

THE REGULAR MEETING OF THE POLLY ANN TRAILWAY MANAGEMENT COUNCIL was held February 15, 2023; 3:00 p.m. at the Addison Township Offices.

MEETING CALLED TO ORDER BY CHAIRMAN CURTIS WRIGHT AT 3:00 P.M.

2. PLEDGE OF ALLEGIANCE AND INVOCATION: Ed Brakefield

3. ROLL CALL: (Members Present)

Curtis Wright (Chair), OXT
Mike McDonald (Secretary), LV
Ed Brakefield (Vice Chair), AT
J. Nold, OXT
Aaron Whatley, ORT
Matt Pfeiffer, ORT
Joe Madore, OXV
Kevin Greene (non-voting Citizen Rep)

ABSENT:

Allison Kemp, OXV
Bruce Pearson, AT

ALSO PRESENT:

Linda Moran (Trail Manager)
Kristen Wiltfang, Oakland Cty Economic Development Dept.
Keith Potter; Insurance
Nicolas Henning

4. APPROVAL OF AGENDA:

Motion by **Nold**; Second by **Madore**

To approve the February 15, 2023 meeting Agenda

Upon a Voice Vote:

AYES: (7)
NAYS: (0)
ABSENT: (1)
MOTION CARRIED

5. CONSENT AGENDA:

Motion by **Brakefield**; Second by **Nold**

To approve the Consent Agenda including:

- Approval of December 21, 2022 Meeting Minutes
- Treasurers Report
- Approval of Bills to be paid = \$4,996.98 for January, 2023
- Receive and File Financial Reports for January, 2023
- Trail Manager Report for February, 2023

ROLL CALL:

AYES: Brakefield, Wright, Whatley, Pfeiffer, Madore, McDonald, Nold,
NAYS: None
ABSENT: Pearson
MOTION CARRIED

6. PUBLIC COMMENT: Nicolas Henning asked to be allowed to have a volunteer cleanup date on the trail for the company he manages in the Village of Oxford; Lume.

7. CITIZEN REPRESENTATIVE REPORT: None

8. UNFINISHED BUSINESS:

a) Trail Manager Independent Contractor Agreement

Motion by **Nold**, Second by **Whatley**

To approve the Independent Contractor Agreement between Linda Moran Services LLC and the Polly Ann Trailway Management Council as presented (attached) and authorize the Chairman to sign the Independent Contractor Agreement on behalf of the Polly Ann Trailway Management Council

ROLL CALL:

AYES: Brakefield, Wright, Whatley, Pfeiffer McDonald, Madore, Nold,

NAYS: None

ABSENT: Pearson

MOTION CARRIED

b) Website Committee Update

The Chairperson, Curtis Wright, informed the PATMC that he had appointed Ed Brakefield, Mike McDonald and Aaron Whatley to the Ad Hoc committee for the website design review. Mr. Brakefield thanked the Chairperson for that appointed but asked to be released from the committee.

Motion by **Madore**; Second by **Nold**

To accept the resignation of Brakefield from the website design committee.

Upon a Voice Vote:

AYES: (7)

NAYS: (0)

ABSENT: (1)

MOTION CARRIED

c) Culvert Replacement

The Trail Manager requested funds with which to purchase and replace trail conditions due to an existing culvert in Orion Township under the Polly Ann Trail.

Motion by **Nold**; Second by **Pfeiffer**

To authorize Trail Manager Linda Moran to purchase resurfacing material in an amount not to exceed \$1,000 dollars for the purpose of restabilizing the edges of the Polly Ann Trail in Orion Township. This \$1,000 dollar amount to be expensed to account 298-853-932.000 Maintenance of Grounds.

ROLL CALL:

AYES: Brakefield, Wright, Pfeiffer, McDonald, Madore, Nold, Whatley

NAYS: None

ABSENT: Pearson

MOTION CARRIED

d) Sparks Grant Application Update

The Chairperson recognized attendee Kristen Wiltfang from Oakland County Economic and Community Development who provided information on the planned submission of a grant application for the Sparks Grant on the behalf of the Polly Ann Trail. The Trail will be submitting for a second-round grant in the next application period.

9. NEW BUSINESS

a) 2023-2024 MMRMA Insurance Policy Renewal – Keith Potter

Motion by **Brakefield**, Second by **Whatley**

To approve the renewal of the Polly Ann Trailway Management Council Insurance Policy with the Michigan Municipal Risk Management Authority for the period of February 25, 2023 through February 25, 2024 in the amount of \$3,149.00 and authorize the Chairperson to sign the Coverage Proposal on behalf of the Polly Ann Trailway Management Council. This \$3,149.00 amount to be expensed to account 298-853-955.000 Insurance – Polly Ann Trail.

ROLL CALL:

AYES: Pfeiffer, Whatley, Madore, Brakefield, Wright, McDonald, Nold,

NAYS: None

ABSENT: Pearson

MOTION CARRIED

b) Appointment of Polly Ann Trail Citizen Representative

The Chairperson recommended the re-appointment of Kevin Greene as the Citizen Representative to the PATMC, a role he has held since 2014.

Motion by Brakefield; Second by Nold

To appoint Kevin Greene as the non-voting citizen at large to the Polly Ann Trailway Management Council for a two (2) year term expiring April 17, 2025

Upon a Voice Vote:

AYES: (7)

NAYS: (0)

ABSENT: (1)

MOTION CARRIED

c) Trail Event Requests – Administrative Approval

The Chairperson and Trail Manager are requesting feedback from the PATMC to consider granting administrative approval of any non-profit events to be held on the trail. Currently, certain events are already pre-approved by the PATMC based on repeat requests.

After discussion, the process for events will remain the same and only new events would be required to receive prior PATMC approval.

d) Hat Purchase Request

The Trail Manager recommends the purchase of 24 PAT Hats for sale to the public.

Motion by **Whatley**; Second by **Nold**

To authorize the Polly Ann Trail Manager Linda Moran to purchase twenty-five (25) hats in the amount of \$312.50 from Tool Sport & Sign Co. Inc. This \$312.50 amount to be expensed to account 298-853-962.000 Miscellaneous.

ROLL CALL:

AYES: Pfeiffer, Whatley, Madore, Brakefield, Wright, McDonald, Nold,

NAYS: None

ABSENT: Pearson

MOTION CARRIED

e) Purchase of No Motor Vehicle Signs and Stop Signs

Motion by **Brakefield**; Second by **Pfeiffer**

To authorize the Polly Ann Trail Manager Linda Moran to purchase ten (10) NO MOTOR VEHICLE signs at a cost of \$267.50 from Road Traffic Signs, and to purchase (10) STOP signs at a cost of \$267.50 from Road Traffic Signs for a total cost of \$557.40 amount to be expensed to account 298-853-932.000 Maintenance of Grounds.

ROLL CALL:

AYES: Whatley, Madore, Brakefield, Wright, McDonald, Nold, Pfeiffer

NAYS: None

ABSENT: Pearson

MOTION CARRIED

10. PUBLIC COMMENT None

11. COUNCIL COMMENTS

Welcome to Matt Pfeiffer; appreciation to Kevin Greene for his participation

12. ADJOURNMENT

Motion by **Brakefield**, Second by **Wright**;

To adjourn at 4:23p.m.

Upon a Voice Vote

AYES: (7)

NAYS: (0)

ABSENT: (1)

MOTION CARRIED

NEXT REGULAR MEETING: 3 PM on March 15, 2023 at the Orion Township Offices.

CHAIRMAN: _____
Curtis Wright

SECRETARY: _____
Michael McDonald