



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

Paint Creek Trailways Commission Meeting

Tuesday, December 19th, 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: November 21st, 2023
 - b. Treasurers Report – November 2023
6. **Approval of Invoices**
7. **Approval:** 2023 Per Diem Report
8. **Approval:** Officer Elections
9. **Update:** License Agreements and Par Pharma
10. **Update:** Bridge 31.7 Grants
11. **Update:** 40th Anniversary
12. **Report:** 2023 Summary of Events and Accomplishments

Meeting Recess – 20 Minutes

13. **Discussion/Approval:** 2023 Final Amended Budget
14. **Discussion/Approval:** 2024 Budget Draft v3.0
15. **Manager's Report**
16. **Commissioner Reports**
17. **Adjournment of Regular Meeting**

Next Regular Meeting:

January 16, 2024 – 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
November 21st, 2023 Draft Minutes
November 2023 Treasurer's Report
Memo & 2023 Draft Per Diem Report
Memo: Bridge 31.7 Grant Updates
40th Anniversary Sponsorship Form
2023 Summary of Events & Accomplishments
Memo: 2023 Final Amended Budget
2023 Draft Final Amended Budget
2024 Budget Draft v3.0
November Manager's 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 December 19, 2023

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment**
5. **Consent Agenda:**
 - a. Minutes: November 21st, 2023
 - b. Treasurers Report – November 2023
6. **Approval of Invoices**
7. **Approval:** 2023 Per Diem Report
Summary: The committee will review and approve the per diem report for 2023
Desired Action: Discussion/Approval
Budget Impact: ~\$4,000 (Budgeted)
8. **Approval:** Officer Elections
Summary: The committee to engage in nomination/elections of officers for 2024.
Desired Action: Discussion/Approval
Budget Impact: NA
9. **Update:** License Agreements and Par Pharma
Summary: Trail Manager Correll will provide an update on license agreements for 2024 and timeline
Desired Action: None
Budget Impact: TBD
10. **Update:** Bridge 31.7 Grants
Summary: Trail Manager Correll will provide a status update on the MNRTF Grant for Bridge 31.7
Desired Action: Discussion
Budget Impact: TBD
11. **Update:** 40th Anniversary
Summary: Trail Manager Correll and sub-committee members will provide an update on the 40th Anniversary Event. The event sponsorship form is included in your packet.
Desired Action: Discussion
Budget Impact: TBD
12. **Report:** 2023 Summary of Events and Accomplishments
Summary: Administrative Assistant Sands has provided a report in your packet. Trail Manager Correll and AA Sands will review the summary during the meeting
Desired Action: Discussion
Budget Impact: NA

Meeting Recess – 20 Minutes (During this break food will be provided and trail staff will prepare per diem checks and invoice checks for approval)

13. **Discussion/Approval:** 2023 Final Amended Budget
Summary: Trail Manager Correll has provided a memo in your packet and the final 2023 budget for review.
Desired Action: Discussion/Approval
Budget Impact:
14. **Discussion/Approval:** 2024 Final Draft Budget
Summary: Trail Manager Correll has provided the final 2024 draft budget in your packet for review and approval.
Desired Action: Discussion/Approval
Budget Impact:

15. **Manager's Report:** Included in your packet
16. **Commissioner Reports**
17. **Adjournment of Regular Meeting**

Next Regular Meeting:

January 16th, 2024 – Paint Creek Cider Mill, 4480 Orion Rd, Rochester, MI 48306

PAINT CREEK TRAILWAYS COMMISSION

DRAFT

November 21, 2023



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

The November 21, 2023, 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. Vice-Chairperson Walker chaired the meeting.

ATTENDANCE

PRESENT

Voting Members:

Brian Blust (Oakland)
Julia Dalrymple (Orion)
Conner Reiter (Orion)
Steve Sage (R)
Ken Elwert (RH)
David Walker (RH)

Voting Alternates: None

A QUORUM WAS PRESENT.

Staff: Tom Correll, Trail Manager
Nicole Sands, Administrative Assistant

Non-Voting Alternates: None

Village Non-Voting Alternate: Stanley Ford (Village of Lake Orion)

Friends of the Paint Creek Trail: Louis Carrio, Michael Jahn

PAINT CREEK TRAILWAYS COMMISSION

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November 21, 2023

ABSENT

Voting Members: Robin Buxar (Oakland), Linda Gamage (R)

Alternates: Martha Olinyk (Oakland), Dave Mabry (Oakland), Matt Pfeiffer (Orion), Aaron Whatley (Orion), David Becker (R), Ann Peterson (R)

Village Non-Voting Member: Jason Peltier (Village of Lake Orion)

PLEDGE OF ALLEGIANCE

Vice-Chairperson Walker 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 ELWERT, SECONDED BY DALRYMPLE, to approve this evening's agenda as presented.

MOTION CARRIED.

GENERAL PUBLIC COMMENT

Friends of Paint Creek Trail: Thank You to Commission

At this time of Thanksgiving, Michael Jahn, Vice-President of the Friends of the Paint Creek Trail, expressed his thanks to the Commission for all they do.

CONSENT AGENDA

This evening's Consent Agenda consists of the following: (a) minutes of the October 17, 2023, meeting of the Paint Creek Trailways Commission, and (b) Treasurer's Report for October 2023.

Approval of Minutes

MOVED BY BLUST, SECONDED BY DALRYMPLE, to approve the minutes of the October 17, 2023, meeting as presented.

MOTION CARRIED.

Approval of Treasurer's Report

The Commissioners reviewed the Treasurer's Report for October. Commissioner Blust observed that the Commission typically maintains a balance of approximately \$150,000 at Flagstar Bank. He suggested that we look into changing this to a high yield account, which would provide additional interest income.

MOVED BY BLUST, SECONDED BY SAGE, to approve the Treasurer's Report for October 2023 as presented.

MOTION CARRIED.

APPROVAL OF INVOICES

Trail Manager Correll and the Commissioners reviewed the list of invoices dated November 21, 2023.

MOVED BY ELWERT, SECONDED BY DALRYMPLE, to approve payment of the invoices as presented in the amount of \$1,817.72.

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

NAYS: None

MOTION CARRIED.

OFFICERS: 2024

The Commission will need to select the 2024 officers at the December meeting. In the past, the Commission has tried to share the leadership positions as between the several member municipalities. Commissioner Olijnyk, the current Chairperson, has indicated that she will not be able to continue to serve in this capacity. Vice-Chairperson Walker asked Commissioners to consider taking on one of the leadership positions for 2024. Commissioner Elwert asked if a Commissioner must be an elected official in order to serve in a leadership capacity on the Trailways Commission. Trail Manager Correll said he did not know, but he will look into the criteria for holding these positions.

Commissioner Sage said that his alternate, Ann Peterson, is no longer a member of the City Council, so the Mayor will need to appoint a new alternate.

AD HOC COMMITTEE POSITIONS: 2024

Vice-Chairperson Walker said that at the December meeting, the Commission will also need to consider ad hoc committee positions for 2024. He commented that he feels these committees benefit from continuity of membership.

PAINT CREEK TRAILWAYS COMMISSION

DRAFT

November 21, 2023

The Commissioners reviewed the current list of ad hoc committees, their descriptions, and members. They discussed that this list of committees should be updated. For example, the Trailways Commission is no longer involved with the Orion Art Project. However, it may be good to continue to have a committee for the Moutrie Pollinator Garden.

With respect to the Paint Creek Trail 40th Anniversary Celebration Committee, Village of Lake Orion Representative Stanley Ford pointed out that he is a member of the Village Council, but Jason Peltier is not; the Commissioners agreed that this should be updated. Commissioner Dalrymple added that she and Commissioner Reiter can also look at the appropriate Orion Township representatives to serve on this and the other ad hoc committees.

MICHIGAN NATURAL RESOURCES TRUST FUND: Grant Application Update

Trail Manager Correll was pleased to report that, with our submittal of additional materials, the score for our grant application increased from 345 to 395. The MNRTF Board will announce their grant funding recommendations on December 13th.

PAINT CREEK TRAILWAYS FISCAL YEAR 2024 BUDGET

The Commissioners thanked Trail Manager Correll for the work he put into revising the format of, updating, and adding side notes to the budget spreadsheet that was before them this evening.

The Commissioners reviewed the proposed budget for fiscal year 2024. The following reflects some of the highlights of the discussion.

Revenue

Under Revenue, the “Member Unit Contribution for Commission/Operations and Staff” will increase by 3 percent.

This is our second year of the two-year contract with the Oakland County Sheriff’s Department for the mounted patrol, so there will not be an increase this year. However, several Commissioners cautioned that they have heard we may be looking at as much as a 10 percent increase in this cost for the 2025 contract.

Commissioner Elwert recalled that he had seen a third category under this cost center that showed a contribution of \$1,250 from each member municipality. Trail Manager Correll explained that this third category is for the website design project, which was originally proposed to be done in 2023. Each member municipality did make this contribution, and \$5,000 of Paint Creek Trailways funds were also budgeted for this purpose. However, the project is now planned for the 2024 fiscal year.

Interest revenue was greater than had been expected.

The amount placed in the line item for “MMRMA Asset Distribution” is projected to be approximately 10 percent higher for 2024, although admittedly we cannot know what this will be.

There is an increase in projected revenue from license fees as we will have new rates in place.

Trail Manager Correll estimated revenue from the 40th Anniversary Celebration 5K event registration at \$3,500 (100 participants at \$35). This event is planned for the spring. Mr. Correll thought that the 40th Anniversary event may be the start of a new annual spring event (with a new name, to be determined), so he proposed that we also include a line item in the budget for the 2025 fiscal year. (The 40th Anniversary Celebration will be discussed in more detail later this evening.)

Trail Manager Correll asked about the “Transfer from Fund Balance” line item (line P1700) in the amount of \$6,900, and shared the notation he found from former Trail Manager Melissa Ford. Vice-Chairperson Walker noted that the Commission’s offices are located in Oakland Township’s Paint Creek Cider Mill; there was a change/adjustment in our rent, so he speculated that this may reflect that adjustment. The Commissioners also discussed that there may have been some costs associated with the southeast Rochester property development project.

Expenditures

The Commissioners and Trail Manager Correll then considered expenditures. Under the “Office” cost center, Manager Correll included \$1,100 to purchase a small conference table and chairs, as well as an entry table in order to make some improvements to the office space. He included additional monies under “Office Operating Expenses” for various services such as GoToMeeting, Adobe, Amazon, and the photo copier. Commissioner Dalrymple noted that the Trailways Commission can set up the Amazon account as a business account, which enables us to take advantage of business pricing on items.

The “Office and Trail Equipment” line item covers expenditures such as minor sign repairs, the purchase of dog waste bags, etc.

Regarding the line items for “Rent” and “Telephone and Computer Network Services,” Manager Correll said he confirmed with Oakland Township that these amounts will stay the same for the next two years.

Under the “Staff Travel/Training” cost center, the Commissioners and Manager Correll discussed “Education/Memberships,” and the Commissioners recommended increasing this line item to \$750.

Next, they discussed the “Insurance/Professional Services” cost center. The “Recorder’s Fee – Monthly Meeting” has increased. The “Legal Fees” line item has also increased as the

PAINT CREEK TRAILWAYS COMMISSION

DRAFT

November 21, 2023

Commission continues to work on the licensing agreements. However, Manager Correll said he does not anticipate any significant legal projects in the 2024 fiscal year.

The Commissioners then looked at the “Publicity/Marketing/Education” cost center. Staff is currently working with a vendor to explore options for shirts. These could first be made available at the 40th Anniversary event, and then offered for sale afterwards.

Manager Correll estimates that expenses to put on the 40th Anniversary Celebration 5K event will be \$2,500 (the race coordinator will cost approximately \$700 or \$800 plus a percentage of the sign up fees, and there will be other expenses associated with the event).

Manager Correll added a new line item, “Staff Uniforms/Wearables.” The Commissioners agreed that they like the idea of having shirts and other items for staff to wear, particularly at public functions.

The Commissioners next reviewed the “Administrative Personnel” cost center. Wages include a 5 percent increase.

Under the “Trail Projects” cost center, Manager Correll suggested renaming the “Signage Project” line item to simply “Signage,” and that we keep an amount to cover any signage expenses that may come up.

The “Patrol Program” cost center includes budgeted monies for the bicycle patroller to have his bicycle tuned up twice a year, and for the purchase of a new seat and helmet (under “Bike Patrol Equipment/Misc.”).

Under the “Printing/Logo Expenses,” the Commissioners noted that we are budgeting for the purchase of shirts, so they asked that the correlating revenue category (“Trailways Saleable Items” P1500) be increased to at least \$1,000 to reflect anticipated sales of the shirts.

Finally, the Commissioners considered the “Miscellaneous/Contingency” cost center. We need to maintain a minimum balance of \$10,000 in the Community Foundation for Greater Rochester (“CFGR”). The Commissioners briefly considered amounts they would like to transfer to the CFGR as opposed to transferring to the Trailways Commission’s fund balance. Trail Manager Correll will inquire about what the growth is of our monies in the CFGR.

Trail Manager Correll will make the revisions discussed this evening. The Trailways Commission will review the revised budget and consider adoption at the December meeting.

40TH ANNIVERSARY CELEBRATION

5K Event

The Commissioners discussed holding a 5K run in the spring to commemorate the 40th Anniversary of the Paint Creek Trail. While they would have liked this event to take place on the 2024 National Rails-to-Trails Day, April 27th, they were not able to book the race coordinator for that day. Instead, staff has reserved the coordinator for April 21st.

Vice-Chairperson Walker had concerns about the condition of the trail in April, noting that in the past the trail surfacing has sometimes been soft and somewhat fragile until later in the spring. Trail Manager Correll pointed out that Lake Orion holds an annual event on the Trailway in early May. Commissioner Elwert said we will need to assess the condition of the trail to make sure it is safe for users for such an event.

Given that this event will mark the 40th anniversary, Commissioner Blust said he would like to share some historical information with event attendees. He has been working on his home videos, pictures, etc. and can use some of these skills to put together information for the Trailways Commission. Commissioner Elwert added that he has access to the sign shop through the City of Rochester Hills, so this resource can also be available. Commissioner Blust recalled that the Oakland Township Historical Society put together information that they displayed at the Paint Creek Junction Northern Trailhead grand opening event held earlier this year. He will contact Colleen Barkham for more information. Other potential sources of information include Patrick McKay of the Rochester Hills Museum at Van Hoosen Farm, and Jimmy Johnson of Orion Township.

Sponsorship Form

The Commissioners reviewed the draft Sponsorship Form. As the April event will be held closer to Lake Orion, the Commissioners would like to have the presenting sponsor be from that area if possible. There will be only one "Presenting Sponsor," and the cost of that sponsorship will be \$1,000. Vice-Chairperson Walker proposed that we consider adding more sponsorship levels with different benefits for each level. He has done this in the past with other groups, and had great success in obtaining additional sponsors. The Commissioners agreed to offer an unlimited number of lower level sponsorships at the \$100, \$250 and \$500 levels.

Trail Manager Correll will revise the form as discussed. Commissioners and staff will start soliciting sponsorships after the Christmas holiday.

WEBSITE REDESIGN

Manager Correll asked that the Commissioners review the draft “Request for Proposal – Website Upgrade.” He developed this together with Julie Schoenherr of Oakland Township, who is putting together a similar Request for Proposal to update Oakland Township’s website. The Commissioners can review this document in more detail at a future meeting.

Commissioner Elwert suggested that the RFP specify where the website would be hosted (for example, would it be hosted through the designer’s hosting service, or would it remain where it is currently, where Trailways staff could manage it). He suggested that the RFP deliverables should also provide for two or three mock-ups.

With respect to potential bidders, Manager Correll has information on the vendor recently used by the Polly Ann Trail for their website. Treasurer Dalrymple will share information about Jimmy Johnson, the person designing the website for Orion Township. Commissioner Elwert said the City of Rochester Hills also has a vendor that they have used.

The Commissioners will review this matter further at the December meeting, with the view that we can solicit bids in early 2024.

MANAGER’S REPORTS

Advisory Committee Reports

40th Anniversary Committee

The 40th Anniversary Committee met twice to discuss this event. The Committee would also like to create a high quality graphic timeline of the history of the Paint Creek Trailways, which could be added to over time. This could be displayed at events, and could also be kept where in the Trailways office where it could be viewed.

Licensing Committee

The Licensing Committee met, reviewed the license agreements, and made edits. Manager Correll forwarded the proposed changes to the attorney for review and finalization.

Complaints, Vandalism, Feedback

Complaint of Human Waste Along Trail:

There has been one additional complaint from the same person regarding what they believe to be human waste on the trail.

Trees that Overhang Trail:

Trail Manager Correll visited the two overhanging trees identified by a citizen at last month's meeting. He has shared his observations with Oakland Township's Parks and Recreation staff.

Repairs and Maintenance

Dutton Road Bridge Project:

This project is complete, and the parking lot is now paved.

Administrative Assistant

The Commissioners welcomed Nicole Sands, who recently started as our new Administrative Assistant.

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. Manager Correll will contact the attorney to ask how we should proceed.

Bald Mountain Project:

Manager Correll contacted representatives regarding the project plans, particularly items that Commissioners had asked to be called out on the plans. However, the person he contacted needed to confer with someone else, and he has not yet gotten back with Manager Correll.

License Agreement Invoices:

Invoices for the 2023 year were sent out this fall, and we have started to receive payments. The Commissioners and Trail Manager Correll noted that license agreement invoices for the year have typically been sent out in the fall of that year. This tends to create some confusion with the licensees as to which year they are paying for.

For 2024, the new license agreements will be in place soon. The Commission's plan is to start sending out the 2024 year invoices in February.

November 21, 2023

COMMISSIONER BLUST'S REPORT

Future Meetings, Treasurer Position

Commissioner Blust will not be able to attend the December meeting.

He said he would be willing to serve as Treasurer. However, he has recently retired and may move out of Oakland Township but has no immediate plans.

TREASURER DALRYMPLE'S REPORT

Orion Township's Purchase of Great Lakes Athletic Club

Orion Township recently purchased the Great Lakes Athletic Club in Gingellville, with the plan to turn this into a community center.

ADJOURNMENT

MOVED BY SAGE, SECONDED BY DALRYMPLE, there being no further business before the Commission, to adjourn the meeting at 8:40 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

November 2023

Balance:	31-Oct-23		
	Checking Balance	191,050.03	
	Outstanding Checks (3640)	\$ 175.00	
	TRAILWAYS COMMISSION BALANCE		\$ 190,875.03
Revenues:			
	Dillman & Upton Liscense Fee	4,000	
	Par Pharmaceuticals Liscense Fee	\$ 16.21	
	Interest Income - November 2023 Interest Income	\$ 149.46	
	Total Revenues	\$ 4,165.67	
			\$ 195,040.70
Expenditures:			
	3808-Chase Card Services	\$ 27.77	
	3703-Ingrid Kliffel Recorders Fee-October Meeting	\$ 351.00	
	3807-John Picardat-JP Pewter Recognition Spikes	\$ 240.45	
	3704-Oakland County-Mounted Patrol September 2023	\$ 1,438.95	
	Total Expenditures	\$ 2,058.17	
			\$ 192,982.53
Balance:	30-Nov-23		
	Checking Balance	194,864.70	
	Outstanding Checks (3640, 3704, 3807, 3808)	\$ 1,882.17	
	TRAILWAYS COMMISSION BALANCE		\$ 192,982.53

Signed By: _____
Trailways Commission Treasurer

Trail Manager

Date: _____



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MEMO

To: Commissioners, Alternates, & Staff
From: Tom Correll, Trail Manager
Subject: 2023 Per Diem Report
Date: December 12, 2023

You will find the draft per diem report in your packet. Please review your name and attendance records, and compare it to our record. If you find an error, please let us know before the meeting next week.

Regular meeting attendance is at \$3,745.00, which is as expected before our regular December meeting.

I would like to thank all Commissioners and Alternates that attend our meetings. It is a pleasure working with all of you. Thank you and have a very Happy Holiday season!

2023 PCTC Per Diem

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1		1/17/23	2/21/23	3/21/23	3/29/23 Special Meeting	4/18/23	5/16/23	6/20/23	7/18/23	8/15/23	9/19/23	10/17/23	11/21/23	SUBTOTAL as of December 19, 2023	12/19/23	Total	Check #
2																	
3														\$0.00		\$0.00	
4	Becker, David	35.00	Absent	35.00	Absent	35.00	35.00	Absent	35.00	35.00	35.00	35.00	Absent	\$280.00		\$280.00	
5	Blust, Brian	Absent	35.00	35.00	35.00	Absent	35.00	35.00	Absent	Absent	35.00	35.00	35.00	\$280.00		\$280.00	
6	Buxar, Robin	Absent	Absent	Absent	Absent	Absent	Absent	35.00	Absent	Absent	35.00	35.00	Absent	\$105.00		\$105.00	
7	Dalrymple, Julia	Absent	Absent	35.00	Absent	Absent	Absent	Absent	Absent	35.00	Absent	35.00	35.00	\$140.00		\$140.00	
8	Elwert, Ken	35.00	35.00	35.00	35.00	Absent	Absent	35.00	35.00	35.00	35.00	35.00	35.00	\$350.00		\$350.00	
9	Ford, Stanely									35.00	35.00	35.00	35.00	\$140.00		\$140.00	
10	Gamage, Linda	35.00	35.00	Absent	Absent	35.00	35.00	35.00	Absent	35.00	35.00	Absent	Absent	\$245.00		\$245.00	
11	George, Russell	Absent	35.00	Absent	Absent	35.00	35.00	Absent	Absent	Absent	Absent	Absent	Absent	\$105.00		\$105.00	
12	Mabry, Dave	35.00	35.00	35.00	35.00	Absent	35.00	Absent	35.00	Absent	Absent	Absent	Absent	\$210.00		\$210.00	
13	Morlan, Carol	35.00	35.00	35.00	Absent	35.00	Absent	35.00	Absent	35.00	35.00	35.00	Absent	\$280.00		\$280.00	
14	Olijnyk, Martha	35.00	Absent	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	Absent	\$350.00		\$350.00	
15	Narsh, Jerry	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent					\$0.00		\$0.00	
16	Peltier, Jason	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	\$0.00		\$0.00	
17	Peterson, Ann	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	Absent	\$0.00		\$0.00	
18	Pfeiffer, Matt		Absent	35.00	Absent	Absent	Absent	Absent	Absent	Absent	35.00	Absent	Absent	\$70.00		\$70.00	
19	Reiter, Conner									35.00	35.00	35.00	35.00	\$140.00		\$140.00	
20	Ross, Patrick	Absent	35.00	35.00	35.00	35.00	Absent	35.00	35.00					\$210.00		\$210.00	
21	Sage, Steve	35.00	35.00	35.00	35.00	35.00	35.00	Absent	35.00	35.00	Absent	35.00	35.00	\$350.00		\$350.00	
22	Walker, David	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	\$420.00		\$420.00	
23	Whatley, Aaron	35.00	Absent	Absent	Absent	35.00	Absent	Absent	Absent	Absent	Absent	Absent	Absent	\$70.00		\$70.00	
24	TOTALS	315.00	315.00	385.00	245.00	315.00	280.00	280.00	245.00	350.00	385.00	385.00	245.00	\$3,745.00	\$0.00	\$3,745.00	



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MEMO

To: Commissioners, Alternates, & Staff
From: Tom Correll, Trail Manager
Subject: MNRTF Grant Update – Bridge 31.7
Date: December 14, 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.

Commissioner Ken Elwert attended the Trust Fund meeting on December 13th and informed Trail Manager Correll that the fund approved the MNRTF Grant for Bridge 31.7



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40th Anniversary Paint Creek Trail 5k Event Sunday, April 21, 2024

Our inaugural 5k event celebrating the 40th anniversary of the Paint Creek Trail

SPONSORSHIP FORM

Name: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Website: _____

Sponsorship Level: _____

SPONSORSHIP LEVELS

Tiers & Benefits	\$100.00	\$250.00	\$500.00	\$750.00	\$1,000.00
Name & Logo on promotional materials and sponsor board	X	X	X	X	X
Link to website from Paint Creek Trail site	X	X	X	X	X
Your display banner/sign at event (not provided)		X	X	X	X
Company name and logo printed on event shirt			X	X	X
Featured on Social Media "Sponsor Spotlight" (over 5,000 followers)				X	X
Exclusive signage and promotional table provided event					X

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



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2023 Summary of Events and Accomplishments

The Commission approved Temporary Use Permits for the following events:

- Orion Veteran's Memorial Day Race, May 30, 2023
- Eastside Racing Company—Train to Trails Half Marathon, September 10, 2023
- Rochester Community Schools Foundation Hometown Hustle—September 16, 2023
- The Grace Centers of Hope 5K, October 7, 2023
- Frank Race Management/Lake Orion-Run Michigan Cheap, October 8, 2023
- Frank Race Management/Lake Orion-Run Michigan Cheap, Jun 4, 2023

January

Trail Manager Ford submitted the Spark Grant application

The Commission approved Resolution #2023-001 –Resolution in Support of the city of Rochester's TAP Grant Application for PCT Bridge 31.7 Renovation.

Trail Manager Ford sent a form to Commissioners to review, rank and revise goals of the Paint Creek Trailways Commission for 2023.

February

Trail Manager Ford provided details on the Southeast Rochester Property regarding updated cost estimates and a potential donor willing to finance the project.

The commission discussed plans to approve the limited use permit request, Bald Mountain Recreation Area Bridge to PC, Oakland Township

The Commission Discussed Goals for 2023.

March

The Commission held an Accessibility Workshop to discuss the Paint Creek Trail Bridge 31.7 Renovation Project.

The Commission approved Resolution #2023-002—Resolution of Authorization—Paint Creek Trailways Commission Application to the Michigan Natural Resources Trust Fund.

The Commission discussed cost estimates for the project occurring at the Southeast Rochester Property.

The Commission discussed Ad Hoc Committee assignments.

Trail Manager Ford announced her resignation and discussed plans for hiring a replacement.

The Commission held a special meeting to provide regarding the work on Bridge 31.7.

April

The Commission received a request for consideration from the Oakland Township Historical Society regarding the placement of railroad signal booth adjacent to the Paint Creek Trail.

Mr. Louis Carrio presented the Friends of the Paint Creek Trail Memorandum of Understanding and reviewed the relationship, responsibility and role that the Commission has in relation to the group with the intention of easing the transition of future trail management.

Manager Ford provided updates regarding the \$50,000 in grant funds received from the Community Foundation for Bridge 31.7. She includes that the applications for the TAP grant and MNRTF grant were submitted.

The Commission approved the placement of two trail counters to measure the amount of users of the trail.

The Commission approved sending 1,400 brochures to MDOT for distribution to spread information about the trail.

The Personnel Committee discussed the committee's recommendation of Mr. Correll for the new Trail Manager. The commission acknowledged Ms. Ford for her excellent work as The Paint Creek Trail Manager and wished their best for continued success in her future endeavors.

May

The Commission welcomed Mr. Tom Correll as the new trail manager.

Trail Manager Correll provided an update on the status of current grants and potential grant opportunities for the bridge 31.7 replacement project.

The Commission discussed plans for a 40th Anniversary Celebration for the Paint Creek Trails.

The Commission decided to visit the Paint Creek Junction during the National Trails Day event for their June Field Trip location.

June

Trail Manager Correll provided an update on the Spark Grant and noted that progress was being made regarding the MNRTF Grant.

The Commission discussed plans for sponsorship of the Labor Day Bridge Walk and the 40th Anniversary event.

The Commission discussed updates regarding the permission of E-bikes and related electronic mobility devices on the trail.

Trail Manager Correll provided an update on the project happening on the South Eastern Rochester Property. He also noted that he worked with AEW to construct a tentative timeline with project completion around October 2024 pending all funding is received as expected.

The Commission collaborated with Vangaurd Trout Unlimited in carrying out a conservancy project extending through July.

July

The Commission further discussed sponsorships for the Labor Day Bridge Walk.

The Trail Improvement Subcommittee discussed potential new trail amenities and commemorative offerings for trail users that make a donation. Suggested alternatives to benches included brick pavers for the Moutrie Pollinator Garden as well as trees with memorial plaques.

Commissioners discussed a potential land donation from an individual with property adjacent to the trail. The donor indicated that he would prepare a proposal for the Commission's consideration in the future.

Trail Manager Correll announces that tentatively work on the Bald Mountain Connector Project is set to begin in spring of 2024.

Vanguard Trout Unlimited continued conducting research on trout habitat in the Paint Creek. The Commission expressed their gratitude Trout Unlimited for their hard work and discussed their progress. They cleared major log jams between Tienken Rd. and Dutton Rd and have been working to reshape this section of the Paint Creek to provide improved habitat for the trout.

Commissioner Ross announces his resignation from his position on the Trailways Commission, as he is moving out of state. The Commission thanked him and wished him well.

August

The Commission welcomed new members of the Paint Creek Trailways Commission; Conner Reiter and Stanley Ford.

SEMCOG's Regional Review Committee selected the Paint Creek Trail Bridge 31.7 Renovation Project for Transportation Alternatives Program (TAP) funding for fiscal year 2025.

Ms. Grupido announced that she has submitted her letter of resignation and acceptance into a degree program. The commission and Trail Manager Correll thanked her for her time with the Trailways Commission and wished her much success for her future.

The Commission discussed and finalized plans for the 16th Annual Labor Day Bridge Walk.

September

The Friends of the Paint Creek President and Vice President made a public statement updating the Commission on the Moutrie Pollinator Garden. They also thanked the City of Rochester Hills for their support in watering the garden. The Commission thanked the volunteers from the Friends group for their continuous support in establishing and maintaining the garden.

The Commission agreed to authorize Trail Manager Correll to begin work on an agreement with MTGA for the observation deck project on the PCT spur in Bloomer Park.

Monday September 4th, the Commission hosted the 16th Annual Labor Day Bridge Walk along the Paint Creek Trail where they hosted approximately 150 event participants. The event raised ~\$2,000.00 in donations. Trail manager Correll thanked the Commissioners and everyone who contributed to the success of the event.

The Commission appointed Commissioner Dalrymple to serve as Treasurer of the Paint Creek Trailways Commission for the remainder of 2023.

Trail Manager Correll reported that the initial scoring of our grant application was received for the MNRTF Grant for Bridge 31.7. He proceeded to discuss ways in which the commission can improve our scores with the submission of additional information by October 1st.

Adopt-A-Trail conducted its cleanup on the trail on September 30th.

October

Joe Bruce was present at the October meeting on behalf of Trout Unlimited and discussed the progress made regarding the conservation project taking place in the Paint Creek to improve trout habitat. The group hopes to make additional improvements in the future and further monitor the trout population to assess the benefits of the project.

The Commissioners discussed updating the licensing agreements for 2024.

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

The Commission discussed the Paint Creek Trailways Fiscal Year 2024 Budget draft v1.0

The Commission discussed plans for the 40th Anniversary Celebration.

The Commission thanked Administrative Assistant Grupido for her time at the Paint Creek Trailways Commission and wished her luck in her future endeavors.

November

The Trailways Commission welcomed Nicole Sands as the new Administrative Assistant.

The Commission discussed Officers for 2024.

Manager Correll reported that the MNRTF grant resubmission allowed us to increase our score from 345 to 395.

Manager Correll presented the updated Paint Creek Trailways 2024 Fiscal Budget draft v2.0 and the Commission discussed and reviewed it.

The Commission discussed details for planning the 40th Anniversary Celebration on April 21, 2024. The Commission discussed how they plan to present historical information about the trails at this event and provided feedback on the drafted sponsorship form for the event.

Manager Correll asked that the Commission review the “Request for Proposal—Website Upgrade” and discussed potential bidders for the re-design. The Commission noted they aim to solicit bids in early 2024.

December

***Social media updates and other December updates will be provided at the December 2023 meeting



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MEMO

To: Commissioners, Alternates, & Staff
From: Tom Correll, Trail Manager
Subject: 2024 Draft Budget
Date: December 13, 2023

2024 Final Draft Budget v3.0

A draft budget for review and edits from the November meeting is included in your packet.

PAINT CREEK TRAILWAYS COMMISSION
Budget - Yearly Comparison & Notes

		2022 Final	2023 Budget	2023 Actual	Diff. 2023/2024	2024 Draft	2024 Notes	2025 Projected	2025 Notes
Revenue									
Member Unit Contribution for Commission/Office Operations & Staff									
P1100	Rochester	\$ 18,360.00	\$ 18,727.00	\$ 18,727.00	561	\$ 19,288.00	3% increase	\$ 19,866.00	3% increase
P1110	Rochester Hills	\$ 18,360.00	\$ 18,727.00	\$ 18,727.00	561	\$ 19,288.00	3% increase	\$ 19,866.00	3% increase
P1120	Oakland Township	\$ 18,360.00	\$ 18,727.00	\$ 18,727.00	561	\$ 19,288.00	3% increase	\$ 19,866.00	3% increase
P1130	Orion Township	\$ 18,360.00	\$ 18,727.00	\$ 18,727.00	561	\$ 19,288.00	3% increase	\$ 19,866.00	3% increase
Member Unit Contribution for Patrol Program based on Comm. Mileage									
P1140	Rochester	\$ 1,250.00	\$ 1,533.00	\$ 1,533.00	0	\$ 1,533.00	Year 2/2 Contract	\$ 1,686.00	New Contract (10% Est. Inc.)
P1150	Rochester Hills	\$ 2,679.00	\$ 3,284.00	\$ 3,284.00	0	\$ 3,284.00	Year 2/2 Contract	\$ 3,612.00	New Contract (10% Est. Inc.)
P1160	Oakland Township	\$ 9,652.00	\$ 11,836.00	\$ 11,836.00	0	\$ 11,836.00	Year 2/2 Contract	\$ 13,019.00	New Contract (10% Est. Inc.)
P1170	Orion Township	\$ 2,320.00	\$ 2,847.00	\$ 2,847.00	0	\$ 2,847.00	Year 2/2 Contract	\$ 3,131.00	New Contract (10% Est. Inc.)
P1200	Interest	\$ 509.14	\$ 300.00	\$ 1,752.69	1200	\$ 1,500.00	Interest Rate Inc.	\$ 1,500.00	
P1210	MMRMA Asset Distribution	\$ 1,747.00	\$ 1,300.00	\$ 1,752.00	400	\$ 1,700.00	Rec from MMRMA	\$ 1,500.00	
P1300	Temporary Permit Fees	\$ 70.00	\$ 70.00	\$ 70.00	0	\$ 70.00		\$ 70.00	
P1310	Transfer from Legal Services (License Fees)	\$ 12,871.80	\$ 11,500.00	\$ 12,901.73	7800	\$ 19,300.00	New Rates	\$ 19,600.00	New Contract Est. Increases
P1320	Adopt-A-Trail	\$ -	\$ -	\$ 50.00	0	\$ -		\$ 150.00	
P1400	National Trails Day Sponsorship	\$ -	\$ 500.00	\$ -	0	\$ 500.00		\$ 500.00	
P1410	Labor Day Bridge Walk Donations	\$ 1,179.00	\$ -	\$ 654.00	750	\$ 750.00	Why Budget 0?	\$ 750.00	
P1420	Labor Day Bridge Walk Sponsorships	\$ 2,150.00	\$ 1,000.00	\$ 2,250.00	1500	\$ 2,500.00	2200 Actual in 2023	\$ 2,500.00	
P1430	40th Anniversary Celebration/5k Event (Registrations)	\$ -	\$ -	\$ -	3500	\$ 3,500.00	Est. 100 Partic.	\$ 4,375.00	Est. 125 Partic.
P1440	40th Anniversary Celebration/5k Event (Sponsorships)	\$ -	\$ 2,500.00	\$ -	0	\$ 2,500.00		\$ 3,000.00	
P1450	Trail Brochure Sponsorship	\$ -	\$ -	\$ -	0	\$ -	Skip 2023	\$ 1,500.00	
P1500	Trailways Saleable Items	\$ 15.00	\$ 5.00	\$ 5.00	995	\$ 1,000.00		\$ -	Offset Expense
P1600	Miscellaneous/Donations	\$ 1,076.65	\$ 200.00	\$ 65.00	100	\$ 300.00		\$ 300.00	
P1610	Bench/Trail Amenity Donations	\$ 2,206.10	\$ 2,500.00	\$ -	-1250	\$ 1,250.00	Single bench	\$ -	
P1700	Transfer from Fund Balance	\$ -	\$ 6,900.00	\$ -	-6900	\$ -		\$ -	
P1800	Program/Project Grants	\$ -	\$ 1,300.00	\$ -	-1300	\$ -		\$ -	
Total Income		\$111,165.69	\$ 122,483.00	\$ 113,908.42	9039	\$131,522.00	License Fees/Events	\$ 136,657.00	

P3610	Signage	\$ 16,975.00	\$ -	\$ -	750	\$ 750.00	Paint Creek Junction Update	\$ -	
P3620	Trail Improvement - South Rochester	\$ -	\$ 1,500.00	\$ 1,500.00	-1500	\$ -		\$ -	
P3630	Property Acquisition Projects	\$ -	\$ -	\$ -	0	\$ -		\$ -	
P3640	Fence & Railing Replacement	\$ -	\$ -	\$ -	0	\$ -		\$ -	
P3650	Document Scanning	\$ -	\$ -	\$ 4,000.00	0	\$ -	Goals project	\$ 4,500.00	
P3660	PCT Website Redesign	\$ -	\$ -	\$ 10,000.00	10000	\$ 10,000.00	2024 project	\$ -	
P3670	Moutrie Pollinator Garden	\$ -	\$ -	\$ 271.03					
Patrol Program									
P3710	Wages - PCTC Bike Patrol	\$ 4,469.70	\$ 5,225.00	\$ 3,134.00	261	\$ 5,486.00	5% Increase	\$ 6,000.00	
P3711	FICA/MESC - Bike Patrol	\$ 341.92	\$ 400.00	\$ 239.78	-16	\$ 384.00		\$ 420.00	
P3720	Contracted Mounted Patrol Services	\$ 3,060.00	\$ 13,575.00	\$ 3,353.04	270	\$ 13,845.00	Year 2/2 Contract	\$ 15,229.00	10% Increase
P3730	Commission Contribution to Bike Patrol Services	\$ -	\$ -	\$ -	0	\$ -		\$ -	
P3740	Bike Patrol Equipment/Misc.	\$ 111.29	\$ 250.00	\$ 146.32	220	\$ 470.00		\$ 500.00	
Printing/Logo Expenses									
P3810	Trail Saleable Items	\$ -	\$ -	\$ -	1000	\$ 1,000.00		\$ 1,000.00	
Miscellaneous/Contingency									
P3910	Transfer to Community Foundation Rochester	\$ -	\$ 1,939.00	\$ 4,500.00	1603	\$ 3,542.00		\$ 4,711.00	
P3920	Transfer to Fund Balance	\$ 2,853.00	\$ 1,000.00	\$ 17,356.06	2100	\$ 3,100.00		\$ 7,000.00	
Total Expense		\$104,952.31	\$ 128,128.00	\$ 113,908.42	3394	\$131,522.00	License Legal Fees/Bench Don	\$ 136,657.00	Doc Scan/Brochure
Net Revenue						\$ -		\$ -	

Special Projects

	Source of Funds	2022	2023	2023 Actual	Diff. 2023/2024	2024 Draft	2024 Notes	2025
Bridge 31.7	CFSEM			\$ 12,116.11				
	Bridge 31.7 TAP Grant					\$721,211.02		
	Bridge 31.7 MNRFT Grant - Match					\$180,302.00		
SE Rochester Property								
	MTGA Donor					\$210,000.00		

Expenses		2022	2023		Diff. 2023/2024	2024 Draft	2024 Notes	2025
Bridge 31.7								
	Design Engineering							
	Ecological Services							
SE Rochester Property								

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2023 Unrestricted Fund Balance 94,897.98

2023 Draft Operations Budget
Amended March 21, 2023

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

2023 Draft Operations Budget
Amended March 21, 2023

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

Amended March 21, 2023

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

2023 Draft Operations Budget
Amended March 21, 2023

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

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				



MEMO

To: Commissioners, Alternates and Staff

From: Tom Correll, Trail Manager

Subject: December Manager's Report

Date: December 14th, 2023

Advisory Committee Reports

- 40th Anniversary Committee – The committee met 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. The committee decided on sponsorship levels and the new form, and agreed on pricing at \$35/person pre-registration, \$40/person day of registration. Trail Manager Correll has secured the date of Sunday April 21st, 2024, with the understanding the event will take place the last Saturday in April in 2025 onward, aligning with Rails-to-Trails Day.

Complaints/Vandalism/Feedback

- An additional complaint of 'human waste' has been reported on the trail on 12/7. Trail Manager Correll has added this incident to
- Trail Manager Correll spoke with Shelley Donaghue about the trees on her property near the trail, and communicated with Oakland Township who will be looking closely at one of them in the spring and will make a decision about cutting one of them down at that time.

Repairs & Maintenance

- Oakland Township has contracted to have brush cut/mowed on the sides of the trail in their section during the week of December 11-15. See pictures below:



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 th Anniversary Celebration Ad Hoc committee	Blust, Mabry, Ford, Whatley
Friends of Paint Creek Trail Ad Hoc committee	Buxar, Gamage, Mabry

2023 Goals

<u>Goals</u>	<u>Progress</u>	<u>Timeframe</u>
City of Rochester – Bridge 31.7 Replacement	Trail Manager Ford has completed the TAP Grant Application. TAP application reopened – additional information needed. Trail Manager Ford working with AEW on updated cost estimate and contracting with cultural resource consultant & archaeologist to determine bridge eligibility for NRHP and if bridge is in an archaeologically sensitive location. MNRTF will be submitted April 1. MNRTF application submitted. Cultural resource consultant determined bridge is not eligible for NRHP listing. Section 106 application sent to SHPO for review. SHPO review came back and concurred with cultural resource consultant. TAP Grant awarded, see memo in packet.	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). Trail Manager Correll met with Friends on 5/18 for introduction, explanation of MoU, goals, etc.	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. Updated signs have been placed on trail	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

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

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

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

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

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

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