Paint Creek Trailways Commission Meeting

Tuesday, September 20th, 2022 at 7:30 PM*
Rochester Municipal Offices, 400 Sixth Street, 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, August 16th, 2022
   b. Treasurers Report – July 2022
   c. Treasurers Report – August 2022
   d. Invoices Presented for Payment – August 16, 2022
6. Approval of Invoices
7. Approval: Resolution #2022-003 – 2022 Paint Creek Trail Pure Michigan Trail Designation Resolution of Support
8. Update/Discussion: Friends of the Paint Creek Trail Subcommittee
10. Discussion/Approval: 2022 Audit RFP
11. Discussion: License Agreements
12. Update/Discussion: Paint Creek Trail website
13. Manager’s Report
14. Commissioner Reports
15. Adjournment of Regular Meeting

* The Paint Creek Trailways Commission will be conducting a site visit to one of their parcels in Southeast Rochester prior to the meeting at 6:30 p.m. Commissioners and staff will meet in the Clinton River Trail parking lot on Letica Drive in Rochester, and will walk to the parcel. A quorum will be present, but no votes or action will be taken. The site visit is open to the public.

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.
Next Regular Meeting:
October 18th, 2022 – Paint Creek Cider Mill, 4480 Orion Road, Rochester, MI 48306

Enclosures:
- Agenda Summary
- August 16th, 2022 Regular Meeting Draft Minutes
- July 2022 Revised Treasurer’s Report
- August 2022 Treasurer’s Report
- Revised Invoices Presented for Payment – August 16, 2022
- Memo: Pure Michigan Trail Designation & Resolution
- Resolution #2022-003 - 2022 Paint Creek Trail Pure Michigan Trail Designation Resolution of Support
- Memo: Sustainability of the Friends of the Paint Creek Trail Report
- Roles and organizational responsibilities of the Friends of the Paint Creek Trail Report: 2022 Labor Day Bridge Walk
- Draft 2022 Audit RFP
- Memo: License Agreements
- Memo: Paint Creek Trail website
- August Manager’s Report
- Paint Creek Trail July Inspection Report
- Southeast Rochester Property Maps & Plans

Mission
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1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda
4. Public Comment
5. Consent Agenda:
   a. Minutes: Regular Meeting, July 19th, 2022
   b. Treasurer’s Report – July 2022
   c. Treasurer’s Report – August 2022
   d. Invoices Presented for Payment – August 16, 2022
6. Approval of Invoices
7. Approval: Resolution #2022-003 – 2022 Paint Creek Trail Pure Michigan Trail Designation
   Resolution of Support
   Summary: Resolution in support of the Commission’s application to the Michigan DNR to designate the Paint Creek Trail as a Pure Michigan Trail
   Desired Action: Approval
   Budget Impact: None
8. Update/Discussion: Friends of the Paint Creek Trail Subcommittee
   Summary: The Friends of the Paint Creek Trail subcommittee will provide a recommendation on how to best support/move forward with the Friends organization
   Desired Action: Discussion/Direction
   Budget Impact: TBD
   Summary: An update on the 2022 Labor Day Bridge Walk.
   Desired Action: Receive and file.
   Budget Impact: The Commission needs to determine which fund it wishes the donated funds from LDBW be designated to – either a PCTC restricted fund or the Commission’s fund at CFGR
10. Discussion/Approval: 2022 Audit RFP
    Summary: Per the Commission’s request, Trail staff will distribute an RFP for the 2022 Audit. The draft is in your packet for approval.
    Desired Action: Discussion/Direction
    Budget Impact: TBD
11. Discussion: License Agreements
    Summary: An update on the status of the license agreement research.
    Desired Action: Direction
    Budget Impact: TBD
12. Update/Discussion: Paint Creek Trail website
    Summary: An update on the ongoing issues with the Trail’s website.
    Desired Action: Discussion/Direction
    Budget Impact: TBD
14. **Commissioner Reports**

15. **Adjournment of Regular Meeting**

*NOTE: We are having a site visit at the Trail’s Southeast Rochester property at 6:30 p.m. prior to the start of the meeting. Commissioners will meet in the Clinton River Trail parking lot on Letica Drive in Rochester and walk to the parcel. A golf cart will be available if anyone would like assistance traveling to the site. No action will be taken during the site visit, and it is posted and open to the public, adhering to the Open Meetings Act.*

**Next Regular Meeting:**
October 18th, 2022 – Paint Creek Cider Mill, 4480 Orion Road, Rochester, MI 48306
REGULAR MEETING of the PAINT CREEK TRAILWAYS COMMISSION
Rochester Municipal Offices
400 Sixth Street, Rochester, MI 48306

CALL TO ORDER: The Tuesday, August 16, 2022 Regular Meeting was called to order by Chairperson Steele at 7:00 p.m.

Voting Members Present:  Brian Blust, Robin Buxar, Ken Elwert, Steve Sage, Donni Steele, David Walker
Voting Alternates Present:  David Becker, Patrick Ross
Non-Voting Alternates Present:  Carol Morlan, Martha Olijnyk, Chris Shepard
Voting Members Absent:  Linda Gamage, Aaron Whatley
Alternates Absent:  Julia Dalrymple, Dave Mabry, Ann Peterson
Village of Lake Orion Non-Voting Member Absent:  Jason Peltier
Village of Lake Orion Non-Voting Alternate Absent:  Jerry Narsh
Others Present:  Melissa Ford, Trail Manager, Eryn Grupido, Administrative Assistant, Louis Carrio, Friends Group, Sandi DiSipio, Recording Secretary

PLEDGE OF ALLEGIANCE: All rose and recited the Pledge.

APPROVAL OF AGENDA: Chairperson Steele added a discussion of Orion Township’s RFP for Audit Services to include the Paint Creek Trailways Commission before the Manager’s Report.

MOTION by Buxar, seconded by Sage, Moved, to approve the August 16, 2022 agenda as amended.
Ayes: All Nays: None
MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:

a. Minutes – July 19, 2022 Regular Meeting, approve and file
b. Treasurers Report – July 2022, receive and file

Mr. Elwert did not remove the Treasurers Report from the Consent Agenda, but mentioned that the end checking account balance on the Treasurer’s Report should state July 31st, not June 30th.

MOTION by Elwert, seconded by Walker, Moved, to approve the Consent Agenda as amended.
Ayes: All Nays: None
MOTION CARRIED.

APPROVAL OF INVOICES: Ms. Ford presented the list of invoices totaling $2,146.73. In addition to the recorder’s fee, this amount includes credit card charges for the July GoToMeeting fees; reimbursement for bike patrol repair and an invoice for the remaining balance of the fiberglass panel and artwork for the audio sign at the wet prairie site. Estimated unrestricted fund balance is $93,000.
MOTION by Becker, seconded by Buxar, Moved, that the invoices presented for payment are approved as presented in the amount of $2,146.73 and orders be drawn for payment.

Roll Call Vote:
Ayes: Becker, Blust, Buxar, Elwert, Ross, Sage, Steele, Walker
Nays: None

MOTION CARRIED.

UPDATE/DISCUSSION: Labor Day Bridge Walk – September 5, 2022: Ms. Ford summarized the memo included in the packet. The budget has been revised based on some of the sponsorships we received as well as pricing of the promotional item which will be less than the $500 originally budgeted. If everyone is fine with the promotional item, the candy, bags and stickers will be ordered from Amazon and Ms. Gamage has volunteered to put everything together. We have donations from Bruegger’s for bagels, granola bars and bananas from Trader Joe’s, and coffee from Tim Hortons. The SignUpGenius is available for volunteer opportunities; slots are still available. Trout Unlimited and Clinton River Watershed Council will both have booths there with information about their organizations. Ms. Ford has also planned a paper plate fish activity for the kids, supplies needed are minimal and the cost is less than bringing in someone else to handle it. Mr. Blust thanked Ms. Olijnyk for her guidance and Mr. Carrio for his help in setting up the SignUpGenius, and commented there was a photographer present last year. Ms. Ford indicated it was Mr. Ferriolo, a former Commissioner, and said she would reach out to him to see if he is interested. Mr. Blust continued - on the sign-up sheet, there is an early 7:00 a.m. set-up slot (Ms. Steele has signed up and will pick up coffee and donuts), there’s also the start-up set-up from 8:00-11:00 a.m., and then close out from 11:00 a.m. – 1:00 p.m., although the event may be wrapped up around noon, but clean up will take a little longer. There will be a water table at the turn-around point manned by two volunteers thanks to Mr. Carrio. Volunteers are still needed in each time slot. Mr. Shepard has signed up to help with the close out time slot. Ms. Ford has posted a notice on Facebook for volunteers, and the SignUpGenius link is included on the registration form; 20 participants have already registered for the event. Ms. Olijnyk asked if middle school kids could participate and volunteer in conjunction with their junior honor society community service credit. Ms. Ford indicated she would be happy to sign any paperwork the students provide. Ms. Ford and Ms. Steele will handle the megaphone responsibility. Mr. Blust will handle picking up the donation from Trader Joes. Mr. Carrio indicated the Friends Group will have a table at the event with signage, brochures, sell t-shirts and hats, and would like to include a rummage sale on shirts from past events. They would like to sponsor a door prize if we could give tickets out when registering – he anticipates two prizes, one would be a cutting board and the other a hat. Ms. Ford said they would be giving away gift cards, and could be done in conjunction with giving out a ticket for the door prizes. There is a Friends meeting on August 30th, at which Mr. Carrio will propose they donate $250 towards the event, along with the donated water. Relative to photographs; Mr. Carrio said he has the capability of doing a drone shot of the group; he was asked to check with Rochester’s policy on flying drones downtown. He also anticipates having one person at the Pollinator Garden giving out brochures and providing information. The Commission thanked Mr. Carrio for the Friends’ contributions. As far as sponsors go, Mr. Elwert indicated last year they created a Premier Sponsorship category, and this year Spalding DeDecker signed up for the $500 sponsorship. The Commission thanked the Sponsor Committee for their work, and Ms. Grupido is collecting the logos for the sign. Regarding the stickers for on the promotional item, Ms. Ford suggested options like Fishing you a Happy Labor Day, Have an Off the Hook Labor Day, Hooked on the Paint Creek Trail, Your Run is Gonna Be Off the Hook, or just the PCT logo. Chairperson Steele likes Fishing you a Happy Labor Day, Mr. Elwert likes Hooked on the Paint Creek Trail. Hooked on the Paint Creek Trail was the consensus.
DISCUSSION: Including the Paint Creek Trail’s audit with the Orion Township’s RFP for Audit Services: Ms. Steele explained Orion is going out for an RFP on Audit Services, and they are conducting the audit in conjunction with the library, for a better price. She thought maybe we could include our audit in the RFP and see if we could get a better price. It’s not locking the Commission into anything, but would allow including the Commission with the RFP. Ms. Ford explained we had this discussion last year as staff thought our contract was ending with Mr. Phillips, and had conversations with the member communities previously; the City of Rochester also indicated that it might be an option with them as well. Oakland Township has a different fiscal year, but will be switching to a calendar year for 2023, so it wouldn’t work for the Commission this year. Rochester Hills is not going out for a new RFP until 2023, so the only options would be Orion or Rochester for the coming year. Ms. Ford said she could also put out our RFP to the typical companies we send to on our own as the RFP is ready to go as she prepared it last year. She could do that and have bids returned in the next two months, but she’s not sure if we could open the bids for Orion’s RFP before our own bids. Ms. Steele said Orion just voted last night to send RFP’s out to all their contractors. She doesn’t want to go out of line, but just wanted to save the Commission money. The way their RFP would be structured could include Orion, the library and the Commission and they could bid on one, two or all three entities; but it would be premature if Orion went out to bid and had a price in hand before the Commission went out for bid if we chose to do that - that’s the only possible conflict Ms. Steele sees. Ms. Buxar feels it’s not right to have a bid prior to going out for another bid. Mr. Elwert said we would have to decide on Orion’s bid first before we go out to bid. Ms. Ford said maybe we could send out our RFP to coincide with Orion’s RFP timing. Mr. Becker feels we should think hard about moving away from an independent audit that is not associated with one of our jurisdictions. Chairperson Steele explained it would be an independent audit of the Commission, but in conjunction with three entities at the same time to get a lower price. Ms. Olijnyk asked if we did a conjunction audit through Orion and the Commission did our own RFP, are the bidders bidding two different things? The consensus was this is true, there might also be a conflict if Rochester put out RFP’s simultaneously with the Commission. Ms. Steele said the RFPs would be issued no later than August 22nd, bids requested by September 23rd, and presented to the Board October 3rd. Ms. Ford was planning to have our RFP request on next month’s agenda for review and discussion, and sending it out following our meeting – a decision needs to be made tonight one way or the other. Mr. Elwert asked what’s the risk of Orion’s bid coming in higher, do we have enough capability to turn around and the Commission bid it out after that. It was suggested we talk to our attorney about this issue. Ms. Steele said we could make a motion to move ahead with including the Commission in Orion’s RFP, provided the attorney believes that it’s appropriate. Mr. Ross asked what kind of savings are we looking at - $20 or $1,000. Ms. Ford commented when she talked with Rochester Hills last year, they estimated it would cost around $5,000 for our audit through them, and we paid $3,800 to Mr. Phillips this year. Upon a question posed by Ms. Buxar about what is being asked, Chairperson Steele clarified she is proposing that the Commission ask for a price on an audit in conjunction with the Orion Library and Orion Township, and asking for a bid with three entities at the same time hoping to get a lower price. Ms. Buxar then asked Ms. Ford if we did this and reviewed those bids on October 3rd, how does our timing work if we don’t accept the bid – do we have enough time to post our RFP. Ms. Ford said the next meeting is October 18th, we would have to give the bidders time to draft their proposal, and the November meeting is the 15th. She would need it back to have in the packet by December 10th, which is cutting it a little close for the bidders to do their proposals and bringing it back to the Commission for approval at the December 20th meeting. A question was asked what happens if only one of the three entities in Orion’s RFP accepts the bid. Ms. Steele explained there will be three separate prices for the three entities. Mr. Elwert commented there’s also the scenario, that if Orion accepts their cheapest audit, it could be more expensive for us because there are different components to it. Ms. Ford said one company could be lower for us.
than what Orion is projecting. Ms. Olijnyk wants the attorney to take a look at this issue before we decide. Ms. Steele doesn’t think there’s enough time to accomplish this before the RFP goes out; she doesn’t want to spend $1,000 to have our attorney review in order to save $1,000. Ms. Buxar said she appreciates what Chairperson Steele is trying to do but there are too many variables with the time constraints right now, perhaps this can be sorted out next year. Ms. Ford said our RFP is written for one year, with the option for up to three years.

**MOTION** by Ross, seconded by Steele, *Moved*, to include the Paint Creek Trail with the Lake Orion Library and Orion Township for auditing services for 2022, provided the attorney approves this endeavor.

Roll Call Vote:
Ayes: Ross, Steele
Nays: Becker, Blust, Buxar, Elwert, Walker, Sage

MOTION FAILED.

**MANAGER'S REPORT:** Ms. Ford summarized her written report included in the packet. There is no recommendation yet from the Friends Ad Hoc Committee as Ms. Gamage is not present tonight. There have been no updates to the DNR’s Spark grant program. The City of Rochester reached out about an opportunity to apply to the federal DOT bridge investment for the Bridge 31.7 replacement, but is not a possibility as the bridge has to be a part of a highway bridge in order to be included in the grant. AEW is currently performing the topographical survey for the Bridge 31.7 design engineering grant, ASTI is waiting for that to be done to start working on the endangered species clearance for the project. There was a mix-up with the Sheriff’s Department relative to the mounted patrol; they thought we would be sending them a patrol schedule, which has not been done in the past and no request was made of staff to do so. They have started scheduling patrols and will provide a report in the future. Paint Creek Junction is open as of August 1st, the bathrooms are locked at night and unlocked in the morning to prevent vandalism and a ribbon cutting ceremony will be held in the future. Ms. Ford indicated Ms. Steele passed along a grant opportunity for improving habitat quality, connectivity and enhancing public space which might good for the southeast Rochester property, but she hasn’t had a chance to review it. The $150,000-$350,000 grant is through the Southeast Michigan Resilience Fund from the National Fish and Wildlife Foundation. Mr. Elwert said they’re not usually for recreation enhancements, but has a contact for staff if they want to pursue it further. Ms. Ford commented Ms. Grupido walked the trail and completed the sign inventory; we now have locations and photos of all the signs.

**COMMISSIONER REPORTS:** Mr. Sage signed up for the LDBW close-up volunteer slot. Mr. Walker thanked staff for following up on the extensive “sandy beach” encroachment issue in Oakland Township on trail property along the creek. Ms. Ford explained she had to get EGLE and the DNR involved as there was concern about this being along the restricted part of the stream where the trout is protected. EGLE/DNR wants staff to be the first point of contact with the homeowners, but will be available for assistance if needed. Ms. Ford also reached out to the Clinton River Watershed Council who provided remediation guidelines to give to the homeowner. Mr. Walker said Trout Unlimited has sent letters to the riverfront property owners of the residents along the creek north of Tienken where their habitat improvement project will take place. Mr. Elwert said the graffiti removal in Rochester Hills will be taken care of. Mr. Ross said three of the four trashcans are in, still trying to figure out where to put the one at Foley Pond as it needs a concrete pad. The bike pump station is fixed, but there are some issues. Ms. Ford indicated the Clinton River Trail uses the same stations and is having issues with their pumps – they want to get feedback to see if this is a big problem. Mr. Ross reported there is a new invasive species in Michigan – the spotted lantern fly. Ms. Olijnyk said she will not be at the LDBW as she is out of town, but is sure it will go well. Mr. Shepard indicated he is not
technically a Commissioner anymore, he signed up for the closing slot at the LDBW, but can adjust his day if needed elsewhere. He might attend the next meeting with Russell George, his replacement. Chairperson Steele thanked Ms. Grupido for her work while Ms. Ford was on vacation. The Polly Ann Trail 25th Birthday Walk is scheduled for August 27th.

ADJOURNMENT OF REGULAR MEETING:
MOTION by Blust, seconded by Elwert, Moved, to adjourn the Regular Meeting at 8:03 p.m.
Ayes: All Nays: None

MOTION CARRIED.

NEXT REGULAR MEETING: September 20, 2022 at 7:00 p.m. – Rochester Municipal Offices

Respectfully submitted,

__________________________________ ___________________________________
MELISSA FORD, Trail Manager DAVID BECKER, Secretary
# Paint Creek Trailways Commission
## Treasurer's Report - Flagstar Bank
### July 2022

### Balance:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Jul-22</td>
<td>Checking Balance</td>
<td>$206,845.91</td>
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<tr>
<td></td>
<td>Outstanding Checks (3584, 3588, 3594)</td>
<td>$720.00</td>
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<td><strong>Total</strong></td>
<td><strong>$206,125.91</strong></td>
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### Revenues:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>State of Michigan - Final MNRTF Reimbursement</td>
<td>$30,000.00</td>
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<tr>
<td>Donation to Moutrie Pollinator Garden from Tour de Trail</td>
<td>$20.00</td>
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<tr>
<td>Interest Income - July 2022 Interest Income</td>
<td>$36.22</td>
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<tr>
<td><strong>Total Revenues</strong></td>
<td><strong>$30,056.22</strong></td>
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### Expenditures:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>3595 - Chase Card Services - Credit Card Purchases</td>
<td>$173.04</td>
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<tr>
<td>3596 - Michigan Municipal Risk Management Authority</td>
<td>$4,213.00</td>
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<tr>
<td>3597 - Oakland Twp. Parks and Recreation - 2022 2nd Quarter Wages/FICA/Sh:</td>
<td>$14,122.87</td>
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<tr>
<td>3598 - Sandi DiSipio - Recorders Fee - June 21, 2022</td>
<td>$240.00</td>
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<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$18,748.91</strong></td>
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### Balance:

<table>
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<th>Date</th>
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<tbody>
<tr>
<td>31-Jul-22</td>
<td>Checking Balance</td>
<td>$218,086.26</td>
</tr>
<tr>
<td></td>
<td>Outstanding Checks (3594, 3595, 3598)</td>
<td>$653.04</td>
</tr>
<tr>
<td></td>
<td><strong>TRAILWAYS COMMISSION BALANCE</strong></td>
<td><strong>$217,433.22</strong></td>
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Signed By:

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<thead>
<tr>
<th>Trailways Commission Treasurer</th>
<th>Trail Manager</th>
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Date:

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# Paint Creek Trailways Commission
## Treasurer's Report - Flagstar Bank
### August 2022

<table>
<thead>
<tr>
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<td>$653.04</td>
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<tr>
<td><strong>Total Balance</strong></td>
<td><strong>$217,433.22</strong></td>
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<table>
<thead>
<tr>
<th><strong>Revenues:</strong></th>
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<tbody>
<tr>
<td>Permit Application - The New Foster Care 5K, Stephanie Beale</td>
<td>$10.00</td>
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<tr>
<td>LDBW Sponsor - Friends of Donni Steele</td>
<td>$100.00</td>
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<tr>
<td>LDBW Sponsor - Spalding DeDecker</td>
<td>$500.00</td>
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<td>LDBW Sponsor - Trent Creative</td>
<td>$250.00</td>
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<td>LDBW Sponsor - Theresa Mungioli</td>
<td>$100.00</td>
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<tr>
<td>MMRMA Asset Distribution</td>
<td>$285.00</td>
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<tr>
<td>MMRMA Asset Distribution</td>
<td>$1,462.00</td>
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<tr>
<td>LDBW Sponsor - David Walker</td>
<td>$100.00</td>
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<tr>
<td>LDBW Sponsor - Carol Morlan</td>
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<tr>
<td>LDBW Sponsor - Louis Carrio</td>
<td>$100.00</td>
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<tr>
<td>LDBW Sponsor - David Becker</td>
<td>$100.00</td>
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<tr>
<td>LDBW Sponsor - Brian Blust</td>
<td>$100.00</td>
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<tr>
<td>LDBW Sponsor - The Silver Shamrocks</td>
<td>$100.00</td>
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<tr>
<td>LDBW Sponsor - Rochester Sign Shop</td>
<td>$250.00</td>
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<td>LDBW Sponsor - Sprout Bake</td>
<td>$100.00</td>
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<tr>
<td>Trail Saleable items - Stickers</td>
<td>$15.00</td>
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<tr>
<td>Interest Income - August 2022 Interest Income</td>
<td>$58.26</td>
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<td><strong>Total Revenues</strong></td>
<td><strong>$3,730.26</strong></td>
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<thead>
<tr>
<th><strong>Expenditures:</strong></th>
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<tbody>
<tr>
<td>3599 - Chase Card Services - Credit Card Purchases</td>
<td>$14.00</td>
</tr>
<tr>
<td>3600 - Dan Butterworth</td>
<td>$55.13</td>
</tr>
<tr>
<td>3601 - Vista Group International</td>
<td>$1,837.60</td>
</tr>
<tr>
<td>3602 - Sandi DiSipio - Recorders Fee - July 19, 2022</td>
<td>$240.00</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$2,146.73</strong></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Balance: 31-Aug-22</th>
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<tbody>
<tr>
<td>Checking Balance</td>
<td>$221,334.35</td>
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<tr>
<td>Outstanding Checks (3598,3601,3602)</td>
<td>$2,317.60</td>
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<td><strong>Total Balance</strong></td>
<td><strong>$219,016.75</strong></td>
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**TRAILWAYS COMMISSION BALANCE**

<table>
<thead>
<tr>
<th>Signed By:</th>
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<tbody>
<tr>
<td>Trailways Commission Treasurer</td>
<td>Trail Manager</td>
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</tbody>
</table>

Date: _____________________________ ________________________________
## Paint Creek Trailways Commission

**Invoices Presented For Payment - August 16, 2022**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Chase Card Services - Credit Card purchases: GoToMeeting - July 2022</td>
<td>$14.00</td>
</tr>
<tr>
<td>Dan Butterworth Bike patrol repair reimbursement</td>
<td>$55.13</td>
</tr>
<tr>
<td>Vista Group International Fiberglass panel and artwork for wet prairie</td>
<td>$1,837.60</td>
</tr>
<tr>
<td>Sandi DiSipio - Recorders Fee - July 19, 2022</td>
<td>$240.00</td>
</tr>
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<td><strong>$2,146.73</strong></td>
</tr>
</tbody>
</table>

**Estimated Unrestricted Fund Balance:** $93,000
MEMO

To: Commissioners, Alternates & Staff
From: Eryn Grupido, Administrative Assistant
Subject: Pure Michigan Trail Designation & Resolution
Date: September 8, 2022

Trail staff are excited to announce that the Trailways Commission will be applying for the Pure Michigan Trail designation from the Michigan Department of Natural Resources. The Commission may recall that it designated applying for this distinction as a Priority 1 Goal in the Commission’s 2022 Goals.

The application is due November 1st, 2022 and requires a resolution of support from the governing agency of the trail and all entities with ownership interest in the trail. Michael Morrison, who is in charge of applications at the DNR, stated that one resolution will be appropriate, provided it is clear that each community/government involved in the trail is represented on the council.

A copy of the resolution of support follows this memo.
2022 PAINT CREEK TRAIL PURE MICHIGAN TRAIL DESIGNATION
RESOLUTION OF SUPPORT
RESOLUTION #2022-003

Motion by: ____________________, supported by:__________________,

WHEREAS, the Paint Creek Trailways Commission was established as an intergovernmental agreement between the communities of Rochester, Rochester Hills, Oakland Township, Orion Township, and the Village of Lake Orion which all contribute to annual operating and patrol budgets, trail maintenance within their jurisdictions of the Paint Creek Trail, and voting members upon the board of the commission; and

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 Trail is the first non-motorized trail in the state of Michigan, providing recreation access and alternative transportation across northern Oakland County, and

WHEREAS, the Paint Creek Trail is designated as part of the Iron Belle statewide trail system and has promoted and participated in the development of a connector system to link sections of trails together in our geographical area; and

WHEREAS, there is added benefit not only for recreational opportunity to the public but for the economic benefit to the participating communities due to increased business and tourism; and

WHEREAS, the Paint Creek Trailways Commission desires the entirety of the Paint Creek to be designated as a “Pure Michigan Trail”; and

THEREFORE BE IT RESOLVED the Paint Creek Trailways Commission respectfully requests that the Director of the Michigan Department of Natural Resources approve the Paint Creek Trail as a “Pure Michigan Trail” based upon this request and the submission of our application for trail designation; and

NOW, THEREFORE BE IT FURTHER RESOLVED the Paint Creek Trailways Commission commits to adhering and confirming all conditions upon which the Pure
Michigan designation relies upon and authorizes the Chairperson and Trail Manager for the Paint Creek Trail to represent and submit the required information to support the Pure Michigan Trail application and designation.

Ayes:
Nays:
Absent:

I, Donni Steele, Chairperson of the Paint Creek Trailways Commission, do hereby certify that the foregoing is a true and original copy of a Resolution, adopted by the Paint Creek Trailways Commission at a Regular Meeting thereof held on the 20th day of September 2022.

______________________________
Donni Steele, Chairperson
Paint Creek Trailways Commission
MEMO

To: Commissioners, Alternates & Staff
From: Friends of the Paint Creek Trail Subcommittee (Robin Buxar, Linda Gamage & Dave Mabry)
Subject: Sustainability of the Friends of the Paint Creek Trail Report
Date: September 13, 2022

The Friends of the Paint Creek Trail was formed and received IRS approval as a charity April 28, 2010. The 501 (c) (3) is now managed by a board elected by members of the Friends of the Paint Creek Trail, a small group interested in supporting the PCT through volunteer work.

The Trail manager's office functions as the administrative headquarters for the Friends. The Friends' address, telephone number, agent, inventory storage, all records, bank account, debit card, board meeting location, and all aspects of its existence are with the PCT office. Ms. Ford and her administrative assistant provide support in these areas.

The roles and organizational responsibilities of the Friends of the Paint Creek Trail are outlined in an attachment to this report.

Louis Carrio, current president of the Friends of the Paint Creek Trail, raised concern about the sustainability of the organization due to its limited resources, the informal nature of the relationship with the Trailways Commission, and concentration of knowledge residing with the current president and Trail Manager.

To address this concern, the Paint Creek Trailways Commission formed a subcommittee to explore the matter and offer observations/recommendations.

The subcommittee first met with the Friends membership to better understand their issues. Following that, the subcommittee obtained feedback from other Friends organizations, some successful and some struggling with some of the same concerns, like dwindling membership.

The most active and still operating local friends group we were able to speak with was the Friends of the Rochester Hills Public Library. They are a large, and very active 501 (c) (3) organization.

Following are some of the attributes that seem to contribute to their success and sustainability:
• Paid membership that provides preferred access to events and book sales. These events drive the membership.
• Leadership consists of a retiree, with many of the board members as personal friends
• Board members assigned specific tasks; two handle membership, one handles the accounting, one handles the social media, one events.
• Paid full time library IT staff maintains the website which includes the pages for the Friends. It is hosted on the library’s page, including the membership form.
• Newsletter sent via mail, converted to email, and possibly will be a section of the library newsletter in the future.
• Physical space for storage, store and book sales within the library.

In discussions with Louis Carrio, he felt that documentation of the following would be helpful:

• Commission expectations of the Friends group
• Support provided by the commission and Trail Management
• Fundraising roles and outcomes between Commission and Friends

And could use assistance with:

• The Friends' Website
• Accounting and other duties related to the 501 (c) (3) maintenance
• Additional active board members

The subcommittee would like to recommend:

• Continuing use of the Paint Creek Trailways office for Friends’ administrative functions: address, phone number, storage of inventory and records, board meeting location.
• Considering formal documentation outlining the specifics of the relationship between the Commission and Friends group regarding support and fundraising operations vs. an informal memorandum of understanding
• Continuing support with web updates, but maintaining separate sites. Adding a more prominent Friends access point to the PCT website (tab or button vs. link on drop down from the support tab)
• Assistance publicizing a call for active members interested in specific duties within the Friends group – website, signs on trail, asking communities to include message in newsletters, etc.…
• Inviting all commissioners to consider serving as an active board member or volunteering time and talent with the Friends.

* * * * *
The Paint Creek Trailways Commission is grateful and appreciative of all of the support, effort and contributions the Friends of the Paint Creek Trail provides. The Trail is substantially enhanced due to the efforts of this group. The PCTC values this relationship.
Friends of the Paint Creek Trail

Financial Management, Accounting & Regulatory

Maintain Accounts

- Checking
- PayPal
- Square
- Amazon Smile
- Cash

Prepare Financial Statements

Comply with Annual Regulatory Requirements

- File IRS 990 Electronically
- File Michigan LARA Document (October)

Pay Invoices

Accept and Acknowledge Donations

Apply for Grants

Communications, Advertising & Promotion

Maintain Friends Website

- Perform Updates
- Post Minutes
- Resolve Hosting Problems
- Manage Domain and Hosting

Support Friends Facebook

- Observe Regularly
- Resolve Problems
- Post Trail-Related Information of Value

Manage Advertising and Promotion
• Prepare and Process Trail Magazine Ad Annually
• Develop Promotional Material
• MPG Brochure
• Friends Rack Card
• New Materials

Prepare Press Releases

**Event Management & Coordination**

Organize Special Friends Events

• Develop Plans
• Acquire Permits & Licenses
• Prepare Materials & Signage
• Recruit and Manage Volunteers

Support Trail Events

• Recruit and Manage Volunteers

**General Management Responsibilities**

Maintain Membership

• Accept and Acknowledge New Members
• Keep Membership Records
• Communicate Regularly with Members

Conduct Friends Meetings (Board & Membership)

• Prepare Agenda and Meeting Materials
• Record Meeting Minutes

Liaise with Trail Management

• Attend and Participate in PCTC Meetings
• Coordinate All Action and Activities with Trail Manager

Handle Correspondence

• Respond to Requests for Support (Monetary or Volunteer)
• Respond to Letters and Telephone Calls
• Prepare Letters in Support of Trail Projects

Arrange and Maintain D&O Insurance

Maintain Merchandise Inventory

• Shirts & Hoodies
• Caps
• Display & Event Support Materials
MEMO

To: Commissioners, Alternates & Staff
From: Melissa Ford, Trail Manager and Eryn Grupido, Administrative Assistant
Subject: 2022 Labor Day Bridge Walk Update
Date: September 12, 2022

We had a wonderful turnout for our 15th Annual Labor Day Bridge Walk and Run!

- One hundred forty-one people pre-registered (However, only seventy-two checked in at the event).
- Including the checked-in pre-registered participants, we had approximately 215 attendees.
- With our suggested donation program, we raised $1,104 for capital improvement projects on the trail.
- The participants enjoyed visiting the Friends of Paint Creek Trail table (especially the $1 vintage shirt rummage sale), Clinton River Watershed Council table, Trout Unlimited table, and the Dinosaur Hill Nature Center table (and meeting the painted turtle).
- Participants enjoyed the 14 dozen donuts from Knapp’s Donut Shop, bagels from Bruegger’s Bagels, snacks from Trader Joe’s, coffee from Tim Horton’s and the water provided by the Friends of Paint Creek Trail.

Photos have been posted on social media. Thank you letters were sent to our generous sponsors, donors, and participating organizations the week of September 12th.

We’d again like to thank Commissioners Blust, Elwert, Gamage, Sage, Shepard, Steele, and Walker along with their families for their assistance. Many thanks also to Louis Carrio and the Friends of the Paint Creek Trail for their help as well.

Many thanks to the event sponsorship team who did an amazing job soliciting sponsors for the event. Please see the final sponsorship totals below along with the final event budget.

2022 Labor Day Bridge Walk Revenue

<table>
<thead>
<tr>
<th></th>
<th>Budgeted</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Sponsorships</td>
<td>$2,250</td>
<td></td>
</tr>
<tr>
<td>Donations at Event</td>
<td>$1,104</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,354</strong></td>
<td></td>
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2022 Labor Day Bridge Walk Expenses

<table>
<thead>
<tr>
<th></th>
<th>Budgeted</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Event Application Fee – Rochester</td>
<td>$75</td>
<td>$0</td>
</tr>
<tr>
<td>Water – 10 cases (350 bottles)</td>
<td>$50</td>
<td>$31</td>
</tr>
<tr>
<td>Item</td>
<td>Revenue</td>
<td>Expenses</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>Fish Craft Activity</td>
<td>$50</td>
<td>$41</td>
</tr>
<tr>
<td>Granola Bars/Bananas</td>
<td>$100</td>
<td>$0</td>
</tr>
<tr>
<td>Coffee</td>
<td>$120</td>
<td>$0</td>
</tr>
<tr>
<td>Donuts/bagels</td>
<td>$300</td>
<td>$252</td>
</tr>
<tr>
<td>Promotional Items</td>
<td>$150</td>
<td>$148</td>
</tr>
<tr>
<td>Advertising on Social Media</td>
<td>$50</td>
<td>$25</td>
</tr>
<tr>
<td>Miscellaneous Expenses</td>
<td>$0</td>
<td>$4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$895</strong></td>
<td><strong>$501</strong></td>
</tr>
</tbody>
</table>

Revenue minus Expenses $2,853

As mentioned above, donations received at the event ($1,104) were earmarked for capital improvements on the trail. Does the Commission wish for these funds to be put into a restricted fund held by the Commission or added to the Commission’s Fund at the Community Foundation of Greater Rochester?
2022 Paint Creek Trail Labor Day Bridge Walk and Run
PAINT CREEK TRAILWAYS COMMISSION

Request for Proposals
Annual Auditing Services
September 22, 2022

The Paint Creek Trailways Commission (fiscal year of January 1 through December 31) is seeking a qualified, experienced firm to provide audit services for FY 2022. We would also be interested in receiving optional pricing for subsequent fiscal year audits, up to and including 3 years.

The Commission operates under an Inter-Governmental Agreement established under the Urban Cooperation Act of 1967 that includes four member municipalities. The municipalities include Rochester, Rochester Hills, Oakland Township, and Orion Township.

Funding for the Commission’s $105,000 budget comes from the following:
Member Communities (Rochester, Rochester Hills, Oakland Twp, Orion Twp): 85%
Utility license agreements & miscellaneous: 15%

Proposals submitted for consideration shall include:

Provision of Services
The firm selected is expected to audit the books and records in accordance with the latest State and Federal regulations and in compliance with all applicable Government Accounting Standards Board (GASB) requirements.

Fees to be Charged
Your proposal may specify a flat fee, an hourly rate and/or a combination of a flat fee and an hourly rate. Please specify which services will be provided for what fee. If your hourly rate is dependent upon the individual doing the work and/or the position that individual holds, please list the rate to be charged for each individual or position.

Assistance Available to Proposer
The Paint Creek Trailways Commission’s preceding examination was performed by Ramie E. Phillips, Jr., P, CPA. The Trailways Commission will make available upon request its 2021 Financial Statements and management letters.
The Trailways Commission will make every effort to make available all personnel when necessary to assist in performance of the examination. The Trail Manager will provide the auditor with trial balances and supporting information for the start of the field work.

**Personnel**
Identify the person(s) who will provide the auditing services. Please include a copy of each person’s résumé.

**Insurance**
The firm selected will be required to provide evidence of General Liability, Automobile Liability and Professional Liability coverage in an amount equal to or greater than that indicated on the attached Contractor Insurance Requirements sheet. Note that the Paint Creek Trailways Commission is to be listed as an Additional Named Insured and Certificate Holder.

**Proposer Warranties**
The proposer will warrant that it will not delegate or subcontract its responsibilities under agreement without prior written permission of the Trailways Commission. Additionally, the proposer will warrant that all information provided by it in connection with this proposal is true and accurate to the best of its knowledge. In the event that final audit reports prepared by the successful bidder are not acceptable to the State Treasurer, the successful bidder shall, at its own expense, take the necessary steps to prepare and resubmit final audit reports which are acceptable to the State Treasurer.

**References**
Please provide a list of references that includes municipal clients your firm has served in the past five years. Include the name, title and contact information of the person responsible.

**Proposal Requirements**
Applicants must submit their proposal by Wednesday, October 12, 2022 at 10:00 a.m., Local Time via email to manager@paintcreektrail.org, with “Paint Creek Trail Annual Auditing Services” as the subject. It is the responsibility of the contractor to ensure that the proposal arrives on time. Proposals received after the above date and time will not be considered. The submitted proposal shall follow the forms outlined on the following pages.

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

**Contractual Arrangements**
Invoices for services will be paid within 45 days from receipt. The total amount invoiced is not to exceed the bid amount unless the Trailways Commission has approved other arrangements. The Trailways Commission reserves the right to terminate the contract for audit at any time. Services rendered up to that point will be paid and the remaining contract will be nullified.
Questions
Any questions regarding these proposal specifications should be addressed to:

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

The following supplemental documents can be found at www.paintcreektrail.org/wordpress/rfps

- Additional Information
- 2021 Financial Audit
- Current Trial Balance

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

Name of Firm: ___________________________________________________________

Address: __________________________________________________________________

Contact Person & Title: __________________________________________________________________

Telephone Number: __________________________________________________________________

FAX Number: __________________________________________________________________

Email: __________________________________________________________________

Legal Status of Firm:

  ___ Corporation  ___ Partnership  ___ Individual

Year Firm was Formed: ___________________

**Conflict of Interest.**

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

  ___ Yes  ___ No

If yes, please explain:

Please list at least five (5) municipalities your firm, or the people who will be working of the Commission’s behalf for which they have done work. Please include the name of the community, the year/years of service and a contact person in that community.

**Applicant Data, Continued**
Please list the audit schedules you expect Commission personnel to prepare and have ready for the start of the audit. Indicate the fee you would charge if your personnel have to prepare any or all of these schedules.

Please list the names of the people in your firm who will be working on this project if you are awarded the contract, their responsibilities, and their time with your firm. Please include a resumé for each of these people in an appendix to your proposal.

Please indicate for following:

Number of days from notification of award when you would begin work ______

Number of weeks from start to completion of the audit ______

Fee and/or hourly rate to be charged for your services (attach Fee schedule if applicable) $ ______
The Contractor, and any and all of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to Paint Creek Trailways Commission. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIRs are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

1. **Workers’ Compensation Insurance**, including Employers’ Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

2. **Commercial General Liability Insurance** on an “Occurrence Basis” with limits of liability not less than $1,000,000 per occurrence and aggregate. Coverage shall include, but not limited to, the following: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Explosion, Collapse, and Underground, if applicable.

3. **Automobile Liability**, including Michigan No-Fault Coverages, with limits of liability not less than $1,000,000 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

4. **Additional Insured**: Policy(ies) and coverages as described above, excluding Workers’ Compensation Insurance, shall include an endorsement stating the following shall be **Additional Insureds**: The Paint Creek Trailways Commission, Oakland Township Parks and Recreation, and the Charter Township of Oakland, each body’s elected and appointed officials, all employees and volunteers, agents, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the Paint Creek Trailways Commission, Oakland Township Parks and Recreation, and the Charter Township of Oakland as additional insureds, coverage afforded is considered to be primary and any other insurance the Paint Creek Trailways Commission, Oakland Township Parks and Recreation, and the Charter Township of Oakland may have in effect shall be considered secondary and/or excess.

5. **Cancellation Notice**: Policy(ies), as described above, shall be endorsed to state the following: It is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: (Paint Creek Trailways Commission, Attention: Ms. Melissa M. Ford, 4393 Collins Road, Rochester, Michigan 48306).

6. **Proof of Insurance Coverage**: The Contractor shall provide the Paint Creek Trailways Commission at the time the contracts are returned by him/her for execution a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, a copy of the policy sections, where coverage is provided for additional insured and
cancellation notice, may be acceptable. Copies of all policies mentioned above shall be furnished, if so requested.

Required liability limits may be obtained by using an Excess/Umbrella Liability policy in addition to the primary liability policy(ies). If coverage limits are satisfied by an Excess and/or Umbrella policy, coverage must follow form of the primary liability policy(ies), including but not limited to additional insured and primary/non-contributory coverage.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates, endorsements, and/or policies to Paint Creek Trailways Commission at least ten (10) days prior to the expiration date.
1. Does the Trailway file a Form 990?

   **Answer:** No, the Trailways Commission does not file a Form 990, and it should not be part of the proposal

2. When does the Commission prefer to have fieldwork started for the audit?

   **Answer:** February or March 2023

3. What was the approximate number of days spent on site by your current auditor?

   **Answer:** All financial materials were given to the current auditor. He spent half a day at our office. If he had questions or needed clarifications, they would be handled by a phone call or email.

4. Does the Commission expect to have an audit presentation at a board meeting?

   **Answer:** No, but they would welcome a presentation if necessary.

5. Does the Commission maintain the capital asset listing or is the auditor expected to maintain it?

   **Answer:** The auditor is expected to maintain it.

6. Is your 2022 Budget available for review?

   **Answer:** If you would like to see our 2022 detailed budget, you can access it here:  

8. Do you have any current grant projects?

   **Answer:** Yes. In December of 2016, the Commission was recommended for a $300,000 Michigan Natural Resources Trust Fund (MNRTF) grant for our Paint Creek Trail Bridge 33.7 Renovation. This is a reimbursable grant, of which the final $30,000 in expenses was reimbursed by the DNR in FY2022.

   The Commission also received a $60,000 Iron Belle Trail challenge grant from the DNR in 2019 for $60,000. The funding is being used for several different trail improvement
projects. The Commission must complete all these projects by the end of September 2022.

In April 2022, the Commission received a $50,000 Design & Access Fund grant from the Community Foundation for Southeast Michigan for support for engineering design services to develop construction documents for the replacement of Bridge 31.7 on the trail. Additionally, in April 2022, the city of Rochester received a $25,000 grant from the Oakland County Trailways grant program in support of the same project.
Due to other projects, trail events, and staffing issues, Trail staff has not been able to spend time reviewing the past grant agreements with the DNR to confirm that the conversion process has taken place for all relevant license agreements.

Presently, the Commission has not collected any of its license fees from licensees this year. Therefore, I propose that trail staff send out invoices to all licensees this month. All licensees would receive a letter apologizing for the delay on information about updating the license agreements and indicating that the Commission plans to update its agreements next year and to look for further information on this matter in early 2023.

For those unfamiliar with the conversion process, an outline of the process from the DNR follows this memo.
Outline of Procedures for Conversion of Grant Assisted Properties
Michigan Natural Resources Trust Fund (MNRTF)
Land and Water Conservation Fund (LWCF)
Clean Michigan Initiative (CMI)
Recreation Bond Fund (BF)
Recreation Passport (RP)

This document is provided as an outline of the general requirements that an entity receiving a grant (Grantee) must meet in order to properly document the conversion of a MNRTF, LWCF, CMI, BF or RP grant assisted site. While the conversion and mitigation process is generally straightforward, the circumstances vary from case to case, and it is difficult to provide guidance to cover every possible scenario. After reviewing this outline, it is important to consult with the Department on the details of your situation. Following that consultation, specific guidance related to your situation may be provided.

The fundamental purpose in providing these grants is to permanently increase the amount of public outdoor recreation opportunities in the state. To that end, the Grantee and the Department of Natural Resources (Department) enter into an agreement wherein the Grantee commits to keeping the area acquired or developed with grant assistance in public outdoor recreation use in perpetuity (except RP grants which are 20-40 year commitments).

Occasionally, circumstances change and property encumbered by these grant obligations must be utilized for a purpose other than public outdoor recreation. In these cases, the Grantee must provide, at a minimum, a direct replacement for the property lost as measured in both recreation usefulness and market value. While the grant programs themselves may have some minor differences, the process identified in this document will be used for all conversion situations. The Grantee will work with Department staff to prepare a conversion and mitigation proposal that meets the program requirements. In cases where multiple grants and/or grant types are utilized within the same site, the most restrictive policies will prevail; however, the Grantee will only be required to complete one conversion proposal for Department review. The Grantee may be also be able to resolve multiple conversions within a single conversion proposal dependent upon the circumstances.

For conversion proposals involving LWCF, the National Park Service makes the final determination. For all other conversions involving the programs noted above, the Department makes the final determination.

Definition of a Conversion of Use

A conversion of use occurs when one or both of the following situations occur:

• The grant-assisted site, or a portion of the site, is no longer available for public outdoor recreation, or
• Property rights in or control of the grant-assisted site, or a portion of the site, are conveyed by the Grantee to another entity, either by deed, grant of easement or other mechanism.

For more information on conversions of use, please refer to the following documents:


Department Contact Information

In every conversion, the Grantee is responsible for completing all necessary steps. To obtain approval of a conversion, information listed in this procedure must be submitted by the Grantee to the Department for review. For assistance in working through the conversion process, contact Grants Management at (517) 284-7268. Grantees should contact the Department as early in the process as possible to ensure that proper channels of communication are established.
Overview of Conversion Resolution Process

1. Early Coordination and Establishment of the Boundary of the Conversion
2. Preliminary Materials
3. Preliminary Department Review
4. Final Materials
5. Final Department Review and Approval/Denial
6. Amended Project Agreement (for Approved conversions)

1) Early Coordination – Establishing the Boundary of the Conversion

The grant-assisted boundary will be considered the entire park unless otherwise stipulated through the grant agreement executed between the Department and the Grantee.

The first step in any conversion is agreement on the area converted, including both the shape and the total size of the area. Any conversion of less than the total grant-assisted site must take into consideration the total area impacted by the proposed non-conforming use, including necessary access routes and all possible intrusions into the remaining area. For example, cellular phone towers will require an access route for service and Grantees must also consider the fenced in area, if applicable. In some cases, the proposed use of the area to be converted will prevent or diminish the intended recreation uses of the remaining site through noise, safety zone encroachment, or visual impairment. For LWCF grants, The Department may involve the National Park Service in the early coordination process to ensure proper procedures are followed and communications are established.

Only after the boundary of the conversion is established to the satisfaction of the Department may the Grantee begin preparing the request for conversion.

2) Required Information – Making a Request for Conversion, Preliminary Materials

To request review of a conversion, provide the following information in writing to the Department. Please follow the outline shown.

A. DESCRIPTION OF CONVERSION: Provide details for the conversion being proposed (or that has already occurred).
   - Describe the total acreage of the grant-assisted property
     - indicate the acreage of the conversion
     - indicate the acreage remaining once the conversion is removed
   - Discuss the recreation opportunities available on the grant-assisted property in general and on the conversion site
   - Explain why the conversion is being considered or why it occurred without prior approval
   - Include information on how the control of the property will be conveyed; if other than in fee and include a copy of the conveyance document
B. DESCRIPTION OF PROPOSED MITIGATION (REPLACEMENT) PROPERTY: The proposed mitigation property must meet the acquisition requirements of the original granting program, including:

- Must not be currently in public ownership
- Must not contain levels of contamination that will render it unsuitable for its intended use
- Must not have encumbrances that would impair its use for public recreation
- Must not have uses that are not public outdoor recreation
- Must be acquired in fee simple by the Grantee

Provide details of the mitigation property being proposed to resolve the conversion.

- Include the total acreage of the mitigation property
- Briefly discuss how the mitigation property is replacing the recreation lost by the conversion (a more detailed analysis is requested below)
- Detail the total acreage of the grant assisted site once the conversion is removed and the mitigation is added

More than one property can be used as mitigation. Property currently owned by the Grantee or another public agency cannot be used as mitigation unless certain conditions are met. Please contact the Department for information on conditions that may apply. The legal description must be included with all proposed mitigation property.

C. ALTERNATIVES TO THE PROPOSED CONVERSION: Discuss all practical alternatives, including no action, to the proposed conversion and why they were rejected. If there is a viable alternative to converting grant-assisted property, the conversion will not be approved.

D. PROJECT BOUNDARY MAPS: The following maps must be provided. These maps will be used to establish the existing project boundary and the new project boundary should the conversion proposal be approved.

- Provide a geographical location map for the project site. Include the 9-digit zip code.
- Provide a geographical location map showing the relationship of the conversion site and the mitigation site if not contiguous. Include the 9-digit zip code.
- Provide a boundary map that depicts the original project boundary of the grant assisted property prior to being converted. Include the 9-digit zip code, the date, the Grantee’s signature, and the dimensions and acreage.
- Provide a site map depicting the uses of the grant assisted property prior to being converted.
- Provide a boundary map that depicts the original project boundary and the portion of the grant assisted property being converted. Include the 9-digit zip code, the date, the Grantee’s signature, and the dimensions and acreage.
- Provide a map that depicts the new project boundary of the grant assisted property following the conversion. Include the 9-digit zip code, the date, the Grantee’s signature, and the dimensions and acreage. Two maps may be necessary to satisfy this requirement if the mitigation property is not contiguous to property remaining in the original project site.
- Provide a site map depicting the uses of any property remaining in the original project boundary and uses of the mitigation property. Two maps may be necessary to satisfy this requirement if the mitigation property is not contiguous to property remaining in the original project site.

E. COMPARISON OF RECREATION USEFULNESS: Provide an analysis of the recreation usefulness of the mitigation property in comparison to the conversion property. In essence, will the mitigation property replace the recreation opportunities lost through conversion of the project site? The mitigation property is not required to provide identical recreation experiences or be located at the same site as the conversion property. However, the recreation usefulness of the mitigation property should be equal or greater than the conversion property. This section should contain a description of the physical characteristics and resource attributes for both the conversion and mitigation sites with the number and
types of resources and features on the site (e.g., 15 acres of wetland, 2 acres of beachfront, any unique or special features, habitats, structures, restrictions, easements, utilities, etc.).

**Grantees are encouraged to discuss potential mitigation properties with the Department before preparing a formal request.**

**F. LOCAL RECREATION PLAN COMPLIANCE FOR MITIGATION PROPERTY:** If your community has a plan in place, explain how the proposed development of the mitigation property is in accordance with the local recreation plan. If your community does not have a current recreation plan, other community planning documents may be utilized to support the request. The proposal must provide the name of the plan being used, page number, and section of reference and must be available to the Department for review.

3) **Preliminary Review by Department:** At this point, the Department will conduct an analysis of the proposed conversion. You should wait before proceeding to the next step, which involves the cost of appraisals. After receiving Department approval to continue with the conversion proposal, the Grantee may proceed with the next steps. Adjustments to the mitigation proposal may be necessary depending on the outcome of appraisals, public review and environmental due diligence.

4) **Final Materials:** Once the Department determines that the proposed mitigation has the potential to be acceptable to satisfy the conversion, the following steps must be completed and added to the preliminary conversion package. All preliminary and final materials must be compiled and submitted to the Department as one package.

**G. ENVIRONMENTAL DUE DILIGENCE:** The Grantee must conduct due diligence required under Part 201 of P.A. Act 451 of 1994, as amended prior to conducting any appraisals of the replacement properties. This information must also be provided to the appraiser prior to their review of the property.

**Response Activity Plan (RAP) and Baseline Environmental Assessment (BEA):** If, based on the results of due diligence, you have determined that the property is a facility and have been granted Department approval to move forward with proceeding toward acquisition, a BEA is required per Part 201 of the Natural Resources and Environmental Protection Act (1994 PA 451, as amended) and an RAP. You must submit the BEA and RAP to your local Department of Environment, Great Lakes, and Energy (EGLE) office.

Notify the DNR when you submit your RAP to the EGLE. Once you receive a written determination from EGLE that the RAP is adequate, submit to the DNR:

1) A copy of the written determination from the EGLE that RAP is adequate.
2) A timetable for completion of the due care activities.

- **EGLE Approval of the RAP** – If the EGLE approves the RAP, which indicates that the presence of contamination will not significantly reduce the overall use of the property for public recreation and resource protection and it can be determined that due care activities will not significantly delay the completion of the acquisition and development of the site, we will provide you with written approval to proceed.

- **EGLE Does Not Approve the RAP** - If the EGLE does not approve the RAP, which indicates that the presence of contamination will significantly reduce the overall use for public recreation and resource protection and/or it can be determined due care activities will significantly delay the completion of the acquisition and development of the site, we may deny the use of the property for mitigation.

Further information on the requirements for the preparation and review of the BEA can be obtained by contacting the Remediation and Redevelopment Division at your local EGLE office. For office locations
H. APPRAISALS:

- Appraisals must be completed by a State Certified General Appraiser following appraisal standards provided by the Department. These standards will be used by the Department to review the appraisals for suitability. Appraisals for LWCF conversion and mitigation properties must be done in accordance with Uniform Appraisal Standards for Federal Land Acquisitions (“Yellow Book”).

The market value of the property you wish to acquire is to be determined through an appraisal conducted by a certified general appraiser, following the standards and guidance given in Appendix C of the Department’s Acquisition Project Procedures. However, not all certified general appraisers are qualified to appraise all types of property. Most appraisers work primarily on the valuation of residential properties and may not have much experience appraising forest land, lake or river frontage, wetlands, former railroad corridors or other types of non-residential properties. Choose a certified general appraiser who has experience appraising the type of property being purchased. The appraisal report standards must be given to the appraiser, who must sign, date and return the acknowledgment with the completed appraisal report.

The Department can provide a list of certified general appraisers who have had an appraisal approved by the DNR. Selecting an appraiser from this list is not required and choosing an appraiser from the list does not guarantee that the appraisal will be approved. However, appraisers on the list have demonstrated their awareness of and ability to prepare appraisals using the DNR-required appraisal format and standards, which may lessen the time needed to complete the appraisal and to have it reviewed once submitted to DNR.

If a qualified person estimates the proposed acquisition parcel has a value of $750,000 or more, two separate appraisals must be prepared.

The DNR’s Real Estate Services Section will review the appraisal(s) to determine the final market value. This process may take up to 90 days.

Local units of government and appraisers should be aware that the official DNR review of the appraisal(s) may result in an opinion of market value that is different from the value concluded by the appraiser. This is addressed under USPAP Standards Rule 3.3. The Standards can be found online at www.uspap.org.

- Determine the market value of the conversion property and the mitigation property. The market value of the mitigation property, excluding the value of any buildings or facilities that do not enhance outdoor recreation, must be equal to or greater than the market value of the conversion property.

- Appraisals of the conversion and mitigation properties must be performed to document that the mitigation property has a market value at least equal to the property to be converted.

I. PUBLIC REVIEW: The proposed conversion must go through a well-publicized public review process that includes ample opportunity for the residents of the community to review and comment on the proposed changes to the grant-assisted area as well as the proposed mitigation. At a minimum, the residents must be given 30 days to review the proposed conversion, followed by a public meeting in front of the highest level local governing body including discussion specific to the conversion and mitigation proposal. All issues and comments raised during the review process or at the subsequent meeting must be addressed in the final conversion request materials and a copy of the certified public notice and certified public meeting minutes provided.

J. DECLARATION AND NOTICE: The following statement must be recorded as a ‘Declaration and Notice’ after the property warranty deed(s) is recorded, which indicates that the property was
encumbered by the Michigan Department of Natural Resources for public outdoor recreation in perpetuity:

The lands included in this deed were encumbered by the Michigan Department of Natural Resources pursuant to project agreement __-____ between the Michigan Department of Natural Resources and (Grantee), executed on (date). The project agreement describes certain requirements to ensure the long-term conservation of the property and its use for public outdoor recreation. (Grantee) is placing this notice on record as confirmation of its obligations as set forth in the project agreement, including the requirement that the consent of the Michigan Department of Natural Resources is required prior to the conveyance of any rights or interest in the property to another entity, or for the use of the property for purposes other than conservation or public outdoor recreation.

For conversion proposals that involve LWCF-assisted sites, the following items are also required.

K. ENVIRONMENTAL SCREENING: The Department will provide the Grantee with a federal environmental screening form to be completed by the Grantee agency. The screening form is used to identify potential or known negative effects to environmental or cultural resources, or social conditions, as the result of the proposed action and must be completed for both the conversion and mitigation properties. The Grantee may also obtain the PD/ESF form from this link: https://www.nps.gov/subjects/lwcf/upload/10-904-LWCF-Proposal-Description-and-Environmental-Screening-Form-09192016.docx.

A more detailed environmental assessment report may be required if certain “triggers” apply to the conversion and mitigation proposal. If the Department or National Park Service determine that an environmental assessment is required, further guidance will be provided to the Grantee.

L. STATE HISTORIC PRESERVATION OFFICE (SHPO) REVIEW: Review of potential effects of the conversion and mitigation proposal on historical properties is conducted by the SHPO. A letter of “no effect” will need to be obtained from SHPO for the conversion property and the mitigation property. For guidance on this process, please call 517-373-1630, or visit the SHPO web site at www.michigan.gov/shpo. Note: SHPO has guidance specific to cell towers.

5) Final Review and Approval/Denial: The Department will conduct a final review of all information provided in the previous steps.

- For conversions involving the LWCF, if the Department recommends approval of the conversion package, it will be forwarded to the National Park Service for a final determination.
- For conversions involving all other grant programs noted above, the Department will make the final determination.

The Grantee will be informed of the final determination in writing.

6) Amended Project Agreement: If the conversion packet is approved, the Grantee agency will receive an amended project agreement indicating the new project boundaries. The amended project agreement must be signed by the Grantee agency and returned to the Department before the conversion is considered resolved.

- If the mitigation property is not contiguous to existing grant-assisted property a program specific plaque must be ordered and installed. Providing program acknowledgement through signs, plaques, and written materials helps residents and visitors to the community see the benefits of recreation grant programs and the long-term importance to Michigan’s recreation estate. They also serve as a reminder to future local officials and park personnel that the park has long-term grant obligations. Ordering information can be obtained by the department. If a new plaque is required, a picture of the installed plaque must be submitted with the amended project agreement.
MEMO

To: Commissioners, Alternates, & Staff
From: Melissa Ford, Trail Manager
Subject: Website Issues
Date: September 15, 2022

As many of you are aware, the Commission had issues last year with its website running slowly. Commissioner Elwert worked with trail staff to resolve those issues and up until recently the website worked relatively well.

In the process of adding a registration plugin to the website for Labor Day Bridge Walk attendees, database tables that store user data were deleted from our WordPress database. This meant that trail staff were unable to log into the website to make changes, add content, etc. Generally, when there is an issue with the website, trail staff contact our hosting provider, WebHostingPad.com, to fix the issue. This time, our hosting provider was unable to do so and told us that we needed to have a SQL developer read in the required tables. Trail staff does not have the technical knowledge to do this and we contacted Commissioner Elwert who provided us with an IT contact who was able to correct the issue for a fee.

About two weeks later the same issue happened again, only this time trail staff had made no changes to the website to cause the issue. The IT consultant was able to restore our access again but warned that this most likely will be an ongoing issue. He has created dumps of the required user tables so if it happens again, we can quickly recover but says this is a stop gap and doesn’t know how much more time we want to put into these band-aid fixes. He is suggesting that the Commission seriously look into a quick rebuild of the site/web refresh.

Trail manager Ford spoke with Chairperson Steele about the issue and both feel that a new website is needed and that the site should be built by a professional. Chairperson Steele looked into how much Orion Township Parks & Rec spent on their new site and spoke with ONTV, who also recently updated their website.

Orion Township Parks & Rec used Revize and the costs were a one-time $7,300 fee to design and develop the site, and annually OTPRC pay a $2,100 fee. The first-year cost (annual fee plus one-time fee) was $9,400. Free redesign in five-years if OTPR renews with them.

ONTV used the Birney Directive and their site was completed in 2019 for roughly $8,200. Their hosting provider is GoDaddy.
MEMO

To: Commissioners, Alternates and Staff

From: Melissa Ford, Trail Manager

Subject: August Manager’s Report

Date: September 15, 2022

Advisory Committee Reports
Members of the Friends of the Paint Creek Trail Ad Hoc Committee will provide a recommendation on how to support/move forward with the Friends organization at the meeting.

Complaints/Vandalism
A log of complaints from trail users about e-bikes follows this memo.

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

Finances
- All Member Community invoices for 2022 Operations and Patrol have been received.
- January license fee invoices to various utilities will be sent out following review of grants by the Trail Manager for compliance with the conversion process and an update to the license agreements by the Trail’s attorney. An update on this issue is included in a memo in your packet.

Follow Up
- Grant Opportunities & Capital Improvement Projects: There have been no updates to Michigan DNR’s Spark grant program website. After the Commission’s discussion last month about the National Fish and Wildlife Fund’s Southeast Michigan Resilience Fund RFP, Trail Manager Ford submitted a pre-proposal to the Fund for the Southeast Rochester property development project. In early October, applicants will be notified if they are invited to submit a full proposal to the Fund.
- Bridge 31.7 Design Engineering: AEW is currently performing the topographical survey for the project. ASTI Environmental is waiting for AEW to complete the topographical survey and perform a preliminary design for the bridge before it can continue working on the endangered species clearance for the project.
- Solaronics: Trail Manager Ford met with the developers interested in purchasing the Solaronics property this week. She was able to view some of their conceptual designs for the condos they would like to build at the site. The renderings show the area that is currently being licensed by Solaronics being returned to its natural state with the chain link fence removed. Additionally, the developers hope to add a RRFB crosswalk sign at Ludlow as part of the project. The
developers will be presenting at the city of Rochester’s October 20th Planning Commission meeting.

- **“Beach” encroachment in Oakland Township:** After receiving guidance from the Clinton River Watershed Council (CRWC) on restoration practices, I reached out to the homeowner and provided them with this information on how to restore the area. The homeowner then requested permission to use a different material (riprap) than what CRWC suggested and asked if the work could be pushed back until the spring due to the difficulty of finding a contractor to meet the timeframe the Commission had given him. I then reached back out to CRWC for their opinion on using riprap and they do not suggest using riprap as a restoration practice. I then reached out to EGLE to see if the restoration work, whatever it might be, would require a permit from EGLE. EGLE responded that their resource staff view this situation as an order to restore and a separate permit would not be needed to do the work. EGLE plans to send an email/letter to the homeowner ordering the restoration and listing the steps they must complete. I’ve let the homeowner know that EGLE will be reaching out to them and not to complete any restoration work until they have heard from EGLE. I believe the Commission’s involvement with the situation has come to end for now and that EGLE will be working with the homeowner directly going forward.

- **E-bikes:** Please see the log that follows this report for complaints trail staff have received regarding e-bikes in 2022.

### Future Agenda Items

- Trail safety and maintenance standards
- Oakland Township Historical Society Railroad Signal Booth
- Recognition of Eagle Scouts for projects on the Trail
- Creating digital archive of PCTC records
- Review of Encroachment Policy
- Memorial trail amenities and potential locations

### Promotion of the Trail

- Our Facebook page has 9,054 followers, an increase of 190 since last month.
- Our Twitter account has 832 followers, an increase of 4 since last month.
- Our Instagram Account has 1,811 followers, an increase of 58 since last month.
- Our E-Newsletter has 394 subscribers.
- I’ve posted information and photos on social media.

### Paint Creek Trail Website Analytics

In the last month, we had 2,090 visitors, with 9,303 page views. 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>2,985</td>
</tr>
<tr>
<td>Trail Maps</td>
<td>1,720</td>
</tr>
<tr>
<td>Labor Day Bridge Walk</td>
<td>1,001</td>
</tr>
<tr>
<td>Parking</td>
<td>328</td>
</tr>
<tr>
<td>Mileage</td>
<td>284</td>
</tr>
<tr>
<td>Maps</td>
<td>249</td>
</tr>
<tr>
<td>FAQs</td>
<td>218</td>
</tr>
<tr>
<td>On the Trail</td>
<td>138</td>
</tr>
<tr>
<td>Location</td>
<td>119</td>
</tr>
</tbody>
</table>
In August, we had 1,090 visitors, with 2,278 page views. The top 10 visited pages:

**Top Pages**

<table>
<thead>
<tr>
<th>Page</th>
<th>Visits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Home Page</td>
<td>783</td>
</tr>
<tr>
<td>Trail Maps</td>
<td>636</td>
</tr>
<tr>
<td>Parking</td>
<td>169</td>
</tr>
<tr>
<td>Mileage</td>
<td>86</td>
</tr>
<tr>
<td>FAQs</td>
<td>68</td>
</tr>
<tr>
<td>Location</td>
<td>52</td>
</tr>
<tr>
<td>Labor Day Bridge Walk</td>
<td>47</td>
</tr>
<tr>
<td>Agendas, Minutes, Packets</td>
<td>28</td>
</tr>
<tr>
<td>Trail History</td>
<td>25</td>
</tr>
<tr>
<td>Recreation Master Plan</td>
<td>24</td>
</tr>
</tbody>
</table>

**May**

- **Top Pages**
  - Home Page: 783 visits
  - Trail Maps: 636 visits
  - Parking: 169 visits
  - Mileage: 86 visits
  - FAQs: 68 visits
  - Location: 52 visits
  - Labor Day Bridge Walk: 47 visits
  - Agendas, Minutes, Packets: 28 visits
  - Trail History: 25 visits
  - Recreation Master Plan: 24 visits

**2022 Temporary Permit Approvals**

- Charter Township Orion/Orion Veterans Memorial Day Run/Walk, May 30, 2022
- Frank Race Management Run Michigan Cheap, June 12, 2022
- The New Foster Care 5k, October 1, 2022

**Commission Ad-Hoc Committee Assignments**

<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognition Ad Hoc committee</td>
<td>Gamage, Mabry, Sage, Steele</td>
</tr>
<tr>
<td>Personnel Ad Hoc committee</td>
<td>Becker, Olijnyk, Steele, Walker</td>
</tr>
<tr>
<td>Orion Art Project Ad Hoc committee</td>
<td>Becker, Peltier</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>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, Blust, Sage, Walker</td>
</tr>
<tr>
<td>Licensing Ad Hoc committee</td>
<td>Buxar, Gamage, Walker, Orion Township</td>
</tr>
<tr>
<td>Fundraising Ad Hoc Committee</td>
<td>Olijnyk, Shepard, Steele (Alternate)</td>
</tr>
<tr>
<td>Paint Creek Trail 40th Anniversary Celebration Ad Hoc committee</td>
<td>Blust, Mabry, Peltier, Whatley/Ross</td>
</tr>
<tr>
<td>Friends of Paint Creek Trail Ad Hoc committee</td>
<td>Buxar, Gamage, Mabry</td>
</tr>
</tbody>
</table>

**2022 Goals**

<table>
<thead>
<tr>
<th>Administrative</th>
<th>Progress</th>
<th>2022 Priority</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continue coordinating assistance with Friends of the Paint Creek Trail</td>
<td>The Tour de Trail and Expo will be held June 4, 2022 in Lake Orion. A letter from the President of the Friends of the Paint Creek Trail is included in your packet for your review and feedback. Jason Peltier will provide an update on the event at the meeting. A link to sign-up to volunteer at the event was included in the email for the packet. Sponsorship opportunities are still available if you or anyone you know are interested in supporting the event. Friends President Louis Carrio will provide.</td>
<td>1</td>
<td>OG</td>
</tr>
</tbody>
</table>
Continue Trail etiquette education (ongoing)  
Ongoing. Signage will be placed on the trail and in the kiosks in the next few days to raise awareness about freeze/thaw season etiquette. Posts will also be made on social media about this topic. Signs have been placed on the trail and a pinned post is on the Trail’s Facebook page regarding this topic. Etiquette and safety information was available for attendees at the Rochester Farmers Market on May 7th at the Lids for Kids booth. Etiquette information will also be available at Tour de Trail. Trail safety and etiquette information was available at Tour de Trail for attendees. Trail staff plans to reinstall temporary signage on the trail encouraging users to slow down in congested areas and walk, run, & cycle single file. Signage was installed on the trail the week of July 25th.

Continue coordination and participation with Oakland County Trail, Water & Land Alliance (TWLA)  
Trail manager Ford will be one of the presenters at TWLA’s next meeting on Friday, February 18th. She will discuss the Moutrie Garden and the trail signage project. Ford presented at the February TWLA meeting.

Trail Closure education/public relations/Communications Plan campaign (Ongoing)  
Ongoing. Continue to utilize social media, website, and other resources to provide information to trail users.

Adopt –A-Trail program  
Our trail cleanup days this year will be April 23 or 24 and October 22 or 23. Spring cleanup was held the weekend of April 23-24.

Develop a volunteer program to recruit, train to help in the office special projects and special events  
TBD

Make presentation at member community City Councils and Township Boards  
TBD

<table>
<thead>
<tr>
<th>Master Plan</th>
<th>Progress</th>
<th>2022 Priority</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southeast Rochester Property Development</td>
<td>Southeast Rochester Property development is currently on hold. A funding proposal will be submitted for this project to Rep. Elissa Slotkin’s office as part of the Community Project Funding program. Our proposal was not selected to be submitted to the Appropriations Committee. We will continue to seek funding for this project through other channels. Trail manager Ford spoke with MTGA in early June about a potential</td>
<td>3</td>
<td>LT</td>
</tr>
</tbody>
</table>
opportunity to fund the Southeast Rochester property development. Trail manager Ford has included information about the Spark grant program in your packet. She would like the Commission to discuss if it would like to apply for this grant to fund the Southeast Rochester property redevelopment. No new updates on the Spark grant program. The Commission will visit the Southeast Rochester property following the September 20th Commission meeting. **The Commission will visit the Southeast Rochester property prior to this month’s meeting at 6:30 p.m.**

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

The remaining kiosk and gateway signs were installed February 1st. Road crossing signs were installed the week of February 9th. Staff are working with the member communities’ maintenance and parks crews to remove the old road crossing signs. About half of the old signs have been removed at this time. Only two of the old signs remain to be removed. Both have a considerable number of other items attached them, i.e., other signs, dog waste bag dispensers, etc. Staff is trying to determine where to place these items before removing the signs. Only the sign on the south side of Dutton remains to be removed. Sign inventory needs to be completed. Sign inventory completed the week of July 25th. Any graffiti was noted and appropriate member community informed to remove. **A volunteer cleaned all of the old map signs that were in storage for us this month.** The Commission needs to decide what it wishes to do with them. We do have two trail users who have been patiently waiting to purchase signs since they were uninstalled.

<table>
<thead>
<tr>
<th>Planning &amp; Development Goals</th>
<th>Progress</th>
<th>2022 Priority</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Trails Day – June 4, 2022</td>
<td>The Tour de Trail and Expo will be held June 4, 2022 in Lake Orion. Event Permit Application has been submitted to the Village for approval. The Commission needs to discuss what the focus of its booth at the event will be. The Commission will have a bike helmet decorating station for kids at the event. Tickets for the event are on sale at <a href="https://www.eventbrite.com/e/tour-de-trail-expo-tickets-252167388447">https://www.eventbrite.com/e/tour-de-trail-expo-tickets-252167388447</a>. Friends President Louis Carrio will report on the event at the meeting. A copy of his report is included in the packet. Although attendance was lower than hoped, the weather was beautiful and those who attended enjoyed the event.</td>
<td>1</td>
<td>OG</td>
</tr>
<tr>
<td>Labor Day Bridge Walk – September 5, 2022</td>
<td>Discussion of this event is on this month’s agenda. Plans are underway for this year’s LDBW. We are currently seeking sponsors and volunteers. The city of Rochester has waived the application, permit, and police fees for the event. Trail staff will begin advertising event and open online registration. Sponsorship and volunteer opportunities still available. <strong>The event was well attended. Thank you to our sponsors and volunteers for all their help in holding a successful event!</strong></td>
<td>1</td>
<td>OG</td>
</tr>
<tr>
<td><strong>Garlic Mustard Workday</strong></td>
<td>A garlic mustard workday held in conjunction with Six Rivers Land Conservancy &amp; OTPR will be held on the trail on Saturday, May 14th.</td>
<td>3</td>
<td>OG</td>
</tr>
<tr>
<td><strong>Paint Creek Junction</strong></td>
<td>Paint Creek Junction opened to the public on August 1st. A ribbon cutting event will be held in the future.</td>
<td>1</td>
<td>1 yr</td>
</tr>
<tr>
<td><strong>Apply for Pure Michigan Trail designation from the Michigan Department of Natural Resources</strong></td>
<td>Application due November 1. <strong>Administrative Assistant Grupido is currently working on the application. A resolution of support for your approval is included in the packet.</strong></td>
<td>1</td>
<td>1 yr</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Policies</strong></th>
<th><strong>Progress</strong></th>
<th><strong>2022 Priority</strong></th>
<th><strong>Timeframe</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Native Plant Approval Policy</td>
<td>No progress yet. Need expert assistance</td>
<td>3</td>
<td>LT</td>
</tr>
<tr>
<td>Conservation Stewardship Policy</td>
<td>No progress yet. Need expert assistance</td>
<td>3</td>
<td>LT</td>
</tr>
<tr>
<td>Establish Memorial Tree Donation Program</td>
<td>Will be added to future agenda for discussion. A discussion of memorial donation opportunities is on this month’s agenda. Staff is working to identify potential locations on the trail for new memorial user amenities.</td>
<td>2</td>
<td>LT</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Maintenance and Inspection</strong></th>
<th><strong>Progress</strong></th>
<th><strong>2022 Priority</strong></th>
<th><strong>Timeframe</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assure Restrooms are maintained (ongoing)</td>
<td>Ongoing.</td>
<td>1</td>
<td>OG</td>
</tr>
<tr>
<td>Continue vandalism prevention education (ongoing)</td>
<td>Ongoing.</td>
<td>2</td>
<td>OG</td>
</tr>
<tr>
<td>Continue surface maintenance inspections and coordination of repairs (ongoing)</td>
<td>Ongoing. We are beginning to receive complaints about the condition of the trail. I would like to set a date that the communities agree to for when the grading will be completed by. Orion Township completed grading of its section of the trail on May 10th. All other communities plan to grade the trail as time and staffing allow but do not have set dates yet for when the work will be completed. Grading has been completed in Oakland Township.</td>
<td>2</td>
<td>OG</td>
</tr>
<tr>
<td>Address ADA compliance issues identified in 2020-2024 PCT Recreation Master Plan</td>
<td>TBD</td>
<td>2</td>
<td>1-2 yr</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Trail Safety</strong></th>
<th><strong>Progress</strong></th>
<th><strong>2022 Priority</strong></th>
<th><strong>Timeframe</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Rochester – Bridge 31.7 Replacement</td>
<td>Award notification for both the Community Foundation for Southeast Michigan grant and Oakland County Parks and Recreation Trailways grant program is in April 2022. The city of Rochester received the $25,000 from Oakland County for this grant. Notification of awards for the</td>
<td>1</td>
<td>2-3 yr</td>
</tr>
</tbody>
</table>
CFSEM grant is in late April. A funding proposal will be submitted for this project to Rep. Elissa Slotkin’s office as part of the Community Project Funding program. The Trailways Commission received the $50,000 grant from the Community Foundation for Southeast Michigan for the Bridge 31.7 design engineering. ASTI Environmental performed the mussel recon at the bridge on June 30th. No mussels were found. The next step is receiving concurrence from the Michigan DNR that the full survey is not needed. Now that the mussel survey has been completed, ASTI will begin the wetland delineation and the rest of the endangered species survey. Trail manager Ford met with the city of Rochester and the engineer from AEW to discuss the bridge project. AEW plans to begin the topographical survey shortly. AEW is currently performing the topographical survey for the project. ASTI Environmental is waiting for AEW to complete the topographical survey and perform a preliminary design for the bridge before it can continue working on the endangered species clearance for the project. The city of Rochester reached out to Trail Manager Ford about an opportunity to apply to the federal DOT bridge investment program for the Bridge 31.7 replacement project. Rochester is working with AEW to get the application complete as it is due on September 8th and most of the information required is from engineering. PCTC will provide a letter of support. Rochester has a call into the BIP office to confirm eligibility. The city/Trail is ineligible to apply to the federal DOT bridge investment program as the bridge is not part of a highway project.

Road Crossing improvements – work with RCOC on Adams Rd. crossing

<table>
<thead>
<tr>
<th>Long Term Goals</th>
<th>Progress</th>
<th>2022 Priority</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Side parcel acquisition for parking and trail access</td>
<td>Will continue looking for opportunities.</td>
<td>3</td>
<td>OG</td>
</tr>
<tr>
<td>Acquisition of historic resources</td>
<td>Will continue looking for opportunities.</td>
<td>3</td>
<td>OG</td>
</tr>
<tr>
<td>Installation of drinking fountain, where appropriate, in each community</td>
<td>Rochester Hills will replace the malfunctioning drinking fountain at Tienken at date TBD. Rochester Hills has removed the fountain at Tienken. Installation date for new fountain TBD. Fountain has been replaced.</td>
<td>2</td>
<td>LT</td>
</tr>
<tr>
<td>Integrate Village of Lake Orion extension more fully into Trail system</td>
<td>Ongoing.</td>
<td>2</td>
<td>OG</td>
</tr>
<tr>
<td>Connections to Bald Mountain State Park</td>
<td>Engineering study completed.</td>
<td>1</td>
<td>LT</td>
</tr>
<tr>
<td>Ensure focus on keeping the trail a “Natural Beauty Trail”</td>
<td>Ongoing</td>
<td>1</td>
<td>OG</td>
</tr>
<tr>
<td>Additional Goals</td>
<td>Progress</td>
<td>2022 Priority</td>
<td>Timeframe</td>
</tr>
<tr>
<td>------------------</td>
<td>----------</td>
<td>---------------</td>
<td>-----------</td>
</tr>
<tr>
<td>User survey of trail use</td>
<td>TBD</td>
<td>1</td>
<td>1 yr</td>
</tr>
<tr>
<td>Technology Plan and improvements</td>
<td>TBD</td>
<td>1</td>
<td>1 yr</td>
</tr>
<tr>
<td>Review and ranking of all trail bridges by engineer</td>
<td>TBD</td>
<td>1</td>
<td>1 yr</td>
</tr>
<tr>
<td>Sign Inventory</td>
<td>Sign inventory completed the week of July 25th. Any graffiti was noted and appropriate member community informed to remove.</td>
<td>1</td>
<td>1 yr</td>
</tr>
</tbody>
</table>
Date: 4/29/2022
Name: Luda Tcherniak

Contact info:

Comment: Ms. Tchneriak sent an email to Chairperson Steele stating “Electric cars are motorized vehicles. Electric bikes are not?! Please invite Youself [sic] to the trail especially during weekends to experience for yourself the raging insanity electric power competition of all ages. I assure u, it's is dangerous, especially with horses galloping among potential victims.....kids the most ...and others. Polly Ann trail is less populated, electric bikes and horses will be more appropriate over there. Changing rules at paint creek trail will save lives and avoid lawsuits.” Chairperson Steele responded that the Commission will continue to monitor e-bikes as she had stated in a previous email to Ms. Tchneriak.

Date: 5/4/2022
Name: Bob Renkola

Contact Info:

Comment: Asked why motorized bikes were allowed on the trail. Staff explained that e-bikes are classed as non-motorized due to Michigan legislation and that class 1 and 2 are allowed on the trail. Said the e-bikes are speeding on the trail/going above 20 miles per hour. A problem on the weekends, especially on Sundays. Mr. Renkola lives near the trail & Adams Rd.

Date: 5/16/2022
Name: Michael Miller

Contact Info:

Comment: Comment on website asking if e-bikes are considered motorized and stated that they were run off the trail by several. Staff responded that Michigan legislature has declared that e-bikes are classified are non-motorized and that Class 1 and 2 e-bikes are permitted on the PCT. Staff asked if Mr. Miller could provide more information about the incident he mentioned. Mr. Miller did not respond.

Date: 6/19/2022
Name: Luda Tcherniak
Comment: Ms. Tchneriak sent an email to Chairperson Steele stating “Another terrible reminder of speeding electric bicycles on the trail... I just witnessed a young man speeding on his electric bike almost hit little boy on the tricycle [sic] an hour ago. This time it's a few scratches and lots crying.... What are u waiting for, an emergency report, a lawsuit? It is not IF, It is WHEN An accident will happen..!! We afraid nowadays to take kids to the trail. This an ongoing issue has to be addressed ASAP!” Chairperson Steele responded that the Commission is starting to document incidents so it can make a future policy decision based on recorded documentation.

Date: 7/5/2022
Name: Pat Yarnell Klos
Contact Info: n/a (Friends of the Paint Creek Trail Facebook Group post)
Comment: Ms. Klos posted on the Friends to the Paint Creek Trail Facebook Group asking who is responsible for policing the trail and then commented that two motorized unicycles zoomed past her on the trail on July 4th. She also commented that the number of electric bikes is increasing very fast and walkers are often not given any respect and that the trail is becoming or has been very unsafe at times. A conversation ensued below the comment with several people sharing their experiences with e-bikes, sharing information about trail courtesy, and the Commission’s policy on e-bikes from the PCT website. Staff then commented on the thread stating that personal electric mobility devices are not permitted on the trail and that only class 1 and class 2 e-bikes are permitted. Staff then shared the link to the personal mobility device policy on the website as well as the link to the e-bike policy.

Date: 7/16/2022
Name: Luda Tcherniak
Contact Info:  
Comment: Ms. Tchneriak sent an email to Chairperson Steele stating “Another speed contest among midlife crisis idiots today.... I am ready to testify in court WHEN there will be a lawsuit because someone will be seriously injure [sic] or worse.... Collecting compliances [sic] will not solve the problem. NO MOTORIZE VEHICLES!!! Respect your own rules / Signs on the trail. Before tragedy strikes”.

Date: 7/25/2022
Name: George Piliouras
Contact Info: [redacted]

Comment: Mr. Piliouras sent an email & Facebook message asking for the trail’s input on the influx of e-bikes and young riders speeding on the trail. He also commented on the increase in number of electric motorized scooters, motorized skate boards, and motorized one-wheels who are also going very fast. Mr. Piliouras also commented that “when you’re bike riding or walking, they are not safe to be around. Any help would be appreciated”. Trail staff responded stating that class 1 and 2 e-bikes are permitted on the trail and that they should use safe speeds and adapt their speed to conditions and others on the trail. Staff mentioned the new signs on the trail asking people to slow down and walk/run/cycle single file. Staff also informed Mr. Piliouras that personal electric mobility devices are not allowed on the trail and that there are signs in the kiosks stating this. Mr. Piliouras responded that “most e-bikes that [he] sees appear to be safe but some with younger people are going way past 15 mph! Very fast speeding and unsafe”. He then commented that he appreciates the signs but from what he has observed, no one pays attention to them and doesn’t even see them. He stated it would be great if the trail had someone to patrol the trail. Trail staff responded that the trail does have a bike patroller on the trail from May to October as well as mounted deputies from Oakland County Sheriff’s department.

Date: 8/1/2022

Name: Greg Lutz

Contact Info: n/a (Oakland Township Parks & Recreation Commission Facebook page post)

Comment: In the comments of a OTPRC post announcing the opening of the new Paint Creek Junction trailhead, Mr. Lutz asked why e-bikes were allowed and stated that it is “not safe to walk the dog with e-bikes flying past you”. Several Facebook users responded to Mr. Lutz’s comments with how important it is for cyclists to use bike bells. Mr. Lutz responded that the path is unusable for him to walk his dog. “People must understand, e-bikes fly on the trail with no responsibility, let’s add a parking lot and more without any supervision. Stay away.” OTPRC then responded stating that PCTC is the entity which establishes all rules and guidelines for the trail not Oakland Township and to contact the trail office with any concerns. OTPRC then alerted trail staff about the conversation happening on this post and asked that we comment. Trail staff commented with information on how contact the trail office as well as meeting information. We also provided information about which e-bikes are allowed on the trail, the speed limit, and the fact that both a bike patroller and OSCO mounted deputies patrol the trail. We requested that Mr. Lutz contact the trail office and/or OSCO if he saw a cyclist riding in a dangerous manner.
Date: 8/2/2022
Name: Chris Mires
Contact Info: [redacted]
Comment: Mr. Mires sent an email stating that it was his understanding that motorized vehicles are not allowed on the trail. He commented that in the last year, he has seen a dramatic increase in the number of motorized bikes on the trail and is “pretty upset about it and want to know what the trail way [sic] management’s position is on this.” Trail staff responded that the Michigan legislature has declared that e-bikes are classified are non-motorized and that Class 1 and 2 e-bikes are permitted on the PCT.

Date: 8/14/2022
Name: Charles Barley
Contact Info: [redacted]
Comment: Mr. Barley left a comment on the trail’s website stating, “There seems to be more and more motorized vehicles on the trail every year. This is causing dangerous close calls as these vehicles travel at a high rate of speed”. He then asked if there were “any initiatives to control the use of the these [sic] unauthorized motorized vehicles on the non-motorized rail to trail theme?” Trail staff replied by email to Mr. Barley explaining that the Michigan legislature has declared that e-bikes are classified are non-motorized and that Class 1 and 2 e-bikes are permitted on the PCT. Trail also stated that personal electric mobility devices are not allowed on the trail and that there are signs in the kiosks stating this and that the Oakland Township Parks & Recreation fall newsletter will include an article explaining the Commission’s personal mobility device policy and list which devices are not permitted on the trail.

Date: 9/6/2022
Name: Beth Hall
Contact Info: [redacted]
Comment: Called from the trail after a cyclist riding an e-bike blew past her resulting in her and her dog being covered in dust. Trail staff noted her concerns, explained that there is a 15mph speed limit on the trail and that cyclists should always ride for the conditions around them and not necessarily the speed limit if other trail users are present. Staff also explained that class 1 and 2 e-bikes are allowed on the trail and classified as non-motorized by the state.

Date: 9/12/2022
Name: Pat V
Contact Info: [Redacted]

Comment: Left a comment on the website: “The electric bicycle riders are a nuisance. Always speeding. If it's motorized and you're not handicapped it should be banned period. A motor is a motor.” Staff responded that Michigan legislature has declared that e-bikes are classified are non-motorized and that Class 1 and 2 e-bikes are permitted on the PCT with a link to the Commission’s policy.
Southeast Rochester Parcel off Clinton River Trail:

<table>
<thead>
<tr>
<th>Bridge over Clinton River and surrounding area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comment: OK</td>
</tr>
</tbody>
</table>

31.2: Rochester Municipal Park – Near Retro Fitness

<table>
<thead>
<tr>
<th>Map sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
</tr>
</tbody>
</table>

Comment: 

31.3: Rochester Municipal Park – Maintenance Service Entrance

<table>
<thead>
<tr>
<th>Little Free Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
</tr>
</tbody>
</table>

Bike Fixit Station in Rochester Municipal Park

<table>
<thead>
<tr>
<th>Screwdrivers</th>
<th>Open Ended Wrenches</th>
<th>Allen Wrench Multi-tool</th>
<th>2-Tire Levers</th>
<th>Air Pump</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phillips</td>
<td>Flat Blade</td>
<td>32-15 mm</td>
<td>10-8 mm</td>
<td>11-9 mm</td>
</tr>
<tr>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
</tr>
</tbody>
</table>

Comment: 

31.6: Ludlow Crossing

<table>
<thead>
<tr>
<th>Gateway Sign</th>
<th>Map Sign</th>
<th>Two “Dillman Upton” Benches</th>
<th>Information Kiosk</th>
<th>Recycle Bin</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
</tr>
</tbody>
</table>

Comment:

31.7: Bridge

Comment: OK

Dinosaur Hill – Access Stairs – Approximately 31.7 (no sign)

Comment: OK

31.8 Dinosaur Hill – Trail Access, east side of Trail

"Jagosz" Bench

OK

Overlook/Creek Access with Stairs – Approx 31.9 (no sign)

East side of Trail.

<table>
<thead>
<tr>
<th>Stairs</th>
<th>Plastic Bench</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
<td>OK</td>
</tr>
</tbody>
</table>

Comment: __________________________________________________________
### 32.1: Tienken Crossing

<table>
<thead>
<tr>
<th>Feature</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Rutledge Walker&quot; Bench, south side, west of trail</td>
<td>OK</td>
</tr>
<tr>
<td>Portable Restroom Parking Lot – west of trail</td>
<td>OK</td>
</tr>
<tr>
<td>Map Sign, north side, east of trail</td>
<td>OK</td>
</tr>
<tr>
<td>Brochure Box, north side, east of trail</td>
<td>Stocked</td>
</tr>
<tr>
<td>&quot;Bob Peck&quot; Bench, north side, east of trail</td>
<td>OK</td>
</tr>
<tr>
<td>Picnic Site &amp; MNRTF Plaque, north side, west of trail</td>
<td>OK</td>
</tr>
<tr>
<td>Dog Waste Bag Dispenser</td>
<td>Stocked</td>
</tr>
<tr>
<td>Information Kiosk</td>
<td>OK</td>
</tr>
<tr>
<td>Recycle Bin</td>
<td>OK</td>
</tr>
<tr>
<td>Drinking Fountain</td>
<td>OK</td>
</tr>
</tbody>
</table>

**Comment:**

---

### Bike Fixit Station

<table>
<thead>
<tr>
<th>Screwdrivers</th>
<th>Open Ended Wrenches</th>
<th>Allen Wrench Multi-tool</th>
<th>2-Tire Levers</th>
<th>Air Pump</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phillips Flat Blade</td>
<td>32-15 mm</td>
<td>10-8 mm</td>
<td>11-9 mm</td>
<td></td>
</tr>
<tr>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
</tr>
</tbody>
</table>

**Comment:**

---

### 32.3: Bridge – King’s Cove

<table>
<thead>
<tr>
<th>Bench Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Kayla Pastor&quot; bench, south of bridge</td>
<td>OK</td>
</tr>
<tr>
<td>&quot;Martin Lassers&quot; bench, north of bridge, east side</td>
<td>OK</td>
</tr>
<tr>
<td>Moutrie Pollinator Garden, north of bridge, east of trail</td>
<td>OK</td>
</tr>
<tr>
<td>Little Free Library @ Pollinator Garden</td>
<td>OK</td>
</tr>
<tr>
<td>Bike Rack @ Pollinator Garden</td>
<td>OK</td>
</tr>
<tr>
<td>&quot;Miller&quot; bench, Pollinator Garden</td>
<td>OK</td>
</tr>
<tr>
<td>&quot;Moulton&quot; bench, Pollinator Garden</td>
<td>OK</td>
</tr>
<tr>
<td>Obelisk, Pollinator Garden</td>
<td>OK</td>
</tr>
</tbody>
</table>

**Comment:**

---

### 33.1: Bridge

<table>
<thead>
<tr>
<th>Access</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stairway/Creek Access</td>
<td>OK</td>
</tr>
</tbody>
</table>

**Comment:**

---

### 33.3: Bridge

<table>
<thead>
<tr>
<th>Bench Name</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>&quot;Paul Ball&quot; Bench, south of bridge, east side</td>
<td>OK</td>
</tr>
<tr>
<td>&quot;Woman’s Farm &amp; Garden&quot; Bench, north of bridge, west side</td>
<td>OK</td>
</tr>
</tbody>
</table>

**Comment:**

---
### 33.3: Dutton Crossing

<table>
<thead>
<tr>
<th>Brochure Box, south side, east of trail</th>
<th>Trash receptacle, south side, east of trail</th>
<th>Map Sign</th>
<th>Bollards North &amp; South side</th>
<th>Dutton Parking Lot</th>
<th>Dog Waste Bag Dispenser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stocked</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>Stocked</td>
</tr>
</tbody>
</table>

**Comment:**

```
```

### 33.4: Bridge

**Comment:** OK

```
```

### 33.7: Bridge

<table>
<thead>
<tr>
<th>“Damman” bench</th>
<th>Audio Sign</th>
<th>Solar Panel &amp; Pole</th>
<th>MNRTF &amp; RCWJF Plaques</th>
<th>Trash &amp; Recycle Bin Receptacles</th>
<th>Stairs/Creek Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
</tr>
</tbody>
</table>

**Comment:** New ‘Bober’ bench has been installed next to the creek. There is graffiti on the back of the ‘Slippery When Wet’ sign south of the bridge.

### 34: Bridge

<table>
<thead>
<tr>
<th>“Lussier” Bench – south of bridge, west of trail</th>
<th>“Brittingham” Bench – south of bridge, east of trail</th>
<th>Stairs/creek Access</th>
<th>“Tomboulian” Bench – north of bridge, west of trail</th>
<th>Prairie Site – north of bridge, east of trail</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
</tr>
</tbody>
</table>

**Comment:**

```
```

### 34.3: Silver Bell crossing

<table>
<thead>
<tr>
<th>Parking Lot</th>
<th>Brochure Box</th>
<th>“Walker” Bench</th>
<th>Map sign</th>
<th>CV Trout Unlimited sign</th>
<th>Dog Waste Bag Dispenser</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK *</td>
<td>Removed</td>
<td>OK</td>
<td>OK</td>
<td>Only the posts remain.</td>
<td>Removed</td>
</tr>
</tbody>
</table>

**Comment:**

```
```

58
**34.4: North of Silver Bell crossing**

| “Thundering Gazelles” Bench | OK |

**Creek Access – Approx. 34.7 (no sign) “T” shaped decking**

| “McDivitt” and “Woman’s Farm & Garden” benches | OK |

Comment: _________________________________________________________________________________________________

---

**Flagstar Bank Site – Approx. 34.8 (no sign)**

<table>
<thead>
<tr>
<th>Drinking Fountain</th>
<th>Plastic bike bench</th>
<th>MNRTF Plaque</th>
<th>Little Free Library</th>
<th>ADA Picnic Table</th>
<th>Hex Table</th>
<th>Cider Mill Connector Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Off</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
</tr>
</tbody>
</table>

Comment: _________________________________________________________________________________________________

---

**34.9: Gallagher Road Crossing**

<table>
<thead>
<tr>
<th>“Blazevski” &amp; wood benches south side, east of trail</th>
<th>Bollards south side, west of trail</th>
<th>Parking Lot – north side, west of trail</th>
<th>Map Sign</th>
<th>Brochure Box</th>
<th>Information Kiosk</th>
<th>Wood Bench, north side, east of trail</th>
<th>Trash &amp; Recycle Bin Receptacles</th>
<th>Dog Waste Bag Dispenser</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>OK</td>
<td>OK</td>
<td>Stocked</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>Stocked</td>
</tr>
</tbody>
</table>

Comment: * The Blazevski bench is OK. The Nicholson bench needs to be repaired or replaced. It is covered with caution tape now.

---

**34.9: Paint Creek Cider Mill**

<table>
<thead>
<tr>
<th>Bike Fixit Station</th>
<th>Screwdrivers</th>
<th>Open Ended Wrenches</th>
<th>Allen Wrench Multi-tool</th>
<th>2-Tire Levers</th>
<th>Air Pump</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Phillips</td>
<td>Flat Blade</td>
<td>32-15 mm</td>
<td>10-8 mm</td>
<td>11-9 mm</td>
</tr>
<tr>
<td></td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
</tr>
</tbody>
</table>
Prairie Restoration Art Project – Approx. Mile Marker 35 (no sign)

Comment:  OK

Gunn Road Crossing – Approx. 35.6 (no sign)

<table>
<thead>
<tr>
<th>Trash receptacle, south of Gunn, east of trail</th>
<th>“Kreuzkamp” Bench – south of Gunn, east of trail</th>
<th>Stairway to Gunn Road</th>
<th>Bridle Trail to Gunn Road</th>
<th>“Ciccarelli” Bench North of Gunn, east side</th>
<th>Brochure Box at top of stairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>Stocked</td>
</tr>
</tbody>
</table>

Comment:  OK

36: Bridge

Comment:  OK

ITC Transmission Lines – Overhead – Approx. 36.4 (no sign)

Comment:  OK

36.5: Mile Marker and Bench

<table>
<thead>
<tr>
<th>“Betty Lou Nelson” Bench</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
</tr>
</tbody>
</table>

37: Mile Marker:  OK

37.1: Adams Road Crossing

<table>
<thead>
<tr>
<th>Map sign, south of intersection</th>
<th>DIA Art: “The Trappers Return”</th>
<th>Trash receptacle, south of intersection</th>
<th>Southeast entrance/bollards</th>
<th>“Szymkiw” Bench (approx. 37.0)</th>
<th>“Fortier” Bench (approx. 37.3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
<td>Removed</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
</tr>
</tbody>
</table>
37.6 and 37.7 – Archery Range
Entrance – south and north of Archery

OK

Comment: ________________________________

38: Private Driveway – 2500 Orion Road
Bollards – northwest of driveway

OK

Comment: ________________________________

38.2:
Stairs down to Creek

OK

“David A. Kanners” Bench

OK

Comment: ________________________________

38.3: “Cattle Crossing” Bridge

OK

Comment: ________________________________

38.4: Bridge

“Cieszkowski ”Bench – northwest side

OK

Comment: ________________________________
### 38.5: Clarkston/Kern crossing

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
<td>Stocked/OK</td>
<td>OK</td>
<td>OK/Stocked</td>
<td>OK</td>
<td>OK</td>
<td>Removed</td>
<td>OK</td>
</tr>
</tbody>
</table>

Comment: 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Foley Pond – Approx. 39.1 (no sign)

<table>
<thead>
<tr>
<th>Observation Deck</th>
<th>Trash receptacle</th>
<th>MNRTF Marker</th>
<th>“Van Zoeren” Bench</th>
<th>“Marty Peters” Bench</th>
<th>“Harley &amp; Mary Prudden” Bench</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
</tr>
</tbody>
</table>

Comment: ________________________________________________________________

39.4: Bridge – Goldengate

<table>
<thead>
<tr>
<th>Stair Access to Road</th>
<th>Built-in Benches</th>
<th>Underneath Bridge</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
<td>OK</td>
<td>OK</td>
</tr>
</tbody>
</table>

Comment: ________________________________________________________________

Newton Street – Approx. 39.7 (no sign)

<table>
<thead>
<tr>
<th>Access - northeast of trail at end of Newton</th>
<th>DIA Art: “Poultry Yard”</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
<td>Removed</td>
</tr>
</tbody>
</table>

Comment: ________________________________________________________________

Converse Court – Approx. 39.8 (no sign)

<table>
<thead>
<tr>
<th>Access Gate</th>
<th>Gateway Sign</th>
<th>Retention Pond Area</th>
<th>“Milliman” Bench</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
</tr>
</tbody>
</table>

Comment: ________________________________________________________________

Atwater Section – Approximately 39.9 (no sign)

<table>
<thead>
<tr>
<th>Parking Lot, south of Atwater, west of trail</th>
<th>Information Kiosk</th>
<th>Map Sign</th>
<th>Recycle Bin</th>
<th>Dog Waste Bag Dispenser</th>
<th>Little Free Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>Stocked</td>
<td>OK</td>
</tr>
</tbody>
</table>

Comment: ________________________________________________________________
Trail Extension to Children’s Park

<table>
<thead>
<tr>
<th>Atwater Road Crossing</th>
<th>Lake Orion Lumber Pathway</th>
<th>Meeks Park Intersection</th>
<th>Bridge from Meeks Park to Orion Art Center</th>
<th>Northern Terminus at Art Center</th>
<th>Bike Fixit Station @ Art Center</th>
<th>Bike Racks @ Cookies &amp; Cream</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
<td>OK</td>
</tr>
</tbody>
</table>

Comment: * On the north side of Atwater the device used to activate the flashing lights is missing.

Bike Fixit Station at Cookies & Cream:

<table>
<thead>
<tr>
<th>Bike Fixit Station</th>
<th>Screwdrivers</th>
<th>Allen Wrench Multi-tool</th>
<th>2-Tire Levers</th>
<th>Air Pump</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Phillips</td>
<td>Flat Blade</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OK</td>
<td>OK</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Bike Fixit Station at Oat Soda Restaurant:

<table>
<thead>
<tr>
<th>Bike Fixit Station</th>
<th>Screwdrivers</th>
<th>Allen Wrench Multi-tool</th>
<th>2-Tire Levers</th>
<th>Air Pump</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Phillips</td>
<td>Flat Blade</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OK</td>
<td>OK</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Trail Surface Comments and Areas of Concern:

Other than debris from the storm, the trail is in good condition.

Signed  Dan Butterworth Date  8-30-2022
Disclaimer: The information provided in this system has been compiled from recorded deeds, plats, tax maps, surveys and other public records and data. It is not a legally recorded map or survey and is not intended to be used as one. Users of this data are hereby notified that the information sources mentioned above should be consulted for verification of the information.

Map Printed on: 7/18/2005
## Proposed Site Inventory

### Entrance Trail Markers
- 2' offset from trail

### Trail Resurfacing
- 6' x 240 LF resurfacing existing trail (from Clinton River Trail to Paint Creek property line)
- 6' x 270 LF resurfacing Paint Creek Trail (from property line to bridge)
- 6' x 145 LF new river access trail

### River View Rest Area Pad
- 12'W x 14'L observation deck (Plex material)

### Wetland Edge Seed Mix

<table>
<thead>
<tr>
<th>Botanical Name</th>
<th>Common Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acrocephalus palustris</td>
<td>Common Reedmace</td>
</tr>
<tr>
<td>Alisma plantago-aquatica</td>
<td>Water Plantain (Various Mix)</td>
</tr>
<tr>
<td>Aster amellus</td>
<td>Purple Cornflower</td>
</tr>
<tr>
<td>Aster cespitosus</td>
<td>Brown Dock</td>
</tr>
<tr>
<td>Bidens frondosa</td>
<td>Spotted Tickseed</td>
</tr>
<tr>
<td>Coreopsis tinctoria</td>
<td>Tickseed</td>
</tr>
<tr>
<td>Echinacea purpurea</td>
<td>Purple Coneflower</td>
</tr>
<tr>
<td>Eutrochium fistulosum</td>
<td>Purple Prairie Smoke</td>
</tr>
<tr>
<td>Geum virginianum</td>
<td>Maryland Spiderwort</td>
</tr>
<tr>
<td>Helianthus annuus</td>
<td>Sunflower</td>
</tr>
<tr>
<td>Hypericum perforatum</td>
<td>St. John's Wort</td>
</tr>
<tr>
<td>Lythrum salicaria</td>
<td>Lythrum</td>
</tr>
<tr>
<td>Monarda didyma</td>
<td>Oswego Tea</td>
</tr>
<tr>
<td>Phlox groenlandica</td>
<td>Arctic Phlox</td>
</tr>
<tr>
<td>Plantago lanceolata</td>
<td>Plantain</td>
</tr>
<tr>
<td>Plantago major</td>
<td>Broadleaf Plantain</td>
</tr>
<tr>
<td>Polygonum reptans</td>
<td>Winged Smartweed</td>
</tr>
<tr>
<td>Polygonum persicaria</td>
<td>Persicaria</td>
</tr>
<tr>
<td>Polygala vulgaris</td>
<td>Polygala</td>
</tr>
</tbody>
</table>

### Native Trees
- Swamp White Oak / Quercus bicolor
- Yellow Birch / Betula alleghaniensis
- Common Hackberry / Celtis occidentalis
- Eastern Redbud / Cercis canadensis
- Blackgum / Nyssa sylvatica

### Additional Items
- 1 16 LF fencing extension
- 4 4" x 4" x 7' trail markers
- 2 72"L x 17.5"W bench - American Recycled Plastic, Inc.
- 2 Model 68 duckbill earth anchor
- 1 12'W x 14'L observation deck (Pressure treated wood)
- 1 12'W x 14'L observation deck (Trex material)
- 8 DP-75 diamond pier foundation footing
- 1 Type Crowd Hydrology water monitoring equipment
- TBD TBD wetland edge seed mix (http://www.cardnonativeplantnursery.com)
- 100 bare root native tree specimen (alphanurseries.com)
- Swamp White Oak / Quercus bicolor
- Yellow Birch / Betula alleghaniensis
- Common Hackberry / Celtis occidentalis
- Eastern Redbud / Cercis canadensis
- Blackgum / Nyssa sylvatica

### Property Limits
- Existing trail
- Entrance trail markers
- New fence to extend 16' from bridge & match bridge railing construction
- (7) cotoneaster shrubs

### Construction Ruins
- Paint Creek Trail markers - 2' off trail
- New fence to extend 16' from bridge & match bridge railing construction

### River Access
- 6' crushed aggregate 145 LF graded trail
- Add 100x bare-root trees

### Signage for Crowd Hydrology
- Observation deck w/ 6' bench

### Reseed with Native Wetland Seed Mix

### Existing Shelter, Waste Receptacle & ADA Picnic Table

### Existing Signage
- Clinton River Trail maps & information

### Kayak Landing Area
- Existing trail to Bloomer Park

### Diagram Elements
- Existing trail
- Entrance trail markers
- New fence extension
- Construction ruins
- Kayak landing area
- Observation deck with 6' bench
- River view rest area pad with anchored 6' bench & instructional signage for crowd hydrology
- Paint Creek Trail markers - 2' off trail
- New fence to extend 16' from bridge & match bridge railing construction
- (7) cotoneaster shrubs
PAINT CREEK TRAIL ANALYSIS & CONCEPT
PROPOSED SITE INVENTORY
-TRAIL MARKERS
-SIGNAGE
-REST AREA
-OVERLOOK
-STEPS / PATH TO WATER
-TIE-IN LOCATION FOR KAYAKS
-NATIVE PLANTINGS / SEED MIX / BARE ROOT MATERIAL
-TRAIL SURFACE IMPROVEMENTS
-VEGETATION MAINTENANCE / INVASIVE SPECIES REMOVAL
-CLINTON RIVER WATER LEVEL MONITORING

-Phragmites
-Proposed graded trail to river
-Existing Access
-North River Bank
-Tie-in location for kayaks
-Native plantings / seed mix / bare root material
-Trail surface improvements
-Vegetation maintenance / invasive species removal
-Clinton River water level monitoring

-Existing Paint Creek Trail
-Add gravel aggregate
-Existing Shelter, Bench & Waste Receptacle
-Paint Creek Trail & Clinton River Trail Split
-Clinton River Trail Historic Signage
-Paint Creek Trail: Current Condition
-Disturbed Area: Replant Native Grasses
-South River Bank: Current Access
-View Looking South from Bridge
-Infrastructure Ruins
-Trail Marker to Bloomer Park
PAINT CREEK TRAIL

APPENDIX III
Approved Concept Design - Observation Deck

EXACT ALIGNMENT FROM SHOULDER OR DECK TO TOP OF BALUSTER

GRADE: FULL APPROACH TO OBSERVATION DECK (IF REQUIRED)

COST ESTIMATE: 50 LINEAR FEET $50 PER LINEAR FOOT

CUBE™ RAILING SYSTEM
INFILL: CABLE

HEIGHT: 4' - 6" (CONCRETE ALONG)
11" SQUARE HOLES AT MIDPOINT
13" HICKORY PINE
SQUARE HOLES - 1.5" SQUARE

CUBE™ APPROVED CONNECTOR
6" CABLE BEAD, APPR 1" X 1" Above Concrete
PINE CAPS
GRADE: INSTALLERS TO MIDPOINT OR DEEPER

EXISTING SOILS
1-1/4" NOM. DIAMETER GALVANIZED PIPE
LENGTH VARYING WITH SOIL CONDITIONS
SEE MFG. CAPACITY GUIDELINES

TEAM
Architecture        Landscape Architecture
Interior Design    Urban Design

APPENDIX III
Approved Concept Design - Observation Deck

PAINT CREEK TRAIL

PROPOSED OBSERVATION DECK CONCEPT

*OVERLOOK CONCEPT FOR REFERENCE PURPOSES ONLY, NOT FOR CONSTRUCTION. CONTRACTOR TO PROVIDE CONSTRUCTION DETAILS.
NOTES:

1. ALL ELEVATION SHEETS ARE TO BE REVIEWED TO ENSURE THAT THE OBSERVATION DECK PLAN IS CORRECT.

2. ALL STAINLESS STEEL, NUTS, BOLTS, AND WASHERS SHALL MEET THE REQUIREMENTS OF THE AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI) AND THE FABRICATOR."S QUALITY ASSURANCE PROGRAM.

3. THE DESIGN OF THE OBSERVATION DECK PLAN IS TO BE IN ACCORDANCE WITH THEzimmer BUILDING CODES, NICE, AND THE NATIONAL DESIGN SPECIFICATIONS FOR WOOD CONSTRUCTION. THE STRUCTURAL DESIGN OF THE CONSTRUCTION SHALL BE AS PER THE CODE.

4. ALL LUMBER SHALL BE TREATED WITH AN APPROVED PROCESS IN ACCORDANCE WITH THE AMERICAN WOOD PROTECTION ASSOCIATION (AWPA) STANDARDS. ALL GARDIANS IN CONTACT WITH WATER SHALL BE TREATED WITH AN APPROVED PROCESS IN ACCORDANCE WITH THE AMERICAN WOOD PROTECTION ASSOCIATION (AWPA) STANDARDS.

5. FOUNDATIONS SHALL BE SET A MINIMUM OF 48" BELOW GRADE.

6. SOIL BEARING CAPACITY SHALL BE ASSUMED TO BE A MAXIMUM OF 1500 PSF.

7. FOUNDATIONS SHALL BE SET A MINIMUM OF 48" BELOW GRADE.

8. PRESSURE AND WIND LOADS FROM EARTH LOADS, WIND, AND DROUGHT SHALL BE DESIGNED FOR LATERAL LOADS FROM EARTH AND WIND.

9. THE DESIGN OF THE OBSERVATION DECK PLAN IS TO BE IN ACCORDANCE WITH THEzimmer BUILDING CODES, NICE, AND THE NATIONAL DESIGN SPECIFICATIONS FOR WOOD CONSTRUCTION. THE STRUCTURAL DESIGN OF THE CONSTRUCTION SHALL BE AS PER THE CODE.

10. ALL LUMBER AND GLUE SHALL BE IDENTIFIED BY THE GRADE MARK OF, OR CERTIFICATE OF INSPECTION ISSUED BY, AN APPROVED LUMBER GRADING OR INSPECTION BUREAU OR AGENCY. ALL LUMBER AND GLUE SHALL BE TREATED WITH AN APPROVED PROCESS IN ACCORDANCE WITH THE AMERICAN WOOD PROTECTION ASSOCIATION (AWPA) STANDARDS.

11. ALL PLAN REVISIONS SHALL BE APPROVED PRIOR TO THE ISSUE OF THE REVISION.

12. THE DESIGN OF THE OBSERVATION DECK PLAN IS TO BE IN ACCORDANCE WITH THEzimmer BUILDING CODES, NICE, AND THE NATIONAL DESIGN SPECIFICATIONS FOR WOOD CONSTRUCTION. THE STRUCTURAL DESIGN OF THE CONSTRUCTION SHALL BE AS PER THE CODE.

13. ALL LUMBER AND GLUE SHALL BE IDENTIFIED BY THE GRADE MARK OF, OR CERTIFICATE OF INSPECTION ISSUED BY, AN APPROVED LUMBER GRADING OR INSPECTION BUREAU OR AGENCY. ALL LUMBER AND GLUE SHALL BE TREATED WITH AN APPROVED PROCESS IN ACCORDANCE WITH THE AMERICAN WOOD PROTECTION ASSOCIATION (AWPA) STANDARDS.

14. FOUNDATIONS SHALL BE SET A MINIMUM OF 48" BELOW GRADE.

15. THE DESIGN OF THE OBSERVATION DECK PLAN IS TO BE IN ACCORDANCE WITH THEzimmer BUILDING CODES, NICE, AND THE NATIONAL DESIGN SPECIFICATIONS FOR WOOD CONSTRUCTION. THE STRUCTURAL DESIGN OF THE CONSTRUCTION SHALL BE AS PER THE CODE.

16. ALL LUMBER AND GLUE SHALL BE IDENTIFIED BY THE GRADE MARK OF, OR CERTIFICATE OF INSPECTION ISSUED BY, AN APPROVED LUMBER GRADING OR INSPECTION BUREAU OR AGENCY. ALL LUMBER AND GLUE SHALL BE TREATED WITH AN APPROVED PROCESS IN ACCORDANCE WITH THE AMERICAN WOOD PROTECTION ASSOCIATION (AWPA) STANDARDS.

17. FOUNDATIONS SHALL BE SET A MINIMUM OF 48" BELOW GRADE.

18. THE DESIGN OF THE OBSERVATION DECK PLAN IS TO BE IN ACCORDANCE WITH THEzimmer BUILDING CODES, NICE, AND THE NATIONAL DESIGN SPECIFICATIONS FOR WOOD CONSTRUCTION. THE STRUCTURAL DESIGN OF THE CONSTRUCTION SHALL BE AS PER THE CODE.

19. ALL LUMBER AND GLUE SHALL BE IDENTIFIED BY THE GRADE MARK OF, OR CERTIFICATE OF INSPECTION ISSUED BY, AN APPROVED LUMBER GRADING OR INSPECTION BUREAU OR AGENCY. ALL LUMBER AND GLUE SHALL BE TREATED WITH AN APPROVED PROCESS IN ACCORDANCE WITH THE AMERICAN WOOD PROTECTION ASSOCIATION (AWPA) STANDARDS.

20. FOUNDATIONS SHALL BE SET A MINIMUM OF 48" BELOW GRADE.