



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

# Paint Creek Trailways Commission Meeting

Tuesday, November 21<sup>st</sup>, 2023 at 7:00 PM  
Paint Creek Cider Mill, 4480 Orion Rd, Rochester, MI 48306

## MEETING AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment**
5. **Consent Agenda:**
  - a. Minutes: October 17<sup>th</sup>, 2023
  - b. Treasurers Report – October 2023
6. **Approval of Invoices**
7. **Discussion:** 2024 Officers
8. **Discussion:** 2024 Sub-Committee Positions
9. **Memo:** MNRTF Grant Final Score
10. **Memo:** 2024 Budget Draft v2.0
11. **Update:** 40<sup>th</sup> Anniversary
12. **Memo:** Draft RFP for Website Redesign
13. **Manager's Report**
14. **Commissioner Reports**
15. **Adjournment of Regular Meeting**

## **Next Regular Meeting:**

December 19<sup>th</sup>, 2023 – Paint Creek Cider Mill, 4480 Orion Rd, Rochester, MI 48306

## **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  
October 17<sup>th</sup>, 2023 Draft Minutes  
October 2023 Treasurer's Report  
2023 PCTC Roster  
2023 Ad Hoc Committee Descriptions  
Memo: MNRTF Grant Final Score  
MNRTF Final Scoresheet  
Memo: 2024 Budget Draft v2.0  
2024 Budget Draft v2.0  
2024 Draft Sponsorship Form – 40<sup>th</sup> Anniversary  
Memo: Draft RFP for Website Redesign  
Draft RFP for Website Redesign  
November Manager's Report  
2023 Paint Creek Trailways Commission Operations Budget – Amended March 21, 2023  
October 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 November 21, 2023**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment**
5. **Consent Agenda:**
  - a. Minutes: October 17<sup>th</sup>, 2023
  - b. Treasurers Report – October 2023
6. **Approval of Invoices**
7. **Discussion:** 2024 Officers  
**Summary:** The committee will engage in a discussion regarding officer positions in preparation for 2024  
**Desired Action:** Discussion  
**Budget Impact:** NA
8. **Discussion:** 2024 Sub-Committee Positions  
**Summary:** The committee will engage in a discussion regarding sub-committee positions in preparation for 2024 appointments  
**Desired Action:** Discussion  
**Budget Impact:** NA
9. **Memo:** MNRTF Grant Final Score  
**Summary:** Trail Manager Correll has provided a memo in your packet, as well as the final grant scoresheet  
**Desired Action:** None  
**Budget Impact:** NA
10. **Memo:** 2024 Budget Draft v2.0  
**Summary:** Trail Manager Correll has provided a memo in your packet.  
**Desired Action:** Discussion  
**Budget Impact:** TBD
11. **Update:** 40<sup>th</sup> Anniversary  
**Summary:** Trail Manager Correll will provide an update on the 40<sup>th</sup> Anniversary Event. The event sub-committee will solicit input from the commission regarding sponsorships and other items.  
**Desired Action:** Discussion  
**Budget Impact:** TBD
12. **Memo:** Draft RFP for Website Redesign  
**Summary:** Trail Manager Correll has provided a memo in your packet and the draft RFP for review.  
**Desired Action:** Discussion  
**Budget Impact:** TBD
13. **Manager's Report:** Included in your packet
14. **Commissioner Reports**
15. **Adjournment of Regular Meeting**

### **Next Regular Meeting:**

December 19<sup>th</sup>, 2023 – Paint Creek Cider Mill, 4480 Orion Rd, Rochester, MI 48306

PAINT CREEK TRAILWAYS COMMISSION

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

October 17, 2023

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

The October 17, 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 Paint Creek Cider Mill.

Voting Members Present: Brian Blust, Robin Buxar, Julia Dalrymple, Ken Elwert, Conner Reiter, Steve Sage, David Walker

Voting Alternates Present: David Becker

Non-Voting Alternates Present: Carol Morlan, Martha Olijnyk

Voting Members Absent: Linda Gamage

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; Louis Carrio, Chairman, Friends of the Paint Creek Trail; Michael Jahn, Vice-President, Friends of the Paint Creek Trail; Ingrid Kliffel, Recording Secretary; Joe Bruce, Trout Unlimited; Shelley Donoughe, Oakland Township resident

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.

**AMENDMENTS TO AND APPROVAL OF AGENDA**

MOVED BY BUXAR, SECONDED BY DALRYMPLE, to approve this evening's agenda as presented.

MOTION CARRIED.

**GENERAL PUBLIC COMMENT**

**Shelley Donoughe: Trees Hanging Over Trail**

Oakland Township resident Shelley Donoughe was present. She lives along the Trailways between the Dutton Road and Silver Bell Road crossings. Ms. Donoughe explained that there are a couple of large trees either on her property or on the easement adjacent to her property that hang over the trail. She is concerned that branches may fall and injure someone. Manager Correll will look into this.

**Joe Bruce: Trout Unlimited Improvements to Paint Creek**

Joe Bruce was present on behalf of Trout Unlimited. Last year, the Trailways Commission authorized the group to access the trail in order to make improvements to the trout habitat in Paint Creek. This past July, Trout Unlimited volunteers installed 60 structures in the creek between the Dutton Road and Tienken Road crossings. This length of the trail is very straight, but Mr. Bruce was pleased to report that the structures have modified the flow of the water to cause the center of the creek to get deeper, and the banks to start building up. The group hopes to be able to make more improvements in the future, and Trout Unlimited will continue to monitor the trout population to assess the benefits of this project.

Mr. Bruce shared that as the work was taking place in the creek, one of their volunteers sat alongside the trail and explained the habitat improvement project to interested people as they passed by. This was so well received by the public that Trout Unlimited will continue to use this educational opportunity for future projects.

**CONSENT AGENDA**

This evening's Consent Agenda consists of the following: (a) minutes of the September 19, 2023, meeting of the Paint Creek Trailways Commission, and (b) Treasurer's Report for September 2023.

Commissioner Sage asked that the minutes be corrected to reflect that he was in attendance at the September meeting.

MOVED BY BECKER, SECONDED BY ELWERT, to approve the Consent Agenda as presented, specifically to approve and file the amended minutes of the September 19, 2023, meeting of the Paint Creek Trailways Commission, and to receive and file the Treasurer's Report for September 2023.

MOTION CARRIED.

### **APPROVAL OF INVOICES**

Trail Manager Correll and the Commissioners reviewed the list of invoices dated October 17, 2023.

MOVED BY BECKER, SECONDED BY DALRYMPLE, to approve payment of the invoices as presented.

AYES: Becker, Blust, Buxar, Dalrymple, Elwert, Reiter, Sage, Walker

NAYS: None

MOTION CARRIED.

### **LICENSE AGREEMENTS**

The Trailways Commission's attorney updated the license agreements for Consumers Energy, DTE Energy, International Transmission Company, Michigan Consolidated Gas Company, Solaronics, Inc., and Upton Leasing. The Commission budgeted \$2,000 for legal fees for this work, and we have spent \$1,525 to date.

The Commissioners reviewed the draft documents. They noted that not all of the proposed agreements are for the same length of time. Mr. Correll said this is an error as they should all be for five year terms as previously indicated by the Commission. Several Commissioners shared concerns about the status of one licensee, Solaronics, Inc., and said they would be more comfortable entering into a one or two year license agreement with this business instead of a five year agreement. The Commissioners also discussed the use of the word "abandon;" Commissioner Becker and Chairperson Olijnyk suggested that the license agreement should either define this word, or we should use a different term.

Chairperson Olijnyk pointed out a typographical error at section 10.2. The fourth line should be revised to read, "...and structures, arising ~~form~~ from or as a result of..."

Commissioner Becker observed that it requires a significant amount of administrative work to collect the license fees each year, and suggested the possibility of having these businesses pay for all five years at one time, perhaps with a small discount. Chairperson Olijnyk noted the changing membership of the Commission, and was concerned that if we do this, in five years the new Commissioners may not be familiar with the process of obtaining updated license agreements. For that reason, she would prefer to keep payments on a yearly basis.

Commissioner Walker asked about consumer price index adjustments, adding that they should be made annually. He also noted a discrepancy in the amounts reflected on the various license agreements.

After further discussion, the Commissioners agreed that the License Committee should take a closer look at these proposed license agreements, and bring them back to the Commission once they are ready to recommend approval.

### **DUTTON ROAD BRIDGE CONSTRUCTION PROJECT**

Trail Manager Correll met with the project engineer last week. The Road Commission for Oakland County needs to close the Trailway to the public in order to complete their work in this area. The agreement allows them to close the trail for three non-consecutive days. However, the Road Commission is asking for the Trailways Commission's approval to instead close the Trail for either three or five consecutive days.

The Commissioners discussed that it would be less disruptive to close the trail for a number of consecutive as opposed to non-consecutive days. Further, they would prefer to have the closure take place during the week, when the trail will likely be used less heavily than it is on the weekend.

The Road Commission would give the Trailways Commission as much notice as possible of when the closure would occur, and the Road Commission would put up signage to alert trail users of the upcoming closure. Trail Manager Correll added that when the Road Commission closes the trail, they will install barricades. Commissioner Becker wondered if there is a way to keep people from trying to go around the barricades, as he does not want to see anyone injured. Trail Manager Correll said he does not know if there is a way to keep people from doing this, and said one of our best approaches is to try to let trail users know of the upcoming closure. The closure is tentatively scheduled for next week.

MOVED BY BUXAR, SECONDED BY DALRYMPLE, to authorize the Road Commission for Oakland County to close the Paint Creek Trailways for three consecutive days for the purpose of completing their work in this area.

MOTION CARRIED.

### **ADMINISTRATIVE ASSISTANT**

Administrative Assistant Eryn Grupido will be leaving at the end of this month. Trail Manager Correll recommended that the Commission hire Nicole Sands to fill this vacancy.

MOVED BY BUXAR, SECONDED BY BECKER, to authorize Trail Manager Correll to present the offer of employment for the position of Administrative Assistant to Nicole Sands, at a rate of compensation of \$15 per hour, and for a period of 12 hours per week.

AYES: Becker, Blust, Buxar, Dalrymple, Elwert, Reiter, Sage, Walker

NAYS: None

MOTION CARRIED.

### **PAINT CREEK TRAILWAYS FISCAL YEAR 2024 BUDGET**

The Commissioners reviewed the draft budget for the 2024 fiscal year. They noted a number of areas where the amounts listed need to be corrected; Trail Manager Correll explained that he was having difficulties manipulating the document. He will review this and return to the Commission with a revised draft budget. In the meantime, he welcomed input from the Commissioners.

Mr. Correll reviewed proposed changes from the 2023 fiscal year budget. These include an increase in the Recorder's Fee; and an additional 3 percent for member unit contributions for Commission and office operations and staff, as well as for the patrol program.

There is a second line item under "Revenue" labeled for "Member Unit Contribution for Commission and Office Operations and Staff" (page 3, line 11). Trail Manager Correll explained that he is working with Oakland Township Parks and Recreation Director Milos-Dale on a bid for a new website. While we received these monies in 2023, he does not expect that any payment will be made until 2024, so he will need to revise the budget to reflect this.

Commissioner Elwert noted that, as a Commission, we have not discussed how we want to use monies in the Community Fund for Greater Rochester that are designated for the Paint Creek Trailways. However, he also noted that we need to maintain a minimum of \$10,000 in this fund. Trail Manager Correll said our current balance is \$10,237.

The budget needs to include monies for printing brochures.

Under the "Legal Services" cost center, the Commissioners suggested including \$1,000 or \$1,500 under the "License Preparation Fees" line item for any negotiations, etc. that may need to be done.

Trail Manager Correll will work on revising the budget for the Commission's further review at the November meeting.

### **40<sup>th</sup> ANNIVERSARY CELEBRATION**

The 40<sup>th</sup> Anniversary celebration, which was to include a 5K race, was scheduled to take place on November 18<sup>th</sup>. However, the company that coordinates the race was not booked for the event and is no longer available. Therefore, the Commissioners explored other ways to celebrate this milestone anniversary.

As an alternative, the race company is available to manage the event on December 16<sup>th</sup>. This is getting late in the season, and some Commissioners felt it would not be good timing so close to Christmas. However, Commissioner Buxar shared a comment from Alternate Commissioner Mabry, who is a member of the 40<sup>th</sup> Anniversary Committee, that there are some diehard runners who would likely participate. Commissioner Reiter added that Orion Township hosts a "Snow Dash" 5K run on the Polly Ann Trail, which typically has good



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turnout. Commissioner Dalrymple pointed out that the Snow Dash will take place on December 17<sup>th</sup> this year, so that would be a conflict.

Commissioner Blust asked for input as to booths, activities, etc. that the Commission would want to see alongside a 5K event.

The Commissioners then discussed the idea of hosting an event at another time of the year. Commissioner Buxar wondered what the exact date of the 40<sup>th</sup> anniversary is. Documentation found this evening lists 1983 as the year, but gives nothing more detailed. Trail Manager Correll will look into this further.

The Trailways Commission already hosts the Labor Day Bridge Walk in the fall. While the Commissioners were in favor of a spring event, we do need to consider when other events are offered in the community so that there is not a conflict. Additionally, we need to minimize use of the trail when the surfacing is thawing.

Administrative Assistant Grupido suggested a winter snowshoe lantern walk instead of a 5K, an idea originally proposed by former Trail Manager Melissa Ford. The walk could take place during the dusk hours, we could line the trail with paper lanterns, and participants could enjoy a peaceful walk with or without snowshoes.

After further discussion, the Commission agreed to refer this matter back to the 40<sup>th</sup> Anniversary Committee for review and to develop a recommendation for the Commission's consideration.

### **BALD MOUNTAIN CONNECTOR PROJECT**

Trail Manager Correll will be meeting with the Bald Mountain project managers soon. They are still hoping for a spring start.

Commissioner Elwert noted that the construction notes do not call out the Paint Creek Trail and do not call out that it will be restored. He asked Mr. Correll to confirm that the trail and the right-of-way will be restored.

Chairperson Olijnyk said the notes also do not include bollards. Trail Manager Correll said the DNR has agreed to this, but agreed that the plans have not yet been updated to reflect this.

The Commissioners also asked about maintenance.

Commissioner Buxar recalled that the Commission just discussed the possibility of holding a 40<sup>th</sup> Anniversary event along the Paint Creek Trail this spring and wondered if there would be a conflict/problem with the Bald Mountain Connector project. Mr. Correll did not feel there would be a conflict, but he will look into this.

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### **BRIDGE 31.7 RENOVATION**

The Paint Creek Trailways Commission applied for a Michigan Natural Resources Trust Fund grant for this project. Preliminary scores were announced, and Trail Manager Correll submitted additional information by the October 1<sup>st</sup> deadline. We will find out in December if this project is recommended for a grant.

The project has already been recommended for a Transportation Alternatives Program (“TAP”) grant, but this grant is contingent upon receipt of the MNRTF grant for the matching funds.

Finally, the Commission also applied for a Michigan Spark Grant for this project. However, our project was not selected.

### **MANAGER’S REPORTS**

#### **Recognition Committee**

The Recognition Committee met and discussed recognition guidelines.

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

Complaint of Human Waste Along Trail: A Trail user has complained multiple times about finding what they believe to be human waste along the Paint Creek Trail just south of the Adams Road crossing. Oakland Township staff has investigated, and they believe this to be animal waste. This complaint was forwarded to the Oakland County Sheriff’s Department. Commissioner Ford suggested that this might be a good location for doggie waste bags.

E-Bikes: A Trailway user complained of e-bikes going too quickly along the Trail.

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

There were no medical emergencies reported on the Trail.

#### **Follow Up**

Encroachment: Trail Manager Correll has not heard back from the property owners regarding the path and staircase that were constructed on Trailways property. Chairperson Olijnyk recalled that we have an encroachment policy; Mr. Correll will forward a copy of the policy to the Commissioners.

### **THANK YOU TO ADMINISTRATIVE ASSISTANT GRUPIDO**

The Commissioners thanked Ms. Grupido for her dedication to the Paint Creek Trailways Commission, and wished her the best in her new endeavors.

PAINT CREEK TRAILWAYS COMMISSION

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

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**ADJOURNMENT**

MOVED BY BUXAR, SECONDED BY ELWERT, there being no further business before the Commission, to adjourn the meeting at 8:15 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 October 2023

<b>Balance:</b>	30-Sep-23		
	Checking Balance	\$	207,684.14
	Outstanding Checks (3640, 3680, 3690, 3692)	\$	851.00
	<b>TRAILWAYS COMMISSION BALANCE</b>		<b>\$ 206,833.14</b>
<b>Revenues:</b>			
	Interest Income - October 2023 Interest Income	\$	162.04
	<b>Total Revenues</b>	<b>\$</b>	<b>162.04</b>
			<b>\$ 206,995.18</b>
<b>Expenditures:</b>			
	3696 - Chase Card Services	\$	187.75
	3697 - Ingrid Kliffel - Records Fee regular meeting 9/19	\$	351.00
	3698 -Oakland County- Mounted Patrol August 2023	\$	1,086.00
	3699 - Accident Fund Insurance Company of America	\$	814.00
	3700 Oakland Township Parks and Recreation Commission	\$	12,893.90
	3701 Rosati, Schultz, Joppich & Amtsbuechler, P.C.	\$	387.50
	3702- Village Trophy Shop- Commissioner Recognition Name Plaque	\$	400.00
	<b>Total Expenditures</b>	<b>\$</b>	<b>16,120.15</b>
			<b>\$ 190,875.03</b>
<b>Balance:</b>	31-Oct-23		
	Checking Balance	\$	191,050.03
	Outstanding Checks (3640)	\$	175.00
	<b>TRAILWAYS COMMISSION BALANCE</b>		<b>\$ 190,875.03</b>





















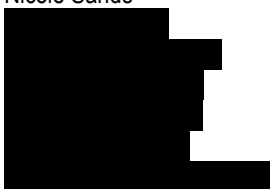
Signed By: \_\_\_\_\_  
Trailways Commission Treasurer

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

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

\_\_\_\_\_

**Paint Creek Trailways Commission – Member Roster- September 2023**  
**(For Commission Member Use Only – Not for Public Distribution)**

City of Rochester	City of Rochester Hills	Oakland Township	Orion Township	Village of Lake Orion
<b>City Council Representative</b> Steve Sage 	<b>City Council Representative</b> David Walker (Vice Chair) 	<b>Board of Trustees Representative</b> Robin Buxar 	<b>Board of Trustees Representative</b> Julia Dalrymple 	<b>Village Council Representative</b> Jason Peltier 
<b>City Council Alternate</b> Ann Peterson 	<b>City Council Alternate</b> Carol Morlan 	<b>Board of Trustees Alternate</b> Dave Mabry 	<b>Board of Trustees Alternate</b> Matt Pfeiffer 	<b>Village Council Alternate</b> Stanley Ford 
<b>Citizen Representative</b> Linda Gamage 	<b>Delegate</b> Ken Elwert 	<b>OTPR Representative</b> Brian Blust 	<b>Delegate</b> Conner Reiter 	<b>Trail Support Staff</b> Ingrid Kliffel, Substitute Recording Sec. 
<b>Citizen Alternate</b> David Becker (Secretary) 	<b>Delegate Alternate</b> Russell George 	<b>OTPR Alternate</b> Martha J. Olijnyk (Chairperson) 	<b>Delegate Alternate</b> 	<b>Trail Manager</b> Tom Correll 
<b>Citizen Alternate</b> 				<b>Administrative Assistant</b> Nicole Sands 

Updated: 11/16/2023

<b>2023 Paint Creek Trail Ad-Hoc Committee Descriptions and Vacancies</b>		
<b>Recognition Ad Hoc committee</b>	The Recognition Subcommittee is tasked with the planning and budget for a Recognition Ceremony, recognizing the many who have contributed their time, talent, or financial resources to the trail.	1. Linda Gamage 2. Dave Mabry 3. Steve Sage 4.
<b>Paint Creek Trailways Commission Personnel Ad Hoc committee</b>	The Personnel subcommittee is charged with reviewing job descriptions and conducting employee evaluations/reviews. The Subcommittee makes recommendations to the Commission for employee wages for the upcoming fiscal year. One representative from each member community is required, and historically have been the PCTC officers	1. David Becker 2. Martha Olijnyk 3. Patrick Ross 4. David Walker
<b>Orion Art Project committee</b>	The subcommittee will work with the Friends Group and the Moutrie family on the pollinator garden north of the Tienken trailhead area. Subcommittee should include one or two reps from Rochester Hills.	1. David Becker 2. Jason Peltier 3. Julia Dalrymple 4.
<b>Development of Property in S.E. Rochester committee</b>	This subcommittee is looking at ways to develop 2 parcels that the PCTC owns in Southeast Rochester. One parcel is ½ acre; the other is approx. 1.4 acres. The properties border the Clinton River Trail and Bloomer Park.	1. David Becker 2. Ken Elwert 3. Linda Gamage 4. Steve Sage
<b>Labor Day Bridge Walk September 4, 2023</b>	Held each year on Labor Day, the walk is our most successful event. Due to parking issues, it's held at the Rochester Municipal Park each year, and we provide two options – a 1-mile walk, or a 5K run on the trail. It's a free, family event. We will need assistance recruiting sponsors and volunteers.	1. Robin Buxar 2. Julia Dalrymple 3. Ken Elwert 4. Martha Olijnyk 5. David Walker
<b>Trail Branding &amp; Signage Ad-Hoc Committee</b>	This committee has been reviewing PCT branding options, brochure updates, map updates, and ideas to increase awareness of the trail.	1. 2. Linda Gamage 3. Martha Olijnyk 4. Steve Sage
<b>Trail improvements/Resurfacing Ad-Hoc Committee</b>	This Committee prioritizes Commission goals and projects. The Commission may decide this committee is not necessary, based on current projects in 2023.	1. David Becker 2. Brian Blust 3. Steve Sage 4. David Walker
<b>Licensing Ad-Hoc Committee</b>	This committee was charged with reviewing the Limited Use Permit process, the Encroachment Policy and Removal Procedures, License Agreements, and proposed easements.	1. Robin Buxar 2. Linda Gamage 3. David Walker 4. Matt Pfeiffer
<b>Paint Creek Trail 40<sup>th</sup> Anniversary Celebration Committee</b>	This committee will lead planning of the event in honor of the Paint Creek Trail's 40 <sup>th</sup> anniversary in 2024.	1. Brian Blust 2. Dave Mabry 3. Jason Peltier 4. Aaron Whatley/Conner Reiter
<b>Friends of the Paint Creek Trail Ad-Hoc Committee</b>	This committee is charged with strengthening the relationship with the Friends of the Paint Creek Trail and reviewing the Memorandum of Understanding.	1. Robin Buxar 2. Dave Mabry 3. Linda Gamage 4.



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## **MEMO**

To: Commissioners, Alternates, & Staff  
From: Tom Correll, Trail Manager  
Subject: MNRTF Grant Final Score  
Date: November 13, 2023

### **Michigan Department of Natural Resources – Michigan Natural Resources Trust Fund**

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

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

Preliminary Scores were announced on September 15. We were awarded a score of 345/500. Sustainable design section was the only section in which more points were potentially available. Revisions were submitted on October 1, 2023, including email correspondence with AEW regarding updates to sustainable materials and native landscaping.

On November 13, 2023 final scores were announced. Our score was increased from 345 to 395. The additional points came from the submission of the conditional commitment documentation for the award of the TAP grant, and updated plans for sustainable design.

# Final Scores - Development Scoresheet

Grant Amount Requested	\$300,000
Match Percentage	69%
Match Amount	\$678,900
Total Project Cost	\$978,900
Preliminary Score	345
Final Score	395

## Development Core Criteria

### 1. PUBLIC SUPPORT

	Maximum Possible Points	Preliminary Score	Final Score
A) The proposed project received multiple support documents by diverse stakeholders in the community. The applicant is addressing any public opposition or concerns. Opposition based primarily on the desire to keep the public from the state's natural resources will not be considered.	10	10	10
B) The proposed project received minimal support documents. The applicant is addressing any public opposition or concerns. Opposition based primarily on the desire to keep the public from the state's natural resources will not be considered.	5		
C) The proposed project received no support documents.	0		
<b>Maximum Possible Points</b>	<b>10</b>	<b>10</b>	<b>10</b>

### Comments to Applicant:

### 2. PROPOSED MAINTENANCE

	Maximum Possible Points	Preliminary Score	Final Score
A) Within the provided maintenance plan and associated materials, the applicant has demonstrated that a combination of long-term dedicated funding (millage, operation & maintenance budget, etc.), existing and permanent fulltime operational staff, multi-year contracts, or a formal endowment exists which relates to continual and on-going care of the proposed improvements.	20	20	20



B) Within the provided maintenance plan and associated materials, the applicant has demonstrated at a minimum that one of the following is in place: long-term dedicated funding (millage, operation & maintenance budget, etc.), existing and permanent full-time operational staff, multi-year contracts, or a formal endowment exists which relates to the continual and on-going care of the proposed improvements.	10		
C) Only a maintenance plan was provided with no or limited additional details ensuring that the continual and on-going care of the proposed improvements are in place.	0		
<b>Maximum Possible Points (A or B or C)</b>	<b>20</b>	<b>20</b>	<b>20</b>

**Comments to Applicant:****3. SITE QUALITY**

	<b>Maximum Possible Points</b>	<b>Preliminary Score</b>	<b>Final Score</b>
<b>A) PARK VISIBILITY</b>			
I) The site is easily recognizable as a public park and is easy to locate or will have adequate directional or identification signage in place.	10	10	10
II) The site is moderately recognizable as a public park, or the location needs signage improvements to be more easily recognized.	5		
III) Site is difficult to locate and is difficult to recognize as a public park	0		

**B) EASE OF ACCESS**

I) Ability to get to the site in multiple ways besides an automobile, such as: sidewalks, trail, or public transportation	10	10	10
II) Ability to get to the site in an additional way besides an automobile	5		
III) Site can only be accessed by automobile	0		

**C) SUSTAINABLE DESIGN**

I) Entire proposed project is designed with sustainable systems or features, where applicable.	25		25
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II) A majority of the proposed project is designed with sustainable systems or features, where applicable.	20		
III) The proposed project includes at least three sustainable systems or features, where applicable.	15		
IV) Fewer than three proposed sustainable design features.	0	0	

**D) RENOVATION**

Renovation or removal and replacement of an existing outdoor facility that is at least 20 years old with the same type of facility OR renovation of a building or structure that is at least 40 years old. The cost of the renovation must represent a majority of the total project cost.	25	25	25
<b>Maximum Possible Points (A + B + C + D)</b>	<b>70</b>	<b>45</b>	<b>70</b>

**Comments to Applicant:**

*B) Access: Sidewalk, trail, car.*

*C) Sustainable Design: Majority of the bridge is virgin materials. Underdrain only - not significant or visible for follow up documentation.*

*Native landscaping would need to be shown on site plan and listed as "Landscaping" scope to be counted.*

*Recycling bin would need to be shown on site plan and listed as "Recycling Bin" scope to be counted.*

*Would need more features or a higher percentage of the bridge construction for consideration.*

*D) Renovation: Bridge is over 100 years old and is the majority of the project.*

*SUPPLEMENTAL: Native Species Live Stakes for restoration; Recycling Bin: (added to scope) Newbridge design will span creek and remove old support structures in streambed, eliminating log jams, improving stream flow and water quality for trout and native aquatic species.*

**4. QUALITY OF OVERALL PARK DESIGN**

	<b>Maximum Possible Points</b>	<b>Preliminary Score</b>	<b>Final Score</b>
A) Site Plan: Site plan shows existing features to remain and all proposed scope items, is compatible with its intended purpose and is clear and understandable.	10	10	10
B) Application clearly describes the proposed and existing facilities at the site. Development is feasible and fully compatible with the size, natural and physical characteristics of the site. Expected traffic flow pattern is safe and convenient, access routes are provided to all facilities, facilities are placed to have the least environmental impact, layout maximizes groundwater infiltration, and the recreation and support facilities do not negatively impact each other.	20	20	20
C) Application clearly describes the proposed, existing, and future facilities at the site, including clear site plans. However, there are concerns about expected traffic flow, access to facilities, environmental impacts or the impact facilities will have on each other.	10		

D) The application does not clearly describe the proposed, existing, and future facilities at the site or there are strong concerns about the expected traffic flow, access to facilities, environmental impacts or the impact facilities will have on each other.	0		
<b>Maximum Possible Points A + (B or C or D)</b>	<b>30</b>	<b>30</b>	<b>30</b>

**Comments to Applicant:****5. APPLICANT HISTORY**

	<b>Maximum Possible Points</b>	<b>Preliminary Score</b>	<b>Final Score</b>
A) Applicant has not received a development grant from the recreation grant program in the past 10 years (MNRTF, LWCF, Recreation Passport).	20		
B) Per capita development grant assistance (MNRTF, LWCF, Recreation Passport) received by the applicant in the past 10 years is less than the median value awarded to all communities over the past 10 years.	10	10	10
C) Per capita development grant assistance (MNRTF, LWCF, Recreation Passport) received by the applicant in the past 10 years exceeds the median value awarded to all communities over the past 10 years.	0		
Applicant's per capita development grant assistance in past 10 years:	\$2.03		
D) Compliance with program procedures: The applicant is complying all requirements at park sites that have been acquired or developed with recreation grant assistance in the past, including plaque requirements. Also, the applicant has complied with Department procedures while completing grant assisted projects in the past 5 years. Points will be awarded if the applicant has never received a grant. Issues that are evaluated and considered: <ul style="list-style-type: none"> <li>Required DNR reviews of plans, specifications and bid packages prior to advertising</li> <li>Required DNR reviews of contracts prior to awarding</li> <li>Submittal of final reimbursements within 90 days after the end of the project period</li> <li>Documented history of non-responsiveness to open and active existing grants (examples: expired agreements/amendments, annual progress reporting, lack of progress within the 2-year project period)</li> <li>Performance of long-term grant obligations including post completion self-certification reports and plaque photos</li> </ul>	25	25	25
E) Applicant has a formal recreation department/DNR division or parks committee.	10	10	10
F) Conversion History: Applicant has a known unresolved conversion of a grant-assisted site to a use that does not qualify as public outdoor recreation (applies to all grant programs).	-50	0	0
<b>Maximum Possible Points (A or B or C) + D + E + F</b>	<b>55</b>	<b>45</b>	<b>45</b>

**Comments to Applicant:****6. NATURAL RESOURCE BASED RECREATION OPPORTUNITIES**

	Maximum Possible Points	Preliminary Score	Final Score
A) Project provides direct access to the highest quality natural resource-based recreation opportunities such as Critical Dune Areas, frontage on Great Lakes or their connecting water bodies (Detroit River, St. Mary's River, St. Clair River, or Lake St. Clair), frontage on Designated Natural Rivers, land that is or will become part of a dedicated wilderness, natural area, or Pigeon River Country State Forest.	60		
B) Project provides direct access to good quality natural resource-based recreation opportunities such as inland lakes, rivers, natural communities or resources.	40	40	40
C) Project provides direct access to fair quality natural resource-based recreation opportunities.	20		
D) Project will provide minimal natural resource-based recreation opportunities OR no natural resource values were noted in the application materials.	0		
E) Project will provide supporting amenities and features of the Natural Resources at the site. Support includes trailheads, parking lots, restroom buildings, or interpretation. If supporting A - 30 points, B - 20 points, C - 10 points.	30		
<b>Maximum Possible Points (A or B or C or D or E)</b>	<b>60</b>	<b>40</b>	<b>40</b>

**Comments to Applicant:**

*Located on the Paint Creek. DNR Fisheries Report and support letter. "the premier trout stream in southeast Michigan and one of the few streams that supports natural reproduction of brown trout and rainbow trout in the area." Mostly DNR stocked with limited natural reproduction.*

**7. FINANCIAL NEEDS OF THE APPLICANT**

	Maximum Possible Points	Preliminary Score	Final Score
A) Lowest one-third median household income	40		
B) Middle one-third median household income	20		
C) Upper one-third median household income	0	0	0
<b>Maximum Possible Points (A or B or C)</b>	<b>40</b>	<b>0</b>	<b>0</b>

**Comments to Applicant:**

**8. URBAN AREA RECREATION OPPORTUNITIES (PARKS WITHIN URBAN BOUNDARIES AS DEFINED BY THE U.S. CENSUS BUREAU)**

	Maximum Possible Points	Preliminary Score	Final Score
A) Park is within the political boundaries of a core or inner ring city for a Metropolitan Statistical Area.	60		
B) Park is within the Urbanized Area for a Metropolitan Statistical Area	45	45	45
C) Park is within the political boundaries of a core city for a Micropolitan Statistical Area	30		
D) Park is within an Urbanized Cluster--areas surrounding the core city of a Micropolitan Statistical Area or other, smaller communities defined as Urban Clusters.	15		
E) Park is not within an Urban Area	0		
Urban Area in which the project is located:	Detroit Metro		
<b>Maximum Possible Points (A or B or C or D or E)</b>	<b>60</b>	<b>45</b>	<b>45</b>

**Comments to Applicant:****9. APPLICANT MATCH\***

Local Match Percentage	Top ~2% Median Household Income (MHI)	Top 1/3rd MHI	Middle 1/3rd MHI	Bottom 1/3rd MHI
0-25%	0	0	0	0
26-29%	0	0	10	15
30-39%	0	10	15	25
40-49%	10	15	25	35
50%+	15	25	35	45

\* Only match that is documented and secure is used to score this criterion.

Maximum Possible Points	Preliminary Score	Final Score
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<b>Maximum Possible Points</b>	<b>45</b>	<i>0</i>	<i>25</i>
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**Comments to Applicant:**

69% in upper income once TAP Conditional Commitment is provided.  
 SUPPLEMENTAL: Conditional Commitment issued by MDOT.

**10. ENTRANCE FEES**

	<b>Maximum Possible Points</b>	<b>Preliminary Score</b>	<b>Final Score</b>
A) No entrance fees; OR Site is readily accessible by methods other than the automobile (applicant must demonstrate this through site records or other means) and there is no entrance fee when using these alternative methods to get to the park (e.g., public transportation, bicycle, walk-in); OR Entrance fees in place with partial or complete waiver available and applicant can demonstrate that the waiver policy is effective in bringing people with low incomes into the park.	25	25	25
B) Entrance fees in place with partial or full waiver but effectiveness in bringing people with low incomes into the park is questionable; OR Park entrance fees are waived, reduced, or by-donation-only on a regular basis for all users.	15		
C) Entrance fees in place with no waiver.	0		
<b>Maximum Possible Points (A or B or C)</b>	<b>25</b>	<b>25</b>	<b>25</b>

**Comments to Applicant:****11. UNIVERSAL ACCESS DESIGN**

	<b>Maximum Possible Points</b>	<b>Preliminary Score</b>	<b>Final Score</b>
A) The applicant obtained a design review from a person with a disability in their community, an organization representing people with disabilities or an advocate for persons with disabilities. Documentation of this review was provided.	10	10	10
B) The entire project is designed using the Principles of Universal Design with the intent to provide accessible recreation for all users. These criteria apply to scope items where ADA standards and guidelines apply.	25	25	25
C) A majority of the project is designed using the Principles of Universal Design. These criteria apply for scope items where ADA standards and guidelines apply.	15		
D) Some of the project is designed using the Principles of Universal Design. These criteria apply for scope items where ADA standards and guidelines apply.	10		
E) ADA standards and guidelines do not apply to the scope items OR scope items do not exceed ADA standards.	0		

<b>Maximum Possible Points (A + (B or C or D or E))</b>	<b>35</b>	<b>35</b>	<b>35</b>
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**Comments to Applicant:***Accessibility Plan Review**Universal Access Design Commitments: Newbridge to be 14' wide is the entire scope.*

	<b>Maximum Possible Points</b>	<b>Preliminary Score</b>	<b>Final Score</b>
<b>TOTAL POSSIBLE POINTS UNDER CORE DEVELOPMENT CRITERIA 1-11</b>	<b>450</b>	<b>295</b>	<b>345</b>

**PRIORITY PROJECT TYPES OF THE MNRTF BOARD****1. TRAILS**

	<b>Maximum Possible Points</b>	<b>Preliminary Score</b>	<b>Final Score</b>
A) Regional land trail/trailhead or documented or designated (state or federal) water trail: Development of a trail or trailhead which is documented, promoted, and easily identified (signs).	50	50	50
B) Local land trail/trailhead or documented water trail: Development of a trail or trailhead which is documented but not as promoted or easily identified as A.	30		
C) Trail amenities: The emphasis and intent of the overall project is focused on supporting amenities for a local or regional trail such as signs, kiosk, pavilions or other trail or trailhead items.	10		
D) Trail project does not meet the criteria for A, B, or C	0		

**2. REGIONALLY SIGNIFICANT**

	<b>Maximum Possible Points</b>	<b>Preliminary Score</b>	<b>Final Score</b>
A) The Department has determined that the project is regionally significant to their prosperity region, the state of Michigan, the Midwest or the country through a combination of their planning processes, diversified partners, and uniqueness and significance of natural resources or recreational opportunities. In addition, the project would provide public natural resource based recreational opportunities that are not otherwise available within a reasonable distance. When viewed in its entirety, the project is likely to significantly affect the quality of life for the regional community and visitors.	50		
B) Project is not regionally significant to the prosperity region, the State of Michigan, the Midwest, or the country.	0	0	0
<b>Maximum Points for Priority Project Criteria = 50 Total Points (highest score from 1 or 2)</b>	<b>50</b>	<b>50</b>	<b>50</b>

**Board Priority Comments to Applicant:**

<i>Paint Creek Trail - IBT</i>			
<b>Maximum Points Possible = 500</b>		<b>Total Application Points</b>	
		345	395

**General Comments to Applicant:**

<i>Must provide MDOT Conditional Commitment for match by October 1 for the application to remain eligible for funding in this round.</i>			
<i>SUPPLEMENTAL: MDOT CC Provided.</i>			





4393 Collins Road  
Rochester, MI 48306  
(248) 651-9260  
[Paintcreektrail.org](http://Paintcreektrail.org)

**MEMO**

To: Commissioners, Alternates, & Staff  
From: Tom Correll, Trail Manager  
Subject: 2024 Draft Budget  
Date: November 16, 2023

**2024 Draft Budget v2.0**

A draft budget for review and edits is included in your packet.

PAINT CREEK TRAILWAYS COMMISSION

Budget

2024		24-Jan	24-Feb	24-Mar	24-Apr	24-May	24-Jun	24-Jul	24-Aug	24-Sep	24-Oct	24-Nov	24-Dec	TOTAL
Revenue														
Member Unit Contribution for Commission/Office Operations & Staff														
P1100	Rochester	19,288.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,288.00
P1110	Rochester Hills	19,288.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,288.00
P1120	Oakland Township	19,288.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,288.00
P1130	Orion Township	19,288.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,288.00
Member Unit Contribution for Patrol Program based on Comm. Mileage														
P1140	Rochester	1,533.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,533.00
P1150	Rochester Hills	3,284.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,284.00
P1160	Oakland Township	11,836.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,836.00
P1170	Orion Township	2,847.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,847.00
P1200	Interest	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00
P1210	MMRMA Asset Distribution	0.00	0.00	0.00	0.00	0.00	0.00	1,700.00	0.00	0.00	0.00	0.00	0.00	1,700.00
P1300	Temporary Permit Fees	10.00	30.00	0.00	0.00	0.00	0.00	0.00	30.00	0.00	0.00	0.00	0.00	70.00
P1310	Transfer from Legal Services (License Fees)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,300.00	0.00	19,300.00
P1320	Adopt-A-Trail	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P1400	National Trails Day Sponsorship	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
P1410	Labor Day Bridge Walk Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00
P1420	Labor Day Bridge Walk Sponsorships	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00
P1430	40th Anniversary Celebration/Sk Event (Registrations)	0.00	500.00	1,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00
P1440	40th Anniversary Celebration/Sk Event (Sponsorships)	0.00	0.00	3,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00
P1450	Trail Brochure Sponsorship (Push to 2025)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P1500	Trailways Saleable Items	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P1600	Miscellaneous/Donationsn (Small Project Fund)	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
P1610	Bench/Trail Amenity Donations	0.00	0.00	0.00	0.00	0.00	1,250.00	0.00	0.00	0.00	0.00	0.00	0.00	1,250.00
P1700	Transfer from Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P1800	Program/Project Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income		96,812.00	680.00	4,150.00	4,150.00	650.00	1,400.00	1,850.00	2,680.00	900.00	150.00	19,450.00	150.00	133,022.00

Expense														
Office														
P3110	Office Furnishings	600.00	200.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,100.00
P3111	Office Materials & Supplies	100.00	100.00	300.00	100.00	100.00	300.00	100.00	100.00	300.00	100.00	100.00	300.00	2,000.00
P3112	Office Operating Expenses	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	360.00
P3113	Office & Trail Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00
P3114	Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200.00
P3115	Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,900.00	7,900.00
P3116	Telephone and Computer Network Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	336.00	336.00
P3117	Bench Donations	0.00	0.00	0.00	0.00	0.00	1,250.00	0.00	0.00	0.00	0.00	0.00	0.00	1,250.00
P3118	Restroom Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Staff Travel/Training														
P3210	Travel/Mileage	0.00	0.00	100.00	0.00	0.00	100.00	0.00	0.00	100.00	0.00	0.00	100.00	400.00
P3220	Education/Memberships	40.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	240.00
P3230	Per Diems	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,500.00	5,500.00
Insurance/Prof. Services														
P3310	Auditing Fee	0.00	0.00	0.00	0.00	0.00	0.00	4,100.00	0.00	0.00	0.00	0.00	0.00	4,100.00
P3320	Insurance (MMRMA) - Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,300.00	4,300.00
P3330	Accident Fund of America - Worker's Comp.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00	0.00	0.00	0.00	900.00
P3340	Recorders Fee - Monthly Meeting	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	4,500.00
Publicity/Marketing/Education														
P3410	Brochures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P3420	Trail Promotional Items	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P3430	Labor Day Bridge Walk	0.00	0.00	0.00	0.00	0.00	0.00	100.00	800.00	100.00	0.00	0.00	0.00	1,000.00
P3440	National Trails Day	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
P3450	Trail Etiquette Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P3460	Recognition Ceremony/Committee	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00
P3470	40th Anniversary Celebration/PCT Sk	0.00	550.00	1,000.00	950.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
P3480	Staff Uniforms/Wearables	250.00	0.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	1,000.00
Administrative Personnel														
P3510	Wages - Manager	2,964.00	2,964.00	2,964.00	2,964.00	2,964.00	2,964.00	2,964.00	2,964.00	2,964.00	2,964.00	2,964.00	2,964.00	35,588.00
P3511	Longevity Salary - Manager	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
P3512	FICA/MESC - Manager	208.00	208.00	208.00	208.00	208.00	208.00	208.00	208.00	208.00	208.00	208.00	208.00	2,496.00
P3520	Wages - Part-Time Administrative Assistant	780.00	780.00	780.00	780.00	780.00	780.00	780.00	780.00	780.00	780.00	780.00	780.00	9,360.00
P3521	Longevity Salary - Part-Time Administrative Assistant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	500.00
P3522	FICA/MESC - Part-Time Administrative Assistant	55.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	55.00	660.00
Trail Projects														
P3610	Signage Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P3620	Trail Improvement - South Rochester	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P3630	Property Acquisition Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P3640	Fence & Railing Replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P3650	Document Scanning	4,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,500.00
P3660	PCT Website Redesign	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
Patrol Program														
P3710	Wages - PCTC Bike Patrol	0.00	0.00	0.00	0.00	945.00	945.00	945.00	945.00	945.00	945.00	0.00	0.00	5,670.00
P3711	FICA/MESC - Bike Patrol	0.00	0.00	0.00	0.00	66.00	66.00	66.00	66.00	66.00	66.00	0.00	0.00	396.00
P3720	Contracted Mounted Patrol Services	0.00	0.00	0.00	0.00	0.00	2,769.00	2,769.00	2,769.00	2,769.00	2,769.00	0.00	0.00	13,845.00
P3730	Commission Contribution to Bike Patrol Services	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
P3740	Bike Patrol Equipment/Misc.	0.00	0.00	0.00	0.00	270.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	470.00
Printing/Logo Expenses														
P3810	Trail Saleable Items	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00
Miscellaneous/Contingency														
P3910	Transfer to Community Foundation Rochester	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,671.00	2,671.00
P3920	Transfer to Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	4,000.00
Total Expense		21,427.00	5,287.00	6,137.00	6,737.00	5,818.00	10,367.00	12,767.00	9,317.00	9,817.00	9,067.00	4,537.00	31,744.00	133,022.00
Net Revenue		75,385.00	-4,607.00	-1,987.00	-2,587.00	-5,168.00	-9,967.00	-10,917.00	-6,637.00	-9,917.00	-9,917.00	14,913.00	-31,594.00	0.00

PAINT CREEK TRAILWAYS COMMISSION  
Budget

2025		25-Jan	25-Feb	25-Mar	25-Apr	25-May	25-Jun	25-Jul	25-Aug	25-Sep	25-Oct	25-Nov	25-Dec	TOTAL				
Revenue																		
Member Unit Contribution for Commission/Office Operations & Staff																		
P1100	Rochester	19,866.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,866.00				
P1110	Rochester Hills	19,866.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,866.00				
P1120	Oakland Township	19,866.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,866.00				
P1130	Orion Township	19,866.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,866.00				
Member Unit Contribution for Patrol Program based on Comm. Mileage																		
P1140	Rochester	1,579.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,579.00				
P1150	Rochester Hills	3,382.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,382.00				
P1160	Oakland Township	12,191.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,191.00				
P1170	Orion Township	2,932.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,932.00				
Interest		125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00				
P1210	MMRMA Asset Distribution	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00				
P1300	Temporary Permit Fees	10.00	30.00	0.00	0.00	0.00	0.00	0.00	30.00	0.00	0.00	0.00	0.00	70.00				
P1310	Transfer from Legal Services (License Fees)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,600.00	0.00	19,600.00				
P1320	Adopt-A-Trail	0.00	0.00	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00				
P1400	National Trails Day Sponsorship	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00				
P1410	Labor Day Bridge Walk Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00	0.00	0.00	750.00				
P1420	Labor Day Bridge Walk Sponsorships	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	0.00	2,500.00				
P1430	40th Anniversary Celebration/Sk Event (Registrations)	0.00	575.00	1,500.00	2,300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,375.00				
P1440	40th Anniversary Celebration/Sk Event (Sponsorships)	0.00	0.00	3,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00				
P1450	Trail Brochure Sponsorship	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00				
P1500	Trailways Saleable Items	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
P1600	Miscellaneous/Donations (Small Project Fund)	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00				
P1610	Bench/Trail Amenity Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
P1700	Transfer from Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
P1800	Program/Project Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
Total Income		99,706.00	2,256.00	4,800.00	4,450.00	650.00	150.00	1,650.00	2,690.00	900.00	150.00	19,750.00	150.00	137,293.00				
Expense																		
Office																		
P3110	Office Furnishings	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00				
P3111	Office Materials & Supplies	1,050.00	100.00	300.00	100.00	100.00	300.00	100.00	100.00	300.00	100.00	100.00	300.00	2,950.00				
P3112	Office Operating Expenses	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	30.00	360.00				
P3113	Office & Trail Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00				
P3114	Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	220.00	220.00				
P3115	Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,200.00	8,200.00				
P3116	Telephone and Computer Network Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	336.00	336.00				
P3117	Bench Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
P3118	Restroom Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
Staff Travel/Training																		
P3210	Travel/Mileage	0.00	0.00	100.00	0.00	0.00	100.00	0.00	0.00	100.00	0.00	0.00	100.00	400.00				
P3220	Education/Memberships	40.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	240.00				
P3230	Per Diems	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,500.00	5,500.00				
Insurance/Prof. Services																		
P3310	Auditing Fee	0.00	0.00	0.00	0.00	0.00	0.00	4,200.00	0.00	0.00	0.00	0.00	0.00	4,200.00				
P3320	Insurance (MMRMA) - Liability	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,700.00	4,700.00				
P3330	Accident Fund of America - Worker's Comp.	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	990.00	0.00	0.00	0.00	990.00				
P3340	Recorders Fee - Monthly Meeting	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	375.00	4,500.00				
Publicity/Marketing/Education																		
P3410	Brochures	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00				
P3420	Trail Promotional Items	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				
P3430	Labor Day Bridge Walk	0.00	0.00	0.00	0.00	0.00	0.00	100.00	800.00	100.00	0.00	0.00	0.00	1,000.00				
P3440	National Trails Day	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00				
P3450	Trail Etiquette Program	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00				
P3460	Recognition Ceremony/Committee	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	300.00				
P3470	PCT Spring 5k	0.00	550.00	1,000.00	950.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00				
P3480	Staff Uniforms/Wearables	250.00	0.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	1,000.00				
Administrative Personnel																		
P3510	Wages - Manager	3,112.00	3,112.00	3,112.00	3,112.00	3,112.00	3,112.00	3,112.00	3,112.00	3,112.00	3,112.00	3,112.00	3,112.00	37,344.00				
P3511	Longevity Salary - Manager	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00								

**PAINT CREEK TRAILWAYS COMMISSION**

**Budget**

		2023 Draft	2024 Draft	2025 Draft
<b>Revenue</b>				
<b>Member Unit Contribution for Commission/Office Operations &amp; Staff</b>				
P1100	Rochester	18,727.00	19,288.00	19,866.00
P1110	Rochester Hills	18,727.00	19,288.00	19,866.00
P1120	Oakland Township	18,727.00	19,288.00	19,866.00
P1130	Orion Township	18,727.00	19,288.00	19,866.00
<b>Member Unit Contribution for Patrol Program based on Comm. Mileage</b>				
P1140	Rochester	1,533.00	1,533.00	1,579.00
P1150	Rochester Hills	3,284.00	3,284.00	3,382.00
P1160	Oakland Township	11,386.00	11,836.00	12,191.00
P1170	Orion Township	2,847.00	2,847.00	2,932.00
P1200	Interest	300.00	1,500.00	1,500.00
P1210	MMRMA Asset Distribution	1,300.00	1,700.00	1,500.00
P1300	Temporary Permit Fees	70.00	70.00	70.00
P1310	Transfer from Legal Services (License Fees)	11,500.00	19,300.00	19,600.00
P1320	Adopt-A-Trail	0.00	0.00	150.00
P1400	National Trails Day Sponsorship	500.00	500.00	500.00
P1410	Labor Day Bridge Walk Donations	0.00	750.00	750.00
P1420	Labor Day Bridge Walk Sponsorships	1,000.00	2,500.00	2,500.00
P1430	40th Anniversary Celebration/5k Event (Registrations)	0.00	3,500.00	4,375.00
P1440	40th Anniversary Celebration/5k Event (Sponsorships)	0.00	5,000.00	5,000.00
P1450	Trail Brochure Sponsorship	0.00	0.00	1,500.00
P1500	Trailways Saleable Items	0.00	0.00	0.00
P1600	Miscellaneous/Donations	200.00	300.00	300.00
P1610	Bench/Trail Amenity Donations	2,500.00	1,250.00	0.00
P1700	Transfer from Fund Balance	0.00	0.00	0.00
P1800	Program/Project Grants	1,300.00	0.00	0.00
<b>Total Income</b>		<b>112,628.00</b>	<b>133,022.00</b>	<b>137,293.00</b>

Expense		2023 Draft	2024 Draft	2025 Draft
Office				
P3110	Office Furnishings	250.00	1,100.00	500.00
P3111	Office Materials & Supplies	975.00	2,000.00	2,950.00
P3112	Office Operating Expenses	1,250.00	360.00	360.00
P3113	Office & Trail Equipment	2,700.00	2,000.00	2,000.00
P3114	Postage	225.00	200.00	220.00
P3115	Rent	7,650.00	7,900.00	8,200.00
P3116	Telephone and Computer Network Services	550.00	336.00	336.00
P3117	Bench Donations	2,500.00	1,250.00	0.00
P3118	Restroom Maintenance	0.00	0.00	0.00
Staff Travel/Training				
P3210	Travel/Mileage	150.00	400.00	400.00
P3220	Education/Memberships	150.00	240.00	240.00
P3230	Per Diems	5,500.00	5,500.00	5,500.00
Insurance/Prof. Services				
P3310	Auditing Fee	4,000.00	4,100.00	4,200.00
P3320	Insurance (MMRMA) - Liability	4,200.00	4,300.00	4,700.00
P3330	Accident Fund of America - Worker's Comp.	900.00	900.00	990.00
P3340	Recorders Fee - Monthly Meeting	3,120.00	4,500.00	4,500.00
Publicity/Marketing/Education				
P3410	Brochures	0.00	0.00	1,500.00
P3420	Trail Promotional Items	500.00	0.00	0.00
P3430	Labor Day Bridge Walk	1,000.00	1,000.00	1,000.00
P3440	National Trails Day	500.00	500.00	500.00
P3450	Trail Etiquette Program	150.00	0.00	500.00
P3460	Recognition Ceremony/Committee	200.00	300.00	300.00
P3470	40th Anniversary Celebration/PCT 5k	2,500.00	2,500.00	2,500.00
P3480	Staff Uniforms/Wearables	0.00	1,000.00	1,000.00
Administrative Personnel				
P3510	Wages - Manager	35,608.00	35,568.00	37,344.00
P3511	Longevity Salary - Manager	1,059.00	1,000.00	1,000.00
P3512	FICA/MESC - Manager	2,724.00	2,496.00	2,616.00
P3520	Wages - Part-Time Administrative Assistant	9,641.00	9,360.00	9,840.00
P3521	Longevity Salary - Part-Time Administrative Assistant	0.00	500.00	500.00
P3522	FICA/MESC - Part-Time Administrative Assistant	737.00	660.00	696.00
Trail Projects				
P3610	Signage Project	0.00	0.00	0.00
P3620	Trail Improvement - South Rochester	1,500.00	0.00	0.00
P3630	Property Acquisition Projects	0.00	0.00	0.00
P3640	Fence & Railing Replacement	0.00	0.00	0.00
P3650	Document Scanning	0.00	4,500.00	0.00
P3660	PCT Website Redesign	0.00	10,000.00	0.00
Patrol Program				
P3710	Wages - PCTC Bike Patrol	5,225.00	5,670.00	6,000.00
P3711	FICA/MESC - Bike Patrol	400.00	396.00	420.00
P3720	Contracted Mounted Patrol Services	13,575.00	13,845.00	13,845.00
P3730	Commission Contribution to Bike Patrol Services	0.00	500.00	500.00
P3740	Bike Patrol Equipment/Misc.	250.00	470.00	470.00
Printing/Logo Expenses				

Net Revenue	P3810	Trail Saleable Items	0.00	1,000.00	1,000.00
	Miscellaneous/Contingency				
	P3910	Transfer to Community Foundation Rochester	1,939.00	2,671.00	10,666.00
	P3920	Transfer to Fund Balance	1,000.00	4,000.00	10,000.00
	Total Expense		112,628.00	133,022.00	137,293.00
			0.00	0.00	0.00



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

## 40<sup>th</sup> Anniversary Paint Creek Trail 5k Event Sunday, April 21, 2024

Our inaugural 5k event celebrating the 40<sup>th</sup> anniversary of the Paint Creek Trail

### SPONSORSHIP FORM

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

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

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

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

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

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

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

### LEVELS (Please Circle)

#### PRESENTING SPONSOR (\$1000)

- 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 (\$500)

- 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 (\$250) OR (\$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 **April 1, 2024** 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](http://Paintcreektrail.org)

**MEMO**

To: Commissioners, Alternates, & Staff  
From: Tom Correll, Trail Manager  
Subject: Draft RFP for Website Redesign  
Date: November 9, 2023

**Draft RFP for Website Redesign**

A draft RFP for website redesign is included in your packet. Trail Manager Correll will be seeking a motion for approval of the draft with edits and to select a date to distribute the RFP.





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

## PAINT CREEK TRAILWAYS COMMISSION

### Request for Proposals Website Upgrade November 21, 2023

The Paint Creek Trailways Commission is seeking a qualified, experienced **web developer** to upgrade our website.

**Background:** The Paint Creek Trail was the first non-motorized Rail to Trail in the State of Michigan. The Paint Creek Trailways Commission is an intergovernmental agency established under the Urban Cooperation Act of 1967 comprised of Rochester, Rochester Hills, Oakland Township, and Orion Township in Oakland County, Michigan. It owns and manages the 8.9 mile Paint Creek Trail, and two additional undeveloped parcels in the City of Rochester. The Paint Creek Trail is located approximately located 30 miles north of Detroit. General information regarding the Paint Creek Trail and the Paint Creek Trailways Commission is available at [www.paintcreektrail.org](http://www.paintcreektrail.org).

The Paint Creek Trail website was established on WordPress in 2014 to provides users with general trail information like the history of the trail, maps and policies, updates including current and past events, Commission members, meeting minutes and agendas, and current trail projects and volunteer opportunities. The website for the group 'Friends of the Paint Creek Trail' is linked onsite as well to keep the connection between the Commission, Trail Staff, Friends' Members, and interested trail visitors / potential new Friends members strong.

The Paint Creek Trailways Commission website redesign is being funded by contributions from each member community and the Commission's own funds.

Proposals submitted for consideration shall include:

### **Provision of Services**

The company selected is expected to upgrade our current website and organize data in a way that trail staff will be able to maintain and edit independently while adding in features for volunteer sign up, event list management, and social media compatibility.

### **Challenges**

The current website contains much of the desired content we would like trail users to be able to find. We have struggled in the past year to make our events more of a featured priority and to include sign-up directly from the website that would allow us to reach out to our event-goers with updates. We would also like the donation link on the website to be more prominently featured.

### **Goals**

The Commission would like a minimal cost design and cost estimates. Website design should include the following, as well as other options that may be feasible:

- As much of the current information available as possible, organized in a user-friendly format so that visitors new to the trail will be able to find the information they need.
- Compatibility with a donation link to our account with the Community Foundation of Greater Rochester that catches user attention
- Easily editable by the Trail Staff so that current trail news can be prioritized to viewers
- Compatibility with the Trail social media accounts
- Keep all Commission information as required by applicable laws (Open Meetings Act, etc.)
- Allow for event sign-up plugins that will record registered event goers contact information for updates and follow up
- Data storage plan that automatically backs up at a regular interval

Webpage designs shall be consistent with each other, and shall include photos of the trail, when applicable. The Commission desires themes that showcase the natural environment of the trail, but are functional and user-friendly.

### **Fees to be Charged**

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

### **Final Deliverables**

A functional website that is easily editable, provides a way for donations to be made to the trail, allows an email list, is compatible with our social media accounts, showcases the natural beauty of the trail, and provides the general public with all necessary knowledge of trail use before heading out.

### **Assistance Available to Proposer**

The Paint Creek Trailways Commission's will provide access to the current website and all information requested to be organized. The Trailways Commission will make every effort to make available all personnel when necessary to assist in upgrade.

### **Timeline**

The scope of work must be completed within 6-9 months from the notice to proceed.

### **Personnel**

Identify the person(s) who will provide the design services. Please include a copy of each person's résumé.

### **Proposer Warranties**

The proposer will warrant that it will not delegate or subcontract its responsibilities under agreement without prior written permission of the Trailways Commission. Additionally, the proposer will warrant that all information provided by it in connection with this proposal is true and accurate to the best of its knowledge.

### **Ownership**

Ownership of all data, materials and documentation originated and prepared for the Paint Creek Trailways Commission pursuant to the Request for Proposals and the subsequent contract shall belong exclusively to the Paint Creek Trailways Commission.

### **References**

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

### **Proposal Requirements**

Applicants must submit their proposal by **XXXXday, MONTH DATE, YEAR at 10:00 a.m., Local Time via email to [manager@paintcreektrail.org](mailto:manager@paintcreektrail.org)**, with "Paint Creek Trail Website Upgrade" as the subject. It is the responsibility of the contractor to ensure that the proposal arrives on time. Proposals received after the above date and time will not be considered. The submitted proposal shall follow the forms outlined on the following pages.

### **Proposal Selection Process**

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

The Paint Creek Trailways Commission reserves the right to waive any informality in the proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the Paint Creek Trailways Commission.

Municipalities are exempt from Michigan State Sales and Federal Excise Taxes. Prices quoted shall not include Federal or State taxes. The Paint Creek Trailways Commission will furnish the successful bidder with tax exemption certificates when requested.

### **Contractual Arrangements**

Invoices for services will be paid within 45 days from receipt. The total amount invoiced is not to exceed the bid amount unless the Trailways Commission has approved other arrangements. The Trailways Commission reserves the right to terminate the contract for website upgrades at any time. Services rendered up to that point will be paid and the remaining contract will be nullified.

### **Questions**

Any questions regarding these proposal specifications should be addressed to:

Tom Correll  
Trail Manager  
Paint Creek Trailways Commission  
4393 Collins Road  
Rochester, MI 48306  
(248) 651-9260  
(248) 601-0106 (FAX)  
[manager@paintcreektrail.org](mailto:manager@paintcreektrail.org)

The website can be reviewed at [www.paintcreektrail.org](http://www.paintcreektrail.org)

Attachments:

- Do we need any?

**Applicant Data**

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

Name of Firm: \_\_\_\_\_

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

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Contact Person & Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

FAX Number: \_\_\_\_\_

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

**Conflict of Interest.**

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

\_\_\_\_\_ Yes

\_\_\_\_\_ No

If yes, please explain:

Please indicate for following:

Number of days from notification of award when you would begin work \_\_\_\_\_

Number of weeks from start to completion of the website redesign \_\_\_\_\_

Fee and/or hourly rate to be charged for your services (attach  
Fee schedule if applicable) \$ \_\_\_\_\_

### CONTRACTOR INSURANCE REQUIREMENTS

The Contractor, and any and all of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to Paint Creek Trailways Commission. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIRs are the responsibility of the Contractor.

The Contractor shall procure and maintain the following insurance coverage:

1. **Workers' Compensation Insurance**, including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
2. **Commercial General Liability Insurance** on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include, but not limited to, the following: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Explosion, Collapse, and Underground, if applicable.
3. **Automobile Liability**, including Michigan No-Fault Coverages, with limits of liability not less than \$1,000,000 per occurrence combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
4. **Additional Insured**: Policy(ies) and coverages as described above, excluding Workers' Compensation Insurance, shall include an endorsement stating the following shall be ***Additional Insureds***: The Paint Creek Trailways Commission, Oakland Township Parks and Recreation, and the Charter Township of Oakland, each body's elected and appointed officials, all employees and volunteers, agents, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed by naming the Paint Creek Trailways Commission, Oakland Township Parks and Recreation, and the Charter Township of Oakland as additional insureds, coverage afforded is considered to be primary and any other insurance the Paint Creek Trailways Commission, Oakland Township Parks and Recreation, and the Charter Township of Oakland may have in effect shall be considered secondary and/or excess.
5. **Cancellation Notice**: Policy(ies), as described above, shall be endorsed to state the following: It is understood and agreed Thirty (30) days, Ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: (Paint Creek Trailways Commission, Attention: Ms. Melissa M. Ford, 4393 Collins Road, Rochester, Michigan 48306).

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

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

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



## **MEMO**

To: Commissioners, Alternates and Staff

From: Tom Correll, Trail Manager

Subject: November Manager's Report

Date: November 12<sup>th</sup>, 2023

### **Advisory Committee Reports**

- 40<sup>th</sup> Anniversary Committee – The committee met twice to discuss new dates and goals for a planned 5k in the spring. They also discussed creating some historical documentation/program to display for the event. Trail Manager Correll combed through photos and videos and Commissioner Blust has volunteered to look at the photos in depth and select historically significant documents
- Licensing Committee – The sub-committee reviewed the license agreements and made edits. Trail Manager Correll sent edits to the law firm for final update and review.

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

- One additional complaint of 'human waste' has been reported on the trail. Trail Manager Correll has created a document to record each incident.
- Trail Manager Correll visited the two trees cited by a citizen at last months meeting

### **Repairs & Maintenance**

- Dutton Rd bridge construction is complete. The trail was originally scheduled to be closed on November 7<sup>th</sup> and 8<sup>th</sup>, but was pushed back to November 9<sup>th</sup> due to weather. The construction crew had an employee stationed at the closure to talk with trail users. No complaints were received during the closure. The parking lot is now paved and available for user by trail users. Oakland Township maintenance noted the absence of any barricades in the parking lot, and discussed this with Trail Manager Correll as something to keep in mind for the future.

### **Administrative Assistant**

- Nicole Sands started as the new Paint Creek Trail Administrative Assistant on October 25<sup>th</sup>. She spent 4 days training with outgoing AA Eryn Grupido.

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

- I am unaware of any emergencies on the trail.



## 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)

## 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

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 between donor attorney, trail management, and project manager for AEW TBD	2	OG

<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 portion of the license agreement re: maintenance could not have intended to</b>	2	OG

	<b>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>

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<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	
Printing/Logo Expenses													
Trail Saleable Items								\$0	\$0	\$0	\$0	\$0	
Subtotal								\$0	\$0	\$0	\$0	\$0	
Miscellaneous/Contingency								\$282	\$1273	\$1,790	-\$517	\$1,763	
Transfer to Community Foundation for Greater Rochester								n/a	n/a	\$4,500		n/a	
Transfer to fund balance								\$8,175	\$0	\$0	\$0	\$0	
Subtotal								\$8,457	\$1273	\$6,290	-\$5,017	\$1,763	
				Total Expenses					\$212,595	\$105,461	\$126,179	-\$20,718	\$117,035
				Revenue minus Expenses					\$0	\$0	\$0	\$0	\$0
Legal Services Project Budget													
								2021	2022	2023	Difference	2024	
REVENUES													
Member Unit Contribution								\$0	\$0	\$0	\$0	\$0	
License Fees								\$12,869	\$14,000	\$14,000	\$0	\$14,000	
License Fees Paid in Advance								\$0	\$0	\$0	\$0	\$0	
Transfer From Fund Balance								\$1,500	\$1500	\$1,500		\$0	
New License Preparation Fees								\$0	\$0	\$0	\$0	\$0	
				Total Revenue					\$14,369	\$15,500	\$15,500	\$0	\$14,000
EXPENSES													
Legal Retainer								\$0	\$0	\$0	\$0	\$0	
License Preparation Fees								\$1,827	\$2000	\$2,000	\$0	\$0	
Transfer to Operating Budget								\$12,542	\$11,500	\$11,500	\$0	\$11,500	
Advance License Fees Carried Forward								\$0	\$0	\$0	\$0	\$0	
Legal Services								\$0	\$1,500	\$1,500	\$0	\$1,500	
Unallocated								\$0	\$500	\$500	\$0	\$1,000	
				Total Expenses					\$14,369	\$15,500	\$15,500	\$0	\$14,000
					Revenue Minus Expenses - 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	

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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			



2023 Draft Operations Budget  
Amended March 21, 2023

	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 10-31-2023



## 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** OK

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

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

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

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

"Jagosz" Bench
OK

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

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	Off

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
Turned off	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: \_\_\_\_\_

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

**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 10-31-2023