



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

# Paint Creek Trailways Commission Meeting

Tuesday, July 18<sup>th</sup>, 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: June 20<sup>th</sup>, 2023
  - b. Treasurers Report – June 2023
6. **Approval of Invoices**
7. **Memo:** RTC (Rail-to-Trail Conservancy) Grant Opportunity
8. **Update/Discussion:** Labor Day Bridge Walk – September 4, 2023
9. **Memo/Approval:** Trail Improvement Subcommittee
10. **Memo:** Perpetual Plaque Quote
11. **Memo/Approval:** 2022 Audit Report
12. **Discussion:** Hidden Oak Lane Property
13. **Update:** Bald Mountain Connector Project
14. **Manager's Report**
15. **Commissioner Reports**
16. **Closed Session to Discuss Attorney Guidance on PEV Policy**
17. **Adjournment of Regular Meeting**

## **Next Regular Meeting:**

August 15<sup>th</sup>, 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
- June 20<sup>th</sup>, 2023 Draft Minutes
- June 2023 Treasurer's Report
- Memo: RTC Grant Opportunity
- RTC Grant Application 2023 Worksheet
- Labor Day Bridge Walk Sponsorship Form
- Memo: Trail Improvement Subcommittee Discussion
- Memo: Perpetual Plaque Quote
- Memo: 2022 Audit Report
- 2022 Audit Report
- 2022 Audit Managers Discussion & Analysis
- July Manager's Report
- 2023 Paint Creek Trailways Commission Operations Budget – Amended March 21, 2023
- June 30, 2023 – Trail Inspection Report

**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**  
**July 18, 2023**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment**
5. **Consent Agenda:**
  - a. Minutes: June 20<sup>th</sup>, 2023
  - b. Treasurers Report – June 2023
6. **Approval of Invoices**
7. **Memo:** RTC (Rail-to Trail Conservancy) Grant Opportunity  
**Summary:** Trail Manager Correll has provided a memo in your packet  
**Desired Action:** Discussion & Approval  
**Budget Impact:** TBD
8. **Update/Discussion:** Labor Day Bridge Walk – September 4, 2023  
**Summary:** Trail Manager Correll will provide an update on the Labor Day Bridge walk event planning for 2023 as well as the Sponsorship Form  
**Desired Action:** Discussion  
**Budget Impact:** TBD
9. **Memo/Approval:** Trail Improvement Subcommittee  
**Summary:** Trail Manager Correll will provide an update on the Trail Improvement Subcommittee meeting and seek approval for adjustment of memorial bench rates.  
**Desired Action:** Discussion/Approval  
**Budget Impact:** TBD
10. **Memo:** Perpetual Plaque Quote  
**Summary:** Administrative Assistant Grupido has provided a memo in your packet.  
**Desired Action:** None  
**Budget Impact:** \$292.00 Expense
11. **Memo/Approval:** 2022 Audit Report  
**Summary:** Trail Manager Correll has provided a memo in your packet  
**Desired Action:** Approval  
**Budget Impact:** NA
12. **Discussion:** Hidden Oak Lane Property  
**Summary:** Chairperson Olijnyk will update the commission on discussions with a potential land donor.  
**Desired Action:** Discussion  
**Budget Impact:** TBD
13. **Update:** Bald Mountain Connector Project  
**Summary:** Trail Manager Correll will provide an update on the Bald Mountain connector project including timeline.  
**Desired Action:** None  
**Budget Impact:** NA

14. **Manager's Report:** Included in your packet
15. **Commissioner Reports**
16. **Closed Session to Discuss Attorney Guidance on PEV Policy**
17. **Adjournment of Regular Meeting**

**Next Regular Meeting:**

August 15<sup>th</sup>, 2023 – City of Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48307



**REGULAR MEETING of the PAINT CREEK TRAILWAYS COMMISSION**  
**Paint Creek Cider Mill**  
**4480 Orion Rd, Rochester, MI 48306**

**CALL TO ORDER:** The Tuesday, June 20, 2023 Regular Meeting was called to order by Chairperson Olijnyk at 7:08 p.m.

**Voting Members Present:** Brian Blust, Robin Buxar, Ken Elwert, Linda Gamage, Patrick Ross, David Walker

**Voting Alternates Present:** None

**Non-Voting Alternates Present:** Carol Morlan, Martha Olijnyk

**Voting Members Absent:** Julia Dalrymple, Steve Sage

**Alternates Absent:** David Becker, Russell George, Dave Mabry, 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:** Tom Correll, Trail Manager, Eryn Grupido, Administrative Assistant, 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 Blust, seconded by Buxar, ***Moved***, to approve the June 20, 2023 agenda as presented.

Ayes: All      Nays: None

**MOTION CARRIED.**

**PUBLIC COMMENT:** No public comment on non-agenda items. Several residents are present for an agenda item, and will be given a chance to speak when the item is discussed.

**CONSENT AGENDA:**

a. Minutes – May 16, 2023 Regular Meeting, approve and file

b. Treasurers Report – May 2023, receive and file

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

Ayes: All      Nays: None

**MOTION CARRIED.**

**APPROVAL OF INVOICES:** Mr. Correll presented the list of invoices totaling \$392.33. In addition to the recorder's fee, this amount includes credit card charges for GoToMeeting monthly fee, Bike Patrol shirts and certificate frames; payment to Ms. Grupido for heat press of the bike patrol shirts, and legal fees relative to the license agreements. Estimated unrestricted fund balance is \$93,000.

**MOTION** by Elwert, seconded by Buxar, ***Moved***, that the invoices presented for payment are approved as presented in the amount of \$392.33 and orders be drawn for payment.

**Roll Call Vote:**

Ayes: Blust, Buxar, Elwert, Gamage, Ross, Walker  
Nays: None

**MOTION CARRIED.**

**MEMO/APPROVAL: Recognition Spikes:** A summary memo is included in the packet. Mr. Correll explained following the purchase of the spike statue mold from Will Langston Pewter, staff has reached out to pewter specific artists to replicate his statues for the creation of the commemorative recognition spikes. Staff would like approval to send the mold and place our first order of five spikes for \$225 plus shipping with JPPewter. They create a lot of MI items as a former local but is now located in Virginia and plans to keep working for at least 20 years and pass the trade on to his family. We could clean up our own spikes to use; we have eight and could purchase more on ebay. JPPewter does have a railroad spike collection he'd be willing to use to start and believes he knows how they were cleaned and shaped. Staff passed on Will Langston's website for them to investigate the design. We have four spikes created right now but one has a broken statue and another is corroded. New supplier will repair the broken spike at no charge. Mr. Correll summarized the four recognition guidelines and is decided case-by-case. There is no recorded information found on an award plaque being given to anyone or a design of it; should we pursue designing this? Also, the "Living" wall name plaque is full; should we start a second one? Upon a question, Ms. Grupido indicated she has not gotten a quote on the cost of a second "Living" wall plaque yet.

**MOTION** by Elwert, seconded by Buxar, *Moved*, to approve spending \$225 plus shipping for the purchase of five spikes.

**Roll Call Vote:**

Ayes: Blust, Buxar, Elwert, Gamage, Ross, Walker  
Nays: None

**MOTION CARRIED.**

**MEMO: Current Grants and Grant Updates (Spark Grant):** A summary memo is included in the packet. There is no updated information regarding the current grants other than the Spark Grant; resubmission for Round 2 scoring is due June 26<sup>th</sup>. Mr. Correll indicated in early June, they released some information about why we received the scores we did, but it's difficult to know why as they don't indicate which questions we got wrong. In looking through the information Mr. Correll noted we did not receive any points for the Access to Project Site question. The answer Ms. Ford submitted was very thorough, but he's going to go back through it. He feels they are looking to see if we do our own programs as an organization – but we don't as we partner with other groups, so Mr. Correll might change the wording on the answer and update that narrative as we do a lot of partnerships with groups that use the trail for programs. It was suggested the Labor Day Bridge Walk be included; Mr. Correll confirmed this was listed. Other suggestions were Dinosaur Hill, Trout Unlimited project, and Adopt a Trail groups. Mr. Correll will resubmit the grant for Round 2 scoring. Mr. Correll then commented he went on a site visit last week to Bridge 31.7 with Mary Parlock, the grant supervisor for the MNRTF grant; things are moving along.

**DISCUSSION/APPROVAL: Event Sponsorship Forms:** Originally, there was just one form; the one used the Labor Day Bridge Walk. Mr. Correll is working on submitting the event application to the City of Rochester. There is not a big difference in this sponsorship form other than updating it. He's not sure if this needs approval from the Commission or just a Committee item. Mr. Correll created another sponsorship form for the 40<sup>th</sup> Anniversary Event (November 18<sup>th</sup>) based on discussions with the subcommittee about upping the sponsorship level for this event. He asked for feedback from the Commission. Mr. Elwert feels it could be potentially problematic to fundraise at the same time for two different events two months apart; we could de-emphasize the LDBW a bit and concentrate on the regular sponsors, and then focus on the 40<sup>th</sup>

Anniversary event. Mr. Correll did consider creating a sponsorship form for both events, where sponsors could sign up to do one or the other, or both events, but doesn't know if this would hinder any sponsors. Mr. Ross is on the 40<sup>th</sup> Anniversary Committee, has a few sponsors interested and said the intent was to keep the LDBW as is and have a separate form for the Anniversary event. Chairperson Olijnyk feels the level amounts are appropriate for the Anniversary and to have a separate form for this event. Mr. Blust agreed. Mr. Correll said he can create a sponsorship spreadsheet and share with the two Committees. Ms. Gamage suggested offering the LDBW sponsors something like for an additional \$100, their name could also be on the banner for the Anniversary event as a lot of these sponsors have been doing it for many years. Mr. Correll will add something to the LDBW form and present it to the two subcommittees. Mr. Walker likes this avenue as we know one presenting sponsor for LDBW is sufficient as we have a handle of the costs, but is one presenting sponsor enough for the Anniversary event sufficient as we don't know what expenses will be incurred. Mr. Correll will coordinate a meeting between the two subcommittees.

**UPDATE: 40<sup>th</sup> Anniversary Date/Event Application Submission:** Mr. Correll is working on the application and will submit it to Lake Orion before the next meeting.

**UPDATE: Friends of Paint Creek Trail – Memorandum of Understanding:** Mr. Louis Carrio came forward and indicated the MoU was included in the packet, clarifying the relationship on the Pollinator Garden as far as expenses and work, added the comment that any administrative work that the Friends rely on from the Commission is subject to capacity, and added that either party could terminate the agreement at any time for any reason. Having made these changes at the request of the Commission, Mr. Carrio is requesting approval of the document. Mr. Elwert referenced #4 under PCT relative to the Friends bank account and debit card to be registered and retained at the Trail office – he asked what the Trails office is doing now. Mr. Carrio explained the Trail office is the corporate office of the Friends, so all the records are kept there. The debit card is kept in the lock box in the office and has been for 10 years. There have been no problems so far. A question was asked if staff uses the Friends' debit card. Mr. Carrio said there have been occasions where the Friends have authorized the use of the debit card for a particular purchase.

**MOTION** by Gamage, seconded by Buxar, ***Moved*** to approve the Memorandum of Understanding between the Friends Group and the PCT Management.

Ayes: All      Nays: None

**MOTION CARRIED.**

**MEMO: License Agreements:** A memo is included in the packet summarizing updates of the existing agreements. Mr. Correll indicated the Committee has had further discussions and is presenting these updates for approval from the Commission as well as use of the trail's attorney to update and send the new license agreements with the PCT staff to send annually after. The updates were prepared by Mr. Walker. Mr. Elwert commented the memo is very well written. Chairperson Olijnyk is appreciative of preparing the updates based on CPI, research on the licenses and how things should have proceeded through the years. The Committee feels this update is appropriate to request. Ms. Olijnyk added the Committee has also spoken to the attorney to request updating the template for the agreements. If the Commission wants the attorney to go ahead and start negotiating the fees, a Motion is necessary. Ms. Gamage inquired if the attorney was asked how much this will cost the Commission. Ms. Olijnyk said we had an estimate of time and cost the last time, but did not ask again. The cost will depend on her trying to get a hold of people, who's going to contest it, how many phone calls and how long this process will take. Ms. Gamage remembers a license agreement in the past that took a lot of time to negotiate, and she's concerned that the cost of the process might exceed the benefit sum. She

asked if we could cap it at a certain amount without the attorney checking back with the Commission. Chairperson Olijnyk said we could set a cap, which could hinder us if we don't get it done by the cap – we can also request that after a set number of hours, the attorney update the Commission. Mr. Elwert commented this is updating the agreements for now and into the future; it's building into the contracts not just for now, but into the future. So it might cost more this year than we get back, but over time it would pay off. Ms. Gamage added that some of the licenses are very small. Mr. Blust asked how much Dillman & Upton is currently paying for their license. Mr. Walker responded \$4,000 per year, and this license fee has not changed in 32 years. Mr. Blust commented this license fee has been flat for quite a while. He's fine with the increase, it's appropriate and consistent with all the other agreements, and suggested we give them a "heads-up" before they get the updated agreement. Ms. Gamage said they seemed to indicate that it was anticipated. Mr. Walker remembers the attorney's original estimate was for 6-8 hours, so maybe we ask for an update after eight hours. Mr. Correll located the attorney's estimate from two years ago – at that time, she indicated one hour to review and revise the license agreement as needed, once the first agreement is reviewed, she would use that language for the remaining seven agreements, which would be nominal. Therefore, reviewing and revising all agreements will be approximately two hours. The remaining time will depend on how much of a fight the property owner puts up with regard to negotiating the revised standard fees form.

**MOTION** by Walker, seconded by Gamage, *Moved*, to approve that the attorney proceed with updating the license agreements and give the Commission an update if and when she reaches an eight hour milestone.

Roll Call Vote:

Ayes: Blust, Buxar, Elwert, Gamage, Ross, Walker

Nays: None

**MOTION CARRIED.**

**MEMO: Attorney Work on Electric Mobility Devices:** Mr. Correll indicated he and Chairperson Olijnyk met with Trail Attorney Hamameh and provided background regarding citizen requests to allow certain electric mobility devices on the trail. The Commission is wondering if there is any precedent to be required by law to allow certain electric mobility devices, and asked the attorney to research law pertaining to allowing these devices on the trail. The attorney was provided with existing trail policies regarding electric bicycles and the handout from Mr. Moo who presented at the last meeting. Chairperson Olijnyk stated preliminary feedback has been received, but we can't discuss it due to attorney/client privilege while seeking attorney advice, so no final answer has been received. Upon a question if these devices are allowed on the Clinton River Trail, Mr. Elwert said they are not allowed; only e-bikes are allowed as mandated by state law, which is what the Trail follows. There's no obligation to open it up to other electronic devices, but there's also no reason you can't. Chairperson Olijnyk opened the floor for public comment.

Mr. Robert "Bobby" Desmarais, 2930 Weavertom, Rochester Hills, came forward, introduced himself, and gave a presentation on one-wheelers. He is an avid one-wheeler rider with over 12,000 miles of riding experience, and can use the trail to get to relatives in Lake Orion. He is active in the PEV community and leads a large one-wheel Facebook group. He is advocating for the existing ban on one-wheels and other similar devices on the trail to be lifted for these devices and that PEV's be granted the same rights, duties and responsibilities as bicyclists and e-bikers on the trail as is standard with State law and Michigan State Police guidelines. He spoke about utilizing the trail for safety reasons rather than traveling along busy Orion Road. He explained how one-wheelers are a safe mode of transportation, and are just as safe, if not safer than any other cyclist on the trail. PEV's are a rapidly growing hobby and method of transportation, and are a key part of a sustainable green future for Rochester Hills. He proposes the trail follow suit

with the State and the Macomb Orchard Trail to allow one-wheelers and other PEV's to be granted the same rights as e-bikes.

Mr. Desmarais has a one-wheeler with him and explained to the Commission how it works.

Ms. Fallon Franczyk, 1698 Deep Woods Circle, came forward, introduced herself and indicated she's lived in Rochester her whole life. She wants to address the issue of the ban on one-wheel electric devices from the trail. She is a rider and wants to be a voice for the community of individuals who have embraced this form of transportation. She understands the concerns raised about the use of one-wheel devices on the trail, but it is important to assess the current regulations with fairness and consider the evidence. She reiterated the previous speaker's comments about the dangers of riding on the Orion Road versus the trail. E-bikes show a similarity to one-wheel devices in terms of specifications allowed on the trail. E-bikes require pedal assist to reach speed and persons using one-wheelers must assist the board to propel the board. If e-bikes, which operate in a similar manner are deemed safer for trail use, why are one-wheels being singled out for exclusion. Allowing one-wheelers on the trail can provide an alternative mode of transportation, alleviating traffic congestion and reduce the risk of accidents. Instead of a ban, a more constructive approach can be taken to address the concerns raised. She urges the Commission to reconsider the ban on one-wheel devices from the trail.

Ms. Amanda McDonough, 206 Oxford Lake Dr., came forward, introduced herself and is before the board as a mom of two boys who have a passion for one-wheeling. She is thrilled to watch them appreciate the outdoors over screens. Having a trail nearby allows her family to explore and make a day out of visiting nearby cities and supporting their businesses. The boys have developed a better understanding of the rules and etiquette of trails, and increased their personal responsibility as well as to others. The trails are safer and more enjoyable than sidewalks. She spoke of the one-wheel community as being very kind and respectful, and feels we should embrace this mode of transportation.

The Commission expressed appreciation for everyone that came tonight and for their informative comments and education about these devices. Mr. Elwert explained the challenge is not with individuals like the people in attendance who are passionate about this. Since the State has opened up e-bikes, the amounts of complaints staff gets has gone up enormously. That is the issue the Commission is weighing here – the individuals who aren't respectful and what conflicts that potentially might cause. Mr. Correll was asked to contact Michigan Trails Alliance about which trails allow one-wheelers.

**UPDATE: SE Rochester Property:** Mr. Correll indicated he met with Andrea from the Greenway Association about the next steps. The donor was seeking more firm visual plans - he did find the old ones but they don't include floodplain information. He talked to AEW about the next steps, and is trying to figure out how the funding works. Things are moving forward, and AEW put together a tentative timeline on the project – completion around October 2024 pending all the funding going through.

**MANAGER'S REPORT:** Mr. Correll summarized his written report included in the packet; a lot was already covered during the meeting. The Friends Group reported an illegal campsite under the bridge north of Tienken; Rochester Hills and local authorities cleared out the area, which was abandoned. Orion Township repaired the creek access staircase railing north of Clarkston/Kern and also graded the trail. Oakland Township is looking at repairs for the creek access boardwalk south of Flagstar Bank. Trail staff has started placing the single file trail etiquette signs. Photos from the Friends cleanup between Tienken and Silver Bell, and the Paint Creek Junction Ribbon-Cutting are included in the packet. Vanguard Trout Unlimited started

research on trout habitat in the creek last Friday and will continue during the coming weeks. Mr. Correll has a power point presentation of the project if anyone wants to view – it's very interesting. Trail counter data is included in the packet and will be updated each month. Mr. Elwert noted Ms. Gamage mentioned at a previous meeting about locating a counter in Rochester, and he would be willing to assist with their effort, as it's less expensive to bump on an existing account than to go on a new account. Ms. Gamage feels it would be interesting to put one at the SE Rochester property to see how many people are using it to access Bloomer Park. Mr. Correll will be setting up a meeting with the LDBW Committee soon. Chairperson Olijnyk suggested a closed session be scheduled to discuss attorney advice on PEV's. She then referred to a comment on the inspection report about three wayfinding signs near Paint Creek Junction – none of these signs mention the Junction. Staff will see if there is room on the signs to include this.

**COMMISSIONER REPORTS:** Ms. Gamage asked if we talked previously about updating the video from the 30<sup>th</sup> Anniversary. Mr. Elwert said yes at one point, but is not sure RH can do this due to staffing conflicts, but he will follow up. Ms. Gamage suggested we keep in mind to collect things for the 50<sup>th</sup> Anniversary celebration. Ms. Gamage suggested a short discussion about the field trip to the Bald Mountain Bridge and if the project plan is complete – she has concerns with the bridge abutting the trail as there isn't much space for bridge riders to turn coming off. Perhaps the trail could be diverted out a little where the bridge abuts the trail, or putting a bollard at the end of the bridge. A short discussion ensued. Ms. Olijnyk said the last time Bald Mountain was before the Commission was February. Ms. Gamage thought we asked for signage on the bridge and also a maintenance agreement. Mr. Correll will contact the project consultant for a project status. Mr. Walker elaborated on the Vanguard Trout project and what he observed last Friday and reported they will be back in the river July 17<sup>th</sup> and 24<sup>th</sup> to actually place the amendments in the water. Mr. Elwert provided more trail counter information. Ms. Olijnyk said she was contacted by someone who is potentially interested in donating six acres of property in Rochester Hills to the trail as they are moving unexpectedly. She doesn't have any more details, but if the Commission is interested in pursuing this for more information, she will contact the person again. A photo of the area was given to the members; the parcel is landlocked, at the end of a subdivision and appears to be swampy. Mr. Carrio suggested this might be of interest to the Greenspace Committee if we're not interested. A short discussion occurred, and afterwards Ms. Olijnyk was asked to get additional information.

**ADJOURNMENT OF REGULAR MEETING:**

**MOTION** by Gamage, seconded by Buxar, *Moved*, to adjourn the Regular Meeting at 9:00 p.m.  
Ayes: All      Nays: None

**MOTION CARRIED.**

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

Respectfully submitted,

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TOM CORRELL, Trail Manager

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DAVID BECKER, Secretary

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

<b>Balance:</b>	31-May-23		
	Checking Balance	\$	229,226.31
	Outstanding Checks (3640, 3666, 3672)	\$	655.00
	<b>TRAILWAYS COMMISSION BALANCE</b>		<b>\$ 228,571.31</b>
<b>Revenues:</b>			
	Trail Saleable - Sticker from PCT Jxn Grand opening	\$	5.00
	MMRMA Asset Distribution	\$	1,374.00
	Interest Income - June 2023 Interest Income	\$	169.44
	<b>Total Revenues</b>	<b>\$</b>	<b>1,548.44</b>
			<b>\$ 230,119.75</b>
<b>Expenditures:</b>			
	3675 - Chase Card Services	\$	51.33
	3676 - Sandi DiSipio - Recorders Fee - May 16	\$	240.00
	3677 - Eryn Grupido - Reimbursement for heat press	\$	26.00
	3678 - Rosati, Schultz, Joppich, & Amtsbeuchler - legal fees	\$	75.00
	<b>Total Expenditures</b>	<b>\$</b>	<b>392.33</b>
			<b>\$ 229,727.42</b>
<b>Balance:</b>	30-Jun-23		
	Checking Balance	\$	230,382.42
	Outstanding Checks (3640, 3672, 3676)	\$	655.00
	<b>TRAILWAYS COMMISSION BALANCE</b>		<b>\$ 229,727.42</b>

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: RTC (Rail-to-Trail Conservancy) Grant Opportunity  
Date: July 7, 2023

### **RTC (Rail-to-Trail Conservancy) Grant Opportunity**

On July 7<sup>th</sup> Trail Manager Correll was made aware of a potential new grant opportunity by our DNR grant coordinator Merrie Carlock.

The opportunity is through the Rail-to-Trail Conservancy and is described as follows on their website:

*In 2023, RTC will award approximately \$200,000 to organizations and local agencies that are working to develop and connect equitable trail networks. To support a wide variety of projects and programs that reflect elements of the [TrailNation Playbook](#), grant amounts will range between \$5,000 and \$25,000.*

The grant application is included in your packet and is due on July 31, 2023. Trail Manager Correll is seeking guidance and input from the commission on applying for this grant and which project(s) the commission feel the grant could help fund.





## Worksheet | Rails-to-Trails Conservancy's 2023 Trail Grants Program

### About the RTC Trail Grants

RTC's Trail Grants program is open to non-profit organizations as well as state, regional, local and tribal agencies working to support, develop and activate local and regional trail networks. This year's Trail Grant awards will prioritize projects and programs that help to achieve RTC's vision for equitable trail networks as essential community infrastructure. With this in mind, we are planning to support a broad spectrum of funding need categories that may otherwise be challenging to fund. We strongly encourage organizations that represent or serve low-income, or communities of color to apply.

Please review the [eligibility requirements and guidelines](#) before you apply.

### Before You Apply Online

*This worksheet is intended to assist you in filling out the online form. **Please note that we will not accept this worksheet as a completed application.***

This worksheet contains all the information you will be asked to provide in the 2023 RTC Trail Grants Program application. We suggest you prepare your responses below and when finished, copy and paste your responses in the [online application form](#). *Note: You will need to complete the online application in one sitting and will not be able to save the information on a partially completed application.*

Please review this year's [Trail Grants guidance](#). **All answers are required on the application.** For questions not applicable to your project or organization, write "N/A" in the text box.

### Your Contact Information

**First Name:**

**Last Name:**

**Title:**

**Email Address:**

**Phone number:**

### Organization Information

**Organization Name:**

**Address:**

**City:**

**State:**

**Zip Code:**

**Organization Website:**

**Organization Phone Number:**

**List Preferred Social Media Page URLs That You're Active On:**

**Organization Mission Statement:**

Project Information

1. **Please name and briefly describe the associated trail network (i.e. Iowa City Metro Trails, etc.) and your organization's relationship to the network (i.e. Community Group; local trail management agency etc)?** *Proposed projects and programs should be a part of or associated with developing or activating a local or regional trail network.*
2. **Project or program name** *Give your project or program a short name to easily identify it (e.g. Creekside Rail-Trails extension or Richmond Greenway Trail Cleanup)*
3. **In what city and/or county is your project or program based?** *Please list all counties if project footprint is multi-county.*
4. **State(s)**
5. **Project summary (750 words maximum)** *This year's Trail Grants awards will prioritize projects and programs that help to achieve RTC's vision for equitable trail networks as essential community infrastructure. With this in mind, we are planning to support a broad spectrum of funding need categories that may otherwise be challenging to fund.*
  - a. **TrailNation Playbook elements** *We welcome funding requests for projects and programs that align with RTC's TrailNation Playbook categories. Please select the element(s) of the [TrailNation Playbook](#) the proposed project or program will pursue:*
    - Project Vision (e.g. developing a local or regional vision)
    - Coalition building (e.g. cultivating stakeholder and political support)
    - Gap-filling strategy (e.g. acquisition strategies)
    - Mapping and analytics (e.g. mapping the network, equitable connectivity analysis)
    - Investment Strategy (e.g. securing matching funds, identifying and pursuing funding opportunities)
    - Engagement (e.g. inclusive community engagement, user activation, and events)
  - b. **Write a brief description (750 words maximum) of the proposed project or program.** *Include what it is, why the work is important and how it would advance or strengthen the trail network in your community or region.*
6. **Describe how this project or program will increase [equitable access to your local or regional trail network](#)?** *(350 words maximum)*
7. **Total project/program cost**
8. **Grant amount requested**

9. **Minimum grant amount acceptable** *Grant awards will range between \$5,000 and \$25,000, with approximately \$200,000 in total funds available.*
10. **Budget description** *Briefly describe how you plan to use the funds. A detailed budget is not required. Please provide any additional information about funds leveraged or use of funds for other match requirements.*
11. **Organization's total operating budget** *Please provide total operating budget for your most recent fiscal year.*
12. **Timeline** *Please provide a brief description of the project timeline and the proposed timeline to use grant funds. Include start and end date and any additional information about time sensitivities.*
13. **Maps and attachments** *Please provide a map of your trail network and project area. An ArcGIS or Google Map is preferred—please provide a link below if applicable. If you only have a PDF map please follow step 3 listed below in the next steps section of this document.*
14. **Additional information** *If necessary, provide any additional comments or links (videos, websites) that support your application.*

#### Next Steps

1. Gather any additional information you want to submit with your online application.
2. [Fill out the online application](#) in one sitting by copying and pasting your above answers in the form. You will not be able to save your application and return to it.
3. After you submit your application, email any PDF maps along with other supporting documentation/images to [grants@railstotrails.org](mailto:grants@railstotrails.org). Please put your organization's name in the subject line.
4. If you have any issues that arise during the grant application process, email [grants@railstotrails.org](mailto:grants@railstotrails.org)



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

## 16<sup>th</sup> Annual Paint Creek Trail Labor Day Bridge Walk and Run Monday, September 4<sup>th</sup>, 2023

The Paint Creek Trailways Commission Annual Labor Day Bridge Walk is a traditional event of ~300 walkers and runners on the Paint Creek Trail starting at the Rochester Municipal Park

### SPONSORSHIP FORM

Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

#### LEVELS (Please Circle)

##### PRESENTING SPONSOR (\$500)

Exclusive banner/signage and promotional table provided at Event

Name/logo on posters, brochures and press releases

Link to your website on the Paint Creek Trail website

3x Social media promotion "Presenting Event Sponsor" (over 5,000 followers)

##### SUPPORTING SPONSOR (\$250)

Name/logo on posters, brochures and press releases

Your banner/sign displayed at event and a promotional table (You provide banner/sign)

Link to your website on the Paint Creek Trail website

Social media promotion "Sponsor Spotlight of the Day" (over 5,000 followers)

##### CONTRIBUTING SPONSOR (\$100)

Name/logo on posters, brochures and press releases

Link to your website on the Paint Creek Trail website

Store name on Board at Event site

Checks payable to: **Paint Creek Trailways Commission**

*Federal ID #: 38-3206489*

Please return no later than **August 17, 2023** to:

Paint Creek Trailways Commission

4393 Collins Rd.

Rochester, MI 48306

Questions? Call (248) 651-9260 or email [manager@paintcreektrail.org](mailto:manager@paintcreektrail.org)



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

**MEMO**

To: Commissioners, Alternates, & Staff  
From: Eryn Grupido, Administrative Assistant  
Subject: Trail Improvement Committee Discussion  
Date: July 12, 2023

The Trail Improvement Committee met with Trail Staff to discuss the Potential Trail Amenities Report. Next steps were determined as:

1. Review the price policy of memorial bench donations to reflect what other parks and trails are requesting
  - Most others request \$5000.00 donation to cover cost, installation, and ongoing maintenance throughout the lifetime of the bench
2. Perform a user survey for picnic table and bike rack desirability using our online resources
  - Trail staff will complete this in August
3. Identify locations on trail for Memorial Paver pathways with the goal of limiting the amount and placing in areas that will prevent erosion
4. Research other Bike-Fix-It options that are in less need of regular maintenance



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Rochester, MI 48306  
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**MEMO**

To: Commissioners, Alternates, & Staff  
From: Eryn Grupido, Administrative Assistant  
Subject: "Living" Wall Name Plaque  
Date: June 28, 2023

**"Living" Wall Name Plaque quote:**

From Jim at PGI Awards:

"We can match the 14x20 perpetual plaque. The cost with the new logo and engraving on the header plate included is \$292.00."



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

## **MEMO**

To: Commissioners, Alternates, & Staff  
From: Tom Correll, Trail Manager  
Subject: 2022 Audit Report  
Date: July 12, 2023

### **2022 Audit Report**

The 2022 Audit prepared by CPA Ramie Phillips, as well as the Manager's Discussion & Analysis is included in your packet.

On June 28<sup>th</sup> Trail Manager Correll met with CPA Ramie Phillips to discuss filing the 2022 audit. He was informed the audit was to be submitted by June 30<sup>th</sup>.

Seeking guidance from Chairperson Olijnyk and Vice Chair Walker, it was decided to delay filing so the full audit could be presented to the commission for approval. CPA Phillips informed Manager Correll there would be financial penalty for filing late, but state funding would be help up until the audit was formally filed. This would not affect PCTC operations.

Pending discussion and approval from the commission, the Mr. Phillips is prepared to file the audit on Wednesday July 19<sup>th</sup>.

PAINT CREEK  
TRAILWAYS COMMISSION  
Oakland County, Michigan

Annual Financial Report

December 31, 2022

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PAINT CREEK TRAILWAYS COMMISSION

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## INDEPENDENT AUDITOR'S REPORT

To the Trailways Commission  
Paint Creek Trailways Commission  
Oakland County, Michigan

### Opinions

I have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of the Paint Creek Trailways Commission (Commission) as of and for the year ended December 31, 2022, and the related notes to the financial statements, which collectively comprise the Commission's basic financial statements as listed in the table of contents.

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund, of the Commission, as of December 31, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### Basis for Opinions

I conducted my audit in accordance with auditing standards generally accepted in the United States of America. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of my report. I am required to be independent of the Commission, and to meet my other ethical responsibilities, in accordance with the relevant ethical requirements relating to my audit. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

### Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

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In performing an audit in accordance with generally accepted auditing standards, I:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in my judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern for a reasonable period of time.

I am required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that I identified during the audit.

#### **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

#### **Other Information**

In connection with my audit of the basic financial statements, my responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, I conclude that an uncorrected material misstatement of the other information exists, I am required to describe it in my report.

  
Rochester Hills, Michigan  
June 28, 2023

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PAINT CREEK TRAILWAYS COMMISSION

Statement of Net Position  
December 31, 2022

<b>Assets</b>	
Cash	\$ 169,524
Accounts Receivable	3,611
Capital Assets Not Being Depreciated	452,950
Capital Assets Being Depreciated, net	1,255,006
<b>Total Assets</b>	<u>\$ 1,881,091</u>
<b>Liabilities</b>	
Accounts Payable	\$ -
<b>Total Liabilities</b>	<u>-</u>
<b>Net Position</b>	
Invested in Capital Assets	1,707,956
Restricted	-
Unrestricted	173,135
<b>Total Net Position</b>	<u>\$ 1,881,091</u>

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The accompanying notes are an integral part  
of the financial statements.

# PAINT CREEK TRAILWAYS COMMISSION

## Statement of Activities For the Year Ended December 31, 2022

Functions/Programs	Expenses	Program Revenues			Net (Expenses) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Operating and Maintaining Trailways	\$ 101,392	\$ -	\$ 110,736	\$ -	\$ 9,344
Construction Projects	122,934			111,093	(11,841)
Total Activities	<u>\$ 224,326</u>	<u>\$ -</u>	<u>\$ 110,736</u>	<u>\$ 111,093</u>	<u>(2,497)</u>
General Revenues:					
Interest Income					509
Total General Revenues					509
Change in Net Position					(1,988)
Net Position - Beginning of Year					1,883,079
Net Position - End of Year					<u>\$ 1,881,091</u>

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of the financial statements.

PAINT CREEK TRAILWAYS COMMISSION

Balance Sheet  
Governmental Fund  
December 31, 2022

<b>Assets</b>	
Cash	\$ 169,524
Accounts Receivable	3,611
<b>Total Assets</b>	<u><u>\$ 173,135</u></u>
<b>Liabilities</b>	
Accounts Payable	-
<b>Total Liabilities</b>	<u><u>-</u></u>
<b>Fund Balances</b>	
Restricted	-
Unassigned	173,135
<b>Total Fund Balances</b>	<u><u>173,135</u></u>
<b>Total Liabilities and Fund Balances</b>	<u><u>\$ 173,135</u></u>

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The accompanying notes are an integral part  
of the financial statements.

PAINT CREEK TRAILWAYS COMMISSION

Reconciliation of the Commission Funds Balance Sheet to the Statement of Net Position  
For the Year Ended December 31, 2022

Fund balances

\$ 173,135

Amounts reported for governmental activities in the  
statement of net position differ due to:

Capital assets used in governmental activities  
are not financial resources and therefore are not  
reported as assets in commission funds.

Historical cost

Accumulated depreciation

\$ 2,670,393

(962,437)

1,707,956

Total net position - governmental activities

\$ 1,881,091

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# PAINT CREEK TRAILWAYS COMMISSION

## Statement of Revenues, Expenditures, and Changes in Fund Balance For the Year Ended December 31, 2022

<b>Revenues</b>	
Intergovernmental Contributions	\$ 73,440
Patrol Program	15,901
License Fees	12,872
Labor Day Bridge Walk	1,179
Labor Day Bridge Walk Sponsor	2,150
Temporary Permits	70
MMRA-Asset Distribution	1,747
Pollinator Garden	20
Donations	1,092
Bench Donations	2,206
Bridge 33.7 Renovation Project	30,000
Grants	81,094
Investment Earnings	509
<b>Total Revenues</b>	<u>222,280</u>
<b>Expenditures</b>	
Part-Time Staff and Payroll Taxes	48,747
Patrol Program	7,983
Per Diem	4,305
Professional Fees	7,939
Publicity, Signs and Trail Development	3,634
Insurance	4,213
Rent	7,500
Operating Expenses and Miscellaneous	1,986
Office Supplies	791
Benches	903
Pollinator Garden	133
Foley Pond Repairs	160
Bridge 31.7 Replacement	21,288
Bridge 33.7 Renovation	34,065
Trail Projects - Signage	19,136
<b>Total Expenditures</b>	<u>162,783</u>
<b>Revenues Over (Under) Expenditures</b>	<u>59,497</u>
<b>Net Change in Fund Balance</b>	59,497
<b>Fund Balance, Beginning of Year</b>	<u>113,638</u>
<b>Fund Balance, End of Year</b>	<u><u>\$ 173,135</u></u>

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The accompanying notes are an integral part of the financial statements.



PAINT CREEK TRAILWAYS COMMISSION

Reconciliation of the Statement of Revenues, Expenditures,  
and Changes in Fund Balance to the Statement of Activities  
For the Year Ended December 31, 2022

Net change in fund balances - governmental funds \$ 59,497

Amounts reported for governmental activities in the  
statement of activities differ due to:

Governmental funds report capital outlays as expenditures.  
However, in the statement of activities these items are  
capitalized and the costs of those assets are allocated  
over their estimated useful lives as depreciation.

Capitalized assets - net	\$ 25,716	
Depreciation	<u>(87,201)</u>	<u>(61,485)</u>

Change in net position - governmental activities		<u>\$ (1,988)</u>
--	--	-------------------

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PAINT CREEK TRAILWAYS COMMISSION

Notes to Financial Statements  
December 31, 2022

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**Note 1: Summary of Significant Accounting Policies**

The following is a summary of the significant accounting policies used by the Paint Creek Trailways Commission (Commission):

**Reporting Entity**

The Commission was created for the purpose of owning, exercising right of dominion over, developing, providing, maintaining, and operating certain non-motorized public trails for recreational use within the jurisdiction of member units, City of Rochester, City of Rochester Hills, Township of Oakland, and Township of Orion.

**Accounting and Reporting Principles**

The Commission follows accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. Accounting and financial reporting pronouncements are promulgated by the Governmental Accounting Standards Board (GASB).

**Report Presentation**

The financial statements are presented on the modified accrual basis of accounting, revenue is recorded when earned and expenses are recorded when a liability is incurred.

The Commission accounts for its activities in one governmental fund.

**Fund Accounting**

The Commission accounts for its activities in one governmental fund. The General Fund is the primary operating fund and accounts for all financial resources used to provide services

**Basis of Accounting**

The General Fund uses the current financial resources measurement focus on the accrual basis of accounting. This basis of accounting is intended to better demonstrate accountability for how the Commission has spent its resources.

Expenditures are reported when the goods are received or the services are rendered. Capital outlays are reported as expenditures (rather than as capital assets) because they reduce the ability to spend resources in the future.

Revenue is not recognized until collected, or collected soon enough after the end of the year that it is available to pay for obligations outstanding at the end of the year. For this purpose, the Commission considers amounts collected within 60 days of year end to be available for recognition.

**Specific Balances and Transactions**

**Cash and Cash Equivalents** - The Commission has defined cash and cash equivalents to include cash on hand, demand notes, and certificates of deposit with original maturities of three months or less from the date of acquisition.

**Receivables** - All receivables are considered fully collectible. No provision for non-collection has been made in the financial statements.

**Capital Assets** - Capital assets, which include land, trailway improvements, and equipment, are recorded at historical cost. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's useful life are not capitalized.

Improvements and equipment is depreciated using the straight line method over the following estimated lives:

Improvements	20 years
Equipment	3 – 7 years

#### **Net Position Flow Assumption**

Sometimes the Commission will fund outlays for a particular purpose from both restricted and unrestricted resources. In order to calculate the amounts to report as restricted net position and unrestricted net position in the government wide financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Commission's policy to consider restricted net position to have been depleted before unrestricted net position is applied.

#### **Fund Balance Flow Assumption**

Sometimes the Commission will fund outlays for a particular purpose from both restricted and unrestricted resources (the total of committed, assigned, and unassigned fund balance). The Commission itself can establish limitations on the use of resources through either a commitment (committed fund balance) or an assignment (assigned fund balance).

The committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. The Commission's commissioners are the highest level of decision-making authority for the Commission that can, by adoption of an ordinance prior to the end of the fiscal year, commit fund balance. Once adopted, the limitation imposed by the ordinance remains in place until a similar action is taken (the adoption of another ordinance) to remove or revise the limitation.

Amounts in the assigned fund balance classification are intended to be used by the Commission for specific purposes but do not meet the criteria to be classified as committed. The Commissioners may also assign fund balance as they do when appropriating fund balance to cover a gap between estimated revenue and appropriations in the subsequent year's appropriated budget. Unlike commitments, assignments generally only exist temporarily. In other words, an additional action does not normally have to be taken for the removal of an assignment. Conversely, as discussed above, an additional action is essential to either remove or revise a commitment.



### Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates.

### **Note 2: Stewardship, Compliance, and Accountability**

#### Budgetary Data

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Annual budgets are adopted for the funds as required by the Michigan Public Act 621 of 1978, the Uniform Budgeting and Accounting Act. The Commission's approved budget was adopted on the line item level.

The Commission coordinator prepares a preliminary budget for the Commission's review and comment. After receiving input from those concerned, the coordinator rewrites the budget. The rewritten budget is presented to the Commission for final review and approval. This process occurs prior to year end.

Michigan Public Act 2 of 1968, as amended, provides that a local unit shall not incur expenditures in excess of the amount appropriated in the budget resolution of the governing body. For the year ended December 31, 2022, the Authority incurred expenditures in excess of the amounts appropriated as shown in the financial statements.

### **Note 3: Deposits and Investments**

Michigan compiled Laws, Section 129.91, authorizes the Local Unit to deposit and invest in the accounts of federally insured banks, credit unions, and savings and loan associations which have an office in Michigan. The Commission is allowed to invest in bonds, securities and other direct obligations of the United States; United States government or federal agency obligation repurchase agreements; bankers' acceptance of United States banks; commercial paper rated by two standard rating agencies within the two highest classifications, which mature not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions which are rated investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.

The Commission has designated one bank for the deposit of the Commission's funds. This is in compliance with the adopted investment policy adopted in accordance with Public Act 196 of 1997.

**Custodial Credit Risk of Bank Deposits** – Custodial credit risk is the risk that in the event of a bank failure, the Commission's deposits may not be returned to it. State law does not require, and the Commission does not have policy for deposit custodial risk. At year end, \$169,524 in bank deposits were uninsured and uncollateralized. The Commission believes that due to the dollar amount of cash deposits and the limits of FDIC insurance, it is impractical to insure all deposits.

#### Note 4: Capital Assets

Capital asset activity for the year ended December 31, 2022 was as follows:

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	Beginning Balance	Increases	Decreases	Ending Balance
Capital Assets Not Being Depreciated:				
Land	\$ 452,950	\$ -	\$ -	\$ 452,950
Construction in Progress	67,581	-	67,581	-
Total Capital Assets Not Being Depreciated	520,531	-	67,581	452,950
Capital Assets Being Depreciated:				
Land Improvements	2,110,501	86,717	-	2,197,218
Office Equipment	12,806	6,580	-	19,386
Operating Equipment	839	-	-	839
Total Capital Assets Being Depreciated	2,124,146	93,297	-	2,217,443
Less Accumulated Depreciation for:				
Land Improvements	862,462	86,837	-	949,299
Office Equipment	11,935	364	-	12,299
Operating Equipment	839	-	-	839
Total Accumulated Depreciation	875,236	87,201	-	962,437
Capital Assets Being Depreciated - Net	1,248,910	6,096	-	1,255,006
Capital Assets - Net	\$ 1,769,441	\$ 6,096	\$ 67,581	\$ 1,707,956

#### Note 5: Risk Management

The Commission is exposed to various risks of loss related to general liability, theft of assets, destruction of assets, and natural disasters. The Commission carries commercial insurance to protect against these potential losses. The Commission does not maintain a fidelity bond.

#### Note 6: Subsequent Events

The Commission's management evaluated subsequent events from December 31, 2022 through June 28, 2023, the date the financial statements were available to be issued.

REQUIRED SUPPLEMENTAL INFORMATION

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PAINT CREEK TRAILWAYS COMMISSION

Budgetary Comparison Schedule  
For the Year Ended December 31, 2022

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	Original Budget	Final Budget	Actual	Actual Favorable (Unfavorable) Final Budget
<b>Revenues</b>				
Intergovernmental Contributions				
Rochester	\$ 18,360	\$ 18,360	\$ 18,360	\$ -
Rochester Hills	18,360	18,360	18,360	-
Oakland Township	18,360	18,360	18,360	-
Orion Township	18,360	18,360	18,360	-
Bike Patrol - Rochester	1,250	1,250	1,250	-
Rochester Hills	2,679	2,679	2,679	-
Oakland Township	9,652	9,652	9,652	-
Orion Township	2,320	2,320	2,320	-
Miscellaneous/Donations	200	200	1,092	892
National Trails Day Sponsorship	500	500	-	(500)
Labor Day Bridge Walk Donations	-	-	1,179	1,179
Labor Day Bridge Walk Sponsorship	1,000	1,000	2,150	1,150
Temporary Permit Fees	70	70	70	-
Interest Received	300	300	509	209
Transfer from Legal Services	11,500	11,500	12,422	922
Trail Brochure Sponsorship	-	-	-	-
Bench Donations	1,250	1,250	2,206	956
Moutrie Pollonator Garden	-	-	20	20
Bridge 33.7 MNRTF Reimbursement	-	-	30,000	30,000
Program/Project Grants	-	-	81,093	81,093
MMRMA - Asset Distribution	1,300	1,300	1,747	447
<b>Total Revenues</b>	<u>\$ 105,461</u>	<u>\$ 105,461</u>	<u>\$ 221,829</u>	<u>\$ 116,368</u>
<b>Expenditures</b>				
Office				
Telephone & On-line Service	550	550	606	(56)
Office Furnishings	400	400	-	-
Office Materials & Supplies	975	975	791	184
Office Operating Expenses	1,750	1,750	936	814
Rent	6,250	6,250	7,500	(1,250)
Postage	500	500	66	434
Office & Trail Equipment	925	925	229	696
Bench Donations	1,250	1,250	903	347
<b>Total Office</b>	<u>12,600</u>	<u>12,600</u>	<u>11,031</u>	<u>1,169</u>
Staff Travel, Training & Development				
Travel/Mileage	350	350	114	236
Education/Memberships	250	250	36	214
Per Diems	5,500	5,500	4,305	1,195
<b>Total Staff Travel &amp; Training &amp; Dev.</b>	<u>6,100</u>	<u>6,100</u>	<u>4,455</u>	<u>1,645</u>

The accompanying notes are an integral part  
of the financial statements.



PAINT CREEK TRAILWAYS COMMISSION

Budgetary Comparison Schedule  
For the Year Ended December 31, 2022

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	Original Budget	Final Budget	Actual	Actual Favorable (Unfavorable) Final Budget
Insurance & Professional Services				
Auditing Fee	3,800	3,800	3,800	-
Insurance	4,100	4,100	4,213	(113)
Workers Compensation Insurance	900	900	814	86
Recorder's Fee	3,120	3,120	2,875	245
Total Insurance & Professional Fees	<u>11,920</u>	<u>11,920</u>	<u>11,702</u>	<u>218</u>
Publicity/Raising Awareness/Educational Projects				
Trailways Student Project	500	500	-	500
Trail Promotional Items	1,100	1,100	-	1,100
Labor Day Donation Program	-	-	2,853	(2,853)
Labor Day Bridge Walk	1,000	1,000	577	423
Trail Etiquette Program	300	300	-	300
Recognition Ceremony	25	25	-	25
National Trails Day	500	500	204	296
Total Publicity, Signs & Trail Dev.	<u>3,425</u>	<u>3,425</u>	<u>3,634</u>	<u>(209)</u>
Administrative Personnel				
Wages - Manager	34,470	34,470	35,470	(1,000)
Wages - Manager - Longevity	1,000	1,000	-	1,000
Payroll Taxes - FICA & MESC	2,713	2,713	2,714	(1)
Wages - Part-time Assistant Trail Manager	10,541	10,541	4,043	6,498
Wages - Part-time Assistant Manager- Longevity	800	800	-	800
Payroll Taxes - FICA & MESC	868	868	309	559
Wages - Administrative Assistant	-	-	5,770	(5,770)
Payroll Taxes - FICA & MESC	-	-	441	(441)
Total Administrative Personnel	<u>50,392</u>	<u>50,392</u>	<u>48,747</u>	<u>(1)</u>
Trail Projects				
Signage Project	-	-	19,136	(19,136)
Foley Pond Repairs	-	-	160	(160)
Documeny Scanning	3,850	3,850	-	3,850
Moutrie Pollinator Garden Maintainance	-	-	133	(133)
Total Trail Projects	<u>3,850</u>	<u>3,850</u>	<u>19,429</u>	<u>(15,579)</u>
Patrol Program				
Wages - PCTC Bike Patrol	5,073	5,073	4,470	603
Payroll Taxes - FICA & MESC	388	388	342	46
Contracted Mounted Patrol Services	10,217	10,217	3,060	7,157
Bike Patrol Equipment & Misc.	223	223	111	112
Total Patrol Program	<u>15,901</u>	<u>15,901</u>	<u>7,983</u>	<u>7,918</u>
Miscellaneous & Contingency	<u>1,273</u>	<u>1,273</u>	<u>-</u>	<u>1,273</u>
Transfer to Fund Balance	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>\$ 105,461</u>	<u>\$ 105,461</u>	<u>\$ 106,981</u>	<u>\$ (3,566)</u>

The accompanying notes are an integral part  
of the financial statements.



# PAINT CREEK TRAILWAYS COMMISSION

## Budgetary Comparison Schedule For the Year Ended December 31, 2022

	Original Budget	Final Budget	Actual	Actual Favorable (Unfavorable) Final Budget
<b>Project Budget for Legal Services</b>				
<b>Revenues</b>				
License Fees	\$ 14,000	\$ 14,000	\$ 12,872	\$ (1,128)
Transfer from Fund Balance	1,500	1,500	-	(1,500)
Total Revenues	<u>\$ 15,500</u>	<u>\$ 15,500</u>	<u>\$ 12,872</u>	<u>\$ (2,628)</u>
<b>Expenses</b>				
Legal Services	\$ 3,500	\$ 3,500	\$ 450	\$ 3,050
Transfer to Operating Budget	11,500	11,500	12,422	(922)
Unallocated	500	500	-	500
Total Expenses	<u>\$ 15,500</u>	<u>\$ 15,500</u>	<u>\$ 12,872</u>	<u>\$ 2,628</u>
<b>Special Project Budget - Bridge 33.7 Renovation</b>				
<b>Revenues</b>				
Paint Creek Trailways Commission Fund Balance	\$ -	\$ -	\$ -	\$ -
MNRTF Reimbursement	-	-	30,000	(30,000)
Ralph C. Wilson, Jr. Foundation	-	-	-	-
Total Revenues	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ (30,000)</u>
<b>Expenses</b>				
Bridge 33.7 Renovation	\$ -	\$ -	\$ 34,065	(34,065)
Stairway at Bridge 33.7	-	-	-	-
Total Expenses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 34,065</u>	<u>\$ (34,065)</u>

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**PRELIMINARY & TENTATIVE**  
**for DISCUSSION PURPOSES ONLY**

## **Paint Creek Trailways Commission Management's Discussion and Analysis**

Our discussion and analysis of the Paint Creek Trailways Commission's (Commission) financial performance provided an overview of the Commission's financial activities for the fiscal year ended December 31, 2022. Please read it in conjunction with the Commission's financial statements.

### **Financial Highlights**

- The Commission's assets exceeded its liabilities at the end of 2022 by \$1,881,091 (net position). Of this amount, \$173,135 (unrestricted net position) may be used to meet the Commission's ongoing obligations to maintain and operate the trailway.
- The Commission completed its renovation of Bridge 33.7 in 2021. The renovation project's construction cost of \$678,147 was funded through various grants and cash match funding. A reimbursement amount of \$30,000 from the Michigan Natural Resources Trust Fund grant was received in 2022

### **Using this Annual Report**

This annual report consists of a series of financial statements. The statements of net position and activities provides information about the activities of the Commission as a whole and present a longer-term view of the commission's finances. The increase or decrease in net position can serve as an indicator of whether the financial position of the Commission is improving or deteriorating.

The fund financial statements present a short-term view of the Commission's finances. They tell us how the Commission's resources were spent during the year and how much is available for future spending. Fund financial statements report the Commission's operations in more detail.

## Net Position

	<u>2021</u>	<u>2022</u>
<b>Assets</b>		
Cash	\$ 101,303	\$ 169,524
Accounts Receivable	12,335	3,611
Capital Assets	1,769,441	1,707,956
<b>Total Assets</b>	<u>\$ 1,883,079</u>	<u>\$1,881,091</u>
<b>Liabilities</b>		
Accounts Payable	\$ -	\$ -
<b>Total Liabilities</b>	<u>-</u>	<u>-</u>
<b>Net Position</b>		
Invested in Capital Assets	1,769,441	1,707,956
Restricted	1,794	-
Unrestricted	<u>111,844</u>	<u>173,135</u>
<b>Total Net Position</b>	<u>\$ 1,883,079</u>	<u>\$ 1,881,091</u>

The unrestricted net position balance of \$173,135 may be used to meet the Commission's ongoing obligations to maintain and operate the railway.

## Change in Net Position

	<u>2021</u>	<u>2022</u>
<b>Revenues</b>		
Operating revenue	\$ 211,095	\$ 191,751
Investment Earnings	77	509
Bridge 33.7 Renovation Project	3,928	30,000
Pollinator Garden	<u>496</u>	<u>20</u>
<b>Total Revenues</b>	<u>\$ 215,596</u>	<u>\$ 222,280</u>
<b>Expenses</b>		
Maintaining and Operating Trailway	\$ 205,742	\$ 128,585
Bridge 33.7 Renovation Project	30,266	34,065
Pollinator Garden	<u>496</u>	<u>133</u>
<b>Total Expenses</b>	<u>236,504</u>	<u>162,783</u>
<b>Revenue Over (Under) Expenditures</b>	<u>(20,908)</u>	<u>59,497</u>
<b>Change in Net Position</b>	<u>\$ (20,908)</u>	<u>\$ 59,497</u>

The \$30,000 of revenue and the \$34,065 expense represents the amount received from the funding sources and expenses related to the bridge 33.7 renovation and stairs at the site. The \$20 of revenue and the \$133 expense represents the amount received from funding sources and expenses related to the pollinator garden.

### **Capital Assets – Bridge 33.7 Renovation Project**

The former Paint Creek Trail Bridge 33.7, located between Dutton and Silverbell Roads, is deteriorating. We started the renovation project at the end of 2016 when we received a Michigan Natural Resources Trust Fund Grant. Subsequently, we have received another grant and a commitment of matching funds. With these grants and matching funds, we were able to fund the project cost of \$678,147.

### **Contacting the Commission's Management**

This financial report is intended to provide our citizens, taxpayers, customers and investors with a general overview of the Commission's finances and to show the Commission's accountability for the money it receives. If you have questions about this report or need additional information, we welcome you to contact the Commission's office at: 4480 Orion Rd., Rochester, MI 48306.



## **MEMO**

To: Commissioners, Alternates and Staff

From: Tom Correll, Trail Manager

Subject: July Manager's Report

Date: July 11<sup>th</sup>, 2023

### **Advisory Committee Reports**

- The Trail Improvement subcommittee met to discuss the trail amenities document and prioritize and categorize projects. They discussed projects that were worth considering, as well as a lengthy discussion on the memorial benches. A memo was provided in this month's packet.

### **Complaints/Vandalism/Feedback**

- Citizen complaint of electric unicycle on trail that almost hit her husband. They are senior citizens who walk early in the morning, doing a loop from Kings Cove. Incident happened north of Tienken. The unicycle passed very quickly, no bell or warning. ~7:30am 6/21

### **Repairs & Maintenance**

- The water fountain north of Tienken is pooling water at the base and needs a clogged drain fixed. Rochester Hills is doing the repair but it will take several days. They will inform TM Correll when the repairs will take place.
- Oakland Township is looking at repairs for the creek access boardwalk south of Flagstar Bank between Gunn and Silverbell.

### **Medical Emergencies/Police/Fire Calls on the Trail**

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

## **Events/Projects**

Vanguard Trout Unlimited will be doing research on trout habitat in the paint creek this week and next (week of July 17<sup>th</sup> and July 24<sup>th</sup>. If you would like the full PowerPoint presentation on their project, please contact Trail Manager Correll



## **Follow Up**

- AA Grupido contacted Rochester Sign Shop about updating the navigation sign at Paint Creek Junction to reflect the new park. A quote will be presented in next months packet.

## **Future Agenda Items**

- ◆ Website Update and incorporation of Friends website into new Paint Creek Trail website – could be consolidated into a single page for the friend and a single page for Moutrie Pollinator Garden
- ◆ Creating digital archive of PCTC records

## **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  
FAQs  
Contact Us  
E-Newsletter Sign-Up

### **Last 30 days**

6,546 (Down from 6,925 last month)  
1,074 (Up from 1,051 last month)  
308 (Down from 316 last month)  
204 (Down from 278 last month)  
196 (Down from 271 last month)  
237  
135

## **2023 Temporary Permit Approvals**

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 <sup>th</sup> Anniversary Celebration Ad Hoc committee	Blust, Mabry, Peltier, Whatley/Ross
Friends of Paint Creek Trail Ad Hoc committee	Buxar, Gamage, Mabry

## **2023 Goals**

<b><u>Goals</u></b>	<b><u>Progress</u></b>	<b><u>Timeframe</u></b>
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. <b>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.</b>	Complete by 2025
Upgrade Trail Website	RFP is in draft	1 year
Update Licensing Agreements	Memo is included in packet.	1 year

## **Calendar of Events on the Trail**

(All bolded events run by Commission & Friends)

### **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

**40<sup>th</sup> Anniversary 5K – November 18<sup>th</sup>, 2023**

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). <b>Trail Manager Correll met with Friends on 5/18 for introduction, explanation of MoU, goals, etc.</b>	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 <sup>th</sup> . 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. <b>Updated signs have been placed on trail</b>	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. <b>Ms.</b>	2	OG



	<b>LaFontaine is requesting visual plans to present to donors attorney.</b>		
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<b>Policies</b>	<b>Progress</b>	<b>2023 Priority</b>	<b>Timeframe</b>
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

<b>Maintenance and Inspection</b>	<b>Progress</b>	<b>2023 Priority</b>	<b>Timeframe</b>
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 <a href="#">Accessibility Assessments – National Center on Accessibility (ncaonline.org)</a> for guidance and planning and are waiting to hear back	2	1-2 yr

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

<b>Long Term Goals</b>	<b>Progress</b>	<b>2023 Priority</b>	<b>Timeframe</b>
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. <b>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</b>	2	OG

	<b>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.</b>		
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

<b>Additional Goals</b>	<b>Progress</b>	<b>2023 Priority</b>	<b>Timeframe</b>
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
<b>REVENUE</b>												
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
				<b>Total Revenue</b>				<b>\$212,595</b>	<b>\$105,461</b>	<b>\$126,179</b>	<b>\$20,718</b>	<b>\$117,035</b>
<b>EXPENSES</b>												
<b>Office</b>												
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
<b>Subtotal</b>								<b>\$20,687</b>	<b>\$12,600</b>	<b>\$16,100</b>	<b>-\$3,500</b>	<b>\$15,550</b>

2023 Draft Operations Budget  
Amended March 21, 2023

<b>Staff Travel/Training/Development</b>						<b>2021</b>	<b>2022</b>	<b>2023</b>	Difference	<b>2024</b>
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
<b>Subtotal</b>						<b>\$4,674</b>	<b>\$6,100</b>	<b>\$5,800</b>	<b>\$300</b>	<b>\$6,250</b>
<b>Insurance/Professional Services (other than legal)</b>										
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
<b>Subtotal</b>						<b>\$11,454</b>	<b>\$11,920</b>	<b>\$12,220</b>	<b>-\$300</b>	<b>\$12,585</b>
<b>Publicity/Raising awareness/Educational Projects</b>										
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
<b>Subtotal</b>						<b>\$3,465</b>	<b>\$3,425</b>	<b>\$2,550</b>	<b>\$875</b>	<b>\$7,050</b>
<b>Administrative Personnel</b>										
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
<b>Subtotal</b>						<b>\$47,193</b>	<b>\$50,392</b>	<b>\$49,769</b>	<b>\$623</b>	<b>\$49,454</b>
<b>Trail Projects</b>										
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
<b>Subtotal</b>						<b>\$105,876</b>	<b>\$3,850</b>	<b>\$14,000</b>	<b>-\$10,150</b>	<b>\$4,500</b>
<b>Patrol Program</b>										
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
<b>Subtotal</b>						<b>\$10,789</b>	<b>\$15,901</b>	<b>\$19,450</b>	<b>-\$3,549</b>	<b>\$19,883</b>

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	\$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 - Lega			\$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

2023 Draft Operations Budget  
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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
								<b>\$29,761</b>	<b>\$7,819</b>	<b>\$0</b>		<b>\$0</b>
<b>Special Project Budget - Pollinator Garden</b>								<b>2021</b>	<b>2022</b>	<b>2023</b>		<b>2024</b>
<b>Source of Funds</b>												
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
								<b>\$496</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>
<b>Expenses</b>												
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
								<b>\$496</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>
<b>Special Project Budget - Bridge 31.7 Renovation Project</b>								<b>2021</b>	<b>2022</b>	<b>2023</b>		<b>2024</b>
<b>Source of Funds</b>												
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
								<b>\$0</b>	<b>\$0</b>	<b>\$51,051</b>		<b>\$0</b>
<b>EXPENSES</b>												
Design Engineering								n/a	n/a	\$51,700		\$0
Ecological Services								n/a	n/a	\$16,000		\$0
								<b>\$0</b>	<b>\$0</b>	<b>\$67,700</b>		<b>\$0</b>
2022 Unrestricted Fund Balance								\$ 93,432.00				
2023 Unrestricted Additions								\$ -				
2023 Unrestricted Subtractions (Rent, CFGR & Legal)								\$8,400				
							Balance	<b>\$ 85,032.00</b>				
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				

# Paint Creek Trail Inspection Form

Inspected by: Dan Butterworth

Date 6-29-2023



## Southeast Rochester Parcel off Clinton River Trail:

Bridge over Clinton River and surrounding area

Comment: \_\_\_\_\_

## 31.2: Rochester Municipal Park – Near Retro Fitness

Map sign	Wayfinding sign
OK	OK

Comment: \_\_\_\_\_

## 31.3: Rochester Municipal Park – Maintenance Service Entrance

Wayfinding Sign	Little Free Library
OK	OK

## Bike Fixit Station in Rochester Municipal Park

Screwdrivers		Open Ended Wrenches			Allen Wrench Multi-tool	2-Tire Levers	Air Pump
Phillips	Flat Blade	32-15 mm	10-8 mm	11-9 mm			
OK	OK	OK	OK	OK	OK	OK	OK

Comment: \_\_\_\_\_



**31.6: Ludlow Crossing**

Wayfinding Sign	Road Crossing Signs	Gateway Sign	Map Sign	Two "Dillman Upton" Benches	Information Kiosk	Recycle Bin
OK	OK	OK	OK	OK	OK	OK

Comment: \_\_\_\_\_

**31.7: Bridge**

Comment: \_\_\_\_\_

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

Comment: Overhanging and encroaching vegetation needs to be cut back on the trail next to Dinosaur Hill.

**31.8 Dinosaur Hill – Trail Access, east side of Trail**

"Jagosz" Bench
OK

**Overlook/Creek Access with Stairs – Approx 31.9 (no sign)**  
**East side of Trail.**

Stairs	Plastic Bench
OK	OK

Comment: \_\_\_\_\_



### 32.1: Tienken Crossing

“Rutledge Walker” Bench, south side, west of trail	Wayfinding Sign, south side west of trail	Road Crossing Signs, north and south sides	Gateway Sign, north side, west of trail	Portable Restroom Parking Lot – west of trail	Map Sign, north side, east of trail	Brochure Box, north side, east of trail	“Bob Peck” Bench, north side, east of trail	Picnic Site & MNRTF Plaque, north side, west of trail	Dog Waste Bag Dispenser
OK	OK	OK	OK	OK	OK	Stocked	OK	OK	Stocked

Information Kiosk	Recycle Bin	Drinking Fountain
OK	OK	OK *

*Comment:* \* Water is still collecting around the fountain creating a muddy mess. Drain is slow but not totally clogged.

### Bike Fixit Station

Screwdrivers		Open Ended Wrenches			Allen Wrench Multi-tool	2-Tire Levers	Air Pump
Phillips	Flat Blade	32-15 mm	10-8 mm	11-9 mm			
OK	OK	OK	OK	OK	OK	OK	OK

### 32.3: Bridge – King’s Cove

“Kayla Pastor” bench, south of bridge	Trail Counter (on bridge railing)	“Martin Lassers” bench, north of bridge, east side	Moutrie Pollinator Garden, north of bridge, east of trail	Little Free Library @ Pollinator Garden	Bike Rack @ Pollinator Garden	“Miller” bench, Pollinator Garden	“Moulton” bench, Pollinator Garden	Obelisk, Pollinator Garden
OK	OK	OK	OK	OK	OK	OK	OK	OK

*Comment:* \_\_\_\_\_

**33.1: Bridge**

Stairway/Creek Access
*

*Comment:* \* A vertical board is missing from the railing on the west side of the bridge. There is graffiti on the 33.1 mile marker on the north side of the bridge.

**33.3: Bridge**

"Paul Ball" Bench, south of bridge, east side	Trail Counter (on bridge railing)	"Woman's Farm & Garden" Bench, north of bridge, west side
OK	OK	OK

*Comment:* \_\_\_\_\_

**33.3: Dutton Crossing**

Brochure Box, south side, east of trail	Trash receptacle, south side, east of trail	Map Sign	Road Crossing Signs, north & south side	Bollards North & South side	Dog Waste Bag Dispenser	Dutton Parking Lot
Stocked	OK	OK	OK	OK	Stocked	OK

*Comment:* \_\_\_\_\_

**33.3: Dutton Crossing**

Gateway Sign, north side, east of trail	Wayfinding Sign, north side, east of trail
OK	OK

*Comment:* \_\_\_\_\_

**33.4: Bridge**

*Comment:* OK \_\_\_\_\_

**33.7: Bridge**

"Bober" bench	"Damman" bench	Audio Sign	Solar Panel & Pole	MNRTF & RCWJF Plaques	Trash & Recycle Bin Receptacles	Stairs/Creek Access
OK	OK	OK	OK	OK	OK	OK

Comment: \_\_\_\_\_

**34: Bridge**

"Lussier" Bench – south of bridge, west of trail	"Brittingham" Bench – south of bridge, east of trail	Stairs/creek Access	"Tomboulion" Bench – north of bridge, west of trail	Prairie Site – north of bridge, east of trail
OK	OK	OK	OK	OK

Comment: \_\_\_\_\_

**34.3: Silver Bell crossing**

Parking Lot	Brochure Box	"Walker" Bench	Map sign	CV Trout Unlimited sign	Dog Waste Bag Dispenser	Road Crossing Signs, north & south	Wayfinding sign, north side, east of trail
OK	Was removed.	OK	OK	OK	Stocked	OK	OK

Comment: \_\_\_\_\_

**34.4: North of Silver Bell crossing**

"Thundering Gazelles" Bench	Audio Sign
OK	OK

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

"McDivitt" and "Woman's Farm & Garden" benches
OK

Comment: \_\_\_\_\_

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

Drinking Fountain	Plastic bike bench	MNRTF Plaque	Little Free Library	ADA Picnic Table	Hex Table	Cider Mill Connector Path
OK	OK	OK	OK	OK	OK	OK

Comment: \_\_\_\_\_

**34.9: Paint Creek Cider Mill****Bike Fixit Station**

Screwdrivers		Open Ended Wrenches			Allen Wrench Multi-tool	2-Tire Levers	Air Pump
Phillips	Flat Blade	32-15 mm	10-8 mm	11-9 mm			
OK	OK	OK	OK	OK	OK	OK	OK

**34.9: Gallagher Road Crossing**

“Blazevski” & wood benches south side, east of trail	Bollards south side, west of trail	Parking Lot – north side, west of trail	Road Crossing Signs, north & south	Wayfinding sign, south side, west of trail	Map Sign	Brochure Box	Information Kiosk
OK	OK	OK	OK	OK	OK	Stocked	OK

Wood Bench, north side, east of trail	Trash & Recycle Bin Receptacles	Dog Waste Bag Dispenser
OK	OK	Stocked

Comment: \_\_\_\_\_

**Prairie Restoration Art Project – Approx. Mile Marker 35 (no sign)**

Comment: OK \_\_\_\_\_

**Gunn Road Crossing – Approx. 35.6 (no sign)**

Trash receptacle, south of Gunn, east of trail	“Kreuzkamp” Bench – south of Gunn, east of trail	Stairway to Gunn Road	Bridle Trail to Gunn Road	Wayfinding sign, east side	“Ciccarelli” Bench North of Gunn, east side	Brochure Box at top of stairs
OK	OK	OK	OK	OK	OK	Stocked

Comment: \_\_\_\_\_

**36: Bridge**

Comment: OK \_\_\_\_\_

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

Comment: OK \_\_\_\_\_

**36.5: Mile Marker and Bench**

“Betty Lou Nelson” Bench
OK

**37: Mile Marker:** OK \_\_\_\_\_

**37.1: Adams Road Crossing**

Map sign, south of intersection	Road Crossing Signs, north & south	Trash receptacle, south of intersection	Southeast entrance/bollards	“Szymkiw” Bench (approx. 37.0)	“Fortier” Bench (approx. 37.3)
Was removed.	OK	OK	OK	OK	OK

Comment: \_\_\_\_\_

**37.6 and 37.7 – Archery Range**

Entrance – south and north of Archery
OK



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Comment: \_\_\_\_\_

**38: Private Driveway – 2500 Orion Road**

Bollards – northwest of driveway
OK

Comment: \_\_\_\_\_

**38.2:**

Stairs down to Creek	“David A. Kanners” Bench
OK	OK

Comment: There are 3 Wayfinding signs N. of the bench by the path to the Paint Creek Junction. (Paint Creek Junction is not mentioned on any of the signs.)

**38.3: “Cattle Crossing” Bridge**

Comment: OK \_\_\_\_\_

**38.4: Bridge**

“Cieszkowski “Bench – northwest side
OK

Comment: \_\_\_\_\_

**38.5: Clarkston/Kern crossing**

Vault Toilet & Trash Receptacle, southwest of C/K	Parking Lot next to Vault Toilet	Road Crossing Signs, north & south	Gateway Sign, north side, east of trail	Map Sign, northeast side of trail	Brochure Box & Recycle Bin	Information Kiosk & Dog Waste Bag Dispenser	Trash receptacle	Main Parking Lot
OK	OK	OK	OK	OK	OK	OK	OK	OK

Comment: \_\_\_\_\_

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**Van Tassel Pedestrian Bridge and Polly Ann Connector Path**

Van Tassel Bridge	Bike Fixit Station	Wayfinding Sign, east side of trail
OK	OK	OK

**38.6: Bridge**

Creek/Stair Access, southwest side of trail	Trails to Bald Mountain Rec Area – southwest and northeast of trail	Wayfinding sign, west side of trail	“Jones” Bench, north of bridge, east side
OK	OK	OK	OK

Comment: \_\_\_\_\_

**Foley Pond – Approx. 39.1 (no sign)**

Observation Deck	Trash receptacle	MNRTF Marker	“Van Zoeren” Bench	“Marty Peters” Bench	“Harley & Mary Prudden” Bench
OK	OK	OK	OK	OK	OK

*Comment:* Overhanging and encroaching vegetation needs to be cut back on the trail north of Foley Pond to the Goldengate bridge.

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**39.4: Bridge – Goldengate**

Stair Access to Road	Built-in Benches	Underneath Bridge
OK	OK	OK

*Comment:* \_\_\_\_\_

**Newton Street – Approx. 39.7 (no sign)**

Access - northeast of trail at end of Newton
OK

*Comment:* \_\_\_\_\_

**Converse Court – Approx. 39.8 (no sign)**

Access Gate	Wayfinding sign, west side of trail	Gateway Sign	Retention Pond Area	“Milliman” Bench
OK	OK	OK	OK	OK

*Comment:* \_\_\_\_\_

**Atwater Section – Approximately 39.9 (no sign)**

Parking Lot, south of Atwater, west of trail	Information Kiosk	Map Sign	Recycle Bin	Dog Waste Bag Dispenser	Little Free Library
OK	OK	OK	OK	Stocked	OK

Comment: \_\_\_\_\_

**Trail Extension to Children's Park**

Atwater Road Crossing Sign	Lake Orion Lumber Pathway	Meeks Park Intersection	Bridge from Meeks Park to Orion Art Center	Northern Terminus at Art Center	Bike Fixit Station @ Art Center	Bike Racks @ Cookies & Cream
OK	OK	OK	OK	OK	OK	OK

Comment: \_\_\_\_\_

**Bike Fixit Station at Cookies & Cream:****Bike Fixit Station**

Screwdrivers		Open Ended Wrenches			Allen Wrench Multi-tool	2-Tire Levers	Air Pump
Phillips	Flat Blade	32-15 mm	10-8 mm	11-9 mm			
OK	OK	OK	OK	OK	OK	OK	OK

**Bike Fixit Station at Oat Soda Restaurant:****Bike Fixit Station**

Screwdrivers		Open Ended Wrenches			Allen Wrench Multi-tool	2-Tire Levers	Air Pump
Phillips	Flat Blade	32-15 mm	10-8 mm	11-9 mm			
OK	OK	OK	OK	OK	OK	OK	OK

## Bike Patroller Equipment

### Portable AED

Battery	Pads	Shears/Scissors	Test Run
OK	OK	OK	OK

### First Aid Kit

Bandages	Ice Packs	Gauze	Shears/Scissors	Tape
On order.	On order.	On order.	On order.	On order.

### Trail Surface Comments and Areas of Concern:

The trail is in good condition.

Signed Dan Butterworth Date 6-29-2023