



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

Paint Creek Trailways Commission Meeting

Tuesday, March 19th, 2024 at 7:00 PM
Paint Creek Cider Mill, 4480 Orion Road, 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: Regular Meeting, February 20, 2024
 - b. Treasurers Report – February 2024
6. **Approval of Invoices**
7. **Discussion/Decision:** Oakland Township Encroachment
8. **Memo/Approval:** Village of Lake Orion Snow Removal: MMRMA Guidance/Sign Quotes
9. **Memo/Approval:** Master Plan Bid Packet
10. **Update:** Website RFP
11. **Memo:** Goals 2024
12. **Update:** 40th Event
13. **Manager's Report**
14. **Commissioner Reports**
15. **Adjournment of Regular Meeting**

Next Regular Meeting:

Mission

The Paint Creek Trailways Commission provides trail users a natural, scenic, and educational recreation experience while preserving the natural integrity of the Paint Creek Trail for the enjoyment of present and future generations.

April 16, 2024 – City of Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48307

Enclosures: Agenda Summary
February 20, 2024 Regular Meeting Draft Minutes
February 2024 Treasurer's Report
Oakland Township Encroachment – Application for Limited Use Permit Private Access
Memo: Village of Lake Orion – MMRMA Guidance – Sign Quotes
Memo: Master Plan Bid Packet
Master Plan Bid Packet
Master Plan Timeline
2024 Updated Goals
2024 Paint Creek Trailways Commission Operations Budget
Ad-Hoc Committee Descriptions
March Manager's Report

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Agenda Summary

March 19, 2024

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5. **Consent Agenda:**
 - a. Minutes: February 20, 2024
 - b. Treasurers Report – February 2024
6. **Approval of Invoices**
7. **Discussion/Decision:** Oakland Township Encroachment
Summary: Notice of Encroachment sent to neighbor in Oakland Township. Included in your packet is the Application for Limited Use Permit – The neighbor will attend the meeting to discuss encroachment with the commission.
Desired Action: Discussion/Direction
Budget Impact: NA
8. **Memo/Approval:** Village of Lake Orion Snow Removal: MMRMA Guidance/Sign Quotes
Summary: A memo is provided in your packet.
Desired Action: Discussion/Approval
Budget Impact: NA
9. **Memo/Update:** Master Plan Bid Packet
Summary: A memo is provided in your packet
Desired Action: Discussion/Approval
Budget Impact: TBD
10. **Update:** Website RFP
Summary: Trail Manager Correll will update the commission on the Website Redesign progress
Desired Action: Discussion
Budget Impact: TBD
11. **Memo:** Goals 2024
Summary: A memo with updated Goals for 2024 is provided in your packet.
Desired Action: Discussion
Budget Impact: TBD
12. **Update:** 40th Event
Summary: Trail Manager Correll will provide an update on the 40th
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:

April 16, 2024 – City of Rochester Municipal Offices, 400 Sixth Street, Rochester, MI 48307

PAINT CREEK TRAILWAYS COMMISSION

DRAFT

February 20, 2024



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REGULAR MEETING of the PAINT CREEK TRAILWAYS COMMISSION

Paint Creek Cider Mill

4480 Orion Road, Rochester, MI 48306

The February 20, 2024, 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.

ATTENDANCE

PRESENT

Voting Members:

Steve Sage (R), Chairperson
David Walker (RH), Vice-Chairperson
Brian Blust (Oakland), Treasurer
Conner Reiter (Orion)
Linda Gamage (R)
Ken Elwert (RH)

Voting Alternates:

Martha Olijnyk (Oakland)

A QUORUM WAS PRESENT.

Non-Voting Alternates: David Becker (R)

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

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

Friends of the Paint Creek Trail: Louis Carrio

PAINT CREEK TRAILWAYS COMMISSION

DRAFT

February 20, 2024

ABSENT

Voting Members: Julia Dalrymple (Orion), Secretary, Robin Buxar (Oakland)

Alternates: David Mabry (Oakland), Matt Pfeiffer (Orion), Aaron Whatley (Orion), Russell George (RH), Carol Morlan (RH)

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

PLEDGE OF ALLEGIANCE

Chairperson Sage 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 BLUST, SECONDED BY GAMAGE, to approve this evening's agenda as presented.

MOTION CARRIED.

GENERAL PUBLIC COMMENT

Samuel Nouhan: Maintenance of Trail Surfacing

Samuel Nouhan was present. He has been a resident of Oakland Township for 18 years and makes regular use of the Trail, covering over 1,000 miles by bike every summer. Mr. Nouhan had shared some observations and maintenance suggestions with former Trail Manager Ford, and reiterated some of them this evening. He emphasized that routine maintenance and repair of the trail surfacing will make a big impact on the quality of the trail.

Fence Screen Grading: His first suggestion is that we routinely perform simple fence screen grading, which knocks down the tops of any bumps. This will greatly improve the surfacing, especially coming out of the spring thaw when there are often ruts and divots. These conditions negatively impact the quality and safety of the trail. Mr. Nouhan recommended that fence screen grading be done in May, early July, and August.

Mr. Nouhan noted that the signs that are up now regarding use after the thaw were put up following his suggestion.

Chipmunk Hole Repairs: Mr. Nouhan has observed many chipmunk holes along the trail. If not repaired quickly, these holes continue to get larger. He has seen children get their bicycle wheels or wagon wheels stuck in these holes.

PAINT CREEK TRAILWAYS COMMISSION

DRAFT

February 20, 2024

Erosion Repairs After Heavy Rains: Erosion can be especially bad where the trail intersects other surfaces, such as the crossing at Gallagher Road. This causes ruts in the trail.

Another location that is problematic is the parking lot at the Silver Bell Road crossing. The parking area drains across the trail, putting ruts across the trail surfacing. He has noticed that bicyclists routinely circumvent this part of the trail, going into the parking lot, and he has seen several occasions when cars and cyclists have almost collided as the cyclists try to avoid the ruts.

Additionally, Mr. Nouhan said the grade was not properly set in one location when the trail was resurfaced in 2019, and referred to the area between Dutton Road and Silver Bell Road. He explained that on either side of the new bridge, the grade runs from east to west. As a result, water runs down the west half of the trail, causing a washboard surface in this area.

The Commissioners thanked Mr. Nouhan for sharing this information and invited him to be in contact with Trail Manager Correll.

CONSENT AGENDA

This evening's Consent Agenda consists of the following: (a) minutes of the January 16, 2024, meeting of the Paint Creek Trailways Commission, and (b) Treasurer's Report for January 2024.

MOVED BY ELWERT, SECONDED BY WALKER, to approve the Consent Agenda as presented, specifically to approve and file the minutes of the January 16, 2024, meeting of the Paint Creek Trailways Commission, and to receive and file the Treasurer's Report for January 2024.

MOTION CARRIED.

APPROVAL OF INVOICES

Trail Manager Correll and the Commissioners reviewed the list of invoices dated February 20, 2024.

MOVED BY GAMAGE, SECONDED BY BLUST, to approve payment of the invoices as presented.

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

NAYS: None

MOTION CARRIED.

SNOW REMOVAL ALONG TRAIL IN VILLAGE OF LAKE ORION

Trail Manager Correll referred to his memorandum of February 8, 2024. In January, he received a complaint from a resident who lives in the Atwater Commons condominium complex. The resident demanded that we clear snow from along the Paint Creek Trailway within the Village of Lake Orion, and threatened to file a complaint claiming that we were in violation of the Americans with Disabilities Act (“ADA”) if we failed to do so within 24 hours. After looking into this matter briefly, Manager Correll informed the resident that we were not able to accommodate here request, and offered that an alternate route would be to use the sidewalk (which is plowed by Atwater Commons) to the sidewalk that runs along Atwater Street (which the Village of Lake Orion’s Department of Public Works maintains). However, the resident was not pleased with this option as it is not as convenient.

Manager Correll referred to the minutes of the March 21, 2023, Trailways Commission meeting. Those minutes reflect that in spring of 2023, a resident of the Village of Lake Orion similarly contacted former Trail Manager Ford, demanding that we remove the snow from and maintain the paved section of the Paint Creek Trail that runs behind Atwater Commons, indicating that failure to do so would be in violation of the Americans with Disabilities Act. At that time, the Trailways Commission had our attorney look into this, but the attorney found no clear case law on this matter. The Trailways Commission has never performed any such winter maintenance on any portion of the trail.

Manager Correll contacted the Village of Lake Orion’s DPW, but they are unable to take on this task at this time. He reviewed various options for the Commission’s consideration, including the following: (1) continue as is and do not remove snow; (2) have our attorney look into our legal obligations; (3) look into the cost to contract with a non-Village of Lake Orion service provider for snow removal; or (4) determine if the Village of Lake Orion has a legal obligation to remove snow due to our existing maintenance agreement with them.

Commissioner Elwert suggested that another option would be to contact our risk manager through the Michigan Municipal Risk Management Authority (“MMRMA”) and obtain their opinion regarding this matter and our responsibilities.

Commissioner Elwert questioned how the caller wants to use the Paint Creek Trailway, specifically whether it is for the purpose of recreation, or for the purpose of accessing local businesses/getting into the village. Manager Correll responded that he believes she wants to be able to access local businesses, noting that she can do this via Atwater Street.

Commissioner Becker commented that this is not a new issue for the Paint Creek Trailways Commission. He recalled that many years ago, when the late John Makris was the Commission’s attorney, Mr. Makris advised that we do not have the responsibility to clear the trail of snow or ice (at least at that time). Commissioner Becker and other Commissioners discussed that if we were to start clearing the snow, thus changing the natural conditions of the area, we would be responsible for continuing to maintain the area (for example, to ensure that there is no melting snow that creates an icy condition, etc.).

The Commissioners noted that there is a license agreement in place between the Paint Creek Trailways Commission and the Village of Lake Orion DDA, which includes a section regarding maintenance. However, that agreement is silent as regards snow removal.

For reference, Manager Correll included a document in this evening's agenda packet entitled "Paint Creek Trail Interlocal Agreement Between Orion Township and the Village of Lake Orion." However, the Commissioners noted that this copy is not signed. Commissioners Gamage and Olijnyk questioned whether this version was ever executed as it calls for a split of votes between the Village of Lake Orion and Orion Township. Manager Correll will try to locate a signed version of the interlocal agreement between these parties, and acknowledged that it likely is different from that presented this evening.

After further discussion, the Commissioners agreed that Manager Correll should contact our risk manager regarding this matter.

MOVED BY ELWERT, SECONDED BY WALKER, to contact our risk manager through the Michigan Municipal Risk Management Authority ("MMRMA") regarding this matter and ask (1) if MMRMA has an opinion regarding whether we are responsible for plowing or otherwise maintaining this area, both with respect to ADA concerns or otherwise, and (2) if some level of maintenance is indeed required, then if this is the responsibility of the Paint Creek Trailways Commission or that of the local municipality.

MOTION CARRIED.

BRIDGE 37.1 RENOVATION PROJECT

Manager Correll met with the City of Rochester Department of Public Works director, as well as the engineer from Anderson, Eckstein and Westrick to go over the next steps for this project. The cost estimate is still as previously discussed, which is \$946,210.

The tentative timeline for this project is to have plan specifications and bid documents ready to be sent out in October 2024, the bid will be awarded in January 2025, and construction should start in March 2025. At this time, there is no estimate for time of completion, but Commissioner Elwert said he believes we typically have two years from the time the Michigan Natural Resources Trust Fund ("MNRTF") Project Agreement is signed to complete the project.

Mr. Correll has been working with the MNRTF grant coordinator. We will need to obtain a resolution from the City of Rochester to enter into the Project Agreement once this becomes available.

PAINT CREEK TRAILWAYS COMMISSION FUND: INVESTMENT OPTIONS

Manager Correll reviewed his memorandum of February 8th. He met with a representative from Flagstar Bank's government banking department and reviewed investment options.

He has obtained the necessary signatures to be able to open a Government Premier Savings Account. The Commissioners discussed keeping funds in this account to cover expenses. However, Treasurer Blust stated that the interest rate that a savings account pays can fluctuate on a daily basis, so he recommends that we also purchase certificates of deposit, which will lock in a rate for a period of time.

The Commissioners discussed purchasing certificates of deposit and that we "ladder" our purchases. For example, we could initially purchase a three month and a six month certificate of deposit. Then, as each reaches maturity, we can purchase another six month certificate of deposit. The Commissioners considered the various terms and rates. Treasurer Blust stated that if we were to withdraw funds from the certificate of deposit before it reached the maturity date, there would be a penalty.

At this time, Treasurer Blust recommended that we place \$100,000 in certificates of deposit, three months of projected expenses in the checking account, and the remaining funds into a government premier savings account.

Commissioner Gamage noted that we will be incurring expenses with the upcoming bridge project. Even though most of these expenses will be reimbursable through grants, she wondered how much money we would need available. Commissioner Elwert pointed out that there will also be professional fees to pay. Treasurer Blust discussed this matter with the Oakland Township Treasurer and was told that we would need to pay those invoices when they come in, and then seek reimbursement through the grants.

Commissioner Becker pointed out that the State of Michigan has set some restrictions on how public funds may be invested. The Commissioners asked Manager Correll to look into this to verify that these would be appropriate investments.

MOVED BY BLUST, SECONDED BY WALKER, to retain, on an ongoing basis, three months of projected expenses in the checking account, and place all of the remaining funds into the savings account at this time.

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

NAYS: None

MOTION CARRIED.

The Commissioners will discuss certificate of deposit investment options at the March meeting.

PAINT CREEK TRAILWAYS COMMISSION: 2024 GOALS

Following the January meeting, a number of the Commissioners reviewed, ranked, and provided additional input to Manager Correll regarding the list of goals. Manager Correll then incorporated that information into the proposed list of 2024 Goals under consideration this evening. The Commissioners reviewed each goal.

Under “Administrative” goals, a commissioner had a question regarding the Adopt-a-Trail program. Manager Correll explained that these are two-year contracts that will expire at the end of this year. In the fall we will consider renewal of existing contracts or new contracts for the 2025-2026 period.

Another Administrative goal is the development of a volunteer program. Manager Correll feels that for special events we do this on a case-by-case basis. Additionally, we have the Adopt-a-Trail program. He and others felt that this goal could be eliminated.

Yet another Administrative goal is to make presentations at member community City Councils and Township Boards. The Commissioners agreed that the Trail Manager rather than the Commissioners should do this as necessary.

Commissioner Elwert commented that there are many items on this list of goals. With only a part-time staff, and with the bridge construction project coming up, he felt it might be more streamlined if we instead focused on identifying our top priorities. Other goals can remain on the list for future reference, but could fall down on the list of immediate goals and priorities.

The Commissioners next discussed “Master Plan” goals. The Southeast Rochester Property Development project will be a priority this year as construction may begin as early as the fall.

Oakland Township conducted a garlic mustard pull workday in 2023.

The Paint Creek Junction goal can be eliminated as the ribbon cutting ceremony took place last June as part of National Trails Day.

Finally, former Trail Manager Ford was successful in applying for and receiving the Pure Michigan Trail designation for the Paint Creek Trail, so this goal can also be eliminated from the list.

Next, the Commissioners discussed “Policies” goals. One Commissioner asked to move the ranking for the Conservation Stewardship Policy up to a level 2.

Under “Maintenance and Inspection” goals, we will continue to communicate with the local municipalities to ensure that surface maintenance inspections and repairs are ongoing. Trail Manager Correll recalled that a resident spoke earlier this evening about the importance of regular maintenance to keep the trail in good condition.

We will consider ADA compliance issues further as we work on updating our Master Plan.

The Commissioners then considered the “Trail Safety” goals. We will continue to work with the Road Commission for Oakland County regarding road crossing improvements at the Adams Road crossing,

Under “Long Term Goals,” Commissioners asked to move up the ranking of the goal to install drinking fountains in each community, as well as the goal to work with the Village of Lake Orion to develop an agreement as necessary regarding snow removal from the paved section of the trail.

Under “Additional Goals,” Commissioner Becker asked that we add a goal to develop a mailing list of Paint Creek Trailway neighbors. The Commissioners discussed that this could include both a regular mailing address as well as an email address. Commissioner Elwert said the member municipalities could easily generate a list of mailing addresses to share with the Commission. Commissioner Gamage pointed out that people move, and thought it might be better if we have to send a mailing to just address the correspondence to “Neighbor” or “Resident.” Commission Olijnyk suggested that it would also be helpful to obtain contact information for homeowner associations for communities that border the trail.

Finally, Manager Correll reviewed the “Manager Goals.” One goal listed is “Trail Programming Partnerships.” Manager Correll would like to partner with local parks and recreation departments to let them know that the trail is available for their programming. We can then help promote those programs.

Another goal is “Trail Programming – Internal.” Manager Correll said this is one of his areas of expertise, and he would very much like to develop one educational trail program to be presented by our staff each season. Topics would vary.

Administrative Assistant Sands has been working on the “Outreach” goal, including developing a greater social media presence.

The Commissioners then discussed the 2025-2029 Master Plan update. The master plan should be updated and approved by the MDNR by February 1, 2025, in order to be eligible to receive State of Michigan administered grants. Manager Correll said the last time the Trailways Commission updated the master plan, we paid approximately \$7,000 for professional planning services. The Commission did not allocate funds for this in the 2024 fiscal year budget, so this would involve a budget amendment. Commissioners Becker and Olijnyk recalled that in the past we formed committees and each committee was assigned to a chapter. The committee reviewed the chapter in detail, developed proposed revisions, and then the entire Commission reviewed that chapter at a meeting. This enabled the Commission as a whole to work through the updates efficiently. The Commission held workshops to obtain public input, and later held a public hearing. Manager Correll will put together a bid packet for the Commission’s consideration.

Commissioner Elwert said it may be possible to put off the master plan update for one year, given the other projects that we have before us this year. He does not believe that it would negatively impact our current grants.

Commissioner Gamage recalled that in the past we had discussed conducting a user survey.

The Commissioners agreed to discuss this in more detail at a future meeting.

MOVED BY ELWERT, SECONDED BY OLIJNYK, to accept the 2024 Goals as presented, with the exception of the 2025-2029 Master Plan update, which will be discussed at a future meeting.

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

NAYS: None

MOTION CARRIED.

MANAGER'S REPORTS

Manager Correll reviewed his memorandum of February 16th.

Complaints, Vandalism, Feedback

Complaint of "Human Waste" Along Trail

There have been no additional complaints of "human waste" along the trail. A trail camera has been installed, but we have not recorded any significant images at this time.

Snow Removal from Paved Section of Trail in Village of Lake Orion

This matter was discussed in greater detail earlier this evening.

Bright Lights

A resident reported seeing bright lights on the trail in Oakland Township for two nights in a row, February 14th and 15th, beginning at 9 p.m. There was no maintenance being performed, so the resident contacted the Oakland County Sheriff's Department and will follow up with Manager Correll if this continues.

Repairs and Maintenance

Tienken Road Kiosk

The plexiglass on the kiosk at the Tienken Road parking area was broken. Rochester Hills Park Ranger Dakota Coats had it repaired within a day of the report.

Follow Up

Website Design

Manager Correll met with Julie Schoenherr, the person with Oakland Township who is managing their website design project. The Trailways Commission's Request for Proposal is ready, and Manager Correll will post it on MITN on February 27th and will also send it to two contacts for bids.

Encroachments

Manager Correll had no updates on this matter.

TREASURER BLUST'S REPORT

40th Anniversary Celebration

Treasurer Blust reported that he has been working on preparations for our 40th Anniversary Celebration event, to be held on April 21st. He is compiling photographs and has discovered that he is short on recent (since 2005) photos. Commissioner Blust asked anyone with more current photos to please email them to him.

VICE-CHAIRPERSON WALKER'S REPORT

Licensing Committee

Alternate Commissioner Matt Pfeiffer has asked to be removed from the Licensing ad hoc committee. Commissioner Dalrymple will take his place on that committee.

Commissioner Walker said he would like to work to get these license agreements finalized very soon so they can be sent out to the licensees.

COMMISSIONER ELWERT'S REPORT

Portable Restroom at Tienken Road Parking Area

The City of Rochester Hills would like to keep the portable restroom at this location year 'round. The Trailways Commission was in agreement.

COMMISSIONER REITER'S REPORT

Ongoing Trail Maintenance

Commissioner Reiter reported that he and his staff have been working on trail maintenance. Village of Lake Orion Alternate Ford thanked him for this.

PAINT CREEK TRAILWAYS COMMISSION

DRAFT

February 20, 2024

ADJOURNMENT

MOVED BY GAMAGE, SECONDED BY ELWERT, there being no further business before the Commission, to adjourn the meeting at 8:25 p.m.

MOTION CARRIED.

Respectfully submitted,

Ingrid R. Kliffel
Recording Secretary

Approved,

Julia Dalrymple
Secretary

Approved,

Tom Correll
Trail Manager

PAINT CREEK TRAILWAYS COMMISSION

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Brian Blust (Oakland), Treasurer
Conner Reiter (Orion)
Linda Gamage (R)
Ken Elwert (RH)

Voting Alternates:

Martha Olijnyk (Oakland)

A QUORUM WAS PRESENT.

Non-Voting Alternates: David Becker (R)

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

Staff:

Tom Correll, Trail Manager
Nicole Sands, Administrative Assistant

Friends of the Paint Creek Trail: Louis Carrio

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Alternates: David Mabry (Oakland), Matt Pfeiffer (Orion), Aaron Whatley (Orion), Russell George (RH), Carol Morlan (RH)

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MOTION CARRIED.

APPROVAL OF INVOICES

Trail Manager Correll and the Commissioners reviewed the list of invoices dated February 20, 2024.

MOVED BY GAMAGE, SECONDED BY BLUST, to approve payment of the invoices as presented.

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

NAYS: None

MOTION CARRIED.

SNOW REMOVAL ALONG TRAIL IN VILLAGE OF LAKE ORION

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February 20, 2024

The Commissioners noted that there is a license agreement in place between the Paint Creek Trailways Commission and the Village of Lake Orion DDA, which includes a section regarding maintenance. However, that agreement is silent as regards snow removal.

For reference, Manager Correll included a document in this evening's agenda packet entitled "Paint Creek Trail Interlocal Agreement Between Orion Township and the Village of Lake Orion." However, the Commissioners noted that this copy is not signed. Commissioners Gamage and Olijnyk questioned whether this version was ever executed as it calls for a split of votes between the Village of Lake Orion and Orion Township. Manager Correll will try to locate a signed version of the interlocal agreement between these parties, and acknowledged that it likely is different from that presented this evening.

After further discussion, the Commissioners agreed that Manager Correll should contact our risk manager regarding this matter.

MOVED BY ELWERT, SECONDED BY WALKER, to contact our risk manager through the Michigan Municipal Risk Management Authority ("MMRMA") regarding this matter and ask (1) if MMRMA has an opinion regarding whether we are responsible for plowing or otherwise maintaining this area, both with respect to ADA concerns or otherwise, and (2) if some level of maintenance is indeed required, then if this is the responsibility of the Paint Creek Trailways Commission or that of the local municipality.

MOTION CARRIED.

BRIDGE 37.1 RENOVATION PROJECT

Manager Correll met with the City of Rochester Department of Public Works director, as well as the engineer from Anderson, Eckstein and Westrick to go over the next steps for this project. The cost estimate is still as previously discussed, which is \$946,210.

The tentative timeline for this project is to have plan specifications and bid documents ready to be sent out in October 2024, the bid will be awarded in January 2025, and construction should start in March 2025. At this time, there is no estimate for time of completion, but Commissioner Elwert said he believes we typically have two years from the time the Michigan Natural Resources Trust Fund ("MNRTF") Project Agreement is signed to complete the project.

Mr. Correll has been working with the MNRTF grant coordinator. We will need to obtain a resolution from the City of Rochester to enter into the Project Agreement once this becomes available.

PAINT CREEK TRAILWAYS COMMISSION FUND: INVESTMENT OPTIONS

Manager Correll reviewed his memorandum of February 8th. He met with a representative from Flagstar Bank's government banking department and reviewed investment options.

He has obtained the necessary signatures to be able to open a Government Premier Savings Account. The Commissioners discussed keeping funds in this account to cover expenses. However, Treasurer Blust stated that the interest rate that a savings account pays can fluctuate on a daily basis, so he recommends that we also purchase certificates of deposit, which will lock in a rate for a period of time.

The Commissioners discussed purchasing certificates of deposit and that we "ladder" our purchases. For example, we could initially purchase a three month and a six month certificate of deposit. Then, as each reaches maturity, we can purchase another six month certificate of deposit. The Commissioners considered the various terms and rates. Treasurer Blust stated that if we were to withdraw funds from the certificate of deposit before it reached the maturity date, there would be a penalty.

At this time, Treasurer Blust recommended that we place \$100,000 in certificates of deposit, three months of projected expenses in the checking account, and the remaining funds into a government premier savings account.

Commissioner Gamage noted that we will be incurring expenses with the upcoming bridge project. Even though most of these expenses will be reimbursable through grants, she wondered how much money we would need available. Commissioner Elwert pointed out that there will also be professional fees to pay. Treasurer Blust discussed this matter with the Oakland Township Treasurer and was told that we would need to pay those invoices when they come in, and then seek reimbursement through the grants.

Commissioner Becker pointed out that the State of Michigan has set some restrictions on how public funds may be invested. The Commissioners asked Manager Correll to look into this to verify that these would be appropriate investments.

MOVED BY BLUST, SECONDED BY WALKER, to retain, on an ongoing basis, three months of projected expenses in the checking account, and place all of the remaining funds into the savings account at this time.

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

NAYS: None

MOTION CARRIED.

The Commissioners will discuss certificate of deposit investment options at the March meeting.

PAINT CREEK TRAILWAYS COMMISSION: 2024 GOALS

Following the January meeting, a number of the Commissioners reviewed, ranked, and provided additional input to Manager Correll regarding the list of goals. Manager Correll then incorporated that information into the proposed list of 2024 Goals under consideration this evening. The Commissioners reviewed each goal.

Under “Administrative” goals, a commissioner had a question regarding the Adopt-a-Trail program. Manager Correll explained that these are two-year contracts that will expire at the end of this year. In the fall we will consider renewal of existing contracts or new contracts for the 2025-2026 period.

Another Administrative goal is the development of a volunteer program. Manager Correll feels that for special events we do this on a case-by-case basis. Additionally, we have the Adopt-a-Trail program. He and others felt that this goal could be eliminated.

Yet another Administrative goal is to make presentations at member community City Councils and Township Boards. The Commissioners agreed that the Trail Manager rather than the Commissioners should do this as necessary.

Commissioner Elwert commented that there are many items on this list of goals. With only a part-time staff, and with the bridge construction project coming up, he felt it might be more streamlined if we instead focused on identifying our top priorities. Other goals can remain on the list for future reference, but could fall down on the list of immediate goals and priorities.

The Commissioners next discussed “Master Plan” goals. The Southeast Rochester Property Development project will be a priority this year as construction may begin as early as the fall.

Oakland Township conducted a garlic mustard pull workday in 2023.

The Paint Creek Junction goal can be eliminated as the ribbon cutting ceremony took place last June as part of National Trails Day.

Finally, former Trail Manager Ford was successful in applying for and receiving the Pure Michigan Trail designation for the Paint Creek Trail, so this goal can also be eliminated from the list.

Next, the Commissioners discussed “Policies” goals. One Commissioner asked to move the ranking for the Conservation Stewardship Policy up to a level 2.

Under “Maintenance and Inspection” goals, we will continue to communicate with the local municipalities to ensure that surface maintenance inspections and repairs are ongoing. Trail Manager Correll recalled that a resident spoke earlier this evening about the importance of regular maintenance to keep the trail in good condition.

PAINT CREEK TRAILWAYS COMMISSION

DRAFT

February 20, 2024

We will consider ADA compliance issues further as we work on updating our Master Plan.

The Commissioners then considered the “Trail Safety” goals. We will continue to work with the Road Commission for Oakland County regarding road crossing improvements at the Adams Road crossing,

Under “Long Term Goals,” Commissioners asked to move up the ranking of the goal to install drinking fountains in each community, as well as the goal to work with the Village of Lake Orion to develop an agreement as necessary regarding snow removal from the paved section of the trail.

Under “Additional Goals,” Commissioner Becker asked that we add a goal to develop a mailing list of Paint Creek Trailway neighbors. The Commissioners discussed that this could include both a regular mailing address as well as an email address. Commissioner Elwert said the member municipalities could easily generate a list of mailing addresses to share with the Commission. Commissioner Gamage pointed out that people move, and thought it might be better if we have to send a mailing to just address the correspondence to “Neighbor” or “Resident.” Commission Olijnyk suggested that it would also be helpful to obtain contact information for homeowner associations for communities that border the trail.

Finally, Manager Correll reviewed the “Manager Goals.” One goal listed is “Trail Programming Partnerships.” Manager Correll would like to partner with local parks and recreation departments to let them know that the trail is available for their programming. We can then help promote those programs.

Another goal is “Trail Programming – Internal.” Manager Correll said this is one of his areas of expertise, and he would very much like to develop one educational trail program to be presented by our staff each season. Topics would vary.

Administrative Assistant Sands has been working on the “Outreach” goal, including developing a greater social media presence.

The Commissioners then discussed the 2025-2029 Master Plan update. The master plan should be updated and approved by the MDNR by February 1, 2025, in order to be eligible to receive State of Michigan administered grants. Manager Correll said the last time the Trailways Commission updated the master plan, we paid approximately \$7,000 for professional planning services. The Commission did not allocate funds for this in the 2024 fiscal year budget, so this would involve a budget amendment. Commissioners Becker and Olijnyk recalled that in the past we formed committees and each committee was assigned to a chapter. The committee reviewed the chapter in detail, developed proposed revisions, and then the entire Commission reviewed that chapter at a meeting. This enabled the Commission as a whole to work through the updates efficiently. The Commission held workshops to obtain public input, and later held a public hearing. Manager Correll will put together a bid packet for the Commission’s consideration.

PAINT CREEK TRAILWAYS COMMISSION

DRAFT

February 20, 2024

Commissioner Elwert said it may be possible to put off the master plan update for one year, given the other projects that we have before us this year. He does not believe that it would negatively impact our current grants.

Commissioner Gamage recalled that in the past we had discussed conducting a user survey.

The Commissioners agreed to discuss this in more detail at a future meeting.

MOVED BY ELWERT, SECONDED BY OLIJNYK, to accept the 2024 Goals as presented, with the exception of the 2025-2029 Master Plan update, which will be discussed at a future meeting.

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

NAYS: None

MOTION CARRIED.

MANAGER'S REPORTS

Manager Correll reviewed his memorandum of February 16th.

Complaints, Vandalism, Feedback

Complaint of "Human Waste" Along Trail

There have been no additional complaints of "human waste" along the trail. A trail camera has been installed, but we have not recorded any significant images at this time.

Snow Removal from Paved Section of Trail in Village of Lake Orion

This matter was discussed in greater detail earlier this evening.

Bright Lights

A resident reported seeing bright lights on the trail in Oakland Township for two nights in a row, February 14th and 15th, beginning at 9 p.m. There was no maintenance being performed, so the resident contacted the Oakland County Sheriff's Department and will follow up with Manager Correll if this continues.

Repairs and Maintenance

Tienken Road Kiosk

The plexiglass on the kiosk at the Tienken Road parking area was broken. Rochester Hills Park Ranger Dakota Coats had it repaired within a day of the report.

Follow Up

Website Design

Manager Correll met with Julie Schoenherr, the person with Oakland Township who is managing their website design project. The Trailways Commission's Request for Proposal is ready, and Manager Correll will post it on MITN on February 27th and will also send it to two contacts for bids.

Encroachments

Manager Correll had no updates on this matter.

TREASURER BLUST'S REPORT

40th Anniversary Celebration

Treasurer Blust reported that he has been working on preparations for our 40th Anniversary Celebration event, to be held on April 21st. He is compiling photographs and has discovered that he is short on recent (since 2005) photos. Commissioner Blust asked anyone with more current photos to please email them to him.

VICE-CHAIRPERSON WALKER'S REPORT

Licensing Committee

Alternate Commissioner Matt Pfeiffer has asked to be removed from the Licensing ad ho committee. Commissioner Dalrymple will take his place on that committee.

Commissioner Walker said he would like to work to get these license agreements finalized very soon so they can be sent out to the licensees.

COMMISSIONER ELWERT'S REPORT

Portable Restroom at Tienken Road Parking Area

The City of Rochester Hills would like to keep the portable restroom at this location year 'round. The Trailways Commission was in agreement.

COMMISSIONER REITER'S REPORT

Ongoing Trail Maintenance

Commissioner Reiter reported that he and his staff have been working on trail maintenance. Village of Lake Orion Alternate Ford thanked him for this.

PAINT CREEK TRAILWAYS COMMISSION

DRAFT

February 20, 2024

ADJOURNMENT

MOVED BY GAMAGE, SECONDED BY ELWERT, there being no further business before the Commission, to adjourn the meeting at 8:25 p.m.

MOTION CARRIED.

Respectfully submitted,

Ingrid R. Kliffel
Recording Secretary

Approved,

Julia Dalrymple
Secretary

Approved,

Tom Correll
Trail Manager

Paint Creek Trailways Commission

Treasurer's Report - Flagstar Bank

February 2024

Balance: 31-Jan-24			
Checking Balance	\$	168,038.24	
Outstanding Checks (3807,3640)	\$	415.45	
TRAILWAYS COMMISSION BALANCE			\$ 167,622.79
Revenues:			
Interest Income--February 2024	\$	156.76	
Temporary Use Fees	\$	30.00	
Member Contribution--Oakland Township	\$	31,124.00	
Member Contribution--City of Rochester	\$	20,821.00	
Member Contribution--Orion	\$	22,135.00	
ITC 2023 License Fee	\$	1,098.50	
Total Revenues	\$	75,365.26	
			\$ 242,988.05
Expenditures:			
3734 Chase Card Services	\$	563.18	
3735 January Recorder's Fee	\$	364.50	
3736 Rosati, Schultz, Joppich & Amtsbuechler, P.C.-- Legal Service Fees	\$	150.00	
Total Expenditures	\$	1,077.68	
			\$ 241,910.37
Balance: 29-Feb-24			
Checking Balance		242085.37	
Outstanding Checks (3640)		175	
TRAILWAYS COMMISSION BALANCE			\$ 241,910.37

Signed B_____

Trailways Commission Treasurer

Trail Manager

Date: _____



**Application for Limited Use Permit for
Private Access to the Paint Creek Trail**

Description of Limited Use Requested:

Continue to use path built by original owner
as improved for safety in fall of 2023 by current
owner. Will not further enhance, nor weed, nor mow. Have had no

Date Submitted: 03.13.24

Applicant: Merry D. Benson

issues with trail users cutting through
property, with exception of 3 deer.

Mailing Address: 4763 Forest Ridge Court City/Zip: Rochester 48306-1625

Email Address: paddybenson@sbcglobal.net Phone: 248.891.9234

text messaging also

Address or General Location: 4763 Forest Ridge Court, Rochester, MT 4806
(Oakland Twp)

Property

ID(s):

Reason for Request: Denial of encroachment, because stairs were
installed by original owner. Because stairs had fallen into
disrepair, they were replaced in same footprint. Only addition was a
simple wood handrail for safety of disabled owner. Rail will eventually
turn gray and blend with surroundings

Application Submission Requirements:

- 1) Existing Site conditions;
- 2) Site Plan;
- 3) A landscape plan (if applicable)
- 4) Drawings of structures (if applicable)

photos
provided

Signature: Merry D. Benson

Date: 03.13.24

Please submit form with required
attachments to:

Paint Creek Trailways Commission
4393 Collins Road
Rochester, MI 48306

Or

Manager@paintcreektrail.org

Printed from zillow.com

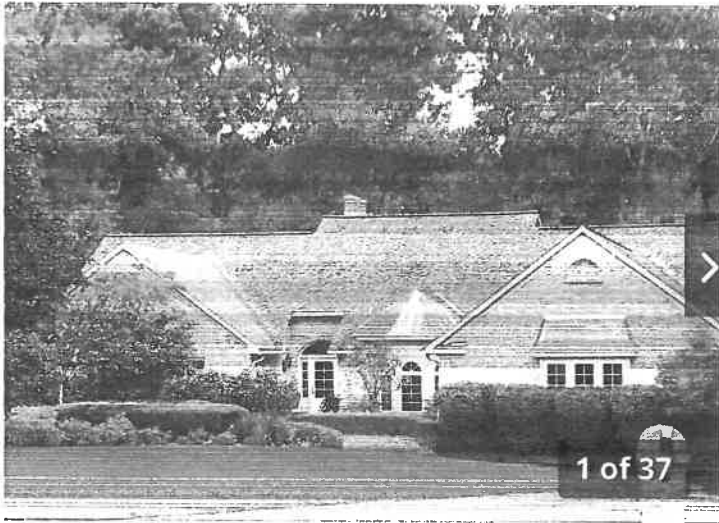
* Note pages 1, 6, 12, 5, 7

Site used by previous

owners: Matt and Lori Dolmage, (2nd owner)

who referred William and Merry Benson for details
(deceased) (3rd owner) d 4 ba 3,609 sqft

Sign In



53 Forest Ridge Ct, Rochester, MI 48306

Off market

Zestimate®: **\$878,500**

Rent Zestimate®: **\$5,552**

Est. refi payment: \$5,619/mo

 Refinance your loan

Home value Owner tools Home det >

Find out how much your home could sell for in as little as 3 minutes with a no-obligation cash offer.

Estimated market value **\$878,500**

What is this number?

Unlock your offer

Home value



Zestimate

\$878,500



Zestimate range

\$808,000 - \$958,000



Last 30-day change

+ \$31,958 (+3.6%)



Zestimate per sqft

\$243

Zestimate history & details

Estimated net proceeds

\$391,748

Est. selling price \$ 878,500



Est. remaining mortgage \$ 406,445



Est. prep & repair costs ? \$6,000 ✓

Est. closing costs ? \$74,308 ✓

Est. total selling costs \$80,308 (9%)

All calculations are estimates and provided for informational purposes only. Actual amounts may vary.

Comparable homes

These are recently sold homes with similar features to this home, such as bedrooms, bathrooms, location, and square footage.



📍

\$878,500

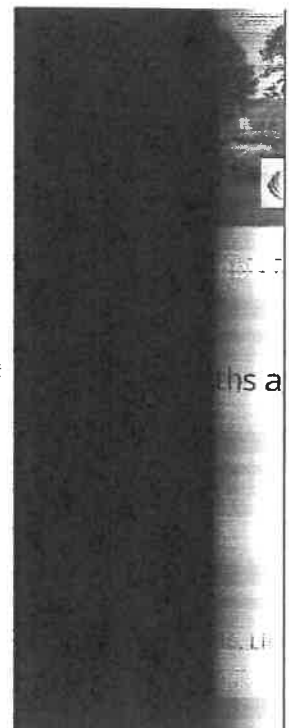
Off Market

5 beds

4 baths

3609 sqft

\$243 / sqft



Comparative value

Here's how this home's value estimate compares to similar homes nearby.



Ways to sell your home



Work with an agent

Zillow Premier Agents are among the best in the business. We'll match you with a top seller's agent in your area.

[Find an agent](#)



Sell it yourself

Reach the largest audience of shoppers with a free For Sale by Owner listing on Zillow.

[Learn more](#)

Owner options



List your home for rent

\$5,552/mo
Rent Zestimate®

Find your next renter with Zillow Rental Manager. Plus, with online applications, you can quickly screen prospective tenants – for free.

Learn more



Refinance and save

\$5,619/mo
Est. payment

Refinancing to a lower rate could help reduce your monthly payments and save thousands over the life of the loan.

See today's rates



Get Home Insurance Information

Learn more about insurance and insurance providers in your area.

Get started

Overview

Note: This property is not currently for sale or for rent on Zillow. The description and property data below may've been provided by a third party, the homeowner or public records.



This custom built, full walkout, all brick ranch boasts nearly 7,200 of living space and an exclusive owners path to the Paint Creek Trail. Attention to detail

✱

Matt Dolmage ✱

includes Baldwin brass fixtures throughout, Anderson casement windows and doors, your choice of gas or electric in the kitchen and a quality sound system throughout the entire house, as well as, outside speakers.

Recent 2017 additions to the home include a custom fireplace mantel and hearth in the living and master bedroom, new front door, custom cabinet and wet bar, and 5000 SF of new carpeting. The lower level living space includes large bar area, generous cedar sauna, golf driving range and 10 ceilings. The expansive deck provides the privacy of country living. The large fire pit, brick paver walkway and patio complete the outdoor entertaining space of the lower level. 2018 Deck refinished and Brick pavers cleaned and re-sanded.

Some hidden gems of the home include a new Honeywell Alarm system with Zwave technology, and the entire house is wired with CAT 5 Ethernet. Don't miss the oversized 961 SF 3 ½ car garage, 10x10 under deck storage area, full workshop/storage area in the basement with exterior access. The home also has 2 new(2015) high efficiency furnaces, 2 high efficiency 50 gallon hot water heaters and a 37,000 Kilowatt entire home Generator(fully automated).

For more information please call
✱ homeowner Matt 248-804-9053

Flyover drone footage of house



<https://youtu.be/tr5bi8JWL4E>

We have already selected a Relator if we end up listing it so please don't solicit for listing.

Hide

What the seller loves about this home

There are two Fly-overs for viewing one under virtual tour and another at bottom of site under Listing Provided by Owner click on see listing website


For more information please contact homeowner Matt 248-804-9053

Realtors


Please do not solicit for listing, owner has already selected a realtor.

Facts and features

Edit

 **Type:** SingleFamily



 **Year built:** 1990

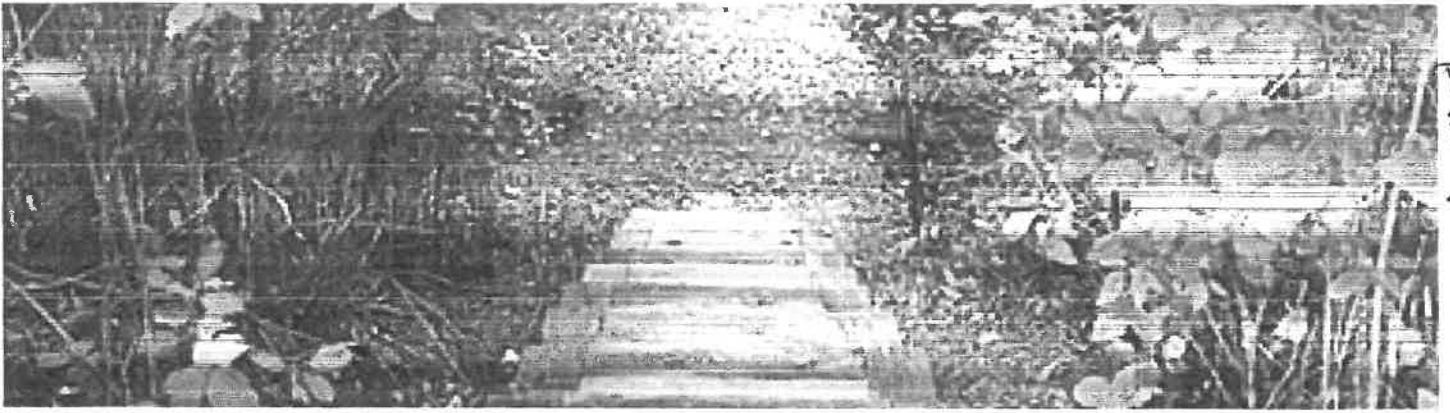
 **Heating:** Forced air, Gas

 **Cooling:** Central

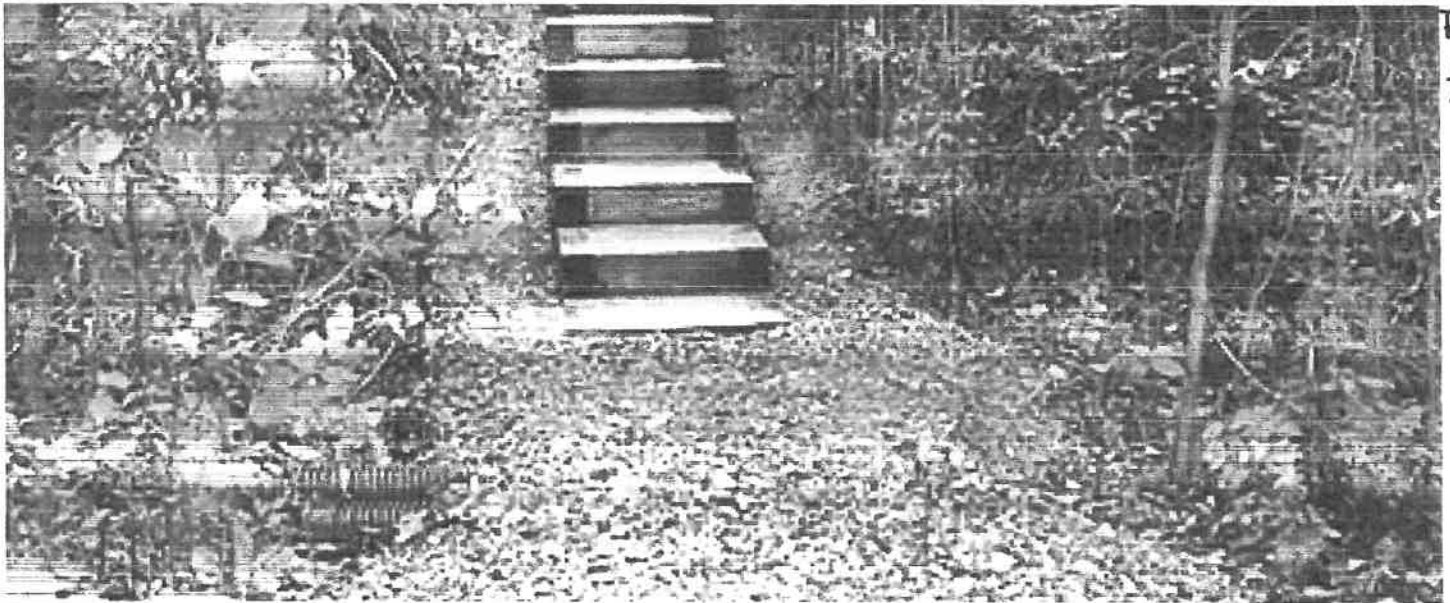
 **Parking:** 3 Parking spaces

 **HOA:** \$83 monthly

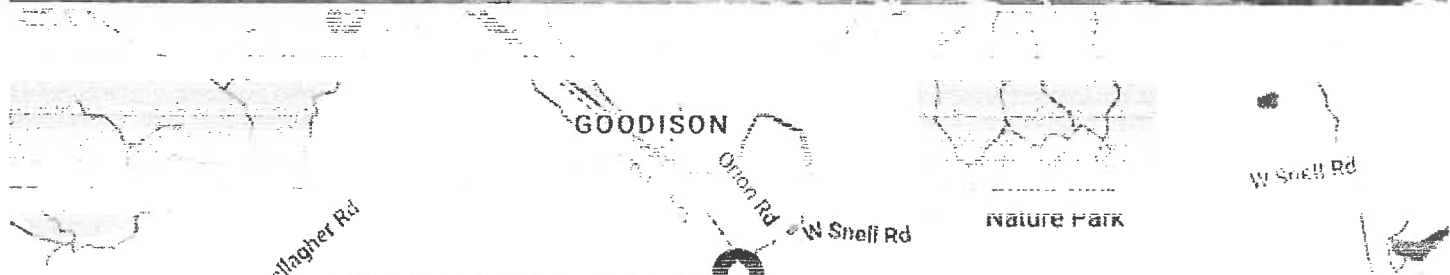
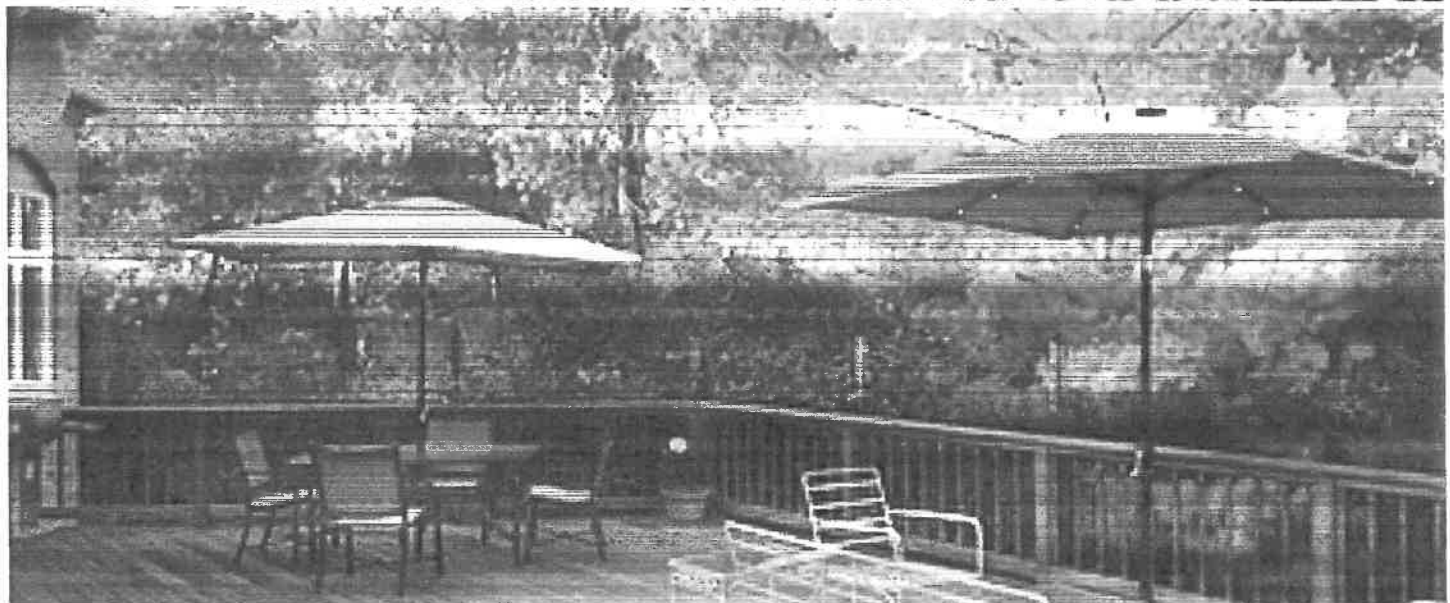
 **Lot:** 0.73 Acres



Pict
35



Pict
36





4:15



Zillow App



6.6M Ratings

Original stairs ✱

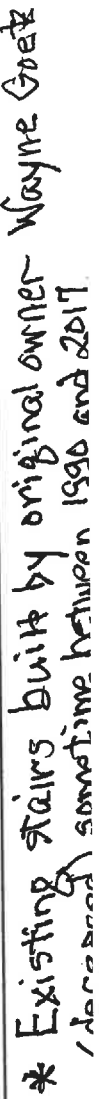
Open App



35 of 37

5 bd 4 ba 3,609 sqft

4763 Forest Ridge Ct. Rochester, MI 48306



- * Existing stairs built by original owner / located sometime between 1990 and 2017



4763 Forest Ridge Drive



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

MEMO

To: Commissioners, Alternates, & Staff
From: Nicole Sands, Administrative Assistant
Subject: Snow Removal Update and Estimate for Signage
Date: March 7, 2024

As previously addressed, there is an ongoing issue regarding snow removal in a section of the trail in the Village of Lake Orion. It was mentioned by Commissioner Becker that a similar issue occurred years prior and our attorney at the time advised that the Commission does not remove snow or perform snow removal maintenance at that point in time. The Commission mentioned reaching out to our risk manager Michigan Municipal Risk Management Authority ("MMRMA") for further advisement.

Following our discussion at the February meeting, Trail Manager Correll contacted MMRMA for their opinion on the situation. MMRMA recommended that if the trail operates during winter months without snow removal, the Commission should post signs noting there is no winter maintenance and acknowledge that potential risks and or hazards may exist. MMRMA also provided that the signs should be white with red lettering or yellow with black lettering, which are both industry standard for warning signs. The language should read as follows: Use at Your Own Risk No Winter Maintenance on Trail Slippery Conditions Present Falls May Occur.

After receiving this information, Trail Staff reached out to Chris Shepard from the Rochester Hills who provided additional cost information from the Rochester Hills sign shop. The Trail has an ongoing In-Kind Service agreement with Rochester Hills, providing up to \$1,500 in signage. Rochester Hills can provide 3 signs, posts, and installation for about \$300. See attached images for design mock-ups.

**USE AT YOUR OWN
RISK**

**NO WINTER
MAINTENANCE ON TRAIL
SLIPPERY CONDITIONS
PRESENT
FALLS MAY OCCUR**

**USE AT YOUR OWN
RISK**

**NO WINTER
MAINTENANCE ON TRAIL**

**SLIPPERY CONDITIONS
PRESENT**

FALLS MAY OCCUR



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

MEMO

To: Commissioners, Alternates, & Staff
From: Tom Correll, Trail Manager
Subject: Master Plan 2025-2029 Bid
Date: March 4, 2024

In 2019, the PCTC contracted with Giffels Webster Community Planning Firm in Birmingham, MI to update a master plan for 2020-2024. The cost at the time was \$7,000.00. Attached is an updated timeline and bid proposal for the potential Master Plan project. In addition to posting the PCTC would again solicit Giffels Webster for their assistance with the updated version.

A sample timeline is included in your packet, as well as a draft bid proposal for review.

The current master plan can be found at:

<https://paintcreektrail.org/wordpress/commission-2/recreation-master-plan/>



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

PAINT CREEK TRAILWAYS COMMISSION

Request for Proposals Planning Consulting Services Parks and Recreation Master Plan Update

The Paint Creek Trailways Commission is seeking proposals from qualified planning firms to assist the Commission in updating its Parks and Recreation Master Plan. The Recreation Plan update will be completed in accordance with Michigan Department of Natural Resources (MDNR) [guidance documents](#) and include all requisite components for certification by the MDNR.

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 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.

The Commission adopted its current Parks and Recreation Master Plan in 2014. The Master Plan was developed with public input, including a Survey Questionnaire, an open invitation to attend Commission meetings, Focus groups, a Public Workshop, and a public hearing to receive comments. The current plan is available on the Trailways Commission's website at <http://paintcreektrail.org/wordpress/recreation-master-plan/>.

Interested firms are invited to submit proposals to assist the Commission in completing this update. The services required are described in the following sections of this Request for Proposal (RFP).

Scope of Work

The selected firm will provide the Trailways Commission with professional services to create a successful and innovative Parks and Recreation Master Plan. The plan must be completed according to the standards and guidelines established by the Michigan Department of Natural Resources (MDNR) in the "Guidelines for the Development of Community Park and Recreation Plans." The Trailways Commission staff will be the primary author of the new Plan and will complete the majority of the elements required by the guidelines.

Your firm is invited to submit a proposal for professional planning services based upon the following scope of work:

1. Public Input – Engaging the public and gathering public input is a critical element of the Master Plan and the selected firm will manage and facilitate the public engagement and input process. The consultant will also describe the methodology used to incorporate public input into the planning process in this section. The final Master Plan must also include results from an upcoming user survey to be conducted by **an intern from Michigan State University this summer.**

2. Accessibility Assessment – Conduct an assessment of the entire Trail, including parking lots and restroom facilities, and rate its accessibility to residents and visitors with disabilities. Find areas for suggested improvements to be made in order to increase barrier free accessibility using the “Barrier Free Accessibility Requirements for Parks” Guidelines set forth by the State of Michigan.

3. Final Review – Review the final draft of the Master Plan to provide edits and ensure compliance with MDNR guidelines.

Additional Services Required

In addition to the services listed above, the submitted proposal should identify the proposed method(s) for soliciting public input. The proposal should indicate the number of sessions recommended, as well as the cost if additional sessions are identified as necessary or desirable by the Trailways Commission.

The Trailways Commission also desires to keep interested parties engaged in the Master Planning process. The proposal should identify recommended means for doing so with the use of the Commission’s website, social media, etc.

Anticipated Schedule

The Commission’s goal is to have the Recreation Plan adopted by the Trailways Commission at or before its **January 21, 2025 regular meeting.**

Below is the proposed project timeline, which the successful respondent will be required to meet as part of the selection process. These dates are approximate based on the overall timeframe. The consultant may propose a different timeline based on actual experience.

Contract Award: April 18, 2024

Phase 1: Project Initiation/Administration: *April 18- May 31, 2024*

Phase 2: Public Input: *June 1 – July 31, 2024*

Phase 3: Accessibility Assessment: *August 1-31, 2024*

Phase 4: Review Final Draft Master Plan to Provide Edits and Ensure MDNR Compliance: *November 14, 2024 – January 20, 2024*

Trailways Commission Meeting for Approval: January 21, 2025

Final Deliverables

At the close of the project, the selected consultant will:

- Meet all the requirements necessary for successful submittal of the completed Master Plan and associated documents to the Michigan Department of Natural Resources.
- Provide an electronic copy of the updated Master Plan suitable for reproduction and publication on the Trailways Commission's website
- Provide three (3) original copies of the finished plan and associated documents and exhibits.

Proposal Requirements

An applicant must submit one (1) copy of its proposal electronically by 3:00 p.m. on April 5, 2024 to manager@paintcreektrail.org, with "Planning Consulting Services" as the subject. Proposals received after the deadline will not be considered. It is the responsibility of the responding firm to ensure that the proposal arrives on time.

To be considered for selection, submit the following information in keeping with the recommended format.

1. Completed and Signed Applicant Data Form

2. Letter of Interest

Cover letter indicating interest in the project and identifying the firm's ability to provide the scope of services required.

3. Qualifications

The proposal shall include a statement of qualifications. The statement should include a brief history of the firm including the number of years the firm has been in existence, range of professional services, office locations, and staff size.

Identify the individuals or team members that will be performing the Scope of Services described above. The resumes of key personnel that would be assigned to the project, along with a list of their responsibilities within the project should also be provided.

In addition, related experience during the last five (5) years should be provided (include the name of the municipality and the name, title and contact information of the person responsible).

4. Estimated Project Budget and Hourly Rates

a. Project Budget

Based on the described scope of services and past project experience; please provide an estimated overall project budget. The Commission is not required to accept the lowest cost proposal, and will consider other factors in selecting the successful respondent.

b. Hourly rates

Provide a list of hourly rates your firm typically charges for professional planning services. If the hourly rates are based on the individual or employee classification completing the work, please provide a list of the individuals or employee classifications that will be charged to the project and their corresponding hourly rates. The hourly rates should be inclusive of all benefits and indirect charges associated with those individuals or employee classifications.

c. Reimbursable Expenses

Please provide a list of common reimbursable expenses such as travel expenses (mileage, lodging), copying, postage, etc.; and generally what portion of the overall project budget those expenses entail.

Assistance Available to Proposer

Questions must be received by noon April 4, 2024. Answers to all such questions will be posted within 24 hours on the Trailways Commission's website at <http://paintcreektrail.org/wordpress/rfps/> for the benefit of all interested firms. It is the responsibility of interested firms to check the website for new questions and answers prior to submitting proposals. The names of firms and individuals submitting questions will not be disclosed. Questions will not be accepted by phone to ensure the same information is given to everyone.

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) 601-0106 (FAX)
manager@paintcreektrail.org

Proposal Selection Process

The Commission members will review all proposals. At their option, they may choose to meet with all or any of the persons or firms 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.

The following timeline applies to this RFP, however the Commission may change the estimated dates and process as needed:

Activity	Estimated Date
RFP Issued	March 21, 2024
Last Date for Questions & Clarifications	April 4, 2024
Proposal Due Date	April 5, 2024
Interview (<i>If Needed</i>) & Reference Checks	April 8-12, 2024
Trailways Commission Approval	April 16, 2024
Award of Contract	April 18, 2024

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, intellectual property, 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.

Contractual Arrangements

Invoices for services will be paid within 30 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 at any time. Services rendered up to that point will be paid and the remaining contract will be nullified.

Applicant Data

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

Name of Person or Firm:

Address: _____

Contact Person & Title: _____

Telephone Number: _____

FAX Number: _____

Email: _____

Year Firm was Formed: _____

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:

2025-2029 Master Plan Draft Schedule

March 19, 2024	Discussion of Master Plan Planning Consultant RFP, Committee structure, and draft schedule
March 21, 2024	Request for Proposals – Planning Consulting Services issued
April 5, 2024	Planning Consulting Services Proposals due
April 8-12, 2024	Interview Planning Consultants (if needed) & Reference Checks
April 16, 2024	Regular Meeting - Trailways Commission Approval of Planning Consultant. Discussion and Review
April 18, 2024	Planning Consultant contract awarded
April 18 – May 31, 2024	Project Initiation/Administration
May 21, 2024	Regular Meeting – Discussion and Review of Administrative Structure
June 1 – July 31, 2024	Public Input
June 18, 2024	Regular Meeting – Discussion and Review of Recreation Inventory
July 16, 2024	Regular Meeting – Discussion and Review of Planning and Public Input Process
August 1-31, 2024	Accessibility Assessment
August 20, 2024	Regular Meeting – Report on Public Input results
October 15, 2024	Regular Meeting – Discussion and Review of Goals & Objectives and Action Program
November 14, 2024	First Draft of Master Plan available for Public Review. Plan posted on website. Hard copy available at Paint Creek Trailways Commission office.
November 19, 2024	Regular Meeting – Review of Draft Master Plan
December 17, 2024	Public Hearing on the First Draft of Master Plan
January 21, 2024	2020-2024 Paint Creek Trail Recreation Master Plan adopted by the Paint Creek Trailways Commission



MEMO

To: Commissioners, Alternates & Staff
From: Tom Correll, Trail Manager
Subject: 2024 Commission Goals & Objectives.
Date: March 2024

Below are listed the goals revised based on Commissioner rankings. Goals are ranked from one to three, with one being the most important. Also listed is the time frame in which the Commission felt the goal should be completed. LT indicates a long-term goal and OG indicates a goal that is ongoing.

At the top of the listed goals the Commission has identified their top Priorities for 2024. These should be the main focus of commissioners and staff for the year.

Additionally, a copy of the Master Plan Action Program and Capital Improvement Schedule can be found at: <https://paintcreektrail.org/wordpress/commission-2/recreation-master-plan/>

2024 Priorities

Goals	Type	2024 Priority	Timeframe	Commissioner Notes
SE Rochester Property Development	Master Plan	1	2024- 2025	
City of Rochester – Bridge 31.7 Replacement	Trail Safety	1	2024- 2025	
Events – Trails Day, Labor Day, 40 th	Planning & Development	1	OG	
Continue surface maintenance inspections and coordination of repairs (ongoing)	Maintenance & Inspection	1	OG	
Trail Website		1	Spring 2024	

2024 Long-term Goals/Objectives

Administrative	Progress	2024 Priority	Timeframe	Commissioner Notes
Continue coordinating assistance with Friends of the Paint Creek Trail	The Friends Subcommittee worked in collaboration with the Friends on a Memorandum of Understanding of Friends and Trail assistance to each other. The MOU is finalized.	1	OG	MOU Complete
Continue Trail etiquette education	Ongoing. Signage will be placed on the trail and in the kiosks to raise awareness about freeze/thaw season etiquette. Posts will also be made on social media about this topic. Signs have been placed on the trail and a pinned post is on the Trail's Facebook page regarding this topic. Trail staff plans to reinstall temporary signage on the trail encouraging users to slow down in congested areas and walk, run, & cycle single file.	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. Trail information posted frequently on Facebook and Instagram.	2	OG	
Adopt –A-Trail program	2023 begins a new 2 year contract for adoptees, trail staff will be confirming renewals. In October 2024, new Adopt-A-Trail contracts will be made.	2	OG	
Make presentation at member community City Councils and Township Boards	As Needed – Master Plan is an opportunity to present in all communities in 2024	1	OG	Trail Manager should present and gain exposure

Master Plan	Progress	2024 Priority	Timeframe	Commissioner Notes
Southeast Rochester Property Development	Trail Manager Ford and Commissioner Gamage met with Andrea LaFontaine, Executive Director at Michigan Trails and Greenways Alliance and the estate attorney for a site visit on November 8 th . The estate attorney approved the site and trail staff are working to get an update cost estimate for the project to him for review. The engineers for the city of Rochester are reviewing the 2019 bid docs and will provide an updated cost estimate once I am able to provide them with additional information from Mannik Smith. I have reached out to Mannik Smith and they will send this material to me by the end of the week. Ford received materials from MSG and sent them to AEW for review. AEW sent updated cost estimates. Trail Manager Correll, along with MTGA met with the donor attorney who approved the project. AEW is beginning to prepare documents for bid. AEW is hoping to begin the project in 2024.	1	OG	
Update Master Plan for 2025-2029	Timeline and bid proposal created	TBD		

Planning & Development Goals	Progress	2024 Priority	Timeframe	Commissioner Notes
National Trails Day – June 1, 2024	Opportunity to celebrate 40 years of the PCT – Event at Van Hoosen Farms?	1	OG	
Labor Day Bridge Walk – September 2, 2024	Scheduled to take place in at Rochester Municipal Park, 17 th annual	1	OG	

Policies	Progress	2024 Priority	Timeframe	Commissioner Notes
Native Plant Approval Policy	No progress yet. Need expert assistance	3	LT	
Conservation Stewardship Policy	No progress yet. Upgraded from 3. Can include in Master Plan discussions	2	LT	
Establish Memorial Amenity Donation Program	The Trail Improvements and Resurfacing Committee has reviewed bench donations and is considering other options, since the bench program has limited space.	2	OG	

Maintenance and Inspection	Progress	2024 Priority	Timeframe	Commissioner Notes
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)	Upgraded to 1. Trail Manager has reached out to all communities to stay informed of potential grading dates. Shared community member input regarding grading and chipmunk holes with grounds.	1	OG	
Address ADA compliance issues identified in 2020-2024 PCT Recreation Master Plan	TBD	2	1-2 yr	Change to OG

Trail Safety	Progress	2024 Priority	Timeframe	Commissioner Notes
City of Rochester – Bridge 31.7 Replacement	Award notification for both the Community Foundation for Southeast Michigan grant and Oakland County Parks and Recreation Trailways grant program is in April 2022. The city of Rochester received the \$25,000 from Oakland County for this grant. Notification of awards for the CFSEM grant is in late April. A funding proposal will be submitted for this project to Rep. Elissa Slotkin's office as part of the Community Project Funding program. The Trailways Commission received the \$50,000 grant from the Community Foundation for Southeast Michigan for the Bridge 31.7 design engineering. ASTI Environmental performed the mussel recon at the bridge on June 30 th . No mussels were found. The next step is receiving concurrence from the Michigan DNR that the full survey is not needed. Now that the mussel survey has been completed, ASTI will begin the wetland delineation and the rest of the endangered species survey. Trail manager Ford met with the city of Rochester and the engineer from AEW to discuss the bridge project. AEW plans to begin the topographical survey shortly. AEW is currently performing the topographical survey for the project. ASTI Environmental is waiting for AEW to complete the topographical survey and perform a preliminary design for the bridge before it can continue working on the endangered species clearance for the project. The city of Rochester reached out to Trail Manager Ford about an opportunity to apply to the federal DOT bridge	1	2 yr	

	<p>investment program for the Bridge 31.7 replacement project. Rochester is working with AEW to get the application complete as it is due on September 8th and most of the information required is from engineering. PCTC will provide a letter of support. Rochester has a call into the BIP office to confirm eligibility. The city/Trail is ineligible to apply to the federal DOT bridge investment program as the bridge is not part of a highway project. A memo is included in your packet outlining the various grant opportunities trail staff is considering to fund the construction of Bridge 31.7. AEW is confirming the span based on the proposed waterway opening as part of its hydraulic analysis. Soil borings have been drilled, and AEW is awaiting geotech report assessing the soil conditions and foundation recommendations. Foundation alternatives are being evaluated and will be confirmed based on scour depth analysis and bearing pressures provided in geotech report. Specifications for the prefabricated truss bridge structure are being developed following the 33.7 bridge replacement project criteria and our discussions. Trail Manager Ford will submit pre-proposal for Fisheries Habitat grant on November 18th and the Spark grant application on December 19th. Pre-proposal for Fisheries Habitat grant submitted. DNR will notify if PCTC has been selected to submit a full application on Dec. 19. Draft application for Spark grant has been posted on PCT & city of Rochester website, PCT and Friends Facebook pages, and hard copies are available at PCT office and Rochester City Hall for public review. AEW has completed a structure plan and elevations and topographical survey for the bridge.</p> <p>Grants from both MDOT and MNRTF have been awarded for a over \$1million in funding. Meetings with AEW and city of Rochester to determine next steps are being scheduled, with a grading inspection next in the process.</p>			
Road Crossing improvements – work with RCOC on Adams Rd. crossing	Ongoing. Continue working with RCOC for improvements at our crossings.	1	OG	Change timeframe

Long Term Goals	Progress	2024 Priority	Timeframe	Commissioner Notes
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		2	LT	
Integrate Village of Lake Orion extension more fully into Trail system	Ongoing. Follow-up on agreement with the village to remove snow from the paved section of the trail is needed.	2	OG	
Connections to Bald Mountain State Park	In progress, construction likely in 2025, late 2024 at earliest	1	OG	
Ensure focus on keeping the trail a “Natural Beauty Trail”.	Ongoing	1	OG	

Additional Goals	Progress	2024 Priority	Timeframe	Commissioner Notes
User survey of trail use	TBD	1	OG	Complete every 2yrs
Upgrade Trail website and develop Technology Plan	Website Design RFP is updated, bid resources are being compiled for potential bid in early spring	1	1 yr	Change timeframe
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	
Develop mailing list of PCT Neighbors				

Manager Goals	Description	2024 Priority	Timeframe	Commissioner Notes
Trail Programming Partnerships	Work on partnering with each community to offer 'trail' programs each season that we can advertise	3	OG	
Trail Programming – Internal	Run one trail program each season for education purposes. These would start as free programs put on by trail staff. Goals could vary, and topics include nature programs, stewardship, trail etiquette, group hiking programs, etc.	3	OG	

PAINT CREEK TRAILWAYS COMMISSION
Budget - Yearly Comparison & Notes

		2022 Final		2023 Budget	2023 Actual		Diff. 2023/2024	2024 Budget (Approved)	2024 Actual	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.)
Member Unit Contribution for Commission Office Operations & Staff												
P1180	Community Member Unit Contributions			\$ 5,000.00	\$ 5,000.00							
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			\$ 750.00	
P1420	Labor Day Bridge Walk Sponsorships	\$ 2,150.00		\$ 1,000.00	\$ 2,250.00		1500	\$ 2,500.00			\$ 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		1000	\$ 1,000.00			\$ -	
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	\$ 6,900.00		-6900	\$ -			\$ -	
P1800	Program/Project Grants	\$ -			\$ -		0	\$ -			\$ -	
Total Income		#####		\$ 126,178.00	\$ 125,808.42		5344	\$ 131,522.00		License Fees/Events Increase	\$ 136,657.00	

PAINT CREEK TRAILWAYS COMMISSION
Budget - Yearly Comparison & Notes

Expense		2022 Final		2023 Budget	2023 Actual		Diff. 2023/2024	2024 Draft		2024 Notes	2025 Draft	2025 Notes
Office												
P3110	Office Furnishings	\$ 269.61		\$ 250.00	\$ -		850	\$ 1,100.00		Conf. Table/Chairs/Entry Table	\$ 750.00	Lateral Filing Cabinet
P3111	Office Materials & Supplies	\$ 791.43		\$ 975.00	\$ 1,699.29		-75	\$ 900.00		\$75/month	\$ 2,950.00	
P3112	Office Operating Expenses	\$ 688.21		\$ 1,250.00	\$ 872.92		350	\$ 1,600.00		(Subs) GoTo/Adobe/Amz, Copier	\$ 1,600.00	
P3113	Office & Trail Equipment	\$ 1,292.36		\$ 2,700.00	\$ 617.63		-2100	\$ 600.00			\$ 600.00	
P3114	Postage	\$ 66.03		\$ 225.00	\$ -		0	\$ 225.00			\$ 225.00	
P3115	Rent	\$ 7,500.00		\$ 7,650.00	\$ 7,650.00		250	\$ 7,900.00		Confirmed w. OT	\$ 8,200.00	Confirmed w. OT
P3116	Telephone and Computer Network Services	\$ 336.00		\$ 550.00	\$ 336.00		-214	\$ 336.00		Confirmed w. OT	\$ 336.00	Confirmed w. OT
P3117	Bench Donations	\$ -		\$ 2,500.00	\$ -		-1250	\$ 1,250.00			\$ -	
P3118	Restroom Maintenance	\$ -		\$ -	\$ -		0	\$ -			\$ -	
Staff Travel/Training												
P3210	Travel/Mileage	\$ 149.55		\$ 150.00	\$ 209.81		250	\$ 400.00		Previous estimate	\$ 400.00	
P3220	Education/Memberships	\$ -		\$ 150.00	\$ 41.00		600	\$ 750.00			\$ 800.00	
P3230	Per Diems	\$ 4,305.00		\$ 5,500.00	\$ 4,025.00		0	\$ 5,500.00			\$ 5,500.00	
Insurance/Prof. Services												
P3310	Auditing Fee	\$ 3,800.00		\$ 4,000.00	\$ 4,000.00		100	\$ 4,100.00			\$ 4,200.00	
P3320	Insurance (MMRMA) - Liability	\$ 4,213.00		\$ 4,200.00	\$ 4,174.00		100	\$ 4,300.00		Confirmed w. MMRMA	\$ 4,700.00	10% Increase
P3330	Accident Fund of America - Worker's Comp.	\$ 814.00		\$ 900.00	\$ 814.00		0	\$ 900.00		\$814 in 2023	\$ 990.00	10% Increase
P3340	Recorders Fee - Monthly Meeting	\$ 2,875.00		\$ 3,120.00	\$ 3,756.00		1380	\$ 4,500.00		New Recorder Fee	\$ 4,500.00	
P3350	Legal Fees	\$ 450.00		\$ 4,000.00	\$ 3,200.00		-500	\$ 3,500.00		License Prep Fees in 2023	\$ 2,500.00	
Publicity/Marketing/Education												
P3410	Brochures	\$ -		\$ -	\$ -		0	\$ -		Skip 2024	\$ 1,500.00	
P3411	Trailways Student Project	\$ -		\$ 200.00	\$ -							
P3420	Trail Promotional Items	\$ -		\$ 500.00	\$ 111.00		500	\$ 1,000.00			\$ -	
P3430	Labor Day Bridge Walk	\$ 577.41		\$ 1,000.00	\$ 1,004.33		0	\$ 1,000.00		Donuts/Signs/Crafts/Supplies	\$ 1,000.00	
P3440	National Trails Day	\$ 203.71		\$ 500.00	\$ -		0	\$ 500.00			\$ 500.00	
P3450	Trail Etiquette Program	\$ -		\$ 150.00	\$ -		300	\$ 450.00		Signage/Program Costs	\$ 500.00	
P3460	Recognition Ceremony/Committee	\$ 63.58		\$ 200.00	\$ 715.94		100	\$ 300.00			\$ 300.00	
P3470	40th Anniversary Celebration/PCT 5k	\$ -		\$ 2,500.00	\$ -		0	\$ 2,500.00			\$ 2,500.00	
P3480	Staff Uniforms/Wearables	\$ -		\$ -	\$ -		750	\$ 750.00		3 Seasons/3 Staff	\$ 750.00	
Administrative Personnel												
P3510	Wages - Manager	\$ 35,469.76		\$ 35,608.00	\$ 26,117.12		-40	\$ 35,568.00		Manager Overlap	\$ 37,344.00	5% Increase
P3511	Longevity Salary - Manager	\$ -		\$ 1,059.00	\$ 1,059.00		-59	\$ 1,000.00			\$ 1,000.00	
P3512	FICA/MESC - Manager	\$ 2,713.46		\$ 2,724.00	\$ 2,078.97		-228	\$ 2,496.00		Based on current %	\$ 2,616.00	
P3520	Wages - Part-Time Administrative Assistant	\$ 9,812.63		\$ 9,641.00	\$ 7,045.22		-281	\$ 9,360.00		Admin Overlap	\$ 9,840.00	5% Increase
P3521	Longevity Salary - Part-Time Administrative Assistant	\$ -		\$ -	\$ -		500	\$ 500.00			\$ 500.00	
P3522	FICA/MESC - Part-Time Administrative Assistant	\$ 750.66		\$ 737.00	\$ 538.96		-77	\$ 660.00		Based on current %	\$ 696.00	
	Final Q4 Costs (Manager, AA, Bike Patrol)	\$ -			\$ 12,266.83							
Trail Projects												
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	\$ -		\$ -	\$ -		0	\$ -		Goals project	\$ 4,500.00	
P3660	PCT Website Redesign	\$ -		\$ 10,000.00	\$ -		0	\$ 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	\$ 4,330.44		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	\$ -		\$ 4,500.00	\$ 4,500.00		-1958	\$ 2,542.00			\$ 4,711.00	
P3920	Transfer to Fund Balance	\$ 2,853.00		\$ 1,790.00	\$ 29,353.83		1310	\$ 3,100.00			\$ 7,000.00	
Total Expense		#####		\$ 130,179.00	\$ 125,808.42		1343	\$ 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							\$ 300,000.00			
SE Rochester Property											
	MTGA Donor							\$ 210,000.00			

2024 Unrestricted Fund Balance \$168,952.00

PAINT CREEK TRAILWAYS COMMISSION
Budget Monthly Spread

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	0.00	0.00	19,288.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,288.00
P1110	Rochester Hills	0.00	0.00	19,288.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19,288.00
P1120	Oakland Township	0.00	19,288.00	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	0.00	0.00	19,288.00	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	0.00	0.00	1,533.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,533.00
P1150	Rochester Hills	0.00	0.00	3,284.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,284.00
P1160	Oakland Township	0.00	11,836.00	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	0.00	0.00	2,847.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,847.00
Interest		152.98	78.89	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,481.87
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	0.00	30.00	10.00	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	19,300.00	0.00	0.00	0.00	0.00	0.00	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	2,500.00	0.00	0.00	0.00	0.00	0.00	2,500.00
P1430	40th Anniversary Celebration/Sk Event (Registrations)	0.00	0.00	1,000.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
P1440	40th Anniversary Celebration/Sk Event (Sponsorships)	0.00	0.00	1,500.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00
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
P1600	Trailways Saleable Items	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	1,000.00
P1600	Miscellaneous/Donationsn (Small Project Fund)	0.00	0.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	25.00	250.00
P1610	Bench/Trail Amenity Donations	0.00	0.00	0.00	0.00	1,250.00	0.00	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		152.98	31,232.89	68,188.00	3,650.00	650.00	20,700.00	1,850.00	2,680.00	1,400.00	150.00	150.00	150.00	130,963.87

Expense														
Office														
P3110	Office Furnishings	0.00	200.00	300.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,100.00
P3111	Office Materials & Supplies	0.00	75.00	125.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	875.00
P3112	Office Operating Expenses	0.00	42.00	42.00	275.00	222.00	42.00	290.00	27.00	40.00	290.00	40.00	290.00	1,600.00
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	0.00	600.00
P3114	Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	225.00	225.00
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	100.00	0.00	0.00	0.00	100.00	400.00
P3220	Education/Memberships	0.00	400.00	0.00	0.00	0.00	0.00	0.00	350.00	0.00	0.00	0.00	0.00	750.00
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	4,300.00	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
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
P3350	Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00	0.00	0.00	0.00	3,500.00
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	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
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	450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	450.00
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 5k	0.00	650.00	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	0.00	0.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	750.00
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	35,568.00
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	750.00	0.00	0.00	0.00	0.00	0.00	750.00
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	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
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	914.00	914.00	914.00	916.00	914.00	914.00	0.00	0.00	5,486.00
P3711	FICA/MESC - Bike Patrol	0.00	0.00	0.00	0.00	64.00	64.00	64.00	64.00	64.00	64.00	0.00	0.00	384.00
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	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
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	2,542.00	2,542.00
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	5,000.00	3,100.00
Total Expense		20,957.00	5,674.00	5,974.00	7,307.00	6,402.00	10,121.00	13,719.00	9,508.00	12,969.00	9,269.00	4,522.00	26,975.00	131,497.00
NET		-20,804.02	25,558.89	62,214.00	-3,657.00	-5,752.00	10,579.00	-11,869.00	-6,828.00	-11,569.00	-9,119.00	-4,372.00	-26,825.00	-543.15

PAINT CREEK TRAILWAYS COMMISSION
Budget Monthly Spread

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	1,686.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,686.00				
P1150	Rochester Hills	3,612.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,612.00				
P1160	Oakland Township	13,019.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13,019.00				
P1170	Orion Township	3,131.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,131.00				
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	1,500.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00				
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				
P1600	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		101,072.00	2,255.00	3,300.00	3,950.00	650.00	150.00	1,650.00	2,680.00	900.00	150.00	19,750.00	150.00	136,657.00				
Expense																		
Office																		
P3110	Office Furnishings	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00				
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	100.00	2,950.00				
P3112	Office Operating Expenses	180.00	42.00	42.00	275.00	42.00	290.00	42.00	290.00	27.00	40.00	290.00	40.00	1,600.00				
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	0.00	600.00				
P3114	Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	225.00				
P3115	Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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	0.00	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	400.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00	0.00	800.00				
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				
P3350	Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00				
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 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	0.00	0.00	0.00	250.00	0.00	0.00	250.00	0.00	0.00	750.00				
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	0.00	0.00	0.00	1,000.00				
P3512	FICA/MESC - Manager	218.00	218.00	218.00	218.00	218.00	218.00	218.00	218.00	218.00	218.00	218.00	218.00	2,616.00				
P3520	Wages - Part-Time Administrative Assistant	820.00	820.00	820.00	820.00	820.00	820.00	820.00	820.00	820.00	820.00	820.00	820.00	9,840.00				
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	58.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00	58.00	696.00				
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	0.00	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	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				
Patrol Program																		
P3710	Wages - PCTC Bike Patrol	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	6,000.00				
P3711	FICA/MESC - Bike Patrol	0.00	0.00	0.00	0.00	70.00	70.00	70.00	70.00	70.00	70.00	0.00	0.00	420.00				
P3720	Contracted Mounted Patrol Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,229.00	15,229.00				
P3730	Commission Contribution to Bike Patrol Services	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				
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	500.00				</

2024 Paint Creek Trail Ad-Hoc Committee Descriptions and Vacancies		
Recognition Ad-Hoc Committee	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. Robin Buxar 3. Conner Reiter 4. Dave Mabry
Paint Creek Trailways Commission Personnel Ad-Hoc Committee	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. Steve Sage 2. David Walker 3. Brian Blust 4. Julia Dalrymple
Development of Property in S.E. Rochester Ad-Hoc Committee	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
Labor Day Bridge Walk Ad-Hoc Committee (September 2, 2024)	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
Trail Branding & Signage Ad-Hoc Committee	This committee has been reviewing PCT branding options, brochure updates, map updates, and ideas to increase awareness of the trail.	1. Steve Sage 2. Linda Gamage 3. Martha Olijnyk 4.
Trail improvements/Resurfacing Ad-Hoc Committee	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
Licensing Ad-Hoc Committee	This committee was charged with reviewing the Limited Use Permit process, the Encroachment Policy and Removal Procedures, License Agreements, and proposed easements.	1. David Walker 2. Linda Gamage 3. Julia Dalrymple 4. Martha Olijnyk
Paint Creek Trail 40th Anniversary Celebration Ad-Hoc Committee	This committee will lead planning of the event in honor of the Paint Creek Trail's 40 th anniversary in 2024.	1. Brian Blust 2. Dave Mabry 3. Stan Ford 4. Aaron Whatley/Conner Reiter
Friends of the Paint Creek Trail Ad-Hoc Committee	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.
Bridge 31.7 Ad-Hoc Committee	The committee will assist with fulfillment of the MNRTF and TAP Grants to re-build Bridge 31.7 near Dinosaur Hill in Rochester Hills	1. Ken Elwert 2. Steve Sage 3. 4.

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Last Updated 3/14/24



MEMO

To: Commissioners, Alternates and Staff

From: Tom Correll, Trail Manager

Subject: March Manager's Report

Date: March 14, 2024

Complaints/Vandalism/Feedback

- Trail user Bob Yager recommends that the commission seriously consider health hazards and legal jeopardy from bicycle dust on the trail. As a bicycle user himself, he avoids high dust days and opts to use Stony Creek Metropark. Raised the issue in 2013.
- Complaint from couple walking trail from Rochester that no restrooms were available in Goodison over the weekend. The restaurant is now unoccupied, so there is no access to the building on Saturday/Sunday. Commissioner Buxar was contacted and secured a port-a-potty for the parking lot of the Paint Creek Cider Mill, to be installed on Monday March 18th.

Repairs & Maintenance

- Trash bins – The Tienken trash bin was damaged – Rochester Hills was contacted and Park Ranger Coats offered to investigate and replace if needed.
- Grading on trail – Contacted each municipality to prepare for grading in late spring, early summer. Request to be in the loop when communities grade.

Ongoing Projects

- License Agreements – Sent to attorney to produce updated/new agreements
- Solaronics Property – Friends of PCT Clara Pinkham attended a planning commission meeting for Rochester Hills regarding the vacated Solaronics property, where the PCTC has a license agreement. A developer is looking to purchase the property to develop condominiums, and in their PowerPoint notes they will be 'returning the property' to the PCT. Trail Manager had not been contacted by the developer as of yet. If the project moves forward, we would need to communicate with developer to clarify that the license agreement would no longer exist, and make sure to discuss other issues, including but not limited to:
 - Allowing the current license agreement property to return to its natural state, no landscaping without PCTC approval
 - Disallowing new 'natural' pathways/cut-throughs from condo complex to the trail
- Bald Mountain Connector – DNR contacted, requested maintenance agreement that includes provisions for erosion and restoration, as well as ongoing bridge maintenance. DNR is drafting a contract/MOU based on the PCTC requests for the commission to review.

Medical Emergencies/Police/Fire Calls on the Trail

- I am unaware of any emergencies on the trail.

Commission Ad-Hoc Committee Assignments (Updated 3/14/24)

Recognition Ad-Hoc Committee	Gamage, Buxar, Reiter, Mabry
Personnel Ad-Hoc Committee	Sage, Walker, Blust, Dalrymple
SE Rochester Property Ad-Hoc Committee	Becker, Elwert, Gamage, Sage
Labor Day Bridge Walk (Sept 2) Ad-Hoc Committee	Buxar, Dalrymple, Elwert, Olijnyk, Walker
Trail Branding & Signage Ad-Hoc Committee	Sage, Gamage, Olijnyk
Trail Improvements & Resurfacing Ad-Hoc Committee	Becker, Blust, Sage, Walker
Licensing Ad-Hoc Committee	Walker, Gamage, Dalrymple, Olijnyk
Paint Creek Trail 40 th Anniversary Celebration Ad-Hoc Committee	Blust, Mabry, Ford, Whatley/Reiter
Friends of Paint Creek Trail Ad-Hoc Committee	Buxar, Mabry, Gamage
Bridge 31.7 Ad-Hoc Committee	Elwert, Sage

2024 Priorities

Goals	Type	2024 Priority	Timeframe	Commissioner Notes
SE Rochester Property Development	Master Plan	1	2024-2025	
City of Rochester – Bridge 31.7 Replacement	Trail Safety	1	2024-2025	
Events – Trails Day, Labor Day, 40 th	Planning & Development	1	OG	
Continue surface maintenance inspections and coordination of repairs (ongoing)	Maintenance & Inspection	1	OG	
Trail Website		1	Spring 2024	

2024 Long-term Goals/Objectives

Administrative	Progress	2024 Priority	Timeframe	Commissioner Notes
Continue coordinating assistance with Friends of the Paint Creek Trail	The Friends Subcommittee worked in collaboration with the Friends on a Memorandum of Understanding of Friends and Trail assistance to each other. The MOU is finalized.	1	OG	MOU Complete
Continue Trail etiquette education	Ongoing. Signage will be placed on the trail and in the kiosks to raise awareness about freeze/thaw season etiquette. Posts will also be made on social media about this topic. Signs have been placed on the trail and a	2	OG	

	pinned post is on the Trail's Facebook page regarding this topic. Trail staff plans to reinstall temporary signage on the trail encouraging users to slow down in congested areas and walk, run, & cycle single file.			
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. Trail information posted frequently on Facebook and Instagram.	2	OG	
Adopt –A-Trail program	2023 begins a new 2 year contract for adoptees, trail staff will be confirming renewals. In October 2024, new Adopt-A-Trail contracts will be made.	2	OG	
Make presentation at member community City Councils and Township Boards	As Needed – Master Plan is an opportunity to present in all communities in 2024	1	OG	Trail Manager should present and gain exposure

Master Plan	Progress	2024 Priority	Timeframe	Commissioner Notes
Southeast Rochester Property Development	Trail Manager Ford and Commissioner Gamage met with Andrea LaFontaine, Executive Director at Michigan Trails and Greenways Alliance and the estate attorney for a site visit on November 8 th . The estate attorney approved the site and trail staff are working to get an update cost estimate for the project to him for review. The engineers for the city of Rochester are reviewing the 2019 bid docs and will provide an updated cost estimate once I am able to provide them with additional information from Mannik Smith. I have reached out to Mannik Smith and they will send this material to me by the end of the week. Ford received materials from MSG and sent them to AEW for review. AEW sent updated cost estimates. Trail Manager Correll, along with MTGA met with the donor attorney who approved the project. AEW is beginning to prepare documents for bid. AEW is hoping to begin the project in 2024.	1	OG	
Update Master Plan for 2025-2029	Timeline and bid proposal created	TBD		

Planning & Development Goals	Progress	2024 Priority	Timeframe	Commissioner Notes
National Trails Day – June 1, 2024	Opportunity to celebrate 40 years of the PCT – Event at Van Hoosen Farms?	1	OG	
Labor Day Bridge Walk – September 2, 2024	Scheduled to take place in at Rochester Municipal Park, 17 th annual	1	OG	

Policies	Progress	2024 Priority	Timeframe	Commissioner Notes
Native Plant Approval Policy	No progress yet. Need expert assistance	3	LT	
Conservation Stewardship Policy	No progress yet. Upgraded from 3. Can include in Master Plan discussions	2	LT	
Establish Memorial Amenity Donation Program	The Trail Improvements and Resurfacing Committee has reviewed bench donations and is considering other options, since the bench program has limited space.	2	OG	

Maintenance and Inspection	Progress	2024 Priority	Timeframe	Commissioner Notes
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)	Upgraded to 1. Trail Manager has reached out to all communities to stay informed of potential grading dates. Shared community member input regarding grading and chipmunk holes with grounds.	1	OG	
Address ADA compliance issues identified in 2020-2024 PCT Recreation Master Plan	TBD	2	1-2 yr	Change to OG

Trail Safety	Progress	2024 Priority	Timeframe	Commissioner Notes
City of Rochester – Bridge 31.7 Replacement	<p>Award notification for both the Community Foundation for Southeast Michigan grant and Oakland County Parks and Recreation Trailways grant program is in April 2022. The city of Rochester received the \$25,000 from Oakland County for this grant. Notification of awards for the CFSEM grant is in late April. A funding proposal will be submitted for this project to Rep. Elissa Slotkin's office as part of the Community Project Funding program. The Trailways Commission received the \$50,000 grant from the Community Foundation for Southeast Michigan for the Bridge 31.7 design engineering. ASTI Environmental performed the mussel recon at the bridge on June 30th. No mussels were found. The next step is receiving concurrence from the Michigan DNR that the full survey is not needed. Now that the mussel survey has been completed, ASTI will begin the wetland delineation and the rest of the endangered species survey. Trail manager Ford met with the city of Rochester and the engineer from AEW to discuss the bridge project. AEW plans to begin the topographical survey shortly. AEW is currently performing the topographical survey for the project. ASTI Environmental is waiting for AEW to complete the topographical survey and perform a preliminary design for the bridge before it can continue working on the endangered species clearance for the project. The city of Rochester reached out to Trail Manager Ford about an opportunity to apply to the federal DOT bridge investment program for the Bridge 31.7 replacement project. Rochester is working with AEW to get the application complete as it is due on September 8th and most of the information required is from engineering. PCTC will provide a letter of support. Rochester has a call into the BIP office to confirm eligibility. The city/Trail is ineligible to apply to the federal DOT bridge investment program as the bridge is not part of a highway project. A memo is included in your packet outlining the various grant opportunities trail staff is considering to fund the construction of Bridge 31.7. AEW is confirming the span based on the proposed waterway opening as part of its hydraulic analysis. Soil borings have been drilled, and AEW is awaiting geotech report assessing the soil conditions and foundation recommendations. Foundation alternatives are being evaluated and will</p>	1	2 yr	

	<p>be confirmed based on scour depth analysis and bearing pressures provided in geotech report. Specifications for the prefabricated truss bridge structure are being developed following the 33.7 bridge replacement project criteria and our discussions. Trail Manager Ford will submit pre-proposal for Fisheries Habitat grant on November 18th and the Spark grant application on December 19th. Pre-proposal for Fisheries Habitat grant submitted. DNR will notify if PCTC has been selected to submit a full application on Dec. 19. Draft application for Spark grant has been posted on PCT & city of Rochester website, PCT and Friends Facebook pages, and hard copies are available at PCT office and Rochester City Hall for public review. AEW has completed a structure plan and elevations and topographical survey for the bridge.</p> <p>Grants from both MDOT and MNRTF have been awarded for a over \$1million in funding. Meetings with AEW and city of Rochester to determine next steps are being scheduled, with a grading inspection next in the process.</p>			
Road Crossing improvements – work with RCOC on Adams Rd. crossing	Ongoing. Continue working with RCOC for improvements at our crossings.	1	OG	Change timeframe

Long Term Goals	Progress	2024 Priority	Timeframe	Commissioner Notes
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		2	LT	
Integrate Village of Lake Orion extension more fully into Trail system	Ongoing. Follow-up on agreement with the village to remove snow from the paved section of the trail is needed.	2	OG	
Connections to Bald Mountain State Park	In progress, construction likely in 2025, late 2024 at earliest	1	OG	
Ensure focus on keeping the trail a “Natural Beauty Trail”.	Ongoing	1	OG	

Additional Goals	Progress	2024 Priority	Timeframe	Commissioner Notes
User survey of trail use	TBD	1	OG	Complete every 2yrs
Upgrade Trail website and develop Technology Plan	Website Design RFP is updated, bid resources are being compiled for potential bid in early spring	1	1 yr	Change timeframe
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	
Develop mailing list of PCT Neighbors				

Manager Goals	Description	2024 Priority	Timeframe	Commissioner Notes
Trail Programming Partnerships	Work on partnering with each community to offer 'trail' programs each season that we can advertise	3	OG	
Trail Programming – Internal	Run one trail program each season for education purposes. These would start as free programs put on by trail staff. Goals could vary, and topics include nature programs, stewardship, trail etiquette, group hiking programs, etc.	3	OG	