



4393 Collins Road
Rochester, MI 48306
(248) 651-9260
Paintcreektrail.org

Paint Creek Trailways Commission Meeting

Tuesday, April 18th, 2023 at 7:00 PM
City of Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48307

MEETING AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment**
5. **Consent Agenda:**
 - a. Minutes: Special Meeting, March 29, 2023
 - b. Treasurers Report – March 2023
6. **Approval of Invoices**
7. **Requestion for Consideration:** Oakland Township Historical Society – Placement of Railroad Signal Booth adjacent to PCT
8. **Update/Request for Consideration:** Dillman & Upton Fuel Tank & Fence
9. **Discussion/Approval:** Friends of the Paint Creek Trail Memorandum of Understanding
10. **Update:** Grant Opportunities & Trail Capital Improvement Projects
11. **Update:** Southeast Rochester Property Cost Estimate
12. **Update:** 2023 National Trails Day
13. **Discussion/Approval:** Rochester Hills Visitation Trackers on PCT
14. **Discussion/Approval:** PCT Brochures at Michigan Welcome Centers
15. **Update:** Personnel Committee
16. **Manager's Report**
17. **Commissioner Reports**
18. **Adjournment of Regular Meeting**

Next Regular Meeting:

May 16, 2023 – City of Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48307

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.

Enclosures: Agenda Summary
March 29th, 2023 Special Meeting Draft Minutes
March 2023 Treasurer's Report
Letter from Oakland Township Historical Society
Photo: Railroad Signal Booth
Memo: Dillman & Upton
Dillman & Upton Fence Plans
Friends of the Paint Creek Trail Memorandum of Understanding
Memo: Grant Opportunities & Trail Capital Improvement Projects
Memo: Southeast Rochester Property
2023 National Trails Day Draft Agenda
Infrared Trail Counter Information
Memo: PCT Brochures at Michigan Welcome Centers
April Manager's Report
2023 Paint Creek Trailways Commission Operations Budget – Amended March 21, 2023

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.

Agenda Summary
April 18, 2023

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment**
5. **Consent Agenda:**
 - a. Minutes: Special Meeting, March 29th, 2023
 - b. Treasurers Report – March 2023
6. **Approval of Invoices**
7. **Request for Consideration:** Oakland Township Historical Society – Placement of Railroad Signal Booth adjacent to PCT
Summary: Members of the Oakland Township Historical Society will be present to discuss potentially placing a railroad signal booth that used to sit alongside the old Detroit and Bay City Rail line at a site adjacent to the trail. A letter from OTHS and photo of the booth is included in your packet.
Desired Action: Discussion/Direction
Budget Impact: TBD
8. **Update/Request for Consideration:** Dillman & Upton Fuel Tank & Fence
Summary: An update on the fuel tank at Dillman & Upton is included in the memo in your packet. Brad Upton and Pete Mans will be present at the meeting to request the Commission reconsider Dillman and Upton's request to extend the privacy fence on the licensed Commission property.
Desired Action: Discussion/Direction
Budget Impact: None
9. **Discussion/Approval:** Friends of the Paint Creek Trail Memorandum of Understanding
Summary: Louis Carrio and the Friends of the PCT Committee will present the MOU they have drafted regarding the roles and responsibilities of each organization and the support provided by each organization to the other.
Desired Action: Approval
Budget Impact: None
10. **Update:** Grant Opportunities & Trail Capital Improvement Projects
Summary: Trail Manager Ford will provide an update on the active grant agreements & applications for the Bridge 31.7 project.
Desired Action: None
Budget Impact: TBD
11. **Update:** Southeast Rochester Property
Summary: Trail Manager Ford will provide an update on developments with the Southeast Rochester Property.
Desired Action: None
Budget Impact: TBD
12. **Update:** 2023 National Trails Day
Summary: An agenda for the Paint Creek Junction ribbon cutting is included in your packet.
Desired Action: None

Budget Impact: None

13. **Discussion/Approval:** Rochester Hills Visitation Trackers on PCT
Summary: The city of Rochester Hills would like to install visitation trackers at both Tienken and Dutton on the Trail and are seeking the Commission's approval to do so.
Desired Action: Discussion/Direction
Budget Impact: None – the city of Rochester Hills will pay for the trackers
14. **Discussion/Approval:** PCT Brochures at Michigan Welcome Centers
Summary: The Paint Creek Trail brochure has been approved to be distributed at the 14 Michigan Welcome Centers throughout the state.
Desired Action: Discussion/Approval
Budget Impact: Cost of shipping (potential budget impact in future years)
15. **Update:** Personnel Committee
Summary: The Personnel Committee will provide an update on the preliminary interviews for the Trail Manager position.
Desired Action: None
Budget Impact: TBD
16. **Manager's Report:** Included in your packet.
17. **Commissioner Reports**
18. **Adjournment of Regular Meeting**

Next Regular Meeting:

May 16, 2023 – City of Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48307



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SPECIAL MEETING of the PAINT CREEK TRAILWAYS COMMISSION
Paint Creek Cider Mill
4480 Orion Road, Rochester, MI 48306

CALL TO ORDER: The Wednesday, March 29, 2023 Regular Meeting was called to order by Chairperson Olijnyk at 7:00 p.m.

Voting Members Present: Brian Blust, Ken Elwert, Patrick Ross, Steve Sage, David Walker

Voting Alternates Present: Dave Mabry

Non-Voting Alternates Present: Martha Olijnyk

Voting Members Absent: Robin Buxar, Julia Dalrymple, Linda Gamage

Alternates Absent: Dave Becker, Russell George, Carol Morlan, Ann Peterson, Matt Pfeiffer, Aaron Whatley

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, Trail Administrative Assistant

PLEDGE OF ALLEGIANCE: All rose and recited the Pledge.

APPROVAL OF AGENDA:

MOTION by Elwert, seconded by Mabry, ***Moved***, to approve the March 29, 2023 agenda as presented.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: No public comment.

CONSENT AGENDA:

a. Minutes – March 21, 2023 Regular Meeting, approve and file

MOTION by Elwert, seconded by Mabry, ***Moved***, to approve the Consent Agenda as presented.

Ayes: All Nays: None

MOTION CARRIED.

MANAGER'S REPORT: Ms. Ford summarized the status of the cultural resource consultants' work regarding Bridge 31.7. Currently, there is no update on whether the bridge is eligible to be listed on the National Register of Historic Places. The consultant has requested the previous bridge inspection reports and Ms. Ford sent those to him. Ms. Ford will keep the Commission updated as she learns more. Mr. Elwert has spoken with local historian Pat McKay who stated he could not imagine any reason it would be eligible to be listed. Mr. Walker requested that Ms. Ford let the Commission know as soon as she finds out from the consultant whether the bridge is eligible to be listed or not.

COMMISSIONER REPORTS: Mr. Sage reported that Rochester City Manager Nik Banda and the Fire Chief have stated the fuel tank and shed located in the Trail's ROW at the Dillman & Upton was removed. Mr. Sage asked how did we prove that it was on our property or not. Mr. Elwert requested a better description of whether it has been removed or just moved again. Mr. Sage stated it was moved again to a new location on the property. Ms. Ford determined the property line by measuring it in the field, as did Dillman & Upton, and says it is clearly visible in the property survey submitted with the fence plans. Chairperson Olijnyk would like to wait for a letter of response from Dillman & Upton acknowledging the move and if none is received, send a follow-up letter asking for an update. Mr. Walker would like to know why there are two tanks present now and has not seen evidence of the move and would like to discuss with Dillman & Upton when they attend the regular meeting in April. Chairperson Olijnyk thanked Mr. Sage for following up. Chairperson Olijnyk would like to know if any Commissioners will be able to attend the Pure Michigan Trail Designation award luncheon in Grand Rapids on April 11th at 11:50am along with at least one trail staff member. Commissioner Sage indicated he would reach out to Commissioner Gamage to see if she was interested in attending. Chairperson Olijnyk acknowledged that multiple applications have been received for the trail manager position and will be shared with the personnel committee as they are received.

ADJOURNMENT OF SPECIAL MEETING:

MOTION by Elwert, seconded by Mabry, *Moved*, to adjourn the Regular Meeting at 7:11 p.m.

Ayes: All Nays: None

MOTION CARRIED.

NEXT REGULAR MEETING: April 18, 2023 at 7:00 p.m. – City of Rochester Municipal Offices

Respectfully submitted,

MELISSA FORD, Trail Manager

DAVID BECKER, Secretary

Balance:	28-Feb-23		
	Checking Balance	\$	241,867.87
	Outstanding Checks (3640,3649,3652,3653,3654,3655,3656)	\$	11,211.00
	TRAILWAYS COMMISSION BALANCE		\$ 230,656.87
Revenues:			
	City of Rochester Annual Contribution & Patrol	\$	20,260.00
	Interest Income - March 2023 Interest Income	\$	171.32
	Total Revenues	\$	20,431.32
			\$ 251,088.19
Expenditures:			
	3657- Chase Card Services	\$	122.04
	3658 - Sandi DiSipio - Recorders Fee - Feb 21 & March 9	\$	480.00
	3659 - City of Rochester - BRDG 31.7 Engineering Review Fees	\$	375.00
	3660 - View Newspaper Group - LO Review TAP Public Hearing	\$	94.80
	3661 - C&G Publishing - Public Notice of MNRTF Application & Hearing	\$	184.60
	3662 - Rosati, Schultz, Joppich & Amtsbuechler, P.C. - DU Review	\$	75.00
	3663 - State of Michigan - Intergovernmental Agreement Certification	\$	1.00
	Total Expenditures	\$	1,332.44
			\$ 249,755.75
Balance:	31-Mar-23		
	Checking Balance	\$	250,651.75
	Outstanding Checks (3640,3649, 3658,3663)	\$	896.00
	TRAILWAYS COMMISSION BALANCE		\$ 249,755.75

Signed By: _____
Trailways Commission Treasurer Trail Manager

Date: _____



March 25th, 2023

Paint Creek Trailways Commission
Paint Creek Cider Mill
4480 Orion Rd
Rochester, MI 48306

ATTN: Melissa Ford, Paint Creek Trail Manager

Dear Ms Ford:

The Oakland Township Historical Society has a RR Signal Booth that used to sit alongside the Detroit and Bay City rail line that ran through Goodison and is now the Paint Creek Trailway. The structure contained communication devices to facilitate control of the switches that served the rail spur in the Goodison area. Several years ago local resident Danny Beer donated the RR Signal Booth and it was restored by Doug Caruso and his father. For the past several years it has sat under the roof at the front of the Cider Mill. The Society would like to refurbish (paint – possibly roof) the RR Signal Booth and move it to a location alongside the Paint Creek Trail with appropriate signage to describe its history and usage.

We propose to locate the RR Signal Booth at the Southeast corner of the point where the trail crosses Gallagher Rd. We would place the booth on a RR tie foundation situated in a bed of gravel about the size of the booth.

We would be happy to answer questions about this proposal and seek permission from the Commission to locate the RR Signal Booth alongside the Trail.

Very Truly Yours,

Anthony Kowalchick
Co-President, OTHS



384 Predmore Road
Oakland, MI 48363

Goodison Station Railroad Signal Booth

Maintenance/Vandalism: Oakland Township Historical Society (OTHS) plans to keep up the maintenance of the Signal booth. Someone from our board will check on the station on a monthly basis. In the case that the booth does get vandalized in some way, the society will act in a timely fashion to fix the booth.

Signage: OTHS plans on placing two signs on the Signal Booth. One will be a large size sign (probably made out of wood) that will say "Goodison Station Railroad Signal Booth Circa 1940". The other will be a smaller metal sign that will explain the history of the booth.





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MEMO

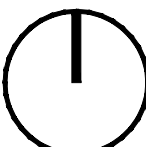
To: Commissioners, Alternates, & Staff
From: Melissa Ford, Trail Manager
Subject: Dillman & Upton
Date: April 13, 2023

In early March, the Commission sent a letter to Dillman & Upton requesting that they conform to the license agreement, including removing all hazardous material from Trailways property, including but not limited to the fuel tank that is partially on PCTC property, and that the hazardous material be removed in accordance with all local, state, and federal requirements. In reference to Dillman & Upton's request to extend the fence at the site, the Commission respectfully declined adding an additional structure on Trailways property, but encouraged the use of additional native natural plantings as a buffer between the parking lot and Trailway proper.

The Commission did not receive a direct written response back from Dillman & Upton and sent a second letter via email in early April requesting an update on the status of this matter. Following receipt of the letter, Brad Upton contacted Trail Manager Ford to let her know that Dillman & Upton has installed a new tank which was provided by their new fuel vendor. The old tank was recently filled by their old fuel company (final delivery) and once Dillman & Upton has used up the last of that fuel, the tank will be removed and the shed will be dismantled. The new tank will have a fence in front of it – installation TBD.

Additionally, Mr. Upton and Pete Mans, from Mans Lumber, plan attend the April Commission meeting to discuss the fence/natural screening with the Commission.



 **EXISTING SITE PLAN**
SCALE: 1/32" = 1'-0"



Oak Street Design

1135 N. Oak St.
Rochester, MI 48307

jenna@oakstdesign.com
Phone: (248) 891-1629

project

**Dillman & Upton
Site Layout**

607 Woodward Ave.
Rochester, MI 48307

zoning

ZONING: SETBACKS: FRONT YARD - xx'
REAR YARD - xx'
SIDE YARD - MIN. 0' (TOTAL 00')
MAX. HT.: 00' FROM GRADE TO ROOF MIDSPAN

LOT COVERAGE	
LOT SIZE	= 0000 SF
MAX. % COVERAGE	x 30%
MAX. ALLOWABLE	= 0000 SF
BUILDING FOOTPRINT	= 000 SF
COVER DECKS	= 000 SF
GARAGE	= 000 SF
ACTUAL COVERAGE	= 0000 SF

SQUARE FOOTAGE	
MAIN LEVEL EXIST.	= XXXX SF
SECOND LEVEL EXIST.	= XXX SF
TOTAL EXIST. SQ FT	= XXXXX SF
MAIN LEVEL PRPSD.	= XXXX SF
SECOND LEVEL PRPSD.	= XXX SF
TOTAL PROPOSED SQ FT=	XXXX SF

sheet title

EXISTING PLAN

date

11.26.2022	ARCH. SITE PLAN
12.06.2022	SITE PLAN DIMENSIONS
01.13.2023	SITE PLAN REV.

NOTE:
CONTRACTOR MUST VERIFY ALL
DIMENSIONS & NOTIFY DESIGN TEAM
OF ANY DISCREPANCIES

A-1



Oak Street Design

1135 N. Oak St.
Rochester, MI 48307

jenna@oakstdesign.com
Phone: (248) 891-1629

Dillman & Upton
Site Layout

607 Woodward Ave.
Rochester, MI 48307

ZONING:
SETBACKS: FRONT YARD - xx'
REAR YARD - xx'
SIDE YARD - MIN. 0' (TOTAL 00')
MAX. HT.: 00' FROM GRADE TO ROOF MIDSPAN

LOT COVERAGE	
LOT SIZE	= 0000 SF
MAX. % COVERAGE	x 30%
MAX. ALLOWABLE	= 0000 SF
BUILDING FOOTPRINT	= 000 SF
COVER DECKS	= 000 SF
GARAGE	= 000 SF
ACTUAL COVERAGE	= 0000 SF

SQUARE FOOTAGE	
MAIN LEVEL EXIST.	= XXXX SF
SECOND LEVEL EXIST.	= XXX SF
TOTAL EXIST. SQ FT	= XXXXX SF
MAIN LEVEL PRPSD.	= XXXX SF
SECOND LEVEL PRPSD.	= XXX SF
TOTAL PROPOSED SQ FT	= XXXXX SF

sheet title

PROPOSED PLANS

date	
11.26.2022	ARCH. SITE PLAN
12.06.2022	SITE PLAN DIMENSIONS
01.13.2023	SITE PLAN REV.

NOTE:
CONTRACTOR MUST VERIFY ALL
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OF ANY DISCREPANCIES

A-2

MEMORANDUM OF UNDERSTANDING

This will serve as a written understanding between the Friends of the Paint Creek Trail and Paint Creek Trail management regarding the roles and responsibilities of each organization and the support provided by each organization to the other.

Friends of the Paint Creek Trail

1. Provide volunteer and other support needed to Trail Management consistent with the Friends of the Paint Creek Trail's mission statement.
2. Coordinate public communications such as press releases, website, and Facebook posts with Trail management.
3. Issue letters of recommendation when appropriate to support Trail projects and grant proposals.
4. Maintain an appropriate supply of Trail-branded merchandise and have it available for purchase.
5. Observe and report Trail problems to Trail management and to the Paint Creek Trailways Commission when appropriate.
6. Monitor and care for the Moutrie Pollinator Garden and the adjacent service area.
7. Attend and participate, when appropriate, in Paint Creek Trailways Commission meetings, and keep Commissioners well informed regarding Friends' activities.
8. Organize events in conjunction with Trail management consistent with the Friends' mission statement and fundraising needs.
9. Serve as Trail ambassadors through interactions with the public and trail users.

Paint Creek Trail Management

1. Serve as the administrative headquarters for the Friends, including designation of Resident Agent.
2. Provide mail, telephone service, and meeting support, including space when available.
3. Provide a physical location for the storage of records equipment and the inventory of branded merchandise owned by the Friends.
4. Allow for the Friends bank account and debit card to be registered and retained at the Trail office.
5. Be the organizing entity for Trail events conducted by the Friends and support the event appropriately and to the extent permitted by resources.
6. Coordinate public communications that affect the Friends, such as press releases, website, and Facebook posts with Friends leadership.
7. Provide periodic and minimal administrative support to assist Friends management, including making copies for meetings, completing permit requests for events, documenting inventory, periodic merchandise sales, distributes Trail Magazines, deposits funds into Friends bank account, and other miscellaneous administrative services as needed.
8. Advocate for membership in the Friends organization through communications with the public.

Signature of President, Friends of Paint Creek Trail

Date

Signature of Paint Creek Trail Manager

Date

Signature of Chair, Paint Creek Trailways Commission

Date



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MEMO

To: Commissioners, Alternates, & Staff
From: Melissa Ford, Trail Manager
Subject: Current Grants and Grant Opportunities for the Bridge 31.7 Replacement Project
Date: April 10, 2023

Community Foundation for Southeast Michigan – Design & Access Fund

The Commission received a \$50,000 grant from CFSEM for the Bridge 31.7 design engineering. The original grant period end date is April 21, 2023. At this time, there are still funds remaining as well as additional work that needs to be completed on the project.

Furthermore, AEW has indicated that whether we are awarded the TAP grant or not will impact the specifications they prepare for the project, as MDOT requires different formatting. We should know if we have received this grant in mid-July and AEW has indicated that they will need one month after the award notification date to complete the specifications.

Therefore, Trail Manager Ford requested a six-month extension for the grant so that this work can be completed and the remaining funds spent. CFSEM has granted the extension and the grant period has been extended to October 27, 2023 with a final report due November 27, 2023.

Oakland County Parks - Trailways and Park Improvements Grant Program

The city of Rochester received a \$25,000 grant from Oakland County Parks for the Bridge 31.7 design engineering. For the same reasons as listed above, Trail Manager Ford anticipates that the city of Rochester will also need to request an extension for this grant from Oakland County. The current grant period end date is May 19, 2023 for this project. Trail Manager Ford will speak with the city of Rochester DPW Director about requesting this extension.

Michigan Department of Transportation - Transportation Alternatives Program

Application for the TAP grant submitted. Tentative funding decision date is July 19, 2023.

The cultural resources consultant determined that the bridge does not meet the requirement for eligibility on the National Register of Historic Places and that the bridge replacement project will have no adverse effect on a historic property.

Trail staff shared the report with MDOT who indicated that they would upload the report to the Commission's application. The Technical Review meeting for this round of TAP funding is on April

26th and the TAP Grant Coordinator will turn around any comments/requests for revisions within a week.

The Section 106 review report completed by the consultants was also sent to SHPO for review.

Michigan Department of Natural Resources – Michigan Natural Resources Trust Fund

Application for the MNRTF grant submitted. Final recommendations for funding by the MNRTF Board are in early December 2023.

Michigan Department of Natural Resources – Michigan Spark Grants

No new information at this time. Once our application's scores are available, I will be sure to share them with Commission. No date has been announced yet for the second round of funding.

Community Foundation for Southeast Michigan - Ralph C. Wilson, Jr. Trails Maintenance Fund

Grant applications are due by May 15, 2023. Potential applicants are strongly encouraged to contact the program officer to discuss a proposed project before submitting a proposal. Grant decisions will be shared before the end of June.

Minimum grant request is \$50,000 - \$400,000 maximum. All Trails Maintenance Grants require a minimum 1:1 funding match (\$1 of Trails Maintenance Grant money for every \$1 from other sources).

Michigan Department of Natural Resources – Fisheries Habitat Grant Program

Commission can reapply for the grant in November 2023 if it wishes. Trail manager Ford will work with DNR Fisheries Division to get project/bridge listed on the 2023 Priority Habitat Conservation Projects List.

Michigan Department of Natural Resources – Land and Water Conservation Fund

The Trailways Commission decided not to apply for this grant as it is federal funds and cannot be used as a match for the TAP grant. The TAP grant requires that matching funds be from non-federal sources.



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MEMO

To: Commissioners, Alternates, & Staff
From: Melissa Ford, Trail Manager
Subject: Southeast Rochester property
Date: April 13, 2023

AEW completed the cost estimate for this project. They project that the construction cost will be approximately \$88,650. The engineer's opinion of costs follows this memo.

Additionally, AEW estimates the following additional costs for the project:

Contingency	\$10,000
Engineering Design & Going out for Bid	\$21,000
Construction Administration & Observation (Limited)	\$10,000
Soil Borings	\$4,000
Permits	\$5,000
Total Estimate (including Construction)	\$138,650

In addition to the observation deck, trail resurfacing, and access path to the river, there are a number of ancillary items that were suggested for the site. I have included the cost estimates for those items (plus an additional \$5,000 in contingency for cost overruns) in the spreadsheet after this memo for you to review. With these additional items included, the **estimated total cost for the project is \$170,733.40.**

I have forward the estimates to Andrea LaFontaine with the Michigan Trails and Greenways Alliance so that she can share it with the potential donor. I hope to have an update for you at the meeting.

Engineer's Opinion of Costs

Project Number: 1703-0001 Estimate Number: 1: Preliminary Engineer's Estimate Project Type: New Construction Location: City of Rochester Description: PCT Observation Deck	Project Engineer: KEZ Date Created: 3/28/2023 Date Edited: 4/4/2023 Fed/State #: Fed Item: Control Section:
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Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0001	1500001	Mobilization, Max	1.000	LSUM	\$10,000.00	\$10,000.00
0002	2010001	Clearing	0.120	Acre	\$40,000.00	\$4,800.00
0003	2050016	Excavation, Earth	62.000	Cyd	\$130.00	\$8,060.00
0004	2057002	_ Shared Use Path, Scarify, Grade and Compact	1.000	Sta	\$5,000.00	\$5,000.00
0005	2060010	Excavation, Fdn	8.000	Cyd	\$30.00	\$240.00
0006	2080036	Erosion Control, Silt Fence	400.000	Ft	\$1.00	\$400.00
0007	7060092	Reinforcement, Steel, Epoxy Coated	600.000	Lb	\$4.00	\$2,400.00
0008	7060100	Substructure Conc	4.500	Cyd	\$1,200.00	\$5,400.00
0009	7097001	_ 8'x8' Timber Back Wall	80.000	Ft	\$10.00	\$800.00
0010	7097001	_ Deck Framing	300.000	Ft	\$15.00	\$4,500.00
0011	7097001	_ Post, Wood, 8 inch by 8 inch	50.000	Ft	\$15.00	\$750.00
0012	7097001	_ Wood Safety Rail	46.000	Ft	\$350.00	\$16,100.00
0013	7097010	_ Wood Decking	170.000	Sft	\$20.00	\$3,400.00
0014	8060010	Shared use Path, Aggregate	32.000	Ton	\$400.00	\$12,800.00

Line	Pay Item	Description	Quantity	Units	Unit Price	Total
0015	8060030	Shared use Path, Grading	300.000	Ft	\$30.00	\$9,000.00
0016	8167011	_ Slope Restoration. Modified	250.000	Syd	\$20.00	\$5,000.00
Estimate Total: \$88,650.00						

Southeast Rochester Property Cost Estimates

Item	Unit	Quantity	Unit Price	Total
Engineering Design & Going Out for Bid	LSUM	1	\$21,000.00	\$21,000.00
Moblization, Max	LSUM	1	\$10,000.00	\$10,000.00
Clearing	Acre	0.12	\$ 40,000.00	\$ 4,800.00
Excavation, Earth	Cyd	62	\$130.00	\$8,060.00
Shared Use Path, Scarify, Grade & Compact	Sta	1	\$5,000.00	\$5,000.00
Excavation, Fdn	Cyd	8	\$30.00	\$240.00
Erosion Control, Silt Fence	Ft	400	\$1.00	\$400.00
Reinforcement, Steel, Epoxy Coated	Lb	600	\$4.00	\$2,400.00
Substructure Conc	Cyd	4.5	\$1,200.00	\$5,400.00
8' x 8' Timber Back Wall	Ft	80	\$10.00	\$800.00
Deck Framing	Ft	300	\$15.00	\$4,500.00
Post, Wood, 8 inch by 8 inch	Ft	50	\$15.00	\$750.00
Wood Safety Rail	Ft	46	\$350.00	\$16,100.00
Wood Decking	Sft	170	\$20.00	\$3,400.00
Shared Use Path, Aggregate	Ton	32	\$400.00	\$12,800.00
Shared Use Path, Grading	Ft	300	\$30.00	\$9,000.00
Slope Restoration, Modified	Syd	250	\$20.00	\$5,000.00
Soil Borings	LSUM	1	\$4,000.00	\$4,000.00
Construction Administration & Observation (Limited)	LSUM	1	\$10,000.00	\$ 10,000.00
Permits	LSUM	1	\$5,000.00	\$5,000.00
Invasive Species Removal/Treatment	Acre	0.25	\$ 1,525.00	\$ 1,525.00
Audio Sign, Battery & Pole	LSUM	1	\$ 5,500.00	\$ 5,500.00
Wayfinding Sign & Install	LSUM	1	\$ 3,350.00	\$ 3,350.00
Kiosk Sign with Map & Install	LSUM	1	\$ 4,150.00	\$ 4,150.00
Benches	LSUM	2	\$ 908.20	\$ 1,816.40
Picnic Table	LSUM	1	\$ 1,399.00	\$ 1,399.00
Bike Rack	LSUM	1	\$ 458.00	\$ 458.00
Multi-user counter	LSUM	1	\$ 6,385.00	\$ 6,385.00
Memorial Signage	LSUM	1	\$ 2,500.00	\$ 2,500.00
Contingency	LSUM	1	\$15,000.00	\$15,000.00
Total				\$170,733.40

Charter Township of Oakland Parks and Recreation Commission / Paint Creek Trailways Commission

Grand Opening Ceremony
Paint Creek Junction Park

Saturday, June 3, 2023 – 11:00am - Noon

Paint Creek Junction Park
2210 Orion Road
Oakland, MI 48363

Welcome and Introductions: Parks and Recreation Commission Chair
Dignitaries, Governmental Officials and Appointees, Township and Trailways Staff

Paint Creek Junction's Railway History: Oakland Township Historical Society

Paint Creek Junction's Purpose: Paint Creek Trailways Commission and Parks and Recreation Commission

Donor Recognition: Parks and Recreation Director

- Michigan Natural Resources Trust Fund, Michigan Department of Natural Resources
- Ralph C Wilson Jr. Legacy Funds of the Community Foundation for Southeast Michigan
- Ralph C Wilson Jr. Foundation Parks & Trails Fund
- Back to the Beach Runners and Friends of the Paint Creek Trail
- Ruth Glass Memorial Bench Donation

Ribbon Cutting: Paint Creek Trailways Commission Chair, Parks and Recreation Commission Chair, Township Supervisor, Donor Representatives

Conclusion: Parks and Recreation Commission Chair

Light Refreshments and Commemorative Giveaways

In case of bad weather, event will be held at Paint Creek Cider Mill, 4480 Orion Road.

Key Info

- Counts people on trails, paths and sidewalks
- Advanced microelectronic design
- High-quality infrared scope
- Compact, unobtrusive, camouflaged design
- Very long battery life (up to 10 years)
- Large storage capacity (millions of counts)
- Maximum range: 6m (20ft.)
- Built for outside: -40C (-40F) to +55C (131F)
- Very low operating costs (<\$1/year for batteries)
- Mount on a tree, or put inside a low-cost, lockable electrical box
- Field-proven, Generation 4 design (>10 year history)
- Used from Alaska to Australia, in remote and urban areas



Unique Design

The TRAFx Infrared Trail Counter counts people — walkers, hikers, joggers, inline skaters, horseback riders, cyclists, etc. — on trails, paths and sidewalks. It senses and detects the infrared wavelength that people emit. Unlike other trail counters, it does not require a receiving unit or reflector to operate. This results in a very compact, unobtrusive design, that reduces risk of vandalism. The TRAFx Infrared Trail

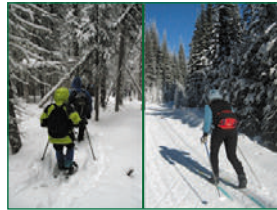
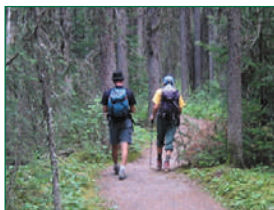
Counter also works well in winter conditions on snowshoe, ski and snowmobile trails. It uses three standard "AA size" alkaline batteries and has very long battery life. This versatile counter has proven itself from Alaska to Australia, from mountains to deserts, and from wilderness areas to urban areas. You can count on it :-)

Flexible Installation

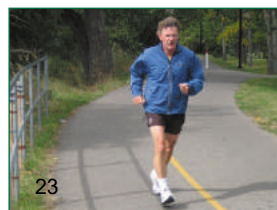
Mount the infrared (IR) scope on a tree and hide the camouflaged case around the back. Or, in busy, open areas (e.g., urban parks), put it inside a low-cost, lockable electrical box attached to a post. Or, fully embed it in a post. Its small, high-quality IR scope can be pointed horizontal, or downwards.



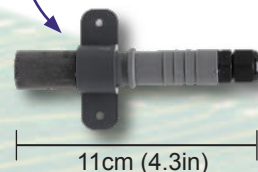
IR scope



Lockable box



Infrared scope



1m (3.3ft) cable

7cm (2.8in)

11cm (4.3in)

TRAFx Counting System

TRAFx Dock

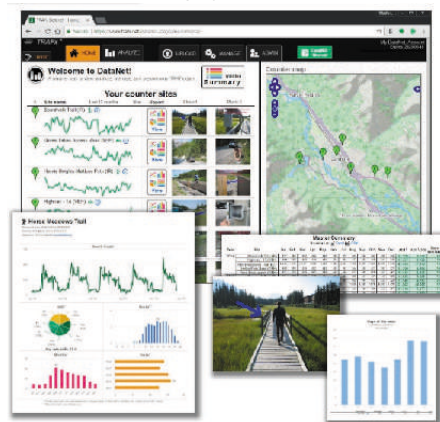
To download counters in the field (without PC)

To configure counters (with PC)



TRAFx DataNet

To view and manage your data

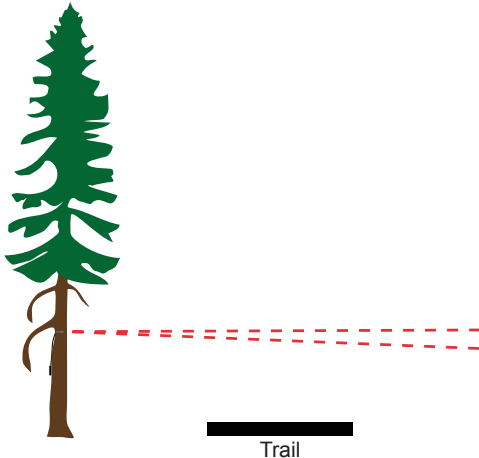


To produce professional reports in seconds.

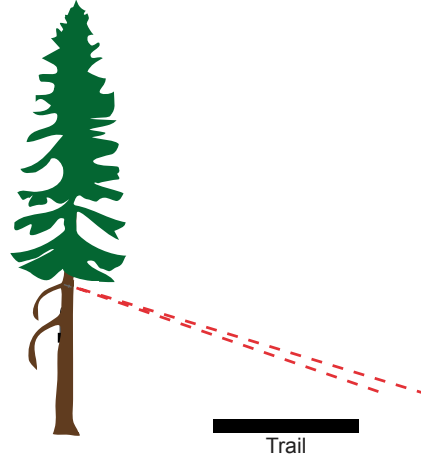


Try the free Demo at www.trafx.net

POINT ACROSS



POINT DOWN



FEATURES

- Hourly or daily totals, or timestamps
 - 14 000 hourly or daily totals = > 400 million counts
 - 14 000 timestamps
- Flexible installation options (see above)
- User programmable settings including:
 - *Real-time clock *Start date/time
 - *Delay after event *Site/counter name
- Three colour-coded LEDs indicate status of operation
 - green light flashes upon detection
- Digital readout of battery voltage level (e.g., 4.2V)
- Automatic low battery warning
- User replaceable parts
- Engineered and built in the Canadian Rockies



Appendix 1 in the counter's instruction document explains how to house the counter in a low-cost (\$15), lockable electrical box. Download at: www.trafx.net/support

SPECIFICATIONS

CASE: 11cm x 7cm x 4cm (4.3in x 2.8in x 1.5in); weatherproof
TOTAL WEIGHT: 170g (6oz) (without batteries)
CABLE: 1m (3.3ft)
POWER: Three "AA size" alkaline batteries (e.g., Energizer)
BATTERY LIFE: Approx. 9 to 10 years
DIGITAL MEMORY DESIGN: Data and settings are retained even when batteries are removed or die
TIME KEEPING: Quartz clock; 10ppm accuracy @ 20C
OPERATING TEMPERATURE: -40C (-40F) to +55C (131F)
SENSOR TYPE: Thermal infrared microsensor
DETECTION RANGE: 6m (20ft)
COMMUNICATIONS: RS232 serial; 115,000 baud
DATA TYPE: ASCII; .txt file type
OTHER: Gold-plated circuitboard; 2-layers silicon (anti-moisture); ESD and short circuit protection; RoHS (lead-free)
LIMITED WARRANTY: 1 year; covers manufacturing defects.
EMI COMPLIANCE: FCC, IC, CE

ACCESSORIES/OPTIONS

- LCD tally display
- Extended 5-year warranty

TRAFx Research Ltd.

20 MacDonald Place, Canmore, Alberta, Canada T1W 2N1

T: (403) 678 1802 F: (403) 451-1561

E: info@trafx.net www.trafx.net





A. GENERAL



What are the main steps?

Step A – Install counter (see right for examples); collect data



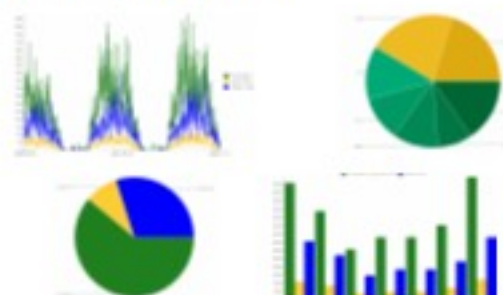
Step B – In field, download data with dock



Step C – Return to office and transfer data from dock to PC



Step D – Analyze, manage, store and share data with TRAFx's DataNet software



Test drive DataNet live online at
www.trafx.net/datanet/demo

B. INSTALLATION
EXAMPLES

A. Mounted on a tree beside trail



B. Inside a lockable box



C. Embedded inside a post

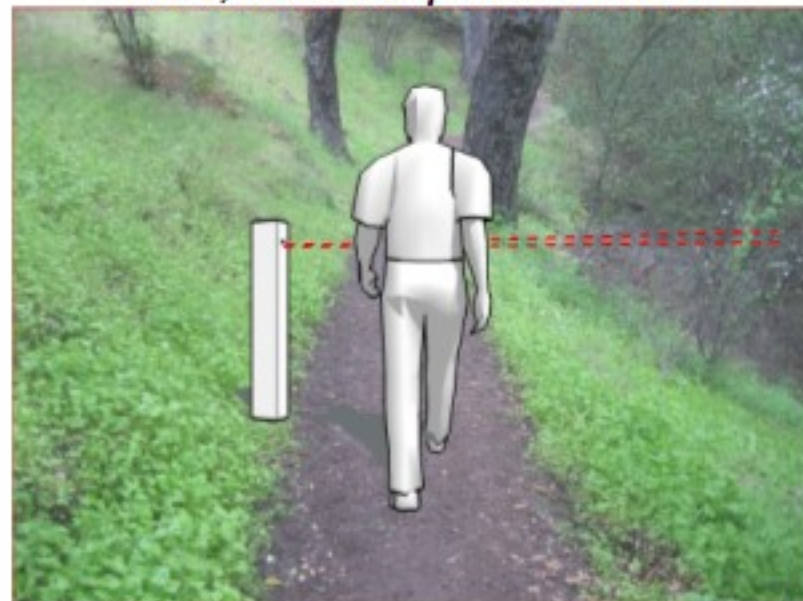


D. In a log or stump, under a rock pile, in a rock crack....



C. USE FOR....

Trails, tracks and paths of all kinds



(no visible beam)



Multi-use paths



(no visible beam)

Winter trails





4393 Collins Road
Rochester, MI 48306
(248) 651-9260
Paintcreektrail.org

MEMO

To: Commissioners, Alternates, & Staff
From: Eryn Grupido, Trail Administrative Assistant
Subject: Paint Creek Trail Brochures for MI Welcome Centers
Date: March 30, 2023

The Paint Creek Trail Brochure has been approved to be distributed at MI Welcome Centers. The first round of distribution asks for 1400 brochures to be sent to the MDOT Distribution Warehouse. Each welcome center will receive 100 brochures to start. This allows them to see if there is interest in that area for our information. After the first year, brochures will be requested from the individual welcome centers that would like to receive more. This happens once a year (in December or January) as they restock. If the Commission does not wish to send the full 1400, the MDOT Distribution Center will evenly distribute whatever amount is sent.

Trail staff estimate that we have roughly 5000 brochures remaining from our last order and use around 2500 a season in the trail kiosks.

Following this memo is a map of all the welcome center locations.





MEMO

To: Commissioners, Alternates and Staff

From: Melissa Ford, Trail Manager

Subject: April Manager's Report

Date: April 13, 2023

Advisory Committee Reports

The Friends of the Paint Creek Trail Ad-Hoc committee will present the Memorandum of Understanding that they drafted with Friends President Louis Carrio at the meeting. The Personnel Committee will provide an update on the preliminary interviews for the Trail Manager position.

Complaints/Vandalism

We received an inquiry from a trail user regarding when the trail will be graded this spring. Trail staff informed them that the trail will be graded once the freeze-thaw cycle is finished and the weather is regularly above freezing. We received a complaint from a cyclist regarding the bridle path at Gunn Road. The trail user requested that overhanging branches be trimmed and rocks removed from the path as they are a hazard to people on bikes using the path. Trail staff informed the user that the path is intended for use only by horseback riders and respectfully requested that user utilize the ramp on the Gunn Road stairs to walk their bike down to the trail. Trail manager Ford contacted Oakland Township Parks staff to trim the overhanging branches at the site.

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 2023 Operations and Patrol have been received.
- 2023 license fees 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.

Follow Up

- **Bridge 31.7 Design Engineering:** The cultural resource consultant determined that the bridge does not meet the requirement for eligibility on the National Register of Historic Places and that the bridge replacement project will have no adverse effect on a historic property.
- **Southeast Rochester Property:** There is an update on the status of this project in your meeting packet.
- **Lake Orion Snow Removal:** Trail attorney Hamameh spoke with the Village attorney who explained that since there is no snow removal on the trail at all, Lake Orion feels that that portion of the license agreement re: maintenance could not have intended to include snow removal. The Village have offered to "contract" for the service to remove snow from that

portion of the trail, but the Commission would have to pay that cost. The Village attorney suggested that the Commission work out a cost with the DDA.

- **Pure Michigan Trail Designation:** Trail manager Ford and Administrative Assistant Grupido attended the Pure Michigan Governor's Conference on Tourism in Grand Rapids on April 11th to receive the Commission's award.



- **Trail to Trails Half Marathon:** Deanna Skelcy with Fast Dog Timing recently informed trail staff that they no longer plan to use the Paint Creek Trail for their event. They will now be using a route entirely in Macomb County.

Future Agenda Items

- ◆ Trail safety and maintenance standards
- ◆ Recognition of Eagle Scouts for projects on the Trail
- ◆ Creating digital archive of PCTC records
- ◆ Review of Encroachment Policy

Promotion of the Trail

- Our Facebook page has 9,246 followers, an increase of 20 since last month.
- Our Twitter account has 829 followers, an increase of 6 since last month.
- Our Instagram Account has 1,941 followers, an increase of 5 since last month.
- Our E-Newsletter has 398 subscribers.
- I've posted information and photos on social media.

Paint Creek Trail Website Analytics

In the last month, we had 2,022 visitors, with 6,920 page views. The top 10 visited pages:

Top Pages

Home Page
Jobs
Trail Maps
Agendas, Minutes & Packets
FAQs
Mileage
Parking

Last 30 days

1,721
994
790
154
119
110
108

Location	105
Now Hiring PCT Manager	102
Commission	98

In March, we had 635 visitors, with 2,653 page views. The top 10 visited pages:

Top Pages	March
Home Page	970
Trail Maps	588
FAQs	103
MNRTF Grant Application	92
Location	82
Agendas, Minutes & Packets	82
Parking	76
Mileage	58
Commission	50
Policies/Docs	42

2023 Temporary Permit Approvals

Charter Township of Orion/Orion Veterans Memorial Run/Walk, May 29, 2023

Run Michigan Cheap 5k, 10k and half marathon, June 4, 2023

Grace Centers of Hope's Pave the Way 5K, October 7, 2023

Commission Ad-Hoc Committee Assignments

Recognition Ad Hoc committee	Gamage, Mabry, Sage
Personnel Ad Hoc committee	Becker, Olijnyk, Ross, Walker
Orion Art Project Ad Hoc committee	Becker, Dalrymple, Peltier
SE Rochester Property Ad Hoc committee	Becker, Elwert, Gamage, Sage
Labor Day Bridge Walk (Sept 6) Ad Hoc committee	Buxar, Dalrymple, Elwert, Olijnyk, Walker
Trail Branding & Signage Ad Hoc committee	Gamage, Ford, Olijnyk, Sage
Trail Improvements & Resurfacing Ad Hoc committee	Becker, Blust, Sage, Walker
Licensing Ad Hoc committee	Gamage, Olijnyk, Pfeiffer, Walker
Paint Creek Trail 40 th Anniversary Celebration Ad Hoc committee	Blust, Mabry, Peltier, Whatley/Ross
Friends of Paint Creek Trail Ad Hoc committee	Buxar, Gamage, Mabry

2023 Goals

<u>Goals</u>	<u>Progress</u>	<u>Timeframe</u>
City of Rochester – Bridge 31.7 Replacement	Trail Manager Ford has completed the TAP Grant Application. TAP application reopened – additional information needed. Trail Manager Ford working with AEW on updated cost estimate and contracting with cultural resource consultant & archaeologist to determine bridge eligibility for NRHP and if bridge is in an archaeologically sensitive location. MNRTF will be submitted April 1. MNRTF application submitted. Cultural resource consultant determined bridge is not eligible for NRHP listing. Section 106 application sent to SHPO for review.	Complete by 2025
Upgrade Trail Website	RFP is in draft	1 year
Update Licensing Agreements	Trail Manager Ford has sent trail attorney State Recreation Land Acquisition Trust Fund Project Agreement for review to see if it fulfills conversion process requirements.	1 year

Calendar of Events on the Trail

(All bolded events run by Commission & Friends)

April

Adopt-A-Trail Spring Clean-up – Throughout Earth Day weekend, April 21st, 22nd, 23rd, 2023, Adopt-A-Trail Groups

May

Garlic Mustard Workday – Tuesday, May 16, 2023 from 9AM - 12 PM, held by OTPRC and Six Rivers Land Conservancy

Orion Veterans Memorial Day Race – Monday, May 29, 2023 from 9AM - 10:30AM, held by Lake Orion

June

National Trails Day & Paint Creek Junction Ribbon Cutting Ceremony – Saturday, June 3, 2023

RunMICheap 5K, 10K, Half-marathon – Sunday, June 4, 2023 from 7AM - 12PM, held by Frank Race Management

September

Labor Day Bridge Walk – Monday, September 4, 2023

October

Pave the Way 5K – Saturday, October 7, 2023 from 7AM - 12PM, held by Grace Centers of Hope

Adopt-A-Trail Fall Clean-up – TBD October?, Adopt-A-Trail Groups

40th Anniversary 5K – October or November??? TBD

Ongoing Administrative Tasks	Progress	2023 Priority	Timeframe
Continue coordinating assistance with Friends of the Paint Creek Trail (ongoing)	The Friends subcommittee has been working in collaboration with the Friends on a Memorandum of Understanding of Friends and Trail assistance to each other. The MOU is currently under review (2/16/23). Subcommittee & Friends President will present MOU to Commission at April meeting.	1	OG
Continue Trail etiquette education (ongoing)	Ongoing. Signage has been placed on the trail and to raise awareness about freeze/thaw season etiquette. Posts will also be made on social media about this topic.	2	OG
Continue coordination and participation with Oakland County Trail, Water & Land Alliance (TWLA)	Trail Manager For virtually attended the February 14 th TWLA meeting. The next meeting is scheduled for June 13 th .	2	OG
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.	2	OG
Adopt –A-Trail program	2023 begins a new 2-year contract for adoptees, trail staff are confirming renewals. All adoptees have renewed for 2023-24 season except one. Back to the Beach runners has signed up to adopt the available section.	2	OG
Develop a volunteer program to recruit, train to help in the office special projects and special events	TBD	2	OG
Make presentation at member community City Councils and Township Boards	TBD.	2	OG

Master Plan	Progress	2023 Priority	Timeframe
Southeast Rochester Property Development	EGLE can permit the deck if we can be above BFE (7'-8' above ground per proposed current condition) and if the area of the piers are less than 1% of the floodway area. AEW believes that we can achieve that. We would still need to apply for a permit from EGLE for working in the floodway and the floodplain, but it can be permitted. AEW does not believe it has enough information to give us a cost estimate for the observation deck. In order to provide the Commission with a preliminary cost estimate for the scope of work, AEW would need to charge us \$1,500 for their time. We need to provide a cost estimate to the potential donor before he is willing to commit funds to the project. Cost estimate is completed and included in your packet. Cost estimate sent to Andrea LaFontaine at MTGA to share with potential donor.	2	OG

Policies	Progress	2023 Priority	Timeframe
Native Plant Approval Policy	No progress yet. Need expert assistance	3	LT
Conservation Stewardship Policy	No progress yet. Need expert assistance	3	LT
Establish Memorial Amenity Donation Program	The Trail Improvements and Resurfacing Committee will review and provide recommendations to the Commission.	2	1yr to define a program, then OG

Maintenance and Inspection	Progress	2023 Priority	Timeframe
Assure Restrooms are maintained (ongoing)	Ongoing.	1	OG
Continue vandalism prevention education (ongoing)	Ongoing.	2	OG
Continue surface maintenance inspections and coordination of repairs (ongoing)	Ongoing. Trail staff will begin contacting member communities in mid to late April about grading their sections of the trail.	2	OG
Address ADA compliance issues identified in 2020-2024 PCT Recreation Master Plan	TBD – Trail staff have reached out to Accessibility Assessments – National Center on Accessibility (ncaonline.org) for guidance and planning and are waiting to hear back	2	1-2 yr

Trail Safety	Progress	2023 Priority	Timeframe
Road Crossing improvements – work with RCOC on Adams Rd. crossing	Ongoing. Continue working with RCOC for improvements at our crossings.	2	OG

Long Term Goals	Progress	2023 Priority	Timeframe
Side parcel acquisition for parking and trail access	Will continue looking for opportunities.	3	OG
Acquisition of historic resources	Will continue looking for opportunities.	3	OG
Installation of drinking fountain, where appropriate, in each community		3	LT
Integrate Village of Lake Orion extension more fully into Trail system	Ongoing. Trail attorney Hamameh has reached out to the Village attorney regarding snow removal at section of trail adjacent to Atwater Commons. Trail attorney Hamameh spoke with the Village attorney who explained that since there is no snow removal on the trail at all, Lake Orion feels that that portion of the license agreement re: maintenance could not have intended to	2	OG

	include snow removal. The Village have offered to “contract” for the service to remove snow from that portion of the trail, but the Commission would have to pay that cost. The Village attorney suggested that the Commission work out a cost with the DDA.		
Connections to Bald Mountain State Park	Licensing Committee working with DNR to develop an agreement for this project.	1	OG
Ensure focus on keeping the trail a “Natural Beauty Trail”.	Ongoing	1	OG

Additional Goals	Progress	2023 Priority	Timeframe
User survey of trail use	TBD – consider performing every 2 years. Trail staff will contact MSU to see if their researchers are still interested in continuing surveys.	1	OG
Review and ranking of all trail bridges by engineer	Administrative Assistant Grupido has compiled all of the bridge inspection reports for an engineer to review and rank. Trail communities need to coordinate bridge inspections within a few years of one another in order to facilitate an accurate review/ranking.	1	OG

2023 Draft Operations Budget
Amended March 21, 2023

								2021 Final	2022 Approved	2023 Draft	Difference from 2022	2024 Projected
REVENUE												
Member Unit Contribution for Commission and Office Operations and Staff								\$72,000	\$73,440	\$74,909	\$1,469	\$76,782
	Rochester			18,727								
	Rochester Hills			18,727								
	Oakland Township			18,727								
	Orion Township			18,727								
Member Unit Contribution for Patrol Program, based on community mileage								\$14,680	\$15,901	\$19,500	\$3,599	\$19,883
	Rochester			1,533								
	Rochester Hills			3,284								
	Oakland Township			11,836								
	Orion Township			2,847								
Member Unit Contribution for Commission and Office Operations and Staff								n/a	n/a	\$5,000	\$5,000	\$0
	Rochester			1,250								
	Rochester Hills			1,250								
	Oakland Township			1,250								
	Orion Township			1,250								
Interest								\$77	\$300	\$300	\$0	\$300
Adopt-a-Trail								\$50	\$0	\$0	\$0	\$0
Trailways Saleable Items								\$0	\$0	\$0	\$0	\$0
Miscellaneous/Donations								\$185	\$200	\$200	\$0	\$200
Transfer from Legal Services								\$12,542	\$11,500	\$11,500	\$0	\$11,500
Trail Brochure Sponsorship								\$0	\$0	\$0	\$0	\$3,000
National Trails Day Sponsorship								\$575	\$500	\$500	\$0	\$500
Labor Day Bridge Walk Donations								\$974	\$0	\$0	\$0	\$0
Labor Day Bridge Walk Sponsorship								\$1,769	\$1,000	\$1,000	\$0	\$1,000
40th Anniversary Celebration Sponsorship								n/a	n/a	\$2,500	\$2,500	n/a
Bench/Trail Amenity Donations								\$0	\$1,250	\$2,500	\$1,250	\$2,500
Temporary Permit Fees								\$90	\$70	\$70	\$0	\$70
Transfer from Fund Balance (Rent, CFGR & SE Roch Cost Estimate)								\$1,750	n/a	\$6,900	\$0	n/a
Program/Project Grants								\$106,582	\$0	\$0	\$0	\$0
MMRMA Asset Distribution								\$1,321	\$1,300	\$1,300	\$0	\$1,300
								\$212,595	\$105,461	\$126,179	\$20,718	\$117,035
EXPENSES												
Office												
Telephone and Computer Network Services								\$426	\$550	\$550	\$0	\$650
Office Furnishings								\$0	\$400	\$250	\$150	\$500
Office Materials & Supplies								\$276	\$975	\$975	\$0	\$1,350
Office Operating Expenses								\$688	\$1,750	\$1,250	\$500	\$1,500
Rent								\$6,250	\$6,250	\$7,650	-\$1,400	\$7,000
Postage								\$71	\$500	\$225	\$275	\$500
Office & Trail Equipment								\$12,120	\$925	\$2,700	-\$1,775	\$1,550
Bench donations								\$856	\$1,250	\$2,500	-\$1,250	\$2,500
Restroom Maintenance								\$0	\$0	\$0	\$0	\$0
Subtotal								\$20,687	\$12,600	\$16,100	-\$3,500	\$15,550

2023 Draft Operations Budget
Amended March 21, 2023

Staff Travel/Training/Development						2021	2022	2023	Difference	2024
Travel/Mileage						\$0	\$350	\$150	\$200	\$400
Education/Memberships						\$54	\$250	\$150	\$100	\$350
Per Diems						\$4,620	\$5,500	\$5,500	\$0	\$5,500
Subtotal						\$4,674	\$6,100	\$5,800	\$300	\$6,250
Insurance/Professional Services (other than legal)										
Auditing Fee						\$3,700	\$3,800	\$4,000	-\$200	\$4,100
Insurance (MMRMA)						\$4,120	\$4,100	\$4,200	-\$100	\$4,300
Worker's Compensation Insurance						\$814	\$900	\$900	\$0	\$1,000
Recorders Fee						\$2,820	\$3,120	\$3,120	\$0	\$3,185
Subtotal						\$11,454	\$11,920	\$12,220	-\$300	\$12,585
Publicity/Raising awareness/Educational Projects										
Trailways Student Project						\$0	\$500	\$200	\$300	\$550
Brochures						\$1,385	\$0	\$0	\$0	\$3,000
Trail Promotional Items						\$0	\$1,100	\$500	\$600	\$1,250
Labor Day Bridge Walk						\$951	\$1,000	\$1,000	\$0	\$1,000
National Trails Day						\$590	\$500	\$500	\$0	\$500
Trail Etiquette Program						\$0	\$300	\$150	\$150	\$450
Recognition Ceremony						\$539	\$25	\$200	\$300	\$300
Subtotal						\$3,465	\$3,425	\$2,550	\$875	\$7,050
Administrative Personnel										
Wages - Manager						\$33,763	\$34,470	\$35,608	-\$1,138	\$36,214
Longevity Salary - Trail Manager						n/a	\$1,000	\$1,059	-\$59	\$0
FICA/MESC - Manager						\$2,583	\$2,713	\$2,724	-\$11	\$2,757
Wages - Part-time Administrative Assistant						\$10,076	\$10,541	\$9,641	\$900	\$9,738
Longevity Salary - Admin. Asst.						n/a	\$800	\$0	800	\$0
FICA/MESC - Admin. Asst.						\$771	\$868	\$737	\$131	\$745
Subtotal						\$47,193	\$50,392	\$49,769	\$623	\$49,454
Trail Projects										
Signage Project						\$64,825	\$0	\$0	\$0	\$0
Trail Improvement Project - South Rochester						\$0	\$0	\$1,500	-\$1,500	\$0
Property Acquisition Projects						\$0	\$0	\$0	\$0	\$0
Bridge 33.7/Resurfacing Ribbon						\$505	n/a	n/a	\$0	n/a
Moutrie Pollinator Garden Ribbon Cutting Ceremony						\$0	\$0	\$0	\$0	\$0
Fence & Railing Replacement						\$20,320	n/a	n/a	\$0	n/a
Ralph C. Wilson, Jr. Foundation funds to OTPRC for Paint Creek Junction						\$20,226	\$0	n/a	\$0	n/a
Document Scanning						n/a	\$3850	\$0	\$3,850	\$4,500
PCT Website Redesign						n/a	n/a	\$10,000		\$0
40th Anniversary Celebration						n/a	n/a	\$2,500		\$0
Subtotal						\$105,876	\$3,850	\$14,000	-\$10,150	\$4,500
Patrol Program										
Wages - PCTC Bike Patrol						\$4,094	\$5,073	\$5,225	-\$152	\$5,330
FICA/MESC-Bike Patrol						\$313	\$388	\$400	-\$12	\$408
Contracted Mounted Patrol Services						\$6,254	\$10,217	\$13,575	-\$3,358	\$13,845
Commission Contribution to Bike Patrol Services						\$0	\$0	\$0	\$0	\$0
Bike Patrol Equipment & Misc						\$128	\$223	\$250	-\$27	\$300
Subtotal						\$10,789	\$15,901	\$19,450	-\$3,549	\$19,883

2023 Draft Operations Budget
Amended March 21, 2023

								2021	2022	2023	Difference	2024
Printing/Logo Expenses												
Trail Saleable Items								\$0	\$0	\$0	\$0	\$0
Subtotal								\$0	\$0	\$0	\$0	\$0
Miscellaneous/Contingency								\$282	\$1273	\$1,790	-\$517	\$1,763
Transfer to Community Foundation for Greater Rochester								n/a	n/a	\$4,500		n/a
Transfer to fund balance								\$8,175	\$0	\$0	\$0	\$0
Subtotal								\$8,457	\$1273	\$6,290	-\$5,017	\$1,763
Total Expenses								\$212,595	\$105,461	\$126,179	-\$20,718	\$117,035
Revenue minus Expenses								\$0	\$0	\$0	\$0	\$0
Legal Services Project Budget												
								2021	2022	2023	Difference	2024
REVENUES												
Member Unit Contribution								\$0	\$0	\$0	\$0	\$0
License Fees								\$12,869	\$14,000	\$14,000	\$0	\$14,000
License Fees Paid in Advance								\$0	\$0	\$0	\$0	\$0
Transfer From Fund Balance								\$1,500	\$1500	\$1,500		\$0
New License Preparation Fees								\$0	\$0	\$0	\$0	\$0
Total Revenue								\$14,369	\$15,500	\$15,500	\$0	\$14,000
EXPENSES												
Legal Retainer								\$0	\$0	\$0	\$0	\$0
License Preparation Fees								\$1,827	\$2000	\$2,000	\$0	\$0
Transfer to Operating Budget								\$12,542	\$11,500	\$11,500	\$0	\$11,500
Advance License Fees Carried Forward								\$0	\$0	\$0	\$0	\$0
Legal Services								\$0	\$1,500	\$1,500	\$0	\$1,500
Unallocated								\$0	\$500	\$500	\$0	\$1,000
Total Expenses								\$14,369	\$15,500	\$15,500	\$0	\$14,000
Revenue Minus Expenses - Legal								\$0	\$0	\$0	\$0	\$0
Special Project Budget - Bridge 33.7 Renovation Project												
								2021	2022	2023		2024
Source of Funds												
Paint Creek Trailways Commission Fund Balance								\$1	\$7,819	\$0		\$0
Member Unit Contributions								\$0	\$0	\$0		\$0
MNRTF Reimbursement								\$25,832	n/a	\$0		\$0
Ralph C. Wilson Foundation								\$3,928	\$0	\$0		\$0
Total Revenue								\$29,761	\$7,819	\$0		\$0
EXPENSES												
Bridge 33.7 Renovation								\$0	\$7,819	\$0		\$0
Legal Services								\$0	\$0	\$0		\$0
Tree Removal								\$0	n/a	\$0		\$0
Design Engineering								\$0	\$0	\$0		\$0
Construction Engineering								\$0	\$0	\$0		\$0

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Soundpost Audio Sign								\$0	\$0	\$0		\$0
Recognition Plaques								\$0	n/a	\$0		\$0
MNRTF Reimbursement to OTPRC								\$0	n/a	\$0		\$0
Stairway at Bridge 33.7								\$29,761	n/a	\$0		\$0
								\$29,761	\$7,819	\$0		\$0
Special Project Budget - Pollinator Garden								2021	2022	2023		2024
Source of Funds												
Paint Creek Trailways Commission Fund Balance								\$0	\$0	\$0		\$0
Friends of the Paint Creek Trail								\$496	\$0	\$0		\$0
Donation								\$0	\$0	\$0		\$0
Community Foundation of Greater Rochester								n/a	n/a	\$0		\$0
Weigand's Nursery								n/a	n/a	\$0		\$0
								\$496	\$0	\$0		\$0
Expenses												
Deposit								\$0	\$0	\$0		\$0
Temporary Sign								\$0	\$0	\$0		\$0
Split Rail Fence								\$0	n/a	\$0		\$0
Garden Construction								\$0	n/a	\$0		\$0
Reimbursement to PCT Friends for Weigand's								\$0	n/a	\$0		\$0
Informational Sign								\$0	n/a	\$0		\$0
Bike Rack								\$496	\$0	\$0		\$0
								\$496	\$0	\$0		\$0
Special Project Budget - Bridge 31.7 Renovation Project								2021	2022	2023		2024
Source of Funds												
Paint Creek Trailways Commission Fund Balance								n/a	n/a	\$0		\$0
Member Unit Contributions								n/a	n/a	\$0		\$0
Friends of the Paint Creek Trail								n/a	n/a	\$1051		\$0
Community Foundation for Southeast Michigan								n/a	n/a	\$50000		\$0
								\$0	\$0	\$51,051		\$0
EXPENSES												
Design Engineering								n/a	n/a	\$51,700		\$0
Ecological Services								n/a	n/a	\$16,000		\$0
								\$0	\$0	\$67,700		\$0
2022 Unrestricted Fund Balance								\$ 93,432.00				
2023 Unrestricted Additions								\$ -				
2023 Unrestricted Subtractions (Rent, CFGR & Legal)								\$8,400				
							Balance	\$ 85,032.00				
2023 Total Restricted Funds for future expenditures												
	Rochester Art Project - Maintenance fund							\$ 720				

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	Art Project Brochure (Greenbaum)						\$ 100					
	Moutrie Pollinator Garden Maintenance						\$ 841					
					Subtotal		\$ 1,661					
2023 Unrestricted Fund Balance							\$ 85,032.00					
2023 Restricted Fund Balance							\$ 1,661.00					
2023 Total Fund Balance (as of 10/20/22)							\$ 86,693.00					