 2979 - Oakland County - Mounted Patrol Services        | 1,251.72           |                     |
|                      |  |                    |                     |
|                      | <b>Total Expenditures</b>                              | <b>\$3,547.84</b>  |                     |
|                      |  |                    | <b>\$96,926.01</b>  |
| <b>Balance:</b>      | 30-Nov-14  |                    |                     |
|                      | Checking Balance                                       | \$97,151.01        |                     |
|                      | Outstanding Checks(2978)                               | 225.00             |                     |
|                      |  |                    |                     |
|                      | <b>TRAILWAYS COMMISSION BALANCE</b>                    | <b>\$96,926.01</b> |                     |

Signed By: \_\_\_\_\_  
 Trailways Commission Treasurer                      Trail Manager

Date: \_\_\_\_\_



# MEMO

**To:** Commissioners & Alternates  
**From:** Kristen Myers, Trail Manager  
**Subject:** Televising Commission Meetings  
**Date:** December 10, 2014

Last month, the Commission asked me to research the costs to televise Commission meetings. I spoke with Chris Weagel, Executive Director at CMN. They record and televise the City Council meetings for the City of Rochester, and the Board of Trustee meetings for Oakland Township. If we were to have our meetings at Rochester City Hall, or Oakland Township Hall, they would charge us \$325 per meeting. They would utilize our agenda, and when the video was available the next day, they would use the agenda numbers/items as “chapters”, so someone could watch just one segment if they wanted to. There are two issues with utilizing CMN:

1. Residents in Orion Township would not be able to watch our meetings live if they were filmed in Rochester, but they could access a link that we could post on our website a day or so later. I do believe, however, that the meetings at Oakland Township Hall could be watched in Orion Township live
2. The Oakland Township Board of Trustees meeting room is currently used on the third Tuesday of each month by their Zoning Board of Appeals. The Cider Mill is not set up for filming.

The other option is to have ONTV in Orion Township film and televise our meetings from the Orion Center on Joslyn Road, south of Clarkston Road. I spoke with Ian Locke, Executive Director for ONTV. He indicated normally there is no charge to film the meetings, but would get back with me with more information. I’m also waiting to hear from Commissioner Sokol regarding the use of the Orion Center, as she indicated it isn’t normally open on Tuesday evenings. ONTV Issues:

1. Oakland Township, Rochester Hills, and Rochester do not have Orion Cable Access on their televisions. We would have to provide a link to the meeting video on our website a day or so after our meetings.
2. We do not know at this time if there is a charge to use the Orion Center. Hopefully, Commissioner Sokol will have that information for me next week.

**Budget:** The good news is, the price has dropped from the last time we checked into this. If we were to use CMN, it would cost the Commission \$3,900 annually. If we were to use them for 6 months out of the year, it would be \$1,950.



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## **2014 Summary of Events and Accomplishments**

The Commission approved Temporary Use Permits for the following events:

- Cruisin' for Trails – Motor City Brew Tours – April 26, 2014
- Hometown Hustle - RCS Foundation - May 10, 2014
- Ticker Trot for Cardiomyopathy – May 31, 2014
- Paint Creek Crawl – June 7, 2014
- Crittenton Foundation 5K – June 14, 2014
- Labor Day Virtual Bridge Walk - September 1, 2014
- Crossroads Pregnancy Center Bike-a-thon – September 13, 2014
- Brooksie Way – September 28, 2014
- Michigan Nature Association – 5K Run/Walk – October 5, 2014

### **January**

The Commission discusses goals and objectives for 2014.

The Commission began an evaluation of the Trail Surface.

The Commission approved the 2014-2018 Paint Creek Trail Recreation Master Plan.

### **February**

Trail Manager Myers re-designed and launched the Commission's website,  
<http://www.paintcreektrail.org>.

The Commission began discussions on implementing a Summer Internship Program.

The Paint Creek Trail expanded their social media presence by joining Twitter.

### **March**

The Commission discussed the pros and cons of grooming the Trail for cross country skiing.

The Commission researched a land acquisition opportunity along the trail.

The Commission finalized their Summer Internship Program and advertised the position.



## **April**

The Commission received a presentation from Spalding DeDecker and Oakland Township Parks & Recreation regarding the rehabilitation or replacement of Bridge 33.7 south of Silver Bell.

The Southeast Rochester Development subcommittee continued researching the Clinton/Kalamazoo Canal with the help of former Commissioner Bruce Austin.

## **May**

Dennis VanStee returned for another successful bike patrol season.

The 2013 Financial audit was completed by Ramie E. Phillips, Jr, CPA.

The Commission hired livingLAB to create a Pathway Concept Design along the Trail north of Tienken and west of Kings Cove Condominiums.

The Commission approved a policy on voting alternates.

## **June**

The Fourth Annual Paint Creek Crawl Cycling event was held on June 7, 2014 at Children's Park in Lake Orion. A collaboration with the Friends of the Paint Creek Trail, riders participated in a "Poker-Ride" style event between Rochester and Lake Orion. Over \$4,000 was raised for trail improvements.

The Girl Scout Trail Ambassador program was launched to teach local girl scouts about the trail and trail etiquette.

The Oakland County Sheriff's Office Mounted Patrol returned for another successful season.

## **July**

2015 Operations and Patrol Budgets were approved, with a 3% revenue increase from our member communities (first increase in five years).

## **August**

Eagle Scout Candidate Mike Alspach was recognized for his contribution to the trail with his Trail Brochure Box project.

The Commission began discussions with the DNR, Oakland Township, and Orion Township regarding a Kern Road connector with the Paint Creek Trail and Polly Ann Trail.

The Commission reviewed and approved the Pathway Concept Design plan produced by livingLAB that will assist in developing a ¼ mile educational/interpretive pathway north of Tienken.

## **September**

The ninth annual “Paint Creek Trail Virtual Bridge Walk” was held on Labor Day (Sept 1) with approximately 200 participants and volunteers. Participants were greeted with Fudge and water at the Kiwanis Pavilion.

The Commission began discussions regarding a future Trail User Survey to update the survey conducted by MSU in 2004.

The Commission partnered with Orion Township to increase maintenance of the vault restroom at Clarkston/Kern Road by contracting with Turner Sanitation in Lake Orion.

The Commission approved an easement with three property owners in Oakland Township, to facilitate a property purchase by Orion Township. The easement ensures their property access across trail right-of-way.

## **October**

The Commission approved a Management Contract with the City of Rochester. The contract allows for Commission management of a section of trail owned by the City of Rochester, and ensures any and all future capital improvements to the trail will include the section.

The Commission discussed and gave preliminary approval for a 2015 Trail Etiquette Program.

The Commission received comment and began discussions with Oakland Township regarding the use of herbicides on the trail.

The Friends of the Paint Creek Trail held their third Wine Tasting event, raising over \$700 for trail improvements.

## **November**

The Commission considered an RFP for Legal Services, for issues that are beyond the scope of their current pro-bono attorney.

The Commission updated and revised their Temporary Use Permit Guidelines and Application policy, allowing for administrative approval of some applications to streamline the process.

The Friends of the Paint Creek Trail donated and installed a drinking fountain at the Tienken trailhead in Rochester Hills, with help from the City of Rochester, City of Rochester Hills, and the Back to the Beach Runners.

The Commission approved their 2015 Meeting Schedule.

## **December**

The Commission approved a final amended budget of \$XXX

The Commission discussed televising meetings in 2015 through CMN and ONTV.

The Commission elected officers for 2015.

The Commission maintained a positive social media presence with 3,224 Facebook followers (a 15% increase from 2013) and 177 Twitter followers.

DRAFT

|                   | 1/21/14 | 2/18/14 | 3/18/14 | 4/15/14 | 5/20/14 | 6/17/14 | 7/15/14 | 8/19/14 | 9/16/14 | 10/21/14 | 11/18/14 | Sub Total | 12/16/14        | Total           |
|-------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|----------|----------|-----------|-----------------|-----------------|
| Bailey, Mike      | 35.00   | absent  | absent  | absent  | absent  | absent  | absent  | absent  | absent  | absent   | absent   | 35.00     |                 | <b>35.00</b>    |
| Becker, David     | 35.00   | 35.00   | 35.00   | 35.00   | 35.00   | 35.00   | 35.00   | 35.00   | 35.00   | 35.00    | 35.00    | 385.00    |                 | <b>385.00</b>   |
| Blanchard, Rock   | 35.00   | 35.00   | 35.00   | absent  | absent  | 35.00   | 35.00   | 35.00   | 35.00   | 35.00    | 35.00    | 315.00    |                 | <b>315.00</b>   |
| Daldin, Cathy     | absent  | absent  | 35.00   | absent  | absent  | absent  | 35.00   | absent  | absent  | absent   |          | 70.00     |                 | <b>70.00</b>    |
| Gamage, Linda     | 35.00   | 35.00   | absent  | 35.00   | 35.00   | 35.00   | 35.00   | 35.00   | absent  | 35.00    | absent   | 280.00    |                 | <b>280.00</b>   |
| Morita, Stephanie | 35.00   | 35.00   | absent  | 35.00   | 35.00   | 35.00   | 35.00   | 35.00   | 35.00   | 35.00    | 35.00    | 350.00    |                 | <b>350.00</b>   |
| Olijnyk, Martha   | 35.00   | absent  | 35.00   | 35.00   | absent  | 35.00   | 35.00   | absent  | 35.00   | 35.00    | 35.00    | 280.00    |                 | <b>280.00</b>   |
| Porter, Neal      | absent  | absent  | 35.00   | 35.00   | 35.00   | 35.00   | absent  | 35.00   | 35.00   | absent   | 35.00    | 245.00    |                 | <b>245.00</b>   |
| Russell, Kim      | absent  | 35.00   | absent  | 35.00   | absent  | 35.00   | absent  | 35.00   | 35.00   | 35.00    | 35.00    | 245.00    |                 | <b>245.00</b>   |
| Sage, Steve       |         |         |         |         |         |         |         |         |         |          | absent   | 0.00      |                 | <b>0.00</b>     |
| Schultz, Richard  | absent  | absent  | absent  | absent  | absent  | absent  | absent  | absent  | absent  | absent   | absent   | 0.00      |                 | <b>0.00</b>     |
| Shurkus, Danielle | absent  | 35.00   | 35.00   | absent  | absent  | absent  | 35.00   | absent  | absent  | absent   | absent   | 105.00    |                 | <b>105.00</b>   |
| Sokol, Lisa       | absent  | absent  | absent  | absent  | absent  | absent  | absent  | absent  | absent  | absent   | absent   | 0.00      |                 | <b>0.00</b>     |
| Steele, Donni     | absent  | absent  | absent  | 35.00   | 35.00   | 35.00   | 35.00   | 35.00   | 35.00   | 35.00    | absent   | 245.00    |                 | <b>245.00</b>   |
| Thalman, Maureen  | absent  | 35.00   | absent  | absent  | 35.00   | 35.00   | 35.00   | absent  | absent  | 35.00    | 35.00    | 210.00    |                 | <b>210.00</b>   |
| Webber, Michael   | absent  | absent  | absent  | absent  | absent  | absent  | absent  | absent  | absent  | absent   | absent   | 0.00      |                 | <b>0.00</b>     |
| 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    |                 | <b>385.00</b>   |
| Zale, Andy        | 35.00   | 35.00   | 35.00   | 35.00   | 35.00   | 35.00   | 35.00   | 35.00   | 35.00   | 35.00    | 35.00    | 385.00    |                 | <b>385.00</b>   |
|                   |         |         |         |         |         |         |         |         |         |          |          |           |                 |                 |
| <b>TOTALS</b>     | 280.00  | 315.00  | 280.00  | 315.00  | 280.00  | 385.00  | 385.00  | 315.00  | 315.00  | 350.00   | 315.00   | 3,535.00  | 0.00            | <b>3,535.00</b> |
|                   |         |         |         |         |         |         |         |         |         |          |          |           |                 |                 |
|                   |         |         |         |         |         |         |         |         |         |          | TOTAL    |           | <b>3,535.00</b> |                 |



# MEMO

To: Commissioners, Alternates & Staff  
From: Kristen Myers, Trail Manager  
Subject: 2014 Final Amended Budget  
Date: December 10, 2014

Attached, please find the draft 2014 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: \$92, 915**

## Revenue

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

- Because we have pro-bono attorney services, more money was transferred from the Legal Services budget than anticipated
- We received \$2,742 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 areas categories.
- The Commission decided to fund an intern position; the wages and FICA were not in the original budget. However, \$2,250 was budgeted, but only \$1,050 was spent. The Office and Trail Equipment budget was higher than originally anticipated because the Commission decided to purchase a new computer so the intern would have one.
- Due to vandalism, the vault toilet cleaning expense was not anticipated.
- The Patrol Program was under budget this year due to Bike Patroller VanStee's availability, and mounted patrol scheduling conflicts.
- The Commission budgeted \$5,000 for a Master Plan project; only \$3,000 was spent.
- Our Trail Saleable Items line item was higher than anticipated because of the approval to purchase Girl Scout patches.
- **Our expenses were \$13,039 (14%) under budget, so we are able to put it into fund balance.**
- Our unrestricted fund balance at the end of 2013 should be \$75,240

| 2014 Final Amended Trailways Commission Operations Budget               |                  |  |  |        | pg 3             |                 |                 |                |
|---|------------------|--|--|--------|------------------|-----------------|-----------------|----------------|
|   |                  |  |  |        | 2013             | 2014            | 2014 Final      | Difference     |
| <b>REVENUE</b>  |                  |  |  |        | Final Amended    | Approved Budget | Amended Budget  | from original  |
| Member Unit Contribution for Commission and Office Operations and Staff |                  |  |  |        | \$66,196         | \$66,196        | \$66,196        | \$0            |
|   | Rochester        |  |  | 16,549 |                  |                 |                 |                |
|   | Rochester Hills  |  |  | 16,549 |                  |                 |                 |                |
|   | Oakland Township |  |  | 16,549 |                  |                 |                 |                |
|   | Orion Township   |  |  | 16,549 |                  |                 |                 |                |
| 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  |                  |  |  |        | \$170            | \$250           | \$260           | \$10           |
| Trailways Saleable Items  |                  |  |  |        | \$1,109          | \$100           | \$121           | \$21           |
| Miscellaneous/Donations   |                  |  |  |        | \$3,700          | \$0             | \$0             | \$0            |
| Transfer from Legal Services  |                  |  |  |        | \$12,594         | \$9,436         | \$10,936        | \$1,500        |
| Trail Brochure Sponsorship  |                  |  |  |        | \$0              | \$0             | \$0             | \$0            |
| Bench Donations   |                  |  |  |        | \$1,286          |                 | \$0             | \$0            |
| Temporary Permit Fees   |                  |  |  |        | \$810            | \$50            | \$60            | \$10           |
| Transfer from Fund Balance  |                  |  |  |        | \$0              | \$0             | \$0             | \$0            |
| Grant - Bike Safety and Bells Program                                   |                  |  |  |        |                  | \$1,000         | \$0             | -\$1,000       |
| MMRMA Asset Distribution  |                  |  |  |        | \$1,705          | \$1,300         | \$2,742         | \$1,442        |
| <b>Total Revenue</b>  |                  |  |  |        | <b>\$100,170</b> | <b>\$90,932</b> | <b>\$92,915</b> | <b>\$1,983</b> |
| <b>EXPENSES</b>   |                  |  |  |        |                  |                 |                 |                |
| Office  |                  |  |  |        |                  |                 |                 |                |
| Telephone and On-Line Services  |                  |  |  |        | \$504            | \$504           | \$504           | \$0            |
| Office Furnishings  |                  |  |  |        | \$0              | \$0             | \$0             | \$0            |
| Office Materials & Supplies   |                  |  |  |        | \$434            | \$750           | \$454           | \$296          |
| Office Operating Expenses (Rent, Copier,etc)                            |                  |  |  |        | \$6,055          | \$6,500         | \$6,004         | \$496          |
| Postage   |                  |  |  |        | \$410            | \$500           | \$297           | \$203          |
| Office & Trail Equipment  |                  |  |  |        | \$417            | \$500           | \$1,549         | -\$1,049       |
| Bench donations   |                  |  |  |        | \$1,286          |                 | \$0             | \$0            |
| Vault Toilet Cleaning   |                  |  |  |        |                  |                 | \$252           | -\$252         |
| Portable Toilet Rental  |                  |  |  |        | \$750            | \$750           | \$780           | -\$30          |
| <b>Subtotal</b>   |                  |  |  |        | <b>\$9,856</b>   | <b>\$9,504</b>  | <b>\$9,840</b>  | <b>-\$336</b>  |

|  |  |  |  |  |  |  | 2013 Final Amended | 2014            | 2014 Final      | pg 4            |
|--|--|--|--|--|--|--|--------------------|-----------------|-----------------|-----------------|
| Staff Travel/Training/Development                  |  |  |  |  |  |  |                    |                 |                 |                 |
| Travel/Mileage                                     |  |  |  |  |  |  | \$627              | \$700           | \$545           | \$155           |
| Education/Memberships                              |  |  |  |  |  |  | \$0                | \$350           | \$120           | \$230           |
| Per Diems  |  |  |  |  |  |  | \$4,725            | \$4,550         | \$4,025         | \$525           |
| <b>Subtotal</b>                                    |  |  |  |  |  |  | <b>\$5,352</b>     | <b>\$5,600</b>  | <b>\$4,690</b>  | <b>\$910</b>    |
| Insurance/Professional Services (other than legal) |  |  |  |  |  |  |                    |                 |                 |                 |
| Auditing Fee for FY 2013                           |  |  |  |  |  |  | \$3,700            | \$4,000         | \$3,600         | \$400           |
| Insurance (MMRMA)                                  |  |  |  |  |  |  | \$3,749            | \$4,000         | \$3,691         | \$309           |
| Recorders Fee                                      |  |  |  |  |  |  | \$2,580            | \$2,925         | \$2,700         | \$225           |
| <b>Subtotal</b>                                    |  |  |  |  |  |  | <b>\$10,029</b>    | <b>\$10,925</b> | <b>\$9,991</b>  | <b>\$934</b>    |
| Publicity/Raising awareness/Educational Projects   |  |  |  |  |  |  |                    |                 |                 |                 |
| Trailways Student Project                          |  |  |  |  |  |  | \$250              | \$250           | \$0             | \$250           |
| Brochures  |  |  |  |  |  |  | \$0                |                 | \$0             |                 |
| Trail Promotional Items                            |  |  |  |  |  |  | \$539              | \$750           | \$496           | \$254           |
| Labor Day Bridge Walk                              |  |  |  |  |  |  | \$100              | \$100           | \$100           | \$0             |
| Oak Routes Sponsorship                             |  |  |  |  |  |  | \$0                | \$500           | \$0             | \$500           |
| Bike Safety and Bells Program                      |  |  |  |  |  |  |                    | \$1,000         | \$0             | \$1,000         |
| Recognition Program/30th Anniversary               |  |  |  |  |  |  | \$2,252            |                 | \$0             | \$0             |
| 2014-2018 Master Plan Update                       |  |  |  |  |  |  | \$8,774            | \$0             | \$0             | \$0             |
| <b>Subtotal</b>                                    |  |  |  |  |  |  | <b>\$11,915</b>    | <b>\$2,600</b>  | <b>\$596</b>    | <b>\$2,004</b>  |
| Administrative Personnel                           |  |  |  |  |  |  |                    |                 |                 |                 |
| Wages - Manager                                    |  |  |  |  |  |  | \$37,419           | \$38,584        | \$38,584        | \$0             |
| FICA/MESC - Manager                                |  |  |  |  |  |  | \$2,939            | \$2,952         | \$2,952         | \$0             |
| Merit Bonus  |  |  |  |  |  |  | \$1,000            | \$0             | \$0             | \$0             |
| Wages - Summer Intern                              |  |  |  |  |  |  |                    |                 | \$1,050         | -\$1,050        |
| FICA/MESC - Summer Intern                          |  |  |  |  |  |  |                    |                 | \$80            | -\$80           |
| <b>Subtotal</b>                                    |  |  |  |  |  |  | <b>\$41,358</b>    | <b>\$41,536</b> | <b>\$42,666</b> | <b>-\$1,130</b> |
| Trail Projects                                     |  |  |  |  |  |  |                    |                 |                 |                 |
| Phase 3 Art Project                                |  |  |  |  |  |  | \$0                |                 | \$0             | \$0             |
| 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)                   |  |  |  |  |  |  | \$0                | \$5,000         | \$3,000         | \$2,000         |
| <b>Subtotal</b>                                    |  |  |  |  |  |  | <b>\$0</b>         | <b>\$7,500</b>  | <b>\$3,000</b>  | <b>\$4,500</b>  |
| Patrol Program                                     |  |  |  |  |  |  |                    |                 |                 |                 |
| Wages - PCTC Bike Patrol                           |  |  |  |  |  |  | \$5,284            | \$4,800         | \$2,682         | \$2,118         |
| FICA/MESC-Bike Patrol                              |  |  |  |  |  |  | \$404              | \$367           | \$205           | \$162           |
| Contracted Mounted Patrol Services                 |  |  |  |  |  |  | \$6,723            | \$7,412         | \$5,806         | \$1,606         |
| Commission Contribution to Bike Patrol Services    |  |  |  |  |  |  | \$0                | \$229           | \$0             | \$229           |
| Bike Patrol Equipment & Misc                       |  |  |  |  |  |  | \$149              | \$250           | \$17            | \$233           |
| <b>Subtotal</b>                                    |  |  |  |  |  |  | <b>\$12,560</b>    | <b>\$13,058</b> | <b>\$8,710</b>  | <b>\$4,348</b>  |

|  |  |  |  |  |  |  |  | 2013 Final Amended                    | 2014            | 2014 Final      | pg 5            |                     |
|--|--|--|--|--|--|--|--|---------------------------------------|-----------------|-----------------|-----------------|---------------------|
| Printing/Logo Expenses                               |  |  |  |  |  |  |  |                                       |                 |                 |                 |                     |
| Trail Saleable Items                                 |  |  |  |  |  |  |  | \$951                                 | \$0             | \$312           | -\$312          |                     |
| <b>Subtotal</b>                                      |  |  |  |  |  |  |  | \$951                                 | \$0             | \$312           | -\$312          |                     |
| Miscellaneous/Contingency                            |  |  |  |  |  |  |  | \$151                                 | \$209           | \$70            | \$139           |                     |
| Transfer to fund balance                             |  |  |  |  |  |  |  | \$7,998                               | \$0             | \$13,039        | -\$13,039       |                     |
| <b>Subtotal</b>                                      |  |  |  |  |  |  |  | \$8,149                               | \$209           | \$13,109        | -\$12,900       |                     |
| <b>Designated Funds for expenditure in 2013-2014</b> |  |  |  |  |  |  |  |                                       |                 |                 |                 |                     |
| Phase 3 Art Project                                  |  |  |  |  |  |  |  | \$0                                   | \$0             | \$0             | \$0             |                     |
|  |  |  |  |  |  |  |  | <b>\$100,170</b>                      | <b>\$90,932</b> | <b>\$92,915</b> | <b>-\$1,983</b> |                     |
|  |  |  |  |  |  |  |  |                                       |                 |                 |                 |                     |
|  |  |  |  |  |  |  |  | <b>Revenue minus Expenses</b>         | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>          |
|  |  |  |  |  |  |  |  |                                       |                 |                 |                 |                     |
| <b>2014 Legal Services Project Budget</b>            |  |  |  |  |  |  |  |                                       |                 |                 |                 |                     |
|  |  |  |  |  |  |  |  | 2013 Final Amended                    | 2014            | 2014 Final      |                 |                     |
| <b>REVENUES</b>                                      |  |  |  |  |  |  |  |                                       |                 |                 |                 |                     |
| Member Unit Contribution                             |  |  |  |  |  |  |  | \$0                                   | \$0             | \$0             | \$0             |                     |
| License Fees   |  |  |  |  |  |  |  | \$13,094                              | \$11,936        | \$11,936        | \$0             |                     |
| License Fees Paid in Advance                         |  |  |  |  |  |  |  | \$0                                   | \$0             | \$0             | \$0             |                     |
| New License Preparation Fees                         |  |  |  |  |  |  |  | \$0                                   | \$0             | \$0             | \$0             |                     |
|  |  |  |  |  |  |  |  | <b>Total Revenue</b>                  | <b>\$13,094</b> | <b>\$11,936</b> | <b>\$11,936</b> | <b>\$0</b>          |
| <b>EXPENSES</b>                                      |  |  |  |  |  |  |  |                                       |                 |                 |                 |                     |
| Legal Retainer                                       |  |  |  |  |  |  |  | \$0                                   | \$0             | \$0             | \$0             |                     |
| License Preparation Fees                             |  |  |  |  |  |  |  | \$0                                   | \$0             | \$0             | \$0             |                     |
| Transfer to Operating Budget                         |  |  |  |  |  |  |  | \$12,594                              | \$9,436         | \$10,936        | -\$1,500        |                     |
| Advance License Fees Carried Forward                 |  |  |  |  |  |  |  | \$0                                   | \$0             | \$0             | \$0             |                     |
| Legal Services                                       |  |  |  |  |  |  |  | \$500                                 | \$0             | \$1,000         | -\$1,000        |                     |
| Unallocated  |  |  |  |  |  |  |  |                                       | \$2,500         | \$0             | \$2,500         |                     |
|  |  |  |  |  |  |  |  | <b>Total Expenses</b>                 | <b>\$13,094</b> | <b>\$11,936</b> | <b>\$11,936</b> | <b>\$0</b>          |
|  |  |  |  |  |  |  |  | <b>Revenue minus Expenses - Legal</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b> subtotal |
|  |  |  |  |  |  |  |  |                                       |                 |                 |                 |                     |
| 2013 Unrestricted Fund Balance                       |  |  |  |  |  |  |  | \$ 61,240                             |                 |                 |                 |                     |
| 2014 Unrestricted Additions                          |  |  |  |  |  |  |  | \$ 13,039                             |                 |                 |                 |                     |
| 2014 Unrestricted Subtractions                       |  |  |  |  |  |  |  | \$ -                                  |                 |                 |                 |                     |
|  |  |  |  |  |  |  |  | \$ 74,279                             |                 |                 |                 |                     |
| 2014 Total Restricted Funds for future expenditures  |  |  |  |  |  |  |  | \$ 2,465                              |                 |                 |                 |                     |
|  |  |  |  |  |  |  |  |                                       |                 |                 |                 |                     |
|  |  |  |  |  |  |  |  | \$ 1,645                              |                 |                 |                 |                     |
|  |  |  |  |  |  |  |  | \$ 720                                |                 |                 |                 |                     |
|  |  |  |  |  |  |  |  | \$ 100                                |                 |                 |                 |                     |
|  |  |  |  |  |  |  |  | Subtotal                              | \$ 2,465        |                 |                 |                     |
| <b>2014 Unrestricted Fund Balance</b>                |  |  |  |  |  |  |  | <b>\$ 74,279</b>                      |                 |                 |                 |                     |
| <b>2014 Restricted Fund Balance</b>                  |  |  |  |  |  |  |  | <b>\$ 2,465</b>                       |                 |                 |                 |                     |
| <b>2014 Total Fund Balance</b>                       |  |  |  |  |  |  |  | <b>\$ 76,744</b>                      |                 |                 |                 |                     |





## **MEMO**

To: Commissioners, Alternates and Staff

From: Kristen Myers, Trail Manager

Subject: December Manager's Report

Date: December 10, 2014

### **Committee Reports**

There are no committee reports this month.

### **Complaints/Vandalism**

I received two calls about a tree that has been damaged by beaver near Bridge 33.1 in Rochester Hills. It's a very large tree, and the callers were concerned that it will fall and damage the trail, the bridge, or injure a trail user. I contacted the City of Rochester Hills. The forestry department investigated and found that even though the tree is damaged, it is not in imminent danger of falling. They will keep an eye on it.

### **Medical Emergencies/Police/Fire Calls on the Trail**

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

### **Follow Up**

- **Bridges 31.7 and 33.7**  
Last month, I met with City Manager Vettraino and Parks Director Milos-Dale to discuss the rehabilitation and/or replacement of these two bridges. We are investigating funding sources. I contacted the State, and they are both eligible for funding under the MNRTF, as we own the bridges and they are part of a developed trail. Maximum award is \$300,000. There are other funding sources that we are researching, so I will update you when I have the information.
- **Trail Etiquette**  
I ordered 300 bicycle bells in preparation for next year's trail etiquette program. The program is not finalized, but I will have something for you in the next couple of months. I ended up getting a better price for the bells from a different vendor, saving a couple hundred dollars.
- **Attorney Services RFP**  
I contacted Attorney Schroeck regarding the current scope of services that he provides. He will review the RFP scope, and let me know what he feels comfortable with. Expect this item on the January agenda.

### **New Business**

- **Paint Creek/Polly Ann Trail Connection and the Governor's Showcase Trail**  
On December 1, I attended a meeting at the Orion Center with over 20 other stakeholders to discuss the Paint Creek Trail/Polly Ann Trail Connection, and how it relates to the Governor's Showcase Trail (from Belle Isle to Wisconsin). Several gaps and possible routes were identified. At this time, it looks as though the Village of Lake Orion will pursue a trail extension across Atwater, to the east of Lake Orion Lumber near senior apartments, and through the

south end of Meeks Park into downtown Lake Orion. Much discussion was had about the route through Oxford Twp and the Village of Oxford in order to connect with the Polly Ann Trail. I will provide more information to you when I have it.

- **Goodbye/Welcome Commissioners**

We say goodbye to alternate Commissioner Cathy Daldin from the City of Rochester. Cathy had to cut back on her council commitments. She has been replaced by Steve Sage, who has previously served on the Commission. Rochester Hills alternate Commissioner Danielle Shurkus recently got married and moved out of the City. Thank you Cathy and Danielle for your service, and welcome back Steve!

### **Financial**

- I mailed invoices to our licensees for January licenses.
- I mailed invoices to our member communities for the 2015 Operations and Patrol contributions.
- I invoiced Orion Township for half the cost of the vault restroom cleaning in September and October.

### **Friends of the Paint Creek Trail**

- The next Friends meeting will be at the Paint Creek Cider Mill on Thursday, January 15, 2015 at 6:30pm. The meeting is open, and all are invited to attend. They are working on their 5<sup>th</sup> Annual Paint Creek Crawl. I've submitted 30 sponsorship requests, and so far have commitments for \$1,000. The deadline for sponsorships is April 1. If you know of any businesses that may be interested in sponsoring, please let me know. The levels are \$1,000, \$500, and \$250. I have a sponsorship packet I can mail or email to you that details the sponsorship program.

### **Office**

I will be out of the office from Tuesday, December 23, 2014 through Sunday, January 4, 2015. I will be back in the office Monday, January 5, 2015. Happy New Year!

### **Manager's Goals**

- Our Facebook page has 3,224 followers.
- Our Twitter account has 177 followers
- I was on the trail for 4 cold hours this month.

### **Future Agenda Items**

- ◆ SE Rochester Property Recommendation
- ◆ License agreement reviews
- ◆ Lake Orion – Converse Court Access Improvements
- ◆ Naming policy
- ◆ Attorney Services RFP
- ◆ Limited Use Permit – Stair access project in Oakland Township
- ◆ Trail Etiquette Program
- ◆ Grant Project application(s) discussion

### **Administratively Approved Temporary Permits:**

Cruisin' for the Trails – Motor City Brew Tours (3<sup>rd</sup> year) – May 2, 2015