Paint Creek Trailways Commission Meeting

Tuesday, February 16th, 2021 at 7:00 PM

Via Teleconferencing – GoToMeeting
https://global.gotomeeting.com/join/637300933

Access code: 637-300-933
Or by phone: +1 (872) 240-3311

The purpose of the electronic meeting is to maintain social distancing and comply with the Michigan Department of Health and Human Services Emergency Order.

The Paint Creek Trailways Commission will provide reasonable and necessary auxiliary aids and services for individuals with disabilities with advance notice. Please contact the Trail office at manager@paintcreektrail.org or 248-651-9260 at least 72 hours in advance.

MEETING AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Virtual Meeting Announcement & Commissioner Locations
4. Approval of Agenda
5. Public Comment
6. Consent Agenda:
   a. Minutes: Regular Meeting, January 19, 2021
   b. Treasurers Report – January 2021
7. Approval of Invoices
8. Discussion/Approval: Eagle Scout Project – Tienken & Atwater Kiosks
9. Update: Website Hosting Contract

Mission
The Paint Creek Trailways Commission provides trail users a natural, scenic, and educational recreation experience while preserving the natural integrity of the Paint Creek Trail for the enjoyment of present and future generations.
10. **Discussion:** 2021 Goals
11. **Update:** Friends of the Paint Creek Trail
12. **Discussion:** National Trails Day
13. **Informational:** Spring Clean Up Day
14. **Manager's Report**
15. **Commissioner Reports**
16. **Adjournment of Regular Meeting**

**Next Regular Meeting:**
March 16, 2021 – Via GoToMeeting

Enclosures:

- Agenda Summary
- January 19, 2021 Regular Meeting Draft Minutes
- January 2021 Treasurer's Report
- Eagle Scout Project Workbook Proposal
- Memo: Webhosting Contract
- Memo: 2021 Goals & Objectives
- Memo: Friends of the Paint Creek Trail
- Memo: National Trails Day
- Memo: Spring Clean Up Day
- February Manager's Report
- Community Foundation of Greater Rochester January Fund Statement

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**Mission**

The Paint Creek Trailways Commission provides trail users a natural, scenic, and educational recreation experience while preserving the natural integrity of the Paint Creek Trail for the enjoyment of present and future generations.
1. Call to Order
2. Pledge of Allegiance
3. Virtual Meeting Announcement & Commissioner Introductions
4. Approval of Agenda
5. Public Comment
6. Consent Agenda:
   a. Minutes: Regular Meeting, January 19, 2021
   b. Treasurers Report – January 2021
7. Approval of Invoices
8. Approval: Eagle Scout Project – Tienken & Atwater Kiosks
   Summary: Eagle Scout candidate Quinten Schell will discuss his proposed project – replacing the kiosks at the Tienken parking lot and at Atwater. His project proposal, budget, and design plans for the kiosks are included in your packet.
   Desired Action: Approval
   Budget Impact: None
9. Update: Website Hosting Contract
   Summary: Current webhost contract has been renewed for one year after updates/improvements to the site.
   Desired Action: None
   Budget Impact: None
10. Discussion/Approval: Goals
    Summary: A compiled 2021 Goal rankings is included in your packet.
    Desired Action: Discussion/Approval
    Budget Impact: None
11. Update: Friends of the Paint Creek Trail
    Summary: Louis Carrio, President of the Friends of the Paint Creek Trail will provide an update on the Moutrie Garden.
    Desired Action: Discussion
    Budget Impact: None
12. Discussion: National Trails Day
    Summary: The Commission needs to discuss the format for National Trails Day.
    Desired Action: Discussion
    Budget Impact: TBD
13. Informational: Spring Clean Up Day
    Summary: Commissioner Steele recommends holding the Spring trail clean-up in conjunction with some Member Communities on April 24, 2021.
    Desired Action: Discussion
    Budget Impact: None
15. Commissioner Reports
16. Adjournment of Regular Meeting

Next Regular Meeting:
March 16, 2021 – Via GoTo Meeting
REGULAR MEETING of the PAINT CREEK TRAILWAYS COMMISSION
Via Teleconferencing – GoToMeeting
Access code: 653646309, or by phone 1-571-317-3122

CALL TO ORDER: The Tuesday, January 19, 2021 Regular Meeting was called to order by Vice-Chairperson Olijnyk at 7:02 p.m.

Voting Members Present: Robin Buxar, Ken Elwert, Linda Gamage, Steve Sage, Dan Simon, Jeff Stout, David Walker
Voting Alternates Present: None
Non-Voting Alternates Present: David Becker, Dave Mabry, Theresa Mungioli, Martha Olijnyk, Chris Shepard
Village of Lake Orion Non-Voting Alternate Present: Jerry Narsh
Voting Members Absent: Donni Steele
Alternates Absent: Julia Dalrymple, Ann Peterson
Village of Lake Orion Non-Voting Member Absent: Doug Hobbs
Others Present: Melissa Ford, Trail Manager, Chris Gray, Assistant Trail Manager, Sandi DiSipio, Recording Secretary

PLEDGE OF ALLEGIANCE: All rose and recited the Pledge.

COMMISSIONER INTRODUCTIONS: For the benefit of new Commissioners, Vice-Chair Olijnyk asked each member to introduce themselves, indicate which municipality they represent, and where they are attending tonight’s virtual meeting. Current Commissioners – Robin Buxar, voting member representing Oakland Township, attending from Oakland Township; Linda Gamage, voting member representing Rochester, attending from Rochester; Martha Olijnyk, alternate member representing Oakland Township and Vice-Chairperson, attending from Oakland Township; Steve Sage, voting member representing Rochester, attending from Rochester; Theresa Mungioli, alternate member representing Rochester Hills, attending from Rochester Hills; Dan Simon, voting member representing Oakland Township (explained this is his last meeting and will be replaced by Brian Blust), attending from Oakland Township; Jeff Stout, voting member representing Orion Township, attending from Orion Township; David Walker, voting member representing Rochester Hills and Treasurer, attending from Rochester Hills, David Becker, alternate member representing Rochester and Secretary, attending from Rochester. Newer Commissioners – Ken Elwert, voting member representing Rochester Hills, attending from Orion Township; Dave Mabry, alternate member representing Oakland Township, attending from Oakland Township; Jerry Narsh, alternate member representing the Village of Lake Orion, attending from the Village; Chris Shepard, alternate member representing Rochester Hills, attending from Rochester Hills. Also attending the meeting and introducing themselves are Louis Carrio, President of the Friends Group, attending from Rochester, and Brian Blust, who will be the voting member representing Oakland Township starting next meeting, attending from Oakland Township, Melissa Ford, Manager of the Paint Creek Trail, attending from the Village...
of Lake Orion; Chris Gray, Assistant Manager of the Paint Creek Trail, attending from Rochester Hills.

VIRTUAL MEETING ANNOUNCEMENT: Vice-Chairperson Olijnyk stated the purpose of the electronic meeting is to maintain social distancing and comply with the Michigan Department of Health and Human Services Emergency Order. The Commission will provide reasonable and necessary auxiliary services with individuals with disabilities with advance notice. The video conference can be accessed by downloading the app GoToMeeting, the meeting number is 653646309. Public comment and questions will be accepted during the meeting at an appropriate time. Please silence your audio and wait for direction from the Chair of the meeting. Please be advised there will be a three-minute limit for public comment. You may also send correspondence regarding this meeting to the Paint Creek Trailways office addressed to 4393 Collins Rd., Rochester, Michigan 48306. You may also email your comments or concerns to manager@paintcreektrail.org. A copy of the meeting materials may be found on the Commission’s website or may be reviewed at the Commission office by appointment.

APPROVAL OF AGENDA:
MOTION by Buxar, seconded by Stout, Moved, to approve the January 19, 2021 agenda as presented.
Roll Call Vote:
Ayes: Buxar, Elwert, Gamage, Sage, Simon, Stout, Walker
Nays: None
MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA: Ms. Ford noted there is a typo in the minutes relative to the date of the next regular meeting which she will correct.
   a. Minutes – December 15, 2020 Regular Meeting, approve and file
   b. Treasurers Report – December 2020
MOTION by Simon, seconded by Sage, Moved, to approve the Consent Agenda as presented.
Roll Call Vote:
Ayes: Buxar, Elwert, Gamage, Sage, Simon, Stout, Walker
Nays: None
MOTION CARRIED.

APPROVAL OF INVOICES: Ms. Ford presented the list of invoices totaling $30,030.83. In addition to the recorder’s fee, this amount includes credit card charges for postage and stickers for the new Map Kiosks; MSG invoice for the Bridge 33.7 stair design (revised invoice), and L.J. Construction invoice for the Bridge 33.7 Stairway Construction. Ms. Ford explained for the MSG revised invoice, we approved an invoice for them in December, but the mileage was incorrect on that invoice – that check was voided and replaced with the correct amount (which was less than the original amount). Estimated unrestricted fund balance is $83,000.
MOTION by Buxar, seconded by Gamage, Moved, that the invoices presented for payment are approved in the amount of $30,030.83 and orders be drawn for payment.
Roll Call Vote:
Ayes: Buxar, Elwert, Gamage, Sage, Simon, Stout, Walker
Nays: None
MOTION CARRIED.

APPROVAL: Budget Amendment: Ms. Ford is requesting an amendment to this year’s budget – to amend the amount for rent this year from the Township. When the 2021 budget was approved, she was unaware that the rent had been raised for the year. She requests that we move $1,250 from the unrestricted fund balance to the operations budget to cover this difference. The
budget included in the packet does not include this change. Ms. Olijnyk asked what the unrestricted fund balance will be reduced to. Ms. Ford explained it would go down $1,250, leaving the balance at $59,795. Ms. Gamage noted the increase is 25% over the current rent of $5,000, which seems substantial and asked if a reason was given for the increase. Ms. Ford said no reason was given to her, but everyone in the building saw an increase — we haven’t had an increase in ten years. The previous rent had been $2,500 and when it was raised last time it went to $5,000 or a 50% increase. Ms. Buxar indicated that the Board of Trustees did not have a meeting on March 26th, so that’s incorrect. The increase actually took place across the board for all tenants at the Cider Mill at the budget workshop. Oakland Township’s Assistant Manager did notify everyone verbally; there is no formal lease between everybody. It’s an informal lease that the Township is not confined to an increase every year, and no rents have been increased for over ten years, so a per space increase was done that affected everyone in the building. The concessionaire is the only one with a formal lease. She explained the $520 per month lease includes network services, township emails, services with IT Right assistance, heat, water, space itself, internet, payroll services, W2 filing, taxes, the building maintenance, cleaning, restroom supplies, lawn cutting, snow removal — all is included in the rent. The Township decided after ten years to increase the rent based on the space for each individual tenant, so others realized a larger increase than the Commission did. Ms. Buxar commented all of the Township’s costs have gone up quite a bit. Ms. Gamage agreed this is a bargain, and explained that each member community provides an in-kind service to the Commission. Oakland Township provides office space with a small charge for rent, and meeting accommodations for six months of the year in the building. She explained the other in-kind services provided by the other communities. She did not realize there has not been an increase in ten years and what this covers, and is inclined to make a motion. Vice-Chair Olijnyk suggested we ask the Township Manager to send an email to help remember these things so this won’t happen again. Ms. Ford thinks what happened is that this happened at the start of the COVID shutdown and everyone had gone into working remotely.

**MOTION** by Gamage, seconded by Elwert, *Moved*, to support the increase, and amend the current budget.

**Roll Call Vote:**
Ayes: Buxar, Elwert, Gamage, Sage, Simon, Stout, Walker
Nays: None

**MOTION CARRIED.**

**DISCUSSION/APPROVAL:** Review of License Agreements by Trailways Attorney: Ms. Ford stated the Licensing Committee has been discussing and reviewing our license agreements and put forth recommendations on how these should be handled. Many of these fees have not been increased in several years and the Committee feels they need to be updated and, in some cases, renegotiated by our Trailways attorney, Ms. Hamameh. She has spoken with her and she believes it will take her one hour to review and revise the standard license agreement. She also plans to check the most recent deed on file with the Register of Deeds to ensure that is signed by the current owner of the property. Once that first agreement is reviewed, she will use that language to revise the remaining agreements, which will be a nominal amount of time — approximately two hours. The remaining time will depend on how much negotiation is required with the property owners. Ms. Hamameh charges $125/hr for her services. Ms. Ford and the Committee are recommending the Commission approve having Ms. Hamameh review, update and negotiate the current license agreements. Mr. Simon asked if we can put a not to exceed limit on the negotiations in case it goes four or six hours. Ms. Ford said we could, as she budgeted an extra $1,500 funding in the legal line item this year specifically for this, so there is a total of $3,500 budgeted. Mr. Simon feels we should still have a not to exceed limit just in case. Ms. Olijnyk asked how many different entities she will be negotiating with. Ms. Ford believes it is eight. Ms. Olijnyk said we could direct the attorney to tell the Commission when she has reached an hour or two, and then seek permission to go more. Ms. Buxar asked how the motion should be
framed. She doesn’t have a problem with going this route, but it’s hard to put limitations on an
attorney’s time, because we don’t know. Ms. Olijnyk said we could say that after one hour of
negotiation time with each person or after so many hours, she has to check in with the
Commission on the status and provide an estimate of time she thinks it will be to finish. Mr. Sage
said if we have $3,500 budgeted to the line item, we could stop at some threshold and request an
update from the attorney. So, we’re not into the hours, it’s simply the financial threshold we are
willing to endure. Ms. Buxar agreed this is reasonable.

**MOTION** by Sage, seconded by Stout, **Moved**, to approve that once the budgeted line item
reaches $2,500, an update from the attorney to the Commission is required to move forward.

**Discussion**: Ms. Buxar asked if we need to add review and update the current licensing
agreements in order to authorize the attorney to review, update and negotiate the agreements and
come back to the Commission as stated. Mr. Sage and Mr. Stout agreed with this amendment.

**Amended Motion:**

*MOTION** by Sage, seconded by Stout, **Moved**, to approve that the attorney be authorized to
review, update and negotiate the license agreements, and once the budgeted line item reaches
$2,500, an update from the attorney is required to move forward.

**Roll Call Vote:**

Ayes: Buxar, Elwert, Gamage, Sage, Simon, Stout, Walker
Nays: None

**MOTION CARRIED.**

**DISCUSSION/APPROVAL: Policy on Electric Personal Mobility Devices**: Vice-Chair
Olijnyk indicated this issue was discussed last month but more information was needed. Ms.
Ford said specifically the one-wheel devices seen on the trail was discussed last month, and a
photo was included in the packet. She was asked to look at our policies pertaining to e-bikes and
other power-driven mobility devices. Neither had language that would be applicable to this
situation; both policies were included in the packet. She was asked to see if there was any kind of
classification system for these devices. There isn’t one like there is for the electric bikes. There
is a wide range of speeds for these devices – from 7 mph up to 30 mph. There is no way by
looking at them to know what kind of speed they can go up to; there is no tag like the e-bikes
have. Ms. Ford is suggesting we adopt a policy that prohibits these devices as well as other
similar devices. The language provided is similar to what the Huron-Clinton Metroparks use.
Like our speed limit, Ms. Ford doesn’t know how enforceable it is as the bike patroller does not
have the ability to ticket people. But this would be a policy we have that states we don’t want
these devices on our trail. Mr. Simon read the policy carefully, feels it is very well written and
would vote to accept this policy. He commented that some of these vehicles are quite heavy with
the rider on it, so if there is a collision with someone or into a tree, people are going to be hurt.
As a policy, it’s well written and we can’t control the top speed if they run into something – there
will be damages. Ms. Olijnyk noted the website just says we are a non-motorized trail, not
specific as to what this means. Ms. Ford said this will be updated on the website, and put out on
social media as a reminder to people. Ms. Gamage wonders if it’s necessary this be added, if we
say the trail is non-motorized, is that sufficient? She is not sure if another policy is necessary, but
agrees it is well written and covers the situation. If there is already something in place, do we
need another policy? Mr. Carrio asked about the Class 2 e-bikes – they are considered much like
a motor bike in that you don’t have to pedal, is that intended? Ms. Ford is unsure of the question.
Mr. Carrio explained the Class 1 bikes have to be pedaled, and you don’t have to pedal the Class
2’s. Is it intended to have that in effect as a motorized vehicle because you don’t pedal? Ms.
Ford explained that legislation said that e-bikes were not motorized vehicles. Ms. Olijnyk
pointed to the policy in the packet where it says in the preamble that the definition of electric
bicycles in the law says that they are considered non-motorized, and that’s how it was written, to
consider all of the non-motorized vehicles, it’s not a powered device. That’s why we allow them on the trail, based on the definition. Mr. Elwert acknowledges the risk Mr. Simon indicated, and the comment Ms. Gamage made about creating an unnecessary policy. A quick read of this is that these devices aren’t included in any of our policies, and suggests we move ahead with the proposed language as presented.

**MOTION** by Elwert, seconded by Stout, **Moved**, to accept the language as presented as a policy for going forward.

**Discussion:** Ms. Buxar agreed with Ms. Gamage’s comments as far as increasing policies; however, she feels there is some delineation where people see non-motorized, they say this electric – this is new technology electric/motorized. She feels this is a good policy to adopt to define what we want on the trail. Ms. Olijnyk added it’s good to have something to point to if we ask someone not to use these devices; they are restricted. Mr. Simon asked if the patrol people have some sort of a radar device so if they do see someone that might be exceeding the speed limit, they are allowed to intercept. Ms. Ford stated they don’t have any kind of radar device. Ms. Olijnyk said if it becomes a big problem, maybe we could ask the Sheriff’s office to put up one of their signs, but is not sure if it’s necessary at this time. Ms. Buxar said the Township has one. Mr. Simon said if the sign is not being used, it could be located in Rochester where it’s very congested. Ms. Olijnyk suggested that these machines encourage people to go faster to see how high they can get the speed up. Mr. Stout added if we’re expecting enforcement on anything, there has to be an ordinance that an officer can point to, such as the suggested language, for anything to happen. This language is good.

**Vote on the Motion:**

**Roll Call Vote:**
Ayes: Buxar, Elwert, Gamage, Sage, Simon, Stout, Walker
Nays: None

**MOTION CARRIED.**

**DISCUSSION/APPROVAL: Website Hosting Contract:** Ms. Olijnyk explained we’ve had issues with the slowness and security of the website. Ms. Ford stated we’ve had quite a few issues with the website over the last year and implemented a couple different things to try and correct that, but that caused different problems. The consensus is to find a new host provider for the website. Time is of the essence, because our current contract with WebHostingPad is set to expire in early February. One of the issues we had with our current provider is it’s a really large company, so we are just one client among many others and didn’t get the attention needed in a timely manner. She had to resort to Google a lot of the time to try and resolve the issues, and would spend an entire day trying to get things back up; being part-time, this is not a good use of her time when so much else is going on. She and Ms. Gray feel that a smaller provider that could give more personal attention might be a better option. They did reach out to get a few quotes, unfortunately they only have one to present tonight, from Pro Web Marketing, which is based out of Traverse City. They host the website for the Friends of the Sleeping Bear Dunes, but their price is quite a bit higher than what we were paying with WebHostingPad. We could go with them or the other option is to go with another company similar to them at a cheaper price. We could try them or staff could continue to research other local options to see if we can find someone who has a better price but will offer the services we need. They found an option with In Motion Hosting, which has a 90-day money back guarantee, so if we find they are not providing the services we need or we find another smaller provider we think would do the work, we could present their quotes at the next meeting. Mr. Sage asked if we could transition the services through Pro Web or In Motion prior to the expiration of the current contract. Ms. Ford responded yes, both companies would assist us in switching it over. She understands switching hosts is pretty seamless; it shouldn’t be hard to do. Our website is based on Wordpress, and they both are...
able to use this platform to transfer. Ms. Mungioli indicated she sent an email to staff about this, and today she posted help on the Rochester Community Cares site looking for somebody, and found someone. She thinks there are a lot of other vendors out there and that through the Chamber of Commerce or other local commissions, we can find someone who is local to help. She understands the frustration of dealing with a technology person that is not local. Not only do you want to have a vendor that can work in Wordpress, you want to make sure that it’s easy enough for staff to do the updates, not have to pay someone an hourly rate every time you want to change something in the website. She would like to see other options before we commit to a year long contract with someone who is more expensive before looking at other options. Mr. Elwert commented he has a background in this and has previously managed websites, and is willing to talk to tech people. He asked where the actual domain name resides, with the company that’s hosting us? This can sometimes make these transfers more challenging than you think. We might want to look at separating the ownership of the domain name from the hosting company as it could be difficult especially if the company goes out of business, as the domain name resides with them. He looked it up on an international website and the domain name doesn’t register to us as a group. He has concerns about this. He also asked why the site is set up for Wordpress, is it for ease of modification? This also could have been slowing the site down. Ms. Olijnyk said yes, but we are looking for something user friendly. She agreed Mr. Elwert makes a good point about the ownership of the domain name, and said we can register it ourselves with the domain name registry. Mr. Elwert offered his assistance to staff to evaluate their needs. Mr. Simon is pretty impressed with Pro Web’s marketing brochure. We have numerous people using our website. We might as well spend a little more money and hire a professional sounding marketing group, as they know what they’re doing. Ms. Olijnyk noted that In Motion quoted $9.95 per month for the first year and asked if they require a year long commitment for that rate. Ms. Ford responded they require a year contract, but have a 90-day money-back guarantee. If we call within the 90 days and say we’re unhappy, they will cancel the contract with no questions. We would have the 90 days to decide if we wanted to go with someone else. The rate would probably go up in the second year, as the $9.95 is probably an introductory rate for the first year. Ms. Olijnyk asked if they quoted web redesign costs. Ms. Ford doesn’t believe they do web design, we would have to source this out, whereas Pro Web Marketing could do that for us for an additional fee. Mr. Stout asked how much is budgeted for this work in 2021. Ms. Ford said nothing is budgeted for a web redesign; $1,500 for hosting service costs. Mr. Sage agreed that Pro Web Marketing submitted a very professional proposal, but they do recommend a complete redesign at a cost of $1,200, which is not budgeted. We may need to look at other providers as well, and break out the costs of a redesign and the hosting services. Ms. Ford feels we don’t have to necessarily redesign the website this year, but have to find a new hosting provider this year because of the issues. Mr. Elwert agreed that we can look to do a redesign later, but the hosting is more crucial. The local company is primarily a design company that provides hosting as a service they need to do with the design. The national company provides hosting, but not design. He asked what level of support would be provided by the Township’s IT Right. Ms. Ford indicated because we host our website on an outside organization, no support would be provided. She has two email addresses, one associated with the website and the one through Oakland Township – if she has problems with the Township email, she can get support for that from IT Right, but no support on the trail’s email because we pay another provider for that. Ms. Buxar would like to recommend that Mr. Elwert work with staff to help us out with where we need to go on this issue, as something needs to be done with the hosting, and come back to the next meeting after some feedback. Mr. Elwert is happy to comply on a limited scale. Ms. Ford indicated this decision needs to be made tonight, as the hosting contract expires prior to the next meeting; if we go with In Motion Hosting now, we have 90 days to make the final decision. Any other proposals could be brought forward next month. Mr. Walker agreed we don’t want to stay where we are
and have a time sensitive decision to make. Without knowing where we want to go with this, we need an interim decision, and In Motion provides this interim decision.

**MOTION** by Walker, seconded by Simon, **Moved**, to not renew the contract with the current provider, move to In Motion Hosting under the premise that we will evaluate any alternatives presented at the next meeting.

**Discussion:** Mr. Simon asked Mr. Elwert to offer his resources and experience to staff when he has time. Mr. Elwert will touch base with staff tomorrow. Mr. Walker reached out to the Chamber of Commerce and there are local resources available. We can find companies to determine where the best home would be. He asked the members to reach out and get any contacts to staff. Ms. Mungioli asked if we have a comprehensive technology plan in place, and if there are any other vendor contracts coming up for renewal. Ms. Ford replied we do not have a comprehensive technology plan in place, and the contract with IT Right is managed by Oakland Township. Ms. Mungioli added we also need to check on the domain name ownership to make sure it belongs to us.

**Vote on the Motion:**

**Roll Call Vote:**

Ayes: Buxar, Elwert, Gamage, Sage, Simon, Stout, Walker  
Nays: None  
**MOTION CARRIED.**

**discussion:** **Ad Hoc Committee Assignments:** A chart of the members who currently serve on the Ad Hoc Committees included in the packet. Since Mr. Simon announced he will be leaving, this leaves a spot on two Committees that also need to be filled. Everyone currently serving on Committees agreed to stay on. Alternate members as well as voting members can serve on the Ad Hoc Committees. No additional members volunteered for the Recognition Committee. Ms. Ford added that Ms. Steele asked that this Committee meet before the February meeting to develop a list of people that need to be recognized. Mr. Walker said he would serve on the Personnel Committee as this usually consists of the officers. Ms. Mungioli and Mr. Shepard volunteered to serve on the Rochester Hills Art/Pathway Project Committee. Mr. Elwert agreed to sit on the Development of Property in SE Rochester Committee. Mr. Elwert and Ms. Buxar said they would serve on the Labor Day Bridge Walk Committee. Mr. Narsh agreed to serve on the Lake Orion Committee. Mr. Sage said he would serve on the Trail Branding & Signage Committee. Ms. Buxar volunteered at this time for the Licensing Committee, until one of the new members from Oakland Township can take over, as this usually has a representative from each member community. Thank you to everyone for volunteering.

**Discussion:** **2021 Goals:** Ms. Ford indicated a list of the goals from last year was included in the packet, and had asked all the members to arrange them as an initial ranking. The goals in red have been completed and will be eliminated. She asked for thoughts on this and if there are any other goals that should be added. This list can be submitted to Ms. Ford once the Commissioners have ranked the goals. Also included in the packet is a copy of the Master Plan Action Program for reference. Ms. Olijnyk asked if staff is seeking input tonight or asking that members do the rankings and submit them for the next meeting. Ms. Ford is looking for initial thoughts tonight on what to eliminate or add, and then go home and do the final rankings based on tonight’s discussion and submit those for compilation for the next meeting. Mr. Simon recommended we never hire MSG for another project based on what happened over the last couple of years. Mr. Becker feels we should get another survey of trail users by a professional group, as we did ten or 15 years ago, as this would be helpful in policy making and management of the trail. It’s also important in grant applications. He suggested that the last survey be sent to the new members. Ms. Gamage indicated that Rochester is going through a Master Plan update
and has requested that the chairs or managers of some of the Commissions participate in the steering committee for this update and requested that Ms. Ford participate. If the Commission agrees, she thinks her participation would be important to advocate for things that are consistent with the trail mission statement as well as the parks and natural areas. In the past, there have been decisions made by the Planning Commission and Council where things have fallen through the cracks – this is a good way to ensure we stay informed and advocate for what the Commission feels is important. One of the things she refers to is the change in trail setbacks. She would like to see this added as a goal. Ms. Mungioli asked about security on the trail – is there a need for putting up a blue light signage or something where people can contact law enforcement? Ms. Ford indicated if someone gets hurts on the trail, they should call 911 and use the mile markers location. Mr. Simon referred to Mr. Becker’s comments relative to a survey and indicated there are several encroachments in Oakland Township and wonders if there is a staking program for people who have access to the trail to show property lines. Ms. Olijnyk explained that Mr. Becker is talking about a user survey, not a real estate staking survey. She added that the Commission had a whole trail survey done in 2008 when resurfacing, found numerous encroachments, and resulted in a lawsuit against some homeowners. Ms. Gamage suggested the Licensing Committee can look at this rather than make it a goal for staff. She also suggested the website issues be added as a goal for this year. Ms. Mungioli asked if we’ve reached the targeted goal of $25,000 on the Fund Balance. Staff responded yes. Ms. Olijnyk stated the members need to provide Ms. Ford with the goal rankings by February 2nd. Added goals are the user survey by a professional group, staff participating in the Rochester Master Plan Steering Committee to advocate on behalf of the trail, and resolving the website issues. Regarding security on the trail, this could be a question on the user survey to see if this needs to be worked on.

**MANAGER’S REPORT:** In addition to the written report, Ms. Ford indicated that the new trash and recycling bin was placed at the bridge site, everything required by the grant is now in place. She met with Linda Moran, Polly Ann Trail Manager, and the DIA to select the sites for the Inside Out artwork project. The Moutrie Garden was approved by MSU as a site for their Master Gardener Program and has been certified as a Monarch Waystation. A sign is forthcoming, which the Friends Group is paying for. The Commission thanked Mr. Carrio and Ms. McBride for all their work towards this effort. Ms. Mungioli suggested we reach out to the schools relative to graduation signs along the trail this year. Ms. Ford indicated Orion had a lot of vandalism issues with the signs last year, and Rochester had not approached the Commission. She will keep this in mind as we get closer to graduation season this year.

**COMMISSIONER REPORTS:** The members welcomed the new Commissioners, thanked Mr. Simon for his service and input during his tenure and said he will be missed. Mr. Simon indicated it was great working with everyone.

**ADJOURNMENT OF REGULAR MEETING:**

**MOTION** by Gamage, seconded by Buxar, *Moved*, to adjourn the Regular Meeting at 8:55 p.m.

Roll Call Vote:

Ayes: Buxar, Elwert, Gamage, Sage, Simon, Stout, Walker

Nays: None

*MOTION CARRIED.*

**NEXT REGULAR MEETING:** February 16, 2021 at 7:00 p.m. – Paint Creek Cider Mill

Respectfully submitted,

MELISSA FORD, Trail Manager  DAVID BECKER, Secretary
# Paint Creek Trailways Commission
## Treasurer's Report - Flagstar Bank
### January 2021

**Balance:** 1-Jan-21

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking Balance</td>
<td>$133,840.32</td>
</tr>
<tr>
<td>Outstanding Checks (3461,3468,3472,3474)</td>
<td>$6,564.80</td>
</tr>
<tr>
<td><strong>Total Balance</strong></td>
<td><strong>$127,275.52</strong></td>
</tr>
</tbody>
</table>

**Revenues:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>JHP Pharmaceuticals - 2020 License Fee</td>
<td>$69.00</td>
</tr>
<tr>
<td>Ralph C. Wilson Jr. Foundation via Community Foundation Greater Rochester - Stairs 33.7</td>
<td>$3,928.39</td>
</tr>
<tr>
<td>City of Rochester - 2021 Operations and Patrol Contribution</td>
<td>$19,154.00</td>
</tr>
<tr>
<td>Interest Income - January 2021 Interest Income</td>
<td>$5.31</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$23,156.70</strong></td>
</tr>
</tbody>
</table>

**Expenditures:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3489 - L.J. Construction - Stairs at Bridge 33.7 Construction</td>
<td>$28,296.00</td>
</tr>
<tr>
<td>3490 - Mannik Smith Group - Constr. Engineering Stairs at Bridge 33.7</td>
<td>$1,464.50</td>
</tr>
<tr>
<td>3491 - Sandi DiSipio - December 2020 Recorders Fee</td>
<td>$235.00</td>
</tr>
<tr>
<td>3492 - Chase Card Services - Credit Card Purchases</td>
<td>$35.33</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$30,030.83</strong></td>
</tr>
</tbody>
</table>

**Balance:** 31-Jan-21

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking Balance</td>
<td>$121,106.39</td>
</tr>
<tr>
<td>Outstanding Checks (3472,3491)</td>
<td>$705.00</td>
</tr>
<tr>
<td><strong>Total Balances</strong></td>
<td><strong>$120,401.39</strong></td>
</tr>
</tbody>
</table>

Signed By: Trailways Commission Treasurer

Signed By: Trail Manager

Date: ___________________________
Eagle Scout Service Project Proposal

Eagle Scout candidate's full legal name  Quinten Schell

Eagle Scout Service Project Name  Paint Creek Trail Kiosk

Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America.) The project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the Eagle Scout Service Project Workbook, No. 512-927, in meeting this requirement.
Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to one another. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

### Eagle Scout Candidate

- **Name:** Quinten Schell
- **Birth date:** 10/15/2005
- **Email address:** qschell22@gmail.com
- **BSA PID number**: 128341647
- **Address:** 306 Lonesome Oak
- **City:** Rochester
- **State:** MI
- **Zip:** 48306
- **Preferred telephone(s):** 248-875-2920
- **Life board of review date:** 07/20/20

### Current Unit Information

- **Check one:**
  - [ ] Troop
  - [ ] Crew
  - [ ] Ship
- **Unit Number:** 60
- **Name of District:** Great Lakes Field Council
- **Name of Council:** Chippewa
- **City:** Rochester
- **State:** MI
- **Zip:** 48306

### Unit Leader

- **Name:** Mr. Jim Beutler
- **Address:** 1471 Werth Dr
- **Email address:** jbeutler@gmail.com
- **Preferred telephone(s):**

### Unit Committee Chair

- **Name:** Mr. Scott Radabaugh
- **Address:** 2664 Tower Hill Lane
- **Email address:** sradabaugh@gmail.com
- **Preferred telephone(s):**

### Unit Advancement Coordinator (If your unit has one)

- **Name:** Mrs. Yolanda Schell
- **Address:** 306 Lonesome Oak Dr
- **Email address:** binkoii@hotmail.com
- **Preferred telephone(s):**

### Project Beneficiary (Name of religious institution, school, or community)

- **Name:** Paint Creek Trailways Commission
- **Address:** 448 Orion Rd
- **Email address:** Manager@paintcreektrail.org
- **Preferred telephone(s):** 248-651-9260

### Project Beneficiary Representative (Name of contact person for the project beneficiary)

- **Name:** Mrs. Melissa Ford
- **Address:** 4480 Orion Rd
- **Email address:** Manager@paintcreektrail.org
- **Preferred telephone(s):**

### Your Council Service Center

- **Contact name:** Dauch Scout Center
- **Address:** 1776 W Warren Ave
- **City:** Detroit
- **State:** MI
- **Zip:** 48208

### Council or District Project Approval Representative

- **Name:** Mr. Rick Drummer
- **Address:** 3614 Hollenshade Dr
- **Email address:** rickdrummers@aol.com
- **Preferred telephone(s):** 248-770-4805

### Project Coach (Your council or district project approval representative may help you learn who this will be.)

- **Name:** Mr. Robert Shores
- **Address:** 4090 Ridge Side Dr
- **City:** Rochester
- **State:** MI
- **Zip:** 48306
- **Email address:**

Proposal Page B

Quinten Schell
Project Description and Benefit
Briefly describe your project.
My project will be building and replacing two trail kiosks that have rotted out. They are located at Tieken and Atwater roads.

Attach sketches or "before" photographs if these will help others visualize the project.
Please click below to add images (JPEG, JPG, BMP, GIF, TIF, PNG, etc.)

![Tieken Rd Trail Kiosk](image1)
![Atwater Rd Trail Kiosk](image2)

Tell how your project will be helpful to the beneficiary. Why is it needed?
The kiosks are a benefit to the trail. They will post information for people on the trail such as tree work, closed trail and safety warnings. The kiosk will look nicer and be updated. The approximate annual trail usage is around 100,000 people.

When do you plan to begin carrying out your project?  July 1, 2021
When do you think your project will be completed?  July

Giving Leadership
Approximately how many people will be needed to help on your project?  10-15
Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:
I will recruit them from my scout troop and family. The scouts are always looking for service hours. Family will be recruited for their knowledge on building structures.

What do you think will be most difficult about leading them?
I think two things will be hard. First, having the attention of adults and sticking to my plan. Second, is hazards while working. We are using power tools and someone could get hurt from a mistake.

Materials
Materials are things that become part of the finished project, such as lumber, nails, and paint.
What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, include basic dimensions such as 2 x 4 or 4 x 4.
Deck screws, Pressure treated wood, asphalt shingles, tar paper, drip shield, marine grade plywood, plexiglas, lock, hinges, cement, gravel

Supplies
Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies, and garbage bags.
What kinds of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.
Garbage bags, hand wipes, hand sanitizer, safety glasses, first aid kit, water, masks
Tools

Include tools, and also equipment, that will be borrowed, rented, or purchased.

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

Drills, impact guns, miter saw, brooms, vacuum, pencil, shovel, jack, chain, bucket, tape measure, utility knife, hook knife, wheel barrel, ladder, saws all

Other Needs

Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc.

What other needs do you think you might encounter?
The Tieken site does not have a lot of parking. I will need to get there early in the morning to get a spot, so I can park the trailer. It is a busy site and might have to carpoo to save space. I will need to bring water cans to mix the concrete.
The Atwater site has poor parking because their is no close spot for the trailer. There is housing and businesses, so there will be difficulty parking. There is also bushes, which I will have to work around. I will also need to bring water to mix the concrete.

Permits and Permissions

Note that property owners should obtain and pay for permits.

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take?

No, I will not need permits. I have approval to do the project from the Paint Creek Trail Commission.

Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated materials, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter estimated expenses below: (Include sales tax if applicable)

| Materials:  | $800.00 |
| Supplies:   | $20.00  |
| Tools:      | $5.00   |
| Other:      |         |
| Total costs:| $825.00 |

**Fundraising:** Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

I will be doing a bottle drive to collect funds. I will do a pledge drive. I will ask for contractor pricing or discounts for materials. I will make a flyer and distribute to neighborhoods around me.

Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient.

1. Proposal meeting with correct people and getting the project approved
2. Fundraising I will be raising funds to buy materials and supplies
3. Acquiring I will acquire the material to needed to construct 2 kiosks
4. Constructing constructing the 2 kiosks at home a head of time
5. Removal remove the Tieken kiosk
6. Replace Tieken kiosk
7. Remove remove Atwater kiosk
8. Replace Atwater Kiosk
Logistics
How will you handle transportation of materials, supplies, tools, and helpers?
The helpers will drive themselves to the kiosk sites. If parking is an issue at the Tieken site the helpers maybe dropped off.
I will get a trailer to transport the preassembled kiosks to their sites. I will also transport materials and supplies by trailer or car.

Safety Issues
The Guide to Safe Scouting is an important resource in considering safety issues.
Describe the hazards and safety concerns you and your helpers should be aware of.
A hazard could be from the use of power tools such as a drill, saw, impact gun. Use of safety glasses while using power tools will be necessary. Falling off a ladder is a very real possibility. The weight of the kiosks could injure someone. A concern is making sure everyone is following Covid rules. Also, having the proper hand sanitizing stations to use during the project. If it is too hot, I will make sure their is enough water and people stay hydrated. I will have a first aid for minor injuries.

Project Planning
You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.
List some action steps you will take to prepare your project plan. For example, “Complete a more detailed set of drawings.”
I will prepare a project proposal for the Paint Creek Trail Commission, Council, and my troop. Develop a cut list to help with the measurements of the kiosk and provide plans for the kiosk. I will confirm the use of the trailer and transportation of materials before the build starts. I will keep in contact with Mr. Shores, Mr. Beutler, Mr. Ferrara, and Mrs. Ford during this project.

Candidate's Promise
Sign below before you seek the other approvals for your proposal.
On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed

Date

* Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.

Unit Leader Approval
I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I see that the project is monitored, and that adults or others present will not overshadow him.

Signed

Date

Name (Printed)

Unit Committee Approval
This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed

Date

Name (Printed)

Beneficiary Approval
This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising the Scout conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.

Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."

☐ Yes ☐ No

Signed

Date

Name (Printed)

Council or District Approval
I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the Guide to Advancement, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on “Unauthorized Changes to Advancement.” Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and share it with the designated project coach.

Signed

Date

Name (Printed)

Proposal Page: E

Quinten Schell
9. Report Finish paperwork for project
Eagle Scout Service Project Fundraising Application

Before filling out this application, it is important to read "Procedures and Limitations on Eagle Scout Service Project Fundraising." This can be found on the next page: "Fundraising Application Page B." Once completed, you must obtain approval from the project beneficiary and your unit leader, and then submit the fundraising application to your council service center at least two weeks in advance of your fundraising efforts. You will be contacted if it cannot be approved or if adjustments must be made. Use this form, not the Unit Money-Earning Application.

Eagle Scout Candidate
Name: Quinten Schell
Address: 306 Lonesome Oak
Email address: qschell22@gmail.com
Check one ☒ Troop ☐ Crew ☐ Ship
Unit No.: 60
Name of district: Great Lakes Field Council
Name of council: Chippewa
Preferred telephone(s): 248-875-2920
City: Rochester
State: Mi Zip: 48306

Project Beneficiary (Name of the religious institution, school, or community)
Name: Paint Creek Trailways Commission
Address: 448 Orion Rd
Email address: Manager@paintcreektrail.org
Preferred telephone(s): 248-651-9260
City: Rochester
State: Mi Zip: 48306

Project Beneficiary Representative (Name of contact person for the project beneficiary)
Name: Mrs. Melissa Ford
Address: 4480 Orion Rd
Email address: Manager@paintcreektrail.org
Preferred telephone(s): 248-651-9260
City: Rochester
State: Mi Zip: 48306

Describe how funds will be raised:
I will fund raise by doing multiple can drives. The can drives will be done by letters through the neighborhood and social networking. I will do a pledge drive and accept donations from community and family members.

Proposed date the service project will begin: 7/1/2021
Proposed dates for the fundraising efforts: 3/1/2021 and 8/1/2021
How much money do you expect to raise? $900.00

If people or companies will be asked for donations of money, materials, supplies, or tools, how will this be done and who will do it?
I will deliver a letter informing neighbors of my project to see if they are willing to donate. In this letter I will also ask for bottle donations. I hope to have a local business let me use their parking lot for a bottle drive. I will ask for a discount on materials I need for the project.

*You must attach a list of prospective donor names and what they will be asked to donate. This is not required for an event like a car wash.

Are any contracts to be signed? No
If so, by whom?
Contract details:

Approvals
The beneficiary and unit leader sign below, in any order, before authorized council approval is obtained.

<table>
<thead>
<tr>
<th>Beneficiary</th>
<th>Unit Leader</th>
<th>Authorized Council Approval*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed</td>
<td>Signed</td>
<td>Signed</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>

*Councils may delegate approval to districts or other committees according to local practices.

Fundraising Application Page A
Quinten Schell
MEMO

To: Commissioners, Alternates, & Staff
From: Melissa Ford, Trail Manager
Subject: Website Hosting Contract
Date: February 8, 2021

Over the last month, staff has worked with Commissioner Elwert to resolve the website hosting issues. Commissioner Elwert was able to clean up some website and database items as well as update plugins for WordPress. He also was able to identify a missing php file (the language that WordPress runs on) that needed to be restored. Staff contacted WebHostingPad regarding the missing php file and they were able to run a permissions reset which restored the missing file. Since this reset, the website has been running much faster and without errors.

Additionally, Commissioner Elwert was able to unlock the domain name in case we want to transfer it in the future.

After reaching out to several hosting companies for quotes, staff decided to stay with WebHostingPad for another year. Thanks to Commissioner Elwert’s efforts, the website is loading at a much quicker rate – which was the primary issue. Additionally, after discussions with these other firms, it became apparent that there was a chance staff might lose their email history if we switched providers. Staff relies heavily on old emails to conduct daily trail business. Due to this risk, we will not be making a webhosting change at this time.
MEMO

To: Commissioners, Alternates & Staff  
From: Melissa Ford, Trail Manager  
Subject: 2021 Commission Goals & Objectives.  
Date: February 10, 2021

Listed below are the Commission’s goals for 2021. I have also added items mentioned during our January 19, 2021 meeting. Items listed in red are ones that Trail staff would like to see accomplished in 2021. Additional goals from Commissioners are listed on the last page of the document. Goals are ranked from one to three, with one being the most important, based on feedback from the Commission.

### 2021 Goals

<table>
<thead>
<tr>
<th>Administrative</th>
<th>Progress</th>
<th>2021 Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue coordinating assistance with Friends of the Paint Creek Trail (ongoing)</td>
<td>The 2021 Cruisin’ for the Trails will be held as a virtual event from May 1-14, 2021.</td>
<td>1</td>
</tr>
<tr>
<td>Continue Trail etiquette education (ongoing)</td>
<td>Ongoing.</td>
<td>2</td>
</tr>
<tr>
<td><strong>New Brochure/Map Update</strong></td>
<td>Brochure will be updated this year using IBT Challenge grant funds.</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 will attend the February virtual TWLA meeting.</td>
<td>2</td>
</tr>
<tr>
<td>Trail Closure education/public relations/Communications Plan campaign (Ongoing)</td>
<td>Ongoing. Continue to utilize social media, website and other resources to provide information to trail users.</td>
<td>2</td>
</tr>
</tbody>
</table>
Adopt -A-Trail program | The first cleanup will be held in April. A second cleanup will occur in October. Adopt-a-Trail groups will be asked to follow social distancing guidelines and to take all collected trash with them to dispose |
---|---|
Develop a volunteer program to recruit, train to help in the office special projects and special events | |
Make presentation at member community City Councils and Township Boards | |

<table>
<thead>
<tr>
<th>Master Plan</th>
<th>Progress</th>
<th>2021 Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southeast Rochester Property Development</td>
<td>Southeast Rochester Property development is currently on hold.</td>
<td>3</td>
</tr>
<tr>
<td>Wayfinding signage in Rochester &amp; Lake Orion/Trail identification and road crossing signage (Branding)/Gateway signage – Each community</td>
<td>Additional gateway, kiosk and wayfinding signs will be financed by remaining RCWJF funds and IBT Challenge grant funds. The Branding Committee met in late January to discuss the second half of the wayfinding signage on the Trail. They continue to work on finalizing the locations for the wayfinding signage and plan to meet at least once more before bringing their recommendations before the Commission.</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Planning &amp; Development Goals</th>
<th>Progress</th>
<th>2021 Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Trails Day – June 5, 2021</td>
<td>TBD. The Commission needs to decide if it wishes to hold an in-person or virtual event this year.</td>
<td>2</td>
</tr>
<tr>
<td>Labor Day Bridge Walk – September 6, 2021</td>
<td>TBD – Commission hopes to host an in-person event this year if public health conditions allow.</td>
<td>2</td>
</tr>
<tr>
<td>Bridge 33.7 &amp; Resurfacing Ribbon Cutting</td>
<td>Ribbon cutting TBD. Press release still needs to be issued – need to follow up with DNR for quote.</td>
<td>1</td>
</tr>
<tr>
<td>Garlic Mustard Workday</td>
<td>TBD</td>
<td>3</td>
</tr>
<tr>
<td>Moutrie Pollinator Garden</td>
<td>Bike rack and Free Little Library will be installed this spring.</td>
<td>1</td>
</tr>
<tr>
<td>Paint Creek Junction</td>
<td>Project expected to go out for bids in Fall/Winter 2020/2021 with construction occurring in Spring 2021.</td>
<td>2</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------</td>
<td>---</td>
</tr>
<tr>
<td>Host Detroit Institute of Arts Inside I Out program on the Trail</td>
<td>Trail has been accepted as a host for the 2021 program. We will have 4 reproductions on the Trail. Locations and artwork selected. The installation will be on the Trail from May through November.</td>
<td></td>
</tr>
<tr>
<td>Apply for Pure Michigan Trail designation from the Michigan Department of Natural Resources</td>
<td>Application due date TBD (most likely September).</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Policies</th>
<th>Progress</th>
<th>2021 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>Establish Memorial Tree Donation Program</td>
<td>Will be added to future agenda for discussion.</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maintenance and Inspection</th>
<th>Progress</th>
<th>2021 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>2</td>
</tr>
<tr>
<td>Continue surface maintenance inspections and coordination of repairs (ongoing)</td>
<td>Ongoing.</td>
<td>2</td>
</tr>
<tr>
<td>Address ADA compliance issues identified in 2020-2024 PCT Recreation Master Plan</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Trail Safety</th>
<th>Progress</th>
<th>2021 Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Rochester – Bridge 31.7 Replacement</td>
<td>2016 bridge inspection report received by Trail staff. Next inspection tentatively scheduled for 2022.</td>
<td>2</td>
</tr>
<tr>
<td>Long Term Goals</td>
<td>Progress</td>
<td>2021 Priority</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------</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. Opportunity to have historic railroad booth placed on the trail. Oakland Township Historical Society will make presentation at upcoming Commission meeting.</td>
<td>3</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>Integrate Village of Lake Orion extension more fully into Trail system</td>
<td>Ongoing.</td>
<td>1</td>
</tr>
<tr>
<td>Connections to Bald Mountain State Park</td>
<td>Funding received by DNR for engineering study.</td>
<td>1</td>
</tr>
<tr>
<td>Ensure focus on keeping the trail a “Natural Beauty Trail”.</td>
<td>Ongoing</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Additional Goals</th>
<th>Progress</th>
<th>2021 Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager Ford participate in Rochester Master Plan Committee</td>
<td>Manager Ford attended the February 4th meeting of the Master Plan Steering Committee.</td>
<td>2</td>
</tr>
<tr>
<td>User survey of trail use</td>
<td>Trail Manager Ford will reach out to MSU Department of Community Sustainability about the process/cost for a new user survey.</td>
<td>1</td>
</tr>
<tr>
<td>Technology Plan, website migration and improvements</td>
<td>TBD</td>
<td>1</td>
</tr>
</tbody>
</table>
Bike Rack Proposed for Moutrie Pollinator Garden

Purpose: Accommodate visitors on bicycles who otherwise ride into the garden

Recommendation: Purchase a customized rack or racks by March 1 with donated funds

- Rack production/delivery requires up to 4-6 weeks, plus shipping time

Target Date: Spring in time for garden ribbon cutting in June

Installation: Choose rack(s) for in-ground installation and arrange for work to be done

Decisions: Choose A or B designs based on preferences and cost

- If design A, decide if one or two (second rack could be installed at opposite side of entrance)
- Authorize Management to arrange for donation, select and procure rack, and installation
Update: Moutrie Pollinator Garden

Information and Educational Brochure Fully Funded by *PCT Friends*

- Available for distribution at the site, trail and garden events, Cider Mill, etc.

Plant ID Tags Funded by *PCT Friends* Ordered for Spring Installation

*4x2" Evergreen Plastic Garden Sign*

**Butterfly Weed**

*Asclepias tuberosa*

*Use the QR code to learn more.*

**Boneset**

*Eupatorium perfoliatum*

*Use the QR code to learn more.*
Garden Enhancements for the Spring

Need a Pad for Standing in Front of Garden Sign

Plant a Selection of Annuals to Add Color and Additional Food Source

Explore Opportunities for Tall Grass and Shrub Plantings on the Perimeter

Arrange with Chamber for Ribbon-Cutting Ceremony
MEMO

To: Commissioners, Alternates & Staff
From: Melissa Ford, Trail Manager
Subject: National Trails Day
Date: February 10, 2021

National Trails Day is scheduled for Saturday, June 5th this year. The Commission needs to decide if it would like to host an in-person or virtual event this year. Presently, outdoor gatherings at non-residential venues are restricted to 25 or fewer persons by Michigan Department of Health and Human Services.

At this time, the American Hiking Society, the organization that sponsors National Trails Day, has not put forth any guidance on how the day should be celebrated this year. Further information is expected to be released later this month.

https://americanhiking.org/national-trails-day/
MEMO

To: Commissioners, Alternates, & Staff
From: Donni Steele, PCTC Chairperson
Subject: Spring Clean Up Day
Date: February 10, 2021

For the past five years Orion Township has organized a “Orion Green Up Day” which is designed to focus on areas around the township that are extremely laden with garbage/trash. This designated day is choreographed around Earth Day (Thursday, April 22nd) or Celebrate Trails Day (Saturday, April 24th, 2021). We also try to coordinate when the Road Commission does their road clean-up day- which they have not designated a specific day yet.

In the past, we had groups of people and/or individuals assemble at Camp Agawam or the Orion Center in the morning where they retrieve garbage bags, t-shirts, and a map of the identified heavily trashed areas and pick up trash and leave bags along the roadside. Volunteers can choose one or more of these identified areas and pre-2020, we have served lunch around noon for our volunteers and “talk trash”.

My goal was to engage Paint Creek Trail and Polly Ann Trail members, volunteers, possible other municipalities to coordinate the same day so we can capitalize on the publicity/ advertising.

Just wanted to open this up for discussion and interest—even in a Covid environment picking up trash can be done 6 feet apart!
MEMO

To: Commissioners, Alternates and Staff
From: Melissa Ford, Trail Manager
Subject: February Manager's Report
Date: February 8, 2021

Advisory Committee Reports
The Branding Committee met in late January to discuss the second half of the wayfinding signage on the Trail. They continue to work on finalizing the locations for the wayfinding signage and plan to meet at least once more before bringing their recommendations before the Commission.

Complaints/Vandalism
I am unaware of any complaints or vandalism Trail 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

• Two Member Community invoices for 2021 Operations and Patrol have been received. We are still waiting to receive Oakland Township and Rochester Hills’ contributions.

• January license fee invoices to various utilities will be sent out following review by the Trail attorney.

Follow Up

• Bridge 33.7 Stairway: Dr. James Komendera, President of the Mill Valley Home Owners Association, recently sent an email thanking the Commission for the new stairway at the site. A copy of the email follows this report.

• DIA Inside/Out: Artwork has been selected for the sites on the Paint Creek Trail and will be presented at the February meeting. Trail Manager Ford attended the virtual orientation for the program on January 22nd. The press release about the Trail’s selection as a host for the 2021 installation was issued on January 27th.

• Review of License Agreements by Trailways Attorney: Trail staff had a conference call with Ms. Hamameh in late January and have forward copies of all relevant documents to her for review.

• Rochester Master Plan: Trail Manager Ford and Commissioner Gamage attended the first meeting of the Rochester Master Plan Steering Committee on February 4th. The meeting primarily focused on zoning and land use policy.
Future Agenda Items

- Memorial Bench Policy (consider adding Memorial Tree program)
- Trail safety and maintenance standards
- Oakland Township Historical Society Railroad Signal Booth
- Wayfinding signage locations

Promotion of the Trail

- Our Facebook page has 7,433 followers, an increase of 36 since last month.
- Our Twitter account has 790 followers, an increase of 4 since last month.
- Our Instagram Account has 1,234 followers, an increase of 17 since last month.
- Our E-Newsletter has 155 subscribers.
- I’ve posted information and photos on social media.

Paint Creek Trail Website Analytics

In the last 30 days, we had 2,208 visitors, with 26,284 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>3,367</td>
</tr>
<tr>
<td>Trail Maps</td>
<td>579</td>
</tr>
<tr>
<td>Commission Members</td>
<td>274</td>
</tr>
<tr>
<td>FAQs</td>
<td>266</td>
</tr>
<tr>
<td>Parking</td>
<td>239</td>
</tr>
<tr>
<td>Agendas, Minutes &amp; Packets</td>
<td>193</td>
</tr>
<tr>
<td>RFP’s</td>
<td>181</td>
</tr>
<tr>
<td>Mileage</td>
<td>163</td>
</tr>
<tr>
<td>Location</td>
<td>132</td>
</tr>
<tr>
<td>Contact Us</td>
<td>156</td>
</tr>
</tbody>
</table>

Page statistics were unavailable for the last month.

In January, we had 2,607 visitors, with 41,616 visits. The top 10 visited pages:

<table>
<thead>
<tr>
<th>Top Pages</th>
<th>January</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Page</td>
<td>3,367</td>
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<tr>
<td>Trail Maps</td>
<td>579</td>
</tr>
<tr>
<td>Commission Members</td>
<td>274</td>
</tr>
<tr>
<td>FAQs</td>
<td>266</td>
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<tr>
<td>Parking</td>
<td>239</td>
</tr>
<tr>
<td>Agendas, Minutes &amp; Packets</td>
<td>193</td>
</tr>
<tr>
<td>RFP’s</td>
<td>181</td>
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<tr>
<td>Mileage</td>
<td>163</td>
</tr>
<tr>
<td>Location</td>
<td>132</td>
</tr>
<tr>
<td>Contact Us</td>
<td>156</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</td>
</tr>
<tr>
<td>Personnel Ad Hoc committee</td>
<td>Becker, Olijnyk, Steele, Walker</td>
</tr>
<tr>
<td>Rochester Hills Art/Pathway Project committee</td>
<td>Becker, Mungioli, Shepard, Walker</td>
</tr>
<tr>
<td>SE Rochester Property Ad Hoc committee</td>
<td>Becker, Elwert, Gamage, Sage</td>
</tr>
<tr>
<td>Labor Day Bridge Walk (Sept 6) Ad Hoc committee</td>
<td>Buxar, Dalrymple, Elwert, Olijnyk, Walker</td>
</tr>
<tr>
<td>Lake Orion Ad Hoc committee</td>
<td>Becker, Narsh, Steele, Stout</td>
</tr>
<tr>
<td>Trail Branding &amp; Signage Ad Hoc committee</td>
<td>Gamage, Ford, Olijnyk, Sage</td>
</tr>
<tr>
<td>Trail Improvements &amp; Resurfacing Ad Hoc committee</td>
<td>Becker, Sage, Stout, Walker</td>
</tr>
<tr>
<td>Licensing Ad-Hoc committee</td>
<td>Buxar, Gamage, Stout, Walker</td>
</tr>
</tbody>
</table>
Dear Members of the Paint Creek Trailways Commission,

We would like to sincerely express our heartfelt thanks for the new stairway on Bridge 33.7. The members of our community are enjoying this access already this winter. The side planks on the steps will make it easy to get bicycles up as well. We appreciate you responding to our request on this issue in the past.

Best Regards,

James Komendera
President, Mill Valley Home Owners Association

Sent from Mail for Windows 10
BEGINNING FUND BALANCE $75,124.59

Revenue & Additions

<table>
<thead>
<tr>
<th>Type</th>
<th>Name</th>
<th>Date</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Gifts</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Pledge Gifts</td>
<td></td>
<td></td>
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<tr>
<td>Interfund Gifts</td>
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<td></td>
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</tr>
<tr>
<td>Dividends</td>
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<tr>
<td>Interest Income</td>
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<td>$5.22</td>
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<tr>
<td>Realized Gains and Losses</td>
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<td></td>
<td>$0.60</td>
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<tr>
<td>Unrealized Gains and Losses</td>
<td></td>
<td></td>
<td>($75.59)</td>
</tr>
</tbody>
</table>

Total Revenue & Additions $(27.54)

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>01/20/2021</td>
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<tr>
<td>Admin. Fees Charged</td>
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<td>$118.60</td>
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<tr>
<td>Misc. Fund Expenses</td>
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<td></td>
<td>$0.00</td>
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<tr>
<td>Financial Fees</td>
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<td></td>
<td>$6.14</td>
</tr>
</tbody>
</table>

Total Expenses & Distributions $4,053.13

Income Transfers $0.00

YTD FUND BALANCE $71,043.92