



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

# Paint Creek Trailways Commission Meeting

Tuesday, September 19<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: August 15<sup>th</sup>, 2023
  - b. Treasurers Report – August 2023
6. **Approval of Invoices**
7. **Memo/Update:** SE Rochester – Observation Deck with MTGA
8. **Memo:** Quotes for the PCT Junction Park Sign Replacement
9. **Update:** Labor Day Bridge Walk Recap
10. **Memo:** Encroachment Notice
11. **Update:** Administrative Assistant Position Post
12. **Update:** Recording Secretary Position
13. **Discussion/Approval:** Election of Treasurer for term of Sept-Dec 2023
14. **Manager's Report**
15. **Commissioner Reports**
16. **Adjournment of Regular Meeting**

## **Next Regular Meeting:**

October 17<sup>th</sup>, 2023 – \*Paint Creek Cider Mill, 4480 Orion Rd, Rochester, MI 48306

\*Please note the change in location for the October meeting

## **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
- August 15<sup>th</sup>, 2023 Draft Minutes
- August 2023 Treasurer's Report
- Memo: SE Rochester – Observation Deck with MTGA
- AEW Contract
- Memo: Quotes for the PCT Junction Park Sign Replacement
- PCT Junction Park Sign Replacement Quote
- Labor Day Bridge Walk Budget Recap
- Labor Day Bridge Walk Photo Collage
- Memo: Encroachment Notice
- Administrative Assistant Job Description
- August Manager's Report
- 2023 Paint Creek Trailways Commission Operations Budget – Amended March 21, 2023
- August 31, 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 September 19, 2023**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment**
5. **Consent Agenda:**
  - a. Minutes: August 15<sup>th</sup>, 2023
  - b. Treasurers Report – August 2023
6. **Approval of Invoices**
7. **Memo/Update:** SE Rochester – Observation Deck with MTGA  
**Summary:** Trail Manager Correll has provided a memo in your packet  
**Desired Action:** None  
**Budget Impact:** ~\$200,000.00 (Funded by MTGA Donor)
8. **Memo:** Quotes for “Living” Wall Name Plaque & PCT JXN Sign replacement  
**Summary:** Administrative Assistant Grupido has provided a memo in your packet.  
**Desired Action:** None  
**Budget Impact:** ~\$250-\$400 Expense Living Wall, \$750 Expense PCT JXN Sign
9. **Update:** Labor Day Bridge Walk Recap  
**Summary:** Trail Manager Correll will provide an update on the Labor Day Bridge Walk event and income/expense  
**Desired Action:** None  
**Budget Impact:** \$1,984.67 (Income)
10. **Memo:** Encroachment Notice  
**Summary:** Trail Manager Correll has provided a memo in your packet.  
**Desired Action:** None  
**Budget Impact:** NA
11. **Update:** Administrative Assistant Position Post  
**Summary:** Trail Manager Correll will provide an update on the status of the personnel committee and the posting process.  
**Desired Action:** Discussion  
**Budget Impact:** TBD
12. **Update:** Recording Secretary Position  
**Summary:** Trail Manager Correll will provide an update on the status of the recording secretary  
**Desired Action:** Discussion  
**Budget Impact:** TBD
13. **Discussion/Approval:** Election of Treasurer for term of Sept-Dec 2023  
**Summary:** The commission will nominate and vote to fill vacant position left by former treasurer Patrick Ross  
**Desired Action:** Discussion/Vote  
**Budget Impact:** NA
14. **Manager’s Report:** Included in your packet
15. **Commissioner Reports**
16. **Adjournment of Regular Meeting**

**Next Regular Meeting:**

October 17<sup>th</sup>, 2023 – \*Paint Creek Cider Mill, 4480 Orion Rd, Rochester, MI 48306

\*Please note the change in location for the October meeting

PAINT CREEK TRAILWAYS COMMISSION

\*\*\*DRAFT\*\*\*

August 15, 2023

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

The August 15, 2023, regular meeting of the Paint Creek Trailways Commission was called to order at 7:00 p.m. in the main conference room of the City of Rochester Municipal Offices.

Voting Members Present: Julia Dalrymple, Ken Elwert, Linda Gamage, Conner Reiter, Steve Sage, David Walker

Voting Alternates Present: Martha Olijnyk

Non-Voting Alternates Present: David Becker, Carol Morlan

Voting Members Absent: Brian Blust, Robin Buxar

Alternates Absent: Russell George, Dave Mabry, Ann Peterson, Matt Pfeiffer, Aaron Whatley

Village Non-Voting Member Absent: Jason Peltier

Village Non-Voting Alternate Present: Stanley Ford

Others Present: Tom Correll, Trail Manager; Eryn Grupido, Administrative Assistant; Josh Moo, Trailways supporter and Scoutmaster with Scouts BSA; Ingrid Kliffel, Recording Secretary

A quorum was present.

**PLEDGE OF ALLEGIANCE**

Chairperson Olijnyk led the Commissioners, staff and those present in the Pledge of Allegiance to the flag of the United States of America.

**WELCOME TO NEW COMMISSIONERS**

Chairperson Olijnyk welcomed the new members of the Paint Creek Trailways Commission, Conner Reiter and Stanley Ford. Everyone present introduced themselves.

**AMENDMENTS TO AND APPROVAL OF AGENDA**

MOVED BY ELWERT, SECONDED TO WALKER, to approve this evening's agenda as presented with the addition of an item to consider the minutes of the July 18<sup>th</sup> closed session meeting.

MOTION CARRIED.

### **GENERAL PUBLIC COMMENT**

There was no one present who wished to comment on an item not already on this evening's agenda.

### **CONSENT AGENDA**

This evening's Consent Agenda consists of the following: (a) minutes of the July 18, 2023, meeting of the Paint Creek Trailways Commission, and (b) Treasurer's Report for July 2023.

MOVED BY SAGE, SECONDED BY WALKER, to approve the Consent Agenda as presented, specifically to approve and file the minutes of the July 18, 2023, meeting of the Paint Creek Trailways Commission, and to receive and file the Treasurer's Report for July 2023.

MOTION CARRIED.

### **APPROVAL OF INVOICES**

Trail Manager Correll and the Commissioners reviewed the list of invoices dated August 15, 2023.

MOVED BY OLIJNYK, SECONDED BY ELWERT, to approve payment of the invoices as presented in the amount of \$19,060.97.

AYES: Dalrymple, Elwert, Gamage, Olijnyk, Reiter, Sage, Walker

NAYS: None

MOTION CARRIED.

### **SEMOG GRANT APPROVAL FOR BRIDGE 31.7**

SEMOG's Regional Review Committee has selected the Paint Creek Trail Bridge 31.7 Renovation project for Transportation Alternatives Program ("TAP") funding for fiscal year 2025. The total amount of this grant is \$721,210.42. SEMOG adjusted the matching funds from 45 percent to 20 percent of total participating costs, waiving the city's local match and relying solely on the MDNR Trust Fund for matching funds.

Trail Manager Correll stated that he contacted our Michigan Natural Resources Trust Fund ("MNRTF") grant coordinator to inquire about the status of our MNRTF grant application. The grant coordinator indicated that preliminary scores should be available in mid-September, after which time we may provide supplemental information. Final scores will be released after Thanksgiving, and then the applications will be forwarded to the MNRTF Board for consideration at their December meeting.

The Commissioners were very pleased with this news and are hopeful that we will be successful with obtaining our local match through the MNRTF grant.

### **“LIVING WALL”/PERPETUAL PLAQUE QUOTE**

In response to the Commission’s request at the July meeting, Administrative Assistant Grupido obtained four quotes for an additional plaque and for plate engraving for the “Living Wall”/Perpetual Plaque. She and the Commissioners reviewed those quotes as contained in her memorandum of August 10<sup>th</sup>.

Commissioner Becker proposed that we order the perpetual plaque and plates from The Trophy Shop in Lake Orion. While they did not have the lowest quote, all of the quotes were roughly similar, and he would like to patronize a business that is located within our Trailways member community.

The Commissioners reviewed the quote from The Trophy Shop. Ms. Grupido’s memorandum indicates that the engraving is slightly different from what we currently have (etched vs laser), but it will be the same font.

MOVED BY OLIJNYK, SECONDED BY SAGE, to order a new perpetual plaque and plates from The Trophy Shop in Lake Orion as reflected in their quote. The Commission acknowledges that this was not the lowest quote, but the quote was roughly in line with other quotes received and the Commission wishes to support a business that is located within our Trailways member community.

AYES: Dalrymple, Elwert, Gamage, Olijnyk, Reiter, Sage, Walker

NAYS: None

MOTION CARRIED.

Administrative Assistant Grupido was not certain how many additional plates we will need. Commissioner Gamage recalled that there is a document in the files that gives the criteria for including names on the Living Wall. Ms. Grupido will look into this.

### **PAINT CREEK JUNCTION PARK WAYFINDING SIGNS**

The Commission needs to update the wayfinding signs along the Trail to better direct Trail users to Paint Creek Junction Park. Additionally, one wayfinding sign along the Trail has been damaged and needs to be replaced.

Administrative Assistant Grupido reviewed her memorandum of August 10<sup>th</sup>. The Rochester Sign Shop provided a quote for \$750.00 to update the graphics on two signs (the northbound sign and the southbound sign) to direct Trail users to Paint Creek Junction Park, and for the total replacement of a third sign (the damaged sign). They indicated that they are offering a discount if we do all three signs at once time; if we choose to do them separately, they will provide another quote.

The Commissioners reviewed the proofs of the graphics. Ms. Grupido noted that on the Paint Creek Junction Park signs, they should only include the arrow after the words “Paint Creek Junction Park” and not an additional arrow after the icons for the park amenities.

Commissioner Gamage said that we will also need to update wayfinding signage once the Bald Mountain Connector project is complete. Trail Manager Correll said Bald Mountain personnel have indicated a tentative completion date of spring 2024. Commissioner Gamage wondered what would be the best way to accomplish new or revised signage, potential timing for installation of the new signage, and whether Bald Mountain might cover the whole cost or a part of the cost.

After further discussion, the Commissioners agreed that they have a number of questions at this time. Administrative Assistant Grupido will obtain a quote for each of the three signs separately, as well as for the damaged sign and the southbound sign together indicating the Bald Mountain Connector. She will also ask for new proofs showing what the graphics will look like for each with space for the Bald Mountain Connector. Additionally, she will ask the sign manufacturer if they have any advice on how this information could be added at a later time.

### **LICENSE AGREEMENTS**

Trail Manager Correll reported that our attorneys have spent approximately six hours of the eight hours that we authorized for them to work on this matter. He believes they have reviewed and revised as necessary seven of the eight license agreements.

The Commissioners discussed that once the agreements are complete, our staff should make the first contact with the licensees, and we can involve the attorneys later as necessary.

### **LABOR DAY BRIDGE WALK**

The 16<sup>th</sup> Annual Labor Day Bridge Walk along the Paint Creek Trail will take place on Monday, September 4<sup>th</sup>, from 8 a.m. to 12 noon. The walk will begin at 9:00 a.m., starting at the Kiwanis Pavilion in Rochester Municipal Park. Trail Manager Correll said he will continue marketing the event over the next several weeks over social media, etc. Registration for this event is still open.

The Commission thanked Commissioners Elwert and Walker for soliciting sponsors and donations for this event. They briefly reviewed plans for the event. Commissioner Gamage asked if we have a photographer lined up; Chairperson Olijnyk said that we do not, but suggested that we ask former Trailways Commissioner and Oakland Township resident Frank Ferriolo.

Manager Correll said we are still looking for volunteers to help with this fun family-oriented event. Administrative Assistant Grupido will forward volunteer information to Commissioner



Dalrymple, who will let high school students in her school district know of this opportunity to earn community service hours.

### **FREEDOM OF INFORMATION ACT REQUEST**

Trail Manager Correll reported that we received three Freedom of Information Act (“FOIA”) requests for information related to motorized vehicles on the Trail, and temporary use permits awarded by the Trailways Commission to allow Trout Unlimited to conduct work along the Trail. He worked with our attorneys to produce the information in a timely manner.

### **ADMINISTRATIVE ASSISTANT POSITION**

Administrative Assistant Grupido announced that she has submitted her letter of resignation. She applied and was accepted into a degree program and will be moving out of state. However, she said she can complete preliminary aspects of the program online, and is willing to work with the Trailways Commission to find and train a replacement.

Chairperson Olijnyk said she will meet with the Personnel Committee to review the job requirements and prepare a job posting for the position.

The Commissioners and Trail Manager Correll thanked Ms. Grupido for her time with the Trailways Commission, for being flexible with her end date, and for being willing to train her replacement. They wished her much success in her future career.

### **MANAGER’S REPORTS**

Trail Manager Correll reviewed his report of July 11<sup>th</sup>.

#### **Complaints, Vandalism, Feedback**

Portable Restroom at Tienken Road: A Trail user contacted Manager Correll and indicated that the portable restroom at Tienken Road needs attention. He forwarded this information to the City of Rochester Hills. The Trail users also shared how she and her family love using the trail and do so quite often.

Unauthorized Pruning Along Trail: Former Commissioner Hank Van Agen informed Manager Correll on August 4<sup>th</sup> of extensive pruning being done by an unknown person along the Trail along the spur property in Rochester. When the City of Rochester contacted the individual, he indicated that he removed a tree that had fallen across the Trail, and then cut invasive honeysuckle from the area. The individual stopped by the Trailways office after Trailways hours and spoke with Oakland Township Parks and Recreation Department staff, and left a note asking to be permitted to continue removing the invasives. Manager Correll called him and left a voicemail message asking him to stop this work and to call him back. However, Manager Correll has not heard back.

### **Repairs and Maintenance**

Dutton Road Construction: The Dutton Road bridge construction has begun. Barriers have been placed on either side of the Trail in the area, so Trail access has not been affected. However, Trail users cannot access the parking lot there.

Water Fountain at Tienken Road: The water fountain located just north of Tienken Road is pooling water at the base. Rochester Hills has indicated that the repair work should be completed next week.

### **Medical Emergencies, Police, Fire Calls on Trail**

Ambulance Response for Bicyclist: Our bike patroller reported that an ambulance was called on July 23<sup>rd</sup> to help a bicyclist between Gunn and Gallagher Roads. Manager Correll did not know details, but believes the bicyclist was experiencing either heat-related symptoms or suffered a cardiac event.

### **Follow Up**

Recording Secretary: Trail Manager Correll spoke with Recording Secretary Disipio. She will provide him with an update on her status on August 16<sup>th</sup>.

Michigan Trails and Greenways Association: Trail Manager Correll was invited to join the Michigan Trails and Greenways Association's discussion group on electric bicycles.

Audit: The audit was submitted to the State with the changes as directed by the Commission at last month's meeting.

Memorial Tree: Manager Correll was contacted by Carol Lee, a member of a running group. Their group leader recently passed away, and they'd like to plant a memorial tree near the Tienken Road trailhead. This is the group that planted another tree in the area previously. The group has indicated their willingness to water the tree until it is established (up to five years) as they did for the last tree, so long as it is close enough to a trailhead to allow easy access from their vehicles.

The Commissioners discussed that the municipality in which the tree would be planted would likely want to approve the type of tree, and noted that municipalities may have a list of acceptable tree species. They wondered if we had any type of signed agreement for the prior tree. Staff will look into this matter further, with the view that if approved, the tree would not be planted until the fall.

Orion Road Roundabout, Trail Crossing at Kern Road: The Road Commission for Oakland County is installing a roundabout at the intersection of Orion Road, Conklin Road and Stoney Creek Road. While the official detour takes drivers down an alternate paved route, many motorists are instead taking the back roads, including the area at the Trail crossing at Kern

## PAINT CREEK TRAILWAYS COMMISSION

\*\*\*DRAFT\*\*\*

August 15, 2023

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and Clarkston Roads. Manager Correll said there is some confusion for motorists in this area, but he is also concerned about how this may impact the safety of Trail users. The Commissioners discussed and agreed to post extra signs along the Trail advising users to be extra careful at this crossing. Commissioner Gamage said she has seen brightly colored traffic cones at the Ludlow crossing, and suggested something colorful might catch the attention of Trail users.

### **COMMISSIONER GAMAGE'S REPORT**

#### **Labor Day Bridge Walk – Photographer**

Commissioner Gamage said she was in contact with Frank Ferriolo and he has offered to photograph events at the Labor Day Bridge Walk.

### **COMMISSIONER REITER'S REPORT**

#### **New Appointment**

Commissioner Reiter said he was recently appointed to fill the vacancy created by former Commissioner Ross's resignation. He is pleased to be part of the Paint Creek Trailways Commission.

### **COMMISSIONER FORD'S REPORT**

#### **New Appointment**

Commissioner Ford said he is also pleased to be a new member of the Paint Creek Trailways Commission. He uses the Paint Creek Trail nearly every day. He said he is appreciative that the Commission is looking into one-wheelers on the Trail. Regarding the Labor Day Bridge Walk, he will share the word that we are still in need of volunteers for the event.

### **CLOSED SESSION**

MOVED BY ELWERT, SECONDED BY OLIJNYK, to enter into a closed session at 8:07 p.m. for the purpose of considering the minutes of the July 18, 2023, closed session meeting.

AYES: Dalrymple, Elwert, Gamage, Olijnyk, Reiter, Sage, Walker

NAYS: None

MOTION CARRIED.

The regular session of the meeting was reconvened at 8:09 p.m.

There were no changes proposed to the minutes of the July 18, 2023, closed session meeting.

**ADJOURNMENT**

MOVED BY GAMAGE, SECONDED BY DALRYMPLE, there being no further business before the Commission, to adjourn the meeting at 8:11 p.m.

MOTION CARRIED.

Respectfully submitted,

Ingrid R. Kliffel  
Recording Secretary

Approved,

David Becker  
Secretary

Approved,

Tom Correll  
Trail Manager

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

<b>Balance:</b>	31-Jul-23		
	Checking Balance	\$	227,223.04
	Outstanding Checks (3640, 3676, 3680)	\$	655.00
	<b>TRAILWAYS COMMISSION BALANCE</b>		<b>\$ 226,568.04</b>
<b>Revenues:</b>			
	Frank Race Management, LLC. - event permit fee	\$	30.00
	Friends of the Paint Creek Trail - LDBW sponsorship	\$	250.00
	David & Rita Becker - LDBW sponsorship	\$	100.00
	Friends of Donnie Steele - LDBW sponsorship	\$	100.00
	Carol & John Morlan - LDBW sponsorship	\$	100.00
	David & Kelly Walker - LDBW sponsorship	\$	100.00
	Committee to Elect Theresa Mungoli - LDBW sponsorship	\$	100.00
	The Silver Shamrocks, LLC - LDBW sponsorship	\$	100.00
	Rochester Sign Shop - LDBW sponsorship	\$	250.00
	David Blair - LDBW sponsorship	\$	100.00
	Committee to Retain Mayor Bryan K. Barnett - LDBW sponsorship	\$	250.00
	Brian & Linda Blust - LDBW sponsorship	\$	100.00
	Louis & Eva Carrio - LDBW sponsorship	\$	100.00
	Interest Income - July 2023 Interest Income	\$	176.63
	<b>Total Revenues</b>	<b>\$</b>	<b>1,856.63</b>
			<b>\$ 228,424.67</b>
<b>Expenditures:</b>			
	3682 - Chase Card Services	\$	587.50
	3683 - Ingrid Kliffel - Records Fee regular & closed meeting 7-18	\$	405.00
	3684 - Rosati, Schultz, Joppich, & Amtsbuechler. P.C.	\$	625.00
	3685 - Oakland County Mounted Patrol	\$	556.59
	3686 - VC3, Inc. - Computer Upgrade	\$	1,699.29
	3687 & 3688 - CTOPRC - 2nd qtr wages and shared copier costs	\$	15,187.59
	<b>Total Expenditures</b>	<b>\$</b>	<b>19,060.97</b>
			<b>\$ 209,363.70</b>
<b>Balance:</b>	31-Jul-23		
	Checking Balance	\$	209,778.70
	Outstanding Checks (3640, 3680)	\$	415.00
	<b>TRAILWAYS COMMISSION BALANCE</b>		<b>\$ 209,363.70</b>

Signed By: \_\_\_\_\_  
Trailways Commission Treasurer

\_\_\_\_\_  
Trail Manager

Date: \_\_\_\_\_

\_\_\_\_\_



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## **MEMO**

To: Commissioners, Alternates, & Staff  
From: Tom Correll, Trail Manager  
Subject: SE Rochester Observation Deck with MTGA  
Date: September 12, 2023

### **SE Rochester Observation Deck with MTGA**

On August 30<sup>th</sup>, Trail Manager Correll met with MTGA Director Andrea Lafontaine, MTGA Board Member Neil J. Billetdeaux and Attorney Christopher Kroll regarding the Observation Deck project on the trail spur near Bloomer Park. MTGA and the attorney are eager to begin the project.

The attorney approved the estimated budget for the project and it was agreed that the process would work as follows: The Paint Creek Trailways Commission will sign a contract (provided in memo) with AEW as project managers for the Observation Deck. AEW will begin the project and submit invoices to the PCT for approval. Trail Manager Correll will forward approved invoices to MTGA, acting as fiduciary for the donor's funds, who will make payments to AEW (and other vendors as necessary) on the project.

The contract to begin development/design and engineering on the project is included in the packet.



**ANDERSON, ECKSTEIN & WESTRICK, INC.**

**CIVIL ENGINEERS - SURVEYORS - ARCHITECTS**

51301 Schoenherr Road, Shelby Township, MI 48315  
586.726.1234 | [www.aewinc.com](http://www.aewinc.com)

February 3, 2023

Melissa M. Ford, Trail Manager  
Paint Creek Trailways Commission  
4393 Collins Road  
Rochester, MI 48306

Reference: **Proposal for Professional Engineering Services**  
Paint Creek Trail – Side Path Trail and Observation Deck

Dear Ms. Ford:

Thank you for the opportunity to quote Professional Engineering Services for the above referenced project.

### **Understanding of the Project**

It is our understanding that the proposed improvement, the side trail, the resurfacing of 100 feet of shared use path and the observation deck were designed by Mannik Smith Group in 2019. Since the project was part of multiple projects that were assembled in one engineering plan set and project specifications, the 2019 bids for this project came higher than the estimated cost therefore the project was not constructed. Your office had shared the engineering plans and project specifications prepared by Mannik Smith Group and asked our firm to reassemble these documents and assist in the bidding process.

From our preliminary review of the engineering plans and some follow up on the permit's status, we noticed that some information are missing on Mannik Smith plans. The plan does not show a detailed design of the proposed observation deck such as structural design, height, deck location within floodplain and floodway, grading plan and it appears there was no submission to EGLE permit for working within Floodway and Floodplain. Our services to complete the engineering plan and project specifications will include a detailed review of the engineering plans, project specifications, reassembling the applicable plan sheets and projects specifications, provide the missing information and assisting in the bidding process. Also our service will include obtaining the required permits, generate project cost estimate and providing construction observation and administration.

### **Services to be Provided**

The proposed services to be provided by AEW shall consist of the following:

- Performing topographical survey of the immediate area where the observation deck is being proposed to determine scope of work within the



Melissa M. Ford, Trail Manager  
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floodway/floodplain. Also provide topographical survey of the side trail to ensure ADA compliance and maintaining positive drainage of the area.

- Review of the Mannik Smith engineering plan and Specifications
- Complete the missing information on the engineering plans to provide a complete engineering plan set such as footing design of the observation deck, grading plan, and prepare soil erosion plan, etc
- Obtain EGLE permit for working in floodplain and floodway and all required permits
- Commissioning and review of soil borings and geotechnical investigation, performed by others, soil borings will be necessary to determine type of soil and bearing capacity to assist in the footing design.
- Preparing construction cost estimate
- Limited construction observation
- Construction administration

#### **Additional Services Available**

The following services are available hourly upon request but not included in this proposal.

- Additional owner progress meetings
- Additional meetings with EGLE and other regulatory agencies
- Contractor bidding and award assistance
- Construction administration services beyond those listed under scope of services
- Construction staking and layout

#### **Services Not Provided**

Material testing, environmental testing, geotechnical investigations, and wetlands delineation are outside the scope of services that AEW can provide. We will gladly coordinate these services when requested, to be performed by outside consultants as approved by the Client.

We have estimated the cost for soil borings and geotechnical recommendations to be performed by G2 Consulting Group, LLC as a qualified subconsultant to do this work in the fees below.

#### **Fee for Professional Services**

The lump sum fee for our services as described above is proposed as follows:

Topographic survey	\$4,500.00
Review of engineering plans and specifications	\$1,000.00
Complete the engineering plan and specifications	\$4,000.00
Structural design of the observation deck	\$4,000.00
Soils Boring by others	\$4,000.00
Obtain EGLE permit and required permits	\$2,000.00





Melissa M. Ford, Trail Manager  
February 3, 2023  
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Construction cost estimates	\$1,000.00
Construction Observation – Limited (hourly)	\$8,000.00
Construction Administration	<u>\$2,000.00</u>
<b>Total Fee \$30,500.00</b>	

Any additional services will be provided on an hourly basis per the attached rate schedule.

#### **Opinions of Probable Cost**

Opinions of probable construction cost provided represent AEW's best judgment as a design professional familiar with the industry. However, it is recognized that AEW has no control over the cost of labor, materials, equipment or services provided by others, or over the contractor's methods of determining prices, or over competitive bidding or market conditions. Therefore, AEW does not guarantee that proposals, bids, or actual construction cost will not vary from the opinions of probable cost prepared in any manner by our firm.

#### **Execution of the Agreement**

We trust that this proposal meets your needs. Please advise if any modifications or clarifications are required. When you are prepared to authorize us to proceed, please sign, date, and return one copy of this agreement with original signatures for our use.

We appreciate the opportunity to work with you on this project. If you have any questions or require additional information please call me.

Sincerely,

Anderson, Eckstein and Westrick, Inc.

Accepted By:

\_\_\_\_\_  
Aseel A. Putros, PE, CFM  
Senior Project Engineer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name, Title

\_\_\_\_\_  
Stephen V. Pangori, PE  
President

\_\_\_\_\_  
Date

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## **MEMO**

To: Commissioners, Alternates, & Staff  
From: Eryn Grupido, Administrative Assistant  
Subject: Quotes for PCT JXN Sign update & replacement  
Date: August 28, 2023

### **Paint Creek Junction Signs:**

Rochester Sign Shop has quoted us \$750.00 for the total replacement of the middle junction sign that is currently damaged (bent and graphics torn as if something hit it), and for the update of the graphics on the north and southbound signs to better direct users to the Paint Creek Junction Park. To replace the signs individually would be \$300.00 each for the northbound sign, southbound sign, and the full replacement of the middle sign. To wait and replace the southbound and middle replacement together after the Bald Mountain Connector would be \$600.00. The total discount of doing all three together is \$150.00.

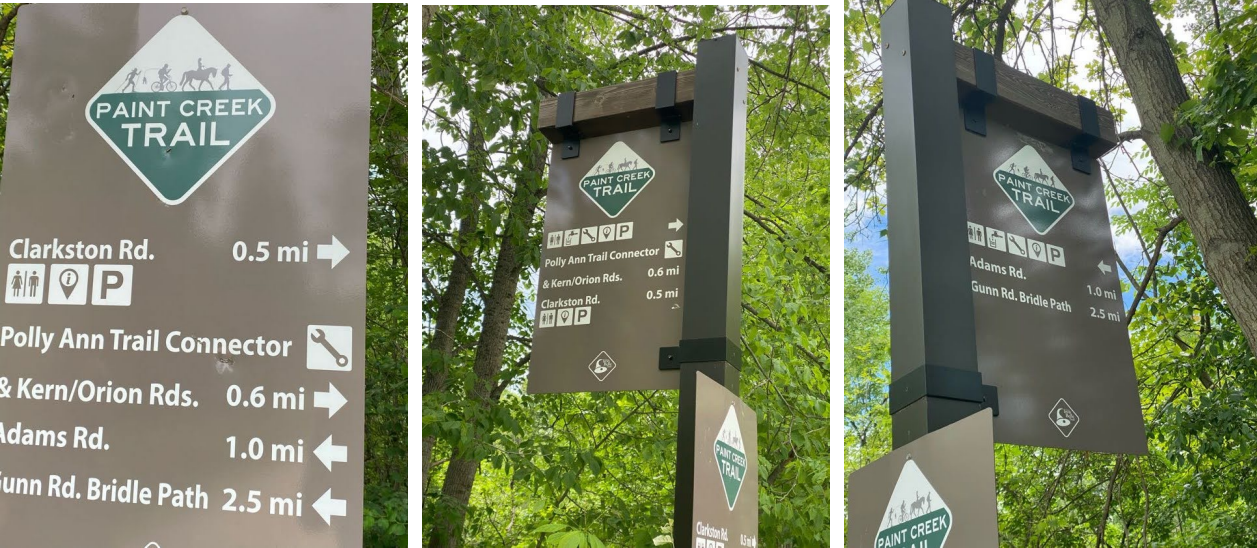
There are three options to add in the Bald Mountain Connector later on:

1. To be in the right spot mileage-wise they would need to leave a gap between locations to be filled in with a sticker that is either the whole phrase or individual white letters
2. They can print as is with the current locations and use a large sticker to cover and replace all the lines necessary to make sure it is in the right spot.
3. They can print a full sign sticker to cover everything.

Note: All stickers will be raised above current printing and they have some concern about whether vandals will peel them off or that the signs will be sun faded before it is added and not quite match in color.

The separate quotes follow this memo with pictures of the current signs and their replacement proofs below:

Current signs:



Proof of new signs (without the second arrow):

24"x40"  
New Prints  
for existing panel  
(2-Sides)  
Qty: 1

Paint Creek Junction Park →  
Polly Ann Trail Connector →  
& Kern/Orion Rds. 0.6 mi  
Clarkston Rd. 0.5 mi

Northbound

Paint Creek Junction Park ←  
Adams Rd. 1.0 mi  
Gunn Rd. Bridle Path 2.5 mi

Southbound

24"x40"  
NEW 1/4" Alupanel Sign  
(to replace damaged panel)  
w/ vinyl print  
(1-Sided)  
Qty: 1

Clarkston Rd. 0.5 mi →  
Polly Ann Trail Connector  
& Kern/Orion Rds. 0.6 mi →  
Adams Rd. 1.0 mi ←  
Gunn Rd. Bridle Path 2.5 mi ←

Colors:  
digital print  
Materials:  
anti-vandal laminate

File Name: Paint Creek Trail	Date: 6/29/23	Revised:	Artwork By: Ryan Siluk
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ACCEPTANCE OF ARTWORK: The drawing above is an artistic interpretation ONLY. Elements may vary based on field measurements. This color proof is intended for verification of spelling, layout, color and composition. PLEASE RETURN TO: (800) 852-2750. CHECKING THIS PROOF VIEW CAREFULLY. Signature constitutes authorization to proceed with specifications and conditions of this document as specified. All artwork and designs are property of ROCHESTER SIGN SHOP and may not be used without the APPROVAL of ROCHESTER SIGN SHOP. DATE: \_\_\_\_\_

**Rochester Sign Shop**  
714 N. MAIN UNIT 102  
ROCHESTER, MI 48307  
Ph: (248) 652-2750  
Fax: (248) 652-1667

**Cash Sponsorship/Revenue from LDBW:**

Spalding DeDecker - 2023 LDBW Sponsorship	\$ 500.00
Friends of the Paint Creek Trail - 2023 LDBW Sponsorship	\$ 250.00
Committee to Re-Elect Mayor Barnett - 2023 LDBW Sponsorship	\$ 250.00
Rochester Sign Shop - 2023 LDBW Sponsorship	\$ 250.00
Trent Creative - 2023 LDBW Sponsorship	\$ 100.00
Theresa Mungoli - 2023 LDBW Sponsorship	\$ 100.00
Friends of Donni Steele - 2023 LDBW Sponsorship	\$ 100.00
The Silver Shamrocks LLC - 2023 LDBW Sponsorship	\$ 100.00
David Walker - 2023 LDBW Sponsorship	\$ 100.00
Louis and Eva Carrio - 2023 LDBW Sponsorship	\$ 100.00
Sarah & Emily Blust - 2023 LDBW Sponsorship	\$100.00
David & Rita Becker - 2023 LDBW Sponsorship	\$100.00
John & Carol Morlan - 2023 LDBW Sponsorship	\$100.00
David J Blair - 2023 LDBW Sponsorship	\$ 100.00

**Monies Received at/after Event:**

Cash Donations:	\$ 654.00
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<b><u>Total Income</u></b>	<b>\$ 2,904.00</b>
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**LDBW Expenses:**

Meijer - Water	\$ 30.93
Special Event Fee	\$ 103.25
Knapps Donuts	\$ 522.00
Amazon: gift bags, certificates, craft, tableware/napkins	\$ 263.15

<b><u>Total Expenses</u></b>	<b>\$ 919.33</b>
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<b><u>GROSS</u></b>	<b>\$ 1,984.67</b>
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4393 Collins Road  
Rochester, MI 48306  
(248) 651-9260  
Paintcreektrail.org

## **MEMO**

To: Commissioners, Alternates, & Staff  
From: Tom Correll, Trail Manager  
Subject: New Encroachment  
Date: September 13, 2023

### **Encroachment Notice**

On August 29, 2023, we received a report of a new encroachment on the Paint Creek Trail, near Flagstar Bank on the section between Gallagher and Silverbell Rds. A member of Oakland Township Parks and Recreation staff noticed a new path and stone staircase had been installed on Trailways Commission property.

Trail Manager Correll did a visual inspection on August 31<sup>st</sup> and was able to narrow down the owner's home to two addresses. Due to the encroachment's close proximity to the property line, trail staff was unable to ascertain the specific address, so notifications were sent to both homeowners via mail on September 12<sup>th</sup>, 2023.

The notification letter included the following:

- Notice of Encroachment
- Photos of Encroachment
- Paint Creek Trailways Commission Encroachment Policy
- Paint Creek Trailways Commission Encroachment Removal Procedures
- Paint Creek Trailways Commission Application for Limited Use Permit for Private Access to the Paint Creek Trail



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

**Administrative Assistant Posting & Job Description**  
**Paint Creek Trailways Commission**  
**Rochester, Michigan**  
**September 14, 2023**

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*"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."*

The Administrative Assistant shall be conversant with modern office technology, with knowledge of MS Office. The Assistant will maintain necessary confidentiality, exercise judgment, and perform a variety of duties requiring knowledge of the Trailways Commission's practices, policies and procedures. The assistant will work both in an office setting and on the trail. The Administrative Assistant works 12 hours per week, at least 2 but preferably 3 days per week and reports to the Trail Manager and/or the Trailways Commission Chairperson.

**Clerical Responsibilities:**

1. Compute, compile and record data.
2. Set up and maintain accurate files.
3. Maintain Trailways Commission photo library and news archive.
4. Type and issue temporary permits in accordance with Commission policy.
5. Type letters, reports and forms.
6. Make appointments, arrange meetings and schedules for staff and Commissioners.
7. Answer telephone and email.
8. Receive, record and process citizen complaints and suggestions.
9. Operate office equipment such as, but not limited to: calculator, copier, fax machine, computer, tablet, scanner, laminator, and smart phone.
10. Assist Trail Manager with agendas and meeting packets.
11. Type and distribute press releases and related media information.
12. Maintain a working inventory of office supplies and items for sale.

**Analysis and Reporting**

1. Gather information from public sources.
2. Prepare reports as required.
3. Update records such as, but not limited to, monthly Treasurer's Report, Trailways Commission meeting minutes.
4. Assist with completing FOIA requests.
5. Compile statistical data and prepare reports regarding the data.
6. Review draft meeting minutes for corrections.
7. Inspect and observe trail as required by trail manager.

## **Financial**

1. Prepare invoices for Commission approval.
2. Obtain receipts from vendors.
3. Prepare checks for signing.
4. Deposit Commission payments.
5. Create and update financial records.
6. Prepare and compile materials for annual fiscal audit.

## **Publicity/Public Relations**

1. Raise awareness of trail in community.
2. Update and help maintain Trailways Commission website and social media accounts.
3. Coordinate Adopt-a-Trail program.

## **Events**

1. Plan and execute Trailways community events as directed by Commission.
2. Attend festivals and community events representing the Trailways Commission.
3. Assist in working with Friends group events.
4. Apply for event permits.
5. Work on event promotion, as directed by Trail Manager.
6. Assist in obtaining event sponsorships.

## **Other duties/responsibilities**

1. Perform all Commission related work as directed by Trail Manager and Trailways Commission Chair.
2. Attend monthly Trailways Commission meetings and quarterly Friends of the Paint Creek Trail meetings.
3. Represent Trail Manager at Trailways Commission meetings as required.

## **Required Qualifications and Desired Skills**

- Must be able to work with public.
- Must be able to work both independently and cooperatively.
- Must have good organizational skills.
- Must have excellent communication skills.
- Experience with WordPress and QuickBooks preferred.
- Knowledge of native plants and/or natural landscaping desirable.
- Must be physically able to work outdoors and on the Trail.
- Must be First Aid/CPR certified, or be willing and able to obtain certifications.
- Must own cell phone.
- Must have reliable transportation.

## **Responsibilities in absence of Trail Manager**

The Administrative Assistant must be prepared to perform the duties of the Trail Manager in the Trail Manager's absence. These temporary duties may consist of, but not be limited to:

- Preparing Trailways Commission meeting agendas and packets.
- Conducting inspections of Trail and arranging for repairs/maintenance as needed.
- Attending Trailways Commission meetings and committee meetings.
- Assist and give guidance and instruction to bike patroller.

**Pay Range: \$12-\$17 per hour**, depending on experience and qualifications. 12 hours per week. No benefits.



**About the Paint Creek Trailways Commission:**

The Paint Creek Trailways Commission is an intergovernmental agency that owns and operates the 8.9 mile recreational Paint Creek Trail. The Paint Creek Trail was the first non-motorized rail-to-trail in the State of Michigan, and traverses through Rochester, Rochester Hills, Oakland Township, Orion Township, and the Village of Lake Orion. The trail office is located at the Paint Creek Cider Mill, 4480 Orion Road, Oakland Township, 48306 (2nd floor). The trail has over 100,000 users annually and the Commission has an annual budget of approximately \$100,000. The trail is 8 feet wide, with a crushed limestone surface. The Paint Creek Trailways Commission employs a permanent part-time Trail Manager, a permanent part-time Administrative Assistant, and a seasonal part-time Bike Patroller. The Trailways Commission contracts with the Oakland County Sheriff's Office Mounted and Bicycle Patrols for seasonal law enforcement patrols. For more information, visit <http://www.paintcreektrail.org>.

**To Apply:**

Visit <http://www.paintcreektrail.org> for an application. **\*Submit cover letter, application, resume and two references (work and/or education related) by October 1, 2023 at 11:59pm to:**

Tom Correll, Trail Manager  
Paint Creek Trailways Commission  
4393 Collins Road  
Rochester, MI 48306  
(248) 601-0106 (FAX)  
Email: [manager@paintcreektrail.org](mailto:manager@paintcreektrail.org)



## **MEMO**

To: Commissioners, Alternates and Staff

From: Tom Correll, Trail Manager

Subject: September Manager's Report

Date: September 14<sup>th</sup>, 2023

### **Advisory Committee Reports**

- Personnel Committee – The Personnel Committee met to discuss the hiring process for replacing Administrative Assistant Grupido. Applications were open on September 14 and will be accepted until October 1, 11:59pm. Interview will take place over the next two weeks in time for the commission to approve the hiring of a new Administrative Assistant at the October 17<sup>th</sup> meeting.
- Labor Day Bridge Walk Committee – The Labor Day Bridge walk was a successful day for the community with over 120 participants and over \$1,900.00 in donations between voluntary day-of donations and sponsorships.
- Licensing Committee – New staircase encroachment was reported on 8/29 and verified on 8/30. Licensing committee requested a notice of encroachment be sent. Property lines were verified and documentation was prepared by Trail Manager and sent out the week of 9/12

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

- A bicyclist reported slippery surfaces at the connector bridge to the Village of Lake Orion near the Orion Art Center, north of Atwater. Citizen was contacted by Trail Manager to clarify that although that was not technically part of the Paint Creek Trail, Village of LO DPW would be notified. I spoke with DPW Director Sanchez and notified him of the complaint.
- Vandalism/Graffiti – Graffiti was reported near the Tienken Trailhead on 8/16 by Bike Patroller Butterworth. The graffiti was in the form of spray paint on the kiosk and other locations (see pictures below). Trail Manager Correll contacted Rochester Police and was directed to file a report with Oakland County Sheriff's Office. This was done in person at Tienken, case number 23-203636. A detective was assigned to the case and will keep us informed.



- A trail user requested right of way signage be posted at intersections. Used to be on old signs, but not on the newer Iron Belle signs

### **Repairs & Maintenance**

- Dutton Rd bridge construction is ongoing. Barriers have been placed on either side of the trail on Dutton road, so trail access has not been affected.
- Water Fountain on Tienken – Scheduled for September 18 & 19

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

- I am unaware of any emergencies on the trail.

### **Follow Up**

- I spoke with recorder Sandi Disipio over the phone on 9/12 and she informed me she will be unable to return to work as the PCTC recorder for the foreseeable future, due to a scheduled surgery. We will need to continue covering meetings through the remainder of 2023 with an alternate recorder, and find a more permanent replace going forward. Sandi has been with the PCTC since 1999 and was disheartened to leave, but wanted to make the decision in the best interest of the PCTC.
- Licensing – Follow up info for Solaronics was sent to attorney after the August meeting. I have followed up to let attorney know the commission would like license agreements to be sent out early fall. Will have more information before October meeting
- Grants – Mid-September we should have an update for the MNRTF Grant for Bridge 31.7

### **Paint Creek Trail Website Analytics**

#### **Top Pages**

Home Page  
Trail Maps  
Parking  
Contact Us  
Notice of Public Hearing  
Location  
FAQs  
Commission Members  
E-Newsletter Sign-Up

#### **Last 30 days**

6,891 (Up from 6,546 last month)  
1,112 (Up from 1,074 last month)  
366 (Up from 308 last month)  
280 (Up from 237 last month)  
250  
243 (Down from 280 last month)  
232 (Up from 196 last month)  
215  
206 (Up from 135 last month)

## 2023 Temporary Permit Approvals

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

Rochester Community Schools Foundation - Hometown Hustle 5k – September 16, 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

<u>Goals</u>	<u>Progress</u>	<u>Timeframe</u>
City of Rochester – Bridge 31.7 Replacement	Trail Manager Ford has completed the TAP Grant Application. TAP application reopened – additional information needed. Trail Manager Ford working with AEW on updated cost estimate and contracting with cultural resource consultant & archaeologist to determine bridge eligibility for NRHP and if bridge is in an archaeologically sensitive location. MNRTF will be submitted April 1. <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. TAP Grant awarded, see memo in packet.</b>	Complete by 2025
Upgrade Trail Website	RFP is in draft	1 year
Update Licensing Agreements	See Update in packet	1 year

## Calendar of Events on the Trail

(All bolded events run by Commission & Friends)

### **September**

**Labor Day Bridge Walk** – Monday, September 4, 2023

Hometown Hustle – Saturday, September 16<sup>th</sup>, 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)		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. Meeting	2	OG

	between donor attorney, trail management, and project manager for AEW TBD		
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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>\$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>

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								2021	2022	2023	Difference	2024
<b>Printing/Logo Expenses</b>												
Trail Saleable Items								\$0	\$0	\$0	\$0	\$0
<b>Subtotal</b>								<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Miscellaneous/Contingency</b>								\$282	\$1273	\$1,790	-\$517	\$1,763
Transfer to Community Foundation for Greater Rochester								n/a	n/a	\$4,500		n/a
<b>Transfer to fund balance</b>								\$8,175	\$0	\$0	\$0	\$0
<b>Subtotal</b>								<b>\$8,457</b>	<b>\$1273</b>	<b>\$6,290</b>	<b>-\$5,017</b>	<b>\$1,763</b>
<b>Total Expenses</b>								<b>\$212,595</b>	<b>\$105,461</b>	<b>\$126,179</b>	<b>-\$20,718</b>	<b>\$117,035</b>
<b>Revenue minus Expenses</b>								<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Legal Services Project Budget</b>												
								2021	2022	2023	Difference	2024
<b>REVENUES</b>												
Member Unit Contribution								\$0	\$0	\$0	\$0	\$0
License Fees								\$12,869	\$14,000	\$14,000	\$0	\$14,000
License Fees Paid in Advance								\$0	\$0	\$0	\$0	\$0
Transfer From Fund Balance								\$1,500	\$1500	\$1,500		\$0
New License Preparation Fees								\$0	\$0	\$0	\$0	\$0
<b>Total Revenue</b>								<b>\$14,369</b>	<b>\$15,500</b>	<b>\$15,500</b>	<b>\$0</b>	<b>\$14,000</b>
<b>EXPENSES</b>												
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
<b>Total Expenses</b>								<b>\$14,369</b>	<b>\$15,500</b>	<b>\$15,500</b>	<b>\$0</b>	<b>\$14,000</b>
<b>Revenue Minus Expenses - Legal</b>								<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Special Project Budget - Bridge 33.7 Renovation Project</b>								2021	2022	2023		2024
<b>Source of Funds</b>												
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
<b>Total Revenue</b>								<b>\$29,761</b>	<b>\$7,819</b>	<b>\$0</b>		<b>\$0</b>
<b>EXPENSES</b>												
Bridge 33.7 Renovation								\$0	\$7,819	\$0		\$0
Legal Services								\$0	\$0	\$0		\$0
Tree Removal								\$0	n/a	\$0		\$0
Design Engineering								\$0	\$0	\$0		\$0
Construction Engineering								\$0	\$0	\$0		\$0

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Soundpost Audio Sign								\$0	\$0	\$0		\$0
Recognition Plaques								\$0	n/a	\$0		\$0
MNRTF Reimbursement to OTPRC								\$0	n/a	\$0		\$0
Stairway at Bridge 33.7								\$29,761	n/a	\$0		\$0
								<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 8-31-2023



## Southeast Rochester Parcel off Clinton River Trail:

Bridge over Clinton River and surrounding area

Comment: Graffiti on the 'Park Rule' sign on the bridge to Bloomer and on the metal of the bridge.

## 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: \_\_\_\_\_

### 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
OK

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

**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	Closed

Comment: Dutton Road is closed at the trail while the bridge is being replaced.

**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

--

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: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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	Overgrown with vegetation.	OK	OK	OK

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

**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: [There is a camping style tent set up just west of the bridge over the creek in Meek's Park near the Art Center.](#)

**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. A trail user requested that information about trail rules, particularly about right of way, be posted at every intersection.

The user noted that this information used to be on all the older map signs that have been replaced but is missing from the new Iron Belle signs.

Signed Dan Butterworth Date 8-31-2023