

**BYLAWS
OF
POLLY ANN TRAILWAY MANAGEMENT COUNCIL, INC.**

ARTICLE I

Name

Section 1. Name of the Organization. The name of the Organization shall be the Polly Ann Trailway Management Council, Inc. (the “Organization”).

ARTICLE II

Purposes and Activities

Section 1. Purpose of the Organization.

A. The Organization is established for public and charitable purposes as described in Section 501 (C) (3) of the Internal Revenue Code (the Code); namely to develop and maintain a recreational trail in Oakland County, Michigan between Indianwood Road in Orion Township and Boardman Road in Addison Township, utilizing the abandoned G.T.W. railroad right-of-way, (the “Polly Ann Trail).

B. To enter into any activity, do any and all acts consistent with and complementary to operating the Polly Ann Trail and in furtherance of the purposes set forth herein.

Section 2. Restrictions on Activities.

A. The Organization will at all times be conducted as an organization described in Section 501(c)(3) of the Code. The Organization will not carry on any activities which are not permitted to be carried on by (a) a corporation exempt from federal income tax under Section 501(c)(3) of the Code, (b) a corporation eligible to receive tax deductible contributions under Section 170(c) and Section 2055, Section 2522 or Section 2106 of the Code.

B. No part of the assets or net earnings of the Organization may inure to the benefit of or be distributable to its Council members, officers, or other private persons; provided, however, that the Organization is authorized and empowered to pay reasonable

compensation for services rendered and to make payments and distributions in furtherance of its charitable purposes.

C. No substantial part of the activities of the Organization will be the carrying on of propaganda or otherwise attempting to influence legislation. The Organization will not participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office and will not publish or distribute statements relating to political campaigns.

ARTICLE III

Council

Section 1. Governance. The property, business and affairs of the Organization will be managed by a governing council (the "Council").

Section 2. Powers and Duties of the Council.

A. The Council will have all powers and duties as described in Section 5, subsection A of the Interlocal Agreement to Establish the Polly Ann Trailway Management Council, Inc. by and among the Townships of Orion, Oxford and Addison and the Villages of Oxford and Leonard dated September 19, 1997 as amended by the "First Amendment to Interlocal Agreement" dated _____, 199_, both of which are attached hereto as Attachment A (the Agreement), subject to the limitations set forth in Section 5, Subsection D of the Agreement.

B. The Council may establish committees as the Council deems appropriate. The committees will have the authority as delegated to them by the Council.

Section 3. Number, Selection and Term of Office. The number, selection and term of office of Council members will be as described in Section 3, subsection A of the Agreement.

Section 4. Meetings. Council meetings will be held as provided in Section 4, subsection A of the Agreement.

Section 5. Special Meetings. Special meetings will be held as provided in Section 4, subsection A of the Agreement.

Section 6. Notice of Meetings. Notice of all regular meetings of the Council will be given as provided in Section 4, subsection B of the Agreement. Notice of a regular meeting need not state the purpose or purposes of the meeting nor the business to be

transacted at the meeting. Written notice of all special meetings will be given not less than two days before the special meeting. Notice of a special meeting must state the purpose or purposes of the meeting.

Attendance of a Council member at a meeting constitutes a waiver of notice of the meeting, except where the Council member attends the meeting for the express purpose of objecting to the transaction of any business because the meeting was not lawfully called or convened.

Section 7. Conduct at Meetings. The meetings of the Council will be conducted as provided in Section 3, subsection B(4) of the Agreement.

Section 8. Quorum and Voting. The quorum and voting requirements of the Council will be as provided in Section 4, subsection C of the Agreement.

Section 9. Resignation, Removal and Vacancies. A Council member may resign by written notice to the Organization. The resignation will be effective upon its receipt by the Organization or a subsequent time as set forth in the notice of resignation. A Council member may be removed as provided in Section 3, subsection A of the Agreement. A Council member may also be removed, either with or without cause, by the affirmative vote of a majority of the Council members then in office.

If a vacancy has occurred among the members of the Council, the vacancy will be filled as provided in Section 3, subsection A of the Agreement.

ARTICLE IV

Officers

Section 1. Election, Appointment and Length of Service. The election or appointment of officers and the length of service of the officers will be as provided in Section 3, subsection B of the Agreement.

Section 2. The Chairperson/President. The Chairperson of the Council will also be President of the Organization and will have general and active management of the activities of the Organization. The President will see that all orders and resolutions of the Council are carried into effect. The President will execute all authorized conveyances, contracts or other obligations in the name of the Organization except where required by law to be otherwise signed and executed and except where the signing and execution is expressly delegated by the Council members to some other person. The President will preside at meetings of the Council.

Section 3. The Vice Chairperson. The Vice Chairperson will, in the absence of the Chairperson, exercise all powers normally vested in the Chairperson and will perform any other duties prescribed by the Council or the Chairperson. In his or her absence, the Council members present at the meeting will designate another presiding officer.

Section 4. The Secretary. In addition to the duties set forth in Section 3, subsection B of the Agreement, the Secretary will attend all meetings of the Council and record the minutes of all proceedings in a book to be kept for that purpose. The Secretary will perform any other duties prescribed by the Council.

Section 5. The Treasurer. In addition to the duties set forth in Section 3, subsection B of the Agreement, the Treasurer will oversee the financial activities of the Organization. The Treasurer will perform all duties incident to the office of Treasurer and other administrative duties as may be prescribed by the Council. All books, papers, vouchers, money and other property of whatever kind belonging to the Organization which are in the Treasurer's possession or under his or her control will be returned to the Organization at the time of his or her death, resignation or removal from office.

Section 6. Term of Office. The term of office for all officers will be as provided in Section 3, subsection B of the Agreement.

An officer may resign by written notice to the Organization. The resignation will be effective upon its receipt by the Organization and acceptance by the Council, or at a subsequent time specified in the notice of the resignation and upon its acceptance by the Council.

ARTICLE V

Financial Procedures and Restrictions on Transactions

Section 1. Fiscal Year. The fiscal year will be as provided in Section 6, subsection A of the Agreement.

Section 2. Financial Audits/Reports. A financial report will be prepared at the end of each fiscal year as provided in Section 6, subsection C of the Agreement.

Section 3. Conflicts of Interest.

A. Disclosure. When a Council member or an officer is affiliated with an organization seeking to provide services or facilities to the Organization, or when a Council member or officer has any duality of interest or possible conflict of interest, real or

apparent, such affiliation or conflict of interest should be disclosed to the Council and made a matter of record, either when the interest becomes a matter of Council action or as part of a periodic procedure to be established by the Council. An affiliation with an organization will be considered to exist when a Council member or officer or a member of his or her immediate family or a blood relative is an officer, director, trustee, partner, employee or agent of the organization, or has any other substantial interest or dealings with the organization.

B. Voting. Any Council member or officer having a duality of interest or possible conflict of interest on any matter should not vote or use his or her personal influence on the matter, and should not be counted in determining a quorum for the meeting at which the matter is voted upon, even though permitted by law. The Council should obtain and rely on appropriate comparability data, when appropriate. The minutes of the meeting should reflect that the disclosure was made, that the interested Council member abstained from voting, that his or her presence was not counted in determining a quorum, and that comparability data was considered.

C. Statement of Position. The foregoing requirements should not be construed to prevent a Council member or officer from stating his or her position on the matter under consideration, nor from answering questions of other Council members relating to the matter.

ARTICLE VI

Indemnification

Section 1. Indemnification. The Organization will, to the fullest extent now or hereafter permitted by law, indemnify any Councilperson or officer of the Corporation (and, to the extent provided in a resolution of the Council or by contract, may indemnify any volunteer, employee or agent of the Organization) who was or is a party to or threatened to be made a party to any threatened, pending, or completed action, suit or proceeding by reason of the fact that the person is or was a Councilperson, officer, volunteer, employee or agent of the Organization, or is or was serving at the request of the Organization as a director, trustee, officer, partner, volunteer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, whether for profit or not for profit, against expenses including attorneys' fees (which expenses may be paid by the Organization in advance of a final disposition of the action, suit or proceeding as provided by law), judgments, penalties, fines and amounts paid in settlement actually and reasonably incurred by the person in connection with the action, suit or proceeding if the person acted (or refrained from acting) in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the Organization, and with respect to any

criminal action or proceeding, if the person had no reasonable cause to believe his or her conduct was unlawful.

ARTICLE VII

Dissolution

Section 1. Dissolution. If all or all but one of the parties to the Agreement terminates their membership in the Organization, the Organization will be dissolved as set forth in Section 7, subsection B of the Agreement; namely, the trailways property and any improvements thereon located within the boundaries of each former member unit shall revert to ownership by the Michigan Department of Natural Resources, upon such terms and conditions as are to be agreed upon by the Council and the Department of Natural Resources. Any remaining assets will be distributed for public or charitable purposes described in Section 501 (C) (3) of the Code consistent with the purposes for which the Organization was established.

ARTICLE VIII

Amendments

Section 1. Amendment of Bylaws. The Bylaws may be amended by an action of the Council as provided for in Section 4, subsection C of the Agreement.

Trail Handbook, Policies, & Procedures

VISION & MISSION STATEMENTS

Vision & Mission Statements

The Polly Ann Trailways Management Council envisions a future in which local residents enjoy: a walkable community, using the Polly Ann Trail and local spurs to make short trips within their neighborhoods and villages and to access amenities; an active and healthy lifestyle - at every age – making the most of open space and connections made possible by the Polly Ann Trail; a sense of place, defined by natural resources and regular access to them, by unique cultural and social histories, and by each individual and family's role in our community.

Mission Statement:

With this vision therefore, the PATMC mission is to establish and operate a non-motorized greenway accessible to all and positively impacting the lives of all within its sphere of influence.

Internal Revenue Service

Department of the Treasury

Washington, DC 20224

> Polly Ann Trailway
Management Council, Inc.
23 E. Elmwood
Leonard, MI 48367
Attn: Mr. Mallia, Vice Chairman

Contact Person:

William W. Miller

Telephone Number:

(202) 622-7487

In Reference to:

OP:E:EO:T:3

Date:

NOV 30 1994

Employer Identification Number: 38-3384901
Accounting Period Ending: September 30
Foundation Status Classification: 509(a) (1) & 170(b) (1) (A) (vi)
Form 990 Required: NO

Dear Applicant:

Based on the information supplied, and assuming your operations will be conducted in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c) (3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in the section(s) indicated above.

If your sources of support, or your purposes, character, or method of operation change, please let the Ohio EP/EO key district know so that office can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send a copy of the amended document or bylaws to the Ohio EP/EO key district. Also, you should inform the Ohio EP/EO key district office of all changes in your name or address. The mailing address for that office is: Internal Revenue Service, EP/EO Customer Service, P.O. Box 2508, Cincinnati, OH 45201.

Unless you are an instrumentality of a state or a political subdivision of a state, or otherwise specifically excepted, you are liable for the social security and medicare taxes under the Federal Insurance Contributions Act (FICA) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

If you are a wholly-owned instrumentality of a state or political subdivision of a state, you are liable for FICA taxes with regard to services included under an agreement entered into under section 218 of the Social Security Act. (For information

Polly Ann Trailway Management Council, Inc.

in this regard, you may contact your state social security administrator.) Wages of any employees not covered under a section 218 agreement, but who were hired after March 31, 1986, are subject to the medicare portion of the FICA taxes. Finally, with regard to services performed after July 1, 1991, the wages of any employees not covered under a section 218 agreement and who are not members of a retirement system of the state, political subdivision, or instrumentality, are subject to the social security and medicare taxes.

Any questions you may have concerning your liability for FICA or FUTA taxes should be addressed to the Internal Revenue Service, Office of the Associate Chief Counsel (Employee Benefits and Exempt Organizations) CC:EBO, Room 5213, P.O. Box 7604, Ben Franklin Station, Washington, D.C. 20044.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt from Income Tax. If "Yes" is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. If your gross receipts each year are not normally more than \$25,000, we ask that you establish that you are not required to file Form 990 by completing Part I of that Form for your first year. Thereafter, you will not be required to file a return until your gross receipts exceed the \$25,000 minimum. For guidance in determining if your gross receipts are "normally" not more than the \$25,000 limit, see the instructions for the Form 990. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. The maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so please be sure your return is complete before you file it.

A Form 990 return is not required to be filed by an organization that is a governmental unit or an affiliate of a governmental unit as described in Revenue Procedure 95-48. Therefore, if "Yes" is indicated in the heading of this letter and you believe you are not required to file Form 990 because you are a governmental unit or an affiliate of a governmental unit, you may ask for a determination from the Ohio EP/EO key district office.

Polly Ann Trailway Management Council, Inc.

You are required to make your annual return available for public inspection for three years after the return is due. You are also required to make available a copy of your exemption application, any supporting documents, and this exemption letter. Failure to make these documents available for public inspection may subject you to a penalty of \$20 per day for each day there is a failure to comply (up to a maximum of \$10,000 in the case of an annual return).

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Because you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. In this letter we are not determining whether any of your present or proposed arrangements would be considered an excess benefit transaction resulting in tax under section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact the Ohio EP/EO Customer Service office at 513-241-5199 (not a toll free number) or at the address indicated above.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fund-raising events may not necessarily qualify as fully deductible contributions, depending on the circumstances. If your organization conducts fund-raising events such as benefit dinners, shows, membership drives, etc., where something of value is received in return for payments, you are required to provide a written disclosure statement informing the donor of the fair market value of the specific items or services being provided. To do this you should, in advance of the event, determine the fair market value of the benefit received and state it in your fund-raising materials such as solicitations, tickets, and

Polly Ann Trailway Management Council, Inc.

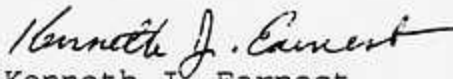
receipts in such a way that the donor can determine how much is deductible and how much is not. Your disclosure statement should be made, at the latest, at the time payment is received. Subject to certain exceptions, your disclosure responsibility applies to any fund-raising circumstance where each complete payment, including the contribution portion, exceeds \$75. In addition, donors must have written substantiation from the charity for any charitable contribution of \$250 or more. For further details regarding these substantiation and disclosure requirements, see the enclosed copy of Publication 1771. For additional guidance in this area, see Publication 1391, Deductibility of Payments Made to Organizations Conducting Fund-Raising Events, which is available at many IRS offices or by calling 1-800-TAX-FORM (1-800-829-3676).

Please use the employer identification number indicated in the heading of this letter on all returns you file and in all correspondence with the Internal Revenue Service.

We are informing the Ohio EP/EO key district office of this ruling. Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any immediate questions about this ruling, please contact the person whose name and telephone number are shown in the heading of this letter. For other matters, including questions concerning reporting requirements, please contact the Ohio EP/EO Customer Service office at the phone number or address indicated above.

Sincerely,


Kenneth J. Earnest
Acting Chief,
Exempt Organizations
Technical Branch 3

Enclosure:
Pub. 1771

MICHIGAN DEPARTMENT OF COMMERCE - CORPORATION AND SECURITIES BUREAU

Date Received NOV 06 1997	(FOR BUREAU USE ONLY)	

FILED

NOV 07 1997

Administrator
MI DEPARTMENT OF CONSUMER & INDUSTRY SERVICES
CORPORATION, SECURITIES & LAND DEVELOPMENT BUREAU

Name POLLY ANN TRAILWAY MANAGEMENT COUNCIL, INC.		
Address 23 E. Elmwood		
City Leonard	State MI	Zip Code 48364

EFFECTIVE DATE:

Document will be returned to the name and address you enter above

751-580

ARTICLES OF INCORPORATION
For use by Domestic Nonprofit Corporations
(Please read information and instructions on the last page)

Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned corporation executes the following Articles:

ARTICLE I

The name of the corporation is:

POLLY ANN TRAILWAY MANAGEMENT COUNCIL, INC.

ARTICLE II

The purpose or purposes for which the corporation is organized are:

To manage, direct and fund a hiking, biking, non-motorized trail in northern Oakland County.

ARTICLE III

The corporation is organized upon a 60,000 Shares \$.01 par value basis.
(Stock or Nonstock)

1. If organized on a stock basis, the total number of shares which the corporation has authority to issue is _____ . If the shares are, or are to be, divided into classes, the designation of each class, the number of shares in each class, and the relative rights, preferences and limitations of the shares of each class are as follows:

W

Use space below for additional Articles or for continuation of previous Articles. Please identify any Article being continued or added. Attach additional pages if needed.

I, (We), the incorporator(s) sign my (our) name(s) this 3rd day of July, 19 97.

Carlo W. Wright

Joseph

James W. Marlean

Ben Guida

Constance L. DeWitt

DEPARTMENT OF ENERGY, LABOR & ECONOMIC GROWTH
NONPROFIT CORPORATION INFORMATION UPDATE



2010

Due October 1, 2010 File Online at www.michigan.gov/fileonline

Identification Number 751580	Corporation name POLLY ANN TRAILWAY MANAGEMENT COUNCIL, INC.
Resident agent name and mailing address of the registered office ALICE P YOUNG 2525 JOSLYN RD LAKE ORION MI 48360	
<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <p>FILED</p> <p>SEP 27 2010</p> <p>by Department Bureau of Commercial Services</p> </div> <div style="text-align: center;"> <p>RECEIVED</p> <p>SEP 20 2010</p> <p>\$20 Dept. of LEG</p> </div> </div>	
The address of the registered office 2525 JOSLYN RD LAKE ORION MI 48360	

I certify that the board consists of 3 or more directors, and further certify that all directors' names and addresses are previously filed with the Department, and that no changes have occurred in required information since the last filed report.
If you checked the box, proceed to item 6.

1. Mailing address of registered office in Michigan (may be a P.O. Box)	2. Resident Agent
3. The address of the registered office in Michigan (a P.O. Box may not be designated as the address of the registered office)	
4. Describe the purpose and activities of the corporation during the year covered by this report:	

5.	NAME	BUSINESS OR RESIDENCE ADDRESS
	President (Required)	Ed Brakefield, 1440 Rochester, Leonard, MI 48367
If different than President	Secretary (Required)	David Bailly, 22 W. Burdick, Oxford, MI 48371
	Treasurer (Required)	Alice P. Young, 2525 Joslyn, Lake Orion, MI 48360
	Vice President	Pauline Blanka, 23 E. Elmwood, Leonard, MI 48367
Required 3 or more directors (3 different individuals)	Director (Required)	All of above plus, Doug Noaker, Sue Bellairs, Melvin Cryderman,
	Director (Required)	Bruce Pearson, Penny Shults, Maurcen Helmuth, Bob Godkin
	Director (Required)	All available at 23 E. Elmwood, Leonard, MI 48367

6. Report due October 1, 2010.
Filing fee \$20.00.

If report is certifying no changes occurred, it must be signed by the chairperson or vice-chairperson of the board or the president or vice-president.

Please make your check or money order payable to the State of Michigan. Include payment with completed report in the same envelope.
Return to: Department of Energy, Labor & Economic Growth
Bureau of Commercial Services, Corporation Division
P.O. Box 30767
Lansing, MI 48909
(517) 241-6470

Signature of authorized officer or agent 	Title President	Date 9/15/10	Phone (Optional)
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POLLY ANN TRAILWAY MANAGEMENT COUNCIL
MASTER PLAN
2004-2009



ACKNOWLEDGEMENTS

Polly Ann Trailway Management Council

Eugene Mallia, Chairman	Village of Leonard
Robert Koski, Vice-Chairman	Addison Township
Jim Marleau, Treasurer	Orion Township
Mark Slown, Secretary	Village of Oxford
Gerry Dwasuk	Orion Township
Pauline Blanka	Village of Leonard
Ed Brakefield	Addison Township
Renee Donovan	Village of Oxford
Shirley Clancy	Oxford Township
Kallie Roesner	Oxford Township

Oakland County Planning and Economic Development Services

Larry Obrecht
Addison Township
Village of Leonard
Oxford Township
Village of Oxford
Orion Township

We Thank Our Major Sponsors

Michigan Department of Natural Resources
DaimlerChrysler
Greenways Initiative, Southeastern Michigan Community Foundation
Rails-to-Trails Conservancy, Michigan Chapter

EXECUTIVE SUMMARY

The Polly Ann Trailways Management Council (PATMC) exists to develop, operate, and maintain the 14.2-mile Polly Ann Trailway in Oakland County, Michigan. PATMC is the managing partner for the Michigan Department of Natural Resources, which owns the northern 12.2 miles of the Polly Ann Trail in Oakland County. The southern 2 miles of trail are owned directly by the PATMC.

The Polly Ann Trailways Management Council envisions a future in which local residents enjoy:

- a walkable community, using the Polly Ann Trail and local spurs to make short trips within their neighborhoods and villages and to access amenities
- an active and healthy lifestyle - at every age – making the most of open space and connections made possible by the Polly Ann Trail
- a sense of place, defined by natural resources and regular access to them, by unique cultural and social histories, and by each individual and family's role in our community.
- a non-motorized trail network committed to recreational and transportation use by pedestrians, equestrians, cyclists, and cross-country skiers

This 5 Year Master Plan - written to record PATMC goals and to devise a plan of action for their achievement - consists of three main sections: Physical Objectives, Operational Objectives, and Resource Requirements and Financial Objectives. Each sections presents an estimated timeline and proposed actions.

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INTRODUCTION

1. Location

The immediate area for this plan is a 14.2 mile abandoned railroad right of way (Figure 1) beginning at the Lapeer – Oakland County line and continuing south and west well into Orion Township*. The trail thus runs through five contiguous municipalities in northeastern Oakland County: Addison Township; the Village of Leonard; Oxford Township; the Village of Oxford; and Orion Township. Oakland County Seat, Pontiac, is one mile south of the trail's southern terminus. The City of Detroit is just south of Oakland County. See next page, **Figure 1. The Polly Ann Trail, Oakland County, Michigan**

The purposes of this Master Plan are to:

- Reaffirm the need for and benefits of trails for non-motorized transportation and recreation in the region
- Set goals and strategic plans for PATMC and Trail Manager
- Stimulate trail networks linking the Polly Ann Trail and other greenways and open spaces in southeastern Michigan.

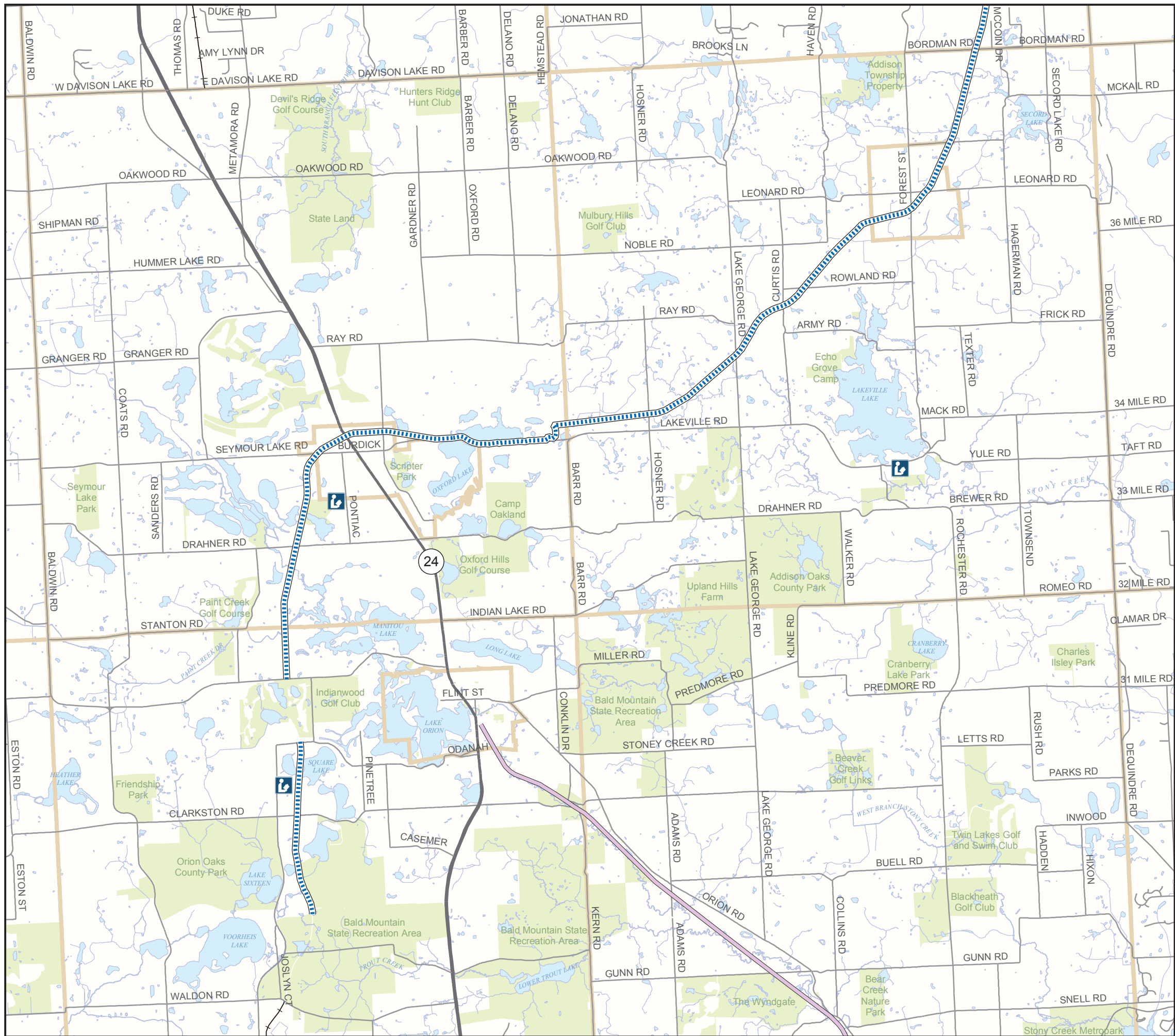
2. Polly Ann Trail: History and Background of the ROW

The Polly Ann Trail: a Rail-to-Trail Story

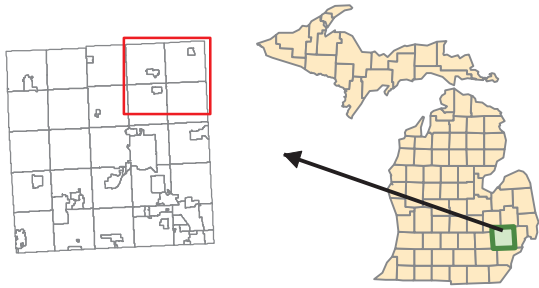
As with many trails, the 'Polly Ann' originated as a rail line, its roots firmly planted in the heyday of railroading beginning when the trans-continental railroad was completed in 1869. Two decades of heavy investment in railroads – perceived as the future in transportation and a necessity to community growth – included a rail line from the growing town of Pontiac to the rich timberlands in Michigan's thumb area. The Pontiac, Oxford, and Port Austin line was first chartered by investors Porter and Hale, in 1879.

A combination of bad luck and slow use prevented the Polly Ann line from succeeding financially. Just before construction began, devastating forest fires in the northern timberlands changed the business goal of the line from transporting logs and supplying logging operations to moving people and supplying farm communities made possible by the natural land clearing. On October 8, 1883, the first passenger train departed Pontiac headed for Caseville, however, the line never became profitable. It was bought by Grand Trunk Western in 1909 for only \$400,000. Sparse population between Pontiac and Caseville led to service being reduced to 'tri-weekly mixed', mixing passenger and freight service, in 1932. Oxford's gravel mines carried the line in the 1930's and 1940's. Revenues continued to decline as there was neither the freight nor the population to support enough runs. The renamed Pontiac, Oxford, and Northern, or P.O. & N., picked

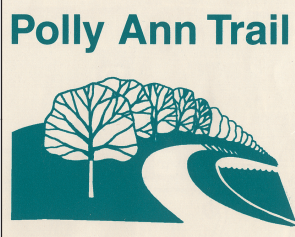
* An additional 20 miles of the Polly Ann Trail, managed through Lapeer County Parks & Rec., are situated in Lapeer County.



Oakland County Michigan
 L. Brooks Patterson,
 County Executive



Polly Ann Trail 5 Year Plan



Oakland County
 Environmental Stewardship Program
 Planning & Economic Development Services

- Municipal Boundaries
- Highway
- Major Road
- Railroads
- Rivers & Streams
- Lakes & Ponds
- Recreation Land
- Public Library
- School
- Paint Creek Trail
- Polly Ann Trail

Map Created on November 7, 2003

0 0.5 1 1.5 2 2.5 3 Miles



up the nickname ‘poor, old, and neglected’. The last train to service the full length of the line ran on February 9, 1984.

The remains of the Polly Ann corridor lay quietly in various states of passive use until formal development began in 1997 via the Polly Ann Trailway Management Council (P.A.T.M.C.). Preservation of the corridor is owed to the very hard work and foresight of dedicated local residents who envisioned the value this resource would provide to our increasingly densely populated area. Once ‘poor, old, and neglected’, the Polly Ann Trail is being carefully converted to a precious local resource for recreation, physical and social connections, and greenspace linkages.

3. Organization

The trail is owned in two segments: the original 12.2 miles is owned by MDNR, and the southern two miles are owned directly by the Polly Ann Trailways Management Council.

The Polly Ann Trailways Management Council was formed by Interlocal Agreement (Appendix 1) in 1997 to build, maintain, and operate the Polly Ann Trail in Oakland County. The Council consists of ten voting members, two appointees from each municipality. A citizen and an equestrian representative regularly attend monthly meetings.

The Council can receive and spend money, enter into contracts to undertake trailway work and operation. Management is contracted and an annual budget (Appendix 2) is funded through the local municipalities according to an adopted funding formula (Appendix 3). Development is financed primarily by membership dues, donations, and grants.

4. Achievements

In just under a decade, hard work by dedicated visionaries has already achieved many goals and dreams.

- Permanent preservation a 35 mile trail for recreation and alternative transportation
- Local initiative to manage and finance operations
- Development funds for 12.2 miles secured
- Opening of the trail
- Amenities development, such as trailheads and information sites
- Memorable events and camaraderie for trail users, staff, and volunteers

These successes are also owed in large part to public support. Today’s strong regional and national emphasis on trail networks reflects this well documented fact: Trails contribute to quality of life. A single resource responding to many needs - family time, quiet seclusion, exercise, greenspace conservation, a safe alternative route to the library,

school, or restaurant - trails restore what is so often lacking in the modern built environment.

5. Master Plan Vision, Mission Statement, and Plan Components

Vision:

The Polly Ann Trailways Management Council envisions a future in which local residents enjoy:

- a walkable community, using the Polly Ann Trail and local spurs to make short trips within their neighborhoods and villages and to access amenities
- an active and healthy lifestyle - at every age – making the most of open space and connections made possible by the Polly Ann Trail
- a sense of place, defined by natural resources and regular access to them, by unique cultural and social histories, and by each individual and family's role in our community.

Mission Statement:

With this vision therefore, the PATMC mission is to establish and operate a non-motorized greenway accessible to all and positively impacting the lives of all within its sphere of influence.

Plan components

This 5 Year Master Plan consists of three main sections:

1. Physical Objectives
 - a. Timeline
 - b. Actions to achieve physical objectives
2. Operational Objectives
 - a. Timeline
 - b. Actions to achieve operational objectives
3. Resource Requirements and Financial Objectives
 - a. Timeline
 - b. Actions to achieve financial objectives

1. Physical Development Objectives: Trail and Trail Amenities

Timeline

2004

- Complete trail development funded with TEA-21 grant: Resurfacing of 12.2 original miles; bridge over M-24 in the Village of Oxford; install barriers and trail signage according to plan
- Complete construction of trailhead in Orion Township at Clarkston Road, including parking, trail use signage
- Resurface 2 newest miles in Orion Township
- In Addison Township, develop separate trail for horse use adjacent to main trail
- Develop Indianwood parcel for rest (benches) and trail information signage

2005

- Establish greenway-trail connectors to Paint Creek Trail, Scripser Park, and Friendship and Civic Center Parks (3 -4 miles new trail)
- Establish greenway-trail connectors to Watershed Park, Addison Oaks Park (3 miles new trail)
- Build permanent restroom structure at Orion Trailhead
- Expand Equestrian facilities

2006

- Install railroad, natural, and settlement history markers
- Restore native habitat at ‘demo’ sites: wetlands, prairie, and savanna types
- Assist in trail and spur development in Lapeer County.
- Establish trail link from Oxford to Brandon Township using DIU line or other options (5 miles new trail)

2007

- Develop connection to Bruce Township for Macomb Orchard Trail Link(2 miles trail)
- Develop ‘Gateway’ entrances in Villages
- Establish more parking where needs dictate

2008

- Broaden habitat restoration to include lengths along trail
- Construct rest stops along trail between main trailheads

2009

- Develop road ROW loop routes
- Promote southern expansion toward Detroit

Actions to achieve physical development objectives

Pivotal actions needed to achieve the above listed objectives include (1) collaborating with agencies and groups involved in similar work, (2) securing development funding through memberships, sponsorships, and grant seeking, and (3) working to capitalize on existing opportunities with corridors, agencies, and private philanthropists. An increasingly popular strategy for attacking ambitious trail network development is to hire greenway planning consultants to illustrate a comprehensive trail network design and recommend chronological steps. Several local examples exist.

2. Operational Objectives: Trail Maintenance, Programming, Capital Investments

Timeline

2004

- Materials: Maps, T-shirts; Membership Benefits; Wood Chips, Limestone; Gates; Bollards
- Programs: Children-schools-families program. Annual Rural Pearl of a Ride, Adventure Mountain Bike Race, 2 Trail Rides, Mileage Awards
- Maintain Equipment: 10 Weed Whips; 10 Loppers; 2 Pole Trimmers; 1 post hole digger implement. Coordinate wood chipper use with local municipalities.
- Staff: 1 contracted manager

2005

- Programs: Rural Pearl of a Ride; Adventure Mountain Bike Race; 2-3 Trail Rides; Horse & Buggy Event; Mileage Awards
- Equipment: 1 desktop computer and 1 printer; Maps, T-shirts; Membership Benefits; Wood Chips, 1 Chainsaw; 10 Loppers; 'gator'-type ATV; Misc. lumber for bridge, bollard, and fence repair
- Staff: 1 contracted manager; 1 PT administrative and programming assistant

2006

- Programs: Rural Pearl of a Ride; Adventure Mountain Bike Race; 2 Trail Rides; Horse & Buggy Event; Mileage Awards, Railroad History Event
- Equipment: 1 copier; Maps, T-shirts; Membership Benefits; Wood Chips, 10 Loppers; 5 Weed Whips; 6' Brush Hog - Riding mower and trailer; Bollards and Fence repair; Limestone for minor repairs
- Staff: 1 contracted manager; 1 PT administrative and programming assistant

2007

- Programs: Rural Pearl of a Ride; Adventure Mountain Bike Race; 2 Trail Rides; Horse & Buggy Event; Mileage Awards, Railroad History Event; Footrace or Ride and Tie
- Equipment: Maps, T-shirts; Membership Benefits; Wood Chips, 10 Loppers; Misc. lumber for bridge, bollard, and fence repair; Limestone for minor repairs; 5 Weed Whips
- Staff: 1 contracted manager; 1 PT administrative and programming assistant

2008

- Programs Rural Pearl of a Ride; Adventure Mountain Bike Race; 2 Trail Rides; Horse & Buggy Event; Mileage Awards, Railroad History; Footrace or Ride and Tie
- Equipment; Maps, T-shirts; Membership Benefits; Wood Chips, 10 Loppers; 5 Weed Whips; Misc. lumber for bridge, bollard, and fence repair
- Staff: 1 contracted manager; 1 PT administrative and programming assistant

2009

- Programs Rural Pearl of a Ride; Adventure Mountain Bike Race; 2 Trail Rides; Horse & Buggy Event; Mileage Awards, Railroad History; Footrace or Ride and Tie
- Equipment; Maps, T-shirts; Membership Benefits; Wood Chips, 10 Loppers; 5 Weed Whips; Limestone for medium intensity surface repairs; Misc. lumber for bridge, bollard, and fence repair
- Staff: 1 contracted manager; 1 PT administrative and programming assistant

Actions to achieve operational objectives

New methods and sources of both operational funding and labor will be needed. To support expanded programming and associated office / administrative workloads, a part-time office staff person will be essential. Maintenance and upkeep of the existing 14.2 miles of trail, the bridge, the trailheads and any new trail mileage will necessitate: more efficient maintenance methods and equipment, more man hours, or in all likelihood, both.

The operational budget will see significant growth. Budgetary planning and securing long-term funding, such as working to establish an operational and maintenance endowment, should be addressed as soon as possible, perhaps by convening an advisory committee of non-council members. Grant monies, used as seed money for such an endowment, or to finance capital investments, materials, or short term programming, will play a continuing and pivotal role. Other funding and labor avenues to develop include: millages, sales tax or other tax-dependent revenues, user fees, and vigorous and committed ‘friends’ groups.

3. Resource Requirements and Financial Objectives: Dollars and Time

Estimates are based on \$63K per mile construction cost for 10’ wide trail, aggregate surface. Planning, engineering, design, and bureaucratic requirements are excluded.

Timeline

2004	\$135,000 development \$58,500 operational budget	Orion development 30 – 40 man hours per week
2005	\$375,000 development \$ 78,000 operational budget \$25,000 capitol investment	Multi-links dev’t 60 man hours per week ‘gator’ purchase
2006	\$300,000 development	Brandon Twp

	\$80,000 operational budget \$10,000	60 man hours per week brush hog purchase
2007	\$125 development \$85,000 operational budget	2 miles to Bruce Twp.
2008	\$20,000 development \$90,000 operational budget	habitat restoration/recreation 60 man hours per week
2009	\$63,000 * (# miles ROW development) \$90,000 operational budget	DUI line development

Actions to achieve financial objectives

Development funds sources will be primarily governmental and private grants programs. However, investment by local businesses and private philanthropists should also be pursued, for the equally important reasons of their direct impact on development and their indirect influence on grant applications (matching funds and evidence of local collaboration).

Operational funding will continue to be based on local funding formula until sufficient endowment funds are in place. Establishment and kick-off of an endowment drive should be led by the PATMC and/or a subcommittee of professionals assembled for that express purpose.

CONCLUSION

This document, intended to outline plans and guide steps for expanding and improving the Polly Ann Trail, presents ideas and strategies consistent with the greenways vision embraced by local and regional agencies. By declaring our goals and illustrating practical, albeit ambitious, approaches to their attainment, PATMC intends to work steadily toward carrying out its mission, thus providing a pivotal link in the southeastern Michigan greenway network.

Significant work is proposed: doubling the number of trail miles, integrating the trail in hub villages, serving as an event and destination resource. Significant financial and human resources commitments will be required. Successfully executing this plan depends upon not only the personal and professional commitment of PATMC and its staff, but also upon the public will. The social, economic, and health benefits of greenways are incontrovertible. Our work is to ensure their broad acknowledgement and their far-reaching impact via the Polly Ann Trail.

APPENDICES

**INTERLOCAL AGREEMENT
TOWNSHIPS OF ORION, OXFORD, ADDISON,
VILLAGES OF LAKE ORION, OXFORD AND LEONARD
AGREEMENT TO ESTABLISH POLLY ANN TRAILWAY MANAGEMENT COUNCIL, INC.**

THIS INTERLOCAL AGREEMENT (the "Agreement") is entered into pursuant to the Urban Cooperation Act of 1967, 1967 PA 7, as amended ("Act 7"), MCL 124.501 et. seq. and Part 721 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended ("Act 451"), MCL 324.72101 et. seq., by and between the Townships of Orion, Oxford, and Addison; the Villages of Lake Orion, Oxford and Leonard (the "Parties"), for the purpose of establishing and providing for the powers and duties of the POLLY ANN TRAILWAY MANAGEMENT COUNCIL, INC. (the "COUNCIL"). Each of the Parties is a "governmental agency," as that term is defined in Act 451, and a "public agency", as that term is defined in Act 7, with the power to carry out the programs described in this Agreement. The Parties have each determined that the Parties will be able to provide the railway programs described in this Agreement on a more cost effective basis if the Parties carry out such programs jointly.

SECTION 1: ESTABLISHMENT AND PURPOSE

There is hereby established a separate legal entity to be known as the Polly Ann Trailway Management Council" (the "Council") for the purpose of administering this Agreement. The Council shall be a public body corporate having the powers functions and duties provided in this agreement, for the purpose of operating and maintaining that portion of 1 or more Michigan trailways located on state owned land pursuant to an agreement entered into under section 72105 of Act 451 of 1994, (MCL 324.72105) between the Michigan Department of Natural Resources (the "DNR") and the Council.

SECTION 2: MEMBERSHIP

MEMBER UNITS to the COUNCIL shall be those Parties who are signatories to this Agreement. The COUNCIL shall be considered an established public corporation when two local governments of the Parties named above have entered into this Agreement. Subsequent to the effective date of the COUNCIL, other local governments, whether or not named above, may become MEMBER UNITS by entering into this agreement. The COUNCIL may require, as a condition of membership, a fair share contribution agreement between the COUNCIL and any proposed MEMBER UNIT, if the COUNCIL determines that such agreement is necessary to provide fair allocation of costs among present and proposed MEMBER UNITS. All local governments who are signatories to this agreement shall have full MEMBER UNIT status in accordance with this agreement. This agreement and any agreement entered into or obligation incurred by any MEMBER UNIT in accordance with this agreement, shall be binding upon that MEMBER UNIT'S successor in interest, if any.

SECTION 3: GOVERNANCE

A. COUNCIL

1. The COUNCIL shall be composed of two (2) persons from each MEMBER UNIT, one of which shall be a member of the MEMBER UNIT'S governing body; and one (1) non-voting citizen at large who shall be a resident of a MEMBER UNIT. The governing body of each MEMBER UNIT shall, by resolution, appoint its representative(s). The non-voting citizen at large shall be appointed by the duly appointed MEMBER UNIT council representatives.
2. At least once every two years, each MEMBER UNIT shall certify to the COUNCIL the persons appointed pursuant to Section 3, A, 1.
3. Councilpersons shall serve at the pleasure of their MEMBER UNIT and may be removed by resolution of their MEMBER UNIT governing board at any time with or without cause. Councilpersons who are members of a MEMBER UNIT governing board shall not serve beyond their term on the governing board, unless the other Councilperson from that MEMBER UNIT is then a member of that MEMBER UNIT'S governing board. The non-voting citizen at large shall serve a two year term, commencing from the date of appointment.
4. Any vacancy on the COUNCIL arising for any reason shall be filled by appointment of the MEMBER UNIT governing board that made the original appointment, within forty-five (45) days of the vacancy, for the remainder of the unexpired term. A MEMBER UNIT shall certify to the COUNCIL persons appointed pursuant to this paragraph. A vacancy for any reason in the non-voting citizen at large position shall be filled by the COUNCIL within forty-five (45) days of the vacancy.
5. Each MEMBER UNIT governing board may also appoint alternate councilpersons who shall serve with full privileges and duties in the absence of the regular councilpersons.

B. OFFICERS

1. The COUNCIL shall elect from its membership a Chairperson, Vice Chairperson, Secretary, Treasurer, and such other officers as it may deem appropriate, who shall serve terms of one (1) year commencing January 1st, except for the officers first elected who shall serve that fraction of the calendar year between COUNCIL selection and December 31st.
2. Officers shall serve at the pleasure of the COUNCIL and may be removed by resolution at any time.
3. Vacancies in any office shall be filled by COUNCIL election within thirty (30) days of the vacancy, for the remainder of the unexpired term.

4. The Chairperson shall preside at all meetings of the COUNCIL and shall have all privileges and duties of a councilperson. The Vice Chairperson shall preside at all meetings of the COUNCIL at which the Chairperson is absent. The Secretary shall keep or cause to be made all non-financial reports, records and minutes required by this agreement or applicable law and shall be charged with assuring compliance with the Michigan Open Meetings Act and the Michigan Freedom of Information Act. The Treasurer shall have custody of all COUNCIL funds which shall be deposited, invested, and/or disbursed by the Treasurer as directed by the COUNCIL. The Treasurer shall be charged with assuring complete financial records and reports as required by this agreement or applicable law or contract provisions.

SECTION 4: MEETINGS

A. SCHEDULE/CALL OF MEETINGS

1. The COUNCIL shall meet at least quarterly and shall annually establish a regular meeting schedule which shall be posted at the offices of the MEMBER UNIT governing boards in similar form and within similar times as required by law for governmental meeting schedules.
2. Special meetings of the COUNCIL may be called by the Chairperson, or in the absence of the Chairperson, by the Vice Chairperson.

B. NOTICE

Each councilperson shall receive five (5) days written notice of all regular meetings. All notices of all meetings shall also be posted as required by the Michigan Open Meetings Act.

C. VOTING

A majority vote of the COUNCIL shall be necessary to take any official action at a regular or special meeting, provided that only those items on the agenda may be acted upon, and provided that only bills which represent budgeted expenses may be approved. A majority of the COUNCIL, appointed and serving, shall constitute a quorum in such cases.

Bills which represent expenses not previously included in the budget may only be approved by a quorum including at least one member of each governmental unit.

D. MINUTES

Complete written minutes of all COUNCIL meetings shall be kept in compliance with applicable provisions of the Michigan Open Meetings Act. Copies of minutes shall be prepared within the time period established by the Open Meetings Act and sent to all councilpersons and the chairpersons of MEMBER UNIT governing boards as soon as reasonably possible following their preparation.

E. RULES

Roberts Rules of Order, as last revised, when not in conflict with this agreement or written standing rules the COUNCIL may adopt, shall serve as the parliamentary authority for all COUNCIL meetings.

SECTION 5: POWERS

A. GENERAL POWERS

The COUNCIL shall have the following powers, authority, and obligations:

1. Purchase, lease, receive, acquire, hold title in, trade, sell, lease or rent to others, dispose of, divide, distribute, own or exercise right of dominion over, all or part of any land, and any improvements thereon, within the railroad right of way described in Appendix A which is hereby incorporated and made part of this agreement. The COUNCIL may exercise the aforesaid powers over other land only upon consent of the governing board of the MEMBER UNIT in whose jurisdiction such land lies. The disposition of land acquired with aid from state or federal funds shall have the approval of the state or federal agency involved, if required by the agency. All property, real or personal, of the COUNCIL shall be used solely for the purposes stated in this agreement.
2. Improve, build, maintain and operate public trails, access sites and appropriate structures on COUNCIL land.
3. Contract or cooperate with other governmental units, public agencies, or private parties, as-appropriate, to carry out COUNCIL functions or fulfill COUNCIL obligations.
4. Contract a director and such other personnel as it may determine necessary who shall serve at the pleasure of the COUNCIL subject to applicable law.
5. Accept funds, voluntary work, or other assistance to carry out COUNCIL functions or obligations, from any source, public or private, including, but not limited to, local governmental funding of specific projects, state or federal grants, and private donations. A complete record of all funds received from any source shall be maintained and made part of the annual financial report.

6. Establish policies or rules governing use of COUNCIL land or facilities not inconsistent with state or local law .
7. Recommend local ordinance provisions to MEMBER UNITS, as necessary to provide for the safety of the public utilizing COUNCIL land or facilities.
8. Make claims for federal or state aid payable to the individual or several MEMBER UNITS or the COUNCIL as may be available and appropriate to carry out COUNCIL functions.

B. LIABILITY COVERAGE

The COUNCIL shall purchase public liability insurance covering any cause of action, claim, damage, accident, injury or liability that may arise as a result of the ownership, construction, maintenance or operation of the land, public trails, access sites or other facilities of the COUNCIL. The COUNCIL purchasing such insurance shall name the Michigan Department of Natural Resources (DNR) and the MEMBER UNITS as additionally named insureds.

C. REPORTS

The COUNCIL shall, at least annually, make a full and complete report of all of its activities to the governing boards of all MEMBER UNIT'S.

D. LIMITATIONS

The COUNCIL shall have no power or authority to:

1. Levy any tax in its own name or , except as provided in MCL 124.507(4), issue any bonds in its own name.
2. Indebt any MEMBER UNIT in any way except as provided in this agreement.
3. Condemn any land for any purpose.

SECTION 6: FINANCES

A. FISCAL YEAR

The fiscal year of the COUNCIL shall be from October 1st to September 30th.

B. OPERATIONAL AND PROJECT BUDGET

The COUNCIL shall each year develop an operational budget which shall be limited to meeting,

postage, document or accounting costs, and similar basic costs. This budget shall include personnel, engineering, legal, land purchase or lease, or any development or maintenance costs incurred or to be incurred by the COUNCIL. For the purpose of initial budget, the budget shall be as set forth in Appendix B.

C. COUNCILPERSON REIMBURSEMENT

Each councilperson may be paid a flat rate of thirty-five dollars (\$35.00) for COUNCIL meetings actually attended.

D. FINANCIAL AUDITS/REPORTS

The Treasurer shall make or cause to be made a full and complete financial report to MEMBER UNITS of all the COUNCIL'S financial transactions and affairs at the end of each financial year. Said report may include a complete audit by a certified public accountant. State and federal audit requirements shall be fully met as applicable. MEMBER UNITS shall have the right, at their expense, to conduct such additional audits as they deem necessary or appropriate.

SECTION 7: TERMINATION/DISSOLUTION

A. MEMBER UNIT TERMINATION

A MEMBER UNIT may terminate its membership by either: 1) upon ninety (90) days written notice to the COUNCIL and termination shall be effective only upon the elapse of the ninety (90) days; or 2) upon the COUNCIL'S submission of a budget for a new fiscal year, a MEMBER UNIT, upon 60 days written notice to the COUNCIL and termination shall be effective only upon the elapse of the sixty (60) days. If a MEMBER UNIT terminates its membership, all COUNCIL land and improvements thereon within that jurisdiction shall remain property of the COUNCIL. A MEMBER UNIT terminating its membership under subsection 1 shall remain liable for all obligations incurred by it pursuant to this agreement and prior to actual termination. A MEMBER UNIT terminating its membership under subsection 2 shall remain liable for all obligations incurred by it pursuant to this agreement and prior to actual termination, but shall not be liable for financial obligations established by the COUNCIL'S new fiscal year budget request triggering the MEMBER UNIT'S termination.

B. COUNCIL DISSOLUTION

If all or all but one of the MEMBER UNITS terminates their membership, the COUNCIL shall be considered dissolved.

1. Upon dissolution, the trailways property and any improvements thereon located within the boundaries of each former MEMBER UNIT shall revert to ownership unit of the DNR, upon such terms and conditions as are to be agreed upon by the COUNCIL and DNR. The DNR shall be requested to uphold the following provisions:

provisions:

- a) The trailways property and the improvements thereon shall remain open for public recreational use in perpetuity;
- b) No prohibitions, impediments or blockages shall be made to the free passage on the trailways of legitimate trail users;
- c) The use of the trailways and improvements thereon shall remain subject to all applicable deed restrictions and all applicable state provisions imposed by law or contract.

SECTION 8: AMENDMENTS

This agreement may be amended in whole or in any part by the written agreement of the governing boards of all MEMBER UNITS.

SECTION 9: STATE APPROVAL

As soon as reasonably practicable after the effective date of this agreement, this agreement shall be officially submitted to the Office of the Governor for approval pursuant to the Urban Cooperation Act of 1967.

SECTION 10: APPLICABLE LAWS

The COUNCIL shall in all activities fully comply with applicable local, state and federal laws and regulations and with applicable grant conditions or contract provisions.

SECTION II: EFFECTIVE DATE

This agreement shall be in full force and effect and the COUNCIL shall be considered in effect as an operating public corporation as provided in Section 2 above, which date shall be noted as the second date in time indicated below.

IN WITNESS WHEREOF, the authorized representatives of the MEMBER UNITS have signed this agreement on the dates indicated below.

EFFECTIVE
DATE: Sept. 19, 1997 BY: Andrew R. Keski
Supervisor, Addison Township

DATE: 9/19/97 BY: Patricia Bernice
Clerk, Addison Township

EFFECTIVE
DATE: 9/19/97 BY: Colett M. Reynolds
Supervisor, Orion Township

DATE: 9.19.97 BY: Joe D. Bastian
Clerk, Orion Township

EFFECTIVE
DATE: 9/19/97 BY: Curtis W. Wright
Supervisor, Oxford Township

DATE: 9/19/97 BY: Clara J. Sanderson
Clerk, Oxford Township

EFFECTIVE
DATE: 9-19-97 BY: Shawn K. Benardet
President, Oxford Village

DATE: 9/19/97 BY: Rose M. Beyno
Clerk, Oxford Village

EFFECTIVE
DATE: 9-19-97 BY: T. J. Miller
President, Leonard Village

DATE: 9-19-97 BY: Cynthia Aehlen
Clerk, Leonard Village

APPENDIX "A"

LAND DESCRIPTION

All of that property contained within the boundaries of the Grand Trunk Western Railroad Company's railroad corridor running between the center line of Indianwood Road in Section 4, T4N, R10E, Orion Township, Oakland County (RR Station 569 + 14) and the center line of Bordman Road in Section 2, T5N, R11E, Addison Township, Oakland County, also being the north line of Oakland County (RR Station No. 1208 + 16), EXCEPT that portion of this corridor that was conveyed to Koenig Coal Company in Sections 23 and 24, T5N, R10E, Oxford Township, Oakland County (between RR Station No.'s 791 + 89.9 and 848 + 69.1, All in Oakland County.

APPENDIX B

**POLLY ANN TRAIL MANAGEMENT COUNCIL
OPERATING BUDGET**

Contracted Services	30,000
Payback Development	10,000
Accounting	5,000
Legal	100
Credit/Bank	100
Audit/Tax	2,500
Office Supplies	300
Telephone	500
Postage	1,500
Facilities Use (Donation)	4,250
Printing	2,500
Interest Expense	100
Insurance	2,700
Equipment/Materials/Maintenance	3,000
Equestrian Expense	3,000
Miscellaneous Trail Expense	500
Promotion & Advertising	700
Events	2,000
Web Site	150

\$68,900

2002 Billing Formula
 Adopted formula

April 21, 2000 and Ratified with Oxford Village present, July 21, 2000

Pop 55% - Miles 15% - Residential SEV 30%

	2003 population	2003%pop	2003 Mileage	2003 %Mileage	2003 Res SEV	2003 %Res SEV
Orion Township	31775	57%	3,400,000	0.232877	1,123,531,900.00	\$ 0.5258
Oxford Township	13990	0.24	4	0.273972603	582,409,350.00	\$ 0.2726
Oxford Village	3631	0.07	0.9	0.061643836	96,163,840.00	\$ 0.0450
Addison Township	6319	0.11	5	0.342465753	327,259,470.00	\$ 0.1532
Leonard	329	0.01	1.3	0.089041096	7,240,300.00	\$ 0.0034
	56044	100%	14,600	1.000	2,136,604,860.00	\$ 1.00

	2003%pop	2003 %Mileage	2003 %Res SEV	2003 Sum Weights
Orion Township	57%	0.232877	0.5258	0.50450243
Oxford Township	0.24	0.273972603	0.2726	0.25487589
Oxford Village	0.07	0.061643836	0.0450	0.061246575
Addison Township	0.11	0.342465753	0.1532	0.157829863
Leonard	0.01	0.089041096	0.0034	0.019876164
	100%	1.000	1.00	0.99833093

	Cost	2003 Sum Weights	2003 Unit Share	2002 Invoice
Orion Township	\$ 58,500.00	\$ 0.505000000	29,542.50	29,640.34
Oxford Township	\$ 58,500.00	\$ 0.255000000	14,917.50	12,936.55
Oxford Village	\$ 58,500.00	\$ 0.061250000	3,583.13	3,613.10
Addison Township	\$ 58,500.00	\$ 0.158000000	9,243.00	10,722.75
Leonard	\$ 58,500.00	\$ 0.020000000	1,170.00	1,587.25
	\$ 58,500.00	0.999250000	58,456.13	58,499.99

2000 Census Population
 2000 SEV



Government Structure

Support Services

Supervisor

A. Robert Koski (248) 628-3317

Clerk

Pauline Bennett (248) 628-3317

2003 Tax Rates

School District	Homestead	Non Homestead
Almont	\$28.40	\$45.00
Lake Orion	\$29.43	\$47.43
Oxford	\$28.94	\$44.74
Romeo	\$26.54	\$44.54

Source: O.C. Equalization; rates per \$1000 State Equalized Value

Private Schools / Colleges

Private Schools

Kingsbury, Upland Hills

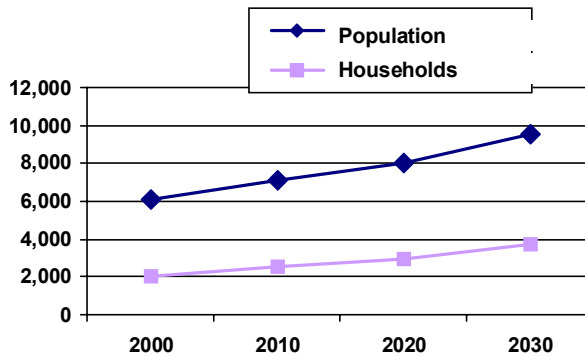
OAKLAND COUNTY PLANNING AND ECONOMIC DEVELOPMENT

Horse farms, working farms and estates, cornfields, lakefront homes and youth camps comprise the landscape of the Township of Addison. Addison Oaks County Park, Lakeville Lake, Secord Lake and a nature preserve provide extensive recreation opportunities for the rural lifestyle here, where it is common to see horseback riders along the road. A good portion of the 12.2 mile Poly Ann Trail crosses through Addison Township offering a variety of hiking, skiing, and horseback riding opportunities. Upland Hills Farm and School are prominent fixtures of this scenic community. Golfing enthusiasts should not miss the offerings at the Mulbury Hills Golf and Country Club. Private recreational offerings include the Elks Club Lodge and Echo Grove Camp located at the center of the Township. The Rochester Riding Academy and Stable is also located in this horse lover's paradise.

Public School Enrollment

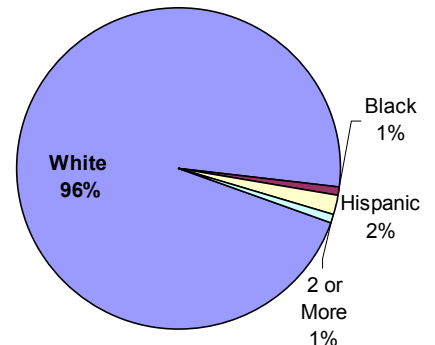
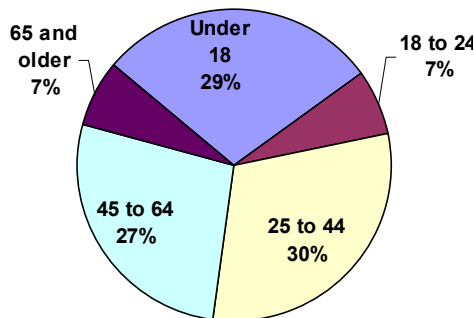
community	School District	Year	FTE Enrollment
Addison Township	Lake Orion	2004	7578
Addison Township	Oxford	2004	4040

Population and Household Projections



Source: SEMCOG

2000 Population by Age and Race



Source: U.S. Census Bureau, 2000

Industry Employment

Industry Type	Number Employed
Ag., forestry, fishing, hunting and mining	5
Arts, Entertainment, Rec., Hotels and Food	263
Construction	302
Ed., Health and Social Services	494
Finance, Insurance and Real Estate	216
Information	49
Manufacturing	778
Other Services (except public admin.)	129
Prof., scientific, mgmt., admin and waste mgmt.	384
Public Administration	78
Retail trade	329
Transportation, warehousing, utilities	110
Wholesale Trade	100

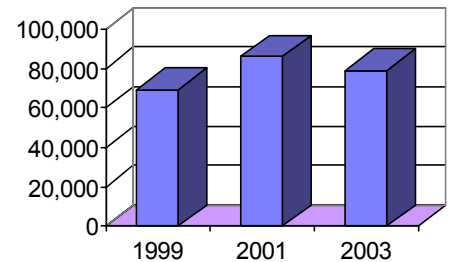
Local Unemployment

Year	Rate	Total Workforce
1999	3.1%	3200
2000	2.7%	3250
2001	4.7%	3225
2002	5.8%	3150
2003	6.3%	3150

Source: MI Dept. of Career Development

Quality of Life

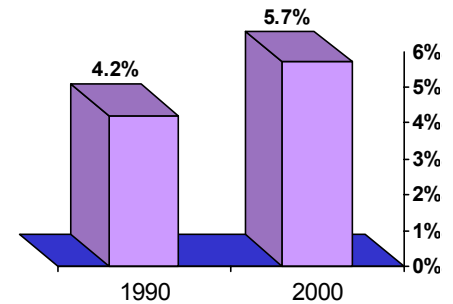
Median Household Income



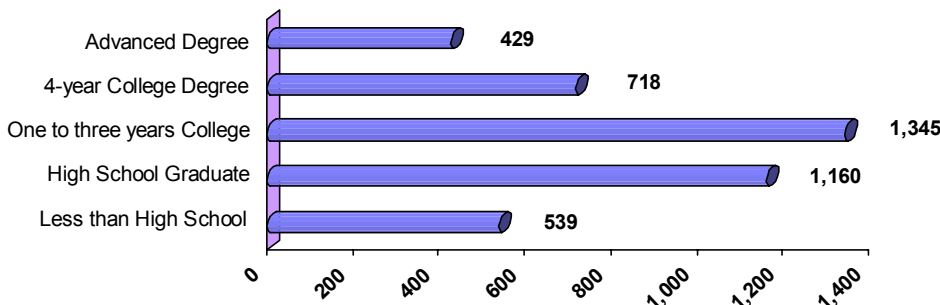
Occupational Employment

Occupation Type	Number Employed
Construction, extraction and maintenance	350
Farming, fishing and forestry	0
Mgmt, Professional and related	1,229
Production, transportation and material moving	472
Sales and Office	796
Service	390

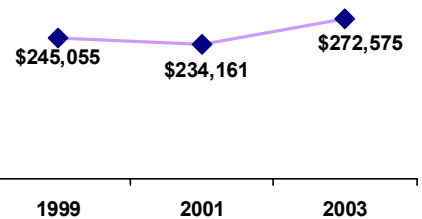
Change in Poverty



Educational Attainment of People Over 25 Years of Age



Average Housing Costs



Manufactured Housing

Year	# of Parks	# of Units
1990	1	269
2000	1	269
2003	1	269

Source: SEMCOG

OAKLAND COUNTY PLANNING AND ECONOMIC DEVELOPMENT

For more information contact:
 Daniel P. Hunter, Manager
 Oakland County Planning and Economic
 Development Services
 1200 North Telegraph Road, Dept. 412
 Pontiac, Michigan 48341
 www.co.oakland.mi.us
 ph:248 858 0720 fax: 248 975 9555



Government Structure

Support Services

Manager/President

Eugene A. Mallia Jr. (248) 628-7380

Clerk

Cynthia Oehler (248) 628-7380

2003 Tax Rates

School District	Homestead	Non Homestead
Oxford	\$34.94	\$50.74

Source: O.C. Equalization; rates per \$1000 State Equalized Value

Private Schools / Colleges

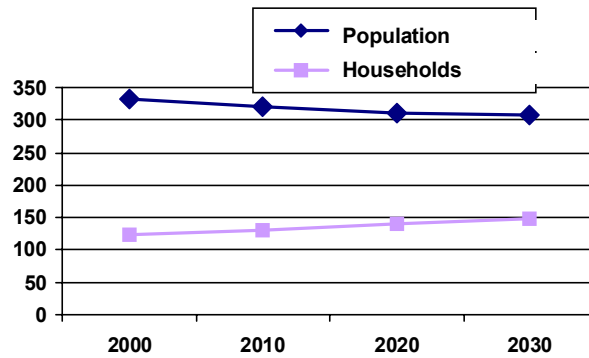
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The Village of Leonard is a small town in the northeastern most township of Oakland County. The population of the village is approximately 332 who live in 124 homes in the one square mile area. Leonard Rowland founded this area in 1882, and named for him who donated the Rowland Hall to the community. In 1882 the Pontiac, Oxford and Northwestern Railroad came through here in Addison Township. The Trombley post office was moved a mile and a half north to the station here and was renamed to Leonard on December 22, 1884. The village was incorporated in 1887.

Public School Enrollment

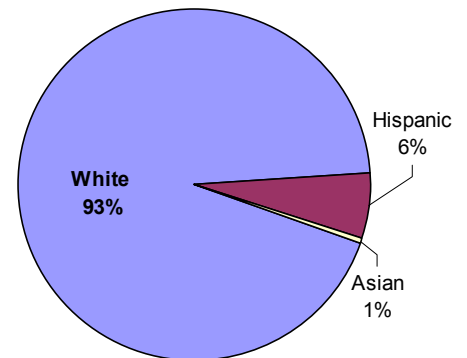
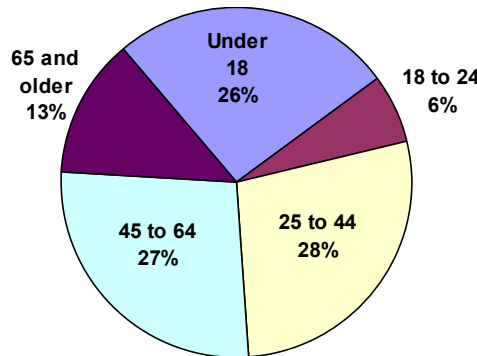
community	School District	Year	FTE Enrollment
Leonard	Oxford	2004	4040

Population and Household Projections



Source: SEMCOG

2000 Population by Age and Race



Source: U.S. Census Bureau, 2000

Industry Employment

Industry Type	Number Employed
Ag., forestry, fishing, hunting and mining	0
Arts, Entertainment, Rec., Hotels and Food	9
Construction	18
Ed., Health and Social Services	15
Finance, Insurance and Real Estate	6
Information	8
Manufacturing	35
Other Services (except public admin.)	10
Prof., scientific, mgmt., admin and waste mgmt.	9
Public Administration	2
Retail trade	13
Transportation, warehousing, utilities	2
Wholesale Trade	6

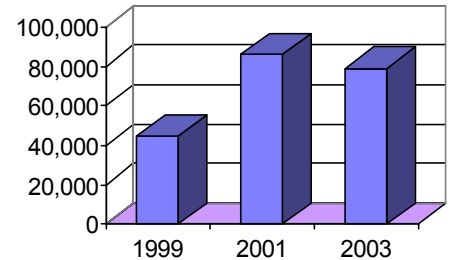
Local Unemployment

Year	Rate	Total Workforce
1999	3.1%	3200
2000	2.7%	3250
2001	4.7%	3225
2002	5.8%	3150
2003	6.3%	3150

Source: MI Dept. of Career Development

Quality of Life

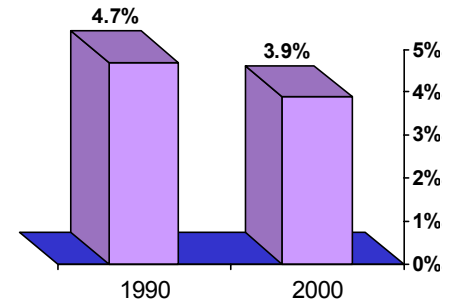
Median Household Income



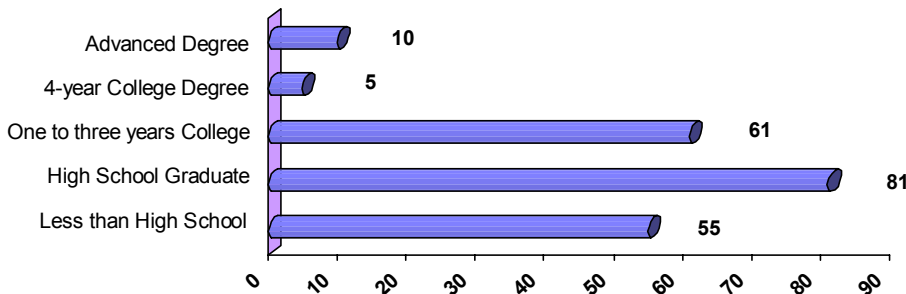
Occupational Employment

Occupation Type	Number Employed
Construction, extraction and maintenance	23
Farming, fishing and forestry	0
Mgmt, Professional and related	21
Production, transportation and material moving	35
Sales and Office	38
Service	16

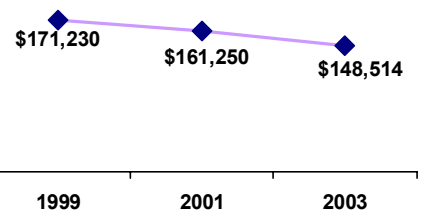
Change in Poverty



Educational Attainment of People Over 25 Years of Age



Average Housing Costs



Manufactured Housing

Year	# of Parks	# of Units
2003	0	0
1990	0	0
2000	0	0

Source: SEMCOG

OAKLAND COUNTY PLANNING AND ECONOMIC DEVELOPMENT

2004

For more information contact:
 Daniel P. Hunter, Manager
 Oakland County Planning and Economic
 Development Services
 1200 North Telegraph Road, Dept. 412
 Pontiac, Michigan 48341
 www.co.oakland.mi.us
 ph:248 858 0720 fax: 248 975 9555



Government Structure

Support Services

Supervisor

Gerald A. Dywasuk (248) 391-0304

Zoning/Planning Administrator

Elizabeth Brock (248) 391-0304

Orion Area Chamber of Commerce

Crystal English, Exe Di (248) 693-6300

2003 Tax Rates

School District	Homestead	Non Homestead
Clarkston	\$27.20	\$45.20
Lake Orion	\$27.69	\$45.69
Pontiac	\$20.20	\$38.20
Rochester	\$25.42	\$43.42

Source: O.C. Equalization; rates per \$1000 State Equalized Value

Private Schools / Colleges

Private Schools

St. Joseph, Shalom Baptist, Divine Grace Lutheran

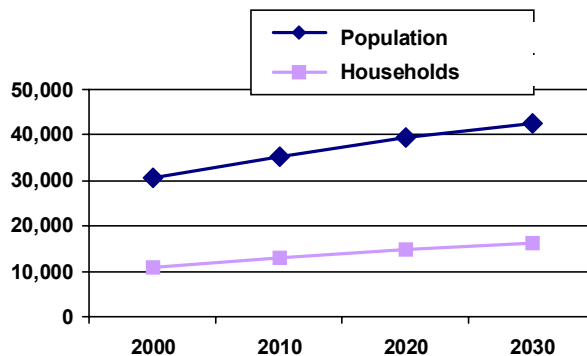
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Orion Township has been discovered by builders who are carving out beautiful new subdivisions in what had been a rural area for a very long time. The area has had outstanding growth during the 1990s. Typically, homes on large lots and acreage parcels are joined by new upscale subdivisions and lake homes. The GM Orion plant and other auto-related industries are located here. Major recreation areas include the 4,500 acre Bald Mountain State Recreation Area with approximately twenty-three miles of non-motorized paths, and the 900 acre Orion Oaks County Park. Civic Center Park is 45 acres adjacent to Township Hall. It has picnic areas, softball/baseball diamonds, soccer fields, playgrounds, basketball courts, volleyball pit, a sheltered pavilion and exercise trail. Friendship Park, is a 135 acre park project under development.

Public School Enrollment

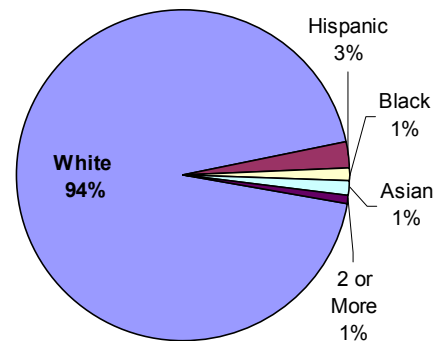
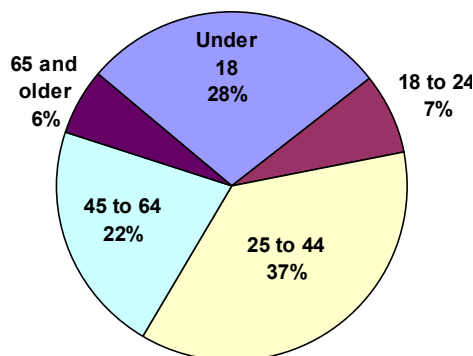
community	School District	Year	FTEnrollment
Orion Twp	Clarkston	2004	7912
Orion Twp	Lake Orion	2004	7578
Orion Twp	Pontiac	2004	10803
Orion Twp	Rochester	2004	14372

Population and Household Projections



Source: SEMCOG

2000 Population by Age and Race



Source: U.S. Census Bureau, 2000

Industry Employment

Industry Type	Number Employed
Ag., forestry, fishing, hunting and mining	16
Arts, Entertainment, Rec., Hotels and Food	1,371
Construction	930
Ed., Health and Social Services	2,932
Finance, Insurance and Real Estate	1,082
Information	421
Manufacturing	5,333
Other Services (except public admin.)	648
Prof., scientific, mgmt., admin and waste mgmt.	2,010
Public Administration	319
Retail trade	1,912
Transportation, warehousing, utilities	324
Wholesale Trade	602

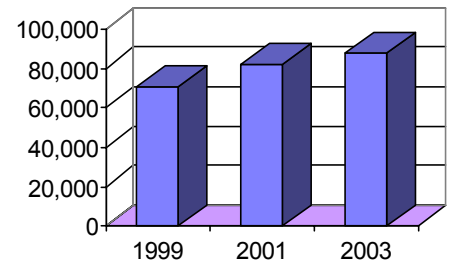
Local Unemployment

Year	Rate	Total Workforce
1999	2.5%	16000
2000	2.2%	16200
2001	3.9%	15975
2002	4.7%	15550
2003	5.2%	15550

Source: MI Dept. of Career Development

Quality of Life

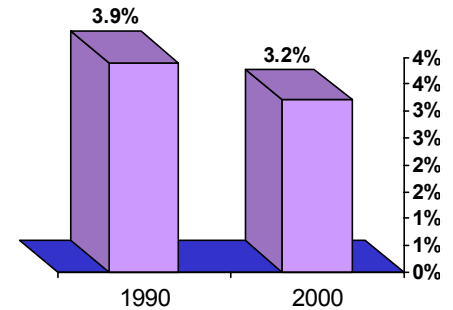
Median Household Income



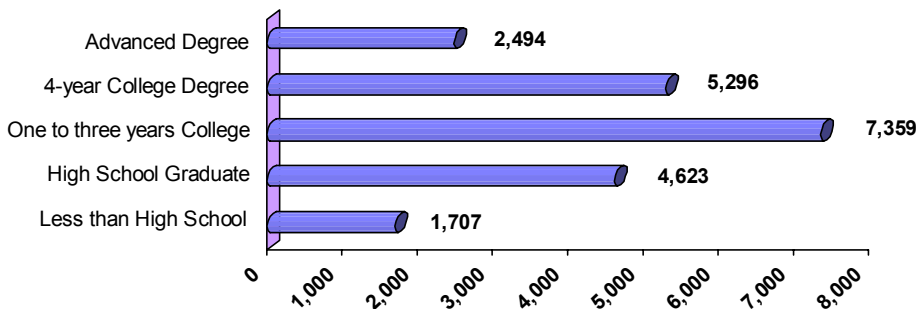
Occupational Employment

Occupation Type	Number Employed
Construction, extraction and maintenance	1,373
Farming, fishing and forestry	0
Mgmt, Professional and related	8,221
Production, transportation and material moving	2,176
Sales and Office	4,167
Service	1,963

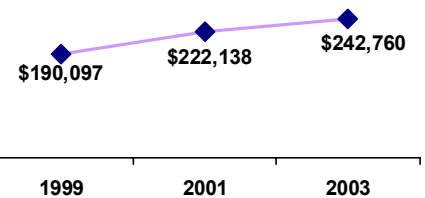
Change in Poverty



Educational Attainment of People Over 25 Years of Age



Average Housing Costs



Manufactured Housing

Year	# of Parks	# of Units
2003	1	423
1990	1	422
2000	1	423

Source: SEMCOG

OAKLAND COUNTY PLANNING AND ECONOMIC DEVELOPMENT

2004

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Nestled in the northern part of Oakland County, Oxford Township offers excellent residential opportunities. It has retained its picturesque rural atmosphere and provides residents with the best of two worlds. People can enjoy living in the country yet still experience the conveniences of a small city with an array of shops and services for everyone. Once known as the "Gravel Capital of the World" the mined area has been transformed into prestigious residential developments and industrial parks. Many of Oxford's manufacturers supply the auto industry and join the proliferation of high tech industry spreading across this part of the county. Oxford's 36 square mile area includes more than fifty lakes, four local parks from one-half to 300 acres and both public and private golf courses offering extensive recreation facilities for boating, golfing, swimming and picnics. Oxford is a community that greets you with open arms.



Government Structure

Support Services

Supervisor

William Dunn (248) 628-9787

Clerk

Clara J. Sanderson (248) 628-9787

Oxford Area Chamber of Commerce

Jennifer Duncan-Salter (248) 628-0410

2003 Tax Rates

School District	Homestead	Non Homestead
Lake Orion	\$31.32	\$49.32
Oxford	\$30.83	\$46.62

Source: O.C. Equalization; rates per \$1000 State Equalized Value

Private Schools / Colleges

Private Schools

Oak Hollow Christian

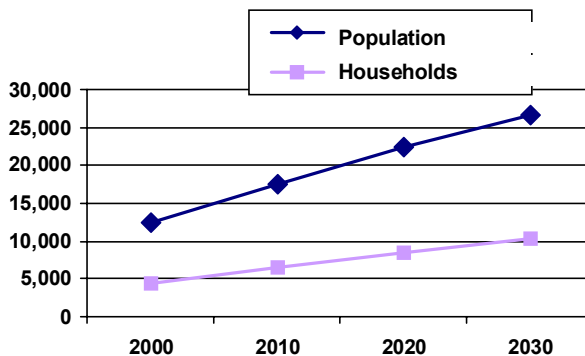
Colleges and Universities

Davenport University

Public School Enrollment

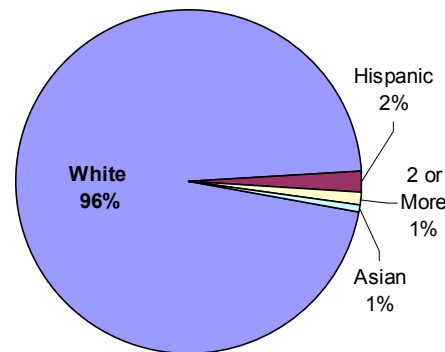
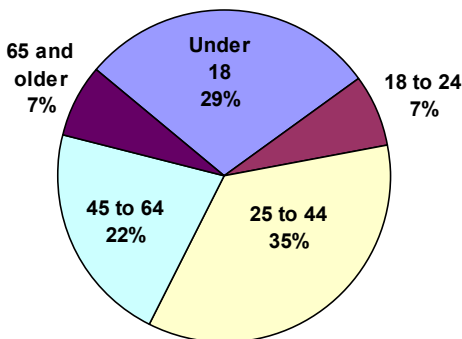
community	School District	Year	FTEnrollment
Oxford Twp	Lake Orion	2004	7578
Oxford Twp	Oxford	2004	4040

Population and Household Projections



Source: SEMCOG

2000 Population by Age and Race



Source: U.S. Census Bureau, 2000

Industry Employment

Industry Type	Number Employed
Ag., forestry, fishing, hunting and mining	18
Arts, Entertainment, Rec., Hotels and Food	626
Construction	577
Ed., Health and Social Services	1,497
Finance, Insurance and Real Estate	540
Information	196
Manufacturing	2,168
Other Services (except public admin.)	404
Prof., scientific, mgmt., admin and waste mgmt.	767
Public Administration	199
Retail trade	978
Transportation, warehousing, utilities	238
Wholesale Trade	345

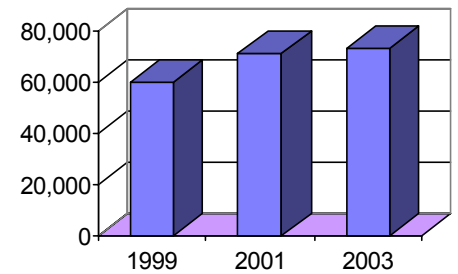
Local Unemployment

Year	Rate	Total Workforce
1999	3.5%	7375
2000	3.1%	7525
2001	5.4%	7500
2002	6.5%	7325
2003	7.1%	7325

Source: MI Dept. of Career Development

Quality of Life

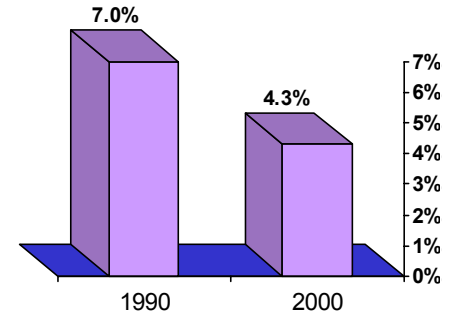
Median Household Income



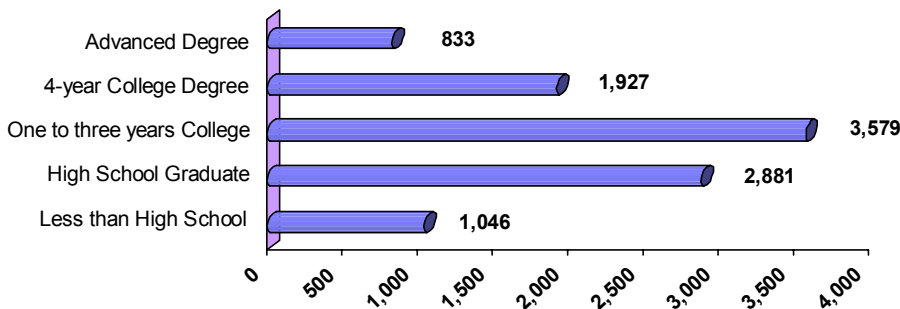
Occupational Employment

Occupation Type	Number Employed
Construction, extraction and maintenance	838
Farming, fishing and forestry	0
Mgmt, Professional and related	3,268
Production, transportation and material moving	1,154
Sales and Office	2,310
Service	983

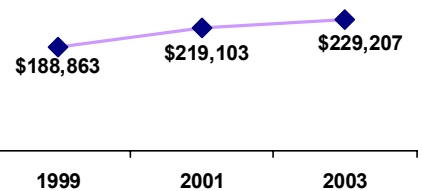
Change in Poverty



Educational Attainment of People Over 25 Years of Age



Average Housing Costs



Manufactured Housing

Year	# of Parks	# of Units
2003	2	1171
1990	3	638
2000	2	1171

Source: SEMCOG

OAKLAND COUNTY PLANNING AND ECONOMIC DEVELOPMENT

2004

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 Oakland County Planning and Economic
 Development Services
 1200 North Telegraph Road, Dept. 412
 Pontiac, Michigan 48341
 www.co.oakland.mi.us
 ph:248 858 0720 fax: 248 975 9555



Government Structure

Support Services

Manager

Mark D. Slown (248) 628-2543

Planning Director

John Elsarelli (248) 628-2543

Oxford Area Chamber of Commerce

Jennifer Duncan-Salter (248) 628-0410

2003 Tax Rates

School District	Homestead	Non Homestead
Oxford	\$39.13	\$54.92

Source: O.C. Equalization; rates per \$1000 State Equalized Value

Private Schools / Colleges

Private Schools

Oxford Christian Academy

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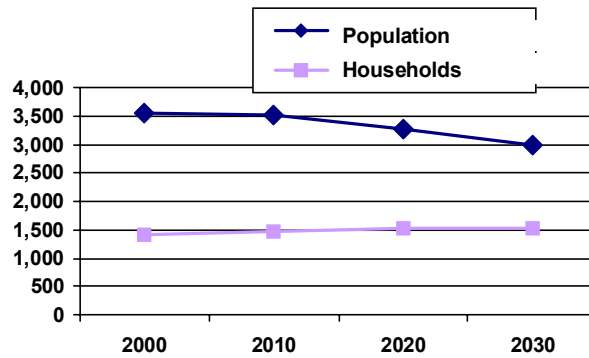
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The Village of Oxford is one square mile within the Township of Oxford and includes the Central Business District. M-24, which bisects Oxford, is an important north-south corridor providing direct access to I-69 linking Flint and Port Huron. It is also linked to I-75 with its amazing connections throughout Metro Detroit and the state, placing Oxford at an excellent juncture. For over 150 years Oxford has been developing character: the village maintains a small town look even with the addition of modern amenities. Top-notch schools and a new, state-of-the-art public library attest to the modern status of this area. The downtown offers an array of unique shops, restaurants, a 6-screen movie theatre, and business services. Many village homes have historical character, which contributes to the overall quaint character of this community.

Public School Enrollment

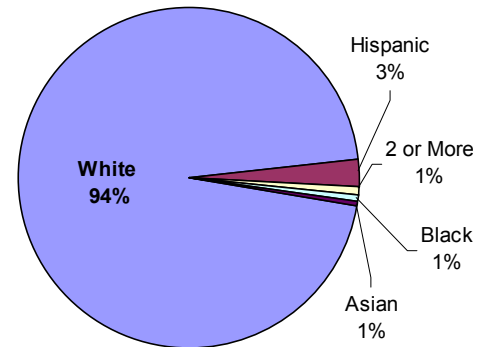
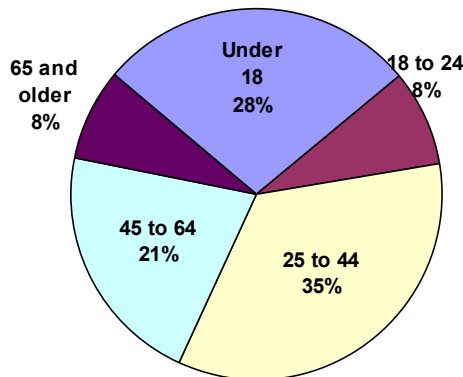
community	School District	Year	FTE Enrollment
Oxford Village	Oxford	2004	4040

Population and Household Projections



Source: SEMCOG

2000 Population by Age and Race



Source: U.S. Census Bureau, 2000

Industry Employment

Industry Type	Number Employed
Ag., forestry, fishing, hunting and mining	4
Arts, Entertainment, Rec., Hotels and Food	192
Construction	159
Ed., Health and Social Services	322
Finance, Insurance and Real Estate	109
Information	37
Manufacturing	527
Other Services (except public admin.)	83
Prof., scientific, mgmt., admin and waste mgmt.	173
Public Administration	42
Retail trade	241
Transportation, warehousing, utilities	32
Wholesale Trade	56

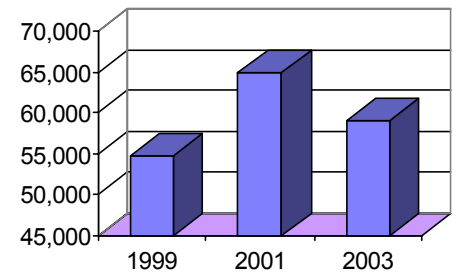
Local Unemployment

Year	Rate	Total Workforce
1999	3.5%	7375
2000	3.1%	7525
2001	5.4%	7500
2002	6.5%	7325
2003	7.1%	7325

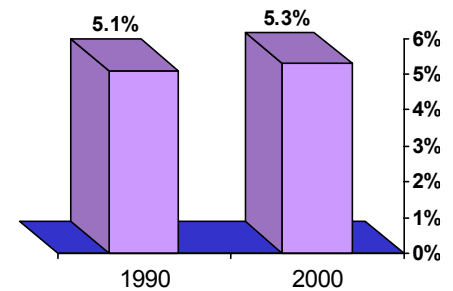
Source: MI Dept. of Career Development

Quality of Life

Median Household Income



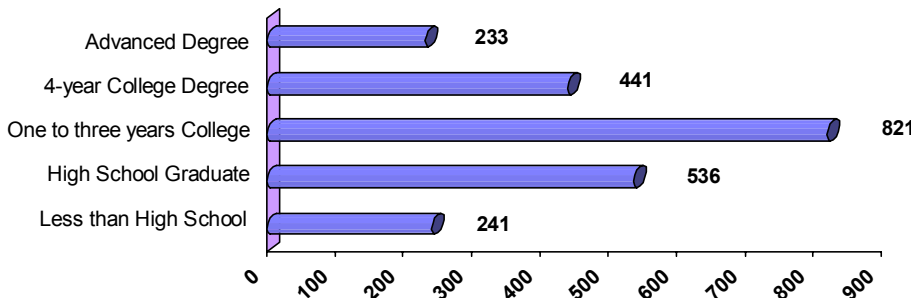
Change in Poverty



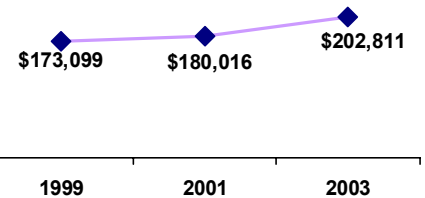
Occupational Employment

Occupation Type	Number Employed
Construction, extraction and maintenance	229
Farming, fishing and forestry	0
Mgmt, Professional and related	725
Production, transportation and material moving	290
Sales and Office	525
Service	208

Educational Attainment of People Over 25 Years of Age



Average Housing Costs



Manufactured Housing

Year	# of Parks	# of Units
2003	0	0
1990	0	0
2000	0	0

Source: SEMCOG

OAKLAND COUNTY PLANNING AND ECONOMIC DEVELOPMENT

2004

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PHYSICAL CHARACTERISTICS

Environmental Features

The topography of NEOC is gently rolling to hilly. The highest points in NEOC are located to the north of the trail in section 7 and south of the trail in section 30 of Addison Township. The trail itself follows the valley between these points of elevation. The unique topographic features of the area are the result of glacial action on the landscape prior to settlement in Oakland County. To the north and south of Oakland County the landform flattens as it approaches the Saginaw Bay and Detroit River.

The trail corridor is within the Clinton river watershed. Numerous lakes can be found within the trail council communities. The largest include Lakeville Lake in Addison Township, Indianwood, Orion & Ward lakes and in Orion Township, and Parker in Oxford Township. In addition many smaller bodies of water are found adjacent to the trail right of way.

Existing wetlands within the project area are attributable to the undulating nature of the landscape and poorly drained soils. The existing railroad grade remains elevated above adjacent wetland area providing a generally sound foundation for trail improvements. (see map page 20)

As a historically agricultural region, much of the presettlement woodlands were cleared for farming. Larger woodland tracts still can be found in the project communities, especially in conjunction with wetlands.

Climate

Climatic conditions are typical of most southeastern Michigan. NEOC receives approximately 31 inches of precipitation annually. Temperatures range from an average of 73 degrees in the summer to 26 degrees in the winter. The average annual temperature is 49 degrees makes the climate conducive to a wide variety of seasonally related outdoor recreational activities.

POLLY ANN TRAIL MASTER PLAN

INVENTORY OF RECREATION RESOURCES

REGIONAL RECREATION RESOURCES

Regional recreational resources in NEOC include Bald Mountain Recreation Area (4,637 acres), Addison Oaks County Park (794 acres), Orion Oaks County Park, (927 acres), Stony Creek Metropark (4,400 acres), Paint Creek Trail (10.5 miles) extending from The village of Lake Orion To the City of Rochester.

LOCAL RECREATION RESOURCES

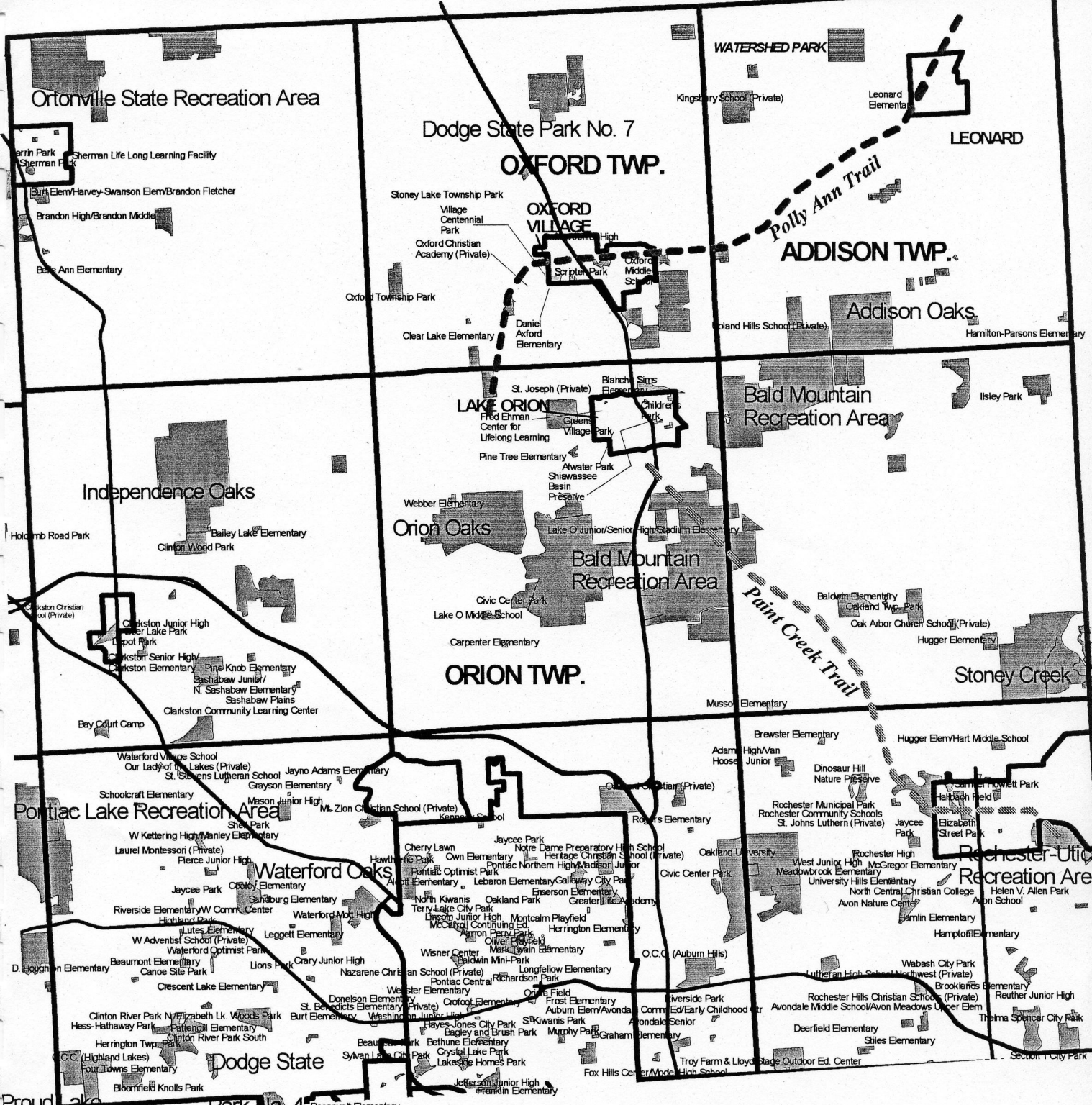
Other recreation resources within the area include community recreation facilities presented on page 23.

ANALYSIS OF RECREATION RESOURCES AND OPPORTUNITIES

The inventory of recreation resources in NEOC presents an area rich in recreation and natural resources. These resources however stand apart as individual units without direct physical relationship to each other or to the communities population. Linking the area's recreation resources will strengthen the recreational, transportation, economic/tourism and social fabric of communities of NEOC. The project will provide residents and visitors alike with safe nonmotorized access to the wealth of recreational and non recreational resources in their locality.

The Polly Ann Trail in conjunction with the Paint Creek Trail will form a primary trailway spine serving all NEOC and beyond. This system will eventually connect to other trail development initiatives in the county. The Polly Ann Trail is part of a county wide Trailways/Greenways plan composed of four trail districts (see map page 24).

Planned linkages from the Polly Ann Trail include connections to the Paint Creek Trail as well as extending the trail west from the village of Oxford along the historic intrurban streetcar right of way. This right of way is presently owned by Detroit Edison Company and would extend connections to the headwaters trail district. The Council also supports interests in Lapeer County working to extend the trail north.



Northeast Oakland County Recreation Resources

Provided by Oakland County Development & Planning, May, 1998



Trail Handbook, Policies, & Procedures

MEETINGS

Current Approved PATMC Meeting Schedule
OTAC Meeting Schedule
Current Year Meeting Agendas, Minutes and Meeting Packets
Policy & Procedures for Meetings & Agenda

POLLY ANN TRAIL MANAGEMENT COUNCIL

2011 MEETING SCHEDULE

Meetings are scheduled for 3:00 pm, unless otherwise specified

January 19	Oxford Veterans Memorial Civic Center
February 16	Rowland Hall
March 16	Addison Township Government Offices
April 20	Orion Friendship Park
May 18	Oxford Veterans Memorial Civic Center
June 15	Rowland Hall
July 20	Oxford Community Room
August 17	Addison Township Government Offices
September 21	Oxford Veterans Memorial Civic Center
October 19	Rowland Hall
November 16	Oxford Community Room
December 21	Orion Friendship Park

OAKLAND TRAILWAYS ADVISORY COUNCIL (OTAC) 2011 MEETING SCHEDULE

These public meetings are scheduled at 9:00 am at
Oakland County Parks and Recreation Administrative Office
2800 Watkins Lake Road
Waterford, MI 48328-1917

February 23, 2011
May 25, 2011
August 24, 2011
October 26, 2011

2011 ANNUAL TRAIL SUMMIT: TBD

POLLY ANN TRAILWAY MANAGEMENT COUNCIL, INC.

Trail Handbook, Policies, & Procedures

TRAIL MANAGER

Manager Description & Responsibilities
Monthly Manager Monthly Report Template
Manager Timesheet Log & Invoice Template
Inventory Checklist
Current Contract

APRIL 2011

POLLY ANN TRAIL MANAGER Job Description

An independent contractor who works under the direction of the Polly Ann Trail Management Council (PATMC) who is responsible for overseeing multiple aspects of the Polly Ann Trail including maintenance, development, and promotion which in turn provides and encourages safe and friendly Trail use

DUTIES AND RESPONSIBILITIES

- Attend monthly PATMC meetings and keep the council apprised of Trail activities and incidents through a monthly manager's report
- Work with the chairman and/ or officers of the PATMC in coordinating monthly agendas
- Maintain both PATMC offices and equipment, supplies, and documents within
- Respond to all Trail inquiries by the public, media, municipalities, user groups, local businesses, and other interested parties
- Act as liaison between the DNR, bordering landowners, user groups, municipalities, managers of other trails, and other involved parties.
- Oversee various maintenance duties to provide an aesthetic and safe environment along the Trail corridor and Trail heads
- Supervise and schedule the WWAM crew and volunteer Trail workers
- Occasionally work with legal council, engineers, surveyors, and other professional service providers as directed by the PATMC
- Research Trail development and linkage including various associated funding and/ or grant options and present findings to the PATMC for approval
- Prepare and submit applications for PATMC approved grants and/ or other fundraising opportunities
- Prepare appropriate policies that will benefit the Trail
- Develop promotional materials such as hats, T-Shirts, maps, and other, then research and execute cost saving completion and present plans to the PATMC
- Plan and execute promotional activities and events to benefit Trail
- Update the PATMC on a monthly basis of all progress and development in the areas of grant funding, fund raising, various events, projects, and promotions
- Represent the PATMC at a variety of official functions and events
- Perform other appropriate Trail duties that may be requested by the PATMC

QUALIFICATIONS

- High School diploma or equivalent
- Experience working with people and delegating job duties
- Experience in outdoor recreation activities and/ or trailway activities a bonus

COMPENSATION

- Up to \$20.00 hr
- Hours not to exceed 60 hours a month



Buck Cryderman <buucko100@gmail.com>

Trail Manager Description

1 message

Tue, Jan 18, 2011 at 8:08 PM

Sue Bellairs <bellairs@charter.net>

To: Ed Brakefield <jebrake@yahoo.com>

Cc: Pauline Blanka <pdsblanka@gmail.com>, Buck Cryderman <buucko100@gmail.com>, Doug Noaker <dnoak@att.net>, Bruce Pearson <bpearson@twp.addison.mi.us>, JoAnn Van Tassel <jvantassel@sbcglobal.net>, Alice Young <ayoung@oriontownship.org>, Joe Young <manager@villageofoxford.org>

PATMC-

Attached is the Trail Manager Description that Pauline, JoAnn, and I put together. After we meet on Wed I will add approved changes to what the council wants posted on our web site, take off the template note, and get them posted on the Polly Ann Trail web site

Council needs to determine;

- 1) an application deadline for résumés
- 2) if they wish the committee to make a recommendation after they complete interviews or if they wish the committee to interview and then narrow down choices to 2-3 and the council does the final interview
- 3) a time frame in which they wish they wish the process to be completed
- 4) where the wish the job to be posted and advertised

Please note at the end of the descriptions are some issues that should be addressed - if not at this meeting then before a new manager is hired.

I have a dr. appointment at 12 noon in Troy with a dr. who is ALWAYS late but I am hoping I will make the meeting in time. If not JoAnn or Pauline will handle it in my place.

I intend to print copies of the attachment and bring to the meeting. I will send them with Buck so I know they will get there in case I am a few minutes late.

POLLY ANN TRAIL MANAGER Job Description

An independent contractor who works under the direction of the Polly Ann Trail Management Council (PATMC) who is responsible for overseeing multiple aspects of the Polly Ann Trail including maintenance, development, and promotion which in turn provides and encourages safe and friendly Trail use

DUTIES AND RESPONSIBILITIES

- Attend monthly PATMC meetings and keep the council apprised of Trail activities and incidents through a monthly manager's report
- Work with the chairman and/ or officers of the PATMC in coordinating monthly agendas
- Maintain both PATMC offices and equipment, supplies, and documents within
- Respond to all Trail inquiries by the public, media, municipalities, user groups, local businesses, and other interested parties
- Act as liaison between the DNR, bordering landowners, user groups, municipalities, managers of other trails, and other involved parties.
- Oversee various maintenance duties to provide an aesthetic and safe environment along the Trail corridor and Trail heads
- Supervise and schedule the WWAM crew and volunteer Trail workers
- Occasionally work with legal council, engineers, surveyors, and other professional service providers as directed by the PATMC
- Research Trail development and linkage including various associated funding and/ or grant options and present findings to the PATMC for approval
- Prepare and submit applications for PATMC approved grants and/ or other fundraising opportunities
- Prepare appropriate policies that will benefit the Trail
- Develop promotional materials such as hats, T-Shirts, maps, and other, then research and execute cost saving completion and present plans to the PATMC
- Plan and execute promotional activities and events to benefit Trail
- Update the PATMC on a monthly basis of all progress and development in the areas of grant funding, fund raising, various events, projects, and promotions
- Represent the PATMC at a variety of official functions and events
- Perform other appropriate Trail duties that may be requested by the PATMC

QUALIFICATIONS

- High School diploma or equivalent
- Experience working with people and delegating job duties
- Experience in outdoor recreation activities and/ or trailway activities a bonus

COMPENSATION

- Up to \$20.00 hr
- Hours not to exceed 60 hours a month

Polly Ann Trail Management Council

Position Description

Title

Polly Ann Trail Manager

Position Summary

An independent contractor who is under the direction of the Polly Ann Trail Management Council (PATMC) who is responsible for overseeing multiple aspects of the Polly Ann Trail and whose duties are grouped into four broad categories:
a) Trail management, b) Administrative, c) Fundraising, and d) Promotion

Essential Functions

Trail Management

- Oversee maintenance of Polly Ann Trail facilities, work with Member Communities, and supervise and schedule WWAM crew and volunteer workers
- Oversee various maintenance duties while keeping staging areas and trail corridor free from litter and trash

Administrative

- Maintain both PATMC offices and equipment and supplies within
- Coordinate with the PATMC Chairperson, Secretary, and Treasures when necessary regarding monthly meeting agendas, written reports of activities, and follow-up after meetings
- Prepare appropriate policies regarding the Trail and present to the PATMC for consideration
- Work with member communities involved with the Trail when directed by the PATMC
- Respond to Trail inquiries and pass along information about the Trail to the public, media, user groups, local businesses, municipalities, and/or other interested parties
- Act as liaison between the DNR, bordering landowners, user groups, municipalities, managers of other trails, and other interested parties
- Work occasionally with legal council, engineers, surveyors, and other professional service providers as directed by the PATMC
- Perform other appropriate Trail duties as requested by the Council

Fundraising

- Research various funding and/or grant options to be used for Trail development and linkage and present findings to the PATMC for approval
- Prepare and submit applications for PATMC approved grants, fundraising opportunities
- Plan and execute promotional activities and events to benefit Trail use
- Keep the PATMC updated on all fundraising activity through monthly reports

Promotion

- Plan and execute promotional activities and events to benefit trail use
- Coordinate and help prepare special community events to promote the Polly Ann Trail
- Develop promotional materials such as hats, T-Shirts, maps, and other ideas then research and execute cost saving completion ideas to present to the PATMC
- Represent the PATMC at a variety of official functions and events

Education/Experience

- High School diploma or equivalent
- Experience working with people and delegating job duties
- Experience in outdoor recreation activities and/ or trailway activities is a bonus

Compensation

- Up to \$20.00 per hour depending on the task being performed
- Reports to the Polly Ann Trail Management Council, usually through the Chairperson

Food for thought

Troy pointed out that no one helped him get started or even directed him in how he was to start. We should not expect anybody to have to figure things out on their own but should be providing education and direction in how we expect the trail manager to proceed.

Below is a list of some aspects that we need to provide to the new manager.

- 1) Who will update the new trail manager on job duties
- 2) Will update on what he/she can expect as far as incidents on the Trail
- 3) Will inform about phone and other provision
- 4) Introduce him to the council and other necessary contacts
- 5) Give direction in how to proceed and order of importance in what to tackle first
- 6) Use of hours
- 7) Will walk new manager thru
 - a) PATMC offices
 - b) Equipment
 - c) Available promotional items – T-shirts, hats, maps, etc
 - d) Information access
 - i. WWAM numbers and contact
 - ii. All member numbers and contact persons
 - iii. Service provider numbers – DNR
 - e) What procedures are in place for
 - I. Needed equipment repair
 - II. Who to call first, 2nd, or 3rd
 - III. Emergency numbers

Project: Polly Ann Trailway Management Council Inc. Manager Timesheet (month) - (month) 2011

REF #	DATE	TASK DESCRIPTION	TIME	UNITS	RATE	COST
Week 1	2/16/2011	Return phone calls/emails	1.5	6	5.00	30.00
Week 2		Return phone calls/emails	1.5	6	5.00	30.00
					5.00	0.00
					5.00	0.00
Week 3		Review cell phone messages, emails & respond	1.5	6	5.00	30.00
					5.00	0.00
Week 4		Review cell phone messages, emails & respond	1.5	6	5.00	30.00
					5.00	0.00
		Other Notes:				
					SUBTOTAL	120.00
					LESS CREDIT	0.00
					TOTAL	120.00

POLLY ANN TRAILWAY MANAGEMENT COUNCIL, INC.

Trail Handbook, Policies, & Procedures

INSURANCE POLICY & LIABILITY

APRIL 2011

Trail Handbook, Policies, & Procedures

BUDGET, FINANCE & ACCOUNTING

Current Budget

Funding Formula

Current Financial Statements

Invoices, Bills, & Check Handling

Petty Cash Policy

Purchasing Authority by Manager

Local & Online Accounts: List of Accounts & Contact Information

POLLY ANN TRAILWAY
MANAGEMENT COUNCIL, INC.
Oakland County, Michigan

Annual Financial Report

September 30, 2010

POLLY ANN TRAILWAY MANAGEMENT COUNCIL, INC.

ANNUAL FINANCIAL REPORT
Year Ended September 30, 2010

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Independent Auditor's Report

Trailway Council
Polly Ann Trailway Management Council, Inc.
Oakland County, Michigan

I have audited the accompanying financial statements of net assets and activities of the Polly Ann Trailway Management Council, Inc., Oakland County, Michigan as of and for the year ended September 30, 2010, which collectively comprise the Council's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Council's management. My responsibility is to express opinions on these financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial presentation. I believe that my audit provides a reasonable basis for my opinions.

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the activities of the Polly Ann Trailway Management Council, Inc., Oakland County, Michigan, as of September 30, 2009, and the respective changes in financial position, where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis on pages 2 through 3 and the budgetary comparison information on page 14 is not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. I applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, I did not audit the information and express no opinion on it.

January 12, 2011

POLLY ANN TRAILWAY MANAGEMENT COUNCIL

Management's Discussion and Analysis

The Polly Ann Trailway Management Council's management discussion and analysis has been prepared to provide an overview of the Council's financial activities for the fiscal year ending September 30, 2010. This discussion and analysis needs to be read and reviewed concurrently with the Trailway Council's financial statements.

This management discussion and analysis includes comparative data from fiscal year 2009 in order to remain compliant with the Government Accounting Standards Board Statement No. 34.

Polly Ann Trailway Management Council as a Whole

The following tables show the condensed Statement of net assets and activities for the years ended September 30, 2009 and 2010.

	2009	2010
Assets		
Current Assets	\$ 64,187	\$ 62,309
Capital Assets – Net	44,338	39,409
	<hr/>	<hr/>
Total Assets	\$ 108,525	\$ 102,313
	<hr/> <hr/>	<hr/> <hr/>
Liabilities		
Current Liabilities	\$ 1,827	\$ 1,421
Net Assets		
Invested in Capital Assets	\$ 44,338	\$ 39,409
Unrestricted	62,360	61,483
	<hr/>	<hr/>
Total Net Assets	\$ 108,525	\$ 102,313
	<hr/> <hr/>	<hr/> <hr/>

Table 2
Changes in Net Assets

	2009	2010
Revenue		
Intergovernmental Contributions	\$ 35,000	\$ 35,000
Events and promotion	9,191	2,242
Other	358	250
Total Revenue	\$ 44,549	\$ 37,492
Expenses	38,170	38,369
Change in Net Assets	\$ 6,379	\$ (877)

Governmental funds report capital outlays as expenditures. However, in the statement of activities these items are capitalized and the cost of those assets are allocated over their estimated useful lives as depreciation.

The Council's revenue, in a normal year, consists of intergovernmental contributions, donations and grants.

Contacting the Council's Financial Management

The financial report is designed to provide our members and citizens with a general overview of the Council's finances and show the Council's accountability for the money it receives. If you have any questions about this report, or require additional information, you can contact the Council's office.

POLLY ANN TRAILWAY MANAGEMENT COUNCIL, INC.

Statement of Net Assets
September 30, 2010

ASSETS

Current Assets:		
Cash	\$	60,921
Accounts Receivable - Formula Funding		1,983
Total Current Assets		<u>62,904</u>
Capital Assets:		
Land		3,314
Parking Lot		35,000
Restroom		27,296
Equipment		149
Computer Equipment		2,032
Less Accumulated Depreciation		<u>(28,382)</u>
Total Capital Assets, net of depreciation		<u>39,409</u>
Total Assets	\$	<u>102,313</u>

LIABILITIES

Current Liabilities:		
Accounts Payable	\$	1,421
Total Current Liabilities		<u>1,421</u>

NET ASSETS

Invested in Capital Assets		39,409
Unrestricted		61,483
Total Net Assets		<u>100,892</u>
Total Liabilities and Net Assets	\$	<u>102,313</u>

POLLY ANN TRAILWAY MANAGEMENT COUNCIL, INC.

Statement of Activities
For the Year Ended September 30, 2010

Activities	<u>Expenses</u>	<u>Program Revenues</u>		<u>Net (Expense) Revenue & Changes in Net Assets</u>
		<u>Member Contributions</u>	<u>Grants and Other</u>	
Operating and Maintaining Trailways	\$ 43,298	\$ 35,000	\$ 2,417	\$ (5,881)
Total Activities	<u>\$ 43,298</u>	<u>\$ 35,000</u>	<u>\$ 2,417</u>	<u>(5,881)</u>
General Revenues:				
				<u>75</u>
				<u>75</u>
				<u>(5,806)</u>
				<u>106,698</u>
				<u>\$ 100,892</u>

The accompanying notes are an integral part of the financial statements.

POLLY ANN TRAILWAY MANAGEMENT COUNCIL, INC.

Balance Sheet
September 30, 2010

ASSETS

Cash	\$	60,921
Accounts Receivable - Formula Funding		1,983
Total Current Assets	\$	<u>62,904</u>

LIABILITIES AND FUND BALANCE

Liabilities:		
Accounts Payable	\$	1,421
Total Current Liabilities		<u>1,421</u>
Fund Balance:		
Undesignated		61,483
Total Fund Balance		<u>61,483</u>
Total Liabilities and Fund Balance	\$	<u>62,904</u>

The accompanying notes are an integral part of the financial statements.

POLLY ANN TRAILWAY MANAGEMENT COUNCIL, INC.

Reconciliation of the Council Funds Balance Sheet to the Statement of Net Assets
For the Year September 30, 2010

Fund balances \$ 61,483

Amounts reported for governmental activities in the
statement of net assets differ due to:

Capital assets used in governmental activities
are not financial resources and therefore are not
reported as assets in Council funds.

Historical cost	\$ 67,791	
Accumulated depreciation	<u>(28,382)</u>	<u>39,409</u>

Total net assets - governmental activities \$ 100,892

POLLY ANN TRAILWAY MANAGEMENT COUNCIL, INC.

Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Year Ended September 30, 2010

REVENUES:

Intergovernmental Contributions	\$ 33,345
In Kind Rent Revenue - Leonard	1,655
Membership Dues	175
Promotional Sales	162
Oxford Earth Day	1,620
Brochure Sponsorship	460
Investment Earnings	75
	<hr/>
Total Revenues	37,492
	<hr/>

EXPENDITURES:

Contracted Services	14,150
Accounting Fees	1,751
Audit Costs	3,000
Office Supplies	53
Brochure Printing	1,030
Insurance	2,795
Equipment Maintenance	10,122
Fuel	229
Promotional Expenses	753
Donated Use of Facilities	1,655
Property Taxes	279
Membership Dues	80
Licenses and Fees	95
Postage	55
Advertising and Web	97
Telephone	524
Utilities	255
Miscellaneous Trail Expenses	5
Earth Day Expenses	1,441
	<hr/>
Total Expenditures	38,369
Excess of Operating Expenditures Over Revenues	(877)

Other Revenues and (Expenses)

Insurance Proceeds	23,250
Bridge Repair	(23,250)
	<hr/>
Fund Balance - Beginning	62,360
	<hr/>
Fund Balance - Ending	\$ 61,483
	<hr/> <hr/>

The accompanying notes are an integral part of the financial statements.

POLLY ANN TRAILWAY MANAGEMENT COUNCIL, INC.

Reconciliation of the Statement of Revenues, Expenditures,
and Changes in Fund Balance to the Statement of Activities
For the Year September 30, 2010

Net change in fund balances - governmental funds \$ (877)

Amounts reported for governmental activities in the
statement of activities differ due to:

Governmental funds report capital outlays as expenditures.
However, in the statement of activities these items are
capitalized and the costs of those assets are allocated
over their estimated useful lives as depreciation.

Capitalized assets	\$ 149	
Depreciation	<u>(5,078)</u>	<u>(4,929)</u>

Change in net assets - governmental activities \$ (5,806)

POLLY ANN TRAILWAY MANAGEMENT COUNCIL, INC.

Notes to Financial Statements
September 30, 2010

Note A: Summary of Significant Accounting Policies

The accounting policies of the Polly Ann Trailway Management Council, Inc. conform to accounting principles generally accepted in the United States of America and have been consistently applied in the preparation of these financial statements.

The Council adopted the Governmental Accounting Standards Board (GASB) Statement No. 34, Basic Financial Statements and Management Discussion and Analysis. The Council has elected to report all of its funds as major funds in the financial statements.

Reporting Entity

The Polly Ann Trailway Management Council, Inc. was created for the purpose of owning or leasing, exercising right of dominion over, developing, providing, maintaining, and operating certain non-motorized public trails for recreational use within the jurisdiction of member units, Addison Township, Orion Township, Oxford Township, Village of Leonard, and Village of Oxford.

Basis of Accounting

The financial statements are presented on a full accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred.

Cash and Cash Equivalents

The Council has defined cash and cash equivalents to include cash on hand, demand notes, and certificates of deposit with original maturities of three months or less from the date of acquisition.

Receivables

All receivables are considered fully collectible. No provision for non-collection has been made in the financial statements.

Capital Assets

Capital assets, which include land, trailway improvements, and equipment, are recorded at historical cost. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's useful life are not capitalized.

Improvements and equipment is depreciated using the straight line method over the following estimated lives:

Improvements	15 - 20 years
Equipment	5 - 7 years

POLLY ANN TRAILWAY MANAGEMENT COUNCIL, INC.

Notes to Financial Statements
September 30, 2010

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. Actual results could differ from those estimates.

Note B: Stewardship, Compliance, and Accountability

Budgetary Data

Annual budgets are adopted for the funds as required by the Michigan Public Act 621 of 1978, the Uniform Budgeting and Accounting Act. The Council's approved budget was adopted on the line item level.

The railway manager prepares a preliminary budget for the Council's review and comment. After receiving input from those concerned, the manager rewrites the budget. The rewritten budget is presented to the Council for final review and approval. This process occurs prior to year end.

Excess of Expenditures Over Appropriations

Michigan Public Act 2 of 1968, as amended, provides that a local unit shall not incur expenditures in excess of the amount appropriated in the budget resolution of the governing body. For the year ended September 30, 2010, the following line items that exceeded the amount budgeted:

	Total <u>Expenditure</u>	Amount <u>Budgeted</u>	Amount <u>Over Budget</u>
Equipment Maintenance	\$ 10,000	\$ 10,122	\$ 122
Promotional Expenses	450	753	303

Note C: Deposits and Investments

Michigan compiled Laws, Section 129.91, authorizes the Local Unit to deposit and invest in the accounts of federally insured banks, credit unions, and savings and loan associations which have an office in Michigan. The Council is allowed to invest in bonds, securities and other direct obligations of the United States; United States government or federal agency obligation; repurchase agreements; bankers' acceptance of United States banks; commercial paper rated by two standard rating agencies within the two highest classifications, which mature not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions which are rated investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan.

The Council has designated one bank for the deposit of the Council's funds. This is in compliance with the adopted investment policy adopted in accordance with Public Act 196 of 1977.

GASB Statement 3, Investments are categorized to give an indication of the level of custodial credit risk assumed. Category 1 includes investments that are insured or registered, or securities held by the Council or its agent in the Council's name. Category 2 includes uninsured and unregistered investments for which the securities are held by the broker's or dealer's trust

POLLY ANN TRAILWAY MANAGEMENT COUNCIL, INC.

Notes to Financial Statements
September 30, 2010

department or agent in the Council's name. Category 3 includes uninsured and unregistered investments for which the securities are held by the broker or dealer, or by its trust department or agent, but not in the Council's name.

The Council's investments consist of an interest bearing checking account, which is not categorized because it is not evidenced by securities that exist in physical or book entry form.

Note D: Capital Assets

Capital asset activity for the year ended September 30, 2010 was as follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital Assets Not Being Depreciated:				
Land	\$ 3,314	\$ -	\$ -	\$ 3,314
Trailway Improvements:				
Restroom	27,296	-	-	27,296
Parking Lot	35,000	-	-	35,000
Equipment	-	149	-	149
Office Equipment	2,032	-	-	2,032
Total Capital Assets Being Depreciated	<u>64,328</u>	<u>149</u>	<u>-</u>	<u>64,477</u>
Less Accumulated Depreciation for:				
Trailway Improvements	21,272	5,063	-	26,335
Equipment	-	15	-	15
Office Equipment	2,032	-	-	2,032
Total Accumulated Depreciation	<u>23,304</u>	<u>5,078</u>	<u>-</u>	<u>28,382</u>
Capital Assets Being Depreciated - Net	<u>41,024</u>	<u>(4,929)</u>	<u>-</u>	<u>36,095</u>
Capital Assets - Net	<u>\$ 44,338</u>	<u>\$ (4,929)</u>	<u>\$ -</u>	<u>\$ 39,409</u>

Depreciation was charged to operations in the amount of: \$ 5,078

Note E: Risk Management

The Council is exposed to various risks of loss related to general liability, theft of assets, destruction of assets, and natural disasters. The Council carries commercial insurance to protect against these potential losses. The Council does not maintain a fidelity bond.

POLLY ANN TRAILWAY MANAGEMENT COUNCIL, INC.

Budgetary Comparison Schedule
For the Year Ended September 30, 2010

	Original Budget	Amended Budget	Actual	Variance Favorable/ (Unfavorable)
REVENUES:				
Operating Revenue:				
Contributions - Orion Township	\$ 17,041	\$ 13,716	\$ 13,716	\$ -
Contributions - Oxford Township	12,600	9,517	9,517	-
Contributions - Village of Oxford	2,881	2,181	2,181	-
Contributions - Addison Township	3,000	7,931	7,931	-
In Kind Rent Revenue - Leonard	2,478	1,655	1,655	-
Membership Dues	500	200	175	(25)
Promotional Sales	800	800	162	(638)
Oxford Earth Day	8,500	8,500	1,620	(6,880)
Brochure Sponsorship	-	700	460	(240)
Interest Earnings	500	100	75	(25)
Total Operating Revenues	<u>48,300</u>	<u>45,300</u>	<u>37,492</u>	<u>(7,808)</u>
EXPENSES:				
Operating Expenses:				
Contracted Services	16,500	15,000	14,150	850
Accounting Fees	2,650	2,000	1,751	249
Audit and Tax Services	3,500	3,500	3,000	500
Office Supplies	300	300	53	247
Telephone	700	700	524	176
Utilities	400	400	255	145
Licenses and Fees	100	100	95	5
Postage	150	150	55	95
Property Taxes	300	300	279	21
Donated Use of Facilities	2,500	1,700	1,655	45
Printing	100	100	-	100
Brochure Printing	1,200	1,200	1,030	170
Membership Dues	-	100	80	20
Insurance	3,000	3,000	2,795	205
Equipment Maintenance	6,000	10,000	10,122	(122)
Trail Grading Expense	3,800	3,800	-	3,800
Fuel	300	300	229	71
Miscellaneous Trail Expenses	100	100	5	95
Earth Day Expenses	3,900	2,000	1,441	559
Promotional Expenses	1,800	450	753	(303)
Advertising and Web	1,000	100	97	3
Total Operating Expenses	<u>48,300</u>	<u>45,300</u>	<u>38,369</u>	<u>6,931</u>
Operating Revenue Over/(Under)			(877)	(877)
Operating Expenses	-	-		
Other Revenue And (Expenses):				
Insurance Proceeds	-	23,250	23,250	-
Bridge Repair	-	(23,250)	(23,250)	-
Net Asset Increase (Decrease)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (877)</u>	<u>\$ (877)</u>

The accompanying notes are an integral part of the financial statements.

POLLY ANN TRAILWAY MANAGEMENT COUNCIL

IMPREST PETTY CASH PROCEDURES

Definitions

An Imprest Petty Cash Fund, commonly referred to as petty cash, is a fixed and appropriate amount of money authorized for minor disbursements by a custodian. The principal purpose of the fund is to reimburse minimal cash payments for authorized Polly Ann Trailway Management Council (Council) expenditures.

Fund establishment:

The imprest petty cash fund will be established and maintained in the Council's office. The Trail Manager will be the primary custodian, with alternates designated as appropriate. The custodian and alternates must be the Trail Manager or a Council member. The fund level will be determined by the Council and will be based on the estimated activity.

Purpose

The purpose of the petty cash fund is to reimburse for out-of-pocket expenditures that do not exceed \$25.00 and are subject to the following restrictions.

These expenditures do NOT include the following:

- Items that can be purchased from a vendor with whom we have a charge account
- Meals, parking, gas, car washes, recreational programs, or any other expense that should appropriately be requested on an Expense Report.
- Travel advances

Examples of items that could be acceptable for reimbursement may include various items for a special event, shipping charges, emergency repair items, or minor office supplies not readily available.

Procedure

The imprest petty cash fund will be located in the Council's office. A receipt for an allowable reimbursement must be obtained. It must contain the following information: vendor, date, description and amount.

The fund will be replenished on an as-needed basis, but will be restored to its original amount at least quarterly.

ADOPTPED AT POLLY ANN COUNCIL MANAGEMENT MEETING: April 15, 2009

Council President _____, Matthew A. Gibb

Trail Handbook, Policies, & Procedures

**TRAIL MAINTENANCE, INSPECTIONS,
SIGNAGE & SITE FEATURES**

WWAM Scheduling

Trail Inspections

Gates, Keys & Access

Crossings Policy

Signage

Bollards, Brochure Boxes, Mile-markers & Misc. Site Items

Leonard Trailhead & Restroom

Bench Donations Policy

Donations & Other Memorial Gifts

Volunteer Projects

Adopt-a-Trail Program

Polly Ann Trail Management Council

Criteria for Evaluating Private Trail Crossing Requests

The following criteria guide decisions on private crossing requests. They do not address requests for public street/road crossings, or for utility crossings (above or below grade). Such requests are evaluated through a separate process.

Summary

Unless there is a specific reason not to do so, the P.A.T.M.C. will recommend granting a request for a private license to cross the Polly Ann Trail corridor for the following:

1. To continue using recognized crossing *for its historical uses*
2. New farm crossing
3. New grade-separated crossing

The P.A.T.M.C. will grant the following types of requests for private crossings of trail corridors only if specific criteria are met:

4. To convert unrecognized crossing into recognized
5. New at-grade crossing
6. Expanding use of recognized crossing beyond approved or historical uses

Definitions

- “At-grade crossing” means a crossing at which the driveway/street/road is not separated from the trail by an overpass or underpass.
- “Farm crossing” means an at-grade crossing used solely for movement of farm vehicles, farm machinery, or livestock.
- “Grade-separated crossing” means a crossing separated from the trail by an overpass or underpass.
- “Recognized crossing” means: (1) an existing at-grade crossing for which applicant has demonstrated a documented right; or (2) for a rail-trail, an undocumented at-grade crossing that existed on the date the railroad formally applied for authorization to abandon rail service.
- “Unrecognized crossing” means an existing at-grade crossing that meets neither test for a recognized crossing.
- New Use

Evaluation Criteria

The public purposes for which the Polly Ann Trail was acquired and is managed guide decisions on its use. Every increase in crossing traffic increases the chances for a collision and diminishes the quality of the users' experience, therefore the P.A.T.M.C. seeks to minimize the number and intensity of use of at-grade crossings of trail corridors.

Crossing requests submitted to the P.A.T.M.C. must include a favorable recommendation from the local unit of government.

Crossing requests fall into two categories:

- Category I includes those types of requests that the P.A.T.M.C. will usually recommend unless there are specific reasons not to do so.
- Category II includes those types of requests that the P.A.T.M.C. is reluctant to recommend, and which will be recommended only if specific criteria are met.

Category I Crossing Request

1. License to continue using recognized crossing *for its historical uses*

The P.A.T.M.C. "recognizes" rail-trail crossings that existed at the time the railroad formally applied for authorization to abandon rail service (see second part of definition of "recognized crossing"), even if the landowner has no formal documentation of a current crossing right. This means that the P.A.T.M.C. requires no action by the landowner to continue using the crossing for its demonstrated historical uses.

2. New farm crossing
3. New grade-separated crossing

Criterion I: The P.A.T.M.C. will not recommend a crossing license if:

- (a) other adequate access to the property exists; or
- (b) a preferred alternative can be developed; or
- (c) the crossing poses, or would pose, a significant safety hazard to trail users; or
- (d) the crossing has, or would have, unacceptable negative impacts on the natural, recreational, and aesthetic features of the trail corridor. The Michigan Department of Natural Resources, owner of the Polly Ann Trail property, permits no more than 3 crossings per mile.

(con't.)

Category II Crossing Request

4. License to convert unrecognized crossing into recognized

Some existing crossings were: (1) Built after the railroad formally applied for authorization to abandon rail service; and (2) Are not documented by any legal instrument. These are considered unrecognized crossings. Whether built before or after the P.A.T.M.C. began managing the corridor, they may be considered a trespass. The landowner may apply for a crossing license, which if granted would make the crossing a recognized crossing.

5. New at-grade crossing

6. Expanding use of recognized crossing beyond approved or historical uses

A case of this type usually results from a desire to expand use of the property to which the crossing provides access, or to use the crossing for access to additional properties. In effect, P.A.T.M.C. treats an expansion of use the same as a new crossing (Type #5).

Criterion II: The P.A.T.M.C. will recommend a crossing license only if, in the sole judgment of the P.A.T.M.C.: (1) conditions and requirements can be established which will effectively mitigate the impact of the requested crossing on the natural environment and the safety and enjoyment of trail users; and (2) the requested crossing would not be in conflict with the primary purposes for which the corridor was acquired or is being used.

Factors considered in this judgment include, but are not necessarily limited to:

A. If applicant claims property is landlocked, how this occurred.

The P.A.T.M.C. assumes no obligation to recommend access to a parcel that is “landlocked” because it was split off from a larger “parent” parcel after the railroad was built. In such a case, the applicant may have a legal right of access across the remainder of the parent parcel. Therefore, the P.A.T.M.C. will not consider such an application unless and until applicant documents that they do not have, and cannot establish, a legal right of access to their land across the remainder of the parent parcel. (Even if applicant documents this, the P.A.T.M.C. may or may not recommend a license depending on the remaining factors below.)

B. Feasible alternatives for access to the land.

- 1) As a general guide, the P.A.T.M.C. considers an access route of one mile or less to be a feasible alternative for land access.
- 2) The P.A.T.M.C. favors sharing of a single crossing to access multiple parcels over separate crossings for each parcel.

C. Feasibility of applicant building a grade-separated crossing.

(con't.)

D. Impacts of the proposed crossing on the safety of trail users:

- 1) the number of existing crossings in the vicinity of the proposed crossing;
- 2) the anticipated intensity of use (average number of crossings per day) of the proposed crossing;
- 3) the current intensity of use of any nearby existing crossings;
- 4) expected intensity of trail use at this location;
- 5) sight distances at crossing;
- 6) other factors as appropriate.

E. Impacts of the proposed crossing on the natural, recreational, and aesthetic features of the trail corridor, such as:

- 1) Surface and soils
- 2) Threatened or endangered species
- 3) Mature or old growth trees
- 4) Other plant, animal, fish, or aquatic life
- 5) Wetlands
- 6) Scenic views
- 7) Special designations (wilderness, wild area, natural area)

NOTE: Policy adopted by the PATMC at the REGULAR MEETING OF FEBRUARY 21, 2003

Trail Handbook, Policies, & Procedures

INVENTORY

Trail Handbook Handbook
Trail Offices & Storage
Post Office Box & Mail
Keys
Office Equipment
Laptop Computer & Software
Cell Phone
Printer / Scanner
Office Supplies
Tools & Maintenance Equipment
Password & Account Access (Cross-referenced)
Inventory Checklist

Trail Handbook, Policies, & Procedures

**WEB SITE, ONLINE
& LOCAL ACCOUNTS**

Domain Registration, Access & Passwords

Site Hosting Services, Access & Passwords

Other Online Accounts Current Access & Passwords

Email & Social Media Accounts (Facebook, Twitter, etc)

Other Local Accounts

Trail Handbook, Policies, & Procedures

EVENTS

Current Approved Events List
Private Event Permits, Forms & Insurance Requirements
Volunteers
Community Service & Volunteer Projects
Potential Event Sponsors
Event Budget Template for Tracking and Reporting

Polly Ann Trail Event Application

If your group interested in hosting an event on the Polly Ann Trail, please complete this application and email to manager@pollyantrailway.org or mail to:

Polly Ann Trail Management Council, Inc., 23 E Elmwood, PO Box 112, Leonard MI 48367.

Your request will be reviewed at the next scheduled Polly Ann Trail Management Council meeting. Please visit our web site for meeting dates and locations (locations vary). Submit your event application at least 10 days prior to a scheduled PATMC meeting for consideration. Typically, there is no fee for nonprofit groups for use of the trail. Any fees and conditions are subject to review and approval of the Polly Ann Trailway Management Council, Inc.

Organization: _____

Contact Person: _____

Address: _____

Phone: _____ Fax: _____

Email: _____ Web Site: _____

Other Organizations/Partners: _____

Name of Event _____

Day & Date of Event: _____ Time: from _____ to _____

Location along the trail: _____

Estimated number of participants: _____ Estimated number of volunteers to perform trash pickup generated and to manage safety conditions of the event (i.e. safe street crossings): _____

Event Description: _____

Comments & Questions: _____

Process for Approval of Your Event:

- Contact the Trail Manager to schedule your event on an upcoming Polly Ann Trail Management Council meeting for discussion. Use the email below and visit our web site for our meeting schedule.
- Complete this application and a Hold Harmless form available on our web site or via email from the Trail Manager.
- Completed applications and forms due to the Manager seven days prior to the next PATMC meeting.
- Have a representative attend the PATMC meeting to answer questions about your activity.
- The PATMC will require that you provide event insurance and/or a rider stating that the PATMC, MDNRE are named insureds for the event, per the language in the 'Hold Harmless' Agreement.
- All activities require approval by the Polly Ann Trail Management Council, Inc. on behalf of the MDNR, property owner.



HOLD HARMLESS AGREEMENT

FOR AND IN CONSIDERATION of the grant by the Polly Ann Trail Management Council, Inc. to permit / allow ** _____ (name) to _____ (activity) at/on _____ (specific location) _____ (dates & times)

as requested by the undersigned, the undersigned does hereby agree to fully hold harmless, defend and indemnify the Michigan Department of Natural Resources, Polly Ann Trail Management Council, Inc, and all of their officers, officials, employees and members including the Townships of Orion, Addison and Oxford, and the Villages of Leonard and Oxford, with respect to all claims, losses, damages, causes of action, judgments, costs and expenses, including reasonable attorneys fees, whether or not the same are now known, liquidated, discovered, discoverable or justifiable, which may be asserted, brought or rendered against, incurred or suffered by, and/or imposed upon, the Michigan Department of Natural Resources, Polly Ann Trail Management Council, Inc, and all of their officers, officials, employees and members including the Townships of Orion, Addison and Oxford, and the Villages of Leonard and Oxford, and/or their officers, officials, employees by reason of or arising out of the grant or exercise of the rights stated above granted by the Polly Ann Trail Management Council, Inc. to the undersigned.

*** Please insert information regarding the title and nature of the activity, date(s), time, and areas that are affected (public sidewalks, streets, parking spaces, etc.)*

Witnesses: Two (2) witness signatures are required.

Signature /*PRINT NAME BELOW*

Signature

Signature /*PRINT NAME BELOW*

Print Name

Organization and Title

Date Approved: _____

** If the project is related to obstructing the public right of way for work on private property, the signature must be that of the subject property owner or of the contractor performing the work.*

Office Use: Copy to: _____ Applicant, _____ Public Safety Department(s)



APPLICATION/PERMIT TO USE STATE LAND

This information is required under authority of Part 5 of Act 451 of 1994, as amended, MCL 324.501- 511 and the Rules for the Regulation of State Lands, R299.921 – R299.932.

DNR USE ONLY
Management Unit
Permit Number

APPLICANT: Please read all attachments before completing application. Submit completed application to local DNR office where permit is being sought. Application must be submitted at least sixty (60) days prior to proposed use. Attach additional information as needed to fully describe proposed use activity. Checks or money orders should be made payable to "State of Michigan."

- For Application/Permit to Use State Land for an Event, use DNR PR1138.
Initial application fee of fifty dollars (\$50.00) must be submitted with application.

Name of Applicant/Organization, Name of Contact Person, Address, City, State, ZIP, Telephone, FAX, Federal ID Number, e-mail address, Proposed location on state land, Length of Use, Date(s) of Proposed Use, No. of Participants/Users, No. of Recreational Units (Camping), Will the use of state land require or include: use of parking lot/campground/access site?, structures or equipment be placed on state land?, sound amplification equipment be used?, food, beverages or other items be sold?, alcohol be served or consumed?, use of utilities (water, electric, sewer) ?, Type of Use, Description of Proposed Type of Use

APPLICANT: Read all pages and attachments before certification and signature.

APPLICANT CERTIFICATION

I certify that the information submitted herein, including all attachments, is accurate and complete and that I have read and understand and agree to abide by the requirements contained on all attachments, including liability insurance and performance bonding requirements. I have enclosed the required Application Fee. I understand that, if I have submitted a Review Fee that is not the correct amount, an additional fee must be paid prior to review of my application. I also understand that all remaining fees for the use of the State Land must be received by the Department within 14 days of notification of approval to the applicant or permissions may be considered void.

Applicant/Authorized Representative - Print or Type

Signature

Date

FOR DNR USE ONLY

Management Unit, County, Performance Bond Type, Amount, Receipt No., Other Charges, Receipt No., Review Fee, Receipt No., Application Fee, Receipt No., Use Fee, Receipt No., Timber Consideration Fee, Receipt No., Insurance Aggregate Amount, Date Permit Issued, Date Permit Expires, Applicant / Permit Number

Department Representative (please print), Telephone (with area code), E-mail Address, Signature, Address

ADDITIONAL REQUIREMENTS: As contained in the attached Exhibit(s).

CONDITIONS AND REQUIREMENTS

1. Permit shall be available for inspection when Permittee is operating on State-owned land.
2. Permission for use shall expire on the date indicated, unless sooner terminated.
3. Payment in the amount specified shall be made prior to use of land, or in installments as indicated.
4. Permittee shall maintain the area under Permit in a clean and orderly condition.
5. Requests for Permit renewals should be made to the Department thirty (30) days prior to the expiration date of this Permit. Such requests will be considered only when all stipulations in the original Permit have been complied with.
6. The rights accruing under this Permit shall not be assigned or transferred without the written permission of the Department Representative.
7. Permittee shall not commit, cause, or allow to be committed, any waste of, or injury to, said premises or any part thereof, nor use the same except for the purpose indicated.
8. Temporary improvements may only be made if further authorized under the conditions of this Permit, or by separate written permission of the Department Representative.
9. Improvements made by the Permittee on said premises and not removed within 30 days after cancellation or expiration of this Permit, and when such removal shall be requested by the Department, AT THE DEPARTMENT'S OPTION, shall become attached and remain a part of the premises.
10. The Department reserves the right to:
 - a. dispose of any portion of the premises herein described during the term of this Permit. If possible, proper notice of sale or disposition will be given Permittee. However, failure to notify Permittee will not affect this right.
 - b. lease said premises for exploration and production of any or all minerals, including coal, gas, oil, sand, gravel, etc.
 - c. grant rights-of-way and easements of any kind and nature over and across said premises, and to grant or exercise all other rights and privileges of every kind and nature not herein specifically granted.
11. Permittee and occupants are responsible for the payment of all utility bills including water, electricity, gas, etc.
12. Permittee agrees to comply with all requirements herein, and, if for any reason Permittee violates or neglects to fulfill such requirements, this permission for use shall terminate and Permittee shall forfeit all rights and payments made hereunder. Should Permittee remain in possession of said premises after cancellation or expiration of this Permit, said Permittee shall be considered as tenant or tenants holding over without permission and may be evicted from said premises.
13. Permittee shall comply with all applicable (including but not limited to all environmental) laws, regulations and codes and will obtain any necessary Permits in connection with its use of the Premises.
14. Permittee shall reimburse the Department for any repairs to the Premises resulting from damage.
15. Permittee shall report, in writing, to the Department Representative, all incidents related to the use of this Permit that result in personal injury, death, or property damage. Incidents resulting in personal injury, death, or property damage (estimated to exceed \$300.00) must be reported to the Department Representative immediately by telephone or in person, followed by a written report.
16. The Department shall have the right at all reasonable times during the term of this Permit to enter the premises for the purposes of making any inspections, repairs, additions or alterations as may be deemed appropriate by the Department for the preservation of the Premises.
17. Permittee shall comply with the Elliot-Larsen Civil Rights Act, 1976 PA as amended, CML 37. 2101 et seq.; MSA 3.548 (101) et seq.; the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended MCL 37.1101; MSA 3.500 (101) et seq., and all other federal, state and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Permittee agrees to include in every subcontract entered into for the performance of this Permit, this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Permit.
18. Permittee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980, PA 278, as amended, MCL 423.321 et seq., MSA 17.458 (21) et seq.
19. There shall not be any disturbance to survey corners and associated witness trees.

CONDITIONS AND REQUIREMENTS (CONT'D)

20. **INSURANCE:** Applicant shall furnish to the Department, **prior to issuance of written permission**, a policy of liability insurance which provides as follows:
 - a. Names of Insured, the Applicant, its officers, employees, and agents;
 - b. Coverage against all known and unknown hazards arising from the acts and omissions of the Applicant, its officers, employees, and agents;
 - c. Coverage for Applicant's contractually assumed obligation to indemnify and hold harmless the State of Michigan, its departments, officers, employees and agents;
 - d. A term of coverage for not less than the term of use;
 - e. Liability insurance coverage with respect to personal injury, death, and property damage to the limits described in the Guidelines for Liability Insurance Requirements for User Groups;
 - f. That the policy will not be cancelled, or its provisions modified or deleted, unless and until the insurer first sends thirty (30) days' written notice to the Department representative shown on permit.
21. **PERFORMANCE BOND:** A cash or surety bond shall be provided by Applicant, as a guarantee of faithful performance of the conditions of the Permit, prior to issuance of the Permit. As soon as security for the performance of the terms and conditions of the Permit or the settlement of claims incident thereto is no longer necessary, deposits in lieu of surety or cash bond will be returned to the Applicant/Permittee.
22. **CAMPING OUTSIDE A DESIGNATED CAMPGROUND:** If camping involves five or more sites (thirty-two or more individuals or five or more recreational units), a Temporary Campground Permit must be obtained from the local county health department. Copies of the Permit must be provided to the Department before use.
23. **CUTTING OR REMOVAL OF TREES/VEGETATION:** Cutting or removal of trees/vegetation within the Permit area shall occur only if specifically authorized, in writing, by the Department Representative. The fee to cut or clear the authorized location shall be paid prior to cutting and clearing activities by the Permittee at the Department of Natural Resources' standard fee schedule rates.
24. Permittee shall take all reasonable precautions to prevent and suppress forest fires.
25. **BRUSH, STUMPS, OR DEBRIS:** All brush, stumps, or debris resulting from operations under this Permit shall be disposed of as directed by the Department Representative.
26. **BRIDGES, CULVERTS, CORDUROY:** No bridges, culverts, corduroy, or other road improvements made by Permittee on said premises shall be removed unless authorized in writing by the Department Representative.
27. **DAMAGES:** The Permittee shall be held liable for any damages caused by operations under this Permit which may arise to forest growth, fences, crops, buildings or other improvements on State-owned property. This shall be as determined by the Department Representative.
28. **ADDITIONAL REQUIREMENTS:** Permittee shall review any additional site specific or use specific requirements (Exhibits) provided by the Department and ascertain agreement by Permittee's authorized representative's signature and date on each Exhibit. This Permit shall not be effective until such agreement is made.
29. **LIABILITY:** Permittee hereby releases, waives, discharges and covenants not to sue the State of Michigan, its departments, officers, employees and agents, from any and all liability to Permittee, its officers, employees and agents, for all losses, injury, death or damage, and any claims or demands therefore thereto, on account of injury to person or property, or resulting in death of Permittee, its officers, employees or agents, in reference to the activities authorized by this Permit.
30. **INDEMNIFICATION:** Permittee hereby covenants and agrees to indemnify and save harmless, the State of Michigan, its departments, officers, employees and agents, from any and all claims and demands, for all loss, injury, death or damage, that any person or entity may have or make, in any manner, arising out of any occurrence related to (1) issuance of this Permit; (2) the activities authorized by this Permit; and (3) the use or occupancy of the premises which are the subject of this Permit by the Permittee, its employees, contractors, or its authorized representatives.
31. **PENALTY NOTICE:** Non-compliance with terms of the written permission, if granted, will be basis for forfeiture of some or all of the performance bond, termination of the written permission, and denial of future use applications. Permissions issued under this policy do not exempt the Applicant/User from complying with existing statutes.



APPLICATION/PERMIT TO USE STATE LAND

This information is required under authority of Part 5 of Act 451 of 1994, as amended, MCL 324.501- 511 and the Rules for the Regulation of State Lands, R299.921 – R299.932.

DNR USE ONLY
Management Unit
Permit Number

APPLICANT: Please read all attachments before completing application. Submit completed application to local DNR office where permit is being sought. Application must be submitted at least sixty (60) days prior to proposed use. Attach additional information as needed to fully describe proposed use activity. Checks or money orders should be made payable to "State of Michigan."

- For Application/Permit to Use State Land for an Event, use DNR PR1138.
Initial application fee of fifty dollars (\$50.00) must be submitted with application.

Name of Applicant/Organization, Name of Contact Person, Address, City, State, ZIP, Telephone, FAX, Federal ID Number, e-mail address, Proposed location on state land, Length of Use, Date(s) of Proposed Use, No. of Participants/Users, No. of Recreational Units (Camping), Will the use of state land require or include: use of parking lot/campground/access site?, structures or equipment be placed on state land?, sound amplification equipment be used?, food, beverages or other items be sold?, alcohol be served or consumed?, use of utilities (water, electric, sewer) ?, Type of Use, Description of Proposed Type of Use

APPLICANT: Read all pages and attachments before certification and signature.

APPLICANT CERTIFICATION

I certify that the information submitted herein, including all attachments, is accurate and complete and that I have read and understand and agree to abide by the requirements contained on all attachments, including liability insurance and performance bonding requirements. I have enclosed the required Application Fee. I understand that, if I have submitted a Review Fee that is not the correct amount, an additional fee must be paid prior to review of my application. I also understand that all remaining fees for the use of the State Land must be received by the Department within 14 days of notification of approval to the applicant or permissions may be considered void.

Applicant/Authorized Representative - Print or Type

Signature

Date

FOR DNR USE ONLY

Management Unit, County, Performance Bond Type, Amount, Receipt No., Other Charges, Receipt No., Review Fee, Receipt No., Application Fee, Receipt No., Use Fee, Receipt No., Timber Consideration Fee, Receipt No., Insurance Aggregate Amount, Date Permit Issued, Date Permit Expires, Applicant / Permit Number

Department Representative (please print)

Telephone (with area code)

E-mail Address

Signature

Address

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5. Requests for Permit renewals should be made to the Department thirty (30) days prior to the expiration date of this Permit. Such requests will be considered only when all stipulations in the original Permit have been complied with.
6. The rights accruing under this Permit shall not be assigned or transferred without the written permission of the Department Representative.
7. Permittee shall not commit, cause, or allow to be committed, any waste of, or injury to, said premises or any part thereof, nor use the same except for the purpose indicated.
8. Temporary improvements may only be made if further authorized under the conditions of this Permit, or by separate written permission of the Department Representative.
9. Improvements made by the Permittee on said premises and not removed within 30 days after cancellation or expiration of this Permit, and when such removal shall be requested by the Department, AT THE DEPARTMENT'S OPTION, shall become attached and remain a part of the premises.
10. The Department reserves the right to:
 - a. dispose of any portion of the premises herein described during the term of this Permit. If possible, proper notice of sale or disposition will be given Permittee. However, failure to notify Permittee will not affect this right.
 - b. lease said premises for exploration and production of any or all minerals, including coal, gas, oil, sand, gravel, etc.
 - c. grant rights-of-way and easements of any kind and nature over and across said premises, and to grant or exercise all other rights and privileges of every kind and nature not herein specifically granted.
11. Permittee and occupants are responsible for the payment of all utility bills including water, electricity, gas, etc.
12. Permittee agrees to comply with all requirements herein, and, if for any reason Permittee violates or neglects to fulfill such requirements, this permission for use shall terminate and Permittee shall forfeit all rights and payments made hereunder. Should Permittee remain in possession of said premises after cancellation or expiration of this Permit, said Permittee shall be considered as tenant or tenants holding over without permission and may be evicted from said premises.
13. Permittee shall comply with all applicable (including but not limited to all environmental) laws, regulations and codes and will obtain any necessary Permits in connection with its use of the Premises.
14. Permittee shall reimburse the Department for any repairs to the Premises resulting from damage.
15. Permittee shall report, in writing, to the Department Representative, all incidents related to the use of this Permit that result in personal injury, death, or property damage. Incidents resulting in personal injury, death, or property damage (estimated to exceed \$300.00) must be reported to the Department Representative immediately by telephone or in person, followed by a written report.
16. The Department shall have the right at all reasonable times during the term of this Permit to enter the premises for the purposes of making any inspections, repairs, additions or alterations as may be deemed appropriate by the Department for the preservation of the Premises.
17. Permittee shall comply with the Elliot-Larsen Civil Rights Act, 1976 PA as amended, CML 37. 2101 et seq.; MSA 3.548 (101) et seq.; the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended MCL 37.1101; MSA 3.500 (101) et seq., and all other federal, state and local fair employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to his or her hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Permittee agrees to include in every subcontract entered into for the performance of this Permit, this covenant not to discriminate in employment. A breach of this covenant is a material breach of this Permit.
18. Permittee shall comply with the Employers Engaging in Unfair Labor Practices Act, 1980, PA 278, as amended, MCL 423.321 et seq., MSA 17.458 (21) et seq.
19. There shall not be any disturbance to survey corners and associated witness trees.

CONDITIONS AND REQUIREMENTS (CONT'D)

20. **INSURANCE:** Applicant shall furnish to the Department, **prior to issuance of written permission**, a policy of liability insurance which provides as follows:
 - a. Names of Insured, the Applicant, its officers, employees, and agents;
 - b. Coverage against all known and unknown hazards arising from the acts and omissions of the Applicant, its officers, employees, and agents;
 - c. Coverage for Applicant's contractually assumed obligation to indemnify and hold harmless the State of Michigan, its departments, officers, employees and agents;
 - d. A term of coverage for not less than the term of use;
 - e. Liability insurance coverage with respect to personal injury, death, and property damage to the limits described in the Guidelines for Liability Insurance Requirements for User Groups;
 - f. That the policy will not be cancelled, or its provisions modified or deleted, unless and until the insurer first sends thirty (30) days' written notice to the Department representative shown on permit.
21. **PERFORMANCE BOND:** A cash or surety bond shall be provided by Applicant, as a guarantee of faithful performance of the conditions of the Permit, prior to issuance of the Permit. As soon as security for the performance of the terms and conditions of the Permit or the settlement of claims incident thereto is no longer necessary, deposits in lieu of surety or cash bond will be returned to the Applicant/Permittee.
22. **CAMPING OUTSIDE A DESIGNATED CAMPGROUND:** If camping involves five or more sites (thirty-two or more individuals or five or more recreational units), a Temporary Campground Permit must be obtained from the local county health department. Copies of the Permit must be provided to the Department before use.
23. **CUTTING OR REMOVAL OF TREES/VEGETATION:** Cutting or removal of trees/vegetation within the Permit area shall occur only if specifically authorized, in writing, by the Department Representative. The fee to cut or clear the authorized location shall be paid prior to cutting and clearing activities by the Permittee at the Department of Natural Resources' standard fee schedule rates.
24. Permittee shall take all reasonable precautions to prevent and suppress forest fires.
25. **BRUSH, STUMPS, OR DEBRIS:** All brush, stumps, or debris resulting from operations under this Permit shall be disposed of as directed by the Department Representative.
26. **BRIDGES, CULVERTS, CORDUROY:** No bridges, culverts, corduroy, or other road improvements made by Permittee on said premises shall be removed unless authorized in writing by the Department Representative.
27. **DAMAGES:** The Permittee shall be held liable for any damages caused by operations under this Permit which may arise to forest growth, fences, crops, buildings or other improvements on State-owned property. This shall be as determined by the Department Representative.
28. **ADDITIONAL REQUIREMENTS:** Permittee shall review any additional site specific or use specific requirements (Exhibits) provided by the Department and ascertain agreement by Permittee's authorized representative's signature and date on each Exhibit. This Permit shall not be effective until such agreement is made.
29. **LIABILITY:** Permittee hereby releases, waives, discharges and covenants not to sue the State of Michigan, its departments, officers, employees and agents, from any and all liability to Permittee, its officers, employees and agents, for all losses, injury, death or damage, and any claims or demands therefore thereto, on account of injury to person or property, or resulting in death of Permittee, its officers, employees or agents, in reference to the activities authorized by this Permit.
30. **INDEMNIFICATION:** Permittee hereby covenants and agrees to indemnify and save harmless, the State of Michigan, its departments, officers, employees and agents, from any and all claims and demands, for all loss, injury, death or damage, that any person or entity may have or make, in any manner, arising out of any occurrence related to (1) issuance of this Permit; (2) the activities authorized by this Permit; and (3) the use or occupancy of the premises which are the subject of this Permit by the Permittee, its employees, contractors, or its authorized representatives.
31. **PENALTY NOTICE:** Non-compliance with terms of the written permission, if granted, will be basis for forfeiture of some or all of the performance bond, termination of the written permission, and denial of future use applications. Permissions issued under this policy do not exempt the Applicant/User from complying with existing statutes.

Event Budget for 13th Annual Rural Pearl of a Ride 2011

Expenses

	Estimated	Actual
Total Expenses	\$6,400.00	\$0.00

	Estimated	Actual
Site		
Port-o-Potty Rental	\$400.00	
Directional Signs	\$300.00	
Route Markings Supplies	\$100.00	
Banners	\$500.00	
Totals	\$1,300.00	\$0.00

	Estimated	Actual
Web Site, Social Media & Design Services		
Web Design Services	\$300.00	
Online Registration/Payment	\$250.00	
Poster/Flyer Route Map Design	\$200.00	
Video PSA for ON /Oxford TV online streaming & PodCast	\$300.00	
Totals	\$1,050.00	\$0.00

	Estimated	Actual
Publicity & Printing		
Print ads in local newspapers	\$600.00	
Poster Printing	\$100.00	
In-house printing supplies	\$100.00	
Postage	\$50.00	
Totals	\$850.00	\$0.00

	Estimated	Actual
Miscellaneous		
Event T-Shirts or Tanks	\$2,000.00	\$0.00
Totals	\$2,000.00	\$0.00

	Estimated	Actual
Refreshments		
Food - Energy bars, yogurt, fruit	\$200.00	
Drinks - water	\$100.00	
Totals	\$300.00	\$0.00

	Estimated	Actual
Related Programs		
Entertainment	\$300.00	
Children's Activities (Face-painting, safety demo, etc.)	\$200.00	
	\$0.00	
Totals	\$500.00	\$0.00

	Estimated	Actual
Prizes		
Ribbons/Plaques/Trophies	\$300.00	\$0.00
Children's Goodie Bag & Prizes	\$100.00	\$0.00
Totals	\$400.00	\$0.00

ALL BUDGETED ITEMS SUBJECT TO ADJUSTMENT PER RP COMMITTEE INPUT

Income Budget for 13th Annual Rural Pearl of a Ride 2011

Income

	Estimated	Actual
Total income	\$6,400.00	\$0.00

Registrations						
	Estimated	Actual	Amount/Detail	Unit Amount	Estimated	Actual
	200	0	Adults @	\$20.00	\$4,000.00	\$0.00
	350	0	Visitors & Children @	\$0.00	\$0.00	\$0.00
	50	0	Seniors 60+ y/o @	\$10.00	\$500.00	\$0.00
					\$4,500.00	\$0.00

Advertising Revenue & Grants						
Banner Ad for Web & Logo on all	0		2	\$100.00	\$200.00	\$0.00
Logos on all	0		10	\$50.00	\$500.00	\$0.00
Grants	0		1	\$1,200.00	\$1,200.00	\$0.00
					\$1,900.00	\$0.00

Exhibitors/Vendors						
Premier Sponsorship	0			\$300.00	\$0.00	\$0.00
Other Business Sponsorship	0			\$50.00	\$0.00	\$0.00
Commercial booth space	0			\$25.00	\$0.00	\$0.00
Nonprofit & Informational Booths (Free)	0		5	\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00

Sale of Items						
			Items @		\$0.00	\$0.00
			Items @		\$0.00	\$0.00
			Items @		\$0.00	\$0.00
					\$0.00	\$0.00

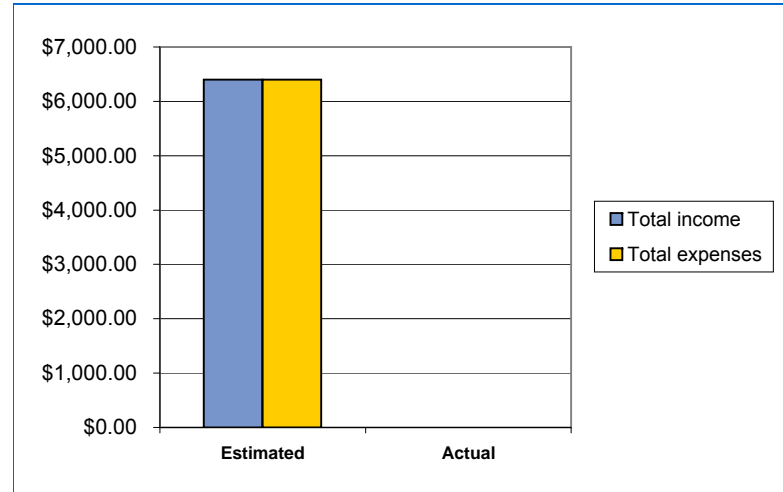
In-kind Volunteer Hours (NON CASH)						
	1000		1000	\$15.00	\$15,000.00	

Profit / Loss Analysis for 13th Annual Rural Pearl of a Ride 2011

Profit - Loss Summary

	Estimated	Actual
Total income	\$6,400.00	\$0.00
Total expenses	\$6,400.00	\$0.00

Total profit (or loss)	\$0.00	\$0.00
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Trail Handbook, Policies, & Procedures

**FUNDRAISING, DONATIONS &
SPONSORSHIPS**

Donations of Property Policy (Benches, Signage, Other)
Current & Potential Sponsors
Trail Merchandise & Pricing
Web Fundraising Policy & Online Donations
Friends of the Polly Ann Trail Membership
Database of Members

Trail Handbook, Policies, & Procedures

GRANTS

Potential Grants List & Annual Deadlines

Common Grant Application Info

Current Financial Statements

Capital Improvement Projects Wish List

POTENTIAL GRANTS REPORT for April 20, 2011

This is an updated list of potential funding sources, criteria, application deadlines and grant program descriptions. The PATMC should consider many factors prior to grant application efforts including: eligibility, meeting grant criteria, time necessary to prepare an application AND administrative follow-up and reporting vs. amount of award.

The PATMC should make grants solicitation a **routine** part of its efforts. Competition is fierce in this economy; the Polly Ann Trail is unique: it is MDNR-owned and a 501c3 organization which sets it apart from the competition for some outside funding.

The PATMC should not limit itself to grant applications when seeking outside funding. Other funding to consider: Corporate Sponsorships (there are thousands of opportunities), event sponsorships, web site and map sponsorships, and memberships. Memberships could be handled online with the web site used to automatically maintain a database of supporters.

Upcoming deadlines in chronological order:			
GRANT NAME	TYPE	DESCRIPTION	DEADLINE / ACTION
Brooksie Way	Event	Up to \$2,000	April 1 each year APPLIED FOR RURAL PEARL EVENT - \$1200.00
Recreation Trail Program (RIF) Land Management Division – MDNRE	Acquisition & Improvement Projects	2010 Appropriation: \$5,000,000+ 2011 Appropriation TBD	APPLY FOR ORION TOWNSHIP PROJECTS by June 1, 2010 Deadline. Note Addison Township Equestrian Side Path Project application submitted and under way for 2011, as approved by the PATMC.
Michigan Natural Resources Trust Fund (MNRTF) (MDNRE)	Acquisition Projects	2011 Appropriation: \$50,000,000+ (PATMC ineligible until approved Recreation Plan submitted to the State)	INELIGIBLE until Master Rec Plan complete; COMPLETE MASTER REC PLAN UPDATE.
Bikes Belong	Project	April & August 2011	Up to \$10,000 APPLY in August for defined project
DALMAC		Approximate award: \$10,000; limited administrative follow-up; <u>easy application process.</u>	March 1 of each year; APPLY IN 2012
American Hiking - National Trails	Acquisition Projects	Appropriation since 1998: \$487,000; \$500 - \$5000 per application	December Do not apply. Likelihood of award is very small.
Michigan Council for the Arts & Cultural Affairs (MCCA)	Events	Appropriation varies. Subject to legislative budget cuts. Generally \$1000 - \$4000	November 1 each year APPLY annually.

**MICHIGAN DEPARTMENT OF NATURAL RESOURCES
2011 GRANT PROGRAMS**

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STATE AND LOCAL RECREATION, INCLUDING LAND ACQUISITION

MICHIGAN NATURAL RESOURCES TRUST FUND

Program Objective(s):

The objective is to provide grants to local units of government and to the state for acquisition and development of lands and facilities for outdoor recreation or the protection of Michigan's significant natural resources.

Criteria:

Applications are evaluated on established criteria such as resource protection, access to recreation opportunities, and project need. At least 25 percent of the cost of the project is required as match from local government applicants. Final grant recommendations are made by the Michigan Natural Resources Trust Fund (MNRTF) Board (members are appointed by the Governor) to the state legislature for final approval. Criteria are listed in the "2011 Michigan Natural Resources Trust Fund Application Guidelines" booklet given to all applicants. There are ten evaluation criteria:

1. Need for Project
2. Site and Project Quality
3. Applicant History
4. Natural Resource Based Recreation Opportunities
5. Financial Need of the Applicant
6. Urban Area Recreation Opportunities
7. Applicant Match
8. Entrance Fees
9. Universal Design (for development projects only)
10. Priority Project Types of the MNRTF Board

The 2011 Special Initiatives of the Board are:

1. Trails
2. Wildlife/Ecological Corridors and Winter Deeryard Acquisitions
3. Project is Located within an Urban Area

Eligibility:

Any local unit of government, including school districts, or any combination of units in which authority is legally constituted to provide recreation. **Local units of government, school districts and local authorities must have a DNR-approved recreation plan to be eligible.**

Application Process:

1. Submittal and approval of a 5-year community recreation plan.
2. Submittal of grant application.
3. Evaluation by Department staff.
4. Recommendation by the MNRTF Board.
5. Passage of an appropriations bill by the legislature and signature by the Governor.

Deadline(s):

Applications must be postmarked (by the U.S. Postal Service) no later than April 1, 2011.

Timeline(s):

Grant recommendations are made by the MNRTF Board of Trustees in December. Final grant awards are dependent on the appropriations process, but in general are made within 12 to 18 months after the application deadline.

Dollar Amount(s) Available:

Development project minimum/maximum grant amount: \$15,000 to \$300,000. No minimum/maximum limits on land acquisition grants.

Source(s) of Funds:

Michigan Natural Resources Trust Fund

Authority:

Part 19 of P.A. 451 of 1994, as amended

Contact(s):

Grants Management: Steven J. DeBrabander, 517-241-3687, debrabanders@michigan.gov

Fiscal Year 2011 Funding Available:

The amount of funds available is not known at this time. Available funds are dependent on revenue and interest accruing to the MNRTF in a particular Fiscal Year and constitutional provisions. For more information, go to Grants Management's website at: www.michigan.gov/dnr-grants.

LAND AND WATER CONSERVATION FUND

Program Objective(s):

The objective is to provide grants to local units of government and to the state to develop land for public outdoor recreation.

Criteria:

Applications are evaluated based on established criteria outlined in the "2011 Land and Water Conservation Fund Open Project Selection Process (OPSP)" booklet. A 50 percent match is required by all applicants. The criteria used to select projects are published in the OPSP, and reflect the priorities found in the Statewide Comprehensive Outdoor Recreation Plan (SCORP). A copy of the SCORP is available on the Department of Natural Resources' web page at: www.michigan.gov/dnr.

Eligibility:

Any local unit of government, including Native American tribes, school districts or any combination of units in which authority is legally constituted to provide recreation. Local units of government, school districts and local authorities must have a DNR-approved community recreation plan to be eligible.

Application Process:

1. Submittal of community recreation plan.
2. Submittal of grant application.
3. Evaluation by Michigan DNR staff.
4. Approval of project selection by DNR Director.
5. Recommendation by the Michigan DNR to the U.S. Department of Interior, National Park Service (NPS).
6. Final approval of project by NPS.

Deadline:

April 1, 2011 grant application

Timeline(s):

Grant awards are dependent on NPS approval process, but in general grant awards can be made six to nine months after the application deadline.

Dollar Amount(s) Available:

The amount of funds available from the Department of Interior is unknown at this time. Minimum grant of \$30,000 (total project \$60,000); maximum grant of \$75,000 (total project \$150,000).

Source(s) of Funds:

Federal Land and Water Conservation Fund

Authority:

Land and Water Conservation Fund Act of 1965 (Public Law 88-578, 78 Stat 897)

CFDA 15.916 – Outdoor Recreation, Acquisition, Development & Planning

Part 703 of 1994 PA 451, as amended

Contact(s):

Grants Management: Steven J. DeBrabander, 517-241-3687, debrabanders@michigan.gov

Fiscal Year 2011 Funding Available:

Not determined at time of publishing, dependent on federal Fiscal Year 2011 apportionment. Details for the 2011 Land and Water Conservation Fund are currently under review. Please contact Grants Management for details on the current status of the program.

For more information, contact Grants Management's website at: www.michigan.gov/dnr-grants.

RECREATION PASSPORT GRANT PROGRAM

Program Objective(s):

The objective for the program is to provide funding to local units for the development of public recreation facilities. This includes the development of new facilities and the renovation of old facilities.

Criteria:

Applications will be evaluated on criteria developed by the Department of Natural Resources (DNR) in consultation with stakeholders and the public. Finalized criteria will be released in conjunction with the request for proposals. Criteria will be similar to that of the federal Land and Water Conservation Fund.

Eligibility:

Eligibility is expected to be:

- 1) A local unit of government, including cities, villages, townships, and counties, or any combination thereof in which an authority is legally established to provide public recreation, or the Huron-Clinton Metropolitan Authority or regional recreation authorities formed under the Recreational Authorities Act, 2000 PA 321, or trailway commissions formed under Part 721, Michigan Trailways Act, 1994 PA 451, as amended.

Application Process:

1. Submittal of the grant application.
2. Evaluation by Michigan DNR staff.
3. Approval by the DNR Director.
4. Passage of an appropriations bill by the Legislature and signature by the Governor.

Deadline:

The expected application deadline is May 1, 2011.

Timeline(s):

Grant award notification is expected to occur annually by November 1. Final grant awards will depend on the appropriation process, but are expected to be made within six months.

Dollar Amount(s) Available:

Dollar amounts available are expected to be \$7,500 to \$30,000 per grant.

Source(s) of Funds:

Grants are funded through Recreation Passport revenue deposited in the Local Parks and Recreation Facilities Fund.

Authority:

Part 19 of PA 451 of 1994, as amended.

Contact(s):

Grants Management: Steven J. DeBrabander, 517-241-3687, debrabanders@michigan.gov

Grants Management: John Cherry, 517-373-2136, cherry3@michigan.gov

Fiscal Year 2011 Funding Available:

Funding depends on revenue from sales of the Recreation Passport. The first \$1,000,000 in revenue is appropriated to the Secretary of State, the next \$10,700,000 is deposited in the State Park Improvement account, and the next \$1,030,000 is deposited in the Waterways account. Ten percent of all remaining revenue is deposited in the Local Public Recreation Facilities Fund to be used for this grant program. Final fund levels for the year will be available in mid-October.

TRAILS

RECREATIONAL TRAILS PROGRAM GRANTS

Program Objective(s):

To fund the maintenance and development of recreational trails and trail related facilities.

Criteria:

Projects are evaluated based on the following criteria:

1. Project need and benefit
2. Site/project quality
3. Balance among project types
4. Balance among trail uses
5. Geographic distribution of projects
6. Balance among programs/divisions

Eligibility:

State projects and state/local government partnership projects. **A division within the Department of Natural Resources (Department) must always be the applicant.**

Application Process:

Internal Department process. Local unit of government sponsored projects can be considered for funding if they contribute to Department program goals and they are located on Departmental land or linked to a trail on Departmental land. Local unit of government applications will not be considered unless the project is developed as a joint application with a division/bureau prior to the application deadline. The Departmental division must always be the applicant.

Deadline(s):

June 1, 2011

Timeline(s):

Funds are available on or after October 1

Dollar Amount(s) Available:

No limit on individual projects

Source(s) of Funds:

Federal Department of Transportation-Highway Administration (a portion of the federal gas tax). Administered by the Department.

Authority:

Annual appropriation by the Michigan Legislature

Contact(s):

Forest Management Division: Mark Mandenberg, 517-335-3037,
mandenbergm@michigan.gov

Fiscal Year 2011 Appropriation:

Approximately \$3,900,000 available for grants, pending federal funding

Program Objective(s):

To fund the operation, maintenance and development of recreation trails and restoration of lands damaged by off-road vehicles and inland lake cleanup.

Criteria:

Projects are evaluated based on the following criteria:

1. Project need and benefit
2. Site/project quality
3. Balance among project types
4. Balance among trail uses
5. Geographic distribution of projects
6. Balance among programs/divisions

Eligibility:

State projects and state/local government partnership projects. **A division within the Department of Natural Resources (Department) must always be the applicant.**

Application Process:

Internal Department process. Local unit of government sponsored projects can be considered for funding if they contribute to Department program goals and they are located on Departmental land or linked to a trail on Departmental land. Local unit of government applications will not be considered unless the project is developed as a joint application with a division/bureau prior to the application deadline. The Departmental division must always be the applicant.

Deadline(s):

June 1, 2011

Timeline(s):

Funds are available on or after October 1

Dollar Amount(s) Available:

No limit on individual projects

Source(s) of Funds:

Recreation Improvement Fund (a portion of the state gas tax). Administered by the Department.

Authority:

Part 711, PA 451 of 1994, as amended

Contact(s):

Forest Management Division: Mark Mandenberg, 517-355-3037,
mandenbergm@michigan.gov

Fiscal Year 2011 Appropriation:

Approximately \$1,100,000 available for grants, pending state funding

PROSPECT WORKSHEET

Date:		
Basic Information		
Name		
Address		
Contact Person		
Financial Data		
Total Assets		
Total Grants Paid		
Grant Ranges/Amount Needed		
Period of Funding/Project		
Is Funder a Good Match?	Funder	Your Organization
Subject Focus (list in order of importance)	1.	1.
	2.	2.
	3.	3.
Geographic Limits		
Type(s) of Support		
Population(s) Served		
Type(s) of Recipients		
People (Officers, Donors, Trustees, Staff)		
Application Information		
Does the funder have printed guidelines/application forms?		
Initial Approach (letter of inquiry, formal proposal)		
Deadline(s)		
Board Meeting Date(s)		
Sources of Above Information		
<input type="checkbox"/> 990-PF -- Year:	<input type="checkbox"/> Requested	<input type="checkbox"/> Received
<input type="checkbox"/> Annual Report -- Year:	<input type="checkbox"/> Requested	<input type="checkbox"/> Received
<input type="checkbox"/> Directories/grant indexes		
<input type="checkbox"/> Grantmaker Web site		
Notes:		
Follow-up:		



Council of
**MICHIGAN
FOUNDATIONS**

Suite 3/One South Harbor Avenue/P.O. Box 599/Grand Haven, MI 49417/(616)842-7080/FAX (616)842-1760

COMMON REPORT FORM

The purpose of the Common Report Form is to help nonprofit organizations in Michigan save time in grant reporting and help grantmakers simplify the process of gathering standard grant evaluation information. The Form follows closely the format of the Common Grant Application Form. If several funders have given your organization support for a particular project, only minor changes in the report information will need to be made for each funder. Please note the following important points:

- Every funder has different report deadlines and timetables.
- Before submitting this format, confirm that the funder will accept it.
- Any funder that has agreed to accept this report form may request additional information at any stage in their reporting process.

INSTRUCTIONS

- Please type and single-space all reports.
- Please answer all of the questions in the order listed.
- Please use headings as provided.
- Please submit only one copy.



I. NARRATIVE — Two to five pages.

A. Results

1. List the original goals and objectives of the grant, and tell how they were met during this reporting period. Describe current status on meeting any special terms of this grant (e.g. challenges, contingencies, etc.).
2. If possible, explain results in outcome-based terms. For example, what difference did this grant make in your community and for the population you are serving?
3. Variance from original project plans often occurs. In what ways did the actual project vary from your initial plans? Describe how and why.
4. Describe any unanticipated benefits or challenges encountered with this project.
5. Describe how collaborative/cooperative efforts with individuals and organizations involved in planning, implementing, funding and/or evaluating this project/grant affected outcomes.

B. Lessons Learned

1. What are the most important outcomes and “lessons learned” from this project?
2. What recommendations would you make to other project directors working in this area or to the Foundation?
3. If you were to undertake this project again, would you do anything differently? If yes, please explain.
4. Other lessons?

C. Future Plans

1. What is your vision of this project over the next three years? Include plans and rationale for ongoing funding, expansion, replication or termination.

D. Public Relations

1. Provide a “human interest story” that helps explain the success of the project.
2. Attach any printed material relating to the funded project: press or news items, brochures, letters of support, photographs, etc.

II. FINANCIALS

- A.** Using the Project Budget Format from the original application, provide detailed expenses and income for the project for this period. Provide narrative on any variances from the original projected budget.
- B.** Include a detailed, complete accounting of how the specific grant dollars from this foundation were spent.



COMMON REPORT FORM
COVER SHEET

(Please feel free to make copies of this form or generate this one-page cover sheet on your computer.)

Date of Report: _____

Legal name of organization applying: _____
(Should be same as on IRS determination letter and as supplied on IRS Form 990.)

Executive Director: _____ Phone number _____

Contact person/title/phone number
(if different from executive director): _____

Address (principal/administrative office): _____

City/State/Zip: _____

Fax Number: _____ E-mail Address: _____

Project/Program Name: _____

Purpose of Grant (one sentence): _____

Dates of the Project: _____ Amount of Grant Awarded: \$ _____

Have there been any changes to your organization's IRS 501(c)(3) not-for-profit status since your request for this grant? (yes or no): _____ If yes, please explain: _____

Dates covered by this report: from _____ to _____.

Check one: This is an interim report This is a final report

Signature, Executive Director

Date

Typed Name and Title

COMMON GRANT APPLICATION COVER SHEET

Date of Application:

Legal name of organization applying:

Year Founded:

Current Operating Budget: \$

Executive Director:

Phone Number:

Contact Person/title/Phone number (if different from executive director):

Address (principal/administrative office):

Fax Number:

E-mail Address:

List any previous support from this funder in the last 5 years:

Project Name:

Purpose of Grant (one sentence):

Dates of the Project:

Amount Requested: \$

Total Project Cost: \$

Geographic Area Served:

Signature, Chairperson, Board of Directors

Date

Typed Name and Title

Signature, Executive Director

Date

Typed Name and Title

A. NARRATIVE

1. Executive Summary

- Begin with a half-page executive summary. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

2. Purpose of Grant

- Statement of needs/problems to be addressed; description of target population and how they will benefit.
- Description of project goals, measurable objectives, action plans, and statements as to whether this is a new or ongoing part of sponsoring organization.
- Timetable for implementation.
- Who are the other partners in the project and what are their roles?
- Acknowledge similar existing projects or agencies, if any, and explain how your agency or proposal differs, and what effort will be made to work cooperatively.
- Describe the active involvement of constituents in defining problems to be addressed, making policy, and planning the program.
- Describe the qualifications of key staff and volunteers that will ensure the success of the program. Are there specific staff training needs for this project?
- Long-term strategies for funding this project at end of grant period.

3. Evaluation

- Plans for evaluation including how success will be defined and measured.
- How evaluation results will be used and/or disseminated and, if appropriate, how the project will be replicated.
- Describe the active involvement of constituents in evaluating the program.

4. Budget Narrative/Justification

- Grant budget; use the **Grant Budget Format** that follows, if appropriate.
- On a separate sheet, show how each budget item relates to the project and how the budgeted amount was calculated.
- List amounts requested of other foundations, corporations and other funding sources to which this proposal has been submitted.
- In the event that we are unable to meet your full request, please indicate priority items in the proposed grant budget.

5. Organization Information

- Brief summary of organization's history.
- Brief statement of organization's mission and goals.
- Description of current programs, activities and accomplishments.
- Organizational chart, including board, staff and volunteer involvement.

B. ATTACHMENTS

- 1. A copy of current IRS determination letter** indicating 501(c)(3) tax-exempt status.
- 2. List of Board of Directors with affiliations.**
- 3. Finances**
 - Organization's current annual operating budget, including expenses and revenue.
 - Most recent annual financial statement (independently audited, if available; if not available, attach Form 990).
 - **Letters of support** should verify project need and collaboration with other organizations. (Optional)
 - **Annual report**, if available.

GRANT BUDGET FORMAT

- A. Organizational fiscal year:
- B. Time period this budget covers:
- C. For a CAPITAL request, substitute your format for listing expenses. These will likely include: architectural fees, land/building purchase, construction costs, and campaign expenses.
- D. **Expenses:** include a *description and the total amount* for each of the following budget categories, in this order:

	Amount requested from this organization	Total project expenses
Salaries	\$	\$
Payroll Taxes	\$	\$
Fringe Benefits	\$	\$
Consultants and Professional Fees	\$	\$
Insurance	\$	\$
Travel	\$	\$
Equipment	\$	\$
Supplies	\$	\$
Printing and Copying	\$	\$
Telephone and Fax	\$	\$
Postage and Delivery	\$	\$
Rent	\$	\$
Utilities	\$	\$
Maintenance	\$	\$
Evaluation	\$	\$
Marketing	\$	\$
Other (specify)	\$	\$
Total amount requested	\$	
Total project expenses		\$

D. **Revenue:** include a **description and the total amount** for each of the following budget categories, in this order; please indicate which sources of revenue are committed and which are pending.

	<i>Committed</i>	<i>Pending</i>
1. Grants/Contracts/Contributions	\$	\$
Local Government	\$	\$
State Government	\$	\$
Federal Government	\$	\$
Foundations (itemize)	\$	\$
Corporations (itemize)	\$	\$
Individuals	\$	\$
Other (itemize)	\$	\$
2. Earned Income	\$	\$
Events	\$	\$
Publications and Products	\$	\$
3. Membership Income	\$	\$
4. In-Kind Support	\$	\$
5. Other (specify)	\$	\$
6. Total Revenue	\$	\$

POLLY ANN TRAILWAY MANAGEMENT COUNCIL, INC.

Trail Handbook, Policies, & Procedures

**PRESS RELEASES & PUBLIC
RELATIONS**

Press Release Templates

Networking – General Opportunities –List of other organizations

APRIL 2011

Trail Handbook, Policies, & Procedures

CONTACT INFORMATION

Polly Ann Trailway Management Council Members
Municipality Contacts & Clerks
WWAM
Public Safety – Police & Fire
DPW Departments
DNR
Insurance Contacts
Oakland Trailways Advisory Council Members (OTAC)
Event Contacts
Volunteers
Trail & Park Organizations
Equestrian Contacts
Local Businesses
Potential Sponsors & Advertisers

Trail Handbook, Policies, & Procedures

APPENDICES

(PLACE ITEMS HERE THAT REQUIRE ROUTINE UPDATES)

Inventory Checklist

Budget

CALENDAR

LINKS TO MISC. INFORMATION

MAPS

ARCHIVE MATERIALS ON CD