Paint Creek Trailways Commission Meeting
Tuesday, June 18, 2019 at 6:30 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: Regular Meeting, May 21, 2019
   b. Minutes: Joint Meeting with OTPRC, May 21, 2019
   c. Treasurer’s Report – May 2019
6. Approval of Invoices
7. Discussion: City of Rochester Draft Trailway Setback Ordinance
8. Discussion: Interim Trail Manager
10. Discussion/Approval: Request for Proposals – Signage Design Services
11. Manager’s Report
12. Commissioner Reports
13. Adjournment of Regular Meeting
14. Site Visit: Lake Orion Trail Extension*

*The Paint Creek Trailways Commission will be conducting a site visit to the Village of Lake Orion Trail Extension, after the meeting is adjourned. Commissioners and staff will meet at the municipal parking lot adjacent to Children’s Park on South Anderson Street, and will walk to the trail. A quorum will be present, but no votes or action will be taken. The site visit is open to the public.

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

Enclosures: Agenda Summary
             May 21, 2019 Draft Minutes
             May 21, 2019 Draft Joint Meeting Minutes
             May 2019 Treasurer’s Report
             Memo: Trailway Setback Ordinance
             Potential Nonconformities from Trail Setback
             Brian Marzolf Resume
             Memo: National Trails Day Report
             Request for Proposals – Signage Design Services
             June Manager’s Report
             Community Foundation of Greater Rochester May Fund Statement
             Memo: June Field Trip
Agenda Summary
June 18, 2019

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment
5. Consent Agenda:
   a. Minutes: Regular Meeting May 21, 2019
   b. Minutes: Joint Meeting with OTPRC, May 21, 2019
   c. Treasurer’s Report – May 2019
6. Approval of Invoices
7. Discussion: City of Rochester Draft Trailway Setback Ordinance
   Summary: John Jackson from McKenna will present information on the City of Rochester’s proposed Trailway Setback Ordinance.
   Desired Action: Discussion
   Budget Impact: None
8. Discussion: Interim Trail Manager
   Summary: The Commission will discuss the transition plan for when the Trail Manager is out on maternity leave. The Interim Trail Manager candidate will be present at the meeting.
   Desired Action: Discussion
   Budget Impact: TBD
   Summary: We had a successful NTD event, but had to end early due to inclement weather. There is a report with photos from the day in your packet.
   Desired Action: Receipt of Report
   Budget Impact: None
10. Discussion/Approval: Request for Proposals – Signage Design Services
    Summary: The Commission is seeking proposals from qualified graphic designers to design gateway signage, information stations, road crossing/safety signs, maps signs, and wayfinding signs for the Trail that include the addition of the Iron Belle Trail network logo.
    Desired Action: Approval
    Budget Impact: None
12. Commissioner Reports
13. Adjournment of Regular Meeting
14. Site Visit: Lake Orion Trail Extension*

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Next Regular Meeting:
July 16, 2019 – Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48306
REGULAR MEETING of the PAINT CREEK TRAILWAYS COMMISSION
Rochester Municipal Offices
400 Sixth Street, Rochester, MI  48306

CALL TO ORDER:  The Tuesday, May 21, 2019 meeting was called to order by Chairperson Becker at 7:50 p.m.

Voting Members Present:  Rock Blanchard, Susan Bowyer, Frank Ferriolo, Linda Gamage, Kim Russell, Donni Steele
Voting Alternates Present:  None
Non-Voting Alternates Present:  David Becker, Lynn Loeb
Village of Lake Orion Non-Voting Member Present:  Brad Mathisen
Voting MembersAbsent:  Jeff Stout, Hank Van Agen
Alternates Absent:  Chris Barnett, Robin Buxar, Ben Giovanelli, Chris Hagen, Martha Oliver, David Walker
Village of Lake Orion Non-Voting Member Absent:  None
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:  The Pledge was recited at the previous Joint Meeting.

APPROVAL OF AGENDA:
MOTION by Bowyer, seconded by Blanchard, Moved, to approve the May 21, 2019 agenda as presented.
Ayes: All  Nays: None  MOTION CARRIED.

PUBLIC COMMENT:  None

CONSENT AGENDA:
  a. Minutes – April 16, 2019, Regular Meeting, approve and file
  b. Treasurers Report – April 2019, receive and file
MOTION by Blanchard, seconded by Russell, Moved, to approve the Consent Agenda as presented.
Ayes:  Blanchard, Bowyer, Ferriolo, Gamage, Russell
Nays:  Steele  MOTION CARRIED.

APPROVAL OF INVOICES:  Ms. Ford presented the list of invoices totaling $386,246.90. In addition to the recorder’s fee, this amount includes payment to Foster, Swift Collins & Smith for legal services, staff postage and bike bell sample, payment to Mannik Smith Group for Bridge 33.7 renovation construction administration and payment to the Road Commission for Oakland County for Bridge 33.7 renovation local share costs. The Commission needs to pay this cost up front with a portion being funded by OTPRC and the Wilson Foundation. The MNRTF will be
reimbursing $300,000 for the project. Ms. Steele asked if the Commission is too far along in the bridge project to reevaluate MSG’s services. Ms. Ford indicated yes. Ms. Russell commented there should be an accountability clause included in future bid packets. Mr. Becker indicated the Commission could bid out the construction award portion of the overall project if they desire, but it’s probably not a good idea at this point. Perhaps the Wilson Foundation could be contacted for additional funding if we explained what the Commission’s situation is. Estimated unrestricted fund balance is $69,743.

MOTION by Bowyer, seconded by Blanchard, Moved, that the invoices presented for payment are approved in the amount of $386,246.90 and orders be drawn for payment.

Ayes: Blanchard, Bowyer, Ferriolo, Gamage, Russell
Nays: Steele

MOTION CARRIED.

TEMPORARY PERMIT, Donni Steele on behalf of Orion Township – Orion Veterans Memorial 5k, May 27, 2019: Ms. Steele explained the proceeds from the run will help the maintenance of the Veterans Park on M24 and Odanah. She’s asking for approval of the run which starts at 9:00 a.m. and should be done at 10:00. It starts in downtown Lake Orion at the Children’s Park, running on the trail to Kern Road and back. It was suggested future requests be made prior to advertising the event.

MOTION by Russell, seconded by Ferriolo, Moved, to approve the temporary permit for the Orion Veterans Memorial 5k event on May 27, 2019, contingent upon receiving proof of insurance paperwork naming the Commission as additionally insured.

Ayes: All Nays: None

MOTION CARRIED.

PRESENTATION: Monarch Butterfly & Native Pollinators – Marilyn Trent, Rochester Pollinators: Marilyn Trent, came forward, summarized her background, and gave a very informative video presentation relative to creating awareness of efforts to save the Monarch Butterflies and local pollinators by planting Michigan native plants. She was accompanied by Jane Giblin, an expert gardener working with North Oakland Wild Ones to promote the use of native plants. The effort has been paying off because the number of Monarchs coming up from Mexico is the highest it’s been in many years. The City of Rochester and other cities in the nation have signed pledges that were created by the National Wildlife Federation, and Ms. Trent explained the 24 actions included in the pledge. She is encouraging business owners to sign up to help this effort and indicated there are now 12 partnership connections. She asking for everyone to spread the word by liking the Rochester City Beautiful Commission Facebook page and share this information. The Commission thanked Ms. Trent and Ms. Giblin for their initiative and the presentation. Ms. Russell suggested the goal to reach out is through the Mayors of municipalities. There is a great opportunity through the Mayor of Rochester Hills, Bryan Barnett, being in charge of all the Mayors in the United States next year. Mr. Blanchard added that this is a great idea to add to the Dave Moutrie memorial as he was an educator, and would like to work with Ms. Trent on the plan. This issue could also be included in the updated Master Plan. The Commission is excited to work towards this effort as there are five communities represented.

APPROVAL: 2018 Audit: Mr. Becker indicated if there are no questions or concerns, the Commission should consider a motion to receive and file the 2018 audit and request that it be transmitted to the Local Audit and Finance Division of Michigan Department of Treasury. The fund balance forwarded is $86,000 unrestricted, and $2,800 restricted.

MOTION by Bowyer, seconded by Russell, Moved, to receive and file the 2018 audit report and request that Mr. Phillips transmit it to the Local Audit and Finance Division of the Michigan Department of Treasury.

Ayes: All Nays: None

MOTION CARRIED.
DISCUSSION AND APPROVAL: Master Plan Update:

Recreation Inventory: Ms. Ford indicated some edits have been added to the document in the packet, circulated the changes and indicated they are very minor. The subcommittee had very little issues with the updated section. It was suggested that in table 4.4, the parks near the trail should list miles away from the trail as ‘vicinity of the trail’ is vague. In table 4.3, it was suggested that downtown Lake Orion be added as Section 1, and move all the others down. Ms. Ford indicated this is not a ‘management section’ as Lake Orion manages this section. Lake Orion could be asked to add the mile marker signage. Ms. Steele would like to add this section of the trail as Management Section #1 to the table. It could be included as an asterisk noting it is managed by Village of Lake Orion. Ms. Ford will add the section from Atwater into downtown Lake Orion and update the chart so it reflects parking location, mileage and restrooms. Also on page 24 it talks about enhancements, and Ms. Steele suggested that the removal of the rocks out of the river letting the only cold water trout stream continue, be recognized. There is no need for a motion to approve this section at this time as the Master Plan will be approved in its entirety, and the committee was thanked for their work.

Master Plan Ad Hoc Committee to Review Planning and Public Input Process: Mr. Becker, Ms. Bowyer and Ms. Steele volunteered to serve on this committee. As the survey has not yet been done by Giffels Webster, this section of the Master Plan will be on the July agenda.

DISCUSSION/APPROVAL: Interim Trail Manager Job Description and Posting: Ms. Ford indicated this was a late addition to the packet; the job description was emailed to the members. Both Ms. Ford and Ms. Gray have reviewed the description to see what this person will need to do in the time Ms. Ford will be off on maternity leave. The question is whether everyone approves this and if anyone has questions about the pay rate. Mr. Ferriolo asked what the time away is expected. Ms. Ford indicated she is expected to be away 6-8 weeks, and then return as normal. Mr. Ferriolo asked why are we doing this – he sees no reason to have an interim manager if only for this time frame. By the time we start looking for someone, it will be resolved. Considering the Commission has a lot going on from the standpoint of the workload with the bridge and resurfacing – he recommends in light of Ms. Ford’s time off, and in light of the things that are going on with the trail – he suggests the Labor Day Bridge Walk event be cancelled this year. It will be too much for staff. He doesn’t think we need an interim trail manager, and thinks we should look for other ways to lighten the load on Ms. Gray during this time. Chairperson Becker indicated the Personnel Committee is looking for an abbreviated process and has been doing some networking and might have some people they know who might be interested. Ms. Gray has requested that she not be the interim manager, and Mr. Becker feels we need someone in that position for the two months because of the trail projects and the grants involved; it’s a big job. The Personnel Committee is working hard to find good people that will fill in without a competitive search – and for a temporary position, he feels the Committee can do that, and present someone to the Commission next month that they find satisfactory. Ms. Bowyer presented to Ms. Gray – this will be 8 weeks and a new person will have to be trained, and feels this will be doubling her workload. She agrees with canceling the Labor Day Bridge Walk, and cut back on a lot of things. Ms. Gray feels that with the issues the Commission has experienced with the project and given the cost and complexity of the project, it would best serve the Commission to have an experienced manager in place. It’s unreasonable to expect a person at her administrative level to function in this role. Ms. Bowyer said we might not need an interim trail manager, but maybe an engineer that will help oversee the projects. Mr. Ferriolo added that Ms. Milos-Dale is also dealing with a staff member that’s going off on paternity leave around the same time – and she will be covering for one of her higher level staff people too. An additional consideration is the accounting necessary for the grants, it is outside of staff’s current accounting training and skills. There a lot of things going on this year that would not normally be
going on in a typical year. Ms. Gray is paid for 12 hours a week. In the last week alone, both Ms. Gray and Ms. Ford have worked many hours over their paid time. Based on what is going on, the time needed is beyond what Ms. Gray can get done in her normal 12 hours. Mr. Becker indicated the Personnel Committee is talking with people who are intimately familiar with the trail and the Commission. He is not anticipating getting someone new and training them for this interim position. They will recommend someone to the Commission hopefully next month. He hopes if the Committee recommends someone, the Commission will approve hiring a temporary person. It’s up to the Commission. Ms. Ford indicated she will be available to the Commission – she is only 10 minutes away from the office. Ms. Russell indicated she did not know staff was going to have an interim person, but if this will be presented next month, we almost have to decide at that meeting. Maybe this could be added to the next joint meeting. This is a unique situation, and maybe this person should be a CPA, consultant or an engineer, but she doesn’t know, and we’ll have to make a decision at the next meeting. Mr. Becker said the Personnel Committee will do all it can to come up with someone to recommend at the joint meeting. And if not, we’ll have to figure out where to go from there. Ms. Steele added the Committee is putting a lot of effort into making sure that the Commission can move along seamlessly and has hope the Commission has confidence that the Committee has the same best interests as everyone else – to make sure everything moves forward in a professional manner.

**MOTION by Steele, seconded by Blanchard,** Moved, to approve the job description as presented and post it with the proposed salary range.

Mr. Ferriolo disagrees with the motion as he doesn’t feel we’re at this point yet. The Committee is going to come up with an idea that the Commission has to look at the next meeting. What this motion does is set the process in play – we’re not there yet.

**Vote on the Motion:**
Ayes: Blanchard, Steele
Nays: Bowyer, Ferriolo, Gamage, Russell

**MOTION FAILS.**

**Discussion:** Ms. Gamage asked for more discussion because it sounds as if it’s not necessarily an interim manager we need, more like someone to administer the grants. Ms. Ford indicated it’s more than that – that’s just one of the major issues. Ms. Gamage wants to know the primary expectations for the temporary person and does it make sense to find someone with expertise in grants rather than a trail manager. Mr. Becker indicated the Personnel Committee hopes to find someone who can fit in and keep the complex operation for the number of hours that we give the individual to do going smoothly – keep the trail clean, bills get paid, etc. Ms. Ford added there will be a lot of public liaison during the time period she’s off – the Commission will be in the middle of the bridge project with the resurfacing coming up. She is already fielding daily calls relative to the closures – the public needs to be kept aware of the project. This person will also be working with MSG and Ms. Milos-Dale on managing the bridge project, as well as the Master Plan update. The signage grant will be going on during this time as well. Mr. Blanchard said we need to have a trail manager during this time, so it’s replacing Ms. Ford during this time. The job description is the same, except that it’s for an interim period. Ms. Bowyer indicated this person needs to be hired as soon as possible, so they can be trained before Ms. Ford leaves. Ms. Steele hopes the Commission has faith that the Personnel Committee can find someone who is capable. Ms. Russell asked if the job has to be posted – because the Committee can come forward with a few people, see what the scope is, let go of the LDBW, and have someone in to work with the grant and bridge project, and each community work on their own section. Mr. Joe Young, City Manager of the Village of Lake Orion, suggested the Commission needs management services in specialty areas that member municipal planners could help facilitate during the interim. Mr. Blanchard feels that member communities could be approached for some help during this interim...
period, but we still need to post the description to have someone in the office for the day-to-day business. Mr. Ferriolo feels we should reach out to Ms. Milos-Dale as she’s been involved in the bridge project for the last five years and the previous resurfacing project. Ms. Steele did ask Ms. Milos-Dale for assistance. She feels if we post the description, and ask around, it will give the Committee the power to continue asking and to try to come up with candidates. If we don’t have the job description, and it’s not posted, the Commission has no teeth to bring someone back to the Commission with necessary capabilities to take over during the interim period.

**MOTION** by Steele, seconded by Bowyer, *Moved*, to post the job description as presented for immediate candidates to bring back to the Commission at the next meeting.

Ayes: Blanchard, Bowyer, Gamage, Russell, Steele
Nays: Ferriolo

*MOTION CARRIED.*

**MOTION** by Ferriolo, *Moved*, to cancel the Labor Day Bridge Walk for this year, but recommends that it be reinstated next year.

The motion was not seconded. Chairperson Becker ruled the motion out of order, as this item is not on the agenda for action. This issue will be put on next month’s agenda.

**DISCUSSION/APPROVAL:** June 18, 2019 Meeting Location & Field Trip: Chairperson Becker suggested the field trip take place on the new trail section in Lake Orion. Mr. Young agreed to meet the Commission on site. The next meeting will be at the Cider Mill.

**MANAGER’S REPORT:** In addition to the written report, Ms. Ford reported the bike patroller started last weekend. Three sponsors have been secured for the National Trails Day event. The Orion Township Public Library contacted Ms. Ford about putting a Little Free Library on the trail. This is a great idea, and a good location could be near the Atwater parking lot.

**COMMISSIONERS REPORTS:** Ms. Steele reported that the Polly Ann Trail has been designated as a Pure Michigan Trail. Mr. Blanchard reported the Moutrie subcommittee met with Mr. Carrio of the Friends Group and will bring a plan back to the Commission. Ms. Gamage reported that the Adopt a Trail group did a clean up from Rochester Park to Tienken after the Home Town Hustle event. The Commission thanked Ms. Russell for bringing in the Monarch Butterfly presentation.

**ADJOURNMENT OF REGULAR MEETING:**

**MOTION** by Blanchard, seconded by Steele, *Moved*, to adjourn the Regular Meeting at 9:45 p.m.

Ayes: All Nays: None

*MOTION CARRIED.*

**NEXT MEETING:** June 18, 2019 at 7:00 p.m. – Paint Creek Cider Mill

Respectfully submitted,

MELISSA FORD, Trail Manager       HANK VAN AGEN, Secretary
JOIN MEETING of the OAKLAND TOWNSHIP PARKS AND RECREATION COMMISSION and the PAINT CREEK TRAILWAYS COMMISSION City of Rochester Municipal Offices 400 Sixth Street, Rochester, Michigan 48307

CALL TO ORDER: The Tuesday, May 21, 2019 Joint Meeting was called to order by Chairperson Becker at 6:30 p.m.

PLEDGE OF ALLEGIANCE: All rose and recited the pledge.

ROLL CALL FOR EACH GOVERNMENTAL BODY:
Oakland Township Parks & Rec Commission:
Present: Emily Barkham, Daniel Bukowski, Colin Choi, Cathy Rooney (enter 6:38 p.m.), Dan Simon
Absent: Craig Blust, Hank Van Agen
Quorum present

Paint Creek Trailways Commission:
Voting Members Present: Rock Blanchard, Susan Bowyer, Frank Ferriolo, Linda Gamage, Kim Russell, Donni Steele (enter 7:00 p.m.)
Voting Alternates Present: None
Non-Voting Alternates Present: David Becker, Lynn Loebs
Village of Lake Orion Non-Voting Member Present: Brad Mathisen (enter 7:00 p.m.)
Voting Members Absent: Jeff Stout, Hank Van Agen
Alternates Absent: Chris Barnett, Robin Buxar, Ben Giovanelli, Chris Hagen, Martha Olijnyk, Dave Walker
Village of Lake Orion Non-Voting Member Absent: None
Village of Lake Orion Non-Voting Alternate Absent: Vacant
Quorum present

Others Present: Melissa Ford, Trail Manager, Chris Gray, Assistant Trail Manager, Mindy-Milos Dale, Oakland Township Parks Director, Sandi DiSipio, Recording Secretary

PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA: Mr. Louis Carrio, President of the Friends of the Paint Creek Trail, came forward and commented the area near Dillman & Upton is an eyesore; the fencing and a few mature trees have been removed. Large stones have also been placed there and are hazardous to bike riders. There is also an area near the Rochester Park that is lower than the surrounding ground with standing water. The Moosejaw store at the Village of Rochester Hills sponsored a trivia event with $500 in proceeds going toward the Friends Group. Ms. Russell explained the City of Rochester did some work on an interceptor near Dillman & Upton requiring the removal of the fence and trees, and the trail resurfacing should take care of the stones. She will bring this issue to the City Council, but does not know if the trees can be replaced.
FOR APPROVAL BY OAKLAND TOWNSHIP PARKS AND RECREATION COMMISSION:
Award of Contract for Marsh View Park 2019 Fertilizer and Herbicide Application Services: PRC staff would highly recommend for the 2019 Marsh View Park Athletic Fields A, B, C and D Fertilizer and Herbicide Applications that OTPR contract with Davey Sports Turf for those services according to the specifications, schedule and costs in their bid dated May 17, 2019.

MOTION by Barkham, seconded by Simon, Moved, to approve the contract to Davey Sports Turf.  
Ayes: All  Nays: None  
MOTION CARRIED.

Hiring of Recreational Program Assistant: Ms. Milos-Dale asked that the Commission defer this item until their regular June 12, 2019 meeting.

Hiring of Parks and Recreation Casual Worker: Contingent upon receipt of satisfactory references, she recommends hiring Rafe Jamison III as a Parks and Recreation part-time casual worker, starting May 28th at the rate of $15.23 per hour and under the conditions stated in the draft employment offer dated May 21, 2019. 
MOTION by Simon, seconded by Bukowski, Moved, to hire Rafe Jamison at the rate of $15.23/hr. starting on May 28, 2019. 
Ayes: All  Nays: None  
MOTION CARRIED.

REVIEW OF MAY 16, 2019 BID RESULTS AND CONTRACT AWARD RECOMMENDATION FOR PAINT CREEK TRAIL RESURFACING/OBSERVATION DECK – Mannik Smith Group: Mr. Kevin McDevitt, Mannik Smith Group, indicated he compiled a spreadsheet showing all items that were bid. He included the two lowest bidders, but not the third.  They are all high, but the third one was extremely high, and he felt it was not important to review their numbers.  Both Anglin Civil and WCI are reputable contractors, and if you add the base bid items, Bear Creek Nature Park and the trail resurfacing, they were within $5,000 of each other.  He spoke with both contractors – they both bid it to win it.  There was a thought that because it was late in the bidding season that the prices came in really high, but that does not seem to be the case – it’s just what they thought it was going to cost to do the job.  MSG’s estimate for everything, including the alternate bid items, was around $600,000.  The lowest bid was well above that, by 50%.  Mr. Becker commented for the resurfacing alone, the lowest bid was roughly $808,000.  Mr. McDevitt indicated MSG’s resurfacing estimate was $482,000.  He stated across the board, most of the numbers were higher compared to MSG’s.  Mr. Choi asked what happened between the estimate and the high bid.  Mr. McDevitt said they underestimated the access issues along the trail and what that would do to the bid prices.  Both contractors said the difficulty with getting materials to the worksite caused a vast increase to the unit prices.  He used MDOT’s unit prices from their estimating software and used the high end of the range in all cases, but found out that wasn’t high enough for this type of job.  Mr. McDevitt indicated there are some things we can look at to reduce some of the cost – these are highlighted in gray on the spreadsheet, and are luxury items.  This is a trail resurfacing project, but added in timber approach rails, the reconstruction of the steps, bollards, and the split rail fence at the pond.  There are a lot of items included - $160,000 to $200,000 – that could reduce the price if cut back to just a resurfacing project, similar to what was done in 2003.  Mr. Blanchard is disappointed the bids came back so high, but thinks we should look at cutting out some of the items and look at just resurfacing as the trail does need it.  For some of the other work, grants could be pursued at a later date.  He is not in favor of rebidding the project because of the cost, but would like to look at the possibility of reducing some of the cost with the contractors.  Mr. McDevitt did raise this possibility with them, but contractors put their profit in different items.  If we were to cut out particular items, it changes who the low bidder is, so someone will be complaining.  Ms. Russell commented these prices seem high, e.g. parking blocks, and asked how many feet this is for.  Mr. McDevitt said these are not standard plastic or concrete parking blocks, they are for timber parking blocks for the rustic nature of the trail.  Ms. Russell said maybe we should just do the resurfacing at this point, and is disappointed the bids are so far off.  This just kills small entities, like the trail.  She sees things in the bid that the unit price is staggering.  Mr. Ferriolo commented this is the second project that bids have come in much higher.  We hired a general contractor for guidance, and it seems the blind is leading the blinder.  He agrees with cutting some of the items.  If there are elements in the bid for safety concerns, these should be done, but any of the other things listed in the gray area – take them out.  Mr. Becker commented that we are $190,000 short of the lowest bid.  Ms. Ford confirmed we are $196,684.  Mr. Becker said even if we eliminate $197,000 from the bid, that does not leave anything for contingency – we need 10% for contingency.  Ms. Ford said the $190,000 shortage is for both the bridge and the resurfacing projects.  For just the resurfacing, we are $570,000 short when not accounting for the grant.
Mr. McDevitt said there are other items we can look at controlling tightly – one being the restoration cost; one bidder at $58,000 and the other at $68,000. That right there is the 10% contingency amount. He doesn’t anticipate either bidder will use most of this as the resurfacing will not affect land off the trail if done correctly. The only place you will need restoration is near retaining walls, the deck, stairs and drainage structures. So, potentially there’s up to $50,000 savings in that item. If you control the work appropriately, this will not have to be paid out. He is confident this can be done. Relative to reducing the lowest bid, Mr. McDevitt indicated if we take out the items in gray saving $150,000, and skim off some of the other items saving another $50,000, we could get the bid down to low $600,000’s. The only problem would be the contingency at that point. Mr. Choi asked if we go back and ask the contractors to cut these costs, will they do that? Mr. McDevitt said he doesn’t know. If it’s not a major item of work per MDOT specs, you can remove non major items of work and the contractor can’t renegotiate. However, if we remove enough items that the contractor put profit into, he can say he’s not doing the project – he has that option. In response to a question about where the concrete sidewalk is, Mr. McDevitt indicated this for the trailhead at Tienken Road which is now a gravel pathway down to the trail and is not ADA accessible. This could be cut from the project at this stage. Another item that could be cut back is the timber approach rails, which is quite expensive. Chairperson Becker suggested the Commission ask Mr. McDevitt to talk to the contractors and see how the costs can be reduced, and come back with the results as soon as possible. Mr. Ferriolo said in addition to this request, Mr. McDevitt should be asked to come back with rationale as to why we can do without the items that are removed. We don’t want to remove anything that’s a safety issue. Mr. McDevitt indicated he will give a justification for each item. Relative to a question on the parking blocks, Mr. McDevitt explained there are parking blocks located at the Dutton Road, Silverbell, Clarkston/Kern and Gallagher parking lots which need to be removed and replaced when the parking lots are resurfaced. This item could be renegotiated and changed to concrete blocks for some cost savings. He will also look at the replacing the retaining wall with something other than a timber wall to save money. Mr. Blanchard asked if the grant foundation was aware the Commission was in trouble with coming up with funds, is there a chance we could approach them? Ms. Ford indicated she would have to have that conversation with them. Mr. Becker said they may be sympathetic to the fact that costs are coming in much higher than anticipated. Ms. Milos-Dale said the Commission may need to go back to the Foundation – if they see all the work we are doing to get the costs down to the minimum, they might be willing to fund more. It is the consensus of the Commission to ask Mr. McDevitt to come back and present new/adjusted bid documents as soon as possible to enable the Commission to complete the project. Mr. McDevitt is hoping to have the information from both contractors within a few weeks. Mr. Ferriolo stated we have a $400,000 grant, which was for both projects. The resurfacing costs are spread over four municipalities, while the bridge is the responsibility of Oakland Township. How is this going to be distributed/allocated between the two projects – one is to offset the cost to four municipalities, and the other is offsetting the cost to one municipality. He feels a discussion needs to take place about how this is allocated between the two projects in terms of its hit on Oakland Township versus the hit on four municipalities. Ms. Bowyer asked if we don’t complete the resurfacing this year and re-bid the project in the fall, will the grant money still be available. Mr. McDevitt is not sure there will be any decrease in price if we re-bid the project in the fall. Mr. Blanchard is in favor of trying to figure out where the savings are and go forward from there. Ms. Steele agreed. It is the consensus of the Commission to wait to hear from Mr. McDevitt, and then schedule a special meeting or take care of this issue at the June meeting.

**REVIEW OF MAY 16, 2019 BID RESULTS AND CONTRACT AWARD RECOMMENDATION FOR THE PAINT CREEK TRAIL RESURFACING/ BEAR CREEK NATURE PARK – Mannik Smith Group:** Mr. McDevitt indicated one problem on Bear Creek is there are no luxury items – the vast majority is resurfacing. Both contractors came in almost double what the estimate was. MSG’s engineer’s estimate was a little over $36,000. The low bidder for the overall project was Anglin Civil, but they were not the low bidder on the Bear Creek Nature Park – they were about $68,000; and WCI was almost $64,000. This particular part of the contract only has six total items listed in it – the only one not directly part of the resurfacing is minor traffic devices, erosion control/silt fence and mobilization. Chairperson Becker indicated the two items are a package; splitting this one off is not permitted. Mr. McDevitt indicated this is correct. If Oakland Township doesn’t want to award the Bear Creek resurfacing contract and the Commission wants to award the resurfacing contract, he will have to look to see if this is allowed. The contractors can withdraw their bid if they are not happy with the award. Mr. Simon asked why every project we’ve been looking at is severely underestimated. Something is amiss in these estimates and he doesn’t understand it. Mr. McDevitt offered that they did underestimate. Mr. Choi indicated the Park certainly needs resurfacing, but at these prices he can’t sign up for it right now. We need to go back with the other resurfacing project and see what the contractors are willing to do with the contract. At this point, the price is way too high. In comparing the bids, Ms. Milos-Dale stated they are very different in where they put the
costs. Anglin Civil has their big cost in the surface profit, and WCI is more in the aggregate. Depending on which one ends up being the low bidder for the trail portion of the project, she suggests the Park Commission try and work with that bidder and see if there’s a way to get the big cost items down. She indicated their staff has already done a lot of surface prep. Chairperson Becker commented since a lot of surface prep has been done, would this affect the bid. Mr. McDevitt said the portion that was worked on was from the Township Hall into the park; it’s the shortest section of the resurfacing, but the most challenging. Upon a question if MSG has been this far off on their other estimates, Mr. McDevitt said no – not by this much. This is quite unusual. He’s seen bid pricing coming in between 10-20% high, so this is not normal. Some of the senior construction engineers looked at this, and they said MSG should have had higher estimate prices due to the access issues. A lot of this is based on the fact that we’re using bid prices from last year to estimate future years. Mr. McDevitt was asked to see what can be done about reducing the costs and bring this information back to the members.

Ms. Russell added that the Observation Deck is not a necessary thing, it’s a want. The Commission needs to consider this - it takes a lot to keep the graffiti off – that is something Rochester City Council is trying to do, but not a big fan, because it will cost them more money. On the prep versus the aggregate, she wants to understand why these costs are so off. Chairperson Becker assumed the Observation Deck and Rochester improvements are off the table because of the bids. Ms. Ford explained these projects are included in the bid as alternate items.

Mr. McDevitt indicated it will probably take two weeks to get revised bids. Ms. Milos-Dale suggested it could be combined with the June 12th Parks Commission meeting if ready.

**REVIEW OF SECURED PROJECT FUNDING: OTPRC and PCTC Staff:**

**FOR REVIEW AND RECOMMENDATION BY OAKLAND TOWNSHIP PARKS AND RECREATION COMMISSION: Bear Creek Nature Park Resurfacing Contract Award:**

**FOR APPROVAL BY PAINT CREEK TRAILWAYS COMMISSION:** Award of Contract for Paint Creek Trail Resurfacing, Paint Creek Trail Observation Deck and Bear Creek Nature Park Resurfacing: Chairperson Becker indicated these three items have been covered in the discussion on the last two items. We will await revised bids before taking action.

**PRESENTATION OF PAINT CREEK TRAIL RESURFACING CONSTRUCTION ADMINISTRATION PROPOSAL:** Mannik Smith Group: Mr. McDevitt indicated this item can wait until the next meeting. If things are eliminated from the project, their price might come down too.

**FOR APPROVAL BY PAINT CREEK TRAILWAYS COMMISSION:** Paint Creek Trail Resurfacing Construction Administration Contract: Chairperson Becker indicated this item is moot as well.

**PROGRESS REPORT ON PAINT CREEK TRAIL BRIDGE 33.7 RENOVATION PROJECT:** Mannik Smith Group: Mr. McDevitt reported nothing is being done right now. The bridge is scheduled for fabrication the first week of June. They will get out there mid to late June to start working on the abutments and get things ready. The contractor doesn’t have any issues right now with completing the project in September. Things are on track. The trail will likely be closed near the end of June, early July.

**ADJOURNMENT BY OAKLAND TOWNSHIP PARKS AND RECREATION COMMISSION:** The next Joint Meeting could be held in combination with the Parks and Recreation meeting on June 12th. A meeting could also be scheduled for June 4th or earlier if the information is available. Ms. Steele asked if the bids come back and are still high, is there a proactive solution. Chairperson Becker indicated not yet. Ms. Steele asked if this is something that should be brought back to the member communities for possible additional money. It was suggested to wait to see what happens, and then take it back to the communities if necessary. It was also suggested that we could go back to the Wilson
Foundation to explain the difficulties we are experiencing – possibly they might be sympathetic and award additional funds.

**MOTION** by Bukowski, seconded by Simon, *Moved*, to adjourn the Joint Meeting at 7:45 p.m.

Ayes: All  Nays: None  

**MOTION CARRIED.**

**ADJOURNMENT BY PAINT CREEK TRAILWAYS COMMISSION:**  
**MOTION** by Gamage, seconded by Blanchard, *Moved*, to adjourn the Joint Meeting at 7:45 p.m.

Ayes: All  Nays: None  

**MOTION CARRIED.**

Respectively submitted,

______________________________  _______________________________
EMILY BARKHAM, Secretary   HANK VAN AGEN, Secretary
OT Parks & Recreation Commission  Paint Creek Trailways Commission
## Paint Creek Trailways Commission
### Treasurer's Report - Flagstar Bank
#### May 2019

**Balance:**

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<th>Date</th>
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<td>1-May-19</td>
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**Revenues:**

- Oakland Twp. - Reimbursement for Mannik Smith Group: $22,581.85
- Construction Engineering
- Oakland Twp. - Bridge 33.7 Renovation Local Share: $185,164.00
- Ralph C Wilson Jr. Foundation via: $165,164.00
- Greater Rochester Community Foundation - Bridge 33.7 Renovation Local Share
- Cookies & Cream - National Trails Day Sponsor: $250.00
- Oat Soda - National Trails Day Sponsor: $100.00
- Interest Income - May 2019 interest income: $85.70

**Total Revenues:** $373,345.55

**Expenditures:**

- 3335 - Chase Card Services - Credit Card Purchases: $20.50
- 3336 - Foster Swift Collins & Smith - Legal Services: $950.00
- 3337 - Mannik Smith Group - Bridge 33.7 Construction Engineering: $14,738.90
- 3338 - Road Comm. for Oakland Co. - Bridge 33.7 Local Share Costs: $370,328.00
- 3339 - Sandi DiSipio - April 2019 Recorders Fee: $230.00

**Total Expenditures:** $386,267.40

**Balance:**

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**TRAILWAYS COMMISSION BALANCE**

**Signed By:**

- Trailways Commission Treasurer
- Trail Manager

**Date:**
Memorandum

TO: Blaine Wing, Manager
Nik Banda, Assistant Manager

FROM: John Jackson, AICP
Vidya Krishnan

SUBJECT: Trailway Setback – Second Draft

DATE: April 8, 2019

During the City Council’s discussion of the trailway setback ordinance, they directed us to reach out to the Friends of the Clinton River Trail and the Paint Creek Trailways Commission. In addition, we reached out to the Michigan Trails and Greenways Alliance. None of these organizations had specific recommendations for setbacks. In fact, they shared a number of stories of existing encroachments into the trailway property itself.

In the following proposed zoning language, we suggest that OTR and industrial buildings be setback a minimum of 40 feet from the trailway property and that the 20 feet immediately adjacent to the trailway property include a naturalized buffer. This will ensure that the naturalize character of the Clinton River Trail and Paint Creek Trail is maintained and enhanced.

Both the Paint Creek Trailways Commission and the Clinton River Trail have a process in place for reviewing access to the trails. In both cases they recommend developing trailheads over providing individual access points to the trailways.

RECOMMENDATION

Based on the feedback from the trailway organizations, City Council and the Planning Commission, we have revised the proposed ordinance. The changes include eliminating the Rochester Riverwalk and the requirement for developments to provide direct access to the trails. we recommend the following proposed language be added to the City’s Schedule of Regulations:

SEC. 2012. – PARCELS ABUTTING PUBLIC TRAILS.

(A) Definition. For the purpose of this section “trailway” shall refer to the property on which the actual trail is constructed.

(b) Any building located in single, multiple, or mixed residential districts shall be setback a minimum of 25′-0” or the required yard setback for that district, whichever is greater, from a public trailway of the Paint Creek trail or the Clinton river.

(c) Any building located in the OTR (former RP), or industrial districts shall be setback a minimum of 40′-0” from a public trailway of the Paint Creek trail or the Clinton River Trail. Development within the OTR or industrial districts shall provide a 20-foot-wide naturalized buffer along the trailway consistent with the requirements of sec. 2804(e)(5). Screen Wall.
(d) Any building in any other zoning district shall be setback a minimum of 20’-0” to a public trailway of the Paint Creek Trail or Clinton River Trail.

(e) Any access to a public trailway must be reviewed by the appropriate trailway organization for compliance with best practices including proximity and design of trailheads prior to final site plan approval.

We will be in attendance at the April Planning Commission meeting to discuss the proposed trailway setback ordinance in more detail.
Potential Nonconformities From Trail Setback
City of Rochester, Michigan
April 24, 2019

SOURCES
Basemap: Access Oakland, 2019
Data Source: McKenna 2018

704 Woodward  Zoned I-1. Approx. 13 ft. from property line, 78 ft. from edge of trail.

607 Woodward  Zoned I-1. Approx. 12 ft. from property line, 80 ft. from edge of trail.

210 Campbell  Zoned I-2. Approx. 0 ft. from property line, 58 ft. from edge of trail.

177 Albertson  Zoned R-1. Approx. 20 ft. from property line, 87 ft. from edge of trail.

Scales vary
Brian William Marzolf

Professional Profile

Dynamic and dedicated leader with enthusiasm, a positive attitude and a passion for excellence

Key Strengths

• Confident leader with a proven track-record of collaboration, creativity and success
• Inclusive management style that engages all members of the team and values all ideas
• Exceptional hospitality and customer service skills
• Not afraid to fail and learn from mistakes
• Persistent, never-give-up attitude
• Optimist

Financial Management Expertise

• Write, secure and administer $5.5 million in grant funding opportunities to develop recreational facilities
• Develop and manage annual budget cycles – always on time and always under budget
• Planning, financing, and project administration for multiple construction projects
• Adapt at adding value while reducing expenses, while maintaining highest of standards

Parks, Programs and Event Management Highlights

• Parks – developed and manage Park Security program, manage use of facilities including full-service Community Center, athletic fields, overnight campground, gymnasium and more – all with the highest level of hospitality

• Programs – develop recreational, social and educational programs designed to enhance the lives of participants, over 160 annual programs offered to people of all ages and abilities

• Community Events – secure partners and corporate sponsors for events like Summerfest, Music in the Park and 12+ annual events designed to bring people together to have fun and create great memories

Facility Planning, Development and Operational Experience

Lead the development and operations of parks and recreational facilities in Auburn Hills:

• E. Dale Fisk Hawk Woods Nature Center (1993)
• Pathways/sidewalks (1996 – present)
• Dennis Dearing Jr. Memorial Park (1999)
• Manitoba Park (2002)
• River Woods Park (2003)
• Clinton River Trail (2003)
• Skate Park (2005)
• Community Center (2006)
• Multi-Sport Athletic Field (2009)
• Downtown River Walk (2009 – present)
• Squirrel Ct. Improvements (2014) – part of River Walk Master Plan
• Downtown Amphitheater, Plaza & Splash Pad – (2018) – per Master Plan
• Kayak Point Park – (pending 2019)

**Develop Long-Range Plans:** working with consultants; city staff; various board and commission members; residents, and community stakeholders:

• Riverwalk Master Plan, 2009 - Awarded for Planning Excellence for Best Practices from the American Planning Association, Michigan Chapter, 2010
• Promoting Active Communities Silver Award, 2010 – Governor’s Council on Physical Fitness, Michigan Fitness Foundation
• Strategic Plan for Parks & Recreation operations 2008 – 2018

**Education**

**High Performance Organizations (HPO) – 2012**

**Central Michigan University** - Master of Science in Administration, Magna Cum Laude, 1999

**Eastern Michigan University** - Bachelor of Science, Parks & Recreation Management, 1988

**Employment Experience**

**Secord Landscape Services, Rochester Hills, MI**
April 2019 – present

**Grow Earth, Royal Oak, MI**

**San Marino Outdoor Services, Pontiac, MI**

Design Associate

**City of Auburn Hills, Auburn Hills, MI**

Parks & Recreation Director January 1993 – retired 2019
Recreation Coordinator June 1989 – January 1993

**Professional Affiliations and Memberships**

• National Recreation & Parks Association
• Michigan Recreation & Parks Association
• Oakland County Trails, Water & Land Alliance Advisory Member – Partner Award 2018
• Clinton River Trail Alliance, Auburn Hills representative
• City of Auburn Hills Emergency Management Team
• City of Auburn Hills Safety Committee - Chair
• Auburn Hills Noon Optimist Club - President
• Motor City Rockets (Oldsmobile club)
• Motor City Vettes Club

**References**

Available upon request
National Trails Day was held on Saturday, June 1, 2019. This year, our theme was bicycle safety. We had approximately 75 people attend the event prior to closing down early due to inclement weather.

Attendees received a Paint Creek Trail bike bell as well as participated in a bike safety demonstration by the Lake Orion Police Department and a nondenominational blessing of the bikes by the Rev. John Ball of the Lake Orion United Methodist Church. The Lake Orion Cycling Team and Orion Township Public Library Bookbike both attended and led our family bike ride on the Trail. Attendees also had the chance to spin our prize wheel to win vintage PCT swag and were able to enter our Grand Prize drawing if they completed a Master Plan Survey.

Many thanks to Assistant Trail Manager Chris Gray and members of the Friends of the Paint Creek Trail group, who attended and worked hard to make sure everything ran smoothly. I’d also like to thank our generous sponsors Cookies & Cream by Sprout Bake, Oat Soda, and the Friends of the PCT as well as the Lake Orion Police Department and Lake Orion United Methodist Church for allowing us to partner with their Clergy, Cops and Kids event. Thank you also to Chairman Becker and Commissioner Steele for attending the event.
PAINT CREEK TRAILWAYS COMMISSION

Request for Proposals
Signage Design and/or Manufacturing Services

The Paint Creek Trailways Commission is seeking a qualified, experienced person or firm to design gateway signage, information stations, road crossing/safety signs, map signs, and wayfinding signs for the Paint Creek Trail that includes the addition of the Iron Belle Trail network logo. Selected person or firm may potentially manufacture the signs as well.

**Background:** The Paint Creek Trail was the first non-motorized Rail to Trail in the State of Michigan. The Paint Creek Trailways Commission is an intergovernmental agency comprised of Rochester, Rochester Hills, Oakland Township, and Orion Township in Oakland County, Michigan. It owns and manages the 8.9 mile Paint Creek Trail, and two additional undeveloped parcels in the City of Rochester. The Paint Creek Trail is located approximately located 30 miles north of Detroit. General information regarding the Paint Creek Trail and the Paint Creek Trailways Commission is available at [www.paintcreektrail.org](http://www.paintcreektrail.org).

The Signage Project is being funded by a Michigan Department of Natural Resources Iron Belle Trail grant fund, and local cash match.

Interested individuals or firms are invited to submit proposals. The services required are described in the following sections of this Request for Proposals (RFP).

**Scope of Work**

The selected firm will provide the Trailways Commission with up to three design themes to consider. Signage design should include the following, as well as other options that may be feasible:

- (5) Gateway Signs, identifying the Paint Creek Trail (PCT), with reference to the Iron Belle Trail (IBT) Network. (1) Gateway sign will be installed in each trail community.
- (2) Iron Belle Trailhead information stations, such as kiosks. Station will provide PCT and IBT branding information, wayfinding, and Paint Creek Trail information.
- (36) Aluminum Road crossing/Safety Signs, utilizing consistent branding and best practices. Current signs are in disrepair and outdated, and do not meet current design standards. Materials, other than aluminum, may be considered, if appropriate. Additional safety signs may be designed for additional locations, if appropriate.
- (11) Aluminum Map signs, updated with local trail connections, logos, and branding. Map file will be provided to you, but complete sign needs updated design. Materials, other than aluminum, may be considered, if appropriate.
• (11) Aluminum Wayfinding signs, showing IBT route, local points of interest, and amenities. Materials, other than aluminum, may be considered, if appropriate.

Signage Designs shall be consistent with each other, and shall include graphics and maps showing locations for installation, when applicable. The Commission desires designs that are compatible with the natural environment of the trail, but are cost effective and low maintenance. Applicant should be familiar with AASHTO and ADA requirements, if applicable, and incorporate any applicable requirements.

Timeline
The scope of work must be completed within 3 months from the notice to proceed.

Final Deliverables
Hard Copies (paper) and Electronic files of all documents as part of the signage design plan shall be provided to us for our use and information. We require PDF, JPG, and Vector files

Proposal Requirements
An applicant must submit one (1) copy of its proposal electronically by 3:00 p.m. on July 9, 2019 to manager@paintcreektrail.org, with “RFP Signage Design Services” as the subject. Proposals received after the deadline will not be considered. It is the responsibility of the responding firm to ensure that the proposal arrives on time.

To be considered for selection, submit the following information in keeping with the recommended format.

1. Completed and Signed Applicant Data Form

2. Letter of Interest
Cover letter indicating interest in the project and identifying the firm’s ability to provide the scope of services required.

3. Qualifications
The proposal shall include a statement of qualifications. Identify the person(s) who will provide the signage design services, with a brief background of their experience, including experience on similar projects, key personnel qualifications and relevant experience. Resumes of all qualified professionals who will be responsible for assisting with or completing assigned tasks shall be provided.

In addition, please provide a list of references that includes clients for whom services have been provided in the past five (5) years regarding efforts similar in terms of the size and type of project outlined above. Information should include name of contact, title, contact information, and date of service for reference.

4. Concept Plan
The proposal shall include a detailed description of the individual or firm’s approach for satisfactorily completing the Scope of Work set forth above including any alternate suggestions for implementation. Include a detailed schedule that includes a description of all tasks and activities, significant milestones and anticipated deliverables.
5. Work Examples
   Please provide at least three (3) examples of previous projects, work product, publications and reports, demonstrating direct experience with the type of work outlined in the Scope of Work above. For each of these examples, provide the following information:
   a. Name and address of client;
   b. Year(s) during which work was performed;
   c. Contract amount; and
   d. Details of work performed.

6. Cost Estimates
   Your proposal may specify a flat fee, an hourly rate and/or a combination of a flat fee and an hourly rate. Please specify which services will be provided for what fee. If your hourly rate is dependent upon the individual doing the work and/or the position that individual holds, please list the rate to be charged for each individual or position. The design work should be in an amount not to exceed $3,000. If your proposal exceeds this amount, please provide explanation for exceeding this amount.

Assistance Available to Proposer
   The Paint Creek Trailways Commission will provide current logo, Iron Belle Trail logo, updated map file, and any other additional information when necessary. Please request, in writing, additional information requested.

Any questions regarding these proposal specifications should be addressed to:

Melissa Ford, Trail Manager
Paint Creek Trailways Commission
4393 Collins Road
Rochester, MI  48306
(248) 651-9260
(248) 601-0106 (FAX)
manager@paintcreektrail.org

Proposal Selection Process
   The Commission members will review all proposals. At their option, they may choose to meet with all or any of the persons or firms submitting a proposal. Following review, the Commission will make the final decision and authorize the signing of a contract. The Commission reserves the right to reject any and all proposals.

   The Paint Creek Trailways Commission reserves the right to waive any informality in the proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the Paint Creek Trailways Commission.

   Municipalities are exempt from Michigan State Sales and Federal Excise Taxes. Prices quoted shall not include Federal or State taxes. The Paint Creek Trailways Commission will furnish the successful bidder with tax exemption certificates when requested.

Proposer Warranties
   The proposer will warrant that it will not delegate or subcontract its responsibilities under agreement without prior written permission of the Trailways Commission. Additionally, the
proposer will warrant that all information provided by it in connection with this proposal is true and accurate to the best of its knowledge.

Ownership
Ownership of all data, intellectual property, materials and documentation originated and prepared for the Paint Creek Trailways Commission pursuant to the Request for Proposals and the subsequent contract shall belong exclusively to the Paint Creek Trailways Commission.

Contractual Arrangements
Invoices for services will be paid within 45 days from receipt. The total amount invoiced is not to exceed the bid amount unless the Trailways Commission has approved other arrangements. The Trailways Commission reserves the right to terminate the contract at any time. Services rendered up to that point will be paid and the remaining contract will be nullified.

Attachments:
- Attachment A: Project Location Map
- Attachment B: Descriptions and Locations of Signage needed
- Attachment C: Brief Description of Project
**Applicant Data**

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

Name of Person or Firm: 
_______________________________________________________________________

Address: ________________________________________________________________

Contact Person & Title: ____________________________________________________

Telephone Number: _______________________________________________________

FAX Number: ___________________________________________________________

Email: _________________________________________________________________

Year Firm was Formed: ________________

**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  _____ No

If yes, please explain:
Attachment A: Project Location – Oakland County, Michigan
Traversing Rochester, Rochester Hills, Oakland Township, Orion Township
& Village of Lake Orion,
From Mile Marker 31.2 in Rochester to Mile Marker 40.0 in Lake Orion
Attachment B: Description of Project Location
From Mile Marker 31.2 in Rochester to Mile Marker 40.0 in Lake Orion

Road Crossing/Safety/Wayfinding/PCT/IBT/Identification Signs – Cross Street Locations:

Rochester: Rochester Road/Pine Street, Ludlow/Woodward Crossing west of Main Street
Rochester Hills: Tienken, east of Livernois, west of Kings Cove Drive, and Dutton, east of Livernois, west of Orion Road, south side
Oakland Township: Dutton, east of Livernois, west of Orion Road, north side
Silver Bell west of Orion Road
Paint Creek Cider Mill connector, on trail south of Gallagher
Gallagher west of Orion Road
Adams Road, south of Orion Road

Oakland Township: Clarkston/Kern Roads
Newton south of Flint

Village of Lake Orion: Atwater east of M-24

Gateway/IBT Signage to be located at:

- North side of Ludlow, west of Main Street, in Rochester
- North side of Tienken, east of Livernois, in Rochester Hills
- North side of Dutton, west of Orion Road in Oakland Township
- Intersection of Clarkston/Kern Roads in Orion Township
- South side of Atwater, east of M-24 in Village of Lake Orion

IBT Trailhead Info Stations to be located at:

- On Paint Creek Trail, at southern terminus, mile marker 31.2, at connection to downtown Rochester River Walk/Clinton River Trail connection
- On Paint Creek Trail, at Clarkston/Kern intersection, directing IBT users west on Clarkston Road to Polly Ann Trail

Map signs with IBT Connections & Logo locations:

- Mile marker 31.2 in Rochester
- North side of Ludlow crossing in Rochester
- North side of Tienken crossing in Rochester Hills
- South side of Dutton crossing in Rochester Hills
- South side of Silver Bell Crossing in Oakland Township
- North side of Gallagher Road Crossing in Oakland Township
- East side of Adams Road, south of Orion Road, in Oakland Township
- Intersection of Clarkston/Kern Roads in Orion Township
- On the trail west of Newton in Orion Township
- On the trail south of Atwater in Village of Lake Orion
- *Tentatively on new Paint Creek Trail extension near Children’s Park in Village of Lake Orion
Attachment C: Brief Description of Project

This project will fund the following elements, including design and labor:

- **(5) Gateway/IBT Signs.** We currently have one Gateway sign in the City of Rochester, north of Ludlow. A new design will incorporate the Paint Creek Trail name, add the Village of Lake Orion, and add the Iron Belle Trail logo. This photo shows the current gateway sign we have (Note: the MNRTF and Conservation Fund markers will also be moved to one of the new signs, to maintain compliance):

![Gateway/IBT Signs](image)

- **(2) IBT Trailhead Info Stations:** With the connection route on Clarkston Road from the Paint Creek Trail to the Polly Ann Trail determined, we would like to install an Iron Belle Trailhead Information station, directing users west on Clarkston Road (when connection complete). The information station will also direct users to amenities, and local restaurants/businesses, and be a primary focal component of the important PCT and Polly Ann Trail connection. The second station will be located in Rochester, where the Paint Creek Trail meets the downtown Rochester River Walk (the connector to the Clinton River Trail). This station will welcome users officially to the Paint Creek Trail as part of the Iron Belle Trail network, and provide route information, and local amenity/business information.
(36) **Road Crossing/Safety Signs, updated with IBT logo:** The current signage at our road crossings is damaged, outdated, and not designed with proper traffic safety standards. We would like to update all road crossing signs using the appropriate safety standards, and include the Paint Creek Trail logo, Iron Belle Trail Logo, Road name, community, right-of-way safety information (ie “cross traffic does not stop”, or “trail users must stop at crossing”, etc), and mile marker information, as appropriate. Here are photos of our current road crossing signs:

*(These signs are located on the north side of Dutton, in Oakland Township)*

(11) **Map signs:** Our current map sign is outdated. We would like to show the Iron Belle Trail connections, our new trail extension into the Village of Lake Orion, the IBT logo, and up to date rules and courtesy information. Our current map sign:

(11) **Wayfinding signs:** with the promotion of the Iron Belle Trail, we’d like to add 11 signs pointing our users to Iron Belle Trail route information, local points of historic or cultural interest, amenities, bike repair stations, picnic areas, Bald Mountain Recreation Area, local parks, and other trail connections.
MEMO

To: Commissioners, Alternates and Staff
From: Melissa Ford, Trail Manager
Subject: May Manager’s Report
Date: June 18, 2019

Advisory Committee Reports
The Iron Bell Trail Grant RFP for Signage Design Services is on the agenda for approval this month. A copy of the draft RFP is in your packet.

Complaints/Vandalism
Our bike patroller indicated that Bridge 38.3 in Oakland Township has a broken railing board. OTPRC has been notified. We continue to receive a large number of calls, emails and social media messages about the upcoming construction work. Staff has answered the questions and directed inquirers to follow our social media channels and website for current updates.

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

Finances
- All Member Community invoices for 2019 Operations and Patrol have been received.
- All January license fee invoices to various utilities have been received.

Follow Up
- **Bridge 33.7 Renovation**: Construction on the bridge will begin on June 17th. The trail between Dutton and Silverbell Roads will be closed for the duration of the project.
- **Resurfacing**: The Commission selected WCI Contractors, Inc. as the contractor for the resurfacing project. Mannik Smith is revising their construction administration proposal to reflect the reduced scope of work and revised bid.
- **Wilson Foundation grant**: $165,164 of the Wilson Foundation grant funds were used to pay the Road Commission of Oakland County (RCOC) for the local share of the Bridge 33.7 project. $242,737.70 remains in the account at the Community Foundation of Greater Rochester. A portion of the funds paid to the RCOC will be reimbursed by the MNRTF grant.

Future Agenda Items
- Vandalism Ordinance in Orion Township

Promotion of the Trail
- Our Facebook page has 6,105 followers, an increase of 93 since last month.
- Our Twitter account has 689 followers, an increase of 15 since last month.
- Our Instagram Account has 569 followers, an increase of 24 since last month.
- Our E-Newsletter has 134 subscribers.
- I’ve posted information and photos on social media.
- I’ve spent 4 hours on the trail this past month.

Paint Creek Trail Website Analytics
In the last 30 days, we had 9,531 visitors, with 207,539 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>7,905</td>
</tr>
<tr>
<td>Trail Maps</td>
<td>1,177</td>
</tr>
<tr>
<td>Maps</td>
<td>1,671</td>
</tr>
<tr>
<td>Parking</td>
<td>1,337</td>
</tr>
<tr>
<td>Trail Conditions</td>
<td>454</td>
</tr>
<tr>
<td>RFPs</td>
<td>442</td>
</tr>
<tr>
<td>2019 National Trails Day/Mileage</td>
<td>418</td>
</tr>
<tr>
<td>Jobs/2019 Trail Construction Updates</td>
<td>360</td>
</tr>
<tr>
<td>E-Newsletter</td>
<td>314</td>
</tr>
<tr>
<td>FAQs</td>
<td>190</td>
</tr>
</tbody>
</table>

In May, we had 8,712 visitors, with 138,616 visits. The top 10 visited pages:

<table>
<thead>
<tr>
<th>Top Pages</th>
<th>March</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Page</td>
<td>10,139</td>
</tr>
<tr>
<td>Trail Maps</td>
<td>1,086</td>
</tr>
<tr>
<td>Maps</td>
<td>1,061</td>
</tr>
<tr>
<td>Parking</td>
<td>1,060</td>
</tr>
<tr>
<td>Parking</td>
<td>505</td>
</tr>
<tr>
<td>Mileage</td>
<td>461</td>
</tr>
<tr>
<td>Maps</td>
<td>448</td>
</tr>
<tr>
<td>Maps</td>
<td>435</td>
</tr>
<tr>
<td>Trail Conditions</td>
<td>407</td>
</tr>
<tr>
<td>2019 Construction Updates</td>
<td>399</td>
</tr>
</tbody>
</table>

Commission Ad-Hoc Committee Assignments

<table>
<thead>
<tr>
<th>Committee</th>
<th>Assignments</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>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, Loeba, 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, Steele</td>
</tr>
<tr>
<td>Memorial Ad-Hoc committee</td>
<td>Becker, Blanchard, Ferriolo</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>---</td>
<td>---</td>
</tr>
<tr>
<td>Master Plan Ad Hoc committee to Review Administrative Structure Section</td>
<td>Blanchard, Bowyer, Olijnyk</td>
</tr>
<tr>
<td>Master Plan Ad Hoc committee to Review Recreation Inventory</td>
<td>Blanchard, Stout, Van Agen</td>
</tr>
<tr>
<td>Master Plan Ad Hoc committee to Review Planning and Public Input Process</td>
<td>Becker, Bowyer, Steele</td>
</tr>
</tbody>
</table>

### 2019 Goals

#### Administrative Priority

<table>
<thead>
<tr>
<th>Priority</th>
<th>Progress</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>
</tr>
<tr>
<td>Continue Trail etiquette education (ongoing)</td>
<td>Ongoing</td>
</tr>
<tr>
<td>New Brochure/Map Update</td>
<td>Branding Committee requested guidance.</td>
</tr>
<tr>
<td>Continue coordination and participation with Oakland County Trail, Water &amp; Land Alliance (TWLA)</td>
<td>Trail manager Ford attended the April TWLA meeting.</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>
</tr>
<tr>
<td>Adopt –A-Trail program</td>
<td>The first cleanup was held in early May. A second cleanup will occur in October.</td>
</tr>
<tr>
<td>Ensure a smooth transition when Melissa is on Maternity Leave.</td>
<td>Personnel Committee will meet to develop leave plan. <strong>Commission selected an Interim Manager candidate at June 12th Special Joint Meeting.</strong></td>
</tr>
</tbody>
</table>

#### Master Plan

<table>
<thead>
<tr>
<th>Priority</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete 2020-2024 Master Plan Update</td>
<td>The three chapters are completed and have been reviewed by Ad Hoc committees. 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. <strong>Online Master Plan Survey is available on social media and website. Kiosk posters will be placed early next week. Focus group plans are being finalized with Giffels Webster.</strong></td>
</tr>
<tr>
<td>Southeast Rochester Property Development</td>
<td>Melissa presented the project to the Rochester City Council at their May 13 meeting. City Council appeared to be favorable to the project and asked that PCTC submit budget information for review. <strong>Due to higher than expected resurfacing bids, Southeast Rochester Property development is on hold.</strong></td>
</tr>
<tr>
<td>Wayfinding signage in Rochester and Lake Orion</td>
<td>Received Iron Belle Trail Grant. Draft RFP created by Branding committee.</td>
</tr>
</tbody>
</table>
### Bridge 33.7 Renovation Project – work with OTPRC, MDOT, and DNR to replace bridge

C.A. Hull Company, Inc. returned the lowest bid: $670,327.89. Construction began June 17th and should be completed by Labor Day weekend.

<table>
<thead>
<tr>
<th>City of Rochester – Bridge Replacement</th>
<th>City of Rochester has received bridge inspection report. Will send to PCTC once they have reviewed it.</th>
</tr>
</thead>
</table>

### Planning & Development Goals

#### National Trails Day – June 1, 2019

NTD Event scheduled for June 1 in downtown Lake Orion. We are partnering with the Clergy, Cops and Kids event also in Lake Orion that day. **Approximately 75 people attended this year's NTD event which ended early due to inclement weather.**

#### Labor Day Bridge Walk – September 2, 2019

Commission voted to cancel LDBW for 2019 at June 12 Special Joint Meeting. Will resume event in 2020.

#### Paint Creek Trail Resurfacing

Received two bids for the project. Commission will review bids and approve contract at May 2019 meeting. **Commission selected WCI Contractors, Inc. as resurfacing bid contractor with lowest revised bid of $571,621.**

#### Trail identification and road crossing signage (Branding)

Received Iron Belle Trail Grant. Draft RFP created by Branding committee.

#### Cider Mill Gateway Project – near Flagstar

The Friends group is working with the Memorial Ad-hoc committee on this project.

#### Gateway Signage – Each community

Received Iron Belle Trail Grant. Draft RFP created by Branding committee.

#### Tienken Educational Pathway Project

Commission approved removing Pathway Project from resurfacing bid.

#### Oakland Township Parking Lot Development

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.

### Policies

#### Native Plant Approval Policy

No progress yet. Need expert assistance

#### Conservation Stewardship Policy

No progress yet. Need expert assistance

#### Fund Balance Policy

Auditor made recommendation in 2018 to keep $25,000 (3 months) worth of expenses in fund balance.

### Maintenance

#### Assure Restrooms are maintained (ongoing)

Ongoing.

#### Continue vandalism prevention education (ongoing)

Ongoing.

#### Continue surface maintenance inspections and coordination of repairs (ongoing)

Ongoing.

#### Road Crossing improvements – work with RCOC

Ongoing. Continue working with RCOC for improvements at our crossings.
<table>
<thead>
<tr>
<th><strong>Long Term Goals</strong></th>
<th><strong>Progress</strong></th>
<th></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>
<td>2</td>
</tr>
<tr>
<td>Side parcel acquisition for parking and trail access</td>
<td>Will continue looking for opportunities</td>
<td>3</td>
</tr>
<tr>
<td>Acquisition of historic resources</td>
<td>Will continue looking for opportunities</td>
<td>2</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>
<td>2</td>
</tr>
<tr>
<td>Village of Lake Orion Membership on PCTC</td>
<td>The Commission approved the agreement with the Village of Lake Orion at their April 2019 meeting. The Village of Lake Orion approved the agreement at their May 13, 2019 meeting.</td>
<td>1</td>
</tr>
<tr>
<td>Ensure focus on keeping the trail a “Natural Beauty Trail”.</td>
<td>Ongoing</td>
<td>1</td>
</tr>
</tbody>
</table>
## Community Foundation of Greater Rochester

### Fund Statement-Non Endowed

**May 31, 2019**  
**Paint Creek Trailways**

<table>
<thead>
<tr>
<th>BEGINNING FUND BALANCE</th>
<th>$0.00</th>
</tr>
</thead>
</table>

### Revenue & Additions

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gifts</td>
<td>Ralph C. Wilson, Jr. Foundation</td>
<td>04/19/2019</td>
<td>$408,000.00</td>
</tr>
</tbody>
</table>

**Gifts Total** $408,000.00

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<tr>
<th>Type</th>
<th>Name</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants from Income</td>
<td>Paint Creek Trailways Commission</td>
<td>05/15/2019</td>
<td>$165,164.00</td>
</tr>
</tbody>
</table>

**Grants Total** $165,164.00

### Expenses & Distributions

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants from Income</td>
<td>Paint Creek Trailways Commission</td>
<td>05/15/2019</td>
<td>$165,164.00</td>
</tr>
</tbody>
</table>

**YTD FUND BALANCE** $242,737.70

### Payments

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
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<th>Amount</th>
</tr>
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<tr>
<td>Grant</td>
<td>Paint Creek Trailways Commission</td>
<td>05/15/2019</td>
<td>$165,164.00</td>
</tr>
</tbody>
</table>

**Grants Total** $165,164.00
MEMO

To: Commissioners, Alternates & Staff
From: Melissa Ford, Trail Manager
Subject: June Field Trip
Date: June 18, 2019

As a reminder, we are meeting at the Paint Creek Cider Mill this month, and not the City of Rochester Municipal Offices. After adjournment, we will drive to the new Village of Lake Orion trail extension. Please park in the municipal parking lot adjacent to Children’s Park on South Anderson Street (P4 in the map below). Please bring or wear shoes appropriate for walking.