

Polly Ann Trail Management Council, Inc.
Council Meeting Minutes
September 17, 2004, 2:30 p.m.
Community Room- Oxford

Present: Robert Koski, Vice Chairman (AT)
Pauline Blanka (LV)
Shirley Clancy (OxT)
Kallie Rosener (OxT)
Gerald Dywasuk (OrT)
Joe Young (OxV)
Ed Brakefield (arrived at 3:03 p.m.) (AT)
Frank Cobb, Citizen Representative

Absent: Eugene Mallia (LV)
Renee Donovan (OxV)
James Marleau (OrT)

Others present: Lois Golden
Peggy Johnson
Larry Obrecht

Call to Order/Roll Call:

Vice Chairperson Koski called the meeting to order at 2:45 p.m. Young called the roll. A quorum was present.

Approval of the Agenda:

Kallie moved, Clancy seconded to approved the agenda with the addition of item 9 f. Rail cutting service gift certificates. By voice vote the motion passed unanimously.

Approval of the Minutes:

Clancy moved, Dywasuk seconded to approve the August 20,2 004 minutes with inserting check numbers 1719- 1722 in the third paragraph, inserting 128 of the donation account in the last paragraph of the Treasurer's report and amending the last line of new business item C to read "Printing of \$350.00.

By voice vote the motion passed unanimously.

Public Comment:

Larry Obrecht, project manager, stated that the comment on page 7 of the audit report was incorrect. Lois Golden will follow up with the auditors on the correction.

Mr. Obrecht commented that the Steel Account, Donation Checking Account and Money Market funds are restricted funds for the local grant match. In addition the \$25,000 contribution/grant is restricted. Vice Chairman requested Mr. Obrecht to verify the restriction of the \$25,000.

Mr. Obrecht thanked the members of the board for their support at the Village of Oxford Planning Commission and Village Council meeting regarding the site plan approval of the project.

Mr. Obrecht reported he requested a three month extension of the Community Foundation Grant of \$240,000 until December 31, 2004. The Foundation at their meeting did approve extending the grant expiration date for one year, to September 30, 2005. Mr. Obrecht has not received written notice of the extension as this time.

Mr. Obrecht reported that the attorneys for the Road Commission of Oakland County (RCOC), lead agency for the enhancement grant, prepared a four party agreement regarding the maintenance of the bridge to be executed by MDOT (Michigan Department of Transportation) grantor, DNR (Department of Natural Resources) owner of the trail property and leasor and the PATMC (Polly Ann Trail Management Council), leasee of the land. MDOT's position was that the RCOC is responsible for maintenance of the pedestrian bridge. The RCOC does not agree with this since the land is owned by the DNR who has leased the property to the PATMC which provides that the PATMC is responsible for maintenance of the property.

The DNR would not sign the draft agreement either.

A joint meeting of MDOT and the DNR was scheduled for September 10 but the RCOC and Mr. Obrecht, project manager was not invited. Mr. Obrecht contacted the Governor's office (writing a two page letter) for assistance to have all the parties involved with the project maintenance agreement present for the meeting.

Such meeting with all the parties involved was held on September 13.

The written agenda item was to resolve the maintenance responsibility issue.

However, MDOT raised design issues with the bridge including the ADA requirements (camber being three feet rather than one foot) and the bridge width narrower than the path with no length of tapering. MDOT was seeking to redesign the bridge and not grant an exception. This matter was passed on to discuss the maintenance responsibility.

The MDOT enhancement grant representative presented a letter on the maintenance responsibility that suggested a draft policy be presented to the legislature on ownership maintenance responsibility.

Mr. Obrecht cited the timing delay impacts if a redesign is required and the additional costs that would need to be funded. MDOT did offer additional grant funds at an 80% local match for the redesigned bridge. The additional funding could cover the façade to look as a three foot arc, drainage of \$30,000, adding field stone to all of the 60+ posts (rather than only 16). MDOT then stated they could approve an exception for the path width. Mr. Obrecht reiterated the desire to have this project bid and started yet this year, which was planned for a September bid date and October construction start date by the RCOC, subject to final approvals of agreements and plans by MDOT and the DNR.

Mr. Obrecht commented that there is no contingency in the project, and that overruns are not included in the enhancement grants (these state grants are fixed dollar amounts not percentages) and therefore would be the responsibility of the PATMC. This would include reengineering and construction cost overruns.

The DNR was directed to prepare a separate memo of understanding with the RCOC and PATMC for future maintenance responsibility. The memo drafting and review by the Attorney General is expected to take at least two months.

Young commented about the need to have stairways added to the bridge tying it into the existing sidewalks, rather than having to go to the end of the bridge to get back to the sidewalk. This is very critical to the use and value of the bridge for the downtown.

Mr. Obrecht stated he intends to meet with the Oxford Village Planning Commission and Village Council to update them on the meeting and status of the project.

Basically the project is on hold pending resolving the maintenance responsibility and ADA cambre issue with MDOT.

Koski commented about the 12 foot width of the bridge versus 14 feet width of the trail and the relief requested as you approach the bridge.

Dywasuk questioned the use of the \$25,000 for the bridge, but rather that was to be restricted for use for Orion Township which has 9/10 of a mile of trail to develop. Mr. Obrecht state that the funds are restricted and had hoped that they be used for the construction engineering of the project.

Golden commented that grant funds are available for trails that have a 12 foot width.

The additional grant of \$56,000 would be used to fund part of the Tetra Tech construction engineering estimated at \$85,000.

Clancy moved, seconded by Blanca, to direct the Chairman to prepare a letter for Mr. Obrecht on the need to have the project issues resolved as soon as possible. The motion passed unanimously.

Treasurer's Report:

Moved by Brakefield, seconded by Dwyasuk to approve the bills from July and August. By roll call the motion passed unanimously.

Moved by Clancy, seconded by Dywasuk to approve the bills for September in the amount of \$4,669.12.. By roll call the motion passed unanimously,

Moved by Clancy, seconded by Kallie to approve the Tetra Tech bill in the amount of \$1,400. By roll call the motion passed unanimously.

Trail Manager's Report:

Golden highlighted items in her written report (attached).

Dywasuk moved, seconded by Clancy to pay the \$90.00 for the copier service repair bill. By roll call vote the motion passed 6-1 (Brakefield).

Golden was directed to pursue the liability waiver form for the commercial use of the trail.

The WAM crew needs a list of projects to consider. They also could use additional weed whips which Manager Golden will pursue with a supplier.

The polo shirts that were ordered are to be paid at \$25 by those who received them.

Clancy commented that Manager Golden's report was thorough and informative.

Citizen's Representatives Reports:

Frank Cobb reported that trail maps are being placed throughout the area and that more maps are needed.

Clancy commented that the Township laminated a map that is on display.

Old Business:

Item 8a. The bridge status was covered under public comment.

Item 8b. DAMLAC projects update was that the \$9,000 would be used for trail tie ins with the Library and School areas in Orion. The two groups were working together on this.

New Business:

Item 9a. A draft FY 2005 budget was presented as prepared by the accounting person. Dywasuk moved, Clancy seconded to approve the proposed budget subject to future amendments and separate account rollover for the equestrian funds. The motion passed unanimously. The budget will be reviewed for amendments at the next meeting.

Item 9b. The location and time of board meetings was discussed. Koski stated that he had a problem with the 2:30 p.m. time. Other members preferred the 2:30 time. Clancy moved, seconded by Dywasuk to set the regular monthly meeting location to be at the Village of Oxford Community Room the third Friday at 2:30 P.M.. The motion passed unanimously.

Item 9c. The need for more copies of the map was discussed. Golden is to get bids on reprinting the color maps in various quantities, in the meantime copies would be made

Item 9 d. A vandalism program was tabled.

Item 9 e. A letter regarding the Oakland County mounted patrol fees was discussed. Golden is to report back to the board on this matter. Brakefield suggested that a mounted posse group be used which is done by volunteers.

Item 9 f. Golden reported that two persons has cut several pieces of railroad rail for presentation. It was suggested that \$100 gift certificates be presented to the two persons who cut the rail. The matter was tabled.

Council Member's Remarks None.

Dywasuk moved, seconded by Brakefield to adjourn. The motion passed unanimously.

The meeting adjourned at 5:00 p.m.

Minutes Prepared by K. Joe Young

The next regular meeting is scheduled for Friday, October 15, 2004, 2:30 p.m. at the Village of Oxford Community Room, 22 W. Burdick.