MEETING AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment
5. Consent Agenda:
   a. Minutes: Regular Meeting, July 16, 2019
   b. Minutes: Special Meeting, July 24, 2019
   c. Treasurer’s Report – July 2019
6. Approval of Invoices
7. Discussion/Approval: Limited Use Permit, East Clarkston Road Pathway Project
8. Discussion/Approval: Signage Design Orientation Meeting #1, Landscape Architects & Planners
9. Update: Moutrie Project Subcommittee
10. Discussion/Approval: Attorney transition
11. Update: Bridge 33.7 Project
12. Update: 2019 Trail Resurfacing
13. Update: 2020-2024 Master Plan
14. Manager’s Report
15. Commissioner Reports
16. Adjournment of Regular Meeting

Next Regular Meeting:
   October 15, 2019 – Paint Creek Cider Mill, 4480 Orion Rd., Rochester, MI 48306

Enclosures:
   Agenda Summary
   July 16, 2019 Draft Meeting Minutes
   July 24, 2019 Draft Special Meeting Minutes
   July 2019 Treasurer’s Report
   Limited Use Permit, East Clarkston Road Pathway Project
   LAP Signage Scope of Services
   Moutrie Pollinator Garden graphic
   Representation Authorization on Legal Matters
   August Manager’s Report
   Community Foundation of Greater Rochester July 2019 statement
Agenda Summary  
August 20, 2019

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment**
5. **Consent Agenda:**
   a. Minutes: Regular Meeting July 16, 2019
   b. Minutes: Special Meeting, July 24, 2019
   c. Treasurer’s Report – July 2019
6. **Approval of Invoices**
7. **Discussion:** East Clarkston Road Pathway Project  
   **Summary:** Consideration of Limited Use Permit from Charter Township of Orion to connect to Paint Creek Trail. Mark Landis from OHM Advisors will be present on Orion Township’s behalf.  
   **Desired Action:** Approval  
   **Budget Impact:** None
8. **Discussion:** Signage Design Project Orientation Meeting #1  
   **Summary:** Bob Ford from Landscape Architects and Planners (LAP) will be here to meet the commission, listen to initial thoughts and ideas, discuss the project approach, and review time schedules.  
   **Desired Action:** Discussion/Input from Commission members  
   **Budget Impact:** None at this time (budgeted $5,000)
9. **Update:** Moutrie Project  
   **Summary:** Moutrie Project Subcommittee will provide an update on the Moutrie Garden project.  
   **Desired Action:** Discussion  
   **Budget Impact:** None
10. **Discussion/Approval:** Attorney transition  
    **Summary:** Lisa J. Hamameh, of Foster Swift, is leaving that firm – three options are available at this time for Commission consideration: 1) stay with Foster Swift; 2) follow Ms. Hamameh to her new firm; or 3) find a new firm/attorney.  
    **Desired Action:** Approval of one of the options  
    **Budget Impact:** None at this time
11. **Update:** Bridge 33.7 Replacement Project  
    **Summary:** I will provide an update on the project’s progress, timeline, and citizen concerns.  
    **Desired Action:** Discussion  
    **Budget Impact:** None at this time (budgeted $20,000)
12. **Update/Discussion/Approval:** 2019 Trail Resurfacing  
    **Summary:** I will provide an update on the project’s progress to date. Additional funding from the MDNR has been secured with details provided in the Managers report.  
    **Desired Action:** Discussion  
    **Budget Impact:** None at this time (budgeted $20,000)
13. **Update:** 2020-2024 Master Plan  
**Summary:** I will provide an update on the progress of the 2020-2024 Master Plan.  
**Desired Action:** None  
**Budget Impact:** None at this time (budgeted $7,000)

14. **Manager’s Report:** Included in your packet.
15. **Commissioner Reports**
16. **Adjournment of Regular Meeting**

**Next Regular Meeting:**
October 15, 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, July 16, 2019 meeting was called to order by Chairperson Becker at 7:00 p.m.

Voting Members Present: Rock Blanchard, Susan Bowyer, Frank Ferriolo, Linda Gamage, Kim Russell, Donni Steele, Hank Van Agen
Voting Alternates Present: None
Non-Voting Alternates Present: David Becker, Martha Olijnyk
Village of Lake Orion Non-Voting Member Present: None
Voting Members Absent: Jeff Stout
Alternates Absent: Chris Barnett, Robin Buxar, Ben Giovanelli, Chris Hagen, 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, Brian Marzolf, Interim Trail Manager, Sandi DiSipio, Recording Secretary

PLEDGE OF ALLEGIANCE: All rose and recited the Pledge.

APPROVAL OF AGENDA:
MOTION by Bowyer, seconded by Van Agen, Moved, to approve the July 16, 2019 agenda as presented.
Ayes: All Nays: None
MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:
  a. Minutes – June 18, 2019, Regular Meeting, approve and file
  b. Minutes - June 12, 2019, Joint Meeting with OTPRC, approve and file
  c. Treasurers Report – June 2019, receive and file
MOTION by Blanchard, seconded by Van Agen, 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 $8,678.45. In addition to the recorder’s fee, this amount includes Giffels Webster professional services for the Master Plan, Graphic Takeover printing services related to the Master Plan user survey, Mannik Smith Group services for Bridge 33.7 Renovation Construction Administration, reimbursement to
the bike patroller for bicycle repair and attending a CPR/first aid course, 2nd qtr. staff shared copier costs and Foster Swift Collins & Smith legal services for the resurfacing contract. Estimated unrestricted fund balance is $53,136.

**MOTION** by Bowyer, seconded by Gamage, **Moved**, that the invoices presented for payment are approved in the amount of $8,678.45 and orders be drawn for payment.

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

**DISCUSSION: East Clarkston Road Pathway Project:** Ms. Ford introduced Mr. Mark Landis from OHM who will present information on behalf of Orion Township about the project. Mr. Landis explained he is seeking permission and approval for connecting into the trail just west of Kern Road, and summarized the slide presentation. The project is being partially funded through grants from MDOT, SEMCOG Path Grants and DNR Trust Fund Grants. The regional trails map shows the recently constructed Clarkston Road connector, and the proposed phase 3 connector going from M24 to the Paint Creek Trail. It will be a connector between the Paint Creek Trail and the Polly Ann Trail, all of which are a part of the Iron Bell Trail project. The 10-foot wide asphalt pathway will start on the south side of Clarkston Road, and the area further to the east will be installed by a proposed private development. The pathway will then continue through Bald Mountain Road. A boardwalk will be constructed across the section of wetland. Shortly after the wetland, the pathway will cross to the north side of Clarkston Road, and will go through Bald Mountain Rec area, crossing the Paint Creek with a steel truss pedestrian bridge, and continue to the trail. Tree clearing will happen after October 1st due to bat habitat restrictions, and the pathway construction will start in the spring. He is seeking approval and/or a permit for the proposed work within the trail right-of-way. A concrete apron is proposed to abut the trail surface. Mr. Blanchard commented sometimes there are issues when different surfaces meet. Ms. Gamage suggested a way finding sign be placed in this area. A question was asked if an easement is required as their material will be on trail right-of-way, if staff discussed this issue with our attorney and who will own the apron. Ms. Ford has not spoken to the attorney. Mr. Landis said a temporary construction easement would suffice. Ms. Bowyer suggested the applicant follow the same process as others have through the encroachment process. Ms. Melinda Hill, Friends of the Clinton River Trail, suggested the applicant consider pulling the concrete apron back a bit and install more limestone before it meets the actual trail surface. This way concrete would not abut the trail. The Commission is excited about this connection and thanked Orion Township for the proposed project.

**MOTION** by Blanchard, seconded by Steele, **Moved**, to approve the concept of the connection project contingent upon following the procedures for allowing an access encroachment to the trail or a license.

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

**DISCUSSION: City of Rochester Draft Trailway Setback Ordinance:** Ms. Ford introduced Mr. John Jackson of McKenna who is present on behalf of the City of Rochester. Mr. Jackson came forward, apologized for missing the last meeting, and thanked individuals who attended the meeting in Rochester to provide feedback. He took the comments into consideration and has alternatives and a slide presentation to talk about tonight. He explained the City of Rochester is in the process of making text amendments in an effort to implement their Master Plan. Some amendments include language for new zoning districts. One district is at the corner of Rochester Road, just north of the trail and is designated as a Mixed Use district. Standards for this district are being developed; building height and setbacks that might occur in this area. The question came up at the Council meeting – how will this property address the trail. This district was put on hold until that was resolved. It’s not a question of how the Mixed Use district abuts the trail – there are no setback requirements along the trail in any districts. This not only affects the Paint Creek Trail, but also the Clinton River Trail. He pointed out other areas along the Clinton River
Trail that will be designated as Multiple Family. Setbacks can’t be a “one size fits all” situation based on the variety of uses. Multiple zoning districts abut both trails. The Rochester River Walk will not be eliminated – only that this area will be eliminated from the setback discussion. He commented about photos that identify non-conforming and/or encroachment conditions along the trail. These conditions date back to when the trail was a rail line with industrial abutting it. In the ordinance, the trail definition has been tweaked as he wants it to be clear that setbacks would not be measured from the trail itself, but measured from the property on which the trail exists. The ordinance is proposed to read that trailway shall refer to a parcel of property on which the Paint Creek or Clinton River Trail is located. Any building located in a single, multiple or mixed residential district shall be set back a minimum of 25 feet or the required yard setback for that district, whichever is greater. No buildings, structures, parking lots, dumpster pads or other impervious surfaces may be located in the setback with the exception of a six foot wide sidewalk or boardwalk. Any building located on the OTR (research/light industrial) district shall be set back a minimum of 40 feet from a public trailway. A development within this district shall provide a 20 foot naturalized buffer along the trailway consistent with other provisions in the zoning ordinance. Property owners are encouraged to maintain a vegetative strip setback which is intended to have vegetation to filter storm water and enhance the natural environment along the trailways. This is on private property that abuts the trail, not on trail property. This vegetative strip makes sense where incompatible land uses abut the trail. He summarized alternative language for the more urban areas in Rochester, where a vegetative setback is not proposed. Also added is the requirement that any access to the trail by new developments must be reviewed by the appropriate trailway organization for any connections. A pdf of the slide presentation will be provided to the members. Mr. Jackson is here to hear input from the Commission, and does not expect final approval. He will be happy to return to a future meeting.

Ms. Gamage commented the language is inconsistent throughout the document when it talks about the property occupied by the trail, and would like to see something consistent reflecting the whole property owned by the trailway, not just the trail. Possibly it could say the former Penn Central right-of-way, which is a clear definition of the property. Mr. Jackson could define the trailway as the former railroad right-of-way. She also questions the intent of the six foot pathway mentioned previously. Mr. Jackson indicated this is for private property, and allows people to have some improvements on their property close to the trail. They could not connect to the trail unless approval is granted by the Commission. Mr. Van Agen suggested not to take the Rochester River Walk out of the setback equation, so continuity is maintained between all the trails; variances or exceptions could be granted in the areas where there is non compliance with the new ordinance, and as things change, maintain the natural look in an urban area. Mr. Blanchard commented there is an area in Orion Township in a residential area that the trail is fairly close to the townhomes where he feels the limestone surface was a mistake, and eventually was paved because of the urban feel there. Mr. Ferriolo agrees with the recommendation that any future developments on the trail seeking access to the trail come before the appropriate body for input and approval. Ms. Russell asked about the screen wall noted in the definitions and indicated that’s not natural at all. This negates from a natural look. Mr. Jackson said the screen wall is the title of the buffer section in the zoning ordinance, and it allows for a naturalized landscaping as an alternative to a screen wall. Ms. Russell doesn’t feel this should be an alternative on the trailway, nor on the Rochester owned property. What Mr. Jackson is trying to say is that in this particular situation, the naturalized buffer is not an exception to the screen wall, it’s the rule. He will clarify this. Ms. Russell mentioned the Dillman & Upton and Solaronics sites, the lumber that is on the corner, and asked if this is trail property or if they rent it. She believes both sites pay the Commission for use of our right-of-way. It’s important when the new ordinances are written, how it could create non-conformities. If something happens to either site with redevelopment, how will the setbacks work? Mr. Jackson said there are two issues; one is
the zoning issue and the other is the property encroachment. The property is legally non-conforming right now if the proposed language was adopted, and they can continue with their existing conditions. If the property is redeveloped, they would have to go through the site plan process and would be required to do site improvements, including the buffer along the trailway. He explained what would need to happen if rezoned and redeveloped as mixed residential – no building or parking lot any closer than 25 feet from the property line with no vegetative strip, only the setback. A pathway could be built on their property. If the property was leased by a new tenant for another industrial use, it would have just to comply with the current ordinance language with no improvements.

Mr. Fred Phillips with the Friends of the Clinton River Trail, said there’s nothing to address the question of storage – Dillman & Upton’s lumber is stacked on the ground in the back. Mr. Jackson said they are legal non-conforming so they can continue to do what they’re doing now. Mr. Jackson will add something in the proposed language to clarify this issue. Mr. Phillips would prefer that trailways be defined as trail right-of-way. He added that the ordinance as worded is specific only to the Paint Creek and Clinton River Trails, and does not address any future trail property that might be created in the City. He asked if that was the intent, or is the intent what the title says – abutting public trails. Mr. Jackson will look into this. Mr. Phillips also asked if the ordinance could require that Planning Commissions notify the appropriate trail authority of any new development abutting a trail. Ms. Melinda Hill wants clarification between mixed residential, which means a combination of residential types, and mixed use. Mr. Jackson explained mixed residential is a district that allows multiple types of units. The mixed use district can allow residential. Ms. Hill has a concern with section (e) and mixed use properties which are only required to have a 20 foot setback, but nothing is mentioned about dumpsters or parking, as was mentioned in the mixed residential section. In a mixed use area, you can have more disturbing factors influencing the trail; parking up to the trail and other noise factors that would be less desirable for the trail. She also agrees that site plans abutting the trail be reviewed by the appropriate trail authority. Mr. Jackson said this was an oversight on his part, and will look into this. Ms. Kristen Wiltfang, Oakland County Economic Development, thanked Mr. Jackson for bringing the proposed ordinance to the trail groups, and suggested under Letter A – the word Trail should be added after Paint Creek. She commented there is a water trail on the Clinton River and asked if there was a setback or any consideration for water trails that could be included. She mentioned the six foot wide sidewalk/boardwalk, and commented that the County strives to encourage trailways to be ASHTO compliant, which requires boardwalks to be 14 feet wide. Mr. Jackson said the proposed sidewalks would be on private property, not trail property. Under Letter D – if the City has a preferred tree planting list, it should be referred to here. Also, under Letter F she wonders if something about the surface type should be mentioned.

Mr. Blanchard agrees that site plans along the trail should be reviewed by the trail authority. Mr. Ferriolo agreed any site plan abutting the trail needs to be reviewed, not just developments with plans to access the trail. Mr. Becker referred to the section of trail not owned by the Commission but the City of Rochester, and said the ordinance refers to Paint Creek Trailway Commission property, so he assumes this ordinance does not apply to this area even though it’s next to an extension of the trailway. The Commission thanked Mr. Jackson for coming and explaining this ordinance. Mr. Jackson thanked everyone for their input and indicated the Commission will have another chance to review this ordinance.

**UPDATE: Louis Carrio, President – Friends of the Paint Creek Trail:** Mr. Louis Carrio came forward and commented the Group continued their membership with the Chambers of Commerce in Rochester and Orion Township as a way of interfacing with the business community. He feels there will be opportunities for business to capitalize on the trail. He met
with the Friends of the Clinton River Trail people as a way of establishing communications to collaborate on things. He is in the process of updating the Friends website. Regarding the Moutrie project, included in the packet is an email he received on behalf of the family, and he needs to respond to this as they inquired about the status of the memorial. He and Mr. Blanchard met at the Tienken site to see where a pollinator garden might be located, and feels there is enough information to go to the Moutrie family with a concept and asked the Commission how to proceed. Mr. Blanchard said they were out at the site, agreed on the location and met with a few landscape planners; Wiegand’s Nursery was available, will come to sites and is fairly inexpensive. He was quoted $350 which is considerably less than the others. They have met on site with the planner, and they are ready to finish a plan, but wants to make sure the family is agreeable to the Tienken site versus the Flagstar site. At one point there was a $200,000 elaborate plan for this site, but we don’t have the money for that. He feels if we can build something for the $8,000 that is in the fund, we should do that with the idea that the rest can be phased in in the future, and get this project started. Mr. Carrio indicated he would be happy to respond to the family and give them a status of the project if the Commission is OK with it. He will send the response to staff and copy the family on it. Mr. Blanchard indicated the plan should be ready by the August meeting. We could have the designer attend the next meeting for an additional cost, or the plan could be in the packet for member feedback. It was suggested when the plan is ready, it could be emailed to the Commission, and any comments could be sent back to Ms. Ford. Mr. Blanchard indicated that Wiegand’s will put together a bid package for the work, but we could bid the plan out to others. Wiegand’s would like to be able to bid on it. The Rochester Pollinators Group mentioned there is someone on Wiegand’s staff that is very knowledgeable about native plants and pollinating. Mr. Carrio asked how the Commission feels about referring to the project as the Moutrie Garden. There was no objection, and Mr. Carrio was asked to move forward.

DISCUSSION/APPROVAL: Signage Design Services Proposals: The signage committee consists of Ms. Gamage, Ms. Olijnyk and Ms. Ford. Ms. Olijnyk indicated the committee looked through the four bids received, all had impressive pictures and items, and all had enthusiastic references which were called. The bid was primarily for design and then potentially also for fabrication. They talked about contacting the Rochester Hills sign shop to see if they can fabricate the signs, whether in-kind or a payment. When they looked at the bids there was one that was very strong on design, which was Landscape Architects & Planners (LAP). The other bids were strong on fabrication; and references indicated they did not do the design, they were given the design. She feels we need help in figuring out what we want as our design, so the committee thought it was best to go with someone who had that as their strong suit. Their recommendation is LAP. She doesn’t think they do the fabrication, but they have coordinated fabrication on other projects including Clinton River Trail. Some of the other companies did fabrication for the Clinton River Trail, so that would be an option.

MOTION by Bowyer, seconded by Gamage, Moved, to award the RFP for signage design services to LAP, Inc. Ayes: All Nays: None

MOTION CARRIED.

UPDATE: Bridge 33.7 Project: Ms. Ford stated continued progress is being made on the bridge, and a progress report was handed out tonight. Photos have been taken and are available for members to view. The new bridge installation is scheduled to begin on July 22nd. The biggest issue is the pedestrian traffic in the construction work zone. Better barricades have been put in place as well as increased warning signage. The problem is that heavy equipment is being moved during the day and people are taking advantage of this to come in to take a look. A suggestion was made to consider signage a bit further out to warn people of the closure to prevent them from getting to where it’s actually closed. Ms. Ford added the mounted patrol is aware of the project,
but will contact them to advise of the pedestrian issues. It was suggested that pictures of the project be posted at the closure warnings, on the website and member community’s websites so users can see the progress.

**UPDATE/DISCUSSION/APPROVAL: 2019 Trail Resurfacing:** Ms. Ford indicated she passed out an updated memo tonight. Included in the packet is a copy of the resurfacing contract with WCI. There are some changes to what’s in the packet. Because of some things done to reduce the cost, there will be a supplement added to the contract that shows which items have been eliminated. Also, the Bear Creek portion of the project has to go before the Oakland Township Board of Trustees to be approved. If and when that occurs, the amount of the contract will be changed to what is indicated in the updated memo – from $571,621 to $622,255. If the contract is approved tonight, it will have to wait until Oakland Township approves the Bear Creek portion before it can be signed. This contract was drafted by the attorney. WCI has been on the trail several times looking for staging areas for equipment. There is no set schedule for when or where the work will start, but it sounds like they will start in the Rochester portion because of the upcoming events. Ms. Ford indicated she contacted the DNR for any discretionary additional funding, and they indicated it might be something they would be interested in. She provided them the list of items that were removed from the project, and they were interested in anything safety related. Mannik Smith provided a list of items removed from the project and ranked them according to safety value, which was provided to the DNR. The DNR is now internally discussing this and will get back to Ms. Ford by the end of the month.  

**MOTION** by Ferriolo, seconded by Blanchard, **Moved**, to approve the Paint Creek Trailways Resurfacing project, and to award the contract to WCI, Inc. based on the bid amount of $622,255.

Ms. Russell said they have come out to Rochester and the Parks Department has spent a lot of time into where the concrete goes in, but she doesn't understand why it’s their responsibility to find a place for them to store their materials. She offered a place close, but they said it would damage the pavement. In the contract, where does it state that the City is responsible for staging areas? Ms. Ford indicated they are looking at different staging areas. Ms. Russell feels with the cost of the contract, the contractor should work this out, because now they have to scramble for staging areas. It could have been done at the DPW area, but it’s not close enough for the contractor. Ms. Gray explained she was with WCI when the contractor was on the trail to review areas. The staging close to the trail is intended to expedite the process and shorten trail closures.

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

**MOTION CARRIED.**

**UPDATE: 2020-2024 Master Plan:** Ms. Ford indicated hard copies of the survey have been available for the public to complete since the beginning of June. The on-line survey has been posted on social media, the website and all the member communities. Press releases have been published, the Oakland Press and the Lake Orion Review ran a story about it. The Rochester Post will be running a story shortly. As of July 11th, 438 responses have been received. The survey will be open through July 22nd. Tomorrow a stake-holder open house will be held from 4:00-6:00 p.m. with the Planning firm; about 50 individuals have been invited to attend. She encouraged everyone to attend if they can. Because the survey is still open and we haven’t had the stakeholder meeting, she hasn’t been able to draft the next section of the Master Plan, which is on planning and public input because she needs the results. Once the results have been received, staff will draft the next section.
MANAGER’S REPORT: In addition to the written report, Ms. Ford reported she included the Community Foundation of Greater Rochester’s monthly fund statement in the written report.

COMMISSIONERS REPORTS: Ms. Gamage thanked Ms. Wiltfang for her help with the signage RFP. Ms. Russell said we should consider increasing Dillman & Upton’s license fees as there’s a lot of use there and suggested this be on a future agenda. She provided a brochure relative to bike education she received about bikes on the roadway – maybe something similar could be done for the trail. Mr. Becker thanked the Clinton River Trail representatives for being at the meeting. The Commission wished Ms. Ford blessings on her child’s birth.

ADJOURNMENT OF REGULAR MEETING:
MOTION by Gamage, seconded by Blanchard, Moved, to adjourn the Regular Meeting at 9:25 p.m.
Ayes: All Nays: None
MOTION CARRIED.

NEXT MEETING: August 20, 2019 at 7:00 p.m. – Rochester Municipal Offices
Respectfully submitted,

MELISSA FORD, Trail Manager                  HANK VAN AGEN, Secretary
CALL TO ORDER: The Tuesday, July 24, 2019 meeting was called to order by Secretary Van Agen at 7:00 p.m.

Voting Members Present: Susan Bowyer, Frank Ferriolo, Linda Gamage, Donni Steele, Hank Van Agen
Voting Alternates Present: None
Non-Voting Alternates Present: None
Village of Lake Orion Non-Voting Member Present: None
Voting Members Absent: Rock Blanchard, Kim Russell, Jeff Stout,
Alternates Absent: Chris Barnett, Robin Buxar, Ben Giovannelli, Chris Hagen, David Walker
Village of Lake Orion Non-Voting Member Absent: Brad Mathisen
Village of Lake Orion Non-Voting Alternate Absent: Vacant
Others Present: Brian Marzolf, Interim Trail Manager Chris Gray, Assistant Trail Manager

PLEDGE OF ALLEGIANCE: All rose and recited the Pledge.

APPROVAL OF AGENDA:
MOTION by Bowyer, seconded by Ferriolo, Moved, to approve the July 24, 2019 agenda as presented.
Ayes: All Nays: None
MOTION CARRIED.

PUBLIC COMMENT: None

RESOLUTION NO. 2019-01:
MOTION by Ferriolo, seconded by Steele, Moved, to approve Resolution No. 2019-01
Approving and Authorizing an Amendment to a Development Project Agreement.
Ayes: All Nays: None
MOTION CARRIED.

ADJOURNMENT OF SPECIAL MEETING:
MOTION by Gamage, seconded by Steele, Moved, to adjourn the Regular Meeting at 7:11 p.m.
Ayes: All Nays: None
MOTION CARRIED.

NEXT MEETING: August 20, 2019 at 7:00 p.m. – Rochester Municipal Offices

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BRIAN MARZOLF, Interim Trail Manager  HANK VAN AGEN, Secretary
# Paint Creek Trailways Commission
## Treasurer's Report - Flagstar Bank
### July 2019

**Balance:** 1-Jul-19  
Checking Balance: $122,976.28  
Outstanding Checks (3339, 3344): $690.00  
Total: $122,286.28

**Revenues:**  
- Oakland Twp. - Reimbursement for Mannik Smith Group: $5,989.75  
- Bridge 33.7 Construction Admin.: $26.17  
**Total Revenues:** $6,015.92  
**Total:** $128,302.20

**Expenditures:**  
- 3346 - Dan Butterworth - Patrol Reimbursements: CPR class, Repairs: $53.47  
- 3347 - Foster Swift Collins & Smith - Legal Services: $162.50  
- 3348 - Giffels Webster - Master Plan Consulting: $1,750.00  
- 3349 - Graphic Takeover - Printing Master Plan Survey Poster: $188.00  
- 3350 - Oakland Twp Parks - 2019 2nd Qtr Shared Copier Costs: $304.73  
- 3351 - Sandi DiSipio - June 2019 Recorders Fee: $230.00  
- 3352 - Mannik Smith Group - Bridge 33.7 Construction Admin.: $5,989.75  
**Total Expenditures:** $8,678.45  
**Total:** $119,623.75

**Balance:** 31-Jul-19  
Checking Balance: $120,313.75  
Outstanding Checks (3344, 3351): $690.00  
**Total:** $119,623.75

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**TRAILWAYS COMMISSION BALANCE**  
**Total:** $119,623.75

**Signed By:**  
Trailways Commission Treasurer:  
Trail Manager:  
Date:  

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12
Application for Limited Use Permit
Private Access to the Paint Creek Trail

Description of Limited Use Requested:
Connect proposed pathway along E. Clarkston to the Paint Creek trail just west of Kern. See attached plans for details.

Date Submitted: 7/25/19

Applicant: Charter Township of Orion

Mailing Address: 2525 Joslyn Rd
City/Zip: Lake Orion 48360

Email Address: mark.landis@ohm-advisors.com
Phone: 248.751.3107

Address or General Location: Paint Creek Trail just west of Kern Rd

Property ID(s): 09-13-201-003

Reason for Request: Construction of Iron Belle Trail link between Polly Ann Tr. and Paint Creek Trail along E. Clarkston Rd.

Application Submission Requirements:
1) Existing Site conditions;
2) Site Plan;
3) A landscape plan (if applicable)
4) Drawings of structures (if applicable)

Signature: [Signature]

Date: 7/25/19

Please submit form with required attachments to:
Paint Creek Trailways Commission
4393 Collins Road
Rochester, MI 48306

Or
manager@paintcreektrail.org
Limited Use Permit Checklist
Paint Creek Trailways Commission

PROCEDURE

An application for a limited use permit shall be approved or denied within sixty (60) days from the date of its official and complete submission unless extended by the Paint Creek Trailways Commission unless a time waiver is granted to the applicant. Additional requirements are as follows:

A. Request for limited use permits shall be filed with the Paint Creek Trailways Commission Manager on an official application form. The request shall be considered as being officially submitted when all the information requirements are satisfied. In cases where an application is judged to be incomplete, the Paint Creek Trailways Manager or their designee shall notify the applicant, in writing, of what information must be provided for the application to be deemed complete within fifteen (15) business days of the date of submission.

B. Upon receipt of said application, the Paint Creek Trailways Commission Manager will submit the application to the Licensing Committee. The Licensing Committee will conduct a study and report its findings and make recommendations to the Paint Creek Trailways Commission.

C. The Paint Creek Trailways Commission shall consider possible effects of the proposed permit. Its judgement shall be based upon, but not limited to, the following factors:

   (1) The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the Paint Creek Trailway.

   (2) The proposed use is or will be compatible with present and future land uses of the area.

   (3) The proposed use conforms with all performance standards contained within each City's or Township's Code.

D. The Paint Creek Trailways Commission and Paint Creek Trailways Manager shall have the authority to request additional information from the applicant.

E. Unless excused by the Paint Creek Trailways Commission Chair, the applicant or a representative thereof shall appear before the Paint Creek Trailways Commission in order to answer questions concerning the proposed request.

F. The Paint Creek Trailways Commission shall make findings of fact and recommend such actions or conditions relating to the request as they deem necessary. Such recommendation shall be in writing and accompanied by the report and recommendation of the Licensing Committee, and shall be entered in and made part of the permanent written record of the Paint Creek Trailways meeting.

G. The Paint Creek Trailways Commission shall act upon the limited use permit within sixty (60) days from the date of submission of a complete application, unless an extension has been provided.
H. Upon receiving the report and recommendation of the Licensing Committee, the Paint Creek Trailways Commission shall have the option to set and hold a public hearing if deemed necessary, shall make recorded findings of fact and may impose any condition it considers necessary to protect the public health, safety and welfare.

I. Approval of a request shall require passage by a majority vote of the Paint Creek Trailways Commission.

J. Whenever an application for a limited use permit has been considered and denied by the Paint Creek Trailways Commission, a similar application for the limited use permit affecting substantially the same property shall not be considered again by the Paint Creek Trailways Commission for at least six (6) months from the date of its denial; and a subsequent application affecting substantially the same property shall likewise not be considered again by the Paint Creek Trailways Commission for an additional six (6) months from the date of the second denial unless a decision to reconsider such matter is made by a majority vote of the Paint Creek Trailways commission.

GENERAL PERFORMANCE STANDARDS

As may be applicable, the evaluation of any proposed limited use permit request shall be subject to and include, but not be limited to, the following general performance standards and criteria:

K. The site drainage system shall be subject to the review and approval of the City or Township Engineer if deemed necessary by the Paint Creek Trailways commission.

L. The landscaping appearance and functional design of the site shall not be so dissimilar to the existing area so as to cause a blighting influence.

M. The architectural appearance and functional design of any structure shall not be so dissimilar to the existing area so as to cause a blighting influence.

N. The use and site shall be in compliance with any Federal, State or County law or regulation that are applicable and any related permits shall be obtained and documented to the City or Township the property is contained within.

O. Additional Stipulations. All conditions pertaining to a specific site are subject to change when the Paint Creek Trailways Commission upon investigation in relation to a formal request, finds that the general welfare and public betterment can be served as well or better by modifying or expanding the conditions set forth herein.

REVOCATION

The Paint Creek Trailways Commission may recommend, and may direct, the revocation of any limited use permit for cause upon determination that the authorized limited use is not in conformance with the conditions of the permit or is in continued violation of the Zoning Ordinance, City Codes, Township Codes, or other applicable regulations. The Paint Creek Trailways Commission shall initiate an application and the Paint Creek Trailways Manager shall notify the responsible person that they have an opportunity to show cause why the permit should not be revoked. The Paint Creek Trailways Manager shall provide the responsible person a copy of the proceedings and findings of the Paint Creek Trailways Commission.

PERMIT MODIFICATIONS

Holders of a limited use permit may propose modifications to the permit at any time. No changes in the approved plans or scope of the limited use shall, however, be undertaken without prior approval of those changes by the Paint Creek Trailways Commission.

EXPIRATION

Unless the Paint Creek Trailways Commission specifically approves a different time when action is officially taken on the request, limited use permits which have been issued shall expire without further action by the Paint Creek Trailways Commission.
Commission unless the applicant commences the authorized use within one (1) year of the date the limited use permit is issued; or, unless before the expiration of the one (1) year period; the applicant shall apply for an extension thereof by completing and submitting a request for extension. The request for extension shall state facts showing a good faith attempt to complete or utilize the use permitted in the limited use permit. A request for an extension not exceeding one (1) year shall be subject to the review and approval of the Paint Creek Trailways Manager. Should a second extension of time or any extension of time longer than one (1) year be requested by the applicant, it shall be presented to the Paint Creek Trailways Commission for a decision.

**SITE IMPROVEMENT PERFORMANCE AGREEMENT AND FINANCIAL GUARANTEE**

Prior to Paint Creek Trailways Commission consideration of a limited use permit request, the applicant, as may be applicable, shall guarantee to the Paint Creek Trailways Commission the completion of all improvements as shown on the approved plan and as required by the limited use permit approval.

**Information Requirement Checklist**

The information required for all limited use permit applications generally consists of the following items and shall be submitted unless waived by the Paint Creek Trailways Manager. Plans must be submitted in both hard copy and electronically.

A. Site boundaries, buildings and structures shall be identified on site with a survey, depicting the following:

- ✓ 1. Scale of plan (engineering scale only, at one (1) inch equals fifty (50) feet or less.
- ✓ 2. North point indication.
- ✓ 3. Existing boundaries with lot dimension and area.
- ✓ 4. Existing site improvements.
- ✓ 5. All encroachments.
- ✓ 6. Easements of record.
- ✓ 7. Legal description of the property.
- ✓ 8. Ponds, lakes, springs, rivers or other waterways bordering on or running through the subject property.
Scope of Services
for
Paint Creek Trailways Commission
Signage Design Services

PROJECT UNDERSTANDING
Landscape Architects & Planners, Inc. (LAP or Consultant) understands the Paint Creek Trailways Commission (PCTC or Client) would like to develop/enhance its signage program. This would include; (5) Gateway signs with reference to the Iron Belle Trail Network; (2) Iron Belle Trailhead information areas; (36) Road crossing/Safety signs; (11) Map signs and (11) Wayfinding signs.

LAP also understands it may submit up to three designs for a new, or alternate Paint Creek Trail logo for consideration by the Commission. These logos, and new branding ideas must help promote the Commission’s mission:

“The Paint Creek Trailways Commission provides trail users a natural, scenic, and educational recreation experience while preserving the ecological integrity of the Paint Creek Trail for the enjoyment of present and future generations.”

The signs will form an ensemble so as to maintain consistency and uniformity. They will also be cost effective, low maintenance, and compatible with the natural environment of the trail. Design details will also include installation locations, AASHTO, MUTCD, and ADA requirements will be used where, and if, applicable.

MANAGEMENT PHILOSOPHY
LAP operates on a strong project manager philosophy. Robert Ford is the principal of the firm and will be your project manager. He has the authority to control the project in its entirety. This allows continuity throughout the project and provides the client with one person as the sole point of contact for communication, decisions and scheduling purposes. He will be involved in most meetings and be aware of all correspondence throughout the course of the project. It will be the responsibility of Mr. Ford to coordinate the work efforts within the PCTC’s time schedule. Nick Wallace will play a key role in developing the graphic compositions and working with the committee who will be directly involved on your project. Other LAP staff members will assist with production and specifications.

APPROACH TO THE PROJECT
LAP will schedule an initial project orientation meeting and invite all stakeholders to introduce the project and establish individual objectives and identify requirements. Based on the information gathered from this meeting, LAP will then work to generate multiple design concepts by providing new innovation and creative approaches to your project.

LAP will then meet with all stakeholders to present the concepts and build a consensus as to which concepts will be further developed.

WORK PLAN
The work plan generally outlines the level of work to be accomplished and the sequential tasks. The broad categories indicated will be used to describe the process and to acknowledge completion of necessary planning milestones. The following reduces the major planning categories into defined work tasks:
**TASK 1: ORIENTATION (1 Meeting)**

1. *Orientation Meeting.* The Consultant will meet with members of the PCTC to discuss the project approach, review time schedules and review previous planning efforts.

2. *Inventory.* The Consultant will gather any background information necessary to effectively develop design concepts. These include, but are not limited to maps, studies, GIS data, photos, etc. No topographic information, easement acquisitions or boundary surveys are anticipated for this project. The Client will determine the final site locations and individual placement and orientation of the signs.

3. *Summary.* The Consultant will generate a summary memo following the orientation meeting to distribute to the PCTC for their records verifying scope and direction.

**TASK 2: CONCEPT DESIGN**

1. *Concept Design.* With guidance from the PCTC, the Consultant will generate examples for the signs and put together presentation boards for use as a “visual preference” and consensus building tool to be used with the stakeholders. These prototype signs will include: Purpose, Message, Size, Typography, Color, Structural Supports (posts), etc. The content (text for each sign) will be the responsibility of the Client. LAP will design the “prototype” for each type of sign in the ensemble or sign hierarchy and establish the sign standards for each sign group (Gateway, Road Crossing, Kiosk and Wayfinding Signs). Should the Client wish each sign to be depicted literally with text and maps, logo etc., (65 signs in all) this work will be an added fee to be determined once the concepts are established and approved by the Client. The Consultant will be responsible for creating one sign for each category as a sample, which will consist of the logo, its orientation, text, border, etc., for each sign group (Gateway, Road Crossing, Kiosk and Wayfinding Signs). The map for each sign will be updated by the Client and provided to the Consultant. The Consultant will place the updated trail map within the new sign. “You are Here” points will be the responsibility of the Client as well as any updates to the map itself. The Consultant will be willing to update the trail maps as well as the “You are Here” points, as an additional cost since we cannot determine how much time and effort will be necessary from the RFP.

2. *Probable Costs.* LAP will produce an opinion of probable costs, based upon previous work efforts, for the quantity and production of each sign.

**TASK 3: CONSENSUS BUILDING (2nd Meeting)**

1. *Stakeholder Meeting.* The Consultant will schedule a meeting and invite all stakeholders to present signage/wayfinding examples and ask each to select a design or offer suggestions on improvement. At this meeting we will discuss the existing sign ordinance and any changes that might be required to maximize the impact of the PCTC’s wayfinding project. We shall also include any special requests such as: color coding of the signs, size requirements, text style and size of fonts and overall design composition for each sign group/category.

2. *Summary.* The Consultant will generate a summary memo following the stakeholder meeting to distribute to the PCTC and will refine the preliminary design.

**TASK 4: FINAL APPROVAL**

1. *Approval.* The Consultant will electronically submit the sign package for final review and approval to the PCTC. Any and all changes will be made according to regulations and/or the PCTC’s final preferences. If needed, a second submittal will be provided for final review.
TASK 5: REPORT

1. **Report.** LAP will take the feedback and modify the signage/wayfinding sign ensemble as needed, after which a report will be generated defining the following items:
   a. Sign Ordinance parameters and/or recommendations to modify the existing sign ordinance
   b. Design Standards for the Paint Creek Sign groups
   c. Approximate locations for sign placement (specific locations by Client)
   d. Probable costs per sign in order of affordability (least to most expensive)

THE PROJECT TEAM

<table>
<thead>
<tr>
<th>TITLE</th>
<th>KEY STAFF</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager Principal in Charge</td>
<td>Robert Ford</td>
<td>Mr. Ford will be the person in charge of the project. He will manage the project and be involved in all aspects of the project.</td>
</tr>
<tr>
<td>Designer</td>
<td>Nick Wallace</td>
<td>Mr. Wallace will serve as a key designer and resource throughout design development, research and planning the project.</td>
</tr>
<tr>
<td>Technician</td>
<td>Joe Johnson</td>
<td>Mr. Johnson will assist with sign research and report production.</td>
</tr>
</tbody>
</table>

LAP will also coordinate with other support team members as needed.

KEY MEMBERS OF YOUR PROJECT TEAM

**Robert Ford, Registered Landscape Architect, Principal, and Authorized Contact Person.**

Robert founded Landscape Architects and Planners, Inc. in 1989. As Owner he administers, designs, and provides quality control for the Lansing based firm. LAP provides master planning, site design and construction management for a large number of communities, schools, and parks throughout the state of Michigan and surrounding states.

Mr. Ford has been involved in many signage/wayfinding projects in the past. Among these are the Lake County Marketing/Wayfinding Plan, Chase and Idlewild Wayfinding, Roscommon County Marketing Plan, M-66 Corridor Plan, Clinton Watershed Council to develop signs along the trail system in Rochester Hills, the State of Michigan Capitol Complex Wayfinding and Placemaking Facility Plan, Lansing Rivertrail Wayfinding Plan, and Arenac County’s Marketing/Wayfinding Plan to mention a few. He has also been involved in implementation of these sign projects so he understands MDOT requirements Road Commission requirements.

**Nick Wallace, Designer**

Nick has been employed by LAP for over five years. He worked on the Capitol Complex Wayfinding and Placemaking Facility Plan, Arenac County’s Blue Water Trail/Wayfinding System and the Arenac County wayfinding system. Nick has not only designed the signs but also helped oversee production, shipping and installations. His experience will make your sign package look professional and user friendly.

**Joe Johnson, Designer/Technician**

Mr. Johnson brings strong research and computer skills to bear on your project. His skills in AutoCAD, GIS, InDesign and other Adobe programs will be employed to provide the maps and drawings necessary to illustrate the intentions of the project.
Please ask to see resumes for additional staff information if necessary.

PROJECT SCHEDULE
The project will commence upon signing the proposed contract. We anticipate the following schedule for completion:

Task 1: 1 week
Task 2: 3 weeks
Task 3: 1 week
Task 4: 4 weeks
Task 5: 2 weeks

LAP will not be responsible for delays beyond its direct control, including delays in scheduling appointments, review time by agencies and other time constraints beyond the control of LAP.

COMPENSATION

The Lump Sum fee includes travel and materials.

LUMP SUM FEE: $3,000

LAP will invoice the client on a monthly basis. Invoices will include the previous amount billed and the balance due. All invoices are expected to be paid within 30 days from the mail date, which is on the invoice. Interest will be charged at 1.5% per month on the balance of any fee not paid within the 60 days.

ITEMS PROVIDED BY THE CLIENT

Project Coordination. Client will provide the Consultant with a “Point of Contact” for coordination between the PCTC and the Consultant. The person assigned will have knowledge of the project and the procedures the PCTC uses to maintain open communication and timely responses to questions or tasks needed by the Consultant to perform its’ work. Delays caused by improper communication or untimely responses by the Client will not cause the Consultant to be held responsible for delays or directional errors in the project.

ADDITIONAL SERVICES

Meetings. Additional meetings beyond the base scope can be held at the Client’s request at a rate of $850.00 (eight hundred fifty dollars) for each meeting.

Copies. Additional copies of the report can be made available at cost plus 30% for handling and shipping.

We appreciate the opportunity to provide you with a proposal on this project and we look forward to working with the PCTC. Should you have any questions or need clarifications, please feel free to contact me at any time.

Sincerely,

[Signature]

Robert Ford, RLA
President
AUTHORIZATION AND NOTICE TO PROCEED

Authorization is granted for Landscape Architect and Planners to begin on the PCTC – Signage Design Services. This signature page and the terms and conditions in the pages preceding this signature page are the only instruments within this agreement. Any change or alteration must be written, signed and dated by both parties to constitute a change to this agreement. Should you prefer to issue a purchase order please reference this proposal and its contents.

Authorized Signature
Paint Creek Trailways Commission

DAVID BELLEW, CHAIRPERSON, PCTC
Please Print Name and Title

Z:\proposals\2019 Proposals\19G31P Paint Creek Trail Signage Design Services\PCTC Signage Design Services Proposal.docx
REPRESENTATION AUTHORIZATION ON LEGAL MATTERS

Please indicate your wishes by checking the box next to the appropriate remark. You may return the form via email to our Administrative Assistant, Jessica Bertolozzi, at jbertolozzi@fosterswift.com or via mail in the enclosed, postage paid envelope. Thank you.

- We request that Foster Swift continue its representation of our interests in our legal matter(s).

- We request that Lisa J. Hamameh represent our interests in our legal matter(s). We authorize Foster Swift to release and deliver to Lisa J. Hamameh and/or Rosati Schultz Joppich & Amsbuechler, PC all open file materials. We understand that Lisa J. Hamameh will assume responsibility for our legal representation upon receipt of this authorization.

- We choose to transfer our matter(s) to a new attorney. We authorize Foster Swift to release and deliver to _________________ all open file materials. We understand that _________________ will assume responsibility for all our legal representation upon receipt of this authorization.

By signing this letter, I represent to Foster Swift that I have the absolute and unrestricted right, power, authority, and capacity to execute and deliver this letter.

PAINT CREEK TRAILWAYS COMMISSION

By: ________________________________ Date ________________

Its: ________________________________
MEMO

To: Commissioners, Alternates and Staff
From: Brian Marzolf, Interim Trail Manager
Subject: August Manager’s Report
Date: August 20, 2019

Advisory Committee Reports
None

Complaints/Vandalism
We continue to receive a 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. Staff has also requested two signs be made by the Rochester Hills sign shop, one for each end of the trail, for “advanced warning” of intermittent trail closures ahead – this should help with those who start their trail experiences from either end of the trail.

Medical Emergencies/Police/Fire Calls on the Trail
Oakland Township Fire/Medical responded to an injury on the trail on the morning of July 19, 2019 north of the Royal Archers property. Rider fell from bike, transported to hospital. MMRMA was notified. We have received no updates on incident.

Finances
• All Member Community invoices for 2019 Operations and Patrol have been received.
• All January license fee invoices to various utilities have been received.
• July license fee invoices were sent, one payment received.
• Member Community invoices for 50% of Resurfacing Cost contributions were sent – to date, the City of Rochester has paid.

Follow Up
• Bridge 33.7 Renovation: The pre-fabricated bridge is expected to be delivered on August 20th, then assembled on site and placed. The project is still anticipated to be complete with the trail opened for use by Labor Day weekend, weather permitting.
• Resurfacing: The pre-construction meeting was held with the project stakeholders on August 12th. Construction is expected to begin the week of August 19th. The contractor, WCI, is mindful of scheduled events on the trail and will do his best to accommodate them – all event groups have been notified of the construction and understand they may need to be flexible the day of their event(s). An additional $60,000 has been secured through another Iron Belle Challenge Grant that will serve as the project contingency should it be needed.
• **Wilson Foundation grant**: Foundation grant funds were used to pay the Road Commission of Oakland County (RCOC) for the local share of the Bridge 33.7 project. $243,382.45 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. A copy of the July Fund Statement is in your packet.

**Future Agenda Items**

- Vandalism Ordinance in Orion Township
- Memorial Bench Policy (consider adding Memorial Tree program)
- Portable defibrillator for Bike Patrol use
- 2020 Budget

**Promotion of the Trail**

- Our Facebook page has 6,393 followers, an increase of 183 since last month.
- Our Twitter account has 702 followers, an increase of 12 since last month.
- Our Instagram Account has 616 followers, an increase of 30 since last month.
- Our E-Newsletter has 139 subscribers.
- We’ve posted information and photos on social media.
- I’ve spent 15 hours on the trail this past month, primarily checking the bridge replacement project and securing the construction site.

**Paint Creek Trail Website Analytics**

In the last 30 days, we had 8,719 visitors, with 118,242 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>10,628</td>
</tr>
<tr>
<td>Trail Maps</td>
<td>2,156</td>
</tr>
<tr>
<td>Parking</td>
<td>1,271</td>
</tr>
<tr>
<td>2019 Trail Construction Updates</td>
<td>732</td>
</tr>
<tr>
<td>Maps</td>
<td>602</td>
</tr>
<tr>
<td>E-Newsletter</td>
<td>480</td>
</tr>
<tr>
<td>Maps</td>
<td>443</td>
</tr>
<tr>
<td>Mileage</td>
<td>443</td>
</tr>
<tr>
<td>Parking</td>
<td>414</td>
</tr>
<tr>
<td>RFP’s</td>
<td>350</td>
</tr>
</tbody>
</table>

In July, we had 9,219 visitors, with 112,674 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>11,073</td>
</tr>
<tr>
<td>Trail Maps</td>
<td>1,889</td>
</tr>
<tr>
<td>Parking</td>
<td>1,539</td>
</tr>
<tr>
<td>Maps</td>
<td>1,196</td>
</tr>
<tr>
<td>2019 Trail Construction Updates</td>
<td>714</td>
</tr>
<tr>
<td>E-Newsletter</td>
<td>572</td>
</tr>
<tr>
<td>RFPs</td>
<td>543</td>
</tr>
<tr>
<td>Mileage</td>
<td>475</td>
</tr>
<tr>
<td>2019 National Trails Days</td>
<td>360</td>
</tr>
<tr>
<td>Agendas, Minutes &amp; Packets</td>
<td>347</td>
</tr>
</tbody>
</table>
### Commission Ad-Hoc Committee Assignments

<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Members</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, 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</td>
<td>Becker, Bowyer, Steele</td>
</tr>
<tr>
<td>Consultants</td>
<td></td>
</tr>
<tr>
<td>Master Plan Ad Hoc committee to Review Community</td>
<td>Blanchard, Gamage, Van Agen</td>
</tr>
<tr>
<td>Description Section</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

<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>Interim Trail Manager Brian Marzolf began work/training on July 8, 2019.</td>
</tr>
<tr>
<td>Master Plan</td>
<td>Progress</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<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. Online Master Plan Survey is over on social media and website. Results of our Stakeholder Open House that was held on July and the Survey results are pending from our consultants, Giffels-Webster.</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. Due to higher than expected resurfacing bids, Southeast Rochester Property development is on hold.</td>
</tr>
<tr>
<td>Gateway/Wayfinding/Road Crossing/Identification/Branding signage on trail from Rochester to Lake Orion</td>
<td>Landscape, Architects &amp; Planners awarded contract. Bob Ford with LAP holding Orientation meeting, part of Task 1, at August 20th Commission meeting.</td>
</tr>
<tr>
<td>Bridge 33.7 Renovation Project – work with OTPRC, MDOT, and DNR to replace bridge</td>
<td>The pre-fabricated bridge is expected to arrive August 20th and is anticipated to be complete and open for use by Labor Day weekend, weather permitting.</td>
</tr>
<tr>
<td>City of Rochester – Bridge Replacement</td>
<td>City of Rochester has received bridge inspection report. Will send to PCTC once they have reviewed it.</td>
</tr>
</tbody>
</table>

<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 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.</td>
</tr>
<tr>
<td>Labor Day Bridge Walk – September 2, 2019</td>
<td>Commission voted to cancel LDBW for 2019 at June 12 Special Joint Meeting. Will resume event in 2020. Letter has been sent to all previous LDBW sponsors informing them that the event will not be held this year but asking for their support in 2020.</td>
</tr>
<tr>
<td>Paint Creek Trail Resurfacing</td>
<td>The pre-construction meeting was held August 12th with WCI and project stakeholders. Construction is expected to begin the week of August 19th.</td>
</tr>
<tr>
<td>Cider Mill Gateway Project – near Flagstar</td>
<td>The Friends group is working with the Memorial Ad-hoc committee on this project.</td>
</tr>
<tr>
<td>Tienken Educational Pathway Project</td>
<td>Commission approved removing Pathway Project from resurfacing bid.</td>
</tr>
<tr>
<td>Oakland Township Parking Lot Development</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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Policies</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>
Fund Balance Policy  
Auditor made recommendation in 2018 to keep $25,000 (3 months) worth of expenses in fund balance.

<table>
<thead>
<tr>
<th>Maintenance</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assure Restrooms are maintained (ongoing)</td>
<td>Ongoing.</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>Ongoing.</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>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 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>
</tr>
<tr>
<td>Ensure focus on keeping the trail a “Natural Beauty Trail”.</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>
Community Foundation of Greater Rochester

Fund Statement-Non Endowed

July 31, 2019
Paint Creek Trailways

BEGINNING FUND BALANCE $0.00

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>
<tr>
<td>Pledge Gifts</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Interfund Gifts</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Dividends</td>
<td></td>
<td></td>
<td>$520.83</td>
</tr>
<tr>
<td>Interest Income on Investments</td>
<td></td>
<td></td>
<td>$1,136.15</td>
</tr>
<tr>
<td>Realized Gains and Losses</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Unrealized Gains and Losses</td>
<td></td>
<td></td>
<td>$897.09</td>
</tr>
</tbody>
</table>

**Total Revenue & Additions** $410,554.07

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>
<tr>
<td>Interfund Grants</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Admin. Fees Charged</td>
<td></td>
<td></td>
<td>$1,898.38</td>
</tr>
<tr>
<td>Misc. Fund Expenses</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Financial Fees</td>
<td></td>
<td></td>
<td>$129.31</td>
</tr>
</tbody>
</table>

**Total Expenses & Distributions** $167,191.69

Income Transfers $0.00

YTD FUND BALANCE $243,362.38

Paint Creek Trailways

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gift</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

Paint Creek Trailways

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<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