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## MEMORANDUM

To: Michael Hartner, Parks & Recreation Director, City of Rochester Hills  
Jane Leslie, Clerk, City of Rochester Hills  
Julie Jenuwine, Finance Director, City of Rochester Hills

From: Kristen Myers, Trailways Coordinator *Kristen*

Subject: Request for City Council Approval - Boundary Survey Project

Date: December 27, 2006

At their regular meeting of December 19, 2006, the Paint Creek Trailways Commission approved a motion to contract with Nowak & Fraus, of Royal Oak, Michigan to conduct the Paint Creek Trail Boundary Map/Survey Project, at a price of \$69,700. The Commission also approved an additional 10% or \$6,970 for any unforeseen issues. As part of the motion the Paint Creek Trailways Commission also **agreed to contribute \$5,000 toward the cost of this project.** This motion was contingent upon approval of our four member communities.

Our subcommittee was impressed with Nowak & Fraus' experience, understanding of the scope of the project, and willingness to add some services at no extra cost. These included GPS training and the use of "carsonite" markers in areas of difficult topography.

The subcommittee was originally going to recommend a lower cost proposal by JJ Associates of Sterling Heights. However, after further research, some issues arose. They were not recommended because they are a new company, and do not have the experience we desire. Their surveyor's experience in Eastern Europe would not be relevant to our project. My calls to their references produced no useful information. The Oakland County and Macomb County Remonumentation Programs were not familiar with their work. It was our conclusion that a survey from them may not be legally defensible.

The Commission would like to formally request approval by the Rochester Hills City Council for the additional funds necessary to conduct this important project. Rochester Hills originally approved \$7,040 for this project; we are requesting an additional \$4,347.20. A breakdown is provided for you on page two.

**Rochester Hills' Original approved cost: \$7,040**

**New request: \$11,387.20**

<u>Municipality</u>	<u>Original Request</u>	<u>New request</u>	<u>Contingency</u>	<u>Total</u>
Paint Creek Trail	\$ 0.00	\$ 5,000.00	\$ 500.00	\$ 5,500.00
Rochester (7.5%)	\$ 3,300.00	\$ 4,852.50	\$ 485.25	\$ 5,337.75
<b>Rochester Hills (16%)</b>	<b>\$ 7,040.00</b>	<b>\$10,352.00</b>	<b>\$1,035.20</b>	<b>\$11,387.20</b>
Oakland Twp (62.5%)	\$27,500.00	\$40,437.50	\$4,043.75	\$44,481.25
Orion Twp (14%)	\$ 6,160.00	\$ 9,058.00	\$ 905.80	\$ 9,963.80
<b>Total:</b>	<b>\$44,000.00</b>	<b>\$69,700.00</b>	<b>\$ 6,970.00</b>	<b>\$76,670.00</b>

Although we do not think it will be necessary, we have included a 10% contingency in the amount we are requesting from each community. Please notice that the Paint Creek Trailways Commission has also agreed to lighten the financial burden we are asking our communities to make by contributing up to \$5,500 for this project. We were fortunate enough this year to receive more donations and checking account interest than we had anticipated, and therefore had funds to contribute to this project without having to access fund balance.

Our RFP requested that this work be conducted in Winter 2007, and all proposal costs took that into consideration. Because of the timeline of this project, we respectfully request agenda space on your first meeting in January 2007.

If you have any questions, please do not hesitate to contact me..

**TRAIL CONNECTION DISCUSSION – Arthur’s Way Street, Rochester Hills:** Mr. Paul Carollo, 1935 Arthur’s Way came forward and explained the one street /seven home subdivision would like to create a pathway through an open space area along the drainage culvert to the trail rather than having to walk along Dutton Road. In discussing this pathway with the City of Rochester Hills, Mr. Carollo was advised to speak to the Commission about trail access. Limestone is proposed on the private property, but the issue is what to do at the end of the property where the trail right-of-way begins. The pathway will cross the Paint Creek, and Mr. Carollo indicated he will work with the DEQ and/or the City on this issue. A loop trail along the creek could also be reviewed. The comment was made that by creating an access point, trail users would then have access to the private property. Mr. Carollo said it is too early in the process to know at this time whether a gate will be erected or no trespassing signs will be put up. The Commission expressed appreciation that the subdivision has come forward to ask for assistance in this matter and will work with Mr. Carollo, as side parcel acquisition for trail access is a goal for the PCTC. The Commission, as well as Mr. Carollo, should research liability issues associated with this proposed access point. A subcommittee consisting of Ms. Raschke and Ms. Myers will work with Mr. Carollo after he meets with the subdivision to come up with a more definitive plan for the pathway.

**BOUNDARY SURVEY PROJECT UPDATE:** Ms. Myers reported that 18 proposals were received for the project, the subcommittee has met and will be reviewing six proposals for the work. These proposals range in cost from \$48,750 to \$79,500. The original budget was \$44,000 for the work. The subcommittee would like to engage the services of Mr. Fraus to continue reviewing the six proposals and narrow it down to three or four companies to interview. The Commission has approved up to \$1,000 for Mr. Fraus’ services, the last check written was for \$800.00, and Ms. Myers has a check this evening for \$300.00 she needs approved, putting the total \$100.00 over the amount originally approved. To review the six proposals and complete interviewing, Ms. Myers is asking approval for an additional maximum of \$850.00 to Mr. Fraus. The \$850.00 includes the \$100.00 over approved amount.

**MOTION** by Becker, supported by Stewart, *Moved*, that the Commission approves the additional \$850.00 amount to Mr. Fraus to complete the survey project RFP process. This amount includes the \$100.00 overage on what was originally approved.

Ayes: All      Nays: None

**MOTION CARRIED.**

**MOTION** by Young, supported by Becker, *Moved*, to amend the previously approved invoices in the amount of \$6,626.51 to now include the additional \$300.00 check to Mr. Fraus, for a new approved invoice total of \$6,926.51.

Ayes: All      Nays: None

**MOTION CARRIED.**

**ROCHESTER ART PROJECT UPDATE:** Mr. Becker indicated the committee continues to meet once a month, and has decided on the design for the display. The committee has decided on the sites and is currently working on the photos and narratives for the display, and to secure a vendor to complete the frame. Mr. Becker believes the Commission will be very proud of the efforts.

**COMMISSIONERS’ FUND DISCUSSION:** Mr. Becker suggested that the Commission think about a special fund that people can donate to that is not just a donation to the Commission, but rather for projects to beautify the trail. The reason for the name is that the Commissioners may want to donate to the fund, and can make decisions for special projects on the trail that would not otherwise be completed through the normal funding mechanism. Mr. Makris commented there may be a controversy between which communities use the funds. If this fund is established, there