

Polly Ann Trail Management Council, Inc.
Council Meeting Minutes
March 16, 2005, 2:30 p.m.
Friendship Park – Orion Township, Michigan

Present: Council Members:

Eugene Mallia , Chairman	(LV)
Pauline Blanka	(LV)
Kallie Rosener	(OxT)
Matt Gibb (arrived at 3:40 p.m.)	(OrT)
Alice Young	(OrT)
Ed Brakefield (arrived at 3:40 p.m.)	(AT)

Citizen Representatives:

Frank Cobb

Trail Manager Lois Golden

Absent:

Renee Donovan	(OxV)
Bill Dunn	(OxT)
Joe Young	(OxV)
Robert Koski, Vice Chairman	(AT)

Others present Larry Obrecht, Rock Blanchard, Steffi Zwolak, Edward Peters, Mike Brinkmann, John Lines, and other guests.

Presentation by Steffi Zwolak

Since a quorum was not yet present, Chairperson Eugene Mallia asked Steffi Zwolak to start her presentation while waiting for the arrival of board members detained in traffic.

Ms. Zwolak, Girl Scout and Rochester Hills resident, said she is seeking a Gold Award and chose the Polly Ann Trail and Bluebird Box project after discussing various ideas with Manager Golden. Steffi gave an overview of her Bluebird Box project, pointing to details and drawing in the provided materials. The project includes ten boxes to be installed and related fundraising for the project. Council discussed the merits of various locations along the trail, including a preference for a close proximity to schools. Council thanked Ms. Zwolak for choosing the Polly Ann and indicated a resolution of support would be adopted during the formal portion of the meeting once a quorum was present.

Presentation by Rock Blanchard – New Connections in Orion Township

While waiting for members to arrive, Rock Blanchard gave an overview of new trail acquisitions and potentials in Orion Townships. Using maps, he reported the Township had successfully negotiated the acquisition of the additional segment of right-of-way, south of the existing Polly Ann Trail, running behind Township municipal property, south to Waldon Road. Blanchard also reported on the work to create a limestone path with ITC's pathway program in their utility corridor, running east and west. The County and others are assisting in identifying the acquisition of additional isolated pieces of the utility corridor right-of-way to create a complete route. The Township board approved funding

for the preliminary work. Council discussed the merits of this connector to Bald Mountain via the DNR project, and the long-awaited connection to the Paint Creek Trail.

Call to Order/Roll Call:

Upon the arrival of members Brakefield and Gibb, Chairperson Eugene Mallia called the meeting to order at 3:44 p.m. Golden called the roll. A quorum was present.

Approval of the Agenda:

Ed Brakefield moved, Pauline Blanka seconded to approve the agenda. By roll call vote the motion passed unanimously.

Approval of the Minutes:

Alice Young noted that some comments were included in the minutes. Though council discussed various topics, no specific changes to the minutes were noted.

Ed Brakefield moved, Matt Gibb seconded to approve the February 16, 2005 minutes. By roll call vote the motion passed unanimously.

Public Comment

There were no public comments.

Treasurer's Report

Alice Young reviewed the Treasurer's report. The operating account checking balance as of February 28th was \$68,455.26. Other bank balances were the Steel Account at \$42,882.96, the Donation Checking account at \$119,698.33, the Donation Money Market at \$403,081.39 and the Restricted Money Market the \$5,088.10.

The current bills due totaled \$4,127.19 leaving a balance in the Operating account of \$64,328.07. Ed Brakefield moved, Matt Gibb seconded, to approve the bills to pay in the amount of \$4,127.19 for checks 1748-1752. By roll call vote the motion passed unanimously.

Trail Manager's Report

Trail Manager Golden highlighted items from her written report. She noted her presentation to the Addison Township Trustees at their board meeting on March 7th.

Golden reported that MDOT made a presentation at the February 23rd OTAC meeting and gave an overview of their new policy on MDOT ownership of bridges crossing state road. Golden requested that MDOT send a written copy of this policy to the PATMC, as it was critical for clarification of the issue as it related to the 2005 PAT development. Golden will provide the MDOT letter to all members and the Village of Oxford upon receipt.

Golden noted her additional report on grant potentials included in the packet, noting she used her personal copy of FC Search database and other data to find the best potentials. Notes provided to council are a just a small portion of a lengthy report in a binder. Golden asked council members to provide their background information, if not already submitted after her first request. Board composition is an important aspect in formal grant application. She is still waiting for a determination of trust fund eligibility from the DNR, as it is the most realistic means of funding the trail property in Orion. Guidance from the DNR is needed to amend the existing five-year plan pursuant to DNR requirements allowing application for DNR MNRTF. Lois stated that there are grant sources she will

be following up on as well as seeking sponsors from local businesses. Dutton Partners Inc. will assist Lois in finding sponsorship for brochure maps.

Golden reported positive feedback on the new website. Two audience members learned of the day's meeting via a web search engine.

Golden also noted other items from her written report including additional scout projects, her participation in the study group of Oakland County's Natural Resources Mapping and Accessing data, WAM assistance at Bald Mountain and ongoing difficulty finding work for the crew during the slow winter months.

Citizen's Representatives Report

Frank Cobb responded to discussion prior to the meeting pertaining to general questions about the trail, development and commented on the condition of the existing surface in Orion Township.

Old Business:

Oxford Bridge Status

Construction Manager Larry Obrecht updated the council on his work with MDOT and the RCOC on the required scope changes. He noted that communication was via email. MDOT asked for a letter authorized by the PATMC that formally outlines the previously-approved scope changes. Obrecht noted that council approved payment to Wade-Trim authorizing the work on the scope changes to the bridge. The letter was read to council. Copies of the letter will be provided at a future date.

New Business:

Bluebird Box Project

A motion made by Blanka, seconded by Alice Young, to authorize the scout project of Steffi Zwolak and installation of 10 bluebird boxes in appropriate areas along the Polly Ann Trail
Motion passed unanimously by voice vote..

Master Plan

Lois Golden stated that she placed the item on the agenda based on an indication of interest by trail users. Since no members of the audience made comments, the item will be placed on a future agenda, pending a response from the DNR Grants Division.

Matt Gibb stated that development money for Orion Township's segment not included in the current development phase, is needed and critical.

Minutes & Documents on CD

Golden noted that CDs, contents list, and hyperlinked minutes list, were provided to members with printed packets. Golden reported that some minutes are still missing, but the majority of are now intact and easily retrieved from the CD. The clerks of all the member communities will be provided a CD copy.

Auditor Engagement

Golden and Alice Young reported that new auditing firms were in disagreement over what was required by law – financial statements or a full audit. It was noted that a full audit would increase the cost significantly and may not be required. After discussing the matter with PAT accountant Lynn Gustafson, it was recommended that the current firm, Hirzel, Jackson & Swaine, be retained and

financial statements be prepared for 2004. Alice Young will consult with Duane Tarnacki of Clark Hill, who is very familiar with the establishment of the PATMC, as he did the initial work. If it is determined that a full audit is required, Alice Young will not proceed with the engagement of Hirzel and bring the item back to the board for further discussion.

A motion was made by Alice Young, seconded by Roesner, to retain Hirzel, Jackson, & Swaine, for the preparation of 2004 financial statements at a cost not to exceed \$2600.00, subject to the determination of need for financial statements or full audit.
By roll call vote the motion passed unanimously.

Financial Statements Clarification

Manager Golden referred to a previous issue with an incorrect item in the last financial statement describing the terms of the agreement and conditions with the CFSEM grant. Golden indicated since many grant applications require current financial statements, she did not want to include erroneous material. Golden pointed to her memo in the packet, highlighting the error as written and a suggested correction for council's consideration. Council determined that a correction was appropriate.

Moved by Blanka, supported by A. Young to recommend clarification of the statement as:

"5. Temporarily restricted net assets

During the year ending September 30, 2003, the Organization received a \$240,000 grant from the Community Foundation of Southeastern Michigan. The monies are to be used as partial support for the completion of Phase I development, which includes the surfacing of the trail and bridge construction."

By voice vote the motion passed unanimously.

Accounting Records and Procedures

Member Alice Young requested this agenda item. Council discussed general policies. Council concurred that the Treasurer would maintain possession of the checkbooks, coordinate work with the accountant, and trail manager. No action was taken.

Signing Authority and Signature Cards

Alice Young requested this agenda item. Member Young indicated that it might be perceived as a conflict of interest having the Chairman as a signer on PAT accounts noting he is currently employed at Oxford Bank where PAT funds are deposited. Council disagreed with Member A. Young's observation.

Alice Young noted it is customary with all other boards that the Treasurer signed checks. It was generally agreed that the Treasurer should be one of the two signers on checks when the Treasurer was available. No action was taken.

Resolution of Support for Oakland Township's MNRTF Application

On behalf of Oakland Township who could not be present, Manger Golden passed around site plans of the project and requested support for the formal resolution included in council's packet.

MOTION by Council Member Alice Young, supported by Council Member Matt Gibb:
BE IT RESOLVED that the Polly Ann Trailways Management Council supports the following;
The submission of an application titled "Oakland Township Stony Creek Corridor Park Acquisition" to the Michigan Natural Resources Trust Fund, for assistance in the

acquisition of 60.56 acres bordered by Snell Road and Knob Creek Drive, east of Sheldon Road, located in Section 25 of Oakland Township with the understanding that this parcel's trail corridor would complete the majority of a regional trail connection linking Oakland and Macomb Counties. This parcel is integral to a hiking/biking route that would connect the Polly Ann Trail and the Paint Creek Trail with the Macomb Orchard Trail via local and regional cultural, recreation and conservation hubs including the historic Goodison village area, Oakland Township's Bear Creek Nature Park and Stony Creek Metropark. Park and trail users across southeast Michigan, including Polly Ann Trail users, would benefit from this new connection.

Approval was unanimous by roll call vote. MOTION CARRIED.

Council Member's Remarks

None.

Next Meeting Location

There was a consensus to hold the April 20, 2005 meeting in the Oxford Community Room in the Village of Oxford at 2:30 p.m.

Adjournment

Brakefield moved, seconded by Roesner to adjourn. Motion passed unanimously.

The meeting adjourned at 4:52 p.m.

Minutes prepared by L. Golden

The next regular meeting is scheduled for **Wednesday, April 20, 2005 at 2:30 p.m.** at the **Oxford Community Room in the Village of Oxford.**