



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

Paint Creek Trailways Commission Meeting

Tuesday, May 16th, 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: April 18th, 2023
 - b. Treasurers Report – April 2023
6. **Approval of Invoices**
7. **Update:** Dillman & Upton Fuel Tank & Fence
8. **Memo:** Current Grants and Grant Opportunities for the Bridge 31.7 Replacement Project
9. **Update:** SE Rochester Property
10. **Update/Discussion:** 40th Anniversary Dates
11. **Discussion/Approval:** June Field Trip Location
12. **Memo:** License Agreements
13. **Manager's Report**
14. **Commissioner Reports**
15. **Adjournment of Regular Meeting**

Next Regular Meeting:

June 20th, 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
April 18th, 2023 Draft Minutes
April 2023 Treasurer's Report
Memo: Current Grants and Grant Opportunities for the Bridge 31.7 Replacement Project
Spark Grant Scoring
SHPO Response Letter
Memo: License Agreements
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
May 16, 2023

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment**
5. **Consent Agenda:**
 - a. Minutes: April 18th, 2023
 - b. Treasurers Report – April 2023
6. **Approval of Invoices**
7. **Update:** Dillman & Upton Fuel Tank & Fence
Summary: Trail Manager Correll will provide an update on Dillman & Upton, including the property encroachment and meeting with license committee regarding their fence.
Desired Action: None
Budget Impact: None
8. **Memo:** Grant Opportunities & Trail Capital Improvement Projects
Summary: Trail Manager Correll will provide an update on the active grant agreements & applications for the Bridge 31.7 project.
Desired Action: Discussion
Budget Impact: TBD
9. **Update:** SE Rochester Property
Summary: Trail Manager Correll will provide an update on developments with the Southeast Rochester Property.
Desired Action: Discussion
Budget Impact: TBD
10. **Update/Discussion:** 40th Anniversary Dates
Summary: Trail Manager Correll will provide information regarding options for deadlines and dates for the 40th anniversary event potentially taking place in the Village of Lake Orion.
Desired Action: Discussion/Date Approval
Budget Impact: TBD
11. **Discussion/Approval:** June Field Trip Location
Summary: Trail Manager Correll will suggest June field trip locations and commission will discuss dates and location.
Desired Action: Discussion/Approval
Budget Impact: None
12. **Memo:** License Agreements
Summary: A memo regarding license agreement updates is included in your packet.
Desired Action: None
Budget Impact: None
13. **Manager's Report:** Included in your packet
14. **Commissioner Reports**

15. **Adjournment of Regular Meeting**

Next Regular Meeting:

June 20, 2023 – City of Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48307

REGULAR MEETING of the PAINT CREEK TRAILWAYS COMMISSION
City of Rochester Municipal Offices
400 Sixth Street, Rochester, MI 48307

CALL TO ORDER: The Tuesday, April 18, 2023 Regular Meeting was called to order by Chairperson Olijnyk at 7:00 p.m.

Voting Members Present: Linda Gamage, Patrick Ross, Steve Sage, David Walker

Voting Alternates Present: Russell George, Martha Olijnyk, Aaron Whatley

Non-Voting Alternates Present: David Becker, Carol Morlan

Voting Members Absent: Brian Blust, Robin Buxar, Julia Dalrymple, Ken Elwert

Alternates Absent: Dave Mabry, Ann Peterson, Matt Pfeiffer

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, Louis Carrio, Friends of the Paint Creek Trail, Sandi DiSipio, Recording Secretary

PLEDGE OF ALLEGIANCE: All rose and recited the Pledge.

APPROVAL OF AGENDA:

MOTION by Sage, seconded by George, ***Moved***, to approve the April 18, 2023 agenda as presented.

Ayes: All Nays: None

MOTION CARRIED.

PUBLIC COMMENT: None

CONSENT AGENDA:

a. Minutes – March 29, 2023 Special Meeting, approve and file

b. Treasurers Report – March 2023, receive and file

MOTION by Walker, seconded by Whatley, ***Moved***, to approve the Consent Agenda as presented.

Ayes: All Nays: None

MOTION CARRIED.

APPROVAL OF INVOICES: Ms. Ford presented the list of invoices totaling \$15,429.68. In addition to the recorder's fee, this amount includes credit card charges for GoToMeeting monthly fee, certified mail costs for the MNRTF public hearing, refreshments for Accessibility Workshop and postage; advertisement for the MNRTF public hearing in the Lake Orion review, reimbursement to Rochester for Bridge 31.7 engineering review fees, legal fees for review of ADA issue relative to the snow in Lake Orion, 1st Qtr wages and FICA for 2 staff positions, longevity one time salary payment to the Manager, staff shared copier costs, and 2023 mileage payment to the Manager. Estimated unrestricted fund balance is \$93,000.

MOTION by Sage, seconded by Whatley, *Moved*, that the invoices presented for payment are approved as presented in the amount of \$15,429.68 and orders be drawn for payment.

Ayes: All Nays: None

MOTION CARRIED.

REQUESTION FOR CONSIDERATION: Oakland Township Historical Society –

Placement of Railroad Signal Booth adjacent to PCT: Mr. Anthony Kowalchick, co-president of the Historical Society came forward and introduced himself. He is present to talk about the Goodison Station Signal Booth. Currently, this small building is located underneath the pavilion of the Cider Mill. The building was originally located at the Gallagher Bay City Railroad crossing, now the trail. It was used to switch trains on the former double track. The building was moved in 1974 after the railroad was decommissioned by a person in Goodison – he used it as a storage shed for years. The Historical Society received it from the owner in 2004 and restored it at that time, but probably needs a paint job and a new roof. Mr. Kowalchick said the Society is interested in placing it back near its original location, but on the south side of the road. He reviewed the trail right of way and it appears there is a wide enough area on the south side of the trail to locate it. Mr. Becker thinks this is a great idea for the historical information about the railroad, and feels there should be appropriate interpretative materials explaining it. Mr. Kowalchick said they have an interpretative description and would like to put a big wooden sign on the door explaining what it is including the year built (1940), and a metal plaque describing the history of the building. Currently inside the building is a fake railroad crossing sign which will be placed outside next to the building. Mr. Becker asked if the Commission could see the proposed signs before they are put up and the applicant indicated yes. Mr. Sage asked if the building ever had markings on it that denoted it as a Bay City Rail line. Mr. Kowalchick said when the structure was built it wasn't the Bay City anymore, it was New York Central. The Society is still going through the archives to see if they can find a picture of the building sitting next to the tracks; they have aerial photos, but they show only the roof. There was probably something on the building because it would have had a wooden platform at one time. Mr. Sage suggested the interpretative information reference both railroads. Mr. Walker commented the building is probably not wolmanized or weatherproofed, and is concerned how long it would last out in the elements and what level of upkeep would be required to keep it in an appropriate condition. Mr. Kowalchick indicated the Society has considered that; it would have to be painted every few years and the roof kept up to make sure it remains in good condition. He indicated there is a sister signal booth at 22 Mile & Shelby next to the tracks, but it's in horrible condition. Mr. Walker indicated that when someone places something on the trail that requires ongoing maintenance, typically there is some type of contractual obligation between the two entities that would require the Society to regularly check on it. Mr. Kowalchick indicated they have typed up a maintenance agreement to have someone check up on the building monthly. A draft was included in the packet, and the Commission commented it needs more language. Mr. Kowalchick said they would agree to sign a long term maintenance agreement. Mr. Walker asked what's wrong with where it is located today. Mr. Kowalchick said they would rather have the building in a more visible location to show its history to the people; right now people don't really know what it is. Ms. Gamage asked how it will be secured to the ground. Mr. Kowalchick said they would use railroad ties as they wouldn't degrade as quickly, and secure the building to the railroad ties so it stays in place. Mr. Sage asked if this would be good for an Eagle Scout project – to install and provide maintain. Mr. Walker said probably not, as these projects are usually a one and done effort. A question was asked how people will be prevented from trying to enter the structure or trying to tip it. Mr. Kowalchick said they want to put a lot of signs on the building before it's placed on site; the structure is pretty sturdy and quite heavy with shelving inside. There is a glass window with a metal wire over it in the back that people could look into. Chairperson Olijnyk is not sure where the structure will be placed and is worried about vandalism. She suggested the maintenance agreement be more detailed so there are no questions

in the future. Ms. Olijnyk feels this request would be require a permit and a formal maintenance agreement, and that more information is needed about the location, signage, etc., before the Commission can act on the request. Mr. Kowalchick understands the concerns and will forward the information.

UPDATE/REQUEST FOR CONSIDERATION: Dillman & Upton Fuel Tank & Fence:

Mr. Brad Upton from Dillman & Upton came forward and introduced himself. The company has been here since 1910, he's 4th generation, and a year ago, they sold their business but not the property or buildings to Mans Lumber who has been in business since 1900. He appreciates the opportunity to come to the Commission and apologizes for how the project was handled as he wants to be a better neighbor to the trail. The idea was to put up a fence to make the parking lot look better, put shelving up to stack the lumber and screen it from the trail. If a fence is approved, the Commission will be able to choose the color. He is looking to get a better image from the Commission and be a better neighbor to the trail. Chairperson Olijnyk appreciates the applicant coming tonight and agrees there was some miscommunication as the information was not coming directly from Dillman & Upton. She commented she understands why there are now two fuel tanks – one is new and the one partially on trail property will be removed. The other issue is the fence – the Commission voted not to increase the fence, and Ms. Olijnyk is not sure if he's asking for reconsideration. Mr. Upton said it doesn't really matter to him, they were trying to do good for people driving by and the trail. He wants to put racking up for the lumber to make it look better, and is open to whatever the Commission wants to see on the trail side, e.g., a fence, greenery or a mural – it's that or the lumber. Ms. Olijnyk said one concern is that we are trying to have the least amount of things on trail property. There's already a fence there, so we are looking for something more natural as a screen instead of the fence extension. Mr. Upton said they could plant trees to block the lumber. Mr. Walker added we are trying to keep the aesthetics of the trail as pure and natural as possible, and suggested something more native versus a fence. Mr. Becker's opinion is that having a fence to screen commercial property on the trail is not such a bad idea, but why not put up a fence to block the lumber and then trees to screen the fence? Mr. Upton invited a few people out to visit and get a vision that makes sense, redraw the plans, pick some trees – whatever the Commission wants. Ms. Gamage feels strongly that we don't want another structure built on our property, if the applicant wants to build a fence on their property, that's fine, but not on our property. She wants to see a natural barrier created that wouldn't require regular maintenance and us enforcing maintenance, but isn't sure what would work best for the conditions. Mr. Walker commented the fence would be 20 feet on our property, so the racking would also be on our property. Ms. Olijnyk asked if the Commission wants the Licensing Committee to have further discussions with Dillman & Upton about potential tree lines or plantings; she's fine with that. Mr. Ross commented he agrees with Mr. Becker's comments about a fence blocked by trees. Mr. Walker asked how long it will take to deplete the fuel in the tank that will be removed. Mr. Upton said he was told three weeks. Mr. Sage suggested the Licensing Committee consider alternate solutions for the mutual benefit of both sides – he would be willing to help if the Committee meets after working hours. Mr. Upton said the Licensing Committee could then give him directions as to what should be drawn up. Chairperson Olijnyk said the Licensing Committee will set up a time to meet with Mr. Upton to discuss ideas and bring the information back to the Commission. The Commission expressed appreciation to the applicant for coming in tonight.

DISCUSSION/APPROVAL: Friends of the Paint Creek Trail Memorandum of

Understanding: Mr. Louis Carrio, President of the Friends Group, came forward and indicated last year he appeared before the Commission and expressed concern about the sustainability of the organization, in particular as we might have a change in leadership or trail management and he felt it was important to have a better understanding with the Commission as to the Friends

relationship roles and responsibilities. It was suggested a Memo of Understanding be prepared to document this relationship, which will be helpful if we have changes to members. He and Ms. Gamage worked together to prepare a document which reflects what is actually happening now. He and Ms. Ford reviewed the agreement, and agreed it reflects the current situation and not any new responsibilities. Mr. Carrio asked if there are any questions. Mr. Walker said the document reflects the way it operates today including the Moutrie Garden, which the Friends are maintaining and taking care of, and thought that the Commission was going to take this over at some point. Mr. Carrio explained the financial responsibility shifted to the Commission, and Ms. Ford added we have a dedicated fund to cover this, but the garden itself will be maintained by the Friends. Mr. Carrio asked if something should be added to the Trail Management section. Mr. Walker said if we have a financial obligation to support the Friend's efforts, it should be called out. Mr. Carrio said work on the garden is also done by the City of Rochester Hills. Ms. Gamage has some concerns moving forward that with new leadership, so many things going on and the number of staff hours involved, this agreement might be obligating management to more administrative support that we might be able to provide in the future. To her, the Friends Group supports the Trail; it is mutual in many ways, but to her the Friends Group is designed to support the Trail. She agrees with the Trail being the physical location, address and phone number for the Friends, but as far as administrative support with making copies, completing permit requests for events, etc., she has concern moving forward. She thinks we should switch it so that the Friends Group is taking care of these efforts, and alleviating some of this work for trail management. Perhaps the wording "to the extent permitted by resources" could be added to #7. Mr. Carrio suggested that an Item #9 be added under Trail Management – "all of the above responsibilities are subject to the availability of resources", which would cover everything. Mr. Carrio asked staff for clarification that these administrative responsibilities are not that demanding. Ms. Ford indicated Ms. Grupido usually handles these requests. For example, Mr. Carrio explained when there is a Friends meeting, he's looking to have an agenda, minutes and a financial report (5-10 pages) copied for the meeting – that's the type of administrative work that would be done. He doesn't have the capability of doing that himself, and doesn't think it's a huge burden, but if the resources weren't available, he'd have to go someplace to have the copies made. Mr. Becker commented that #7 under Trail Management is open-ended and won't know if it's a burden or not until we try it, and suggested adding the #9 verbiage and see how it works, and if it becomes too much of a burden, we could renegotiate and reopen the Memorandum of Understanding. Chairperson Olijnyk suggested making the suggested changes (Moutrie financial obligation and #9) to the Trail Management section and put it on next month's agenda for approval. Mr. Carrio agreed to revise the document. He noted the one thing that would really help in the relationship is if the Friends Group had a page on the Trail's website and could eliminate the cost and burden of their individual website. He's asking that if the Trail's website is redesigned, we look to see how to merge the existing Friends website; right now there is redundancy of message and cost. Mr. Carrio explained if that could be done, the Friends Group could share in this cost, and eliminate their website cost. Mr. Becker agreed, asked then if there should be something in the Memo about when the document can be cancelled or amended. Ms. Olijnyk suggested a statement that says "this Memorandum of Understanding can be revised upon mutual agreement between the PCTC and Friends Group".

UPDATE: Grant Opportunities & Trail Capital Improvement Projects: An update memo was included in the packet. Ms. Ford explained she has an update on the Community Foundation \$50,000 grant we received for the Bridge 31.7 design engineering. The original grant period end date is April 23rd, but we're not done at this point. She requested a grant extension from the Foundation. After talking with the engineers it sounds like whether we get the TAP grant or not, will influence the way the plans are put together as MDOT requires certain specifications. They indicated a six month extension would be preferable. The Foundation agreed, so the grant period

has been extended to October 27th with a final report due in November. The same thing is true for the grant the city of Rochester received from Oakland County Parks. Ms. Ford needs to speak with the Rochester's DPW Director as he is the coordinator requesting a grant extension for the same reasons. The current grant period end date is May 19th. Application for the TAP grant was submitted. Ms. Ford reported that Bridge 31.7 was determined not eligible to be designated as a historic bridge; the TAP grant coordinator was happy to hear that and they are moving along with their review. A technical review meeting for this round of TAP funding is on April 26th, and will keep the Commission updated. The Section 106 review report completed by the consultants was submitted to SHPO for review. The MNRTF grant application was submitted. Ms. Ford said we've also talked about the Community Foundation/Ralph C. Wilson Trails Maintenance Fund – that funding has become available. Ms. Ford doesn't know how the Commission feels about trying to apply for this grant; the maximum grant is \$400,000, but a 1:1 funding match is required. Since Rochester has committed \$191,000 towards the bridge project, this grant may be an opportunity for them to apply for this grant; she has not spoken to Rochester about this. Mr. Sage commented if this is a formal request from the Commission, it needs to be brought to the City. As Ms. Ford is leaving, Ms. Gamage feels it would be prudent to ask Rochester to consider pursuing this grant for a match to their financial commitment. Ms. Ford will make the city of Rochester aware of this grant opportunity, and let them make the decision whether or not to pursue it. The Commission will not pursue this grant.

UPDATE: Southeast Rochester Property Cost Estimate: Ms. Ford indicated AEW submitted the cost estimate, construction costs will be \$88,650, and they provided additional an amount for contingency and an amount to provide construction administration and observation, so that total is \$138,650. There were some amenity items added that we had talked about that would be nice to add to the site – so the estimated total project cost is \$170,733. Both estimates were sent to Andrea at Michigan Trails and Greenways, but Ms. Ford has not heard back from her and will follow up.

UPDATE: 2023 National Trails Day: An agenda from Ms. Milos-Dale about what will be happening at the Paint Creek Junction on June 3rd was included in the packet. Ms. Ford commented all Commissioners are invited to attend. Ms. Olijnyk will make some remarks about why this trailhead is important to the trail and will be recognizing all the donors who contributed to the project. Ms. Olijnyk suggested asking the Mounted Patrol to stop by; Ms. Grupido will ask them.

DISCUSSION/APPROVAL: Rochester Hills Visitation Trackers on PCT: Summary information was included in the packet. Mr. Dennis Andrews and Ms. Dakota Coats, Rochester Hills Parks Department, came forward and introduced themselves. They are here to request approval to install two trail counters, one at Dutton and the other at Tienken. Mr. Andrews brought a tracker for the Commission to see. They've installed one on the Clinton River Trail. As far as the mounting goes, Ms. Coats explained on the Clinton River Trail, they put wood posts in the ground with the tracker inside an electrical box with a lock to prevent vandalism as they are expensive and passed around pictures of what it looks like. She explained how it works, when the infrared beam is broken, it records anyone going by. Mr. Andrews indicated the goal of the project is to collect data on usage. Ms. Coats added the count is broken down into hours, which is useful to see when people are using the trail. Mr. Becker asked if there is a reason to mount the tracker on a post rather than hide it on a tree; he would like something less obtrusive. Ms. Coats explained they installed the one on the Clinton River Trail on a post in a box so someone couldn't take it off a tree. Ms. Gamage asked if the tracker can be installed on an existing post or sign so there isn't an additional post on the trail; Ms. Coats responded yes. Ms. Gamage also asked if there was any signage near the post explaining what is and letting people know they're being

counted. Ms. Coats said yes – it’s a sticker saying it’s not a camera it’s a counter so please do not disturb. Ms. Coats then explained how the data is retrieved. Ms. Gamage thinks this is great to do, and asked how often the information will be shared with the Commission. Mr. Andrews said Mr. Elwert is on the Commission and will provide it to the members. A question was asked of the price; Ms. Coats said it’s about \$590 per unit, \$2,490 for a set of three and includes five years of using their on-line data. Mr. Ross asked if a QR code could be put on the post to take users to the website for an explanation instead of a sign. Ms. Gamage thinks a sign would be helpful to people. Mr. Whatley said this tracker information would be useful in Orion. A question was asked if this tracker is temporary, Mr. Andrews said the tracker is hopefully permanent, and will confer with the Commission about placement.

MOTION by Gamage, seconded by Walker, *Moved*, to approve placement of two trail counters on existing posts on the trail, and hopes that we get regular reports.

Ayes: All Nays: None

MOTION CARRIED.

DISCUSSION/APPROVAL: PCT Brochures at Michigan Welcome Centers: Ms. Grupido said we’ve been approved to distribute our brochures to the 14 Michigan Welcome Centers; MDOT recommends 100 brochures for each center to start with and then each center will request more based on how much request there is. She feels it would spread information about the trail to different parts of the states for people traveling through. The only cost at this point is shipping the brochures. We would ship to one location, and MDOT would distribute to the centers. They recommended we initially send 1,400 brochures, but we could send any amount, and they would distribute them evenly to the 14 centers. Ms. Ford said we currently have 5,000 brochures. Ms. Gamage asked if there was any other way to get this information distributed, i.e., maybe cards with QR codes on them; that might be less expensive than reprinting the brochures? Ms. Grupido will look into this idea.

MOTION by Ross, seconded by Sage, *Moved*, to approve sending 1,400 brochures to MDOT for distribution.

Ayes: All Nays: None

MOTION CARRIED.

UPDATE: Personnel Committee: Chairperson Olijnyk indicated 19 applications were received, which were narrowed down to the top six who were interviewed via a Zoom meeting. They also solicited written answers to five questions prior to the interviews and told the candidates we would be making recommendations – if the Commission would like to interview the top three candidates, it’s their call, but the Committee did rank the top three candidates, and their top candidate was Thomas Correll. Application materials for the top three candidates were provided to everyone this morning and hard copies provided tonight. A discussion ensued relative to the top candidate’s experience and qualifications. Ms. Olijnyk said if the Commission feels they would like to conduct interviews, feel free to do so (it would have to be done Thursday, make an offer and get someone in to have some time with Ms. Ford to talk about the job), but if they don’t feel the need to, and would agree with the Personnel Committee’s recommendation, their recommendation is Mr. Correll for the next Trail Manager. Mr. Becker hopes the Commission would consider the recommendation. Mr. Whatley and Mr. Sage support the recommendation. Ms. Olijnyk said if we make an offer, we need to know what the Commission wants us to communicate – the Committee recommends offering \$27.00/hr; the range is \$25-30/hr, with a start date of Monday.

MOTION by Whatley, seconded by Gamage, *Moved*, to make an offer to Mr. Correll within the salary range for 20 hours per week starting Monday, with the Personnel Committee making the final decision as to the hourly rate.

Roll Call Vote:

Ayes: Gamage, George, Olijnyk, Ross, Sage, Walker, Whatley

Nays: None

MOTION CARRIED.

If the offer doesn't work out, further interviews will be scheduled.

MANAGER'S REPORT: Ms. Ford summarized her written report included in the packet. The first complaint about grading was received by staff, but it's too soon to grade. Staff had a request to trim overhanging branches on the Bridle Path near Gunn as cyclists are using this path, which they are not supposed to be using as it's for the horses. Oakland Township did trim the branches. Another complaint was received about snow removal at Atwater. Our attorney spoke with the Village attorney; Lake Orion's explanation was because they don't remove snow on the rest of the trail, they don't feel the portion of their license agreement regarding maintenance was intended to include snow removal; they offered to contract for that service, but we would have to pay for it. The Train to Trails Half Marathon sponsored by Eastside Racing Company proposed on a portion of the trail has been moved to Macomb County.

COMMISSIONER REPORTS: Ms. Gamage suggested we include the trail counters on the inspection report, so the bike patroller can check on them. Mr. Ross recommended we don't install bike pumps at the fix-it stations as they get broken, but access to the tools is very helpful. Each Commissioner thanked Ms. Ford for all she has done, her service to all the member communities and the trail, and Congratulations on her new endeavor – she will be missed!!!

Chairperson read the following Resolution:

**PAINT CREEK TRAILWAYS RESOLUTION #2023-003
HONORING MELISSA FORD**

WHEREAS, Melissa Ford began her employment as Trail Manager for the Paint Creek Trailways Commission (the "Commission"); and

WHEREAS, Melissa has been instrumental in the continued development of the Paint Creek Trail, the outreach of the Commission, and the advancement of the Paint Creek Trail; and

WHEREAS, during her career, Melissa was professional, dedicated, knowledgeable, and loyal to the Commission's mission to provide Trail users with a natural, scenic and educational recreation experience while preserving the natural integrity of the Trail for the enjoyment of present and future generations; and

WHEREAS, Melissa's efforts over her years of service have contributed significantly to the Trail as well as the Commission's ability to provide exceptional service to area residents and visitors that enjoy the Trail, and her level of commitment to the Paint Creek Trail sets a positive example for others to follow; and

WHEREAS, Melissa's commitment to high work quality and dedication to the Trail and the Commission has proven to be a great asset to the Commission and to Trail users; and

WHEREAS, her commitment to the Trail and the Commission leaves an invaluable legacy for Trail users to enjoy far into the future.

THEREFORE, BE IT RESOLVED, that the Paint Creek Trailways Commission by adoption of this Resolution honors Melissa Ford for outstanding quality of work, her commitment to provide a superior Trail for all Trail users, and sends sincere appreciation for her countless contributions, and the lasting positive impact she made during her years of dedicated service to the Paint Creek Trailways Commission as the Trail Manager.

BE IT FURTHER RESOLVED, that the Paint Creek Trailways Commission extends to Melissa Ford its best wishes for continued success in all her future endeavors.

MOTION BY Olijnyk, seconded by Gamage, *Moved*, to approve Resolution #2023-003

Ayes: All Nays: None

MOTION CARRIED.

Ms. Ford said it's been a pleasure working with and getting to know everyone. She won't be a stranger and thanked everyone for their support and everything they've done over the years. Everyone has been instrumental in the successes we've had.

ADJOURNMENT OF REGULAR MEETING:

MOTION by Sage, seconded by Gamage, *Moved*, to adjourn the Regular Meeting at 9:20 p.m.

Ayes: All Nays: None

MOTION CARRIED.

NEXT REGULAR MEETING: May 16, 2023 at 7:00 p.m. – City of Rochester Municipal Offices

Respectfully submitted,

MELISSA FORD, Trail Manager

DAVID BECKER, Secretary

DRAFT

Paint Creek Trailways Commission Treasurer's Report - Flagstar Bank April 2023

Balance:	31-Mar-23		
	Checking Balance	\$	250,651.75
	Outstanding Checks (3640,3649, 3658,3663)	\$	896.00
	TRAILWAYS COMMISSION BALANCE		\$ 249,755.75
Revenues:			
	Adopt-A-Trail Sign Fee	\$	50.00
	Donation	\$	50.00
	Interest Income - April 2023 Interest Income	\$	171.03
	Total Revenues	\$	271.03
			\$ 250,026.78
Expenditures:			
	3664- Chase Card Services	\$	66.92
	3665 - View Newspaper Group - LO Review MNRTF Public Hearing	\$	94.80
	3666 - Sandi DiSipio - Recorders Fee - March 21	\$	240.00
	3667 - City of Rochester - BRDG 31.7 Engineering Review Fees	\$	1,836.00
	3668 - Oakland Township Parks & Rec Commission - 1st qtr wages	\$	12,631.65
	3669 - Rosati, Schultz, Joppich & Amtsbuechler, P.C. - ADA Issue	\$	362.50
	3670 - Melissa Ford Mileage Reimbursement	\$	197.81
	Total Expenditures	\$	15,429.68
			\$ 234,597.10
Balance:	30-Apr-23		
	Checking Balance	\$	235,492.10
	Outstanding Checks (3640, 3658, 3666)	\$	895.00
	TRAILWAYS COMMISSION BALANCE		\$ 234,597.10

Signed By: _____
Trailways Commission Treasurer

Trail Manager

Date: _____



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

MEMO

To: Commissioners, Alternates, & Staff
From: Tom Correll, Trail Manager
Subject: Current Grants and Grant Opportunities for the Bridge 31.7 Replacement Project
Date: May 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 Manger Correll has spoken with the city of Rochester DPW Director Alek Mizikar, who has requested 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.

TAP Grant Coordinator sent feedback and Trail Manager Correll worked with AEW to update grant application. AEW contact Aseel Putros sent feedback to Trail Manager Correll, who uploaded feedback to MDOT

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

SHPO determined that the project would have no adverse effect on historic structures and that we may continue with the project. This letter is included in your packet.

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.

Feedback requested – Updated deed and boundary map required. Trail Manager Correll worked with Kristen Wiltfang to create new boundary map for the bridge parcel and re-submitted documents as of 5/11/23

Michigan Department of Natural Resources – Michigan Spark Grants

Application scores are available and included in your packet. Tier 4 was not funded this round, but we can re-submit for the final round by July 26th, 2023. Trail Manager Correll will review scores, adjust the grant in sections we may be able to improve upon, and re-submit.

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.

City of Rochester DPW Director Alek Mizikar is applying for this grant. Trail Manager Correll has assisted by providing letters of support.

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 Correll 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.

Application Number

ARPA-0142

Public Benefit and Anticipated Outcomes

24

Maximum of 24 Points Available

Access to Project Site

14

Maximum of 17 Points Available

Financial and Social Considerations

9

Maximum of 19 Points Available

Clarity of Scope and Ability to Execute

6

Maximum of 14 Points Available

Access to New Opportunities for People of All Abilities

15

Maximum of 15 Points Available

New Construction, Renovation and Future Maintenance

11

Maximum of 11 Points Available

Total Score

79

Maximum of 100 Points

Tier

Tier 4

SPARK GRANT TIERS

Tiers	Score Range	Number of Apps	Cumulative	Total Request	Cumulative
Tier 1	Funded	21	21	\$14,178,900.00	\$14,178,900.00
Tier 2	83-89	10	31	\$4,804,600.00	\$18,983,500.00
Tier 3	80-82	20	51	\$11,729,600.00	\$30,713,100.00
Tier 4	77-79	39	90	\$27,618,200.00	\$58,331,300.00
Tier 5	74-76	45	135	\$28,802,100.00	\$87,133,400.00
Tier 6	70-73	62	197	\$39,466,100.00	\$126,599,500.00
Tier 7	67-69	55	252	\$32,215,400.00	\$158,814,900.00
Tier 8	64-66	55	307	\$33,418,400.00	\$192,233,300.00
Tier 9	60-63	56	363	\$36,648,900.00	\$228,882,200.00
Tier 10	0-59	99	462	\$52,115,700.00	\$280,997,900.00
		462		\$280,997,900.00	



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
MICHIGAN STRATEGIC FUND
STATE HISTORIC PRESERVATION OFFICE

QUENTIN L. MESSER, JR.
PRESIDENT

May 9, 2023

DANA REINKE
ENVIRONMENTAL SPECIALIST
FEDERAL HIGHWAY ADMINISTRATION
315 W ALLEGAN STREET ROOM 201
LANSING MI 48933

RE: ER23-263 Paint Creek Trail Bridge Replacement, T03N, R11E, Sec. 10, Rochester, Oakland County (FHWA)

Dear Ms. Reinke:

Under the authority of Section 106 of the National Historic Preservation Act of 1966, as amended, we have reviewed the above-cited undertaking at the location noted above. Based on the information provided for our review, it is the opinion of the State Historic Preservation Officer (SHPO) that **no historic properties are affected** within the area of potential effects of this undertaking.

This letter evidences FHWA's compliance with 36 CFR § 800.4 "Identification of historic properties," and the fulfillment of FHWA's responsibility to notify the SHPO, as a consulting party in the Section 106 process, under 36 CFR § 800.4(d)(1) "No historic properties affected." **If the scope of work changes in any way, please notify this office immediately. In the unlikely event that human remains, or archaeological material are encountered during construction activities related to the above-cited undertaking, work must be halted, and the Michigan SHPO and other appropriate authorities must be contacted immediately.**

We remind you that federal agency officials or their delegated authorities are required to involve the public in a manner that reflects the nature and complexity of the undertaking and its effects on historic properties per 36 CFR § 800.2(d). The National Historic Preservation Act also requires that federal agencies consult with any Indian tribe and/or Tribal Historic Preservation Officer (THPO) that attach religious and cultural significance to historic properties that may be affected by the agency's undertakings per 36 CFR § 800.2(c)(2)(ii).

The State Historic Preservation Office is not the office of record for this undertaking. You are therefore asked to maintain a copy of this letter with your environmental review record for this undertaking.

If you have any questions, please contact Scott Slagor, Cultural Resource Protection Manager, at 517-285-5120 or by email at slagors2@michigan.gov. **Please reference our project number in all communication with this office regarding this undertaking.** Thank you for this opportunity to review and comment, and for your cooperation.

Sincerely,

Scott E. Slagor
Cultural Resource Protection Manager

AK:SES

Copy: Monica Urbie, MDOT
Danny Kekhwa, Anderson, Eckstein & Westrick, Inc.,
James Miller, Miller Preservation Services, LLC





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

MEMO

To: Commissioners, Alternates, & Staff
From: Melissa Ford, Trail Manager
Subject: Review of License Agreements
Date: April 26, 2023

Trail Attorney and I have had further discussions regarding updating the existing license agreements. While we were unable to locate all the relevant documents, we have no reason to believe that proper procedures were not followed when these licenses agreements were originally approved. Additionally, we have determined that at the time the Trail acquired the property, with the assistance of the State of Michigan, most of these license agreements were already in place. Therefore, we do not believe that updating these existing licenses agreements will cause any additional issues.



MEMO

To: Commissioners, Alternates and Staff
From: Tom Correll, Trail Manager
Subject: May Manager's Report
Date: May 11th, 2023

Advisory Committee Reports

License committee meeting with Dillman & Upton on May 1st, 2023. Reached out to 40th anniversary committee for introduction and assistance with dates. Administrative Assistant Grupido reached out to potential foundries/sculpture artists for help with creating new recognition spikes.

Complaints/Vandalism/Feedback

Report of food waste/rotting food on the trail on 4/24. Report sent to Rochester Hills Park Ranger Dakota. She responded "My plan of action is to continue to monitor the area and either spot the person directly and notify them to stop or try and contact the property management for the condos and get some information. If needed I am sure I can contact the sheriff's office for assistance as well."

New Trail Manager Onboarding

New Trail Manager Correll trained with outgoing Trail Manager Ford the week of 4/24-4/26. Spent time reviewing daily and monthly tasks, important contacts for grants, maintenance, events, etc. Reviewed ongoing grants and went over upcoming deadlines. Met with Administrative Assistant Grupido regarding daily and ongoing tasks, schedule and updating office hours. The updated office hours are now listed on the website and at our office, and are as follows:

MONDAY	10:00 a.m. – 2:00 p.m.
TUESDAY	8:30 a.m. – 4:30 p.m.
WEDNESDAY	8:30 a.m. – 4:30 p.m.
THURSDAY	8:30 a.m. – 4:30 p.m.
FRIDAY	CLOSED
SATURDAY	CLOSED
SUNDAY	CLOSED

The week of 5/1-5/3 Trail Manager Correll reached out to various contacts for introduction, including Friend of PCT contacts Mike Jahn and Louis Carrio, setting up a meeting with them on 5/18. Met with Alek Mizikar from City of Rochester DPW and Aseel Putros from AEW about upcoming grants. Spent time working with grant contact Merrie Carlock getting updated in the grants system and receiving feedback on MNRTF grant.

The week of 5/9-5/11 Trail Manager Correll met with Bike Patroller Dan Butterworth. AA Grupido ordered new updated signs for Adopt-A-Trail, which will be placed on the trail by the end of May. Grant feedback and forms were updated and submitted for MNRTF and for TAP.

Medical Emergencies/Police/Fire Calls on the Trail

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

Finances

- 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:** SHPO 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:** I contacted Andrea LaFontaine from Michigan Trailways and Greenways to introduce myself and learn more about the donor for the SE Rochester property. Their lawyer received the cost estimate from us but is looking for a visual plan/design for the project before moving forward.

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

Paint Creek Trail Website Analytics

In the last month, we had 1,929 visitors, with 6,909 page views. The top 10 visited pages:

Top Pages

Home Page

Trail Maps

Parking

Location

Mileage

FAQs

Agendas, Minutes, Packets, PCTC

Maps

Location

Last 30 days

2,559

1,543 (Up from 790 last month)

259 (Up from 108 last month)

251

227 (Up from 108 last month)

165 (Up from 119 last month)

159

131

105

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. SHPO review came back and concurred with cultural resource consultant.	Complete by 2025
Upgrade Trail Website	RFP is in draft	1 year
Update Licensing Agreements	Memo is included in packet. Invite attorney to June meeting for clarification.	1 year

Calendar of Events on the Trail

(All bolded events run by Commission & Friends)

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

November

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). Trail Manager Correll meeting with Friends on 5/18	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)	The next meeting is scheduled for June 13 th . Trail Manager Correll will attend	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. Updated signs have been ordered and received, will be placed on the trail this week.	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
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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. Ms. LaFontaine is requesting visual plans to present to donors attorney.	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 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.	2	OG
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	2022	2023	<i>Difference</i>	2024
REVENUE						Final	Approved	Draft	<i>from 2022</i>	Projected
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
Total Revenue						\$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	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	\$1,500	\$1,500	\$0	\$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	\$2,000	\$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	\$0
Member Unit Contributions								\$0	\$0	\$0	\$0	\$0
MNRTF Reimbursement								\$25,832	n/a	\$0	\$0	\$0
Ralph C. Wilson Foundation								\$3,928	\$0	\$0	\$0	\$0
Total Revenue								\$29,761	\$7,819	\$0	\$0	\$0
EXPENSES												
Bridge 33.7 Renovation								\$0	\$7,819	\$0	\$0	\$0
Legal Services								\$0	\$0	\$0	\$0	\$0
Tree Removal								\$0	n/a	\$0	\$0	\$0
Design Engineering								\$0	\$0	\$0	\$0	\$0
Construction Engineering								\$0	\$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			
								\$ 85,032.00			
2023 Total Restricted Funds for future expenditures											
	Rochester Art Project - Maintenance fund							\$ 720			

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	<i>Art Project Brochure (Greenbaum)</i>					\$ 100				
	<i>Moutrie Pollinator Garden Maintenance</i>					\$ 841				
				<i>Subtotal</i>		\$ 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				