Paint Creek Trailways Commission Meeting
Tuesday, January 21, 2020 at 7:00 PM
Paint Creek Cider Mill, 4480 Orion Road, Rochester, MI  48306

MEETING AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment
5. Consent Agenda:
   a. Minutes:  Regular Meeting, December 17, 2019
   b. Minutes:  Special Meeting, January 7, 2020
   c. Treasurers Report – December 2019
6. Approval of Invoices
7. Recognition: Kristen Myers
8. Approval and Adoption: Resolution #2020.001 - 2020-2024 Paint Creek Trail Recreation Master Plan
9. Discussion/Approval: Paint Creek Trail Signage Project – Location Map & Rochester Sign Shop Contract
10. Approval: Officer Elections
11. Discussion: Ad Hoc Committee Assignments
12. Discussion: 2020 Goals
13. Manager’s Report
14. Commissioner Reports
15. Adjournment of Regular Meeting

Next Regular Meeting:  
February 18, 2020 – Paint Creek Cider Mill, 4480 Orion Road, Rochester, MI  48306

Enclosures:  
Agenda Summary
December 17, 2019 Draft Minutes
January 7, 2020 Special Meeting Draft Minutes
December 2019 Treasurer’s Report
Memo: Recreation Master Plan
Resolution #2020-001: 2020-2024 Paint Creek Trail Recreation Master Plan
Memo: Paint Creek Trail Signage Project & Location Map
Ad-Hoc Committee Descriptions
Memo: 2020 Goals & Objectives
January Manager’s Report
Community Foundation of Greater Rochester December Fund Statement
1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment**
5. **Consent Agenda:**
   a. Minutes: Regular Meeting, December 17, 2019
   b. Minutes: Special Meeting, January 7, 2020
   c. Treasurer’s Report – December 2019
6. **Approval of Invoices**
7. **Recognition:** Kristen Myers  
   **Summary:** Honoring Kristen Myers for many years of service to the Paint Creek Trailways Commission as Trail Manager.  
   **Desired Action:** None  
   **Budget Impact:** None
8. **Approval and Adoption:** Resolution #2020.001 – 2020-2024 Paint Creek Trail Recreation Master Plan  
   **Summary:** The Master Plan is complete. I have included a memo in your packet. Due to the large file size, the plan is available online for your review.  
   **Desired Action:** Approval and Adoption  
   **Budget Impact:** None
9. **Discussion/Approval:** Paint Creek Trail Signage Project – Location Map & Rochester Sign Shop Contract  
   **Summary:** A memo and updated signage location map is included in your packet. We hope to have a contract with the Rochester Sign Shop to review at the meeting.  
   **Desired Action:** Approval  
   **Budget Impact:** Mild
10. **Approval:** Officer Elections
11. **Discussion:** Ad Hoc Committee Assignments  
    **Summary:** Discuss and finalize Ad Hoc Committee assignments.  
    **Desired Action:** Approval  
    **Budget Impact:** None
12. **Discussion:** 2020 Goals  
    **Summary:** Discuss and prioritize 2020 goals for the Commission.  
    **Desired Action:** Discussion/direction  
    **Budget Impact:** None
13. **Manager’s Report:** Included in your packet.
14. **Commissioner Reports**
15. **Adjournment of Regular Meeting**
Next Regular Meeting:
February 18, 2020 – Paint Creek Cider Mill
CALL TO ORDER: The Tuesday, December 17, 2019 meeting was called to order by Vice-Chairperson Blanchard at 7:00 p.m.

Voting Members Present: Rock Blanchard, Frank Ferriolo, Linda Gamage, Steve Sage, Donni Steele, Jeff Stout, Hank Van Agen, David Walker

Voting Alternates Present: None

Non-Voting Alternates Present: Theresa Mungioli, Martha Olijnyk (enter 7:08 p.m.), Clara Pinkham

Village of Lake Orion Non-Voting Member Present: None

Voting Members Absent: None

Alternates Absent: Chris Barnett, David Becker, Robin Buxar, Ben Giovanelli, Chris Hagen

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, Kim Russell, Former Commissioner, Sandi DiSipio, Recording Secretary

PLEDGE OF ALLEGIANCE: All rose and recited the Pledge.

APPROVAL OF AGENDA:

MOTION by Gamage, seconded by Walker, Moved, to approve the December 17, 2019 agenda as presented.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:

a. Minutes – November 19, 2019, Regular Meeting, approve and file

b. Treasurers Report – November 2019, receive and file

c. Resolution #2019-002, 2020 Meeting Schedule

MOTION by Gamage, seconded by Sage, Moved, to approve the Consent Agenda as presented.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL: Officer Elections: As Chairperson Becker is not present, Mr. Blanchard explained he and Mr. Becker communicated via email - usually the Commission tries to elect someone from each community to serve as officers. Mr. Becker had indicated he wanted to step down as Chairperson, and was considering serving as Vice-Chairperson. The Treasurer is currently Ms. Steele, and the Secretary is Mr. Van Agen, who will not be here next year. Mr. Becker had suggested Ms. Pinkham for Secretary, and she said she would entertain this. We need
to elect a Chairperson. Mr. Blanchard was considering serving for another year, but he wanted to decline and let someone else serve. In response to a question, Ms. Ford indicated to her knowledge, there is nothing in the bylaws requiring that officers represent each community. Mr. Blanchard asked if anyone would like to be Chairperson. Ms. Steele and Mr. Blanchard suggested Ms. Olijnyk, but she is not present yet. Mr. Ferriolo feels there should be a rotation of the Chair, no disrespect, and he’s happy that Mr. Becker is not leaving, as the Commission is losing a lot of talent. He’s depended on members with a lot of experience and history. He agrees that the four represented municipalities serve as officers, and feels Oakland Township Parks should continue to have representation. Mr. Ferriolo suggested that Mr. Simon, who will be filling Mr. Van Agen’s seat, would be appropriate for Secretary. Mr. Blanchard said Mr. Becker was considering Vice-Chairperson in order to help the new Chair, and he suggested Mr. Van Agen serve as Chair. Mr. Van Agen stated he was considering this, but his work situation will not allow this. He hopes his replacement would be open to being an officer, but not the Chair. He doesn’t want to appoint Mr. Simon without him being present.

**MOTION** by Steele, seconded by Van Agen, **Moved**, to table this item until the January meeting, and allow the current officers to serve tonight and next month.

**Discussion:** Mr. Ferriolo would like to hear the Commission’s opinion on electing officers from each community, or if there are other alternatives. At this point, Mr. Blanchard introduced Mr. Sage, representing Rochester, and Mr. Walker and Ms. Mungioli, both representing Rochester Hills as the new Commissioners for next year. Mr. Blanchard is fine with tabling this item until next month – we also need to know if each community is required to serve as officers. Ms. Gamage supports having each community represented as officers, but it is not in the bylaws. The Executive Board serves as the Personnel Committee, and it’s fair to have representation from each community. Ms. Gamage feels Ms. Olijnyk would be an excellent Chairperson, and would be happy to serve as Secretary. Ms. Olijnyk is now present, indicated Mr. Becker contacted her about being Chairperson, but she respectfully declines due to her work schedule. Mr. Ferriolo suggested Mr. Blanchard consider serving as Chair for the next year. Mr. Blanchard would like to see someone else step into the role. Mr. Ferriolo indicated Mr. Becker indicated he would serve as Vice-Chair, and if Mr. Blanchard is the Chair, Mr. Simon is Secretary, we only need a Treasurer – he would nominate Ms. Steele; all four communities are represented. He’s not sure if this needs to be tabled for a month. Mr. Blanchard said we have two people for Secretary – Ms. Pinkham was asked if she would be interested, and Mr. Simon, Mr. Van Agen’s replacement, is not present. He’s not comfortable with voting on this tonight without Mr. Simon in attendance.

Mr. Blanchard Called the Question for the vote.

**Vote on the Motion:**

Ayes: All  Nays: None

**MOTION CARRIED.**

**UPDATE: Louis Carrio, President, Friends of the Paint Creek Trail:** Mr. Louis Carrio presented an update. There was good attendance at their December meeting, including four new members. The plans for the 9th Annual Cruisin’ for the Trails event were finalized for May 2, 2020, and Mr. Carrio summarized the route. They are in need of a raffle item, so he will contact Detroit Bikes to help with a bike. In the past, a bike was donated, which enhanced fund-raising. The registration will be limited to 150 participants. Main Street Bike Shop will participate with bike repair capabilities, and maybe donated items. There will be about $1,500 raised by participants for the event, which is much less than previous years. At the Friends meeting Ms. Ford updated the Group about the proposed signage – they are supportive. There was an update on the Moutrie Garden project, plantings proposed for the spring. Elections were held, and there is an opening for Treasurer, as Ms. Young can no longer serve. Five meetings have been scheduled for next year. The Commission thanked Mr. Carrio for his update.
MOTION by Steele, seconded by Gamage, Moved, to receive and file the Friends’ report.
Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION & APPROVAL: Recognition Committee Recommendations/Resolution
#2019-003 – Honoring Kristen Myers: Ms. Gamage indicated the Committee met and recommendations are included in a memo. A resolution of appreciation drafted by Ms. Olijnyk for Ms. Myers is also included in the packet. The Committee felt it was important to finalize recognition for Ms. Myers for her years of service. It is proposed she be presented with a spike in a display box and her name on the living plaque. Donations will be collected for a separate gift from the Commission if members are so inclined. The Commission intended to do this when Ms. Myers originally left, but it fell through the cracks, not for the lack of appreciation. A few years ago guidelines were set up for recognition, and the Committee would like to continue with the same plan. They are also recommending Kim Russell, Lynn Loebs and Susan Bowyer be recognized with a spike in a display box and their names on the living plaque for their service. A certificate of appreciation is also proposed for the Ralph C. Wilson Foundation and the Community Foundation of Greater Rochester for all their assistance, as the guidelines state a spike should only be given where there is a physical location for display. The Committee is proposing recognizing Ms. Myers at the January meeting, if everything is in order. The certificates of appreciation can be given to the recipients following Commission approval, and the spikes can be presented at either the National Trails Day event or the ribbon cutting for Bridge 33.7. Ms. Russell suggested the Pollinators Group be recognized. Ms. Olijnyk indicated this group would be looked at next year once the Moutrie Garden is completed. Once this project is complete, Ms. Gamage feels Wiegand’s Nursery should also be considered next year. Ms. Gray found a typo in the resolution – 3rd Whereas, first line, add the word “for”. The Committee was thanked for their work in recommending the recognition recipients.

MOTION by Sage, seconded by Van Agen, Moved, to approve the resolution for Ms. Myers as amended.
Ayes: All Nays: None

MOTION CARRIED.

MOTION by Steele, seconded by Stout, Moved, to accept and approve the Committee’s recommendation for recognition as presented.
Ayes: All Nays: None

MOTION CARRIED.

UPDATE/DISCUSSION & APPROVAL: Bridge 33.7: At the last meeting, the Commission asked for additional quotes for the railings. Ms. Ford approached six different fence companies, and none of them wanted to do the project or are able to do the work. We only have the two bids from C.A. Hall for $7,351.04 which includes mobilization, and one from WCI for $12,000. She spoke to the DNR in regards to the project to see if we had to do anything for them, and they said as long as we use the same contractor, the only thing required is to submit a change order. If we switch contractors, then there would be an additional level of approval that would need to occur. Oakland Township Parks was asked if they could do the work, but they declined due to liability. A drawing of how the railings will look is included in the packet. The money to cover the railings will come out of the Wilson Foundation funds. There is enough money left to cover all the additional projects, including potentially having to pay for slope restoration. Ms. Steele asked if Oakland Township paid for part of the railing timber. Ms. Ford responded yes, and they’ve already approved C.A. Hall doing the work contingent upon Commission approval.

MOTION by Ferriolo, seconded by Van Agen, Moved, to approve the change order for $7,351.04 to allow C.A. Hall to fix the railing problem problems with the bridge.
Ayes: All Nays: None

MOTION CARRIED.
Ms. Ford continued indicating the other issue is with the slippery surface on the bridge, which is still being investigated by Mannik Smith. They haven’t found any solutions. A memo is in the packet listing the options available. She spoke with the Risk Manager at MMRMA and he recommends that we immediately put up safety signage on both sides of the bridge (appropriate examples are included in the packet). They sent out a Risk Control Consultant to view the bridge, and he will be drafting up a report, as he discovered some other issues - the gap between the bridge surface and the trail itself is wide and the bolts on the bridge surface are domed instead of recessed. They also indicated they are available at the start of projects, rather than asking them out after completion. The signs will be ordered from the Rochester Hills Sign Shop, as they will do signs up to $1,500 per year. Mr. Stout commented Orion Township’s bridges have the same slipperiness, and this is just a matter of signage as it’s like a slippery overpass. The signage is just what we need to do. As far as sign location, they will be placed on posts before the entrance to the bridge so people have time to stop or slow down. They will be placed after the first of the year. Ms. Olijnyk suggested keeping a tally of additional costs because of Mannik Smith, so we can go back to them about the costs to the Commission. If it’s significant enough, we may want to have a conversation with them about it. Ms. Russell reiterated that the Commission has had so many issues with the contractor - Rochester was to get an idea of what to do with their bridge, and this project has been such a struggle. We need to list out the issues the Commission has had with this project, because we can learn from them. As for the surface, Mr. Blanchard doesn’t know what materials can be put on the bridge. Ms. Ford said there’s a bigger issue of how it’s applied, how often and who would be responsible. Mr. Blanchard is opposed to a coating. Mr. Ferriolo asked if some material is placed on the bridge, would it help to accelerate the wear to get a better grip, other than leave it without anything. Ms. Ford is not sure about this. Mr. Van Agen agrees with placing the signage and doesn’t agree with putting any material on the bridge itself. Let the winter elements do their damage on the surface and see what it’s like in the spring. We selected the surface because of its longevity.

**MOTION** by Steele, seconded by Gamage, **Moved**, to approve the purchase of the safety signs and placement installation according to the standards.

Ayes: All  
Nays: None  

**MOTION CARRIED.**

**DISCUSSION & APPROVAL: Revised Signage Design Concepts:** Ms. Ford passed out several different quotes for the signs. The Committee met last week to discuss the designs and get up to date with discussions with the DNR. We have a grant from the DNR to pay for the signage project, and she spoke with them. Last month, Ms. Ford reported that LAP was suggesting that they would like the Commission to extend their contract to help with the bidding and overseeing the project. The DNR would prefer their funds not be used for this effort; they would like the Commission to focus on getting the wayfinding and kiosks done with the funds in place now. She asked them if the Commission has to go to bid for the grant, and it’s not a requirement. She received quotes from the companies that originally responded for the design portion of the project. Two were provided tonight, as well as a revised bid from the Rochester Sign Shop reflecting their cost without installation. The Rochester Hills Sign Shop declined, as the project is beyond their capabilities. She also talked to Ms. Milos-Dale about combining the project with Oakland Township Parks, but they will not be doing their project until after April 1st – our project ends April 31st. The two bids are from Veres Environmental Graphics and Sign, who will be doing the manufacturing of Oakland Township Parks signs, and from Signs by Crannie. Four different quotes were provided by Veres – they recommended that we do the signs in aluminum as opposed to steel, which was what LAP recommended, because they would last longer. There would be future rust issues with steel signs. The aluminum signs would look exactly how LAP wants the signs to look, but would have a longer lifespan. Signs by Crannie also quoted aluminum signs. There was also one other sign company, which was Bill Carr Signs, who will submit a quote tomorrow. Mr. Blanchard is in favor of aluminum signs and asked if we...
have the funds to complete what is proposed with the kiosks and wayfinding signs. Ms. Ford said she doesn’t think we would be able to do the full number of signs proposed. The number of signs was changed when the signage committee met to differ from what LAP recommended. The committee suggested 15 wayfinding signs and 9 information kiosks, but when priced out it would be higher than budgeted. The grant is for $30,000 and $3,000 has already been spent on the design portion. Ms. Olijnyk commented Ms. Ford spoke with the DNR who is OK with us spending the grant even if we don’t get all the signs that were originally put in the proposal. Ms. Ford added the DNR is not doing another round of grants this spring, so we would have to find the rest of the funding on our own. Mr. Blanchard asked how much it would be if we just do the kiosk and wayfinding signs. Ms. Ford is not sure. Ms. Russell said there is so much signage on the location signs. The trail is nine miles, and there are nine kiosk signs proposed. Ms. Ford said the committee didn’t follow LAP’s recommendations, and some areas are too heavily signed. The map is from LAP. The kiosks are proposed at mile 31.2, Ludlow, Tienken, Dutton, Silver Bell, Gallagher, Clarkston/Kern and Atwater. Ms. Russell feels to have a kiosk every mile is excessive. Ms. Olijnyk said the committee’s thinking was not to have kiosks for someone already traveling the trail, but for each of the parking lots. There are places where the sign could be removed. Ms. Gamage said the committee is very cognizant of not wanting to over-sign, and are researching each community’s wayfaring signs in order not to duplicate signage. Mr. Blanchard asked if a decision needs to be made tonight. Ms. Ford responded no, and realizes this information is just being presented tonight. This decision can wait until the regular January meeting. Mr. Blanchard suggested the committee come back to the Commission with sign location recommendations using the money available. Ms. Gamage said the committee met to discuss sign location, but did not have the costs at that time pending other sign quotes and installation quotes. Ms. Ford said Oakland Township is willing to install the signs, and will talk to the other three communities. It was suggested that this item be postponed until the January meeting. The committee could meet again to recommend sign location, determine if all communities will complete installation, and bring this issue back to the January meeting for discussion and approval. Mr. Ferriolo is looking forward to the committee’s recommendations for the $27,000 remaining, with the understanding we have the design, and finding money going forward to phase the project. The Commission thanked the committee for all their work.

**REVIEW & DISCUSSION: PCT 2020-2024 Draft Recreation Master Plan:** Ms. Ford stated a link was sent to the Commissioners and can be accessed on the website and social media; she hopes everyone has had an opportunity to review it. The plan is available for public review from December 4th through January 6th, at the Rochester and Lake Orion libraries, the Commission office and at all four communities. No comments have been received yet. If any members have edits or comments, please send them to Ms. Ford prior to the public hearing on the 7th. Ms. Steele commented the organization chart needs to be amended – Ms. Ford is aware of this.

**REPORT: 2019 Summary of Events and Accomplishments:** Ms. Gray indicated the list is provided for Commission review. Ms. Olijnyk said a lot more events and accomplishments were completed than she expected due to the projects on the trail this year. This was a great job by the Commission. Mr. Blanchard commended the staff for their great job this year and all the extra work they did – he appreciates it. Ms. Russell thanked the staff, and wants to make sure the trees in Rochester get planted at Dillman & Upton. Ms. Ford indicated she spoke with Mr. Banda, and they said the trees will not get planted until Dillman assures the snow will not be pushed there because the salt will kill the trees. Ms. Gamage feels we need to make sure that Dillman knows they can’t push their snow there as new trees will be planted, and if the trees are killed, they will be responsible for replacing them. Although Dillman has a license agreement, that property still belongs to the Commission and we’ve had issues with the way it’s being maintained. It is disgraceful – the fence is held up by 2’ x 4’s and is leaning on our property, and there’s trash on
our side. We need to speak to Dillman about maintaining this property line, whether it’s by Rochester or the Commission. Ms. Russell agrees that we need to push this issue. Mr. Blanchard asked about the Solaronic property. Ms. Russell said Rochester is not taking Solaronic’s property for expanding the DPW, and the property is up for sale again. The easement does not necessarily go to the new owners, so this language needs to be reviewed. Previous discussion of this easement occurred in a prior meeting, and Ms. Ford will forward these minutes to the members.

**APPROVAL: 2019 Per Diem Report:** Ms. Ford asked if there were any changes to the per diem report. Mr. Blanchard thanked everyone that has served on the Commission for the last year.

**MOTION** by Steele, seconded by Walker, *Moved*, to approve the Per Diem Report as presented including the December attendance.

Ayes: All  Nays: None  

**MOTION CARRIED.**

The Commission was in recess from 8:18 p.m. until 8:45 p.m.

**APPROVAL OF INVOICES:** Ms. Ford presented the list of invoices totaling $124,139.18. In addition to the recorder’s fee, this amount includes Giffels Webster’s invoice for services on the Recreation Master Plan, the office laptop and software, Mannik Smith’s invoice for the resurfacing construction administration, WCI’s invoice for the resurfacing construction for the trail and Bear Creek Trail, staff’s annual phone service, annual rent/shared office space, postage through November 30th, 4th Quarter wages and FICA for three staff positions, staff shared copier expense, mileage reimbursement for the Manager and Assistant Manager, and per diems in the amount of $4,410.00. The estimated unrestricted fund balance is $70,362.

**MOTION** by Steele, seconded by Stout, *Moved*, that the invoices presented for payment are approved in the amount of 124,139.18 and orders be drawn for payment.

Ayes: All  Nays: None  

**MOTION CARRIED.**

**DISCUSSION & APPROVAL: 2019 Final Amended Budget:** Ms. Ford indicated in addition to the per diem report, a few changes from the budget received in the packet have been added. The final budget was $99,555, lower revenue than anticipated was received, but higher interest was received on the bank account due to all the funding coming in for the projects. National Trails Day sponsorship was lower than expected. Despite all the projects, the temporary permit fees were higher than anticipated and the distribution from MMRMA was higher than anticipated. Expenses were lower than anticipated, but some line items were higher. There were substantial budget savings in the publicity budget as special projects were not done and the Labor Day Bridge Event was not held. The Mounted Patrol and Bike Patrol budget was lower due to the weather. The administrative personnel budget was higher due to her maternity leave, the hiring of Mr. Marzolf, and the overlap during this period. Expenses were $9,306 under budget, so this amount was put into the fund balance. The Commission thanked staff for the great budget.

**MOTION** by Steele, seconded by Van Agen, *Moved*, approve the 2019 amended budget as presented.

Ayes: All  Nays: None  

**MOTION CARRIED.**

It was suggested that a rolling budget of costs over three years be included next year.

**MANAGER’S REPORT:** In addition to the written report, Ms. Ford commented WCI has finished the resurfacing, the last things done were the parking lot at Clarkston/Kern and the restoration at the Silver Bell parking lot. The only thing remaining is for the construction signage
to be removed – this could take a while. The final inspection of the trail was done on 12/6, and it looks great. Any issues have been taken care of, and a lot of compliments have been received.

COMMISSIONERS REPORTS: Ms. Olijnyk thanked Ms. Ford, Ms. Gray and Mr. Marzolf for doing a great job during the projects. Ms. Russell thanked staff for their work to make the trail a wonderful place, and said it was a joy to work with them. The Commission thanked Ms. Russell for her work, information and insight during her time as a member. Ms. Mungioli is looking forward to serving on the Commission. Mr. Van Agen thanked the Commission for the opportunity to serve and will do his best to return next year – he reported Oakland Township has already started setting aside money for the next resurfacing project. Mr. Blanchard thanked staff for their work, wished the Commission members that are leaving us good luck in everything they do in the future, and welcomed the new members. Ms. Ford reminded members the public hearing will be held on January 7th at 7:30 p.m. at the Cider Mill. Merry Christmas and Happy New Year to everyone.

ADJOURNMENT OF REGULAR MEETING:
MOTION by Gamage, seconded by Steele, Moved, to adjourn the Regular Meeting at 9:00 p.m. Ayes: All Nays: None MOTION CARRIED.

NEXT REGULAR MEETING: January 21, 2020 at 7:00 p.m. – Paint Creek Cider Mill
Respectfully submitted,

__________________________________ ___________________________________
MELISSA FORD, Trail Manager HANK VAN AGEN, Secretary
CALL TO ORDER: The Tuesday, January 7, 2020 Special Meeting was called to order by Chairperson Becker at 7:30 p.m.

Voting Members Present: Rock Blanchard, Frank Ferriolo, Linda Gamage, Donni Steele, Jeff Stout, David Walker
Voting Alternates Present: David Becker, Martha Olijnyk
Non-Voting Alternates Present: Clara Pinkham
Village of Lake Orion Non-Voting Member Present: Brad Mathisen
Voting Members Absent: Steve Sage, Hank Van Agen
Alternates Absent: Chris Barnett, Robin Buxar, Ben Giovanelli, Chris Hagen, Theresa Mungioli
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: All rose and recited the Pledge.

APPROVAL OF AGENDA:
MOTION by Blanchard, seconded by Gamage, Moved, to approve the January 7, 2020 agenda as presented.
Ayes: All Nays: None

PUBLIC COMMENT: None

PUBLIC HEARING: 2020-2024 Paint Creek Trailways Commission Recreation Master Plan: Ms. Ford thanked the people in the audience for coming to the meeting and looks forward to their input. The Master Plan has been available online for the last month, and notices were published in the Rochester Post and the Lake Orion Review. All comments heard will be included in the Master Plan.

Chairperson Becker opened the public hearing at 7:37 p.m.

Mr. George Ingram, 520 Driscoll Dr., Oakland Township, came forward and summarized an email sent to staff listing minor typos. He commented on page 57, it talks about the Orion Township completing the first phase of linking the Paint Creek Trail to the Polly Ann Trail with the construction of a safety path boardwalk along the north side of Clarkston Road and the next...
phase will continue the trail west to the Paint Creek Trail where it crosses Clarkston – this should read “east” rather than “west”. The same verbiage is on page 92; change to east rather than west. On page 94, trail etiquette could mention not riding horses or mountain bikes when the trail is soft in order not to make marks if the Commission wants to address this issue. On page 99, the word conversing, he suggested the word be transversing or crossing. It’s a great document.

Mr. Louis Carrio, 1257 Candlestick Ln., Rochester Hills, came forward and commented on page 94, objective 1, item #4 it says investigate the feasibility of cross country skiing on the trail and consider developing policy to accommodate the use. He stated he uses the trail to ski on, and thought it would be nice if there was grooming – he supports this mission. He added that the first skiers on the trail make tracks, but what happens is that dogs and runners using the trail afterwards make the tracks unusable. He suggests looking for a place that doesn’t have a lot of traffic, and how the trail might be divided. He has seen on different trails signs designating “ski right, walk left”. Grooming alone will not make the trail skier friendly. On page 95, item #5 has to do with safety and there is a reference to flashing beacon pedestrian lights at Adams Road. As this is a dangerous intersection, he supports a flashing light being installed. Also in the same section, item #1 and item #5 might be redundant as they both deal with a flashing light at Adams Road. Item #6 says to develop a volunteer bike patrol program – people like to see the patrol, and he feels the Friends Group might be a good resource to help with this effort. He asked with the extension of the trail into Lake Orion, is the trail still 8.9 miles long or longer, or if the Commission considers this separate. Chairperson Becker indicated with the extension, the trail is longer than the 8.9 miles. It might be a good suggestion, even though the extension is not formally the Paint Creek Trail – it only has the right to use the name. The Commission needs to think about this, and perhaps the Village of Lake Orion Rep has some comments on this. Mr. Carrio then commented the stairs for Bridge 33.7 is listed as an action item for 2021 – he asked if this could be done in 2020, as people appealed for this effort. Mr. Carrio indicated the document is a great plan looking ahead as well as a great history of the trail – well done!

Ms. Michelle Litkouhi of Dryden, came forward, commented the history included in the plan is great, and said she uses the trail for many things – walking with and without dogs, and horse riding. She mentioned other trails segregate the uses – a separate trail next to the gravel trail for the horses so you don’t have the different uses mixing. She feels safer on this type of trail. Out west the horse people and the bikers have their own trails, keeping the main trail open for public use, and everyone was aware of the etiquette on both sides. Also, there would be more horses if there was accessibility to park the trailers. Ms. Ford indicated Oakland Township is putting in a new parking lot off Orion Road and north of Adams, with parking for horse trailers.

Chairperson Becker asked if there were any more comments. Seeing none, he closed the public hearing at 7:45 p.m. He commented if anyone would like to make comments in private, please email them to Ms. Ford, and they will be included in the minutes.

Commission Comments: Chairperson Becker summarized a few policy suggestions that were made – the beacon lights at Adams Road (already included in the plan), and the stairs at Bridge 33.7 should be listed for 2020 in the Action Plan. If the Commission would like to see that, we should let staff know so it can be included in the next revision of the plan which will be approved at the next meeting. Mr. Blanchard wants to look at the plan to see how many other projects are included for 2020 before adding it, as funding could be an issue. Ms. Gamage commented that Trout Unlimited had expressed interest in assisting with this project and asked if 2021 their time line. Ms. Ford said no, she came up with 2021; it was a matter of getting the design and funding in place. Ms. Olijnyk suggested putting in a range of 2020 through 2021. The Commission agreed. Mr. Becker continued – the different lanes for different uses – that is a big project which
may have to wait a while, and may be difficult to do with the size of the trail right-of-way. Cross country skiing is already included in the plan, and the Commission needs to consider whether to move forward with it in the future. Ms. Gamage thanked Ms. Litkouhi for her comments on different lanes for different uses, is not sure this should be listed in the Master Plan, but it does fit in with ways to raise awareness regarding etiquette. Ms. Ford addressed her memo included in the packet. Giffels Webster has made some recommendations on edits they believe should be made. Everyone should have an updated copy of the Action Program based on their recommendations; the changes are made in red. They also recommended that some of the background information that is included in the plan now be moved into the appendix. Ms. Ford asked the Commission what they felt, and they agreed to move the information into the appendix. The main change is splitting the first goal into two separate ones – one for access and one for use. There has been a little bit of reorganization of objectives based on the consultant’s recommendations. All changes have been made in red in the document. Mr. Becker said in the plan we mention cooperation with the Girl Scout program, and asked if cooperation with Boy Scouts or Eagle Scouts in the plan. Ms. Ford said they are included in the plan, but will double check to make sure. He also feels the Dinosaur Hill Bridge should be included as a specific item as he’s concerned about the safety of the bridge. Ms. Ford said the project is included in the Capital Improvements schedule, and can be included as an Action Item as a separate goal. The Commission agreed. Mr. Blanchard suggested as a future agenda item, the Commission talk about some signage for cross country skiing during the winter. Ms. Olijnyk commented that at one of the earlier planning meetings, there was a sign-in sheet which is attached to the Master Plan. This sheet includes people’s personal email addresses, and she’s not sure people were told this would be included in a public document. She suggested the emails be blacked-out when the plan is published.

Chairperson thanked everyone for reading the plan, and for those coming to the meeting and providing comments.

**DISCUSSION/APPROVAL: Signage Fabrication Services:** Ms. Olijnyk spoke on behalf of the Branding and Signage Committee. The Commission talked about having to use the grant money by April 30th – there is $27,000 left. The Committee collected quotes from a number of different companies for fabrication and installation, and they recommend we engage the Rochester Sign Shop for fabrication at this point. They were the lowest bidder, and there may be an opportunity for a percentage discount – the Committee will discuss with them to clarify if this will be offered, as there was discussion of a potential 10% discount. Based on the cost of the signs, we can’t do everything we want to do which is way-finding, gateway, kiosks and road signs. The Committee is recommending to do two gateway signs, one at each end of the trail, and eight kiosks at locations to be determined, but likely at parking lots and Rochester Municipal Park. The Committee is going to meet to finalize exact locations before the next meeting. If we do eight kiosks and two gateway signs, that would take it up to $28,900, so that’s very close to what we have in grant monies and also includes some contingency as we don’t know if there’s going to be set-up fees. If we do get the 10% discount, we might actually be able to do the ninth kiosk, as a total of nine was recommended. The Committee’s recommendation is to do two gateways and eight to nine kiosks in order to satisfy the grant requirement. The signs must be erected by April 30th, so the Committee is requesting to have a February meeting as we need to provide the Commission with updates to the actual map and the language and wording to be included on the signs. The Committee would like to do that in February, which allows two months to fabricate and install the signs in the spring. Mr. Ferriolo wants to make sure the signs will be fabricated with the design approved by the Commission, because the handout looks a little different. Ms. Olijnyk said yes, the handout includes just examples of what they’ve done. She confirmed the Committee is recommending aluminum signs. Upon a question about whether the
map showing kiosk sign locations is correct, Ms. Olijnyk said no – those are recommendations from the designer. Ms. Ford indicated where the Committee is thinking of placing the kiosks – at Rochester Municipal Park, Ludlow, Tienken, Dutton, Silver Bell, Gallagher, Paint Creek Junction, Clarkston/Kern and one somewhere near Atwater. As far as installation goes, Ms. Ford has commitment from Oakland Township that they are able to install the signs, but she needs to verify with the other three municipalities to see if they are able to do the installation. Ms. Olijnyk indicated that Rochester Sign Shop does installation but it’s $600 per sign, so that’s $6,000 for the proposed ten signs. The Commission thanked the Committee for their great recommendation.

MOTION by Blanchard, seconded by Walker, Moved, to approve the Committee’s recommendation to contract with Rochester Sign Shop for the proposed two gateway signs and eight or nine kiosk signs.
Ayes: All  Nays: None

MOTION CARRIED.

DISCUSSION/APPROVAL: Bridge 33.7 Construction Administration Change Order: Ms. Ford passed out the change order to all members tonight. We will be putting in the timber approach railings at the bridge due to safety issues. Mannik Smith has informed her that this requires a change order on their part. Because of the work and being an MDOT project, inspectors need to be on site for two days. The change order cost will be $2,150. There is money in the grant to cover this cost. Ms. Gamage asked when they provided the costs, if they were asked to provide this service for us. Ms. Ford asked them if it was necessary and why it had to be two days. They replied that MDOT requires the inspectors and it will be up to two days. Ms. Gamage asked if there was any talk about Mannik Smith providing this service as in-kind. Ms. Ford said no, and was told that if we don’t want to have inspectors there, we don’t have to, but MDOT will have an issue with that. Ms. Gamage is not suggesting we don’t have someone there, she’s suggesting we ask Mannik Smith to provide this work based on past issues we’ve had with the project requiring this additional safety measure. Ms. Ford will ask, and Chairperson Becker offered to ask as well as he feels this is an unnecessary expense that should have been anticipated in the original bridge work and we should not be paying for it.

MOTION by Blanchard, seconded by Gamage, Moved, to approve the change order in the amount of $2,150, with the caveat the Commission ask Mannik Smith to provide the work gratis.
Ayes: All  Nays: None

MOTION CARRIED.

COMMISSIONERS REPORTS: Mr. Mathisen indicated he will check with the Village about adding the length of the extension to the trail mileage and will let Ms. Ford know. Mr. Becker asked if staff can do this based on the Village’s recommendation. Ms. Gamage, Mr. Ferriolo and Mr. Blanchard are not in favor of adding the mileage without discussion by the Commission and Council’s approval. Ms. Steele cautioned the Commission about excluding the Orion extension from the total mileage as people think it’s part of the trail. To exclude this off the maps and Master Plan is a mistake that will be confusing. For now, the Master Plan will show the trail mileage at 8.9. Chairperson Becker called for a February meeting. Thank you to the public attending, the Signage Committee for their work and staff and each Committee for their work on the Master Plan.

ADJOURNMENT OF SPECIAL MEETING:
MOTION by Gamage, seconded by Stout, Moved, to adjourn the Special Meeting at 8:10 p.m.
Ayes: All  Nays: None

MOTION CARRIED.
NEXT REGULAR MEETING: January 21, 2020 at 7:00 p.m. – Paint Creek Cider Mill
Respectfully submitted,

__________________________________ ___________________________________
MELISSA FORD, Trail Manager  HANK VAN AGEN, Secretary
# Paint Creek Trailways Commission
## Treasurer's Report - Flagstar Bank
### December 2019

### Balance:
1-Dec-19
- Checking Balance: $327,806.62
- Outstanding Checks (3361,3366,3370,3373,3374,3375): $229,994.80

### Revenues:
- Michigan Municipal Risk Mgmt. Authority - Assets Distribution: $2,023.00
- State of Michigan - MNRTF Reimbursement Bridge 33.7 Grant: $177,534.06
- Oakland Twp. - Reimbursement Bear Creek Resurfacing: $38,216.22
- Resurfacing Const. Admin.: $12,038.70
- Interest Income - November 2019 Interest Income: $52.90

**Total Revenues**: $278,083.23

### Expenditures:
- 3376 - Chris Gray - Reimbursement Mileage & Postage: $85.29
- 3377 - Giffels Webster - Recreation Master Plan Consulting: $1,750.00
- 3378 - I.T. Right - Office laptop computer: $1,324.00
- 3379 - Mannik Smith Group - Resurfacing Construction Administration: $12,038.70
- 3380 - Melissa Ford - Reimbursement Mileage & Postage: $64.08
- 3381 - Oakland Twp. - 2019 Rent, Phone & Postage: $5,840.30
- 3382 - Oakland Twp. Parks - 2019 4th Qtr. Wages and Shared Copier: $12,042.23
- 3383 - Sandi DiSipio - November 2019 Recorders Fee: $230.00
- 3384 - WCI Contractors - Resurfacing Construction: $86,354.58
- 3385 - David Becker - 2019 Per Diem: $350.00
- 3386 - Rock Blanchard - 2019 Per Diem: $420.00
- 3387 - Susan Bowyer/City of Rochester Hills - 2019 Per Diem: $385.00
- 3388 - Robin Buxar - 2019 Per Diem: $140.00
- 3389 - Frank Ferriolo - 2019 Per Diem: $490.00
- 3390 - Linda Gamage - 2019 Per Diem: $455.00
- 3392 - Martha Olijnyk - 2019 Per Diem: $280.00
- 3394 - Kim Russell - 2019 Per Diem: $385.00
- 3395 - Donni Steele - 2019 Per Diem: $420.00
- 3396 - Jeff Stout - 2019 Per Diem: $280.00
- 3397 - Hank Van Agen - 2019 Per Diem: $350.00
- 3398 - David Walker/City of Rochester Hills - 2019 Per Diem: $70.00
- 3399 - Lynn Loebs - 2019 Per Diem: $140.00
- 3400 - Clara Pinkham - 2019 Per Diem: $175.00
- 3401 - Theresa Mungioli/City of Rochester Hills - 2019 Per Diem: $35.00
- 3402 - Steve Sage - 2019 Per Diem: $35.00

**Total Expenditures**: $124,139.18

### Balance:
31-Dec-19
- Checking Balance: $256,246.64
- Outstanding Checks (3366,3373,3376,3380,3383,3385,3387,3388,3398,3401,3402, Voided check #3374): $4,490.77

**TRAILWAYS COMMISSION BALANCE**: $251,755.87

Signed By:
- Trailways Commission Treasurer
- Trail Manager

Date: ____________________________
MEMO

To: Commissioners, Alternates & Staff
From: Melissa Ford, Trail Manager
Subject: 2020-2024 Paint Creek Trail Recreation Master Plan
Date: January 16, 2020

The 2020-2024 Draft Recreation Master Plan is ready for approval and adoption. It can be accessed at:

http://paintcreektrail.org/wordpress/recreation-master-plan/

The guidelines from the DNR can be viewed at:

I have updated a few things based on the public comments received at the Public Hearing and the suggestions made by Giffels Webster detailed in my January 7th memo.

Most of the changes made, except those suggested by Giffels Webster in regards to the Action Program, were cosmetic, i.e. typos and grammatical errors.

Please review the document online and contact Trail staff if you have any questions.
2020 - 2024 Paint Creek Trail Recreation Master Plan
Resolution of Adoption

Motion by: ________________, supported by: ________________,

WHEREAS, the Paint Creek Trailways Commission owns and operates the Paint Creek Trail to provide trail users a natural, scenic, and educational recreation experience while preserving the ecological integrity of the trail for the enjoyment of present and future generations; and

WHEREAS, the Paint Creek Trailways Commission has undertaken a planning process to determine the recreation needs and desires of the community during a five-year period covering the years 2020 through 2024, and

WHEREAS, the Paint Creek Trailways Commission began the process of developing a recreation plan in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities, and

WHEREAS, residents of the community were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation plan, and

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least 30 days, and

WHEREAS, a public hearing was held on January 7, 2020 at the Paint Creek Cider Mill Building, 4393 Collins Road, Oakland Township, Michigan to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the draft Recreation Master Plan, and

WHEREAS, the Paint Creek Trailways Commission has developed the plan as a guideline for improving recreation for the Paint Creek Trailways Commission, and

WHEREAS, after the public hearing, the Paint Creek Trailways Commission voted to adopt said 2020-2024 Paint Creek Trail Recreation Master Plan.

NOW, THEREFORE BE IT RESOLVED the Paint Creek Trailways Commission hereby adopts the 2020-2024 Paint Creek Trail Recreation Master Plan as a guideline for improving Paint Creek Trail recreation for the residents of Rochester, Rochester Hills, Oakland Township, Orion Township, the Village of Lake Orion and Southeast Michigan.
Ayes:
Nays:
Absent:

MOTION CARRIED

I, David Becker, Chairman of the Paint Creek Trailways Commission, do hereby certify that the foregoing is a true and original copy of a Resolution 2020-001, adopted by the Paint Creek Trailways Commission at a Regular Meeting thereof held on the 21st day of January, 20204.

____________________________
David Becker, Chairman
Paint Creek Trailways Commission
A map indicating the locations of both the gateway and kiosk signs is included in your packet.

Trail staff has spoken with our member communities regarding their ability to install the signage once fabricated. The Village of Lake Orion, Oakland Township, and Rochester Hills have indicated that they should be able to install the signs. Orion Township and the city of Rochester are unable to install the signs. Rochester Sign Shop will charge us $600/sign to install the gateway and kiosk signs.

The Rochester Sign Shop has indicated that they will not be able to provide a 10% discount because we are phasing the project and not having all of them fabricated at once.

We will tentatively have a Phase 1 project contract from Rochester Sign Shop for you to review at the meeting.
<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Description</th>
<th>Vacancies</th>
</tr>
</thead>
</table>
| **Recognition Ad Hoc committee** | The Recognition Subcommittee is tasked with the planning and budget for a Recognition Ceremony, recognizing the many who have contributed their time, talent, or financial resources to the trail. | 1. Linda Gamage  
2. Martha Olijnyk  
3.  
4. |
| **Paint Creek Trailways Commission Personnel Ad Hoc committee** | The Personnel subcommittee is charged with reviewing job descriptions and conducting employee evaluations/reviews. The Subcommittee makes recommendations to the Commission for employee wages for the upcoming fiscal year. One representative from each member community is required, and historically have been the PCTC officers | 1. David Becker  
2. Rock Blanchard  
3. Donni Steele  
4. |
| **Rochester Hills Art / Pathway Project committee** | The subcommittee will work on ideas for the educational pathway project north of the Tienken trailhead area that may relate to the local flora and fauna. Subcommittee should include one or two reps from Rochester Hills. | 1. David Becker  
2. Rock Blanchard  
3.  
4. |
| **Development of Property in S.E. Rochester committee** | This subcommittee is looking at ways to develop 2 parcels that the PCTC owns in Southeast Rochester. One parcel is ½ acre; the other is approx. 1.4 acres. The properties border the Clinton River Trail and Bloomer Park. | 1. David Becker  
2. Rock Blanchard  
3. Linda Gamage  
4. |
| **Labor Day Bridge Walk September 7, 2020** | Held each year on Labor Day, the walk is our most successful event. Due to parking issues, it’s held at the Rochester Municipal Park each year, and we provide two options – a 2 mile walk, or a 10K run on the trail. It’s a free, family event. We will need assistance recruiting sponsors and volunteers. | 1. Frank Ferriolo  
2. Martha Olijnyk  
3.  
4. |
| **Lake Orion Membership Ad-Hoc Committee** | This group is charged with accepting the new Lake Orion Trail extension as part of the Paint Creek Trail, while working out the details to bring the Village of Lake Orion onboard as an active participant on the PCTC. The members have been the PCTC officers. | 1. David Becker  
2. Rock Blanchard  
3. Donni Steele  
4. |
| **Trail Branding Ad-Hoc Committee** | This committee has been reviewing PCT branding options, brochure updates, map updates, and ideas to increase awareness of the trail. | 1. Linda Gamage  
2. Martha Olijnyk  
3. Melissa Ford  
4. |
| **Trail improvements Ad-Hoc Committee** | This committee met to prioritize Commission goals and projects last year. The Commission may decide this committee is not necessary, based on current projects in 2019. | 1. David Becker  
2. Rock Blanchard  
3.  
4. |
| **Resurfacing Ad-Hoc Committee** | This committee will review the Resurfacing project. | 1. David Becker  
2. Linda Gamage  
3. Donni Steele  
4.   |
|-------------------------------|--------------------------------------------------|-----------------------------------|
| **Memorial Ad-Hoc Committee** | This committee will work with the Friends Group and the Moutrie family to develop a concept to honor former Bike Patroller David Moutrie. | 1. David Becker  
2. Rock Blanchard  
3. Frank Ferriolo  
4.   |
MEMO

To: Commissioners, Alternates & Staff
From: Melissa Ford, Trail Manager
Subject: 2020 Commission Goals & Objectives.
Date: January 16, 2020

It is time to set our goals for 2020. Listed below is a status report on the Commission's 2019 Goals with their priority as ranked by the Commission last year. Following that is a draft list of goals for 2020. Please rank your 2020 goal priorities from one to three with one being the most important in the included blank priority box.

### 2019 Goals

<table>
<thead>
<tr>
<th>Administrative</th>
<th>Progress</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue coordinating assistance with Friends of the Paint Creek Trail (ongoing)</td>
<td>Cruisin’ For the Trails 2019: Steve Johnson of Motor City Brew Tours has informed us that he will be alternating the Cruisin’ for the Trails event between Friends of Paint Creek Trail and Friends of Clinton River Trail. The 2019 event will benefit the Friends of the Clinton River Trail. <strong>The 2020 event is scheduled for May 2 on the PCT.</strong></td>
<td>2</td>
</tr>
<tr>
<td>Continue Trail etiquette education (ongoing)</td>
<td>Ongoing</td>
<td>2</td>
</tr>
<tr>
<td>New Brochure/Map Update</td>
<td>Branding Committee requested guidance.</td>
<td>2</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>
<td>2</td>
</tr>
<tr>
<td>Trail Closure education/public relations/Communications Plan campaign in 2019 (Ongoing)</td>
<td>Ongoing. Continue to utilize social media, website and other resources to provide information to trail users.</td>
<td>1</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. The second cleanup occurred October 19/20.</td>
<td>2</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. Melissa returned from maternity leave on September 19 and Brian’s last day was September 26.</td>
<td>Completed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Master Plan</th>
<th>Progress</th>
<th>Priority</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. Online Master Plan Survey is available on social media and website through July 22. Posters placed in kiosks. Stakeholder Open House held July 17. Results received from the Open House and survey from Giffels Webster. <strong>Draft</strong></td>
<td>1</td>
</tr>
</tbody>
</table>

Southeast Rochester Property Development

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.

Wayfinding signage in Rochester & Lake Orion/Trail identification and road crossing signage (Branding)/Gateway signage – Each community

Received Iron Belle Trail Grant. Draft RFP created by Branding committee. Received four proposals from Signage Design Firms. Branding committee will make recommendation at July meeting. Landscape, Architects & Planners awarded contract. Task 1 Orientation meeting held, part of Task 1, will present at October Commission meeting. LAP will present design concepts at October meeting. Revised design concepts are in this month’s packet for your review. The Branding Committee will make recommendations at the December meeting.

Bridge 33.7 Renovation Project – work with OTPRC, MDOT, and DNR to replace bridge

The new bridge is complete and was open for use beginning on the Sunday of Labor Day weekend. Melissa met with Mannik Smith and MDOT on October 11 to complete the final inspection. Punch list items still need to be completed. Commission needs to discuss/approve additional safety railings and surface coating for bridge.

City of Rochester – Bridge Replacement

City of Rochester has received bridge inspection report. Will send to PCTC once they have reviewed it.

<table>
<thead>
<tr>
<th>Planning &amp; Development Goals</th>
<th>Progress</th>
<th>Priority</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>
<td>Completed</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>
<td>2</td>
</tr>
<tr>
<td>Paint Creek Trail Resurfacing</td>
<td>Received two bids for the project. Commission will review bids and approve contract at May 2019 meeting. Commission selected WCI Contractors, Inc. as resurfacing contractor with lowest revised bid of $571,621. Construction has begun including drainage work and resurfacing work, the area of the new bridge is complete, work continues. <strong>WCI has completed resurfacing the Trail.</strong></td>
<td>Completed</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>
<td>n/a</td>
</tr>
<tr>
<td>Tienken Educational Pathway Project</td>
<td>Commission approved removing Pathway Project from resurfacing bid. Project now called Moutrie Pollinator Garden. The Friends group is working with PCT on this project. Contract signed with Ray Weigand’s Nursery. Hardscape and pathway have been installed. Work will resume in the spring.</td>
<td>3</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>
<td>2</td>
</tr>
</tbody>
</table>
### Policies

<table>
<thead>
<tr>
<th>Policy</th>
<th>Progress</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Native Plant Approval Policy</td>
<td>No progress yet. Need expert assistance</td>
<td>3</td>
</tr>
<tr>
<td>Conservation Stewardship Policy</td>
<td>No progress yet. Need expert assistance</td>
<td>3</td>
</tr>
<tr>
<td>Fund Balance Policy</td>
<td>Auditor made recommendation in 2018 to keep $25,000 (3 months) worth of expenses in fund balance.</td>
<td>2</td>
</tr>
</tbody>
</table>

### Maintenance

<table>
<thead>
<tr>
<th>Task</th>
<th>Progress</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assure Restrooms are maintained (ongoing)</td>
<td>Ongoing.</td>
<td>1</td>
</tr>
<tr>
<td>Continue vandalism prevention education (ongoing)</td>
<td>Ongoing.</td>
<td>1</td>
</tr>
<tr>
<td>Continue surface maintenance inspections and coordination of repairs (ongoing)</td>
<td>Ongoing.</td>
<td>2</td>
</tr>
<tr>
<td>Road Crossing improvements – work with RCOC</td>
<td>Ongoing. Continue working with RCOC for improvements at our crossings.</td>
<td>2</td>
</tr>
</tbody>
</table>

### Long Term Goals

<table>
<thead>
<tr>
<th>Goal</th>
<th>Progress</th>
<th>Priority</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. Commission approved limited use permit. Construction is expected to begin on the connector in 2020.</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>Completed</td>
</tr>
<tr>
<td>Ensure focus on keeping the trail a “Natural Beauty Trail”</td>
<td>Ongoing</td>
<td>1</td>
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## 2020 Goals

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<tr>
<th>Master Plan</th>
<th>Progress</th>
<th>Priority</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. Online Master Plan Survey is available on social media and website through July 22. Posters placed in kiosks. Stakeholder Open House held July 17. Results received from the Open House and survey from Giffels Webster. <strong>Draft Master Plan available for Public Review December 4, 2019.</strong> <strong>Public Hearing set for January 7, 2020 at 7:30 pm.</strong></td>
<td></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>
<td></td>
</tr>
<tr>
<td>Wayfinding signage in Rochester &amp; Lake Orion/Trail identification and road crossing signage (Branding)/Gateway signage – Each community</td>
<td>Received Iron Belle Trail Grant. Draft RFP created by Branding committee. Received four proposals from Signage Design Firms. Branding committee will make recommendation at July meeting. Landscape, Architects &amp; Planners awarded contract. Task 1 Orientation meeting held, part of Task 1, will present at October Commission meeting. LAP will present design concepts at October meeting. Revised design concepts are in this month’s packet for your review. <strong>The Branding Committee will make recommendations at the December meeting.</strong></td>
<td></td>
</tr>
<tr>
<td>Bridge 33.7 Renovation Project – work with OTPRC, MDOT, and DNR to replace bridge</td>
<td>The new bridge is complete and was open for use beginning on the Sunday of Labor Day weekend. Melissa met with Mannik Smith and MDOT on October 11 to complete the final inspection. <strong>Punch</strong></td>
<td></td>
</tr>
</tbody>
</table>
**Planning & Development Goals**

<table>
<thead>
<tr>
<th>Progress</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>National Trails Day – June 6, 2020</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Labor Day Bridge Walk – September 7, 2020</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Moutrie Pollinator Garden</strong></td>
<td>Commission approved removing Pathway Project from resurfacing bid. Project now called Moutrie Pollinator Garden. The Friends group is working with PCT on this project. Contract signed with Ray Weigand’s Nursery. Hardscape and pathway have been installed. Work will resume in the spring.</td>
</tr>
<tr>
<td><strong>Paint Creek Junction</strong></td>
<td>MNRTF recommended a grant of $228,400 to OTRPC 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>

**Policies**

<table>
<thead>
<tr>
<th>Progress</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Native Plant Approval Policy</strong></td>
<td>No progress yet. Need expert assistance</td>
</tr>
<tr>
<td><strong>Conservation Stewardship Policy</strong></td>
<td>No progress yet. Need expert assistance</td>
</tr>
<tr>
<td><strong>Fund Balance Policy</strong></td>
<td>Auditor made recommendation in 2018 to keep $25,000 (3 months) worth of expenses in fund balance.</td>
</tr>
</tbody>
</table>

**Maintenance**

<table>
<thead>
<tr>
<th>Progress</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assure Restrooms are maintained (ongoing)</strong></td>
<td>Ongoing.</td>
</tr>
<tr>
<td><strong>Continue vandalism prevention education (ongoing)</strong></td>
<td>Ongoing.</td>
</tr>
<tr>
<td><strong>Continue surface maintenance inspections and coordination of repairs (ongoing)</strong></td>
<td>Ongoing.</td>
</tr>
<tr>
<td><strong>Road Crossing improvements – work with RCOC</strong></td>
<td>Ongoing. Continue working with RCOC for improvements at our crossings.</td>
</tr>
</tbody>
</table>

**Long Term Goals**

<table>
<thead>
<tr>
<th>Progress</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Polly Ann Connection</strong></td>
<td>Ongoing. The first phase of the Clarkston Road Paint Creek Trail-Polly Ann Trail connector completed. Commission approved limited use permit. Construction is expected to begin on the connector in 2020.</td>
</tr>
<tr>
<td><strong>Side parcel acquisition for parking and trail access</strong></td>
<td>Will continue looking for opportunities</td>
</tr>
<tr>
<td><strong>Acquisition of historic resources</strong></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>

This list is not all-inclusive. If you would like to include other goals, please be prepared to discuss them at the meeting.
MEMO

To: Commissioners, Alternates and Staff
From: Melissa Ford, Trail Manager
Subject: January Manager’s Report
Date: January 16, 2020

Advisory Committee Reports
The Branding Committee will provide an update at the meeting on the signage design project.

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

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

Finances
- All Member Community invoices have been sent out for 2020 Operations and Patrol.
- January license fee invoices to various utilities will be sent out shortly.

Follow Up
- **Bridge 33.7 Renovation:** We are requesting a time extension for the MNRTF grant from the DNR as we are still waiting on outstanding invoices from MDOT/RCOC.
- **Resurfacing:** Construction signage has been removed from the Trail. We are still waiting on the final invoice from WCI.
- **Ralph C. Wilson, Jr. Foundation:** Staff submitted an interim progress report to the Foundation on January 15th.

Future Agenda Items
- Memorial Bench Policy (consider adding Memorial Tree program)
- Portable defibrillator for Bike Patrol use
- Neighboring community access at Bridge 33.7

Promotion of the Trail
- Our Facebook page has 6,631 followers, an increase of 61 since last month.
- Our Twitter account has 737 followers, an increase of 3 since last month.
- Our Instagram Account has 725 followers, an increase of 32 since last month.
- Our E-Newsletter has 152 subscribers.
- I’ve posted information and photos on social media.
- I’ve spent 3 hour on the trail this past month.
Paint Creek Trail Website Analytics

In the last 30 days, we had 5,738 visitors, with 63,578 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>4,901</td>
</tr>
<tr>
<td>E-Newsletter Sign up</td>
<td>775</td>
</tr>
<tr>
<td>Trail Maps</td>
<td>564</td>
</tr>
<tr>
<td>Horses</td>
<td>441</td>
</tr>
<tr>
<td>Mileage</td>
<td>383</td>
</tr>
<tr>
<td>Contact Us</td>
<td>374</td>
</tr>
<tr>
<td>Commission Members</td>
<td>337</td>
</tr>
<tr>
<td>Construction Updates</td>
<td>324</td>
</tr>
<tr>
<td>RFP’s</td>
<td>317</td>
</tr>
<tr>
<td>Mileage</td>
<td>269</td>
</tr>
</tbody>
</table>

In December, we had 5,483 visitors, with 139,750 visits. The top 10 visited pages:

<table>
<thead>
<tr>
<th>Top Pages</th>
<th>December</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Page</td>
<td>3,896</td>
</tr>
<tr>
<td>Horses</td>
<td>823</td>
</tr>
<tr>
<td>Trail Maps</td>
<td>420</td>
</tr>
<tr>
<td>E-Newsletter</td>
<td>366</td>
</tr>
<tr>
<td>Mileage</td>
<td>335</td>
</tr>
<tr>
<td>Commission Members</td>
<td>244</td>
</tr>
<tr>
<td>Agendas</td>
<td>183</td>
</tr>
<tr>
<td>Contact Us</td>
<td>179</td>
</tr>
<tr>
<td>RFP’s</td>
<td>157</td>
</tr>
<tr>
<td>Parking</td>
<td>132</td>
</tr>
</tbody>
</table>

Commission Ad-Hoc Committee Assignments

<table>
<thead>
<tr>
<th>Committee Assignments</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognition Ad Hoc committee</td>
<td>Gamage, Olijnyk, vacant</td>
</tr>
<tr>
<td>Personnel Ad Hoc committee</td>
<td>Becker, Blanchard, Steele, vacant</td>
</tr>
<tr>
<td>Rochester Hills Art/Pathway Project committee</td>
<td>Becker, Blanchard, vacant</td>
</tr>
<tr>
<td>SE Rochester Property Ad Hoc committee</td>
<td>Becker, Blanchard, Gamage, vacant</td>
</tr>
<tr>
<td>Labor Day Bridge Walk (Sept 2) Ad Hoc committee</td>
<td>Ferriolo, Olijnyk, vacant</td>
</tr>
<tr>
<td>Lake Orion Membership Ad Hoc committee</td>
<td>Becker, Blanchard, Steele, vacant</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, vacant</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, Steele, vacant</td>
</tr>
<tr>
<td>Master Plan Ad Hoc committee to Review Community Description Section</td>
<td>Blanchard, Gamage, vacant</td>
</tr>
<tr>
<td>Master Plan Ad Hoc committee to Review Administrative Structure Section</td>
<td>Blanchard, Olijnyk, vacant</td>
</tr>
<tr>
<td>Master Plan Ad Hoc committee to Review Recreation Inventory</td>
<td>Blanchard, Stout, vacant</td>
</tr>
<tr>
<td>Committee Description</td>
<td>Members</td>
</tr>
<tr>
<td>-------------------------------------------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Master Plan Ad Hoc committee to Review Planning and Public Input Process</td>
<td>Becker, Steele, vacant</td>
</tr>
<tr>
<td>Master Plan Ad Hoc committee to Review Goals &amp; Objectives, Action Program and Capital Improvement Schedule</td>
<td>Becker, Pinkham, Steele</td>
</tr>
</tbody>
</table>
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>$408,100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pledge Gifts</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interfund Gifts</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dividends</td>
<td>$1,083.66</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest Income on Investments</td>
<td>$2,543.06</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Realized Gains and Losses</td>
<td>$56.43</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrealized Gains and Losses</td>
<td>$1,273.89</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Revenue & Additions  
$413,057.04

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>$332,387.07</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interfund Grants</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admin. Fees Charged</td>
<td>$3,477.88</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misc. Fund Expenses</td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Fees</td>
<td>$191.51</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Expenses & Distributions  
$336,056.46

Income Transfers  
$0.00

YTD FUND BALANCE  
$77,000.58

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>
<tr>
<td>Gift</td>
<td>Mr. and Mrs. Andrew J. Smydra</td>
<td>10/15/2019</td>
<td>100.00</td>
</tr>
</tbody>
</table>

Gifts Total  
$408,100.00

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>
<tr>
<td>Grant</td>
<td>Paint Creek Trailways Commission</td>
<td>11/21/2019</td>
<td>107,046.01</td>
</tr>
<tr>
<td>Grant</td>
<td>Paint Creek Trailways Commission</td>
<td>12/18/2019</td>
<td>60,177.06</td>
</tr>
</tbody>
</table>

Grants Total  
$332,387.07