Paint Creek Trailways Commission Meeting
Tuesday, March 19, 2019 at 7:00 PM
Paint Creek Cider Mill, 4480 Orion Road, Rochester, MI 48306

MEETING AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment
5. Consent Agenda:
   a. Minutes: Joint Meeting with OTPRC, February 13, 2019
   b. Minutes: Regular Meeting, February 19, 2019
   c. Treasurer’s Report – February 2019
6. Approval of Invoices
7. Approval: Budget Amendment
8. Approval: Community Foundation of Greater Rochester, Inc. Advisory Committee
9. Discussion and Approval: Adopt-A-Trail Signage Fee
10. Discussion and Approval: Master Plan Update:
    a. Request for Proposals - Planning Services
    b. Community Description
    c. Master Plan Ad Hoc Committee to Review Administrative Structure Section
11. Discussion: Cider Mill Gateway Project
12. Discussion: Tienken Educational Side Path Project
13. Discussion: 2019 Goals
14. Manager’s Report
15. Commissioner Reports
16. Adjournment of Regular Meeting

Next Regular Meeting:
April 16, 2019 – Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48306

Enclosures: Agenda Summary
February 13, 2019 Draft Joint Meeting Minutes
February 19, 2019 Draft Minutes
February 2019 Treasurer’s Report
2019 Approved Operations Budget
Fund Agreement for Paint Creek Trailways Fund
Memo: Adopt-A-Trail Signage Fee
Giffels Webster Proposal for Planning Consulting Services
McKenna Proposal for Planning Consulting Services
2020-2024 Master Plan – Draft Community Description
2019 Ad-Hoc Committee Descriptions
Cider Mill Gateway Project – Earth Environments Cost Proposal
Tienken Educational Side Path – Conceptual,Plan
Tienken Educational Side Path – Estimate of Construction Costs – Conceptual
Agenda Summary
March 19, 2019

1. Call to Order
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4. Public Comment
5. Consent Agenda:
   a. Minutes: Joint Meeting with OTPRC, February 13, 2019
   b. Minutes: Regular Meeting, February 19, 2019
   c. Treasurer’s Report – February 2019
6. Approval of Invoices
7. Approval: Budget Amendment
   Summary: Amend the 2019 Approved Budget to move $2,000 from Unrestricted Fund Balance to Legal Services.
   Desired Action: Approval
   Budget Impact: Reduction in Unrestricted Fund Balance
8. Approval: Community Foundation of Greater Rochester, Inc. (CFGR) Advisory Committee
   Summary: The Commission needs to select four Advisory Committee Members for the fund agreement between the Trailways Commission and CFGR. A fund agreement must be in place before the Community Foundation can receive the grant funds from the private foundation for our bridge and resurfacing projects.
   Desired Action: Selection and approval of four Advisory Committee Members
   Budget Impact: None
9. Discussion and Approval: Adopt-A-Trail Signage Fee
   Summary: We would like to institute a $50 signage fee for Adopt-A-Trail groups to help defray costs for the two signs each group has on their section of the trail. At the end of their two-year term, the group will be able to retain the signs.
   Desired Action: Approval
   Budget Impact: Minimal, fee will offset the cost of producing the signs
10. Discussion & Approval: Master Plan Update
    a. Planning Consultant Services Proposals
    Summary: The subcommittee has reviewed the proposals from the planning firms and will provide a recommendation at the meeting.
    Desired Action: Approval
    Budget Impact: $7,000 is earmarked for the Master Plan Update in the 2019 Operations Budget
    b. Community Description
    Summary: The subcommittee has reviewed the updates for the Community Description section and will provide a recommendation at the meeting.
    Desired Action: Approval
    Budget Impact: None
    c. Master Plan Ad Hoc Committee to Review Administrative Structure Section
    Summary: Volunteers are needed to review the next section of the Master Plan – Administrative Structure.
    Desired Action: Volunteers for Committee
    Budget Impact: None
11. **Discussion:** Cider Mill Gateway Project  
**Summary:** In 2018, the Friends group hired Earth Environments to design ideas for a Gateway Project near Flagstar Bank and the Cider Mill. A 5 minute video will be shown at the meeting and the cost proposal is included in your packet for your review.  
**Desired Action:** Discussion  
**Budget Impact:** None at this time. Initial discussions in 2018 indicated that the project would be funded by donations and/or grants.

12. **Discussion:** Tienken Educational Side Path Project  
**Summary:** In 2014, livingLAB created a draft concept design for the Tienken Educational Side Path Project. The design and cost estimate are in your packet for your review.  
**Desired Action:** Discussion  
**Budget Impact:** None at this time.

13. **Discussion:** 2019 Goals  
**Summary:** Discuss and prioritize 2019 goals for the Commission.  
**Desired Action:** Discussion/direction.  
**Budget Impact:** None

14. **Manager’s Report:** Included in your packet.

15. **Commissioner Reports**

16. **Adjournment of Regular Meeting**

**Next Regular Meeting:**  
April 16, 2019 – Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48306
The February 13, 2019, special joint meeting of the Paint Creek Trailways Commission (hereinafter “PCTC”) and the Charter Township of Oakland Parks and Recreation Commission (hereinafter “PRC”) was called to order at 6:00 p.m. in the main conference room of the Township Hall.

ATTENDANCE

PAINT CREEK TRAILWAYS COMMISSION

VOTING MEMBERS PRESENT:
David Becker, Alternate, City of Rochester, Acting Chairperson
Rock Blanchard, City of Rochester Hills
Susan Bowyer, City of Rochester Hills
Frank Ferriolo, Charter Township of Oakland
Donni Steele, Orion Township
Jeff Stout, Orion Township

VOTING MEMBERS ABSENT:
Linda Gamage, City of Rochester
Kim Russell, City of Rochester

NON-VOTING MEMBERS PRESENT:
Robin Buxar, Alternate, Charter Township of Oakland
Martha Olijnyk, Charter Township of Oakland
Hank Van Agen, Charter Township of Oakland
Lynn Loebs, Alternate, City of Rochester Hills

OTHERS PRESENT:
Melissa Ford, Trail Manager
Chris Gray, Assistant Trail Manager

A quorum was present.

CHARTER TOWNSHIP OF OAKLAND PARKS AND RECREATION COMMISSION

PRESENT: Colin Choi, Chairperson
Henry Van Agen, Vice-Chairperson
Craig Blust, Treasurer
Emily Barkham, Secretary
Daniel Bukowski, Commissioner
Cathy Rooney, Commissioner
Daniel Simon, Commissioner

Melinda Milos-Dale, Director
A quorum was present.

PLEDGE OF ALLEGIANCE

The Commissioners, staff and those present stated the Pledge of Allegiance to the flag of the United States of America.

PUBLIC COMMENT

There was no one present who wanted to comment on an item not already on this evening’s agenda.

REVIEW OF JANUARY 4, 2019, BID RESULTS FOR BRIDGE 33.7 RENOVATION PROJECT

Kevin McDevitt, Project Manager, of Mannik Smith Group, introduced Steve Bouws. Mr. Bouws will be the Construction Manager and Construction Engineer. He is a certified team leader for Michigan Department of Transportation (“MDOT”) projects, and will handle the day-to-day engineering matters.

Mr. McDevitt stated that MDOT has a signed contract with the low bidder, C.A. Hull. The contractor is currently in the process of preparing shop drawings for the construction of the bridge. If we want to make any changes, we need to let them know as soon as possible so that our project is not pushed back in the construction schedule this upcoming season.

Commissioner Ferriolo pointed out that, while this bid appears to be lower than the bids we received last year, they are in fact very close. First, he stated that the engineer’s estimate of costs for this year is based on the bids received last year, so the estimate is skewed higher. He then explained that this year’s request for proposal (1) removed the resurfacing component (an approximately $35,000 reduction), (2) incorporated the ABS construction method for the bridge foundation (an approximately $46,000 reduction), and (3) substituted the galvanized steel construction for the more expensive weathering steel (an approximately $50,000 reduction). He continued that, if these had been included in the bid this year, the total would have been comparable to the totals received last year. Commissioner Ferriolo said he is pleased with how things have turned out (e.g., that we are now aware of the ABS system, and that we have a potential additional funding source, but wanted to clarify that the bids received this year are not vastly different than those received last year.
REVIEW OF SECURED PROJECT FUNDING

Parks and Recreation Director Milos-Dale said that now that we have projected costs for the bridge replacement and an idea of the cost for resurfacing, we are better able to look at funding. We have been awarded both a federal grant and a state grant for this project.

Paint Creek Trail Manager Melissa Ford updated the Commissioners on potential additional funding. She said that there is a charitable foundation that has informally indicated their support of this project. She expects that they will make a formal decision at their upcoming March meeting.

Chairman Becker suggested that, if this additional funding comes through, the Commissions may wish to make some design changes. For example, he suggested that we may wish to change the structure from galvanized to weathering steel. Director Milos-Dale said that time is of the essence as we need to be ordering materials. PCTC Commissioner Steele wondered if the additional funding could be used for other aspects of the project, such as an observation deck, or fixing the spur that is eroding in Orion Township. Several other Commissioners agreed that they would like to proceed with the bridge plans as bid and quoted on.

Commissioner Ferriolo noted that we also need to stay with the project specifics that we shared with grantors or potential grantors. Commissioner Van Agen pointed out that we should also keep some funds in reserve for any unforeseen overages. Commissioner Blust added that MDOT has already reviewed and approved the materials, and making a change now might disrupt the process.

Commissioner Simon shared information on challenges with bridges constructed with weathering steel.

**Parks and Recreation Commission: Motion to Accept Bid**

MOVED BY VAN AGEN, SECONDED BY BLUST, to move forward with the bridge as specified and bid on, which was approved by the Michigan Department of Transportation, and to award the bid to the lowest qualified bidder, C.A. Hull.

Discussion on Motion:

The Commissioners discussed the possibility of changing the bridge material from galvanized to weathering steel. Commissioner Van Agen said the contractor will need to order materials as soon as possible. He reiterated that we do not have the time to make materials changes and to be considering other options contingent upon receiving additional grant monies. Engineer Bouws stated that prefabricators are very busy right now. If we do not move forward now, or if we make substantial changes, it will cost us additional time and money.

Vote on Motion:

MOTION CARRIED UNANIMOUSLY.
Paint Creek Trailways Commission: Motion to Accept Bid

MOVED BY BLANCHARD, SECONDED BY FERRIOLO, to move forward with the bridge as specified and bid on, which was approved by the Michigan Department of Transportation, and to award the bid to the lowest qualified bidder, C.A. Hull, in the amount of $670,327.89.

MOTION CARRIED UNANIMOUSLY.

CONSTRUCTION ADMINISTRATION CHANGE ORDER FOR BRIDGE 33.7 RENOVATION

Mr. McDevitt stated that Mannik Smith Group is requesting a change order for the construction administration of this project. The MDOT requires that projects are administered in a certain way, and Mannik Smith Group will need to subcontract for the weld inspection at an additional cost. The total cost of the construction administration is $69,597.

The Commissioners wondered if engineering fees were included in the summary of costs presented to the private funding foundation. The staff did not recall at this time.

PRESENTATION OF BRIDGE 33.7 EXPECTED CONSTRUCTION SCHEDULE

Engineer Bouws said he will order the bridge this evening, and he expects to have shop drawings by the end of next week.

Mr. Bouws stated that trees and vegetation will need to be removed from the construction area during March. The contractor plans to start construction of the foundation on or around May 20th. The tentative date for delivery of the bridge is June 10th. Finally, the plan is to have the Trailway reopened for use by Labor Day. Mr. Bouws stated that some of these dates may be modified once we obtain a firm date for the bridge delivery, as the contractor needs to make sure the Trailway is not closed for more than 90 days, pursuant to the contract.

Commissioner Simon asked how we will be kept updated on progress. Mr. Bouws said he will provide weekly updates to Trail Manager Ford and Parks and Recreation Director Milos-Dale.

CONSTRUCTION ADMINISTRATION CHANGE ORDER FOR BRIDGE 33.7 RENOVATION

Commissioner Blust asked and the engineers agreed that there are no other costs for construction administration that they are aware of.
Approval by Parks and Recreation Commission

MOVED BY BLUST, SECONDED BY BARKHAM, to approve the construction administration costs presented by Mannik Smith Group in the amount of $69,597 as indicated in their contract no. P3290001.

MOTION CARRIED UNANIMOUSLY.

Approval by Paint Creek Trailways Commission

MOVED BY BOYER, SECONDED BY FERRIOLO, to approve the construction administration costs presented by Mannik Smith Group in the amount of $69,597 as indicated in their contract no. P3290001.

MOTION CARRIED UNANIMOUSLY.

PROGRESS REPORT ON PAINT CREEK TRAIL AND OAKLAND TOWNSHIP RESURFACING PROJECTS

Mr. McDevitt stated that the design drawings for the resurfacing project are complete. The City of Rochester Hills is working on finalizing the “front end” documentation to be able to put this project out for bid. The City of Rochester Hills will be advertising and administering the bidding of the project. Mr. McDevitt hopes to begin the bidding process at the end of February or the beginning of March.

The plan is that the resurfacing work will be accomplished while the bridge replacement project is underway. The contract specifies that the resurfacing contractor may not close more than one mile of the Trail at any one time. The last section of the Trailway to be resurfaced will be the section containing the new bridge.

PRC Chairman Choi commented that the estimated cost of resurfacing is significantly more than had been projected. In the future, we need to be more careful with cost estimating so that member municipalities can budget appropriately.

ADJOURNMENT BY PARKS AND RECREATION COMMISSION

MOVED BY BUKOWSKI, SECONDED BY BARKHAM, there being no further business before the Parks and Recreation Commission, to adjourn the meeting at 6:53 p.m.

MOTION CARRIED UNANIMOUSLY.
AUTHORIZATION TO PROCEED WITH BIDDING OF RESURFACING PROJECTS (PAINT CREEK TRAILWAYS COMMISSION ONLY)

Mr. McDevitt stated that Mannik Smith Group still needs to finish some of the specifications, and the attorneys are finalizing the front end documents. Once this is complete, the project will be ready to be put out for bids.

He continued that he anticipates that his firm will be handling the construction management and engineering, particularly since they will be on the site for the bridge replacement project. He noted that he does not anticipate any changes to the construction management costs.

Commissioner Steele said she would like to see the “spur” north of Kern Road include in this resurfacing project. Other areas that should be included are the Bear Creek Nature Park paths, the path to the overlook along the Trailway, and an area in downtown Rochester. Mr. McDevitt stated that the plans do not include the “spur.” Trail Manager Ford said that if we want to include this and seek funding for it, we will need to present this change to the potential grantor. Commissioner Blanchard felt that would be best to focus on the Trail at this time.

MOVED BY STEELE, SECONDED BY BOYER, to accept the bid plans as presented and to move forward with the bidding process.

MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT BY PAINT CREEK TRAILWAYS COMMISSION

MOVED BY BOYER, SECONDED BY BLANCHARD, there being no further business before the Paint Creek Trailways Commission, to adjourn the meeting at 7:06 p.m.

MOTION CARRIED.

Respectfully submitted,

Ingrid R. Kliffel
Recording Secretary
REGULAR MEETING of the PAINT CREEK TRAILWAYS COMMISSION
Paint Creek Cider Mill
4480 Orion Road, Rochester, MI 48306

CALL TO ORDER: The Tuesday, February 19, 2019 meeting was called to order by Chairperson Becker at 7:00 p.m.

Voting Alternates Present: None
Non-Voting Alternates Present: David Becker, Lynn Loebs
Village of Lake Orion Non-Voting Member Present: None
Voting Members Absent: Donni Steele, Jeff Stout
Alternates Absent: Chris Barnett, Robin Buxar, Ben Giovanelli, Chris Hagen, Martha Olijnyk, David Walker
Village of Lake Orion Non-Voting Member Absent: Brad Mathisen
Village of Lake Orion Non-Voting Alternate Absent: Vacant
Others Present: Melissa Ford, Trail Manager, Chris Gray, Assistant Trail Manager, Sandi DiSipio, Recording Secretary

PLEDGE OF ALLEGIANCE: All rose and recited the Pledge.

APPROVAL OF AGENDA: As Orion Township is not represented tonight, it was suggested that #8 - Approval of the Budget Amendment, be postponed to the next meeting so all member communities are represented.

MOTION by Gamage, seconded by Bowyer, Moved, to approve the February 19, 2019 agenda as amended.
Ayes: All Nays: None
MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:
- Minutes – December 18, 2018 Regular Meeting, approve and file
- Treasurers Report – December 2018, receive and file
- Treasurers Report – January 2019, receive and file

MOTION by Bowyer, seconded by Blanchard, Moved, to approve the Consent Agenda as presented.
Ayes: All Nays: None
MOTION CARRIED.
APPROVAL OF INVOICES: Ms. Ford presented the list of invoices totaling $2,849.22. This Mannik Smith Group invoice for the trail resurfacing project, reimbursement to the Friends Group for Labor Day Bridge Walk refreshments as this accidentally paid by their credit card, and the website domain renewal for three years. Estimated unrestricted fund balance is $86,855. MOTION by Bowyer, seconded by Blanchard, Moved, that the invoices presented for payment are approved in the amount of $2,849.22 and orders be drawn for payment. Ayes: All Nays: None MOTION CARRIED.

APPROVAL: Temporary Permit, Aaron Palaian – Onurmark Race Productions – Lake Orion Turkey Trot, November 28, 2019: The application and race route is in the packet, and Mr. Palaian, 3735 Rolling Hills Rd., Lake Orion, came forward and explained the 5k/10k event will occur through the streets of Lake Orion including the trail. He is a full-time event director and would like to have an event in his own community. The Village of Lake Orion is voting on this event at their next meeting. He has spoken to the DDA and the police department, and they are on board. He has also spoken with Orion Township and the Sheriff’s office will be on site at Kern Road. He would like to put up signs as early as possible, and the morning of the race he plans to place survey flags along the trail. These flags will be removed by a “tail runner” at the back of the race. There will be two water stations, each with a medical person at the turnaround areas, and one roaming medical person. The 5k participants will be able to walk. It was asked how the 1,500 participants, but that only 1,000 will show, was estimated. Mr. Palaian has no idea of the number of people, as this is the first year for the event. It could be as little as 200, as this is Thanksgiving morning. He will donate as much as he can to the Lake Orion School District, but is not sure of the amount now. He has approval for parking at St. Joseph Church, with a shuttle transporting participants. As far as removing trash, the company that supplies the restrooms usually offers trash service. Most of the trash should be at the water stops, but the tail runner will also pick up trash. He assures it will all be picked up. A portable restroom will be near Hanson’s. He asked if another restroom can be placed near the Archery. Mr. Palaian was asked to work with Ms. Ford on locations. The race will be timed, and the start and finish will be in the Village. Mr. Blanchard expressed appreciation for the early request. He also has a concern that this is a for-profit event as the Commission spends a lot of money for maintenance, the trail will be newly resurfaced and there could be damage with the number of participants. He is leaning toward denying the request. Ms. Russell’s concern is that the applicant is using a trail that costs him nothing, and would like to see something in return. She asked about the proposed signage and commented the ground will probably be frozen. Mr. Palaian is not sure of the design/size at this point, but will abide by Commission direction. He will work with Ms. Ford on this issue. Ms. Russell asked how check-in will occur. The applicant explained the information can be mailed to the participants, and their packet can be picked up at Hanson’s prior to the event, which will eliminate check-in. Mr. Ferriolo is comfortable with the event as the applicant has put on many events in the past and is experienced. He suggested that promotion of the Paint Creek Trail be included in the marketing information. Mr. Palaian will comply – he can put information in the packet information, could put the trail logo on the back of the T-shirt and include the logo on his website with a link to the trail website. He will work with Ms. Ford. MOTION by Ferriolo, seconded by Van Agen, Moved, to approve the temporary permit for the Lake Orion Turkey Trot event on November 28, 2019, contingent upon receiving proof of insurance paperwork naming the Commission as additionally insured. Ayes: Bowyer, Ferriolo, Gamage, Russell, Van Agen Nays: Blanchard MOTION CARRIED.

DISCUSSION: 2019 Resurfacing Projects: Ms. Ford outlined on a chalkboard the three resurfacing projects slated for inclusion in the resurfacing bid, and where the Commission stands
on funding. This is in addition to the main trail resurfacing. Listed are what Mannik Smith quoted on these costs, what funding has been secured, and what is unfunded. For the Moutrie/Tienken Side Trail quote of $60,514, the Friends Group has allotted $8,560.60 toward this project. The unfunded amount is $51,937.40. For the Clinton River Access Trail, Ms. Ford understands Ms. Myers had been in discussions with the City of Rochester about their funding resurfacing amount - $17,448. She had talked with Rochester in December, called them today, but has not heard back. This amount would be put in Rochester’s 2020 budget. Ms. Russell said she did not see this project included in the budget, but there is another meeting relative to goals and objectives. If not included in the budget, the Commission would have to secure these funds. She will check to see if it’s included in the Parks budget, and if not, it needs to be decided and put in the budget ASAP as their fiscal year ends in June. For the Clinton River Observation Deck quote of $29,260, the Commission is using $25,000 from the fund balance, leaving $4,260 unfunded. This is only a cost estimate as these budgets have not gone out to bid yet; so the costs could come in higher or lower. For all three projects, the unfunded amount is $56,197.40 – that is if Rochester approves paying the $17,448. Mr. Ferriolo asked if there may be grant funds approved to offset some of the unfunded amount. Ms. Ford explained the grant request submitted is just for the bridge and the main trail resurfacing. The Commission requested $407,053 for the grant, and included in that is about an $8,000 grant administration fee for the Rochester Area Community Foundation as they will be administering the grant for the Commission. Because the bids for the bridge came in lower than the estimate, we have about $88,000 that hasn’t been allotted to anything – but the bids have not been sent out for the resurfacing. Mr. Ferriolo pointed out that a line item for an additional estimated cost for the bridge material as weathered steel was listed at $113,270 and was included in the mix to get to the $88,000 – this line is not appropriate, because we approved galvanized steel. Ms. Ford explained Ms. Milos-Dale put the spreadsheet together, and believes she was trying to show that we would have the funds available if the Joint Commission decided to approve the weathered steel, and we received the grant. As this is no longer an issue, the $88,000 is not correct, it would be more like $200,000. Ms. Ford said we would have to approach the grant foundation – it is a potential opportunity. Mr. Van Agen commented any overages on the bridge that aren’t covered by this estimate, comes out of Oakland Township’s budget, which will be difficult. Mr. Blanchard asked if there was money in the Commission’s budget for the Moutrie Side Trail. Ms. Ford indicated there is $3,000 allotted in the budget for the Tienken Pathway art project, so approximately $11,000 is available for this project. This is not for the Flagstar site. Ms. Ford explained the Friends Group is not on board with having the Moutrie project at Flagstar; they are leaning towards the Tienken site. The estimate for the Flagstar project came in really high. Mr. Blanchard said when the Commission first started talking about the Moutrie project, it was at Tienken, and it wasn’t that expensive. Now, the Tienken resurfacing is estimated at $60,000? The Commission had a presentation of the Flagstar project, which included the Moutrie memorial – that’s not going to happen now? Ms. Gray explained support from the Friends Group has wavered for that location. Mr. Blanchard likes the Flagstar site, but that’s been blown out of proportion. $60,000 for resurfacing the Tienken site is way too expensive, and he is not in favor of spending this amount of money on a side trail. Ms. Ford clarified the $3,000 in the budget for this project is for the signage. Ms. Bowyer said if the Moutrie side path is now the educational side trail at Tienken, she’s not in favor of spending the money on resurfacing. Mr. Ferriolo referred to the Moutrie project presentation at Flagstar, which could be done in phases. The Commission was going to merchandize this project so there might be opportunities for future grants to complete it in the future, but at least the Commission would have the whole plan. He understood this was coming from the Commission and there would be a supplement from the Friends Group. Tonight he heard that the Friends said this project site is out, and will be moved to Tienken. Where are we as a Commission, and where is the Friends Group in support of us? He suggested this be an agenda item for discussion – where do we stand on the original presentation of the Flagstar site. If we
like the Flagstar/Moutrie idea, the Commission can go then go back to the Friends Group to help out. Ms. Gray indicated this occurred during the transition between Managers, and things were up in the air as to which direction we were going to pursue. Perhaps the Friends could come to a meeting for clarification. Mr. Becker asked for the status of the Tienken project. Ms. Ford explained the only thing the Commission would be funding is the resurfacing/grading. She feels that the Friends Group thought a more appropriate memorial for Moutrie would be a bench as opposed to a big project at Flagstar. Ms. Gamage agrees with putting this on a future agenda as she doesn’t remember a plan that included $60,000 for resurfacing. She would like to revisit this whole issue. Ms. Gray indicated the Friends Group paid Earth Environment for the Flagstar design work. Ms. Ford added that the Friends Group will be discussing this issue at their March meeting. Due to the timing of sending the resurfacing bid out, Ms. Gamage asked what if we don’t include the Tienken resurfacing. Ms. Ford said if all projects are included in the bid, and then decide later we didn’t want to do them, that could be problematic as it could increase the cost. The Commission can amend the bid proposal prior to the due date, but not after the bids come back. Ms. Russell said we have to consider legacy costs that we’re putting onto the Commission to do a side trail that was supposed to be an educational path with flowers and a bench for walkers/bikers. This trail is basically parallel to the main trail, and she doesn’t feel this is a good use of resources for the Commission. She is not for resurfacing this side trail. Ms. Gray explained about four-five years ago, livingLAB developed a suggested plan for development of the Tienken pathway. About the same time, the Rochester Junior Women’s Club gave the Commission $5,000 to be applied in developing that plan. The Moutrie family gave the balance of $3,500 to come up to the $8,500. When Tienken was replaced, there was hope that we could use the asphalt to put on the path, but that didn’t happen. We still have these restricted funds for this area, but could ask them if it could be used for something else. Ms. Russell said it was not the intention to have a surface on the side path; you can still have a garden on a walking path. Mr. Van Agen said this project precedes him and was called the Tienken pathway – which is already a pathway. Resurfacing costs of $60,000 for this project is larger than what this project was supposed to be, and he doesn’t feel this should be included in the bid. This could possibly be added on as a change order. Mr. Blanchard feels this project should be removed from the bid. There could be a short side trail to a bench, not the entire path. He suggested a meeting with the Friends – not with the whole Commission, but possibly a committee to talk about the project. Mr. Becker said this issue should be brought back as an agenda item, to revisit both design plans. It is the consensus of the Commission to remove the $60,000 resurfacing cost for the Tienken Educational Side Path from the bid packet. Mr. Blanchard indicated the Commission took a vote last week to send the bid out which included this project. Ms. Ford clarified the Commission only voted to proceed with the resurfacing bid.

**MOTION** by Russell, seconded by Blanchard, *Moved*, to remove the $60,000 Moutrie Educational Side Trail resurfacing costs from the bid process.

Mr. Becker asked if the Commission voted on the Motion resurfacing bid last week that included all projects. Ms. Ford indicated the Commission only voted to proceed with the bid. Mr. Becker said if we voted to proceed with a bid which included that project, to be proper, we should make a motion to reconsider the original motion.

**MOTION** by Bowyer, seconded by Ferriolo, *Moved*, to reconsider the Motion from last week regarding the resurfacing bid.

Ayes: All  Nays: None  **MOTION CARRIED.**

**MOTION** by Blanchard, seconded by Gamage, *Moved*, to approve sending out the bid not to include Moutrie Educational Side Trail project.

Ayes: All  Nays: None  **MOTION CARRIED.**
Ms. Gamage wants to assure that the Rochester portion between Lipuma’s and the park is included in the bid for resurfacing, as this was not done at the same time as the last resurfacing. Mr. Becker remembers a Letter of Agreement with the City of Rochester to manage that trail section, especially for things like resurfacing, as this portion is owned by Rochester and not the Commission.

**DISCUSSION: Master Plan Update:**

**Request for Proposals – Planning Services** – Ms. Ford indicated she sent out the RFP last week to six different planning firms that we are interested in submitting proposals to be the consultant. She came up with the list based on talking to the County, SEMCOG and the Michigan Planning Association. Proposals are due March 5th. The RFP was sent to Carlisle Wortman Assoc., Giffels Webster, The Greenway Collaborative, livingLAB, McKenna and Wade Trim. There is $7,000 budgeted for the Master Plan. She asked if there are any amendments to the RFP; if so, they could be sent out prior to the due date. Mr. Blanchard feels we should ask for more than one copy of their proposal. Ms. Ford indicated the proposals will be submitted via email. There is money in the budget for the printing of the actual Master Plan. Will the consultant be required to attend any Commission meetings? This is not listed as a requirement for the selection process. They will attend during the Project Initiation Administration period. The Plan must be adopted by February, so a January meeting might be required if the Plan is not ready for the December meeting. The first draft of the Plan will be available for public review November 14th, and will also be sent to each community. Mr. Ferriolo commented this is an update to the Plan, and not a complete re-do, which should be a big difference in the cost. He suggested this should be as minimalist an update as possible. Ms. Ford indicated the consultant would handle the public input, the survey and forum that are required. What is the process for getting the information to the public for input? Ms. Ford indicated the consultant will be providing the best way to interact with the public. She assumes there will be an on-line survey and we will ask the communities to put it on their website and social media. The new projects will be included in the goals and action plan section of the Plan. It was suggested that the Manager’s Report include a section about Master Plan progress.

**Committee Structure** – Ms. Ford and Mr. Becker have discussed having a rotating committee. The idea is to bring a different chapter to every meeting. There would be a committee for each chapter, they would get the chapter a week before the meeting, have time to review it, come up with any questions or comments, and would then present it to the rest of the Commission at that month’s meeting. Ms. Ford would also like to set a committee to review the proposals received from the consultants. Mr. Becker and Ms. Bowyer offered to be on the review committee. Ms. Ford will ask Ms. Steele if she would be willing to serve. She asked if this committee will review the first chapter, or chose three different people. Mr. Blanchard, Ms. Gamage and Mr. Van Agen will review the first chapter.

**Master Plan Schedule** – There were no questions on the schedule.

**DISCUSSION AND APPROVAL: Trail User Survey/Intern** – Ms. Ford indicated there was a user survey done on the trail about 15 years ago by Michigan State. She feels this is a great time to update that information. The previous survey was done by having volunteers stationed on the trail at six locations and stopping trail users to answer certain questions. She spoke to the professor at MSU who worked on the last survey. He had two suggestions – one was to have an intern do it – around $4,000-5,000, or to have MSU complete it at a much higher cost. Both Ms. Ford and Mr. Becker feel the intern would be the better option. Half of the intern’s time would be on the trail and the Commission could use the intern for other projects on the trail for the other half of time. The thought was to use about $2,000 of the funding budgeted for the Master Plan towards the intern, and then decide where to come up with the other portion of the stipend. Mr.
Blanchard likes the intern idea, and the last time the survey was done there were people out on the trail. He is concerned where the money will come from as there is only $7,000 for the Master Plan. Ms. Ford said the last Master Plan cost around $4,000. Mr. Becker indicated an on-trail survey does provide a random sampling. SurveyMonkey is useful but reflects users that are very happy or very mad. He feels the survey is not only good for the Master Plan but is helpful in giving direction, and is in favor of the intern. He likes the idea of a random sampling of trail users. Ms. Ford added that the user survey information was very helpful when applying for the grant. Mr. Ferriolo indicated maybe the people we hire or MSU can give advice in terms assuring that the approach we’re going to use will provide a good sampling technique. Mr. Becker commented the people that do this are the experts. Mr. Blanchard asked if the consultant would do the survey as part of the Master Plan. Ms. Bower is not sure we’ll get a lot of people to respond to a survey this year because of all the trail work. She’s not sure if a survey this year is worth it. Mr. Becker asked that Ms. Ford put together a specific proposal for hiring an intern for a certain amount of time for a certain task with a certain salary, and bring this information back to the next meeting. Ms. Russell indicated if we are doing the on-trail survey, it should be done before the bridge work begins. If this isn’t possible, she doesn’t believe the survey will be helpful to the Commission. The goal is to get a good flavor, not to hear user frustration. Mr. Becker suggested we ask the survey people for timing. Ms. Ford indicated the student would be doing it for credit, so it would be their summer term – May through September. Mr. Becker suggested we ask them if they think our concerns would give an invalid survey result. Ms. Russell indicated there is no part of the trail that will be open. Because the resurfacing will be a rolling closure, Ms. Bowyer is not in favor of a survey this summer. Mr. Blanchard indicated the survey also depends on the kinds of questions that will be asked. If we ask what the most part important part of the trail is – improvements, maintenance, restrooms, etc., construction shouldn’t have any effect on that. He feels the consultant should handle the survey to help develop the Master Plan. Mr. Ferriolo commented we are resurfacing the entire trail in addition to the bridge, and agrees this is probably the worst year to conduct a survey on the trail. Mr. Becker suggested we ask the experts. He said the Master Plan can be amended, so if the survey doesn’t occur this year, the Plan can be approved on time, and then amended later. Ms. Ford was asked to talk to the MSU professor to see if the survey should be done this year. Ms. Loeb's asked if the intern would be developing the survey or just administering it. Ms. Ford explained the intern would be developing the survey, and volunteers would be administering it. So, the intern’s job wouldn’t start until school is over in May. Ms. Loeb's asked if the survey has to be completed over a certain amount of time. Ms. Ford believes they are proposing 60 blocks of three hours of time, so that’s 180 hours of volunteers on the trail administering the survey. Ms. Loeb's said an option would be to have the survey takers on opposite ends of the trail away from the construction. Mr. Becker suggested this issue come back to the next meeting after Ms. Ford has talked with MSU. Ms. Ford is not sure when the intern has to register to do the internship. The thought is that Ms. Ford would write up the project description and send it to the professor, and he would get it to potential interns, and the person would be chosen by April 1st. Mr. Blanchard feels the survey is important to do at the same time as the Master Plan, and to use the information to develop the goals and objectives. Ms. Gamage suggested an electronic survey to gain information to help develop the Master Plan. Ms. Loeb's feels we need to act on hiring an intern sooner than later. Mr. Ferriolo said unless whoever we are talking to can eliminate the built-in bias’s that are coming with the resurfacing the bridge work, we won’t appreciate the survey results. If he can be convinced, he’s for the survey, but until then he’s uncomfortable with it. Mr. Becker asked if we can move ahead with the intern contingent upon information from MSU that the biases can be taken care of in a satisfactory way. Ms. Bowyer does not think so and does not agree spending money on an intern. Ms. Russell agrees, and suggested an electronic survey this year, and amending the Plan after a trail survey next year. Mr. Blanchard asked if there was any objection in talking to the planning firms about the survey – we always did a community survey and focus
groups when developing a Master Plan. Ms. Ford feels this is what’s proposed with the consulting firm. They aren’t doing the user survey on the trail, the thought was that MSU would do that. Mr. Blanchard is not sure we need to do a user survey, if this can be done through the focus group and SurveyMonkey.

**MOTION** by Bowyer, seconded by Russell, *Moved*, to not approve an intern doing a survey on the trail this year because of construction, but perhaps next summer.

Ayes: All  Nays: None  
**MOTION CARRIED.**

**DISCUSSION  Ad Hoc Committee Assignments:** Ms. Ford provided a list of the Ad Hoc Committees as they stand, and asked if there was any changes. Also included is the Rotating Master Plan Committee, which has already been set up, as well as a possible Resurfacing Committee, which Mr. Becker agreed to sit on. Ms. Ford will send out an email to those not in attendance tonight to see if they would be interested in serving. Mr. Van Agen indicated the Encroachment Committee was not included on the list. Ms. Gamage expressed interest in serving on the Resurfacing Committee. Mr. Blanchard would like to be removed from the Labor Day Bridge Walk Committee, and asked to be put on the Trail Improvements Committee instead.

**DISCUSSION  2019 Goals:** Ms. Ford put together a progress list of 2018 and 2019 goals. Mr. Becker commented that Master Plan completion is not listed. It was suggested to remove Mr. Mourtie’s name from the Flagstar project, and have the Moutrie memorial as a separate project. Mr. Becker feels at some point the Commission needs to prioritize these goals, and asked the members to review and prioritize them, and bring this back to a future meeting.

**MANAGER’S REPORT:** In addition to her written report, Ms. Ford updated the Iron Belle Trail grant – the Committee met last month to discuss, and questions were posed to the DNR. She did a webinar today with Rails to Trail relative to signage guidelines. This RFP is being worked on and not ready to go out yet. She indicated the Joint Committee approved the construction administrative change order for the bridge project schedule, the contractor is preparing shop drawings and the tentative schedule is that tree clearing will occur during March for 2-3 days with no trail closure. There is a pre-construction meeting on March 5th. Construction will tentatively start the second week of May, but will not start construction earlier than four weeks before bridge delivery, which is scheduled for June 10th. That section of the trail will be closed as of the second week of May. The hope is to reopen the trail at the bridge site by Labor Day weekend. The resurfacing of the bridge section of the trail will occur after the bridge is completed. Ms. Ford reported that Ms. Hamameh recently had some health issues and has a card for the Commissioners to sign. She also thanked the Commission for the floral arrangement and cards that were sent when her father passed away. She announced she is expecting in July. There is no update on the Solaronics property regarding the easement. Mr. Becker remembers the easement was specific to the current owners and expires with the sale of the property. Ms. Bowyer remembers differently. Ms. Russell will bring this issue to the Planning Commission’s attention and ask their attorney to get with the Commission’s attorney about this issue.

**COMMISSIONER REPORTS:** Ms. Russell and Mr. Blanchard feel the Turkey Trot may impact the trail. As this is a for profit event, this is something the Commission needs to think about. Ms. Gamage does not see the section of the trail near Lipuma’s included in the resurfacing documents, and wants to make sure it’s included in the RFP.

**ADJOURNMENT OF REGULAR MEETING:**

**MOTION** by Gamage, seconded by Blanchard, *Moved*, to adjourn the Regular Meeting at 9:50 p.m.

Ayes: All  Nays: None  
**MOTION CARRIED.**
Next meeting: March 19, 2019 at 7:00 p.m. – Paint Creek Cider Mill
Respectfully submitted,

Melissa Ford, Trail Manager
Hank Van Agen, Secretary
# Paint Creek Trailways Commission
## Treasurer's Report - Flagstar Bank
### February 2019

### Balance:

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### Revenues:

- Labor Day Bridge - Kiwanis Shelter deposit reimbursement - Cash: $20.00
- Solaronics - 2019 License Fee: $1,350.00
- Consumers Energy - 2019 License Fee: $937.55
- ITC - 2019 License Fee: $650.00
- Charter Township of Oakland - Annual Operations & Patrol: $26,190.00
- Charter Township of Orion - Annual Operations & Patrol: $19,968.00
- City of Rochester - Annual Operations & Patrol: $19,061.00
- Interest Income: $23.17

**Total Revenues:** $68,199.72

### Expenditures:

- 3325 - Chase Card Services - Credit Card Purchases: $44.97
- 3326 - Friends of the PCT - 2018 Labor Day Bridge Walk: $299.75
- 3327 - Mannik Smith Group - Trail Resurfacing - Invoice #77589: $2,504.50

**Total Expenditures:** $2,849.22

### Balance:

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### TRAILWAYS COMMISSION BALANCE

$152,395.22

Signed By:

Trailways Commission Treasurer

Trail Manager

Date:
### REVENUE

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### EXPENSES

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<td><strong>Subtotal</strong></td>
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<td>$0</td>
<td>$750</td>
</tr>
</tbody>
</table>

### Miscellaneous/Contingency

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer to fund balance</td>
<td>$4,948</td>
<td>$7,433</td>
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</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$5,081</td>
<td>$7,656</td>
<td>$267</td>
</tr>
</tbody>
</table>

**Total Expenses**

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Subtotal</strong></td>
<td>$430</td>
<td>$0</td>
<td>$750</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$5,081</td>
<td>$7,656</td>
<td>$267</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$100,457</td>
<td>$99,533</td>
<td>$105,018</td>
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### Revenue minus Expenses

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue minus Expenses</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
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</table>

### 2019 Legal Services Project Budget

#### REVENUES

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Unit Contribution</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>License Fees</td>
<td>$12,255</td>
<td>$11,324</td>
<td>$12,255</td>
</tr>
<tr>
<td>License Fees Paid in Advance</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>New License Preparation Fees</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$12,255</td>
<td>$11,324</td>
<td>$12,255</td>
</tr>
</tbody>
</table>

#### EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Retainer</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>License Preparation Fees</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Transfer to Operating Budget</td>
<td>$7,818</td>
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<tr>
<td>Advance License Fees Carried Forward</td>
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<tr>
<td>Legal Services</td>
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<td>$3,325</td>
<td>$1,000</td>
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<tr>
<td>Unallocated</td>
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<td>$0</td>
<td>$500</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$12,256</td>
<td>$11,324</td>
<td>$12,255</td>
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</table>

**Revenue minus Expenses - Legal**

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
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<tbody>
<tr>
<td><strong>Revenue minus Expenses - Legal</strong></td>
<td>-1</td>
<td>$0</td>
<td>$0</td>
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### 2019 Special Project Budget - Bridge Renovation Project

#### Source of Funds

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paint Creek Trailways Commission Fund Balance</td>
<td>$0</td>
<td>$20,000</td>
</tr>
<tr>
<td>Member Unit Contributions</td>
<td>$35,766</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$35,766</td>
<td>$20,000</td>
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</tbody>
</table>

#### EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bridge 33.7 Renovation -</td>
<td>$0</td>
<td>$20,000</td>
</tr>
<tr>
<td>Legal Services</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Tree Removal</td>
<td>$3,825</td>
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</table>
## Design Engineering

<table>
<thead>
<tr>
<th>Total Expenses</th>
<th>$31,941</th>
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</thead>
</table>

## Total Expenses

<table>
<thead>
<tr>
<th>Revenue minus Expenses - Bridge Renovation Project</th>
<th>$0</th>
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</thead>
</table>

### 2019 Special Project Budget - Trail Resurfacing

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paint Creek Trailways Commission Fund Balance</td>
<td>$18,924</td>
<td>$20,000</td>
</tr>
<tr>
<td>Member Unit Contributions</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Friends of the Paint Creek Trail</td>
<td>$1,550</td>
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</table>

<table>
<thead>
<tr>
<th>Total Revenue</th>
<th>$20,474</th>
<th>$20,000</th>
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</thead>
</table>

### EXPENSES

<table>
<thead>
<tr>
<th>Trail Surface Design Engineering</th>
<th>$18,649</th>
<th>$20,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rochester Hills Educational Path Engineering</td>
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<td></td>
</tr>
<tr>
<td>Legal Services</td>
<td>$275</td>
<td>$0</td>
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</table>

<table>
<thead>
<tr>
<th>Total Expenses</th>
<th>$20,253</th>
<th>$20,000</th>
</tr>
</thead>
</table>

## Revenue minus Expenses - Trail Resurfacing

| $221 | |

### 2019 Special Project Budget - Observation Deck

<table>
<thead>
<tr>
<th>Source of Funds</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paint Creek Trailways Commission Fund Balance</td>
<td>$3,671</td>
<td>$25,000</td>
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<tr>
<td>Member Unit Contributions</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Friends of the Paint Creek Trail</td>
<td>$1,400</td>
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</table>

<table>
<thead>
<tr>
<th>Total Revenue</th>
<th>$5,071</th>
<th>$25,000</th>
</tr>
</thead>
</table>

### Expenses

| Observation Deck Construction | $3,671 | $25,000 |
| SE Rochester Sidepath Engineering | $1,262 | |

<table>
<thead>
<tr>
<th>Total Expenses</th>
<th>$4,933</th>
<th>$25,000</th>
</tr>
</thead>
</table>

## Revenue minus Expenses - Observation Deck

| $138 | |

### 2018 Unrestricted Fund Balance

| $100,000 | |

### 2019 Unrestricted Additions

| $ | $ |

### 2019 Unrestricted Subtractions (Special Projects)

| $65,000 | $35,000 |

## 2019 Total Restricted Funds for future expenditures

| Directional Sign Project (Meijer) | $1,645 |
| Rochester Art Project - Maintenance fund | $720 |
| Art Project Brochure (Greenbaum) | $100 |
| SE Rochester Sidepath & Rochester Hills | |

<p>| $2,465 | |</p>
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Educational Path Engineering</td>
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<tr>
<td><strong>Subtotal</strong></td>
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<td>2019 Unrestricted Fund Balance</td>
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<tr>
<td>2019 Restricted Fund Balance</td>
<td>$2,465</td>
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<tr>
<td>2019 Total Fund Balance (as of 10/16/18)</td>
<td>$37,465</td>
</tr>
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</table>
COMMUNITY FOUNDATION OF GREATER ROCHESTER, INC.
FUND AGREEMENT FOR
PAINT CREEK TRAILWAYS FUND

THIS AGREEMENT is entered into on ______, 2018, by and between the PAINT CREEK TRAILWAYS COMMISSION (the “Organization”) and the Community Foundation of Greater Rochester, Inc. (the “Foundation”), to establish the PAINT CREEK TRAILWAYS FUND (the “Fund”) within the Foundation. The Foundation agrees to accept contributions to create the Fund. The Organization may add to the Fund from time to time and it is hoped other individuals and organizations will also add to the Fund. The Organization and the Foundation hereby agree as follows:

1. IDENTIFICATION OF FUND. The Fund shall be known as the PAINT CREEK TRAILWAYS FUND of the Community Foundation of Greater Rochester, Inc. The Fund will be identified using that name in all appropriate literature, reports, promotional material, and other public documents.

2. TYPE/PURPOSE OF FUND. The Fund shall be a non-endowed Advised Fund. The undersigned establish the Fund described above for the purpose of providing support for the development, administrative support, marketing, fundraising and/or related activities, expenses and programs that promote, enhance and support the Paint Creek Trail. The Foundation understands that Rochester, Rochester Hills and Oakland Township are the members of the Organization pursuant to an Agreement dated December 23, 1981, as amended. The Organization shall have the right to make periodic recommendations to the Board of Trustees of the Foundation about distributions of the Fund. The Organization understands that all recommendations for distribution are advisory and are not binding upon the Foundation. The final decision about when distributions should be made, the amount of distributions, and who should receive distribution of the Fund shall rest solely with the Board of Trustees of the Foundation.

The Organization, through an Advisory Committee initially comprised of the persons shown below shall recommend to the Foundation’s Board of Trustee’s distributions from the Fund. In the case where a recommendation is for a distribution of grant monies, the request shall be in accordance with the terms and conditions of the grant. All requests for distributions from the Fund will be made in writing accompanied by supporting documentation signed by two members of the Advisory Committee.

Initial Advisory Committee members:

1. 
2. 
3. 
4. 

25
The Foundation shall be notified in writing of any changes to the Advisory Committee and
may rely upon the authority and signatures of the initial Advisory Committee members until
written notice of any change is received.

3. DISTRIBUTION OF THE FUND. Distribution of the Fund shall be for the purpose set forth
above subject to the provisions of the laws of the United States of America, the United States
Internal Revenue Code, and the laws of the State of Michigan, as they may be amended. The
Foundation will use its best efforts to honor any restriction or condition imposed by the
Organization on the use of the Fund. It is understood and agreed that all assets are held in the
Fund subject to the Articles of Incorporation and Bylaws of the Foundation which powers
include but are not limited to the power of the Board of Trustees of the Foundation:

a. to modify any restriction or condition on the distribution of funds for any specified
charitable purpose or purposes or to a specified charitable organization or
organizations if in the sole judgment of the Board (without the necessity of the
approval of any participating trustee, custodian, or agent), such restriction or
condition becomes, in effect, unnecessary, incapable of fulfillment, or inconsistent
with the charitable needs of the community or area served;
b. to replace any participating trustee, custodian, or agent for breach of fiduciary duty
under Michigan law; and
c. to replace any participating trustee, custodian, or agent for failure to produce a
reasonable return of net income over a reasonable period of time, as determined by
the Board.

The Organization understands and agrees that the Foundation will not make a distribution
which will in the judgment of the Foundation’s Board of Trustees endanger the Foundation’s
status under IRC Section 501(c)(3), as amended, or any successor thereto.

4. ADMINISTRATION OF THE FUND. The Fund is the property of the
Foundation. The Organization is not giving the property described above to the Foundation
with the intent of creating a separate trust and a separate trust shall not be deemed to be
hereby created. The Fund shall be administered and distributed pursuant to the Articles of
Incorporation and Bylaws of the Foundation, the laws of the United States of America, the
State of Michigan, and applicable provisions of the United States Internal Revenue Code, as
they may be amended. The Fund shall be held as part of the general assets of the Foundation.
The Foundation is authorized to retain, invest, and reinvest and commingle the assets of the
Fund with those of other funds within the Foundation for investment purpose. A percentage
of the Foundation’s investment earnings shall be allocated to the Fund based upon the
proportion which the Fund’s balance represents of the Foundation’s general assets.

5. COSTS CHARGED TO THE FUND. The Fund shall share a portion of the total investment
and administrative costs of the Foundation. Those costs shall be charged periodically against
the Fund in accordance with the then current fee schedule established by the Foundation as
applicable to the funds maintained by it. In addition, the Fund shall also be charged for all
costs incurred in connection with accepting, managing, or transferring property donated to
the Foundation for the Fund.
6. TERMINATION OF THE FUND. The Fund shall continue as long as there are assets available in the Fund and the purpose(s) for which the Fund was created can be served by its continuation. If the Fund is terminated, Foundation shall use the remaining assets in the Fund for charitable purposes which, in the exercise of the discretion of the Board of Trustees of the Foundation, further the purpose of the Fund as nearly as possible. In the event the purpose(s) for which the fund was created can no longer be accomplished, the Foundation shall use the Fund for such purposes as its Board of Trustees determine are within the scope of the charitable purposes of the Foundation’s Articles of Incorporation and Bylaws. Under no circumstances, however, shall the remaining assets in the Fund revert to the heirs of any donor.

If the Fund balance falls below $500 for a period of six months or in the event of inactivity, defined as no gift and/or grant recommendations received or made for three years, the Foundation staff will attempt to contact the donor/advisor. If contact cannot be made, the Board of Trustees may invoke its variance power to transfer the remaining assets, if any, to the Foundation’s Community Enhancement Fund.

7. LITERATURE. The Foundation has the right to review all literature used to promote the Fund, prior to publication.

By the execution of this Agreement, the parties signify their acceptance of the terms and conditions as set forth herein.

“Organization”
Paint Creek Trailways Commission

______________________________ Date:
By: ___________________________
Its: ____________________________

______________________________ Date:
By: ___________________________
Its: ____________________________

“Foundation”
Community Foundation of Greater Rochester

______________________________ Date:
By: Johanna H. Allen
Its: Executive Director
MEMO

To: Commissioners, Alternates & Staff
From: Melissa Ford, Trail Manager
Subject: Adopt-A-Trail Signage Fee
Date: March 19, 2019

We would like to institute a $50 signage fee for Adopt-A-Trail groups to help defray the costs for the two signs each group has on their section of the Trail.

In 2017, when signs were last ordered, they cost $40.34 each plus shipping. We anticipate there being a slight increase in the production price this year. There are seven sections of the Trail that can be adopted and we have already received word that a few of our groups will not be returning this year. We have begun to reach out to groups on the waiting list to see if they would like to adopt one of the open sections of the Trail.

We have contacted a few of our current Adopt-a-Trail groups about the proposed signage fee and so far everyone has been receptive to the idea. The groups will be able to retain the signs once their two-year term has been completed.
Proposal to the Paint Creek Trailways Commission
for Planning Consultant Services
Parks & Recreation Master Plan Update

SUBMITTED TO:
Melissa Ford - Trail Manager
PAINT CREEK TRAILWAYS COMMISSION
4393 Collins Road
Rochester, MI 48306

SUBMITTED BY:
Jill Bahm, AICP - Partner
GIFFELS WEBSTER
1025 E. Maple, Suite 100
Birmingham, MI, 48009

March 2019
Applicant Data

Please provide the following information, completing each item fully and explaining or expanding as necessary.

Name of Person or Firm: 

GIFFELS WEBSTER

Address: 

1025 E. Maple, Suite 100 | Birmingham, MI, 48009

Contact Person & Title: 

Jill Bahm, AICP - Partner

Telephone Number: 

248.852.3100

FAX Number: 

313.962.5068

Email: 

jbahm@giffelswebster.com

Year Firm was Formed: 

1952 | Incorporated 1960

Conflict of Interest.

Does any member of the Paint Creek Trailways Commission or an immediate family member of any of them have a direct or indirect interest in the awarding of a contract pursuant to this proposal?

_____ Yes 

X No

If yes, please explain:
March 5, 2019

Melissa Ford - Trail Manager
Paint Creek Trailways Commission
4393 Collins Road
Rochester, MI 48306

RE: Proposal to the Paint Creek Trailways Commission for Planning Consultant Services

Dear Ms. Ford:

On behalf of Giffels Webster, I am pleased to submit the enclosed proposal for the Paint Creek Trailways Commission’s 5-Year Update of its Parks and Recreation Master Plan. We are familiar with the 8.9-mile trail and the area, having recently completed the Master Plan Update for the City of Rochester Hills. In this document, we noted the importance of the trail in serving both recreation and transportation needs for regional residents and businesses.

Giffels Webster has had the honor of assisting communities and agencies in parks and recreation endeavors for over 20 years. Our extensive past and current experience in parks and recreation planning have made us comfortable and well versed in the park planning process. We pride ourselves in creating plans that are clearly understood, provide a concise course of action to achieve community goals, and support and connect to other community plans. Our team has long supported the integration of parks and recreation plans with those of master plans and other community plans. A record of our work highlights our commitment to supporting and expanding non-motorized paths and trail networks, a deep understanding of the unique characteristics of trail facilities, and the importance of preserving historical assets and community character in a way that is accessible to all regardless of age or ability.

Our portfolio of parks and recreation plans range include 28 State Park General Managements and a Trail Density Analysis, numerous community park and recreation plans, Natural Trust Fund Grant applications and awards, among others. In 2018 we worked with the National Park Service on a land analysis of the River Raisin National Battlefield Park. We enjoy public engagement and have developed a variety of approaches to encourage public input. Our proposal includes a combination of online and in-person strategies to engage the regional community in participating in the planning process.

Thank you very much for the opportunity to present our qualifications for the Paint Creek Trailways Parks and Recreation Master Plan Update.

Jill Bahm, AICP
Partner
p. 248.852.3100
e. j bahm@giffelswebster.com
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Qualifications
Corporate Introduction

Giffels Webster is a community planning, civil engineering, and land surveying firm that provides professional services to public, private, and institutional clients. Our primary business revolves around the natural resources of land and water, along with the infrastructure that is necessary to effectively utilize these resources for human needs. For over 65 years, we have been fortunate to provide professional support to thousands of clients. This strong client base, coupled with our community involvement, has been instrumental in the development of improved procedures and reasonable fees while assuring the stability and continued growth of our firm.

In June 2016, Giffels Webster acquired Clearzoning, Inc., including its entire planning staff and portfolio. The Clearzoning® and NextSteps for Downtown® products are now part of the Giffels Webster family.

This firm provides planning consulting services to approximately 30 municipal clients. In addition, our team of engineers, surveyors and landscape architects also serve both municipal and private sector clients. For example, Giffels Webster is currently providing design assistance with large scale development and planning projects in Detroit including the Little Caesars Arena and Detroit’s East Riverfront District.
Planning Awards

Giffels Webster commitment to excellence is recognized in Michigan and around the country; in the past two decades, we have received multiple national planning awards and state planning awards.

2017 American Planning Association Small Town & Rural Planning Division Outstanding Special Project Plan
City of Clawson Downtown Master Plan

2015 Michigan Association of Planning Outstanding Public Outreach Project
State of Michigan Department of Natural Resources Wilderness State Park

2012 American Planning Association Small Town & Rural Planning Division Outstanding Project
City of Lathrup Village Clearzoning Ordinance

2009 Michigan Association of Planning Daniel Burnham Award for a Comprehensive Plan
City of Huntington Woods Master Plan

2008 Michigan Historic Preservation Network Government/Institution Award
City of Huntington Woods Master Plan

2008 American Society of Landscape Architects Michigan Chapter Merit Award
City of Troy Big Beaver Corridor Study

2007 American Planning Association Small Town & Rural Planning Division Vernor Denies Award for a Small Town or Rural Plan
City of Adrian Comprehensive Plan

2007 Michigan Association of Planning Outstanding Planning Project Award - Honorable Mention
City of Adrian Comprehensive Plan

2005 American Planning Association Small Town & Rural Planning Division Award for Excellence
Bridgewater & Manchester Townships - Wireless Facilities Master Plan

2002 American Planning Association Small Town & Rural Planning Division Award for Excellence
Bridgewater Township Master Plan

2000 Michigan Society of Planning Outstanding Planning Project Award
City of Detroit Development Manual

1998 American Planning Association Small Town & Rural Planning Division
Award for Excellence Village of New Haven Master Plan
Services: Recreation Planning

Parks and recreation opportunities are important assets for community health and can play a role in economic development. An up-to-date recreation plan is vital to maintaining your existing facilities, as well as ensuring that the future needs of your community are met. Giffels Webster has extensive experience with developing recreation plans for local governments and preparing grant applications for plan implementation.

A common element of vibrant, sustainable communities is that they offer great spaces for recreation. These spaces can take virtually any form, from trails to pocket parks to large open spaces to state-of-the-art indoor facilities. Such places make a community come alive by creating opportunities for social interaction. They also indicate the value your community places on health and well-being. Increasingly, recreational experiences are identified as key ‘high quality of life’ contributors by residents and businesses.

Giffels Webster prepares Park and Recreation plans in accordance with the Michigan Department of Natural Resources (DNR) Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans. Having a DNR-approved plan updated every five years sets the course for a dynamic recreation program. It also qualifies your community for the Michigan Natural Resources Trust Fund, the Land and Water Conservation Fund, and Recreation Passport Fund.
Services: Master Plans

A Master Plan, or comprehensive land use plan, is a blueprint for the future. It is a comprehensive document, long-range in its view, that is intended to guide development for the next ten to twenty years. The Master Plan sets public policies regarding growth and development. The information and concepts presented in the Master Plan are intended to guide local decisions on public and private uses of land, as well as the provision of public facilities.

When a community reviews its master plan, the following five topics should be considered. Where significant changes have taken place or are anticipated, the master plan should be updated.

Evaluation of the Goals, Objectives and Policies: What has been achieved? Have recent changes impacted these goals, objectives, or policies?

Data: Is the base data current? How have economic conditions or development impacted the data?

Public Opinion / Political Policy: In what ways have public opinion or community philosophy changed since the previous plan?

Rezonings and Capital Improvements: Are the zoning districts generally consistent with the future land use plan, and the timing of capital improvements discussed in the plan?

Local and Regional Changes: Have there been any developments of concern in the community, or in nearby communities, that affect underlying principles, policies or land uses in particular areas?

Area Plans: Often certain parts of a community need special attention. These smaller areas within the community may provide an opportunity to accommodate growth, correct blighted conditions, or to fill a specific need in the community. In some cases, an area plan may address all of those issues. While area plans are still a general guide for action, they often provide a clearer concept for how an area should change over time. Often, these area plans can be used as a foundation for economic development strategies, showing property owners how the community wishes to guide change and address the vision of the master plan.
Services: Public Outreach

Public input is a cornerstone of civic life. For many communities, however, public input is a box to check off in the planning process. Giffels Webster staff believes that a public input plan can be implemented to strengthen the planning process, build support for plan implementation, and maintain civic pride. Even more—communities can tap into the power of the people for a variety of civic causes.

Giffels Webster is highly qualified to facilitate public participation techniques that will engage the public, stimulate their involvement, build consensus, then mobilize the partners with a shared vision for the future of the community. We can also assist communities with the development of a public input plan that maps out strategies and benchmarks for public input across a wide spectrum of community goals and objectives.

Any successful plan must be solidly based upon a community’s vision for the future. Such plans must also engage community partners, then mobilize them into action.

The three major components in any planning process are:

- Analysis of existing conditions or What do we have?
- Vision or What do we want?
- A Plan for the Future or How do we get there?

While the question “What do we want?” may sound simple, mobilizing the public partners to offer community leaders clear direction is rarely a simple task. We will tailor a public involvement approach that fits your community, meets your expectations, and tracks your project schedule.

Staff at Giffels Webster have extensive experience facilitating stakeholder and public participation processes using a variety of techniques, such as:

- Planning Fairs
- Focus Groups
- Websites
- Internet Surveys
- Mail Surveys
- Open Houses
- Visioning Sessions
- Charrettes
- Consensus Workshops
- Issues & Solutions Workshops
- Picture This! Photo Exhibits
- Social Networking Sites
- Public Participation Plans
Key Staff

We have assembled our best team of professionals to provide the as-needed planning consultant services to the Paint Creek Trailways Commission.

PROJECT CONTACTS

PRIMARY CONTACT

Jill Bahm, AICP - Partner
  e: jbahm@giffelswebster.com
  o: 248.852.3100

OFFICE ADDRESS

Giffels Webster
1025 E. Maple, Suite 100
Birmingham, MI, 48009
248.852.3100

LANDSCAPE ARCHITECT

Stacey Tobar, RLA
  e. stobar@giffelswebster.com
  o. 248.852.3100

ASSOCIATE PLANNER

Sheila Starks
  e: sstarks@giffelswebster.com
  o: 248.852.3100

STAFF PLANNER

Matt Wojciechowski
  e. mwojciechowski@giffelswebster.com
  o: 248.852.3100
Jill Bahm, AICP
Partner

Jill Bahm is a Partner at Giffels Webster and has a broad planning background that includes work in both the public and private sector. Jill’s municipal experience as a city planner and DDA executive director, combined with her commercial real estate experience, design, marketing and promotional skills, allows her the opportunity to assist clients with a variety of projects. Jill also enjoys exploring how new technologies can be used to engage the public and improve service delivery. Jill serves on the Main Street Oakland County Advisory Board and the Michigan Association of Planning Information & Education Committee.

Land Use Planning
- Master Plan Update (2019), Rochester Hills, MI
- Comprehensive Plan (2018), Brighton, MI
- Capital Improvement Plan (2018), St. Johns, MI
- Capital Improvement Plan (2018), Lathrup Village, MI
- Comprehensive Development Plan (2018), DeWitt Twp, MI
- Comprehensive Plan (2017), City of Croswell
- Tech Village Master Plan / Framework Study (2016), Grand Blanc Twp, Michigan
- Master Plan Amendment (2018), Bloomfield Twp
- Downtown Master Plan (2015), City of Clawson
- Master Plan (2014), City of Lathrup Village

Recreation Planning
- Recreation Plan (2018-2022), City of Sylvan Lake
- Recreation Plan (2018-2022), City of Brighton
- Recreation Plan (2017-2021), Grand Blanc
- Recreation Plan (2017-2021), City of Croswell
- Recreation Plan (2016-2020), City of Lathrup Village
- Recreation Plan (2016-2020), China Twp
- General Management Plans (2008-2016), State of Michigan DNR
- Michigan Natural Resources Trust Fund Grant Application Assistance (2018), White Lake Twp ($1.4M Awarded)

Zoning
- Sign Ordinance, City of Ann Arbor (2018-2019)
- Zoning Code Update (2017), City of Brighton
- Tech Village Form-based Code (2017), Grand Blanc Twp
- Downtown Zoning Updates (2017), City of Clawson
- Zoning Ordinance Audit (2016), Grand Blanc Twp
- Zoning Ordinance Audit (2015), City of Flint
- Zoning Ordinance Audit (2015), City of Brighton
- Zoning Ordinance and Form-based Districts (2012), City of Ruston, Louisiana
- Zoning Ordinance and Form-based Districts (2011), City of Lathrup Village
- Township Center District Zoning (2015), West Bloomfield Twp
- Sign Ordinance Update, West Bloomfield Twp

Economic Development
- Technology Village Marketing Materials (2017), Grand Blanc Twp
- Economic Development Strategy (2014), City of Wixom
- Tax Increment Finance Plan Assistance (2014), City of Farmington Hills
- Tax Increment Finance Plan (2012), Ferndale Downtown Development Authority

Ongoing Planning Services
- City of Bloomfield Hills
- City of Brighton
- China Twp
- City of Lathrup Village
- City of Sylvan Lake
- City of Clawson
Stacey Tobar, RLA, LEED AP
Landscape Architecture Manager

Stacey Tobar is passionate about people and their outdoor environment. With over 20 years’ experience in landscape architecture and urban design, her passion resonates in the complexities of creating memorable spaces, especially in the urban fabric. Her range of projects include urban parks and plazas, downtown streetscapes, upper education and corporate campuses, and multi-acre parks. The discovery process with each project lends to an attentive design with respect to neighborly context reflective of the history and culture of its people. Considerations for maintenance and longevity of materials assure projects are fiscally responsible and support operational goals and environmental priorities. Stacey enjoys creating site specific connections within the project though material selection and use of unlikely elements within the space. Her strengths include quick idea-generating drawings, collaborative design across curriculums, and in the field solution seeking.

Stacey’s experience reflected below was gained while working at other firms and with Giffels Webster.

**Civic Spaces & Pocket Parks**
- City Hall Shoreline Restoration, Brighton
- Macomb County Facilities Landscape
- Common Corner, Garden City
- Pedestrian Alley Improvements, Ferndale
- Travewood District Library, Ann Arbor
- Nine Mile/Woodward Intersection Enhancement, Ferndale
- Riverside Arts Center Plaza, Ypsilanti
- Blossom Health, St. Clair Shores

**Streetscapes**
- CN Rail Landscape & Screen Enhancement, Ferndale
- Henry Ford Health Systems South Campus, Detroit
- West Nine Mile Streetscapes, Ferndale
- Mack Ave Streetscape, Grosse Pointe
- Bus Stop Amenity Enhancements, Southfield Civic Center
- Grand River Roundabout Landscape Plans, Lyon Twp
- Nine Mile and Coolidge, Oak Park
- Bagley Streetscape, Mexicantown, Detroit
- Nautical Mile, St. Clair Shores

**Educational and Corporate Campuses**
- Wayne County Justice Complex, Detroit
- Oakland Technical School Campuses:
  - Clarkston, Wixom, Royal Oak, and Pontiac
  - Brother Rice Lacrosse Facility, Birmingham
- Mercy High School, Southfield
- Lawrence Tech University Student Services Center, Southfield
- Beal Ave Landscape Plan, University of Michigan, Ann Arbor
- Francois-Xavier Bagnoud Bldg. Barrier-Free Entrance, University of Michigan, Ann Arbor
- Palmer Field & Tennis Courts, University of Michigan, Ann Arbor
- General Motors Technical Center VEC, Warren

**Mixed Use Developments/Retail**
- Hilton Garden Inn, Flint
- Big Box Container Development, Detroit
- The Vernor, Detroit
- Hilton Garden Inn, Bloomington, Minnesota
- The Monarch Private Residents, Troy
- Grand Landing, Grand Haven
- The Gardens Mall, Palm Beach Gardens, Florida

**Wayfinding**
- Downtown Imlay City
- Downtown Ferndale
- General Motors Technical Center, Warren

**Park Planning and Design**
- The Velodrome, Detroit
- Hess Hathaway Park, Waterford
- Hamburg Twp Recreation Master Plan, Hamburg
- Summit Cemetery, Williamston
- Huron River Corridor Study, Ypsilanti

**Master Planning**
- Water Street Development Strategy, Ypsilanti
- Belle Isle Master Plan, Detroit
- Brush Park, Detroit
- Jefferson East, Detroit

**Administrative**
- Interim Director for Garden City Downtown Development Authority, Garden City
- Downtown Development Authority consultant for City of Flat Rock and Royal Oak Twp
- Site Plan Reviews
- Landscape Planting Verification

**YEARS OF EXPERIENCE**
23

**EDUCATION**
Masters of Urban Planning
Wayne State University
Bachelor of
Landscape Architecture
Michigan State University

**LICENSES/REGISTRATION**
Professional Landscape
Architect
Michigan

**SPECIAL EXPERTISE**
Conceptual Design
Problem Solving
Collaboration
Design|Build
Complete Streets
Placemaking
Sheila Starks
Associate Planner

Sheila Starks is an Associate Planner at Giffels Webster. She received a Bachelor of Science in Environmental Science and Planning from the University of Michigan, with a minor in GIS. She graduated with honors and was awarded the University’s prestigious Maize and Blue award.

Sheila is an integral member of our team that provides general management planning assistance to the MDNR Parks & Recreation Division as well as 3D modeling. In particular, Sheila has assisted with our analysis of trail users, trail density, and access to trails in the Pinckney and Waterloo State Recreation Areas. She is also a key team member for most of the firm’s Clearzoning code reformatting projects.

Sheila has extensive 3D modeling experience. She has created several 3D urban centers depicting how municipalities envision their future community. She has produced topographic models showing how elevation impacts views within a development area. In addition, Sheila has developed models illustrating the shadows produced by buildings and how they impact surrounding properties.

Sheila’s past work experience provided her with a broad knowledge base that is valuable to our projects. She worked with Oakland County Parks and Recreation creating several databases. At the University of Michigan-Flint’s Center for Applied Environmental Research, she providing geo-coding services and conducted research on land conservation measures. She also worked for Grand Blanc Township as a Storm Water Program Assistant, representing the Township at Genesee County Drain Commission meetings and ensuring township compliance with their NPDES Phase II permit requirements.

Abbreviated Experience

Watertown Township Zoning and Municipal Code

Marshall, Michigan - 2015 Master Plan Update

2015 Downtown Clawson Master Plan

Bay City State Recreation Area General Management Plan, DNR, Bay City, Michigan

Muskegon State Park General Management Plan, DNR, Muskegon, Michigan

Tahquamenon Falls State Park General Management Plan, DNR, Chippewa and Luce Counties, Michigan

Muskallonge Lake State Park General Management Plan, DNR, Luce County, Michigan

City of Ruston Zoning Ordinance and Form-based Districts, City of Ruston, Louisiana

City of Novi Zoning Ordinance, City of Novi, Michigan

Orchard Lake Road Corridor Design Study / Zoning Framework, West Bloomfield Township

City of Steamboat Springs Zoning Code Update, City of Steamboat Springs, CO
Matt Wojciechowski
Staff Planner

Matt Wojciechowski is a Staff Planner at Giffels Webster with over three years of work experience in the public, private, and philanthropic sectors. Through both professional and academic pursuits, Matt has developed a unique skill set built on a strong understanding of the technical aspects of the planning process.

Detroit
The Mural Building
Pewabic Pottery Expansion
Baltimore Station Phase II
The Corner - Old Tiger Stadium Apartments
The Towns @ The Corner – Old Tiger Stadium Townhomes
Cass & York
Henry Ford Health System - South Campus Expansion

Planning Projects
Ann Arbor Sign Ordinance
City of DeWitt Master Plan
City of Brighton Master Plan
City of Rochester Hills Master Plan
City of Lathrup Village Capital Improvement Plan (underway)
City of St. Johns Capital Improvement Plan (2017)

Planning Clients
City of Bloomfield Hills
Clay Township
City of Lathrup Village
DeWitt Township
Project Experience

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

Giffels Webster provided on-going support to the Michigan Department of Natural Resources, Parks & Recreation Division, for over 8 years. The planning process for developing State Park General Management Plans is based on a model from the National Park Service and involves four participation components, developed and facilitated by the staff of Giffels Webster:

- **Planning Team Member Workshops.**
  We facilitated monthly workshops and video conferences with a designated Planning Team comprised of 20 to 30 internal DNR specialists throughout the process. Workshop formats, designed to gather information from this group of area experts, ranged from team exercises to group discussions.

- **Recreation Partners Focus Groups.**
  In an effort to reach out to partners who provide recreation facilities and programs within overlapping service areas, our team worked to identify and involve those Recreation Partners in a series of focus group meetings. Outcomes center around cross-promotion, shared programming, avoiding duplication of facilities and services, and opening a regular dialog for future projects.

- **Stakeholder Workshop.**
  An open-house style format was used to obtain input from up to 200 participants representing interest groups ranging from equestrians to nature groups to senior citizen advocates. Our team provided an overview of the park and the process, facilitated introductions, and assisted Planning Team members staffing stations and collecting participant ideas and priorities.

- **Public Participation Workshop and Internet-based Survey.**
  Open to the general public, we facilitated workshops consisting of a formal presentation of the planning process and draft plan, followed by individual participation and priority exercises. Our team added this base information and survey questions to a project website for those who are unable to attend the workshops.
COOPERATIVE LAND MANAGEMENT PLAN – RIVER RAISIN BATTLEFIELD
OAKLAND & WAYNE COUNTIES, MICHIGAN

Giffels Webster partnered with Quinn Evans Architects, the National Park Service, and various community agencies in the development of the Cooperative Land Management Plan for the historic River Raisin Battlefield. With multiple park units under a variety of ownership patterns, this national park spans various locations through Wayne and Macomb Counties, with the main park located in the heart of the City of Monroe. Giffels Webster analyzed existing zoning and municipal regulations for multiple communities to help the NPS understand the impact of development on park units and the standards for development within the park units. Giffels also assisted in the development of new model language to preserve the battlefield, as well as develop long-term management goals for battlefield units.

Client: The City of Monroe, River Raisin National Battlefield Park Foundation, and the National Park Service
Completion Date: 2018
Sample Report Image:
GRAND BLANC PARKS AND RECREATION PLAN 2017 - 2021
GRAND BLANC, MICHIGAN

Giffels Webster assisted the Grand Blanc Parks and Recreation Department in the creation of their 2017-2021 Parks and Recreation Plan. This agency serves Grand Blanc Township, the City of Grand Blanc, and the Grand Blanc School District in public park and recreation facilities and programs. The plans include the community’s existing and projects demographic conditions, and inventory of seven public parks, various school facilities, trails, programs, and other recreational resources. The goals of the plan focused supporting and expanding current parks and recreation facilities, increasing public awareness and use of such facilities and programs, and supporting initiatives that support a healthy, active living and increased accessibility.

Client: Grand Blanc Parks and Recreation Commission
Completion Date: September 2017
Sample Report Image:
CLAY TOWNSHIP RECREATION PLAN
CLAY TOWNSHIP, MICHIGAN

Giffels Webster was selected to assist Clay Township with an update to their Recreation Plan. This update examined the community’s existing and projected demographic conditions, its two existing parks, and natural resources. Natural features include access to various waterways and wildlife areas including the North Channel, Middle Channel, South Channel, the Krispin Drain, St. John Marsh, and St. Clair Flats. Such features, however, are relatively unknown outside of the community. Goals and strategies determined in the plan included collaborating with various partners to provide and promote recreational opportunities, preserving the Township’s unique natural features for open space recreation purposes such as hiking, nature viewing, kayaking, and other passive activities, and acquiring additional land for recreation use as it becomes available.

Through productive meetings with stakeholders during the planning process, the Township was able to connect with local recreation vendors, regional recreation initiatives, and received support from a state organization for increased access to the St. Clair Flats as well as St. Johns Marsh. This included the agreement to place 5 kayak launches within the Township at DNR sites, as well as the installation of signage for kayakers along the Krispin Drain.

Client: Clay Township
Completion Date: 2017
Sample Report Image:
GIFFELS WEBSTER Proposal to the Paint Creek Trailways Commission Planning Consultant Services

STATE PARK GENERAL MANAGEMENT PLAN
TAHQUAMENON FALLS, MICHIGAN

Giffels Webster assisted the Department of Natural Resources in the development of Tahquamenon Falls’ General Management plan. The plan outlined goals and strategies for preserving the natural beauty of the park for generations while working toward promoting greater visitor accessibility in developed area, supporting formalization of the National Wild and Scenic River Designation for the Tahquamenon River, and updating the park’s emergency plan for visitor safety and emergency agency accessibility. The plan was supported and approved in 2017, and it will serve the park over the next two decades.

Client: Department of Natural Resources
Completion Date: 2017

2.4 Summary of Public Input Survey

Understanding the important role of the public in developing this plan, the Planning Team applied a variety of methods to collect feedback and insight from Tahquamenon Falls State Park users. In particular, the public input survey was used to gather general information about visitors and how they use the park, as well as recommendations for improving features and amenities offered. The survey was available for five (5) weeks beginning November 30, 2017. It was advertised by a DNR Press Release and an e-mail bulletin sent to over 11,300 individuals registered to receive state park news and 21,432 individuals who have registered to camp at Tahquamenon Falls State Park. Over 600 individuals responded to the survey, and provided input. See Appendix II: Public Input Summary for the complete survey results.

The public input survey provided the following information to the Planning Team:

- Details about visitors to Tahquamenon Falls State Park (age, gender, distance traveled, frequency of visits)
- The activities that visitors participate in at the park and in the surrounding community
- The residences of campers and their likelihood to engage in certain activities while at the park
- Additional amenities or improvements that visitors would like to see prioritized

Sample Report Image:
References

COOPERATIVE LAND MANAGEMENT PLAN – RIVER RAISIN BATTLEFIELD
OAKLAND & WAYNE COUNTIES, MICHIGAN

Scott Bentley, Superintendent River Raisin National Battlefield Park
734.243.7136

GRAND BLANC PARKS AND RECREATION PLAN 2017 - 2021
GRAND BLANC, MICHIGAN

Kae Eidson - Executive Director, Grand Blanc Parks and Recreation Department
810.694.0101

CLAY TOWNSHIP RECREATION PLAN
CLAY TOWNSHIP, MICHIGAN

Artie Bryson, Supervisor, supervisor@claytownship.org
810-794-9303

STATE PARK GENERAL MANAGEMENT PLAN
TAHQUAMENON FALLS, MICHIGAN

Deborah Jensen - Management Plan Administrator
517.284.6105
Scope, Estimated Project Budget, & Hourly Rates
Scope of Work for the 5-Year Update to the Paint Creek Trailways Park and Recreation Master Plan

The Paint Creek Trailways Parks and Recreation plan is intended to be the “road map” for the decisions made in the next five years regarding the development and management of the Paint Creek Trail for current and future community needs. We understand that the Trailways Commission staff will primarily handle the plan’s development and propose the following scope of work to supplement the efforts of staff:

**TASK 1 - PROJECT KICKOFF**

Meet with Trailways staff to review the scope of work, obtain required information, establish Paint Creek Trailways Commission (PCTC) meeting dates and identify key stakeholder groups.

**TASK 2 – SUPPLEMENT THE DEVELOPMENT OF THE DRAFT RECREATION PLAN**

**A. Accessibility Evaluation:** We will conduct an accessibility evaluation of the trail and its amenities utilizing the Barrier Free Accessibility Requirements for Parks as directed in the current Michigan Department of Natural Resources Guidelines. Each site will be ranked on the following scale of 1-5: 1=none of the site elements meet 2010 ADA Standards for Accessible Design, 2=some, 3=most, 4=all and 5=the facility meets the Principals of Universal Design.

**B. Public Input Process:** Citizen opinion on recreation and open space priorities is a key consideration in plan development. At least two means of input are required by the DNR. We recommend the following approaches to engage as many people as possible in the planning process.

1. **Public Input Survey.** Update the online survey tool used in the previous plan to gather updated insight and comments from the regional community about the trail. Utilizing the previous survey will help the PCTC track progress, trends and comments from the community over time. We also look forward to the opportunity to work with the Michigan State University intern on their user survey to be conducted this summer.

2. **PictureThis™.** Launch an online crowsource public engagement tool using ArcGIS Online that allows participants to respond to specific issues or questions regarding specific locations on the trail by uploading pictures and comments. The platform enables respondents to illustrate their concerns and their ideas for addressing those concerns.

3. **Focus Group Discussions.** Five focus group interviews with local user groups, communities and agencies (one in each PCTC community). Each focus group will offer 8-10 people the opportunity to share their insights in a 45-minute facilitated discussion.

4. **Public Open House with Stakeholder Preview.** The public will be invited to attend an open house to review the findings of our assessment and a summary of public input to date. We find that often an invitation to a one-hour open house preview for key stakeholders (identified by Trailways staff and the PCTC) encourages attendance and opportunities to share thoughts with our team in more of a one-on-one setting.

5. **Virtual Open House.** The public will also be invited to view the same information presented at the open house in an online format. This will be presented in a “story map” presentation and include an opportunity to answer questions and provide feedback for those who cannot attend the open house.

Our team will assist Trailways staff with the promotion of these engagement activities through language for social media, press releases and posters that can be used along the trail and within the PCTC communities.
TASK 3 - PLAN REFINEMENT & PRESENTATION
We will assist staff with the review of the final draft plan and with the presentation of the final draft plan to the PCTC and provide an opportunity for commission input.

TASK 4 - FINALIZE PLAN
Following the required input and meetings, we will assist Trailways staff with finalizing the plan for submission to the DNR.
Schedule & Fee

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Attachment A - Insurance Sample
### CERTIFICATE OF LIABILITY INSURANCE

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

#### PRODUCER
- Executive Strategies, Inc.
- Grosse Pointe Park, MI 48230

#### INSURED
- Giffels Webster Engineers, Inc.
- 28 W. Adams, Suite 1200
- Detroit, MI 48226

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### COVERAGES

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#### COVERAGE 1
- **COMMERCIAL GENERAL LIABILITY**
  - CLAIMS-MADE
  - EACH OCCURRENCE
    - LIMIT: $1,000,000
  - GENL AGGREGATE LIMIT APPLIES PER:
    - EXCEPT OCUR
    - LIMIT: $1,000,000

#### COVERAGE 2
- **AUTOMOBILE LIABILITY**
  - ANY AUTO
    - OWNED
    - HIRED
    - NON-OWNED AUTOS ONLY
    - SCHEDULED AUTOS
  - EACH OCCURRENCE
    - LIMIT: $1,000,000
  - GENERAL AGGREGATE
    - LIMIT: $2,000,000

#### COVERAGE 3
- **UMBRELLA LIABILITY**
  - EACH OCCURRENCE
    - LIMIT: $5,000,000
  - AGGREGATE
    - LIMIT: $5,000,000

#### COVERAGE 4
- **WORKERS COMPENSATION**
  - E.L. EACH ACCIDENT
    - LIMIT: $1,000,000
  - E.L. DISEASE - EA EMPLOYEE
    - LIMIT: $1,000,000
  - E.L. DISEASE - POLICY LIMIT
    - LIMIT: $1,000,000

#### COVERAGE 5
- **PROFESSIONAL LIABILITY**
  - EACH OCCURRENCE
    - LIMIT: $5,000,000
  - AGGREGATE
    - LIMIT: $5,000,000

#### DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES

**EXECUTIVE STRATEGIES, INC.**
- 1246 Berkshire Road
- Grosse Pointe Park, MI 48230

**GIFFELS WEBSTER ENGINEERS, INC.**
- 28 W. Adams, Suite 1200
- Detroit, MI 48226

---

**AUTHORIZED REPRESENTATIVE**

**EXECUTION**

**CERTIFICATE HOLDER**

**CANCELLATION**

**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.**

**AUTHORIZED REPRESENTATIVE**

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PROPOSAL TO PREPARE
Paint Creek Trailway
Parks and Recreation
Master Plan

PAINT CREEK TRAILWAY COMMISSION
CITY OF ROCHESTER, MICHIGAN

MARCH 5, 2019

Communities for real life.
March 5, 2019

Melissa Ford, Trail Manager  
Paint Creek Trailway Commission  
4393 Collins Road  
Rochester, MI  48306

Subject: Proposed Partnership for Paint Creek Trailway Parks and Recreation Master Plan Success

Dear Ms. Ford,

What an exciting time for parks and recreation in Oakland County! The Paint Creek Trailway Commission has a strong tradition of excellent parks and recreation programming for the trail supported by robust engagement of the community as documented in the 2014 Parks and Recreation Master Plan. We are pleased about the prospect of partnering with the Trailway Commission to address future needs and desires for the Paint Creek Trailway – to the benefit of your residents and visitors.

Community Empowerment
We know the Trailway Commission values empowering trail users and residents of Rochester, Rochester Hills, Oakland Township and Orion Township, and we share that philosophy. Our team is proposing a multi-pronged approach to engaging residents of, and visitors to, the Paint Creek Trailway:

1) Two “Paint Creek Day” events, where we will conduct discussions, interactions and gather input from community members at selected parks, gathering places, or city events – going to the residents rather than expecting them to come to us.
2) Engagement through technology using multiple platforms, including SurveyMonkey and a dedicated project website that we will create and maintain throughout the planning process.

But it’s not just the processes. In order to truly empower citizens, the city needs a planning and design team that values input and knows how to turn ideas into actions. We are that team.

An Eye for Accessibility in Design
We understand the unique emphasis on the Accessibility assessment in the Paint Creek Trailway Parks and Recreation Plan. McKenna will bring our eye for design and understanding of park function and non-motorized mobility to the planning process. We will ensure our team is ready to hit the ground running.

Examples of McKenna’s extensive experience preparing parks and recreation plans for similar cities, townships, villages, and multijurisdictional organizations (including our 100% success rate in getting plans approved by MDNR!) are in our proposal. If you have any questions please do not hesitate to contact me at (248) 596-0920 or plippens@mcka.com. Thank you.

Respectfully submitted,

McKENNA

Paul Lippens, AICP, NCI  
Director of Urban Design and Mobility

Enclosure
Paint Creek Trailway
Parks and Recreation Master Plan

PAINT CREEK TRAILWAYS COMMISSION
CITY OF ROCHESTER, MICHIGAN

PREPARED MARCH 5, 2019 BY

MCKENNA
38 West Fulton Street
Suite 400
Grand Rapids, Michigan 49503

O 248.596.0920
F 248.596.0930
E info@mcka.com
MCKA.COM
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Executive Summary

Project Team
Professionals assigned to provide services:

- Have successfully completed Parks and Recreation Master Plans for dozens of communities across Michigan.
- Have firsthand knowledge of the specific needs of the community.
- Create attractive, graphically-rich reports, site concepts, and materials.
- Are skilled in park design, recreation programs and facilities.
- Are experienced, certified, public engagement specialists.

Meetings
We propose the following 9 meetings with City administration, staff, stakeholders, and the Recreation Master Plan Committee:

1. Project Initiation with Trailways Commission
2. Background/Inventory with Recreation MP Committee
3. Paint Creek Trailway Field Day 1
4. Paint Creek Trailway Field Day 2
5. Action Plan Meeting Trailways Commission
6. Draft Review by Trailways Commission
7. Recommendation by Trailways Commission
8. Approval for Distribution
9. Public Hearing/Adoption by Trailways Commission

Project Schedule
We will complete the plan, including all required supporting documentation, by January 21, 2020, in order to submit the plan to MDNR for approval by that deadline. Please see the detailed schedule included in this proposal.

Project Fee
McKenna’s proposed lump sum fee for the Paint Creek Trailway Parks and Recreation Master Plan, as described in this proposal, is $25,000.
Firm Profile - McKenna

McKenna’s downtown Northville, Michigan headquarters – a repurposed Ford Motor Company plant designed by Albert Kahn, built in the 1930s. Our authentic and environmentally conscious office spaces reflect McKenna’s commitment to our people, our communities, sustainable design and the rich technology heritage of the Midwest.

McKenna Associates is a corporation formed under the laws of Michigan on May 2, 1978. The firm has offices in Northville, Detroit, Grand Rapids, and Kalamazoo, Michigan.
McKenna Associates helps community leaders and private investors create more vital, interesting, safe, functional and prosperous places to live, work, shop, play, and do business. We provide planning, zoning, landscape architecture, community and economic development and design assistance to cities, villages, townships, counties, and regional agencies, as well as select private clients. Our success can be measured by the physical improvements to hundreds of McKenna client communities, and by our 37-year record of client satisfaction and on time, on-budget delivery.

McKenna currently provides project services to more than 200 communities and private land investors in Michigan, Ohio, Kentucky, Indiana, and Illinois. The leaders of these organizations count on McKenna for:

- Technical excellence in plans, design, and project management
- Change anticipation and innovative alternatives
- Highly creative professionals, skilled at communicating and building consensus
- Unmatched responsiveness to client needs, from clerical staff to CEO

Anticipating and responding to change is a major distinction of McKenna’s practice. Often, even experienced public officials or business leaders must face new challenges. In other instances, the challenges are more familiar, but new approaches are needed. In either case, McKenna’s innovation and depth of experience is a resource for public and private decision-makers.

**Commitment to Sustainability**

McKenna is committed to sustainable design and our role of helping public officials serve as stewards of the environment. Each of McKenna’s offices incorporates the nation’s leading green design concepts, including, whenever possible, using green building materials and Energy Star-qualified equipment and appliances, purchasing and using recycled materials, and minimizing water and energy use.

**Primary Contact for Paint Creek Trailway**

Laura Haw, AICP, Principal Planner, shall serve as our planner to whom notices and inquiries by the City should be directed. Laura’s contact information is:

lhaw@mcka.com
248.596.0930 office
734.347.2896 mobile
235 East Main Street, Suite 105
Northville, MI 48167
Areas of Service

Community Planning
- Master Plans (cities, villages, townships, counties and regions)
- Neighborhood Preservation Plans
- Redevelopment Plans
- Corridor Plans
- Downtown Plans
- Growth Management Plans
- Park and Recreation Plans
- Capital Improvement Programs
- Community and Fiscal Impact Analysis
- Waterfront Planning
- Open Space Planning
- Historic Preservation Plans
- Transportation and Parking Plans
- GIS Analysis and Alternative Testing
- Access Management

Economic Development
- Public/Private Partnerships
- Brownfield Redevelopment Planning
- Downtown Redevelopment Action Plans
- Corridor Redevelopment
- Tax Increment Finance Plans
- Grant Applications
- Redevelopment Project Management
- Market Studies: Retail, Commercial, Residential, Industrial, Institutional
- Redevelopment Financing Assistance
- Land Assembly/Eminent Domain Assistance

Building Department Administration
- Zoning Administration
- Building Code and Zoning Enforcement
- Building Inspection
- Electrical, Mechanical and Plumbing Inspections
- Property Maintenance and Housing Inspection
- Landscape Construction Observation
- Code Enforcement
- Compliance with State
- Department Management Plans

Parks and Recreation
- Parks and Recreation Master Plans
- Park Design (neighborhood, community, regional)
- Ball Field Planning and Design
- Park and Recreation Facilities Design
- Bikeway and Trail Planning and Design
- Grant Applications
- Public Participation
- ADA Accessibility
- Park and Recreation Furnishings
- Universal Playgrounds

On-Site Management Services
- Zoning and Planning Administration
- Tax Increment Finance Authority Management
- Downtown Development Authority Administration
- CDBG Administration
- Housing Rehabilitation
- Project Management – Capital Improvement Projects
- Redevelopment Project Administration
- Community Development Administration
- Economic Development Administration

Development Codes
- Zoning Ordinance
- Zoning Ordinance and Resolution Review and Preparation
- Continuing Advisory Services to Elected and Appointed Officials, Planning and Zoning Commissions, and Boards of Appeal
- Subdivision and Condominium Regulations
- Form-Based Codes
- Environmental Regulations - Wetlands, Woodlands
- Expert Witnessing and Court Testimony on Zoning
- Sign Regulations
- Annexation Advisory Assistance
- Sex-Oriented Business Regulations and GIS Testing
- Open Space Regulations
- Planning and Zoning Code Training Seminars
- On-site Zoning Administration

Complete Streets and Transportation Planning
- Complete Streets Policy Development
- Complete Streets Design Guidelines
- Complete Streets Procedure and Implementation
- Corridor Plans
- Streetscape Plans
- Bicycle & Pedestrian Plans
- Bicycle Parking Plans
- Bicycle Sign Plans
- Bike Share Feasibility Studies
- Intersection Design & Crossing Plans
- Zoning and Regulatory Review
- User Maps & Wayfinding Studies
- Transportation Master Plans
- Site Plan Review of Transportation Facilities
- Circulation Studies Vehicles and Pedestrian
- TOD Studies
- Education & Training
- Transportation and Parking Plans
- Access Management
- Parking Studies
Public Participation (IAP2 and NCI Certified)
- Hands-on Workshops
- Focus Groups
- Surveys (Telephone, Web, Mail)
- Public Hearings
- Open Houses
- Interactive Citizen Advisory Committees
- Youth Outreach
- Community Walks and Bike Rides
- Storefront Workshops
- Consensus Building
- Participatory Decision-Making
- Interviews (one-on-one)
- Community Preference Surveys
- Citizen Photo Shoots
- Charrettes NCI

Community Development
- HUD CDBG Administration
- Analysis of Impediments to Fair Housing
- Environmental Review Records
- Consolidated Plans
- Elderly Housing Assistance
- Five Year and Annual Action Plans
- CDBG Program Planning and Applications
- Housing Rehabilitation Administration
- Market Studies – Market Rate, Elderly and Assisted Housing
- Housing Market Studies (MSHDA approved)

Landscape Architecture
- Residential Development Plans
  (single family detached/attached; multi-family, elderly, mixed use, townhouses)
  Conventional & Cluster
- Site Analysis and Design
- Site Layout and Planning
- Construction Drawings and Construction Observation
- Landscape Architecture (MSHDA-approved)
- Arborist Services (Tree Surveys and Maintenance Plans)
- Greenways and Trail Planning and Design
- Native Plant Landscapes
- Wayfinding, Signs, and Interpretive Stations
- Environmental Performance Standards
- Public Art Development
- Public Space Design
  - Greenways, Bikeways, Streetscapes
- Wetlands, Woodlands, Groundwater, Aesthetic, and Vista Protection Regulations
- Sustainable Landscape Design

Design
- Community Design Plans
- Placemaking Strategies
- Parks, Greens, Commons and Plaza Design
- Streetscape Design
- Site Planning
- Community Character Planning
- Historic Park Design
- Computer Visualization (before/after)
- Design Review
- Site Evaluation and Selection
- Design Manuals
- Neo-Traditional Design (TND)
- Urban Form Pattern Books
- Mixed Use (Residential, Retail, Office, Public, Institutional) Design
- Public Art

Sustainability Plans
- Develop Neighborhood Stabilization Plans
- Green Infrastructure Plan for Community’s Public Property
- Walkable/Bikeable Audits and Implementation Plans
- Community Master Plan, Strategic Plan, or Capital Improvement Plan
- Plan for Low Impact Development (LID) Components
- Local Planning and Zoning
- Access Management Plans for Transportation Corridors
Awards and Accolades

McKenna has been honored by its peers and public with planning and design awards. We take pride in consistently delivering exceptional planning and personal service to public officials across the Midwest.


2010 Site Design/Parks Award, Michigan Recreation and Park Association. Van Buren Charter Township (Wayne County), MI – Riggs Heritage Park.


2007 Planner of Year Award, Michigan Association of Planning. Phillip C. McKenna, AICP, PCP.

2007 Interactive Mapping Tool GIS for Everyone Award, Improving Michigan’s Access to Geographic Information Networks (IMAGIN). River Rouge, MI.

2005 CAM Magazine Year End Special Issue, Construction Association of Michigan in recognition of outstanding facility planning and design. Flat Rock, MI – Community Center Site Design and Boardwalk.


2004 Outstanding Small Business Award, Crain’s Detroit Business. McKenna.

2002 MRPA Master Plan Award, Michigan Recreation and Park Association. Oakland County, MI, Orion Oaks County – Park Site (1,000 acre) Master Plan.


McKenna and its planners and designers have also been selected for other awards including Crain’s Detroit Business 20-in-their-20’s; Crain’s Detroit Business “Coolest Places to Work”; and the Michigan Business and Professional Association’s The 101 Best and Brightest Places to Work in Southeast and West Michigan.
Project Team

In this section, we highlight our team’s organization philosophies, strengths and skills. Members of our team are industry leaders in organizing an efficient and effective public process leading to compelling and comprehensive plans with a strong implementation focus.

Our professionals embrace:

- Highly effective public processes.
- Involvement of stakeholders in planning that affects them.
- Information rich decision making.
- Context–sensitive design solutions.
- Active living and active transportation.
- Walkability, bicycling facilities, greenways, trails, complete streets.
- Environmental preservation.
- Livable communities.
- Placemaking.
- Economic sustainability
- Making technological information accessible to decision makers.

Our Paint Creek Trailway team will customize our approach to the Parks and Recreation Master Plan Update to reflect the local economy, environment and politics – indeed, our approach to recreation master planning is sensitive to history, size, scale, population, demographics and diversity of culture and place.

**PROJECT MANAGER**

Laura Haw, AICP, Principal Planner, McKenna

Laura will serve as the project manager, she will be responsible for management of work tasks, public meetings and workshop facilitation, and day-to-day project guidance and management. Laura is an expert in the research and preparation of parks and recreation plans and advise will on pedestrian-scale urban design, as well as will Sarah in leading the public engagement efforts.

Laura has proven experience cultivating plans which aim to develop active, walkable, and sustainable neighborhoods, mixed-use corridors, and downtowns through placemaking, wayfinding and the incorporation of pedestrian/non-motorized networks. Additionally, her expertise in community planning and zoning processes (including site plan/ special land use, rezoning, land division/combinations, and variances), provides a deep understanding of the approval process, from concept to construction.

Additionally, Laura brings expertise in developing park and recreation master plans, per MDNR requirements, including facilities assessment, natural features inventory, deficiencies analysis, and action plan programming. She also has a wealth of experience in Phase II of Parks and Recreation master planning with MDNR grant applications. In addition, Laura has practice in open space planning, including greenways incorporating site analysis, low-impact design techniques, and gateways / wayfinding signage.

Laura holds two Bachelor of Arts degrees, with honors, from Michigan State University and a Master of Urban Planning from the University of Michigan.
COMMUNITY EMPOWERMENT FACILITATOR
Sarah Traxler, AICP, NCI, Vice President, McKenna

Sarah Traxler will serve as the Community Empowerment Facilitator for the Paint Creek Trailway Parks and Recreation Master Plan. She will be responsible for management of work tasks, public meetings and workshop facilitation, and day-to-day project guidance and management. Ms. Traxler will have responsibility for managing the delivery of parks and recreation planning services for this project and will be the primary point of contact.

Ms. Traxler’s talent, experience and understanding of the requirements of the Michigan Department of Natural Resources requirements and investment priorities have led to parks and recreation master planning success in Westland, Kochville Township (Saginaw Co.), Village of Farwell and Garden City, Michigan. Within the last two years, Sarah has successfully applied for and received over $150,000 in MDNR grants for a McKenna client community, Farwell, Michigan. Ms. Traxler also directs a 33-acre regional retail redevelopment project in an urban community from its inception to the site design, through financing, public improvements and reconstruction.

Ms. Traxler has a Bachelor of Arts, with honors, from the University of California at Santa Cruz and a Master of Urban Planning from the University of Michigan. Sarah is certified in public engagement and facilitation by the National Charrette Institute, and is a past Board member of the Michigan Community Development Association.

Mobility and Urban Design Assessment
Paul Lippens, AICP, NCI, Director of Mobility and Urban Design

Paul will be responsible for the accessibility assessment, mobility, access, and public space design of the project. Paul specializes in planning and design of non-motorized and multimodal transportation systems, using strategies that reflect the values of people and their communities. He has led systems planning and design projects in Michigan, Illinois, and Indiana, and served as the lead and supervising planner on dozens of bicycle and pedestrian plans and studies. His interests examine interconnections between transportation design, living ecosystems, and economies. Mr. Lippens is the primary author of “Complete Streets, Complete Networks: a Manual for the Design of Active Transportation,” winner of the APA-IL 2012 award for best practices. His recent multimodal planning work has been recognized with the 2016 and 2017 Michigan Association of Planning’s Award for Excellence in Transportation Planning and the 2017 Michigan CNU Mackinaw Prize. Paul has worked on several and contributed to substantial trail and urban greenway projects. Example projects include:

- Michigan Airline Railway Trail – Commerce, Walled Lake, Wixom
- Des Plaines River Trail Plan – Cook and Lake Counties, Illinois
- Lakefront Trail Plan – Chicago Illinois
- Ann Arbor Flood Mitigation Plan, Allen Creek Greenway – Ann Arbor Michigan
- West Jefferson Protected Bikeway and Iron Belle Trail Link – cities of River Rouge and Ecorse
- B & O Trail Design and Implementation – Indianapolis, Indiana
COMMUNITY PLANNERS
Christopher Khorey, AICP, Principal Planner, McKenna

Chris Khorey will serve as the Project Advisor for the Paint Creek Trailway Parks and Recreation Plan. Mr. Khorey has used his strength in creating implementable plans based on a coherent community vision to create parks and recreation plans across Michigan, most recently in the following communities:

- Kalamazoo
- Webberville
- South Rockwood
- Oxford
- Leroy Township (Ingham County)
- Three Oaks
- Van Buren Township (Wayne County)
- Lyon Township (Oakland County)

Chris holds a Masters in City and Regional Planning from the University of Pennsylvania and a Bachelor’s Degree from the University of Notre Dame.

Jennifer Neal, Assistant Planner, McKenna

Jennifer will assist with the preparation of the plan and the coordination of the public outreach. Her work includes assisting project managers with comprehensive plans and public engagement. Ms. Neal has a master’s degree in urban planning from the University of Oklahoma and her undergraduate degree from Michigan State University.
Laura Haw, AICP, NCI
PRINCIPAL PLANNER

EDUCATION

Master of Urban Planning
Physical Planning and Design
Taubman College
University of Michigan

Bachelor of Arts (with honors)
Political Science / Pre-Law
Michigan State University

Bachelor of Arts (with honors)
International Development
Michigan State University

PROFESSIONAL EXPERIENCE

Comprehensive, Sub-Area, and Corridor Planning
Preparation of master plans, sub-area plans, and corridor plans including data collection, documentation and analysis of existing conditions, character planning, goals and objectives, and recommendations / strategic matrices for future project prioritization, phasing, and implementation processes. Additional focus on downtown districts, feasibility analysis, catalytic impact assessment, and ease of development opportunities. Project highlights:

• Master Plans (Village of Vicksburg, Village of Franklin, City of Eastpointe)
• Downtown Development Authority/TIFA Plans (City of Bangor, Village of Vicksburg, Plymouth Township, and more)
• The Upper Westside Neighborhood Plan, City of Detroit
• 8 Mile Boulevard: Catalyzing the Corridor (8MBA reinvestment study for multiple jurisdictions)

Parks and Recreation / Open Space Planning
Expertise in creating parks and recreation master plans, per MDNR requirements, including facilities assessment, natural features inventory, deficiencies analysis, and action plan programming. Experience in Phase II of Parks and Recreation master planning with MDNR grant applications. Additional practice in open space planning, including greenways (site analysis, traffic calming, optimal greenway layout, low-impact design techniques, gateways and wayfinding signage, local public art and a community maintenance plan) and development of a vacant land re-activation rooted in green infrastructure and conversation. Project highlights:

• Parks and Recreation Plans and Designs (Village of Lake Orion, Village of Three Oaks, City of Hudson, City of Birmingham, City of Portage, and more)
• Vacant Land Toolkit (City of Detroit)
• Woodmere Greenway (UNI study, southwest Detroit)

Lean Zoning
Experience in streamlining and re-structuring Zoning Ordinances to reduce red-tape, add clarity, and ensure quality building form. Preparation of text amendments to address new development trends, including elderly housing and accessory dwelling units, urban agriculture, non-traditional commercial uses, and planned unit developments.
Non-Motorized Transportation Planning
Instrumental collaborator on non-motorized transportation projects, including BIKE/WALK Livonia, a non-motorized plan for the City of Livonia.

Urban Design
Site design of residential and mixed-use neighborhoods in Michigan, including empty-nester housing, townhomes, and high-rise apartment complexes. Creation of Planned Unit Developments (PUD) of luxury campgrounds (550+ units in SC and CO) with recreational attractions, pedestrian amenities, and natural resource conservation / eco-tourism. Additional project highlights include the redevelopment of a vacant 62-acre site in south Chicago, IL into an active, mixed-use waterfront neighborhood and a 15 urban block redevelopment plan for Minneapolis, MN into a regional destination built upon the strengths of local businesses.

Graphic Design / Document Layout
Expertise in document layout for annual reports and master plans, including innovative and creative approaches to tables, maps, and information graphics. Photographic documentation of successful urban planning and design projects. Additional experience in creation of brand identity, marketing materials (brochures, flyers, presentation boards, etc.) and graphics for clients.

Public Engagement
Organization and the facilitation of various public engagement functions, including community-wide public workshops, charrettes, focus groups, steering committees, and open houses to inform and capture the visions and ideas of stakeholders. Experience in designing innovative materials for exercises, including presentations, visioning and mapping activities, and priority ballot voting to ensure interactive and meaningful public engagement. Additional capabilities in organizing and managing online public engagement platforms, including social media.

MEMBERSHIPS
American Institute of Certified Planners
American Planning Association
Michigan Association of Planning

CERTIFICATIONS
National Charrette Institute
Charrette Systems and Management and Facilitation
Sarah Traxler, AICP, NCI
VICE PRESIDENT

EDUCATION

Master of Urban Planning
Taubman College
University of Michigan

Bachelor of Arts (with honors)
Sociology
University of California at Santa Cruz

HONORS

Excellence Award for Implementation of the “Downtown Marketing and Strategic Plan”
Buena Vista Charter Township, Michigan Association of Planning.

Outstanding Student Project Award for “New Directions for Vehicle City: a Framework for Brownfield Reuse”
Michigan Association of Planning.

Raoul K. Wallenberg Scholarship Recipient
University of Michigan, Taubman College of Architecture and Urban Planning.

PROFESSIONAL EXPERIENCE

Comprehensive and Master Planning
Managed numerous master and comprehensive planning efforts for diverse Midwestern communities, including thoughtful public engagement, sustainable future land use analyses, corridor re-imaging, and housing typologies and planning, all with a focus on effective and easy-to-administer implementation strategies. Managed and prepared parks and recreation plans for diverse communities, focusing on the future of play, inclusive/universal design, and equity planning for the provision of parks and recreation in a contextualized manner.

Redevelopment Planning and Management
Managed urban and suburban redevelopment projects including project planning, land acquisition, relocation, citizen participation, budgeting and finance, grantsmanship, public improvements, site design, zoning, strategic planning, land disposition, and scheduling. Successfully functions as project manager for municipality acquiring vacant, blighted 380,000 sq. ft. shopping mall using eminent domain. Prepared a brownfield reuse strategy for a Brownfield Redevelopment Authority. Created an inventory of probable brownfields; crafted reuse goals; developed criteria to target areas where brownfield redevelopment could best fulfill reuse goals; and created frameworks for reuse in areas with the highest redevelopment potential. Reuse strategy recipient of a state planning award.

Zoning
Prepared complete zoning ordinances, overlay districts, form-based standards, and comprehensive text and map amendments for cities, villages, and townships in Michigan. Advised legislative bodies, Planning Commissions, and Zoning Boards of Appeals on land use regulation and proposed development and redevelopment in a number of communities of various sizes and character. Provided on-site administration of zoning and other land use and building regulations for a community of 25,000.

Real Estate Development
Created redevelopment strategies for single and multiple sites in Michigan communities. Tasks included performing economic and political/social feasibility studies, researching and developing appropriate use concepts for the site, and guiding the design process to complement the surrounding areas.
Neighborhood Planning
Managed and prepared Neighborhood Plans for Michigan and Indiana communities. Plan elements include housing and commercial market analyses, placemaking strategies, capital improvement prioritization, funding recommendations and implementation matrices.

Community Development
Managed annual Community Development Block Grant programs for three inner-ring suburbs (two entitlement communities and one Urban County program sub-recipient). Responsibilities included preparation of annual Action Plans, Environmental Review Records (ERRs), Consolidated Action Plan Evaluation Reports (CAPERs), applications to County for funding, and administration of projects, including Housing Rehabilitation. Administered Neighborhood Stabilization Program with $1.65 M budget, including preparation of ERR, program and policy design, managing other consultants and project implementation.

MEMBERSHIPS
American Institute of Certified Planners
American Planning Association
Michigan Association of Planning
International Council of Shopping Centers

CERTIFICATIONS
MIPplace Partnership Initiative Placemaking Curriculum Trainer Certification
Module 1: People, Places and Placemaking
Module 3: Neighborhoods, Streets and Connections
Module 5: Collaborative Involvement
Module 6: Applied Placemaking

National Charrette Institute
Charrette Systems and Management and Facilitation

ACTIVITIES & PUBLIC SERVICE
Past board member, Michigan Community Development Association
Past board member, Northville, MI Planning Commission
Past board member, Northville, MI Zoning Board of Appeals
“Neighborhood Planning for Michigan’s Sustainable Communities”
Michigan Municipal League Annual Conference, Detroit, Michigan

“Ethics for Community Planners”
Michigan Association of Planning Annual Conference, Kalamazoo, Michigan

“Analysis of Impediments to Fair Housing Choice Panel”
Michigan Community Development Association Annual Conference, Kalamazoo, Michigan

“How to Foster Entrepreneurship and Employ Tactical Urbanism”
Michigan Association of Planning Annual Conference, Traverse City, Michigan

“Making Sense of the Census”
Michigan Association of Planning Annual Conference, Grand Rapids, Michigan

“Take Back Your Neighborhoods – Turning Foreclosures Around”
Michigan Townships Association, Grand Rapids, Michigan

“Using Eminent Domain to Spur Redevelopment”
Michigan Townships Association, Grand Rapids, Michigan

“NSP Collaborative Service Delivery”
Michigan Community Development Association, Lansing, Michigan

“Road Map to Redevelopment”
Michigan Association of Planning Annual Conference, Kalamazoo, Michigan

“Give and Take: The Eminent Domain Debate”
Brownfields 2008, Detroit, Michigan

“Eminent Domain and Blight Rehabilitation”
Michigan Association of Planning Annual Conference, Traverse City, Michigan

“Eminent Domain in Michigan”
Michigan Association of Planning Annual Conference, Detroit, Michigan

“Conditional Rezoning: Is Your Community Ready?”
Lapeer County (MI) Planning Conference, Lapeer, Michigan
M. Paul Lippens, AICP, NCI
DIRECTOR OF URBAN DESIGN AND MOBILITY

EDUCATION
Master of Urban Planning
Taubman College
University of Michigan

Bachelor of Arts
Hampshire College

HONORS
Award for Excellence in Transportation Planning for “Realize Cedar: Urban Design Framework”
Delhi Charter Township (Ingham County), MI, Michigan Association of Planning

Award for Excellence in Transportation Planning for “Bike/Walk Livonia: A Future Transportation Plan”
City of Livonia, MI, Michigan Association of Planning

Implementation Award, 2013
Illinois American Planning Association

Best Practices Award, 2012
Illinois American Planning Association

PROFESSIONAL EXPERIENCE
Complete Streets Policy and Implementation
Award winning author of the Complete Streets, Complete Networks Design Manual, which combines the physical planning of infrastructure with an institutional understanding of project management, funding and prioritization. The manual provides guidance on the implementation of complete streets policy and presents a structure for evaluating street design, mode prioritization, network optimization and placemaking. Also coauthored the Complete Streets Chicago: Design Guide – Chicago’s, Complete Streets v2.0.

Bicycle and Pedestrian Plans and Safety
Led award winning bicycle and pedestrian planning in Livonia, Delhi Township, Frenchtown Township, and Paw Paw (Michigan) Evanston, Midlothian, Palos Heights and Winfield (Illinois) and Lowell (Indiana), as well as sub regional bike plans in Chicago suburbs. Studied sidewalk gaps, and recommended bike lanes, sharrows, trails, and protected bikeways. Improved crossing safety and intersection design for people walking, biking, and taking transit. Made network recommendations which considered traffic vehicular volume, roadway configuration, MMLOS, destinations, delay, directness, and public perception.

Trail Planning and Access Studies
Lead planner and designer for the Fort Wayne Downtown/South Central Area Connectivity Plan. Planned a network of non-motorized transportation options to support neighborhood residential development, equity, and accessibility to regional amenities. The network is highlighted by an urban greenway linear park loop. A greenway extends the current Rivergreenway system as an armature linking neighborhoods with shared recreational, cultural and commercial resources. Additionally, led design and access studies on the Des Plaines River Trail, the Illinois Prairie Path, and Chicago’s world famous Lakefront Trail.
Multi-Modal Transportation System Planning and Design
Led multi-modal planning projects in Indianapolis and Carmel, Indiana, which initiated transportation systems to integrate bicycle, pedestrian and transit modes in a network of streets that form typology-specific corridors. Designed system to encourage development of a place-based transportation, principally pulling land use analysis, housing and neighborhood planning, economic development potential, and green infrastructure into the plan to assure a comprehensive approach to add value to residents.

Signs and Wayfinding Systems
Created wayfinding and identity signs in relation to urban design projects in Terre Haute, West Baden Springs, and French Lick, Indiana and bicycle sign systems in Midlothian, Palos Park, Berwyn, Schaumburg, and Mount Prospect, Illinois. These projects included the design of the graphic pieces and the coordination of sign manufacturing and wayfinding campaign plus an interpretive sign campaign for the National Road Scenic Byway Trail in Terre Haute, Indiana. Managed the installation of MUTCD approved bicycle wayfinding signs in several Chicago suburbs.

Comprehensive and Subarea Planning
Led Master Plan efforts for Garden City, Portland, Midlothian Township, Inkster, Paw Paw, Tecumseh, and Commerce Township. Engagement techniques included steering committees, local business interviews, field intercept surveys, focus groups and charrettes. Identified four goal areas by public process to guide the downtown economy, place, sustainability, and transportation. Additional planning examples include the Oak Park, IL Comprehensive Plan, the Evanston IL, Main Street Station Area TOD study, and a Downtown Vision Plan for Terre Haute, IN.

Housing and Energy Efficiency
Created development visions for energy efficient affordable housing projects for the City County Department of Community Development. Created maps to illustrate affordable housing distribution comparative to low-moderate income census tracts. Evaluated feasibility and impacts of straw bale affordable housing development including a site plan, budget/cost estimates, and energy efficiency analysis comparing life cycle costing of straw bale with traditional development. Created an economic analysis of the feasibility of utilizing under-performing public land holdings to create more affordable housing.

Environmental Planning
For Ann Arbor’s “State of the Environment Report,” created illustrations of environmental policy issues affecting the City, including, maps of the watersheds, floodplains, lighting usage, contaminant sources and sites; conducted data analysis and prepared illustrative graphs to address goals for phosphorus reduction and energy use. Developed Mitigation Plan that assessed flood impacts on neighborhoods and a comprehensive land use approach to floodplains with additional work on water protection activities and hazard mitigation planning.

Urban Design
Led the Indianapolis East 10th Street Urban Design and Gateway Plan to improve the pedestrian environment and promote walkable access and crossing areas. The plan defines parking and parking management for businesses and residences, as well as the creation of bicycle facilities. Plan recommends improved bus shelters and bus pull-offs and intersection traffic management and improved vehicular traffic flow. Developed design alternatives for balanced multimodal transportation, and corridor/district placemaking, as well as destination functions; district identity elements; and public open space with design recommendations, construction budgets and implementation strategies.

Community Development
Managed the preparation of a Five-Year Consolidated Plan for a multi-jurisdictional HUD grant Consortium, including all project management and public engagement tasks. Responsible for document preparation, including submittal of Consolidated Plan using the eCon Planning Suite via HUD’s Integrated Disbursement and Information System (IDIS).

Ordinance and Regulatory Review
Developed a Flood Mitigation Ordinance which involved public engagement, research of best practices, new ordinance drafting, and the evaluation of land use, infrastructure, and economic impacts. The project was vetted thoroughly with the Planning Commission, including public presentations.
**SELECT PRESENTATIONS**

- "Planning for Tomorrow's Mobility"
  MTPA Annual Conference, Grand Rapids 2017
- "Decoding Complete Streets"
  MAMC Annual Conference, Kalamazoo, 2017
- "Hey Ho, Let's Go: Bike 2.0"
  MAP Annual Conference, Kalamazoo, 2016
- "Bike 2.0, Getting There From Here"
  MML Annual Convention, Mackinac Island, 2016
- "Promoting Your Community’s Assets Through Wayfinding"
  MAP Annual Conference, Detroit, 2015
- "Decoding Complete Streets"
  MAP Annual Conference, Mackinac 2014
- "Removing the Silos: Integrating Land Use & Transportation in Local Plans"
  APA-CMA Conference, Chicago, 2013
- "Complete Streets Implementation"
  APA National Conference Session, Chicago, 2013
- "The Boulevards and Beyond"
  APA National Conference Session, Chicago, 2013
- "Complete Streets: Tools to Move from Idea to Practice"
  Tuesdays at APA/Chicago, Chicago, 2012
- "Lessons in Completing Streets"
  Complete Streets Forum, Toronto, 2012
- "Complete Streets Implementation in Chicagoland"
  APA National Conference Session, Los Angeles, 2012
- "Creating Effective Bicycle Signage Systems"
  The Change Institute, Rosemont, Illinois, 2010
Christopher D. Khorey, AICP
WEST MICHIGAN MANAGER

EDUCATION

Master of City and Regional Planning
University of Pennsylvania

Bachelor of Arts
University of Notre Dame

HONORS

Award for Excellence in Student Publications
University of Pennsylvania

MEMBERSHIPS

American Institute of Certified Planners
American Planning Association
Michigan Association of Planning
Congress of New Urbanism

PROFESSIONAL EXPERIENCE

Community Planning, Master Plans
Performs all facets of community-wide master planning processes including data analysis, public participation, community visioning, and implementation strategy. Applies innovative master planning strategies for open space preservation, downtown redevelopment, historic preservation, and commercial corridor redevelopment. Integrates regional thinking into local community planning. Implements master plan visions in communities across Michigan.

Market Analysis
Completes successful market analyses—including target market analyses, for residential, commercial, recreation needs, and office development—in suburban communities, older industrial cities, and small towns. Applies financial modeling, population projections, housing demand analysis, and retail gap analysis; employs statistical innovation and research techniques to unearth the nuances of demand for housing types.

Zoning
Prepares zoning ordinance and map amendments, including form-based codes and lean zoning, for a wide variety of communities; provides day-to-day guidance regarding zoning to officials from farming townships to dense urban cores; performs on-site administration of zoning ordinance in dense community with historic downtown.

Redevelopment Planning and Management
Develops neighborhood plans for CDBG target areas. Creates vision for redevelopment and investment in legacy neighborhoods and communities.

Facilitation and Public Engagement
Creates and executes public engagement strategies to address key stakeholders and community members in a variety of projects, in both growing communities and older urban neighborhood. Prepares illustrative and descriptive materials for formal presentation at meetings with public officials, community stakeholders, real estate investors, and the academic community.
**Development Review**
Provides ongoing development review services and technical advice and recommendations to approval agencies for cities, villages, and townships including site plan, special land use, subdivision, variance, and rezoning for residential, commercial, industrial, mixed use, and planned unit developments.

**Wireless Services**
Specializes in wireless telecommunications planning and regulation, including review services, drafting and approval of revised wireless regulations; assistance on assessments, leases and proposed buyouts.

**Parks and Recreation Planning**
Completes Parks and Recreation Master Plans meeting MDNR requirements for a wide range of communities throughout Michigan. Targets grant programs for parks improvements and provides ongoing services to a Parks and Recreation Commission undergoing the implementation of their plan. Engages the public in the parks and recreation planning process through visioning sessions, online surveys, and presentations at public hearings.

**Neighborhood Stabilization and Land Banking**
Conducted analysis of land bank program in declining industrial city, investigating efficiency and effectiveness of program in reducing blight and spurring redevelopment.

**Transportation**
Provided consulting assistance on safety and operations for transit agencies in several major metropolitan areas; coordinates planning processes and grant applications for transportation enhancements, non-motorized pathways, and streetscapes.

**Publications**
“Smart Decline or False Hope? Evaluating the Genesee County Land Bank in Flint, Michigan.”
University of Pennsylvania, May, 2010
Jennifer S. Neal
ASSISTANT PLANNER

EDUCATION

Master of Regional and City Planning
University of Oklahoma

Bachelor of Arts
Michigan State University

MEMBERSHIPS

American Planning Association
Michigan Association of Planning

PROFESSIONAL EXPERIENCE

Development Review and Zoning
Served as the main point of contact for development review services including site plan, special land use, variance, and rezoning in several communities. Analyzed applications based on applicable zoning and other regulations and presented findings to community staff and elected and appointed officials. Reviewed and approved zoning permits, including fence and sign permits. Researched and drafted Zoning Ordinance amendments and facilitated complete code rewrites for Michigan cities and townships.

Transportation Planning
Collected and analyzed transit service data and reported activity to agency administration and state and federal agencies. Co-authored transit agency comprehensive 20-year Strategic Plan. Assisted in creation of a Local Transit Route Improvement Plan and separate Regional Route Transit Study. Served as transit agency representative for City of Flint Master Plan discussions and subsequent discussions to create a bike share network.

Parks and Recreation Planning
Extensive experience in the development of Parks and Recreation Master Plans per State standards. Project responsibilities involved an inventory of existing facilities, assessing the condition of equipment, and compilation of findings. Led public engagement activities including the creation of online surveys, social media presence, and public input sessions. Created final Plan adopted by community elected body and submitted to State.

Public Engagement
Experience preparing for, organizing, and presenting at community-wide meetings, stakeholder events, pop-up meetings, technical committees and other various public engagement sessions. Expertise in analyzing and translating public comment and survey data into meeting summaries, plans, and reports. Skilled at interfacing with the public on a daily basis.

Planning Research
Authored an extensive thesis examining Planned Unit Development ordinances in the Oklahoma City Metropolitan Area. The research included a comparison of cities’ recent development patterns, a content analysis of 18 different ordinances, and the creation of a best practices ordinance.
Project References

Communities that our team assisted in creating parks and recreation plans over the past five years include the following municipalities. Our team continues to maintain a 100% success rate in obtaining MDNR certification.

City of Kalamazoo
Sean Fletcher
Director, Department of Parks and Recreation
251 Mills Street
Kalamazoo, MI 49048
269-337-8191

City of Birmingham
Lauren Wood
Director, Department of Public Services
851 South Eton
Birmingham, MI 48009
248-530-1702

City of Westland
Hon. Bill Wild
Mayor
36300 Warrant
Westland, MI 48185
734-713-3888

Oakland Charter Township (Oakland County)
Mindy Milos-Dale
Parks and Trails Planner
4393 Collins Road
Rochester, MI 48306
248-651-7810

Hamburg Charter Township (Livingston County)
Hon. Pat Hohl
Supervisor
10405 Merrill, P.O. Box 157
Hamburg, MI 48139
(810) 231-1000

City of Southfield
Mr. Terry Croad
Planning Director
26000 Evergreen Road
Southfield, MI 48076
248-796-5000

Van Buren Charter Township (Wayne County)
Jennifer Wright
Parks and Recreation Director
46425 Tyler Road
Van Buren Township, MI 48111
734-699-8921

Lyon Charter Township (Oakland County)
Hon. John Dolan
Supervisor
58000 Grand River Avenue
New Hudson, MI 48165
248-437-2240

Kochville Charter Township (Saginaw County)
Mr. Kevin Machata
Clerk
5851 Mackinaw Road
Saginaw, MI 48604
989-792-7596

City of Harper Woods
Mr. Randolph Skotarczyk
City Manager
19617 Harper Avenue
Harper Woods, MI 48225
313-343-2560

Village of Vicksburg
Hon. Bill Adams
Village President
126 N. Paint Creek Trailway Avenue
Vicksburg, MI 49097
269-649-1919

Village of Lake Orion
Ms. Rosemary Ford
Chair, Recreation Advisory Committee
21 E. Church Street
Lake Orion, MI 48362
248-693-8391
With a robust system of 33 parks spanning throughout the City, Kalamazoo wanted a cohesive vision for its recreation system. The City engaged McKenna to not only update its 5-year Master Plan, but to go beyond the MDNR requirements with a 10-year vision, including not only the parks but also the connections between them and the neighborhoods surrounding them.

Building off the City’s highly successful community empowerment program for its Master Plan, Imagine Kalamazoo, the parks and recreation plan (“Imagine Fun”), engaged residents at four “Field Day” events throughout the City, as well as through a statistically valid survey, interactive online forums, and neighborhood stakeholders meetings. The result was a plan that truly reflected residents’ visions for improvements to their parks, both short-term actions and long-term aspirations.

The plan also integrated directly into the City’s ongoing parks capital improvements program, allowing for simple and efficient implementation on a clear schedule.
The City of Birmingham is one of Michigan’s premier communities, and part of its reputation and tradition of excellence is its longstanding commitment to world-class parks design and recreation provision. The City engaged McKenna to prepare a rewrite of its Parks and Recreation Master Plan, which—in Michigan—is the basis for access to State and other grants and loans for acquisition, design, and development of parks. Additionally, the Parks and Recreation Board wished to reexamine its overall planning priorities, as well as specific plans for each of its 26 parks, which cover more than 230 acres or 10% of the City’s total acreage.

McKenna designed a robust public engagement program; City leaders had desired to extensively engage residents, who are extremely passionate about Birmingham parks. Throughout the multi-pronged engagement process, which included a “Field Day” at the Fall Harvest Farmer’s Market, a comprehensive online and paper survey, key stakeholder roundtable discussions, and public presentations, a significant number of residents indicated that the parks and recreation programs were key to their choosing to invest and stay in Birmingham.

McKenna’s beautifully-designed, easy to interpret Parks and Recreation Master Plan document included all information required by the State, as well as best practice and strategic recommendations on features that the City wished to investigate for future development, including restrooms in public parks, green stormwater handling, and other special planning topics.

City leaders are highly satisfied with the process and resulting document, and are incorporating the plan features into their other robust planning and design priorities city-wide for a comprehensive, coordinated program of community planning and design excellence.
As a part of the comprehensive Parks, Recreation, Land Preservation and Trails Five Year Master Plan process, Oakland Township sought to master plan the park facilities and two key parks: Lost Lake Nature Park and Stony Creek Ravine Nature Park. These two parks had received grant funding from the MDNR and the Township was obligated to install predetermined trails and facilities within the coming five-year period.

McKenna landscape architects walked the properties with the Township, facilitated focus groups and a workshop to determine the optimal use and appropriate preservation areas at both sites and then undertook the process of Master Planning the sites.

McKenna provided the Township two plans that not only addressed the requirements of the MDNR, but took into consideration all the requirements of adjacent landowners, conservation easement agencies, park users and the land preservation stewards. This delicate balance allowed the varied stakeholders to each feel that their needs were met while supporting the strategies of the department.
In order to preserve and enhance the abundant natural areas, offer a greater range of recreational opportunities, and link destination within and outside the Village, Vicksburg set out to completely re-write the previously outdated Parks and Recreation Master Plan. Focusing on a regional non-motorized network, the Plan is a collaborative effort involving various municipalities in Kalamazoo County and the Vicksburg Community School District.

One component of the Park Plan was the redesign of one of the Village's underutilized public spaces, Clark Park, located right in downtown Vicksburg. The major design challenge for this project was to design and locate a Department of Transportation pedestrian/bike trail through the park, to delineate use areas within, extend the activity of the downtown to the Clark Park, and realize the vision of the donors that the purpose of the land be a garden that accommodated an active and festive feeling.

McKenna developed a generously wide promenade to accommodate the bike path and create areas for vendors, seating, an amphitheater and other activities overlooking the park. McKenna used existing and new deciduous canopy trees, with an understory of ornamentals, to create two, connected outdoor rooms. At the base of the understory, McKenna detailed flowering shrubs and groundcover. A crushed limestone path was added along the edges of these plantings in order to provide for circulation. McKenna also located drain tiles throughout the low areas within the park in order to provide site drainage toward an existing creek.

As a result of the new Parks and Recreation Plan, the Village is able to better understand the current needs and trends and tie into a larger non-motorized system. The Plan has also enabled the Village to develop concept plans and prioritize parks and recreation projects for grant funding opportunities.
Recreation Planning

VILLAGE OF WEBBERVILLE AND LEROY TOWNSHIP, MICHIGAN

The Village of Weberville, in Ingham County, struggled for years to articulate a vision for itself, operating for over a decade without a Master Plan. The Village Administration decided that the time had come to plan for the future, and called McKenna.

While the plan included all the traditional elements of a Master Plan, it also went further, including a Parks and Recreation Plan to meet the Michigan Department of Natural Resources (MDNR) criteria for grant funding. The Parks and Recreation Plan identified a need for a new recreational facility in or around Weberville.

Soon after the completion of the plan, a resident of Leroy Township, which surrounds the Village, donated a plot of land just outside the Village limits. McKenna assisted as the Township, supported by the Village in their efforts, planned out the build out of the new Simmons Memorial Park.

The Township’s plan was also submitted to MDNR for approval, with a grant application to follow. In the meantime, Leroy began build-out of the park, filling the need determined by Weberville’s Master Plan.

McKenna continues to work with both communities on recreation, land use, and economic development issues.
Looking at a diamond in the rough, the City wanted to come up with a creative way of connecting one of its largest parks to the Detroit River ("blueway"), linking many of the adjacent neighborhoods, via its historic industrial corridor. The City’s pathway will demonstrate how recreational trails can be compatible with the manufacturing industry and how the City’s industrial heritage can generate a real source of community pride. Ultimately, the trail will promote River Rouge’s unique role in steel production, power generation, shipbuilding and maritime history through interpretive signage and displays.
Riverwalk Linear Park
CITY OF BAY CITY, MICHIGAN

A land reclamation project, this park was designed on land stabilized from the Saginaw River. The one million dollar project involved the design of a multi-use park with special focus on a barrier free exercise trail on the Saginaw River. The Plan included areas for passive and active play serving as a link in the Bay City/Saginaw River Linear Parkway System. The linear park is funded in part by a State of Michigan grant. The construction drawings include a layout plan, grading plan, planting plan, detail sheets, and electrical plan.

Challenges included creating an interesting and dramatic pedestrian environment that was accessible to all and providing a challenging exercise course for people of all abilities. This project has been highly successful and has been a catalyst to future growth along the river. We also had to devise a cost effective way to retain the shoreline of the Saginaw River and accommodate the annual ebb and flow of the river.

The Riverwalk is now a vital recreation resource at a local and regional level.
Scope of Work

We have designed the following work plan for the Paint Creek Trailway to engage the public and create a dynamic plan that builds upon the City’s existing assets and positions community leaders for sustainable future success. We will perform the six-step work plan in accordance with our understanding of the City’s goals, as described in the City’s Request for Proposals.

Project Understanding

Our scope of work, based on our team’s deep experience and expertise, includes the following elements that go above and beyond the minimum MDNR requirements for Parks and Recreation Plans.

- Robust and authentic public engagement, including two “Paint Creek Trailway Field Days” (which may take place indoors due to weather concerns), and an online survey so residents can respond on their own time.

- Analysis of the City’s existing inventory not only in the context of Paint Creek Trailway itself, but also within a larger regional recreation system, including regional trails.

- An executive summary for easy day-to-day use by the City going forward.

- A process that has achieved a 100% approval rate from MDNR.

- A concept drawing of proposed parks improvements.

- A comprehensive, yet graphically interesting and easy to use document that will lead to the efficient implementation of improvements that benefit the entire Paint Creek Trailway community.

Our work plan consists of six steps:

- Step 1 – Project Initiation
- Step 2 – Review Existing Documents + Inventory
- Step 3 – Thorough Public Engagement
- Step 4 – Determine Appropriate Range of Uses
- Step 5 – Draft Five-Year Parks and Recreation Master Plan
- Step 6 – Public Review + Adoption
STEP 1. PROJECT INITIATION

Meeting #1: We will conduct an initial meeting with the City’s designated staff and Trailways Commission members to receive initial input and direction on the work plan, and to finalize a structure for review and management of the plan process.

We will 1) establish a working relationship, 2) reach an understanding of expectations, 3) answer questions, 4) make mutually agreed upon adjustments in the work plan, 5) identify preferred method of communication (i.e. email, mail, etc.), and 6) review the initial Goals and Objectives set by the current plan. We will also tour City facilities with staff, and conduct intercept interviews to begin the public input process.

During the project initiation meeting, we will also finalize procedures for public input and the framework for public workshops, public exhibits, press releases and mechanisms for public input; we will also take time to identify key stakeholder groups with whom we have to connect for the success of the planning process and final document. Also, we will begin engaging the meeting participants in a preliminary discussion of strategic issues of importance to the City that will be critical for review and analysis during the planning process.

During this time period, we will also begin our inventory update by photographing and touring parks and recreation amenities.

STEP 2. REVIEW EXISTING DOCUMENTS + INVENTORY

Our team will review the existing plan, and other City, County and regional documents and plans related to parks and recreation, including trails and river maps.

Community Profile

Our team will update the description and location of the cultural, physical, and land use characteristics of Paint Creek Trailway. In the description, McKenna will employ 2010 U.S. Census data and the American Community Survey and Fact Finder estimates for the most recent time period available. This section will inform readers on how these characteristics affect parks and recreation in the City and the surrounding communities.
Recreation Inventory
Using the latest national and state standards for the provision of parks and recreation facilities, the team will update the mapping and analysis of existing parks and recreation resources within the City, including non-motorized transportation infrastructure, as well as larger regional facilities within a 10-mile radius. The mapped inventory will consist of a text description of the local facilities and a map(s) illustrating their geographic distribution, as well as their service areas. We will also analyze the City’s parks in the context of the State’s Comprehensive Outdoor Recreation Plan (“the SCORP”). Relatedly, our team will help City staff to identify natural resources within the City that can be preserved or enhanced as recreational assets.

The inventory will also analyze the city’s recreational services and programs, to ensure that residents of the community at all stages of life and all neighborhoods have access to enriching programs that enhance health and quality of life.

Deficiencies/Needs Assessment
Applying national standards modified by local conditions in Paint Creek Trailway, the team will assess the deficiencies in parks and recreation facilities available to the residents of, and potential visitors to, the city. This includes missing connections in the trails and non-motorized infrastructure system, including needed connections to present and future regional and statewide systems such as the Kal-Haven, Iron Belle, Paint Creek Trailway River Valley, and River-to-River Trails.

Accessibility Assessment
As part of the project, McKenna will conduct an assessment of the entire trail, including parking lots and restroom facilities, and rate its accessibility to residents and visitors with disabilities. Find areas for suggested improvements to be made in order to increase barrier free accessibility using the “Barrier Free Accessibility Requirements for Parks” Guidelines set forth by the State of Michigan.
STEP 3. ROBUST, AUTHENTIC PUBLIC ENGAGEMENT

Our team proposes to take an interactive approach to assessing the current status and future parks and recreation needs of Paint Creek Trailway residents. Per the requirements of the MDNR, at least one public participation event or method must be utilized in preparing the plan, in addition to the required public hearing when the plan is complete.

But both the City and our team envision much more. We propose to not only engage, but truly empower the public to determine the future of parks and recreation, both in their neighborhood and city-wide.

The chart below contains the International Association for Public Participation’s (IAP2) Public Participation Spectrum, which shows various levels of public impact organized by participation goal and corresponding promises to the public and example techniques. Utilizing these guiding principles, and with the guidance of the City’s administration, our team has developed a public input strategy to best meet the MDNR standards and gain valuable insight into the desires and demands of City parks and recreation users. Our approach is based on the following philosophies:

- Engage the public in ways that are convenient and easy for them – go where they are, speak their language (literally), and show them that their voice matters.

- Ensure team members are familiar with the local community and understand the concerns and aspirations of residents.

- Prioritize action items based, first and foremost, on the needs of the public. Use the planning process to translate their needs into concrete actions that improve quality of life.

- At all meetings, translators for Spanish-speaking and hearing-impaired citizens will also be available. Food, door prizes, and/or child care will also be provided as appropriate to encourage participation.
“Paint Creek Trailway Field Days:” Paint Creek Trailway has heavily used and cherished park and recreation amenities. In communities with similar properties and usage, we have found that taking the public participation events “to the field” is an effective and engaging way to receive public input. Thus, we propose three “Paint Creek Trailway Field Days” events (weekend day could be a great option) to be held at to-be-determined parks in Paint Creek Trailway, at which we will survey, discuss and engage visitors. Given weather concerns, we may instead opt for an indoor venue, such as Rivertown Crossings Mall or a high school basketball game.

These would be the “public meetings” described in the RFP, but they would have more authenticity and resonance because we propose to take them to the people, rather than expecting the people to come to us.

The events will be publicized in advance and will have a compelling reason for people to come – for example, a race or contest for children, or a free raffle of a donated prize. Our team will assist the City in devising the publicity methods and materials, scheduling the events, and other necessary elements to make them a sweeping success.

Online Outreach
McKenna has subscriptions to SurveyMonkey, which is an online surveying tool. We will drive traffic to the survey through a project website, where draft plans and maps will be hosted. We will enhance community empowerment through 21st century technology.
STEP 4. DETERMINE APPROPRIATE RANGE OF USES
Our team will work closely with the City to evaluate the range of desired recreational uses at each park. The results of the public input will be paramount in the decision-making process. Uses will be evaluated based on a series of criteria that will balance the desire for the facilities along with the feasibility of developing the facilities. Criteria will include the relationship with existing facilities, permitting requirements, the ability to finance and construct facilities, and other factors.

STEP 5. DRAFT FIVE-YEAR RECREATION MASTER PLAN
After comparing the goals and objectives to existing facilities and programs and identified needs, our team will then prepare the planning elements as follows:

Short-Range Action Plan and Capital Improvement Program (Years One to Five)
Our team will work with Paint Creek Trailway staff to develop a chronology of projects to be implemented over the next five years. The Short-Range Action Plan will include supporting justification and a five-year Capital Improvement Plan (CIP), which will describe and prioritize anticipated recreation developments through year five of the plan. The Action Plan will include (at a minimum) specific recommendations for changes to existing programs and facilities, any acquisition of new properties, protection of natural resources, expansion of trails/bike lanes/etc., and maintenance of all parks and recreation assets.
The CIP will be prepared as a separate section/chapter to be included in the final Parks and Recreation Master Plan. It will include and reflect the City’s current operating budget and recommendations for future budgets including identification of viable funding sources and contacts. The CIP will be portrayed in table form and will include the following information, at a minimum and as necessary:

- Project description.
- Project location.
- Budget with cost estimates and method of funding.
- Year(s) to be implemented.
- Identify partnerships within city departments that will lead to improved efficiency in delivery of recreational services.
- Any recommendations for improving the visual appearance of all recreation facilities and parks.
- Maintenance plans, including opportunities for partnership on maintenance.
- Any program considerations.

Database of Existing Parks, Trails, Facilities, and Programs
The Parks and Recreation Master Plan will include a database of all existing parks, trails facilities and programs. The City can use this database for operations and administrative and planning purposes. Included will be a recommended timeline and suggestions for the continued modernization and maintenance of facilities over the next five years – including an assessment of the accessibility, per ADA standards, of play structures and walkways in each park. We will also assess the status of maintenance of each park.

Recreation Facilities Maps + Concept Plan Graphics
These maps will show all of the City’s parks and recreation facilities, as well as significant civic and cultural facilities, school facilities, and larger area regional public recreation facilities. Additionally, our team is proposing to prepare a Parks and Recreation Concept Plan Graphic for a park of the City’s choosing. The graphic will show effective ways to connect the assets to other City facilities, improvements or modifications to existing park and recreation amenities within the parks, and other important spatial elements, to be determined. The City may even wish to have our team prepare the conceptual graphic in advance of public engagement, so that different ideas for improvements can be tested with your residents. Additional concept plans can be created for additional fees.
Description of the Planning Process
The plan will include a detailed overview of the process undertaken for the plan update, and will include documentation of all of the public engagement methods hosted by the City, and as required by the MDNR.

Administrative Structure
The plan will include an Organization Chart of the administration of Parks and Recreation facilities in Paint Creek Trailway. To review this structure and update, as necessary, our team will:

- Evaluate the current administrative organization of staff, budget and operations relating to parks and recreation facilities and programs;
- Describe the relationships among City departments, outside agencies, funding sources, the local school district, and the residents and visitors to Paint Creek Trailway; and
- Prepare (with City collaboration) an organizational structure graphic for City use in future development of parks and recreation facilities, programs, budget and staffing decisions.

A. Action Plan Meeting with City Staff
   During the plan preparation process, our planners will again meet with City staff and the Trailways Commission to review progress, receive feedback, ensure a coherent vision, and prepare for the public presentations of the draft plan.

B. Present Draft Parks and Recreation Master Plan to Parks and Recreation Board
   Our team will present the draft Parks and Recreation Master Plan to the Parks and Recreation Board for input. We will then make revisions as requested and then return to the Board with a draft ready for distribution and eventual adoption.

C. Present Draft Master Plan to City Council
   Our team will present the draft Parks and Recreation Master Plan to the City Council for input and recommendation to distribute.
D. Required Distribution And 30-Day Public Review Period
Our team will finalize the draft plan to be made available to the public for the required MDNR 30-day review period. We recommend that copies be made available at City offices, libraries, recreation facilities, and other community facilities - and on the City’s website.

E. Public Hearing + Adoption Meeting with City Council
Our team will transmit the final Parks and Recreation Master Plan, based on input received during the 30-day comment period, prior to the Public Hearing of the City Council. We will present the plan during the required Public Hearing at the City Council meeting, and assist with adoption.

F. Prepare and Submit Final Master Plan
The Final Plan will be prepared as a written report covering the process from goal development through implementation recommendations. The report will include text and high-quality graphics, maps, charts, and tables explaining planning work. All detailed background material will be included in the appendix.

Our team will prepare the final plan to meet all required elements of the MDNR, including the completed checklist, to be submitted to the MDNR by the City. Transmittal letters to the West Michigan Regional Planning Commission and Kent County will also be prepared by McKenna for use by the City in sending required copies by the City to each agency.

*Implementation Matrix.* A matrix that includes specific recommendations, priorities, capital improvement expenditures, programs, and actions will be provided. The matrix will describe:

a. Each project.
b. Its importance.
c. A timeframe for completing the project.
d. The person, body or organization responsible for overseeing the project.
e. Cost estimate.

Executive Summary
The implementation recommendations identified in the Final Plan will be synopsized in an Executive Summary that will include text and high-quality graphics, maps, charts, and tables. Detailed background material will not be included; the document will be an easy to read overview reference for everyday use by the Trailways Commission.
Products to be Developed

The above Proposed Scope of Work describes the products to be developed as part of this plan; though this may not be an exhaustive list (client satisfaction is our #1 priority – that means we “do what it takes” during a project to deliver the best experience), here are the projects we will develop as part of the Paint Creek Trailway Parks and Recreation Master Plan update process:

- All agendas, materials, and summaries for working meetings between our team and City staff and Master Plan Committee members.
- “Paint Creek Trailway Field Day” materials, including publicity fliers, public notices, maps, graphics, charts and boards that will be brought to the event (exclusive of promotional materials, such as a raffle giveaway present).
- Key Stakeholder Roundtable Discussion materials, including invitations, agendas, and talking points / facilitation requirements.
- Maps of existing and planned parks and recreation facilities within the City and within the region, per MDNR requirements.
- All written reports and narratives, and final Parks and Recreation Master Plan document, in a graphically-rich and compelling format.
- One concept plan graphic for envisioning future park improvements
- Other incidental materials to “do what it takes” for project success!

We will provide the City with ten (10) bound copies of the final Parks and Recreation Master Plan Update, as requested in the RFP; we will also provide it in both PDF and Microsoft Word formats.

Proposed Project Schedule

We will work out a mutually-acceptable schedule for preparing the Paint Creek Trailway Parks and Recreation Master Plan, in order for the plan to be completed well in advance of the March 1, 2020 MDNR deadline and in time for the Michigan Natural Resource Trust Fund application deadline in April of 2020. We commit to the following milestones as outlined in the RFP:

- Phase 1: Project Initiation/Administration: March 21 – April 30, 2019
- Phase 2: Public Input: May 1 – June 30, 2019
- Phase 3: Accessibility Assessment: July 1 – 31, 2019
- Phase 4: Review Final Draft Master Plan to Provide Edits and Ensure MDNR Compliance: November 1, 2019 – January 20, 2020
- Trailways Commission Meeting for Approval: January 21, 2020
Cost Proposal

Our team will prepare the Paint Creek Trailway Parks and Recreation Master Plan as identified herein for the lump sum amount of **twenty-five thousand dollars ($25,000)**. However, we are happy to adjust our scope and/or approach, and corresponding budget amount, to best meet your needs.

Additional services, as requested by the Commission, may be performed at our hourly rates, listed below.

Following is McKenna’s proposed schedule of fees for hourly services through June 30, 2019, after which time McKenna may adjust the hourly rates per classification.

### Professional Fee Schedule

**Effective through June 30, 2019**

<table>
<thead>
<tr>
<th>Professional Classification</th>
<th>Rate Per Hour*</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>$150</td>
</tr>
<tr>
<td>Executive or Senior Vice President</td>
<td>$140</td>
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<tr>
<td>Vice President</td>
<td>$135</td>
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<tr>
<td>Director</td>
<td>$125</td>
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<tr>
<td>Senior Principal or Manager</td>
<td>$115</td>
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<tr>
<td>Principal</td>
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<tr>
<td>Senior</td>
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<td>Building Official</td>
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<tr>
<td>Building Code Inspector</td>
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<td>Associate</td>
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<tr>
<td>Assistant</td>
<td>$65</td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>$44</td>
</tr>
</tbody>
</table>

* Rates include the following overhead: Accounting, Advertising and Promotion, Books, Publications and Maps, Business Entertainment, Charitable Contributions, Computers, Furniture and Fixtures, Graphics Supplies and General Insurance, Interest, Legal, Licenses, Meals, Memberships and Subscriptions, Office Equipment, Office Space and Parking, Office Supplies, Postage (Except Overnight), Professional Dues, Software, Taxes and Telephone.

These rates do not include photography, outside reproduction, document or materials purchases, which are invoiced additionally. Rates also do not include reimbursable costs for travel, courier, overnight mail, etc. Mileage will be invoiced at the Federal mileage rate.

These hourly rates are valid through the above date, after which they may change per classification by a percentage equal to the increase in the Consumer Price Index for the prior 12 months per U.S. Department of Labor, Bureau of Labor Statistics.
A. Plan Jurisdiction

The Paint Creek Trail was the first non-motorized rail-to-trail in the State of Michigan and traverses five different municipalities in Oakland County, Michigan: the City of Rochester, the City of Rochester Hills, the Charter Township of Oakland, the Charter Township of Orion, and the Village of Lake Orion. It consists of 8.9 miles of the former Penn Central Railroad right-of-way connecting the City of Rochester at the trail’s southern terminus to the Village of Lake Orion at the north. Open to the public since 1983, the Paint Creek Trail serves pedestrians, cyclists, equestrians, anglers, nature enthusiasts, and users of all ages and abilities. The Paint Creek Trail is a trail of regional importance and receives over 100,000 visitors annually.

The Paint Creek Trailways Commission is responsible for the ownership and maintenance of the Paint Creek Trail and was formed in 1981 under the Urban Cooperation Act, Act 7 of 1967 (MCL 124.501 et seq.) for the purpose of purchasing the abandoned Penn Central Railroad to construct the trail. The Commission oversees the trail with the objective of providing the citizens of Southeast Michigan with a safe and beautiful trail for their enjoyment and education. It maintains the trail as a “natural beauty trail,” with minimum signage, a non-paved trail, low-impact development only, and a focus on having native Michigan flora along the trail itself.

An important link in the statewide Iron Belle trail system, the Paint Creek Trail connects the business districts of downtown Rochester, Goodison and Lake Orion. The Downtown Rochester River Walk, a connection of approximately 0.7-miles, through the City of Rochester, provides a city bikeway and pedestrian route between the Paint Creek Trail and the Clinton River Trail. In 2018, a 0.33-mile trail extension connecting the Paint Creek Trail to the Village of Lake Orion opened. The extension routes trail users north from the current trail terminus at Atwater Street into downtown Lake Orion and provides a safe, accessible and user-friendly route for residents and visitors through the village. Additionally, the Paint Creek Trail also provides the public with easy access to the countryside and outlying recreational areas, including a direct connection to Bald Mountain State Recreation Area. The route also meets suburban and intra-city bicycle needs.

Recognizing the fact that abandoned railroad rights-of-way have excellent potential for recreation use, the Paint Creek Trail has been identified in a number of state, federal, regional and local plans as an excellent example of providing trail facilities in the most populated region
of Michigan. As such, the Paint Creek Trail was named as Michigan’s Millennium Legacy Trail in 1999 and most recently, the U.S. Department of the Interior recognized the trail as a National Recreation Trail in 2006.

**B. Plan Focus**

The Trailways Commission has a strong and consistent history of planning. The purpose of 2020-2024 Trailways Recreation Master Plan is to build upon what has been previously completed, ensuring that the goals identified align with our community’s preferences, as well as with the county and the region’s larger scale initiatives.

The 2020-2024 Trailways Recreation Master Plan is the result of community engagement, site visits, research, and spatial analysis. Its primary focus is to identify improvements and enhancements that can be completed over the next five years to further develop the Paint Creek Trail as well as ensure that the needs of the community, trail users, and visitors will be met. The Trailways Commission has identified specific projects, as well as estimated costs, funding sources, coordinating and/or partner agencies, and the basis action for action for each project.

Generalized community descriptions for the five trail communities, as well as more specific information regarding the Paint Creek Trail itself is included in the 2020-2024 Trailways Recreation Master Plan. Details regarding specific parks and recreational facilities of each community can be found in Chapter Four: Recreation Inventory. The social and physical characteristics of the community which the Paint Creek Trail serves are discussed in Chapter Six of the plan, as they relate to the goals and objectives identified during the planning process.
<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Description</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Recognition Ad Hoc committee</strong></td>
<td>The Recognition Subcommittee is tasked with the planning and budget for a Recognition Ceremony, recognizing the many who have contributed their time, talent, or financial resources to the trail.</td>
<td>1. Linda Gamage 2. Martha Olijnyk 3. Kim Russell 4.</td>
</tr>
<tr>
<td><strong>Paint Creek Trailways Commission Personnel Ad Hoc committee</strong></td>
<td>The Personnel subcommittee is charged with reviewing job descriptions and conducting employee evaluations/reviews. The Subcommittee makes recommendations to the Commission for employee wages for the upcoming fiscal year. One representative from each member community is required, and historically have been the PCTC officers.</td>
<td>1. David Becker 2. Rock Blanchard 3. Hank Van Agen 4. Donni Steele</td>
</tr>
<tr>
<td><strong>Rochester Hills Art / Pathway Project committee</strong></td>
<td>The subcommittee will work on ideas for the educational pathway project north of the Tienken trailhead area that may relate to the local flora and fauna. Subcommittee should include one or two reps from Rochester Hills.</td>
<td>1. Rock Blanchard 2. David Becker 3. Susan Bowyer 4. Kim Russell</td>
</tr>
<tr>
<td><strong>Development of Property in S.E. Rochester committee</strong></td>
<td>This subcommittee is looking at ways to develop 2 parcels that the PCTC owns in Southeast Rochester. One parcel is ½ acre; the other is approx. 1.4 acres. The properties border the Clinton River Trail and Bloomer Park.</td>
<td>1. David Becker 2. Rock Blanchard 3. Kim Russell 4. Linda Gamage</td>
</tr>
<tr>
<td><strong>Labor Day Bridge Walk September 2, 2019</strong></td>
<td>Held each year on Labor Day, the walk is our most successful event. Due to parking issues, it’s held at the Rochester Municipal Park each year, and we provide two options – a 2 mile walk, or a 10K run on the trail. It’s a free, family event. We will need assistance recruiting sponsors and volunteers.</td>
<td>1. Susan Bowyer 2. Frank Ferriolo 3. Martha Olijnyk</td>
</tr>
<tr>
<td><strong>Lake Orion Membership Ad-Hoc Committee</strong></td>
<td>This group is charged with accepting the new Lake Orion Trail extension as part of the Paint Creek Trail, while working out the details to bring the Village of Lake Orion onboard as an active participant on the PCTC. The members have been the PCTC officers.</td>
<td>1. David Becker 2. Rock Blanchard 3. Hank Van Agen 4. Donni Steele</td>
</tr>
<tr>
<td><strong>Trail Branding Ad-Hoc Committee</strong></td>
<td>This committee has been reviewing PCT branding options, brochure updates, map updates, and ideas to increase awareness of the trail.</td>
<td>1. Linda Gamage 2. Martha Olijnyk 3. Lynn Loebs 4. Melissa Ford</td>
</tr>
<tr>
<td><strong>Trail improvements Ad-Hoc Committee</strong></td>
<td>This committee met to prioritize Commission goals and projects last year. The Commission may decide this committee is not necessary, based on current projects in 2019.</td>
<td>1. David Becker 2. Susan Bowyer 3. Rock Blanchard 4.</td>
</tr>
<tr>
<td>Committee Name</td>
<td>Description</td>
<td>Members</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>Resurfacing Ad-Hoc Committee</td>
<td>This committee will review the Resurfacing project.</td>
<td>1. David Becker</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Linda Gamage</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Donni Steele</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.</td>
</tr>
<tr>
<td>Master Plan Ad-Hoc Committee for Planning Consultant Proposals</td>
<td>This committee will review planning consultant proposals and other components of the Master Plan.</td>
<td>1. David Becker</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Susan Bowyer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Donni Steele</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.</td>
</tr>
<tr>
<td>Master Plan Ad-Hoc Committee to Review Community Description Section</td>
<td>This committee will review the Community Description section of the Master Plan.</td>
<td>1. Rock Blanchard</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Linda Gamage</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Hank Van Agen</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.</td>
</tr>
<tr>
<td>Master Plan Ad-Hoc Committee to Review Administrative Structure Section</td>
<td>This committee will review the Administrative Structure section of the Master Plan</td>
<td>1.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4.</td>
</tr>
</tbody>
</table>
# Proposal

## Project Fees & Studio Record

<table>
<thead>
<tr>
<th>Project:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paint Creek Trailways Commission – MEMORIAL TRAIL CONNECTION</td>
</tr>
<tr>
<td>Paint Creek Cider Mill, 4480 Orion Road, 2nd Floor, Rochester, MI 48306</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-088</td>
</tr>
</tbody>
</table>

Prepared: January 22, 2018

---

**DESCRIPTION:**

This proposal incorporates dedicated design time, project fulfillment and landscape consulting for site improvements at 4480 Orion Rd, Rochester, MI. - Paint Creek Trail. The completed project is to create a memorial trail connection to nature with native plants and garden mixes to attract individuals w/ Potential Overlook Zone / Educational Tie-In Node and bring attention to the Safeway Path to the Cider Mill. The Memorial Project would be a Focal Point opportunity connection for Trail Visitors, as an area for Displays and Trail Etiquette and Interchangeable Panel Abilities (open for discussion) - TBD. The theme style can be extended upon (continuation along trail). The identified project details and their associated price are included below.

The work scope entails: Site Preparation, Procurement of Materials, and Installation

---

**GENERAL:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preliminaries (laser level, set final grade stakes)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Items for Construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Documentary (video, pictures and disc provided)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Total: | $250.00 |

---

**Michigan**

121 S. Main Street
Romeo, MI 48065

Phone: (586) 336.1772
Fax: (586) 894.6214
Email: earthenvironments@gmail.com

**North Carolina**

1991 St. James Church Road
Denver, NC 28037

Phone: (704) 323.5526
Website: www.earthenvironments.com
**TIMBER TALK:**

Native Species of MI Hardwoods:

<table>
<thead>
<tr>
<th>Species</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maple</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Birch</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Beech</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Oak</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Cherry</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Ash</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Black Walnut</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

Posts | $6,000.00  
Supplies - Equipment | Labor | Material | $4,000.00  
Contingency, Preparation, Stain, and Labor | $3,000.00  
Site Prep & Install Work | $7,000.00  

**Total:** $27,000.00

**STONE SEATING:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Stone</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Equipment</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Labor</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Material / Site</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Details</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

**Total:** $8,000.00
# Earth Environments

Inspired by Nature / Horticultural / Preserving Our Communities

121 S. Main Street, Suite B, Romeo, Michigan 48065  
www.earthenvironments.com  
(586) 336.1772

---

## MEMORIAL:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stone</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Flowers / Dirt / Setup</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Bronze / Plaque Statue</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Details</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Other</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>First Totem Foundation / Site Prep</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Contingency / Totem Install (or donated)</td>
<td>$3,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$13,000.00</td>
</tr>
</tbody>
</table>

## BOARDWALK:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stories in the Stones</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Small Boardwalk Element</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Path / Ready / Prep.</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Stone, Clearing</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>Second Timber Totem</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Optional Details Included</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Contingency / Totem Install (or donated)</td>
<td>$3,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$33,000.00</td>
</tr>
</tbody>
</table>

---

*See allowance note below*

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Fee (ME)</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Project Contingency</td>
<td>$5,000.00</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>$88,250.00</strong></td>
</tr>
</tbody>
</table>

---

**Michigan**  
121 S. Main Street  
Romeo, MI 48065  
Phone: (586) 336.1772  
Fax: (586) 894.6214  
Email: earthenvironments@gmail.com

**North Carolina**  
1991 St. James Church Road  
Denver, NC 28037  
Phone: (704) 323.5526  
Website: www.earthenvironments.com
NOTE:
To Be Low Maintenance and Utilize Re-Use of Existing Tables / Benches / Etc. Funded by MNRTF.

OPTIONAL:
Outdoor Lighting Package, LED and / or Color and Programmable System to be determined
Other Needs or Service Requests per Owner (if applicable) to be quoted

COMMENTS:
I. The project is a 2-Year warranty on Hardscape
II. Survey by Customer (if applicable)

Things Not Included:
- Electrical Utility Upgrades
- Patio Furniture, Art, or Other Decorations - Components
- Lawn & Seasonal Maintenance Cycles

by others

PAYMENT DRAW SCHEDULE:
Landscape Development Fees per Draw Schedule Phases

I. 10% Preliminary Deposit (schedule, timeline, management)
II. 60% Deposit due Prior to Beginning Project
III. 25% Deposit due After Completion of Pergola
IV. 5% Remaining Due at Final Project Completion and Wrap Up, Balance Adjustment, Plus Any Add-ons, Change Orders, &/or Additional Services.
CONCLUSION:
The Team at Earth Environments (EE) worked hard to incorporate all of the items on your wish list. EE will be happy to answer any questions you may have regarding this proposal. EE is capable of performing all of the outlined work in a timely, efficient and professional manner. EE specializes in Home Additions, Preservation, Rehabilitation, New Construction, Façade Improvements, and Landscaping. Our team stands ready to implement this project and any future plans you have for your site or other multiple locations.

Again, thank you for the opportunity to work together on this project. We appreciate it!

Kind regards,

Jason Arnott, Associate AIA, LTU Alumni
Earth Environments
Conditions:
It will be the customer’s responsibility to clear the area of all debris, building material, and any other obstructions, in order to be landscaped, unless Earth Environments is contracted to do so. Earth Environments reserves the right to impose a fuel surcharge to customers. Earth Environments, LLC retains the right to photograph landscape work they have performed and to utilize construction transformation footage for the purpose of their website and/or company marketing materials, without remuneration or reimbursement to the client. No mention of name, street address or otherwise personal information will be used in any publication of these photographs.

A service charge of 1.5% per month (18% per year) will be added to all accounts 30 days or more past due. All plant material and construction warranties will be void after 60 days from date of invoice on past due accounts.

Note:
Amount cost of a la carte categories listed above is based on prior experience. Final cost will be determined after demolition, accessibility, implementation, and actual determination of items by property owner, and Earth Environments, for each allowance item stated are commenced. If an adjustment in cost is required, it will be documented in writing and will be included in billing statements and sworn statements. Customer agrees to a mutual hold harmless agreement and indemnification against all claims for itself and all parties. Not responsible for driveway wear or access maintenance. Contractor & Sub-Contractor(s) will in no way be responsible for any unforeseen costs that should arise.

Effective Date:
Down payment amount of ____________ will be applied to final costs of landscaping beautifications, repairs and other contracting work on the building and/or property. This collaborative alliance shall be considered as made and shall be considered effective as of the date both parties have signed below.

Kristen Myers, Trail Manager
Signature: ____________________________
Name: _______________________________
Date: ________________________________

Earth Environments, LLC
Signature: ____________________________
Name: _______________________________
Date: ________________________________

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Denver, NC 28037
Phone: (704) 323.5526
Website: www.earthenvironments.com
In Memory of David R. Moutrie
Picnic Park Monument
To Be A People Welcoming Area To Stop, Rest, Read, To Converse, Talk, and Meet-Up w/ Others.
David R. Moutrie Pathway
Paint Creek Trailways Commission, Rochester Hills, Michigan
Conceptual Plan
08.12.2014

RESPITE AREA DETAIL
MONUMENT GARDEN DETAIL
OVERALL PATHWAY PLAN
Estimate of Construction Costs - CONCEPTUAL

<table>
<thead>
<tr>
<th>Work Item Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobilization (5%)</td>
<td>1</td>
<td>ls</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Excavation, Earth</td>
<td>2250</td>
<td>cyd</td>
<td>$10.00</td>
<td>$22,500.00</td>
</tr>
<tr>
<td>Pathway Grading</td>
<td>1</td>
<td>ls</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Crushed Aggregate Surface - 4”</td>
<td>6100</td>
<td>syd</td>
<td>$10.00</td>
<td>$61,000.00</td>
</tr>
<tr>
<td>Aggregate Base - 6”</td>
<td>8125</td>
<td>syd</td>
<td>$8.00</td>
<td>$65,000.00</td>
</tr>
<tr>
<td>Geotextile Fabric Seperator</td>
<td>6100</td>
<td>syd</td>
<td>$1.00</td>
<td>$6,100.00</td>
</tr>
<tr>
<td>Monument Garden Landscaping (allowance)</td>
<td>1</td>
<td>ls</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Respite Area Landscaping (allowance)</td>
<td>1</td>
<td>ls</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Interpretive Sign Area Landscaping (allowance)</td>
<td>4</td>
<td>ea</td>
<td>$1,500.00</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Interperative Signs</td>
<td>7</td>
<td>ea</td>
<td>$900.00</td>
<td>$6,300.00</td>
</tr>
<tr>
<td>Benches</td>
<td>3</td>
<td>ea</td>
<td>$1,800.00</td>
<td>$5,400.00</td>
</tr>
<tr>
<td>Trash Receptacle</td>
<td>1</td>
<td>ea</td>
<td>$900.00</td>
<td>$900.00</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td></td>
<td></td>
<td><strong>$196,200.00</strong></td>
<td></td>
</tr>
<tr>
<td><strong>15% Contingency</strong></td>
<td></td>
<td></td>
<td><strong>$29,430.00</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td></td>
<td><strong>$225,630.00</strong></td>
<td></td>
</tr>
</tbody>
</table>
MEMO

To: Commissioners, Alternates & Staff
From: Melissa Ford, Trail Manager
Subject: 2019 Commission Goals & Objectives.
Date: February 19, 2018

It’s time to set our goals for 2019. Before we get started, here is a status report on the Commission’s 2018 Goals.

**2018 Goals**

<table>
<thead>
<tr>
<th>Administrative</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue coordinating assistance with Friends of the Paint Creek Trail (ongoing)</td>
<td>Continued – still ongoing</td>
</tr>
<tr>
<td>Continue Trail etiquette education (ongoing)</td>
<td>Added courtesy information and created Horses page on the website. Included trail courtesy information in the newsletter.</td>
</tr>
<tr>
<td>New Brochure/Map Update</td>
<td>Received Iron Belle Trail Grant. Draft RFP created by Branding committee. 7500 updated brochures received.</td>
</tr>
<tr>
<td>New Bike Patroller (fill vacancy)</td>
<td>Dan Butterworth hired and did a great job this season.</td>
</tr>
<tr>
<td>Continue coordination and participation with Oakland County Trail, Water, &amp; Land Alliance (TWLA)</td>
<td>Kristen served as TWLA Chairperson for 2018 and assisted the MTGA with their Great Lake to Lake Trail Route 1 plans throughout the year.</td>
</tr>
<tr>
<td>Trail Closure education/public relations/Communications Plan campaign in 2018 (Ongoing)</td>
<td>Project postponement announcements placed in kiosks and posted on social media and the website. Newsletter posted on website and mailed to almost 900 property owners.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Master Plan</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southeast Rochester Property Development</td>
<td>Kristen met with representatives from the City of Rochester, the County, and FCRT this summer regarding coordinating improvements in the area. MSG working with the city of Rochester Hills’ Planning department to coordinate the bidding and front</td>
</tr>
</tbody>
</table>
Wayfinding signage in Rochester and Lake Orion | Received Iron Belle Trail Grant. First draft of RFP created by Branding committee.
---|---
Bridge 33.7 Renovation Project – work with OTPRC, MDOT, and DNR to replace bridge | Project advertised via MDOT website on 12/7 with bid letting on January 4, 2019. Grant application submitted to private foundation on November 1 for partial funding of project. Decision expected in March 2019.
---|---
City of Rochester – Bridge Replacement | Ludlow Bridge inspected in October. City is waiting on the bridge condition report from the engineers, will send to PCTC once completed.

### Planning & Development Goals

<table>
<thead>
<tr>
<th>Planning &amp; Development Goals</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Trails Day – June 2, 2018</td>
<td>Completed successfully, although attendance was lower than anticipated.</td>
</tr>
<tr>
<td>Labor Day Bridge Walk – September 3, 2018</td>
<td>Successful event held with 400 participants.</td>
</tr>
<tr>
<td>Paint Creek Trail Resurfacing</td>
<td>Grant application submitted to private foundation on November 1 for partial funding of project. Decision expected in March 2019. MSG working with the city of Rochester Hills’ Planning department to coordinate the bidding and front end specifications for this project. Bid advertising date TBD.</td>
</tr>
<tr>
<td>Trail identification and road crossing signage (Branding)</td>
<td>Received Iron Belle Trail Grant. Draft RFP created by Branding committee.</td>
</tr>
<tr>
<td>David Moutrie Memorial Project – near Flagstar</td>
<td>Project turned over to the Friends group which plans to discuss it at the March 2019 meeting.</td>
</tr>
<tr>
<td>Gateway Signage – Each community</td>
<td>Received Iron Belle Trail Grant. Draft RFP created by Branding committee.</td>
</tr>
<tr>
<td>Tienken Educational Pathway Project</td>
<td>MSG working with the city of Rochester Hills’ Planning department to coordinate the bidding and front end specifications for this project. Bid advertising date TBD.</td>
</tr>
<tr>
<td>Oakland Township Parking Lot Development</td>
<td>OTPRC awarded MNRTP grant. Project scheduled to begin in 2020.</td>
</tr>
<tr>
<td>Policies</td>
<td>Progress</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Native Plant Approval Policy</td>
<td>No progress yet. Need expert assistance</td>
</tr>
<tr>
<td>Conservation Stewardship Policy</td>
<td>No progress yet. Need expert assistance</td>
</tr>
<tr>
<td>Limited Use Permit Policy</td>
<td>Limited use permit application and associated procedures approved by Commission.</td>
</tr>
<tr>
<td>Fund Balance Policy</td>
<td>Auditor recommended Commission keep $25,000 (3 months) worth of expenses in fund balance.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maintenance</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assure Restrooms are maintained (ongoing)</td>
<td>Completed. Restrooms were maintained regularly in 2018. Restroom will be closed from December 1, 2018 until March 31, 2019.</td>
</tr>
<tr>
<td>Continue vandalism prevention education (ongoing)</td>
<td>Ongoing.</td>
</tr>
<tr>
<td>Continue surface maintenance inspections and coordination of repairs (ongoing)</td>
<td>Feb: A community Service volunteer conducted a limited trail inspection in February and Kristen conducted an inspection in May while out with MSG engineer.</td>
</tr>
<tr>
<td>Road Crossing improvements – work with RCOC</td>
<td>Ongoing. Continue working with RCOC for improvements at our crossings.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Long Term Goals</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polly Ann Connection</td>
<td>Ongoing. The first phase of the Clarkston Road Paint Creek Trail-Polly Ann Trail connector completed.</td>
</tr>
<tr>
<td>Side parcel acquisition for parking and trail access</td>
<td>Will continue looking for opportunities</td>
</tr>
<tr>
<td>Acquisition of historic resources</td>
<td>Will continue looking for opportunities</td>
</tr>
<tr>
<td>Installation of drinking fountain, where appropriate, in each community</td>
<td>Will continue looking for opportunities. Oakland Twp.’s Paint Creek Junction trailhead project for 2020 includes the installation of a hand pump well for potable water.</td>
</tr>
<tr>
<td>Village of Lake Orion Membership on PCTC</td>
<td>The Commission passed a motion requesting the Village of Lake Orion make changes to the License Agreement. Upon the incorporation of these requests into the License Agreement and return to the Trailways Commission, the Commission is prepared to review it.</td>
</tr>
</tbody>
</table>
## 2019 Goals

<table>
<thead>
<tr>
<th>Administrative</th>
<th>Progress</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue coordinating assistance with Friends of the Paint Creek Trail (ongoing)</td>
<td>Cruisin’ For the Trails 2019: Steve Johnson of Motor City Brew Tours has informed us that he will be alternating the Cruisin’ for the Trails event between Friends of Paint Creek Trail and Friends of Clinton River Trail. The 2019 event will benefit the Friends of the Clinton River Trail.</td>
<td></td>
</tr>
<tr>
<td>Continue Trail etiquette education (ongoing)</td>
<td>Ongoing</td>
<td></td>
</tr>
<tr>
<td>New Brochure/Map Update</td>
<td>Branding Committee requested guidance.</td>
<td></td>
</tr>
<tr>
<td>Continue coordination and participation with Oakland County Trail, Water &amp; Land Alliance (TWLA)</td>
<td>Trail manager Ford will attend the April TWLA meeting</td>
<td></td>
</tr>
<tr>
<td>Trail Closure education/public relations/Communications Plan campaign in 2019 (Ongoing)</td>
<td>Ongoing. Continue to utilize social media, website and other resources to provide information to trail users.</td>
<td></td>
</tr>
<tr>
<td>Adopt –A-Trail program</td>
<td>Ongoing with two cleanups per year. Awaiting confirmation from current Adoptee groups for 2019.</td>
<td></td>
</tr>
</tbody>
</table>

<p>| Master Plan                                                                     | Progress                                                                                                                                                                                                 |          |
| Complete 2020-2024 Master Plan Update                                           | The first chapter is completed, will be reviewed by Ad Hoc committee. Plan update will be completed in accordance with Michigan Department of Natural Resources (MDNR) guidance documents and include all requisite components for certification by the MDNR. |          |
| Southeast Rochester Property Development                                        | MSG working with the city of Rochester Hills’ Planning department to coordinate the bidding and front end specifications for this project. Bid advertising date TBD.                                                |          |
| Wayfinding signage in Rochester and Lake Orion                                  | Received Iron Belle Trail Grant. Draft RFP created by Branding committee.                                                                                                                            |          |</p>
<table>
<thead>
<tr>
<th>Planning &amp; Development Goals</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Trails Day – June 1, 2019</td>
<td>NTD Event planned for June 1 in the northern section of the PCT. We are hoping to partner with the LO DDA again this year.</td>
</tr>
<tr>
<td>Labor Day Bridge Walk – September 2, 2019</td>
<td>Sponsorship volunteers should start soliciting sponsors in March.</td>
</tr>
<tr>
<td>Paint Creek Trail Resurfacing</td>
<td>Grant application submitted to private foundation on November 1 for partial funding of project. Decision expected in March 2019. MSG working with the city of Rochester Hills’ Planning department to coordinate the bidding and front end specifications for this project. Bid advertising date TBD.</td>
</tr>
<tr>
<td>Trail identification and road crossing signage (Branding)</td>
<td>Received Iron Belle Trail Grant. Draft RFP created by Branding committee.</td>
</tr>
<tr>
<td>Cider Mill Gateway Project – near Flagstar</td>
<td>The Friends group plans to discuss this project at their March meeting.</td>
</tr>
<tr>
<td>Gateway Signage – Each community</td>
<td>MSG working with the city of Rochester Hills’ Planning department to coordinate the bidding and front end specifications for this project. Commission approved removing Pathway Project from resurfacing bid.</td>
</tr>
<tr>
<td>Tienken Educational Pathway Project</td>
<td>MNRTF recommended a grant of $228,400 to OTPRC to fund improvements to Paint Creek Junction Park, located on Orion Road, between Adams and Clarkston roads. Project slated to begin in 2020.</td>
</tr>
<tr>
<td>Policies</td>
<td>Progress</td>
</tr>
<tr>
<td>Native Plant Approval Policy</td>
<td>No progress yet. Need expert assistance</td>
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<td>Auditor made recommendation in 2018 to keep $25,000 (3 months) worth of expenses in fund balance.</td>
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### Maintenance

<table>
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### Long Term Goals

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<td>Acquisition of historic resources</td>
<td>Will continue looking for opportunities</td>
</tr>
<tr>
<td>Installation of drinking fountain, where appropriate, in each community</td>
<td>Back to the Beach Runners have donated $2,500 to the Friends of the Paint Creek Trail for a water fountain at Paint Creek Junction.</td>
</tr>
<tr>
<td>Village of Lake Orion Membership on PCTC</td>
<td>The Commission passed a motion requesting the Village of Lake Orion make changes to the License Agreement. Upon the incorporation of these requests into the License Agreement and return to the Trailways Commission, the Commission is prepared to review it.</td>
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This list is not all-inclusive. If you would like to discuss other goals, please list them on the next page and be prepared to discuss them at the meeting.
### Additional Goals

<p>| | | |</p>
<table>
<thead>
<tr>
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</tbody>
</table>
MEMO

To: Commissioners, Alternates and Staff

From: Melissa Ford, Trail Manager

Subject: March Manager’s Report

Date: March 19, 2019

Advisory Committee Reports
The Branding Committee is still working on finalizing the Iron Bell Trail Grant RFP for Signage Design Services. Both Master Plan Committees will provide updates at the meeting. An updated list of the 2019 Committee assignments are included in your packet.

Complaints/Vandalism
I am unaware of any complaints or vandalism this month.

Medical Emergencies/Police/Fire Calls on the Trail
I am unaware of any Medical Emergencies/Police/ or Fire calls on the Trail.

Finances
- Chris and I met with auditor Ramie Phillips and gave him our records. Approval of the audit will be on the April agenda.
- Most Member Community invoices for 2019 Operations and Patrol have been received. We are still waiting to receive Rochester Hills’ contributions.
- All January license fee invoices to various utilities have been received.

Follow Up
- **Bridge 33.7 Renovation:** Mindy Milos-Dale and I attended the pre-construction meeting at RCOC two weeks ago with Mannik Smith and the contractor C.A. Hull. Tree clearing around the bridge site occurred on March 11 & 12. Work at the site is expected to resume in mid-May/by 1st of June. We will have a better idea of the construction schedule at the beginning of April. In addition to the Trail being closed between Dutton and Silverbell Roads for the duration of project, both of those parking lots will also be closed. The Trail is still expected to reopen by Labor Day (9/3).
- **Resurfacing:** Our attorney has reviewed and revised the Instructions and General Conditions for the bid documents. We are still waiting for Mannik Smith to send us the updated technical specifications and drawings before we can submit the entire bid package to the city of Rochester Hills for advertisement.
- **National Trails Day:** Chris and I have been working on NTD details, and have been coordinating with the Lake Orion DDA. This year’s events are centered around the theme of bike safety. We are still working out ideas for promotional items. More information will be presented at the April meeting.
- **Private Foundation grant:**
**Future Agenda Items**

- Vandalism Ordinance in Orion Township
- Iron Belle Trail Grant RFP for Signage Design Services

**Promotion of the Trail**

- Our Facebook page has 5,868 followers, an increase of 21 since last month.
- Our Twitter account has 666 followers, an increase of 9 since last month.
- Our Instagram Account has 504 followers, an increase of 95 since last month.
- Our E-Newsletter has 115 subscribers.
- I’ve posted information and photos on social media.
- I’ve spent 1 hour on the trail this past month.

**Paint Creek Trail Website Analytics**

In the last 30 days, we had 7,240 visitors, with 157,735 visits. The top 10 visited pages:

<table>
<thead>
<tr>
<th>Top Pages</th>
<th>Last 30 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Page</td>
<td>5,972</td>
</tr>
<tr>
<td>Maps</td>
<td>1,012</td>
</tr>
<tr>
<td>Parking</td>
<td>894</td>
</tr>
<tr>
<td>Trail Maps</td>
<td>726</td>
</tr>
<tr>
<td>E-Newsletter</td>
<td>412</td>
</tr>
<tr>
<td>RFP’s</td>
<td>396</td>
</tr>
<tr>
<td>Trail Conditions</td>
<td>310</td>
</tr>
<tr>
<td>Mileage</td>
<td>248</td>
</tr>
<tr>
<td>Commission Members</td>
<td>220</td>
</tr>
<tr>
<td>Trail History/Agendas &amp; Minutes</td>
<td>212</td>
</tr>
</tbody>
</table>

In January and February, we had 17,823 visitors, with 136,124 visits. The top 10 visited pages:

<table>
<thead>
<tr>
<th>Top Pages</th>
<th>January &amp; February</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Page</td>
<td>18,379</td>
</tr>
<tr>
<td>Parking</td>
<td>2,625</td>
</tr>
<tr>
<td>Maps</td>
<td>2,164</td>
</tr>
<tr>
<td>Trail Maps</td>
<td>2,014</td>
</tr>
<tr>
<td>RFP’s</td>
<td>1,099</td>
</tr>
<tr>
<td>E-Newsletter</td>
<td>917</td>
</tr>
<tr>
<td>Mileage</td>
<td>871</td>
</tr>
<tr>
<td>Trail History</td>
<td>638</td>
</tr>
<tr>
<td>Contact Us</td>
<td>422</td>
</tr>
<tr>
<td>2018 Cruisin’ for the Trails</td>
<td>385</td>
</tr>
</tbody>
</table>

**Commission Ad-Hoc Committee Assignments**

<table>
<thead>
<tr>
<th>Committee</th>
<th>Assignees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognition Ad Hoc committee</td>
<td>Gamage, Olijnyk, Russell</td>
</tr>
<tr>
<td>Personnel Ad Hoc committee</td>
<td>Becker, Blanchard, Steele, Van Agen</td>
</tr>
<tr>
<td>Rochester Hills Art/Pathway Project committee</td>
<td>Becker, Blanchard, Bowyer, Russell</td>
</tr>
<tr>
<td>SE Rochester Property Ad Hoc committee</td>
<td>Becker, Blanchard, Gamage, Russell</td>
</tr>
<tr>
<td>Committee Name</td>
<td>Members</td>
</tr>
<tr>
<td>----------------------------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Labor Day Bridge Walk (Sept 2) Ad Hoc committee</td>
<td>Bowyer, Ferriolo, Olijnyk</td>
</tr>
<tr>
<td>Lake Orion Membership Ad Hoc committee</td>
<td>Becker, Blanchard, Steele, Van Agen</td>
</tr>
<tr>
<td>Trail Branding Ad Hoc committee</td>
<td>Gamage, Ford, Loebs, Olijnyk</td>
</tr>
<tr>
<td>Trail Improvements Ad Hoc committee</td>
<td>Becker, Blanchard, Bowyer</td>
</tr>
<tr>
<td>Resurfacing Ad Hoc committee</td>
<td>Becker, Gamage</td>
</tr>
<tr>
<td>Master Plan Ad Hoc committee for Planning Consultants</td>
<td>Becker, Bowyer, Steele</td>
</tr>
<tr>
<td>Master Plan Ad Hoc committee to Review Community Description Section</td>
<td>Blanchard, Gamage, Van Agen</td>
</tr>
<tr>
<td>Master Plan Ad Hoc committee to Review Administrative Structure Section</td>
<td>TBD</td>
</tr>
</tbody>
</table>