



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

# Paint Creek Trailways Commission Meeting

Tuesday, February 18<sup>th</sup>, 2025 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, January 21<sup>st</sup>, 2025
  - b. Treasurers Report – January 2025
6. **Approval of Invoices**
7. **Memo/Update:** Master Plan Open House
8. **Memo/Discussion:** Goals Update
9. **Update:** Trails Day
10. **Memo/Update:** Website Re-Design v2.0
11. **Manager's Report**
12. **Commissioner Reports**
13. **Adjournment of Regular Meeting**

### **Next Regular Meeting:**

March 18, 2025 – Paint Creek Cider Mill, 4480 Orion Road, Rochester, MI 48306

### **Mission**

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

Enclosures:      Agenda Summary  
                      January 25, 2025 Regular Meeting Draft Minutes  
                      January 2025 Treasurer's Report  
                      Memo: Master Plan Open House  
                      Memo: Goals Discussion  
                      Updated Goals Form  
                      Manager Job Descriptions  
                      2025 Paint Creek Trailways Commission Operations Budget  
                      Website Design Visual  
                      Ad-Hoc Committee Descriptions  
                      February Manager's Report

**Mission**

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

## **Agenda Summary February 18, 2025**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Agenda**
4. **Public Comment**
5. **Consent Agenda:**
  - a. Minutes: January 21, 2025
  - b. Treasurers Report – January 2025
6. **Approval of Invoices**
7. **Memo/Update:** Master Plan Open House  
**Summary:** Dates and an update on format will be provided at the meeting  
**Desired Action:** Update/Discussion  
**Budget Impact:** NA
8. **Memo/Discussion:** Goals Update  
**Summary:** An updated goals format is included in your packet.  
**Desired Action:** Discussion/Direction  
**Budget Impact:** NA
9. **Update:** Trails Day  
**Summary:** Trail Manager Correll will provide an update and seek guidance about a potential event in conjunction with Oakland Township Parks  
**Desired Action:** Discussion  
**Budget Impact:** TBD
10. **Memo/Discussion:** Website Re-Design v2.0  
**Summary:** An updated website design will be provided at the meeting. Commissioners will be asked to provide feedback for the design firm.  
**Desired Action:** Discussion/Feedback  
**Budget Impact:** TBD
11. **Manager's Report:** Included in your packet
12. **Commissioner Reports**
13. **Adjournment of Regular Meeting**

**Next Regular Meeting:**  
March 18<sup>th</sup>, – Paint Creek Cider Mill, 4480 Orion Rd, Rochester, MI 48306

PAINT CREEK TRAILWAYS COMMISSION

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

January 21, 2025

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

The January 21, 2025, 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  
Jim Fostey (Oakland)  
Ken Elwert (RH)  
Linda Gamage (R)  
Conner Reiter (Orion)

Voting Alternates:

Robin Buxar (Oakland)

A QUORUM WAS PRESENT.

Non-Voting Alternates:

David Becker (Rochester)  
Carol Morlan (RH)

Village Non-Voting Alternate: Stanley Ford

Staff: Tom Correll, Trail Manager

Friends of the Paint Creek Trail: Louis Carrio

**ABSENT**

Voting Members: Dave Mabry (Oakland), Julia Dalrymple (Orion)

Alternates: Matt Pfeiffer (Orion), Aaron Whatley (Orion), Sara King (R), Russell George (RH)

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

**PLEDGE OF ALLEGIANCE**

Chairman 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 GAMAGE, SECONDED BY BUXAR, to approve this evening's agenda as presented with the addition of an item to consider election of officers for the positions of Treasurer and Secretary.

MOTION CARRIED.

**GENERAL PUBLIC COMMENT**

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

**CONSENT AGENDA**

This evening's Consent Agenda consists of the following: (a) minutes of the December 17, 2024, regular meeting and (b) Treasurer's Report for December 2024.

MOVED BY BUXAR, SECONDED BY WALKER, to approve and file the minutes of the December 17, 2024, meeting as presented, and to receive and file the Treasurer's Report for December 2024.

MOTION CARRIED.

**APPROVAL OF INVOICES**

Trail Manager Correll and the Commissioners reviewed the list of invoices.

MOVED BY ELWERT, SECONDED BY BUXAR, to approve payment of the invoices as presented in the amount of \$560.09.

MOTION CARRIED.

**ELECTION OF OFFICERS FOR 2025**

The positions of Chairperson and Vice-Chairperson were filled at the December meeting, but the positions of Treasurer and Secretary were not filled. At that meeting, Commissioner Olijnyk offered to serve as Treasurer if needed. Commissioner Gamage was in contact with Commissioner Dalrymple, who indicated her willingness to continue to serve as Secretary.

**Treasurer, Secretary**

MOVED BY GAMAGE, SECONDED BY BUXAR, to appoint Commissioner Olijnyk to serve as Treasurer for 2025, and to appoint Commissioner Dalrymple to serve as Secretary for 2025.

MOTION CARRIED.

**LICENSE AGREEMENTS**

Chairperson Sage reminded the Commission that it has been over a year since we began discussions about updating the license agreements.

Manager Correll provided a status report on this matter. Over the past several months, he has been working with our attorney to update the agreements, make sure dates are correct, include the new prices, and include a physical description of the covered property. Last week, he mailed out the new license agreements and invoices, along with a cover letter that directs any questions to our attorney. The payments will be due on July 1, 2025, which he hopes will eliminate the confusion when payments were due at the beginning of the year.

Chairperson Sage asked Manager Correll to provide the Commissioners with copies of all of the revised license agreements.

**BALD MOUNTAIN RECREATION AREA – BRIDGE TO PAINT CREEK TRAIL**

Manager Correll explained that the document before the Commission this evening is a first draft of an easement agreement received from the Michigan Department of Natural Resources regarding the MDNR's project to construct a bridge that will connect Bald Mountain Recreation Area to the Paint Creek Trail.

PAINT CREEK TRAILWAYS COMMISSION

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

January 21, 2025

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On first review, the Commissioners had a number of concerns including the following. The document refers to the Paint Creek Trailways Commission as a “Council,” which is incorrect. This seeks a *nonexclusive* and *permanent* easement, which the Commission had not contemplated. The proposed agreement references “Exhibit A,” but Exhibit A is not attached to the document. The “Grantee’s Acceptance” references a water main easement, which this is not.

Commissioner Elwert recalled that the Commission wants the MDNR to restore the site, including vegetation, once the construction work is complete. The agreement needs to include this.

Commissioner Gamage recalled that we have had problems with easements in the past, and she would like to obtain guidance from the Commission’s attorney. Manager Correll said our attorney has not yet reviewed this document.

Commissioner Gamage continued that the Trailways Commission sent the MDNR a list of our safety concerns, given that the new bridge will “T” into the Paint Creek Trail. While traffic entering the trail from the bridge will need to slow down, Commissioner Becker thought bollards on the Paint Creek Trail would not be a good solution. He recalled that a number of years ago, cyclists using the Paint Creek Trail complained of hitting their handlebars on the bollards; the bollards were subsequently removed.

Manager Correll will share the document and the Commission’s concerns with our attorney.

**AD HOC COMMITTEES, 2025**

The Commissioners reviewed the list of committees for 2025.

Commissioner Reiter expressed an interest in serving on the Friends of the Paint Creek Trail Committee as he is interested in the pollinator garden.

MOVED BY BUXAR, SECONDED BY FOSTEY, to set the following committees and membership for 2025:

Recognition Committee – Robin Buxar, Linda Gamage, David Mabry, Conner Reiter

Personnel Committee – Julia Dalrymple, Martha Olijnyk, Steve Sage, David Walker

Development of Property in Southeast Rochester Committee – David Becker, Ken Elwert, Linda Gamage, Steve Sage

Labor Day Bridge Walk Committee – Robin Buxar, Julia Dalrymple, Ken Elwert, Martha Olijnyk, David Walker

PAINT CREEK TRAILWAYS COMMISSION

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

January 21, 2025

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Trail Branding and Signage Committee – Jim Fostey, Linda Gamage, Martha Olijnyk, Steve Sage

Trail Improvements/Resurfacing Committee – David Becker, Stanley Ford, Jim Fostey, Steve Sage, David Walker

Licensing Committee – Julia Dalrymple, Linda Gamage, Martha Olijnyk, David Walker

Friends of the Paint Creek Trail Committee – Jim Fostey, Linda Gamage, Dave Mabry, Connor Reiter

Bridge 31.7 Renovation Committee – Ken Elwert, Stanley Ford, Steve Sage

MOTION CARRIED.

**PAINT CREEK TRAILWAYS COMMISSION: 2025 GOALS**

The Commissioners briefly reviewed the list of goals that they adopted for 2024. Commissioner Elwert acknowledged that this Commission has historically listed and prioritized goals. However, with one part-time Trail Manager and one part-time Assistant, he felt there might be a better approach.

Several Commissioners proposed that Manager Correll share his suggestions as to what he feels are the highest priorities and what can realistically be accomplished.

Commissioner Gamage pointed out that the Bridge 31.7 replacement project will likely take up a considerable amount of staff time. She suggested that we could create a list of other projects to work on but only if there is time. Two items that she feels are priorities are (1) creation of an encroachment policy, and (2) creation of an inventory of encroachments.

She noted that a number of the items included in this list are tasks that are in the Trail Manager’s job description. As such, she felt that they could be removed from this document. Manager Correll observed that, once the ongoing tasks that are included in his job description are removed from this list of goals, it is easier to identify the top priorities. He added that he appreciates that there is a subcommittee associated with most of these goals/projects.

After further discussion, Manager Correll will strike out all of the tasks already included in the Trail Manager’s job description from the goals list. He will then send out a list of priorities as an editable document, and will also send the Trail Manager’s job description for reference. Commissioners should indicate their top three priorities and respond to him by February 2<sup>nd</sup>.

The Commissioners also briefly discussed that we need to coordinate the list of goals/priorities with our Master Plan. Commissioner Elwert commented that we should



nonetheless maintain a list of items that we would like to accomplish or at least consider at some time in the future.

The Commissioner will review this matter further at the February meeting.

## **MANAGER'S REPORTS**

### **Snow Removal Along Paint Creek Trail in Village of Lake Orion**

Manager Correll said he continues to receive complaints from a resident regarding snow removal along the northern part of the Paint Creek Trail.

### **Website Redesign**

Manager Correll shared the Commission's comments regarding the website design with the contractor. He hopes the new website will be up and running in February.

Friends of the Paint Creek Trail President Louis Carrio offered that he and his wife would be pleased to test the new design before it goes live and offer their user feedback.

### **Complaint of Waste Along Trail**

The Commissioners had a lengthy discussion regarding this matter. Commissioner Becker suggested that we could have the waste tested to determine if it is human or other, and wondered if the Oakland County Sheriff's Department would be able to assist with this. As the waste is sighted in Oakland Township, Commissioner Buxar will look into this.

## **COMMISSIONER ELWERT'S REPORTS**

### **Encroachment: 1850 N. Livernois**

Commissioner Elwert updated the Commission on this matter. The attorney for the City of Rochester Hills would like the Trailways Commission to send a letter offering the homeowners one last opportunity to remove the encroachment before the City begins legal action to address this matter.

### **Bridge 31.7 Replacement Project**

Commissioner Elwert wondered if this project would interfere with the annual Labor Day Walk.

**Property for Sale**

As a matter of interest, Commissioner Elwert shared that the approximately 128 acre parcel owned by Barry Gobel, is for sale. This parcel is located south of the Clinton River Trail, east of the Paint Creek Trail, near Bloomer Park. As this land encompasses a large wetland area, the ideal purchaser would have an interest in conservation and recreation.

**COMMISSIONER BUXAR'S REPORTS**

**Oakland Township Voting/Alternate Members**

Commissioner Buxar said Dave Mabry will now be the Oakland Township Board's voting member, and she will be the alternate.

Oakland Township recently approved Martha Olijnyk to continue as an alternate member.

**Encroachment: 4763 Forest Ridge Court**

Commissioner Buxar did not have an update to share. However, she will make sure that Commissioner Mabry receives a copy of the City of Rochester Hills ordinance.

**COMMISSIONER FORD'S REPORTS**

**Trail Surfacing in Oakland Township Following Forestry Mowing**

In December, Oakland Township had forestry mowing done along the shoulders of the Paint Creek Trail. It was a wet day, and the equipment made the surfacing uneven. We then experienced cold weather before the surfacing could be repaired. As a result, the Trail surfacing is challenging in this stretch.

**Potential Encroachment**

Commissioner Ford said the property that was occupied by Jacobsen's Flowers, near Newton Road in Lake Orion, has been sold and there is development proposed for this property. Some of the trees that he believes are located on Paint Creek Trailways property have been tagged, possibly for removal. He suggested that we look into this before the trees are removed/an encroachment occurs.

**ADJOURNMENT**

MOVED BY BUXAR, SECONDED BY GAMAGE, there being no further business before the Commission, to adjourn the meeting at 8:13 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

### January 2025

#### Flagstar Checking Account

<b>Balance:</b>	31-Dec-24		
	Checking Balance	\$ 1,631.12	
	Outstanding Checks (3640,3783,3784,3786,3791,3782,3794)	\$ 2,723.00	
	<b>TRAILWAYS COMM. CHECKING BALANCE</b>		<b>\$ (1,091.88)</b>
<b>Revenues:</b>			
	Interest Income-Janaury 2025	\$ 7.88	
	Transfer Savings to Checking, Jan 6	\$ 25,000.00	
	<b>Total Revenues</b>	<b>\$ 25,007.88</b>	
			<b>\$ 23,916.00</b>
<b>Expenditures:</b>			
	3801-Chase Card Services	\$ 170.12	
	3802-Ingrid Kliffel Recorders Fee	\$ 378.00	
	3803-Trail Staff Reimbursement	\$ 11.97	
	<b>Total Expenditures</b>	<b>\$ 560.09</b>	
			<b>\$ 23,355.91</b>
<b>Balance:</b>	31-Jan-25		
	Checking Balance	\$ 23,892.88	
	Outstanding Checks (3640,3784,3786,3791,3803)	\$ 536.97	
	<b>TRAILWAYS COMM. CHECKING BALANCE</b>	<b>\$ 23,355.91</b>	<b>\$ <u>23,355.91</u></b>

#### Flagstar Savings Account

<b>Balance:</b>	31-Dec-24		
	Savings Balance	\$ 211,740.83	
	<b>TRAILWAYS COMM. SAVINGS BALANCE</b>		<b>\$ 211,740.83</b>
<b>Cash Inflow:</b>			
	Interest Income-January 2025	\$ 591.40	
	<b>Total Inflow</b>	<b>\$ 591.40</b>	
			<b>\$ 212,332.23</b>
<b>Cash Outflow:</b>			
	Transfer Savings to Checking	\$ 25,000.00	
		\$ 25,000.00	
			<b>\$ 187,332.23</b>
<b>Balance:</b>	31-Dec-24		
	Savings Balance	187332.23	
	<b>TRAILWAYS COMM. SAVINGS BALANCE</b>		<b><u>\$ 187,332.23</u></b>

Signed By: \_\_\_\_\_

Trailways Commission Treasurer

Trail Manager

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







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**MEMO**

To: Commissioners, Alternates, & Staff  
From: Tom Correll, Trail Manager  
Subject: Master Plan Public Input  
Date: 2/10/25

The PCTC is working with Giffels-Webster to update the 202 Master Plan.

The Master Plan update has begun and Trail Manager Correll is working with Giffels-Webster to coordinate public input.

The stakeholder's discussion and open house event is scheduled for several potential dates:

3/10 MONDAY  
3/13 THURSDAY  
3/24 MONDAY  
3/26 WEDNESDAY  
3/27 THURSDAY

The format will be as follows:

Stakeholder's Discussion: 4:30pm – 5:30pm  
Public Open House: 5:30pm – 7:00pm

Both will be facilitated by Giffels-Webster in coordination with Trail Staff.

The current master plan can be found at:

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



**MEMO**

To: Commissioners, Alternates & Staff  
 From: Tom Correll, Trail Manager  
 Subject: 2025 Commission Goals & Objectives.  
 Date: February 2025

A new document prioritizing the 2025 goals and ongoing projects document is attached.

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/>

**2025 Priorities**

<b>Goals</b>	<b>Type</b>	<b>2024 Priority</b>	<b>2025 Priority</b>	<b>Timeframe</b>	<b>Commissioner Notes</b>
SE Rochester Property Development	Master Plan	1		2025	
City of Rochester – Bridge 31.7 Replacement	Trail Safety	1		2024-2025	
Events – Trails Day, Labor Day, 40 <sup>th</sup>	Planning & Development	1		OG	
Trail Website		1		Winter 2025	
License Agreement	Update all license agreements for 2025 billing cycle	1		2025	



**2025 Long-term Goals/Objectives**

<b>Administrative</b>	<b>Progress</b>	<b>2024 Priority</b>	<b>2025 Priority</b>	<b>Timeframe</b>	<b>Commissioner Notes</b>
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

<b>Master Plan</b>	<b>Progress</b>	<b>2024 Priority</b>	<b>2025 Priority</b>	<b>Timeframe</b>	<b>Commissioner Notes</b>
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 <sup>th</sup> . 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			

<b>Planning &amp; Development Goals</b>	<b>Progress</b>	<b>2024 Priority</b>	<b>2025 Priority</b>	<b>Timeframe</b>	<b>Commissioner Notes</b>
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 <sup>th</sup> annual	1		OG	

<b>Policies</b>	<b>Progress</b>	<b>2024 Priority</b>	<b>2025 Priority</b>	<b>Timeframe</b>	<b>Commissioner Notes</b>
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	

<b>Maintenance and Inspection</b>	<b>Progress</b>	<b>2024 Priority</b>	<b>2025 Priority</b>	<b>Timeframe</b>	<b>Commissioner Notes</b>
Assure Restrooms are maintained (ongoing)	Ongoing.	1		OG	
Continue vandalism prevention education (ongoing)	Ongoing.	2		OG	
Continue surface maintenance inspections and coordination of repairs (ongoing)	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

<b>Trail Safety</b>	<b>Progress</b>	<b>2024 Priority</b>	<b>2025 Priority</b>	<b>Timeframe</b>	<b>Commissioner Notes</b>
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 <sup>th</sup> . 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	1		2 yr	

	<p>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 8<sup>th</sup> 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 18<sup>th</sup> and the Spark grant application on December 19<sup>th</sup>. 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 &amp; 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

<b>Long Term Goals</b>	<b>Progress</b>	<b>2024 Priority</b>	<b>2025 Priority</b>	<b>Timeframe</b>	<b>Commissioner Notes</b>
Side parcel acquisition for parking and trail access	Will continue looking for opportunities.	3		OG	
Acquisition of historic resources	Will continue looking for opportunities.	3		OG	
Installation of drinking fountain, where appropriate, in each community		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	

<b>Additional Goals</b>	<b>Progress</b>	<b>2024 Priority</b>	<b>2025 Priority</b>	<b>Timeframe</b>	<b>Commissioner Notes</b>
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					

<b>Manager Goals</b>	<b>Description</b>	<b>2024 Priority</b>	<b>2025 Priority</b>	<b>Timeframe</b>	<b>Commissioner Notes</b>
Trail Programming Partnerships	Work on partnering with each community to offer 'trail' programs each season that we can advertise	3		OG	

# **Trail Manager Job Description**

## **Paint Creek Trailways Commission**

### **Rochester, MI**

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The Paint Creek Trailways Commission established a part-time administrative position in the fall of 1991 in response to the increased activity, demand and duties of the Trail that came with increased use. Currently, the Trail Manager works 24 hours per week. Work is assigned to the Trail Manager by the Commission at monthly meetings or under the direction of the Chairperson. The Trail Manager reports to the Trailways Commission Chairperson.

The Trail Manager shall be conversant with modern office technology, with knowledge of MS Office. The Manager will maintain necessary confidentiality, exercise judgment, and perform a variety of duties requiring knowledge of the Trailways Commission's practices, policies and procedures. The Manager will work both in the Trail office in Oakland Twp., MI and on the trail.

#### **Management Responsibilities**

1. Prepare notices and packets, and review Minutes for monthly Commission meetings.
2. Attend Commission meetings and lead agenda items. Meetings are held at 7pm on the third Tuesday of each month. Special meetings are held weekday evenings, periodically.
3. Inspect Trail for needed maintenance by Member Communities.
4. Administer licenses and use permits.
5. Prepare and submit Grant applications and administer awarded grants.
6. Lead Recreation Master Plan updates and revisions in a timely fashion.
7. Supervise Trailways Bike Patrol and Administrative Assistant.
8. Manage Trail development projects (includes communicating with project managers, engineers, etc.).
9. Manage, oversee, and coordinate events, including volunteers, promotions, and sponsorships.
10. Assist with events and volunteer coordination as needed.
11. Communicate with any contracted staff as directed by the Commission.

#### **Financial**

1. Create and maintain an operations budget. Prepare any required budget amendments. The budget includes commission operations, wages, office supplies and equipment to operate the Trail Manager and Administrative Assistant positions, as well as the Patrol Program.
2. Supervise maintenance of or maintain financial accounts and prepare monthly reports of Commission finances using QuickBooks or other suitable software.
3. Ensure compliance with auditing requirements.
4. Oversee the PCTC account with the Community Fund of Greater Rochester.

#### **External Relations**

1. Work with Community Park & Recreation and Department of Public Works Directors regarding maintenance of the Trail.
2. Work with local law enforcement regarding safety of the trail and trail users
3. Cooperate and work with community planners on projects that affect the Trail. Community planners include the Southeast Michigan Council of Governments (SEMCOG), Oakland County, and the Trail's Member Communities.
4. Attend Trail, Water, and Land Alliance meetings as the Trailways Commission representative.
5. Assist other trails and trail groups when needed.
6. Organize and supervise volunteer coordination.

7. Act as liaison and provide basic administrative and correspondence assistance to The Friends of the Paint Creek Trail as needed.
8. Coordinate with local municipalities to ensure restrooms are maintained properly.
9. Respond to complaints, feedback, and inquiries from residents and the general public.

### **Public Relations/Publicity**

1. Complete and transmit all required public communications such as phone calls, mail, email, brochures, and media contacts.
2. Make public presentations regarding the Trail.
3. Raise awareness of the Trail in the community through presentations, print and digital media and social media.
4. Supervise, develop, and maintain the Commission website, using WordPress or other suitable software or programs.
5. Maintain a social media presence on behalf of the trail.
6. Educate trail users about proper trail etiquette.

### **Clerical**

1. Assure that Commission files (hard copy and electronic) are properly maintained.
2. Supervise Administrative Assistant in all the assistant's clerical responsibilities.

### **Required Qualifications and Desired Skills**

- Must be able to work one or more evening per month and some weekends.
- Must be able to work with public;
- Must be able to work both independently and cooperatively;
- Must have good organizational skills;
- Must have excellent communication skills – oral and written;
- Must be physically able to work outdoors and on the trail;
- Must be First Aid/CPR certified, or be willing and able to obtain certificates.
- Must own cell phone;
- Must have reliable transportation.
- Experience with Michigan Natural Resources Trust Fund grants or other State grant programs desirable.
- Experience with Transportation Alternative Program (TAP) grants or other Federal grant programs desirable.
- Experience with private grant and other funding sources desirable.
- Experience with WordPress, MailChimp, and Canva desirable
- Knowledge of native plants and/or natural landscaping desirable.

### **Pay Range**

\$25-\$30 per hour, depending on experience and qualifications. Benefits include personal time, vacation time, and holiday pay only.

### **About the Paint Creek Trailways Commission**

The Paint Creek Trailways Commission is an intergovernmental agency that owns and operates the 8.9 mile recreational Paint Creek Trail. The Paint Creek Trail was the first non-motorized rail-to-trail in the State of Michigan, and traverses through Rochester, Rochester Hills, Oakland Township, Orion Township, and the Village of Lake Orion. The trail office is located at the Paint Creek Cider Mill, 4480 Orion Road, Oakland Township, 48306 (2nd floor). The trail has over 100,000 users annually and the Commission has an annual budget of approximately \$100,000.



The trail is 8 feet wide, with a crushed limestone surface. The Paint Creek Trailways Commission employs a permanent part-time Trail Manager, a permanent part-time Administrative Assistant, and a seasonal part-time Bike Patroller. The Trailways Commission contracts with the Oakland County Sheriff's Office Mounted and Bicycle Patrols for seasonal law enforcement patrols.

**To Apply**

Visit <http://www.paintcreektrail.org> for an application. Email cover letter, application, resume and two references (work and/or education related) by, **April 3, 2023 at 3:00pm** to:

Eryn Grupido, Administrative Assistant  
Paint Creek Trailways Commission  
4393 Collins Road  
Rochester, MI 48306  
Email: [egrupido@paintcreektrail.org](mailto:egrupido@paintcreektrail.org)

**PAINT CREEK TRAILWAYS COMMISSION**  
**Budget - Yearly Comparison & Notes**

		2022 Final		2023 Budget	2023 Actual		Diff. 2023/2024	2024 Draft	2024 Notes	2025 Projected	2025 Notes
<b>Revenue</b>											
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	\$ 1,763.00	New Contract (15% Est. Inc.)
P1150	Rochester Hills	\$ 2,679.00		\$ 3,284.00	\$ 3,284.00		0	\$ 3,284.00	Year 2/2 Contract	\$ 3,777.00	New Contract (15% Est. Inc.)
P1160	Oakland Township	\$ 9,652.00		\$ 11,836.00	\$ 11,836.00		0	\$ 11,836.00	Year 2/2 Contract	\$ 13,611.00	New Contract (15% Est. Inc.)
P1170	Orion Township	\$ 2,320.00		\$ 2,847.00	\$ 2,847.00		0	\$ 2,847.00	Year 2/2 Contract	\$ 3,274.00	New Contract (15% 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	Spring 5k Event (Registrations)	\$ -		\$ -	\$ -		3500	\$ 3,500.00	Est. 100 Partic.	\$ 3,500.00	Est. 100 Partic.
P1440	Spring 5k Event (Sponsorships)	\$ -		\$ 2,500.00	\$ -		0	\$ 2,500.00		\$ 2,500.00	
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		-4400	\$ 2,500.00	Fund Balance Contribution	\$ -	
P1800	Program/Project Grants	\$ -		\$ -	\$ -		0	\$ -		\$ -	
<b>Total Income</b>		<b>\$111,165.69</b>		<b>\$ 126,178.00</b>	<b>\$ 125,808.42</b>		<b>7844</b>	<b>\$134,022.00</b>		<b>\$ 136,259.00</b>	

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
<b>Office</b>											
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	\$ -		\$ -	
<b>Staff Travel/Training</b>											
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	
<b>Insurance/Prof. Services</b>											
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		2000	\$ 6,000.00	Up from 2024 Budgeted \$3500.00	\$ 2,500.00	
<b>Publicity/Marketing/Education</b>											
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	
<b>Administrative Personnel</b>											
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
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
<b>Total Expense</b>										
		\$104,952.31		\$ 130,179.00	\$ 125,808.42		3843	\$134,022.00	License Legal Fees/Bench Don	\$ 136,657.00
<b>Net Revenue</b>								\$ -		\$ (398.00)

2024 Unrestricted Fund Balance **\$265,695.89**

**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 (N **\$265,695.89**





**2025 Paint Creek Trail Ad-Hoc Committee Descriptions and Vacancies**

<p align="center"><b>Recognition Ad-Hoc Committee</b></p>	<p>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.</p>	<ol style="list-style-type: none"> <li>1. Linda Gamage</li> <li>2. Robin Buxar</li> <li>3. Conner Reiter</li> <li>4. Dave Mabry</li> </ol>
<p align="center"><b>Paint Creek Trailways Commission Personnel Ad-Hoc Committee</b></p>	<p>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</p>	<ol style="list-style-type: none"> <li>1. Steve Sage</li> <li>2. David Walker</li> <li>3. Martha Olijnyk</li> <li>4. Julia Dalrymple</li> </ol>
<p align="center"><b>Development of Property in S.E. Rochester Ad-Hoc Committee</b></p>	<p>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.</p>	<ol style="list-style-type: none"> <li>1. David Becker</li> <li>2. Ken Elwert</li> <li>3. Linda Gamage</li> <li>4. Steve Sage</li> </ol>
<p align="center"><b>Labor Day Bridge Walk Ad-Hoc Committee (September 1, 2025)</b></p>	<p>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.</p>	<ol style="list-style-type: none"> <li>1. Robin Buxar</li> <li>2. Julia Dalrymple</li> <li>3. Ken Elwert</li> <li>4. Martha Olijnyk</li> <li>5. David Walker</li> </ol>
<p align="center"><b>Trail Branding &amp; Signage Ad-Hoc Committee</b></p>	<p>This committee has been reviewing PCT branding options, brochure updates, map updates, and ideas to increase awareness of the trail.</p>	<ol style="list-style-type: none"> <li>1. Jim Fostey</li> <li>2. Linda Gamage</li> <li>3. Martha Olijnyk</li> <li>4. Steve Sage</li> </ol>
<p align="center"><b>Trail improvements/Resurfacing Ad-Hoc Committee</b></p>	<p>This Committee prioritizes Commission goals and projects. The Commission may decide this committee is not necessary, based on current projects in 2025.</p>	<ol style="list-style-type: none"> <li>1. David Becker</li> <li>2. Stanley Ford</li> <li>3. Steve Sage</li> <li>4. David Walker</li> <li>5. Jim Fostey</li> </ol>
<p align="center"><b>Licensing Ad-Hoc Committee</b></p>	<p>This committee was charged with reviewing the Limited Use Permit process, the Encroachment Policy and Removal Procedures, License Agreements, and proposed easements.</p>	<ol style="list-style-type: none"> <li>1. David Walker</li> <li>2. Linda Gamage</li> <li>3. Julia Dalrymple</li> <li>4. Martha Olijnyk</li> </ol>
<p align="center"><b>Friends of the Paint Creek Trail Ad-Hoc Committee</b></p>	<p>This committee is charged with strengthening the relationship with the Friends of the Paint Creek Trail and reviewing the Memorandum of Understanding.</p>	<ol style="list-style-type: none"> <li>1. Conner Reiter</li> <li>2. Dave Mabry</li> <li>3. Linda Gamage</li> <li>4. Jim Fostey</li> </ol>
<p align="center"><b>Bridge 31.7 Ad-Hoc Committee</b></p>	<p>The committee will assist with fulfillment of the MNRTF and TAP Grants to re-build Bridge 31.7 near Dinosaur Hill in Rochester Hills</p>	<ol style="list-style-type: none"> <li>1. Ken Elwert</li> <li>2. Steve Sage</li> <li>3. Stanley Ford</li> <li>4.</li> </ol>



## **MEMO**

To: Commissioners, Alternates and Staff  
 From: Tom Correll, Trail Manager  
 Subject: February Manager's Report  
 Date: February 2025

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

- Feedback requesting connection near Village of Lake Orion/Orion Township border connecting Newton Rd to the trail. There is currently a small gate and informal walking path. A letter is attached at the end of the Manager's Report.

### **Repairs & Maintenance**

- Trees marked on trail behind Jacobsen's Nursery in Lake Orion. Working with commissioner Reiter

### **Ongoing Projects**

- Website Redesign – Feedback has been provided in version 2

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

- Unaware of any emergencies on the trail

## **Commission Ad-Hoc Committee Assignments (Updated 2/10/25)**

Recognition Ad-Hoc Committee	Gamage, Buxar, Reiter, Mabry
Personnel Ad-Hoc Committee	Sage, Walker, Olijnyk, 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, Fostey
Trail Improvements & Resurfacing Ad-Hoc Committee	Becker, Ford, Sage, Walker, Fostey
Licensing Ad-Hoc Committee	Walker, Gamage, Dalrymple, Olijnyk
Friends of Paint Creek Trail Ad-Hoc Committee	Reiter, Mabry, Gamage, Fostey
Bridge 31.7 Ad-Hoc Committee	Elwert, Sage, Ford



## 2025 Priorities

<b>Goals</b>	<b>Type</b>	<b>2024 Priority</b>	<b>Timeframe</b>	<b>Commissioner Notes</b>
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 <sup>th</sup>	Planning & Development	1	OG	
Trail Website	Administrative	1	Spring 2025	
License Agreement Updates	Administrative	1	Spring 2025	

## 2025 Long-term Goals/Objectives

<b>Administrative</b>	<b>Progress</b>	<b>2024 Priority</b>	<b>Timeframe</b>	<b>Commissioner Notes</b>
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	2	OG	

	2024, new Adopt-A-Trail contracts will be made.			
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

<b>Master Plan</b>	<b>Progress</b>	<b>2024 Priority</b>	<b>Timeframe</b>	<b>Commissioner Notes</b>
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 <sup>th</sup> . 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 updated timeline in spring 2024 to bid project in fall 2024 with a spring 2025 build.	1	OG	
Update Master Plan for 2025-2029	GW proposal signed, project kickoff commencing in July.	TBD		

<b>Planning &amp; Development Goals</b>	<b>Progress</b>	<b>2024 Priority</b>	<b>Timeframe</b>	<b>Commissioner Notes</b>
National Trails Day – June 1, 2024	Safety and etiquette day on trail – Table and scavenger hunt with Friends	1	OG	
Labor Day Bridge Walk – September 2, 2024	Scheduled to take place in at Rochester Municipal Park, 17 <sup>th</sup> annual	1	OG	

<b>Policies</b>	<b>Progress</b>	<b>2024 Priority</b>	<b>Timeframe</b>	<b>Commissioner Notes</b>
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	2	OG	

	options, since the bench program has limited space.			
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<b>Maintenance and Inspection</b>	<b>Progress</b>	<b>2024 Priority</b>	<b>Timeframe</b>	<b>Commissioner Notes</b>
Assure Restrooms are maintained (ongoing)	Ongoing.	1	OG	
Continue vandalism prevention education (ongoing)	Ongoing.	2	OG	
Continue surface maintenance inspections and coordination of repairs (ongoing)	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

<b>Trail Safety</b>	<b>Progress</b>	<b>2024 Priority</b>	<b>Timeframe</b>	<b>Commissioner Notes</b>
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 <sup>th</sup> . 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	1	2 yr	

	<p>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 8<sup>th</sup> 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 18<sup>th</sup> and the Spark grant application on December 19<sup>th</sup>. 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 &amp; 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

<b>Long Term Goals</b>	<b>Progress</b>	<b>2024 Priority</b>	<b>Timeframe</b>	<b>Commissioner Notes</b>
Side parcel acquisition for parking and trail access	Will continue looking for opportunities.	3	OG	
Acquisition of historic resources	Will continue looking for opportunities.	3	OG	
Installation of drinking fountain, where appropriate, in each community		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	

<b>Additional Goals</b>	<b>Progress</b>	<b>2024 Priority</b>	<b>Timeframe</b>	<b>Commissioner Notes</b>
User survey of trail use	TBD	1	OG	Complete every 2yrs
Upgrade Trail website and develop Technology Plan	In progress, project kickoff with IDMI	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				

<b>Manager Goals</b>	<b>Description</b>	<b>2024 Priority</b>	<b>Timeframe</b>	<b>Commissioner Notes</b>
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	3	OG	

	programs, stewardship, trail etiquette, group hiking programs, etc.			
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## Feedback Newton Drive

- A concerned resident of Newton Drive in Lake Orion contacted trail manager and the Village of Lake Orion with a request for sidewalk extensions and paving of the cul-de-sac at the end of Newton Drive.
- The resident proposed that this be included in the village sidewalk improvement program.
- This would provide trail users with a designated, safe route to access the trail from Newton Drive.
- Currently there are no sidewalks on Newton Drive and the road is very narrow, posing potential safety risks during hours of high traffic.

To Whom It May Concern,

I am writing to request the extension of the sidewalk along Newton Drive to connect with the Paint Creek Trail, as well as the paving of the cul-de-sac as part of the village sidewalk improvement program. This is a matter of public safety, as many individuals use Newton Drive to access the trail, and currently, the road is unsafe for pedestrians.

At present, there is no designated pedestrian pathway along Newton Drive, forcing walkers, joggers, and cyclists to navigate the road itself, often in close proximity to speeding vehicles. This situation creates a dangerous environment for those using the road to reach the Paint Creek Trail, particularly during peak hours when traffic volume increases.

By extending the sidewalk and paving the cul-de-sac, we would not only improve safety but also enhance access to the Paint Creek Trail, a popular recreational area that attracts many residents and visitors. This extension would create a safer environment for pedestrians, cyclists, and drivers alike, encouraging more people to use the trail while reducing potential traffic-related accidents.

Thank you for considering this request. I believe this project would significantly benefit the community and improve safety for all those who use Newton Drive. Please feel free to contact me if further information is needed or if I can assist in any way.



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

## **2025 Paint Creek Trailways Commission Meeting Schedule**

Regular meetings held the third Tuesday of every month at 7pm:

January 21, 2025 Paint Creek Cider Mill	July 15, 2025 City of Rochester Municipal Offices
February 18, 2025 Paint Creek Cider Mill	August 19, 2025 City of Rochester Municipal Offices
March 18, 2025 Paint Creek Cider Mill	September 16, 2025 City of Rochester Municipal Offices
April 15, 2025 City of Rochester Municipal Offices	October 21, 2025 Paint Creek Cider Mill
May 20, 2025 City of Rochester Municipal Offices	November 18, 2025 Paint Creek Cider Mill
June 17, 2025 City of Rochester Municipal Offices	December 16, 2025 Paint Creek Cider Mill

Paint Creek Cider Mill  
4480 Orion Rd  
Rochester, MI 48306

City of Rochester Municipal Offices  
400 sixth St  
Rochester, MI 48307