

January 18, 2023

Meeting Minutes

THE REGULAR MEETING OF THE POLLY ANN TRAILWAY MANAGEMENT COUNCIL was held January 18, 2023; 3:00 p.m. at the Oxford 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
Bruce Pearson, AT
Ed Brakefield (Vice Chair), AT
J. Nold, OXT
Aaron Whatley, ORT

ABSENT:

Allison Kemp, OXV
Kevin Greene (non-voting Citizen Rep)

ALSO PRESENT:

Linda Moran (Trail Manager)
Kristen Wiltfang, Oakland Cty Economic Development Dept.
Aaron Palaian
Sage Hegdal. Southeast Lower Peninsula Trails Specialist MDNR

Kyle Shumaker, Shumaker Technology Group Web Services

4. APPROVAL OF AGENDA:

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

To approve the January 18, 2023 meeting Agenda as presented.

Upon a Voice Vote:

AYES: (6)

NAYS: (0)

ABSENT: (2)

MOTION CARRIED

5. CONSENT AGENDA:

(Amended) Motion by **Brakefield**; Second by **Pearson**

To approve the Consent Agenda including:

- Approval of December 21, 2022 Meeting Minutes
- Treasurers Report
- Approval of Bills to be paid = \$13,836.41 for December, 2022
- Receive and File Financial Reports for December, 2022
- Trail Manager Report for January, 2022

ROLL CALL:

AYES: Brakefield, Pearson, Whatley, Wright, McDonald, Nold

NAYS: None

ABSENT: Kemp

MOTION CARRIED

(Original) Motion by **Brakefield**; Second by **Pearson**

To approve the Consent Agenda as presented.

ROLL CALL:

AYES: Pearson, Whatley, Wright, McDonald, Nold, Brakefield

NAYS: None

ABSENT: Kemp

MOTION CARRIED

6. PUBLIC COMMENT: None

7. CITIZEN REPRESENTATIVE REPORT: None

8. UNFINISHED BUSINESS:

a) Website Design and Administration Quote Review

Motion by **Nold**, Second by **Pearson**

To approve the proposal dated December 30, 2022 and enter into an agreement with Shumaker Technology Group to include a one-time Setup and Design cost of \$2,450.00, and to fully manage, host and maintain the Polly Ann Trailway Management Council website at a cost of \$850.00 per year. This total cost of \$3,300.00 to be expensed to account 298-853-819.000 Professional Services. Further, the Polly Ann Trail Manager is authorized to work with Shumaker Technology Group in the development of the Polly Ann Trail Management Council website.

ROLL CALL:

AYES: Whatley, Wright, Nold, McDonald, Nold, Brakefield, Pearson

NAYS: None

ABSENT: Kemp

MOTION CARRIED

Motion By **McDonald**, Second by **Whatley**

To authorize Chairperson to nominate a three (3) member Ad Hoc committee of the Council to assist the Trail Manager and the Shumaker Group with final design approval *(to gain final approval of the design of the website. The Chairperson will notify the members selected for this task. (Brakefield, Whatley and McDonald received appointment to the Ad Hoc committee after the meeting date))*.

Upon a Voice Vote:

AYES: (6)

NAYS: (0)

ABSENT: (2)

MOTION CARRIED

b) Mowing Contract – Approval of 2023 Option

Motion by **Pearson**, Second by **Nold**

To approve the Mowing Contract Option with Urban Habitat Outdoor Services for 2023 at the flat rate of \$750.00 for each full mowing occurrence as requested by the Polly Ann Trail Manager. The mowing cost to be expensed to account 298-853-932.000 Maintenance of Grounds.

ROLL CALL:

AYES: Wright, Nold, McDonald, Brakefield, Pearson, Whatley

NAYS: None

ABSENT: Kemp

MOTION CARRIED

9. NEW BUSINESS

a) **Event Request – Franken Frenzy Run**

Motion by **McDonald**, Second by **Nold**

To approve the Franken Frenzy Run event, scheduled for October 29, 2023 pending the receipt of the event application, the applicable event fees for a for-profit run, and all other required documentation including reviews by the police and fire departments that would have coverage of that area. The Event Coordinator for the event will work with Trail Manager Linda Moran regarding the use of the Polly Ann Trail and the implementation of the police and fire recommendations.

ROLL CALL:

AYES: Nold, McDonald, Brakefield, Pearson, Whatley, Wright

NAYS: None

ABSENT: Kemp

MOTION CARRIED

b) **Event Request – Turkey Trot Run**

Motion by **McDonald**, Second by **Nold**

To approve the Turkey Trot Run, scheduled for November 23rd pending receipt of the complete event application, the applicable event fees for for-profit runs and all other required documentation. The Event Coordinator will work with Trail Manager Linda Moran regarding the use of the Polly Ann Trail and implementation of police and fire jurisdiction recommendations.

ROLL CALL:

AYES: McDonald, Brakefield, Pearson, Whatley, Wright, Nold

NAYS: None

ABSENT: Kemp

MOTION CARRIED

c) **Independent Contractor Agreement for Trail Manager**

The PATMC reviewed certain terms of the contract and took no action but will take up the matter at the PATMC February 15, 2023 meeting.

d) **Portable Restroom Facilities**

Motion by **Nold**, Second by **Pearson**

To direct Polly Ann Trail Manager Linda Moran to contact Turner Sanitation and order two (2) portable restrooms at a monthly cost of \$90.00 per unit plus \$40.00 per delivery per the January 6, 2023 email from Turner Sanitation to the Polly Ann Trail Manager, to be placed at Water Depot and Milk Run along the Polly Ann Trail beginning April 1, 2023 and to be removed December 1, 2023. The Cost of the portable restrooms to be expensed to account 298-853-932.000 Maintenance of Grounds.

ROLL CALL:

AYES: Brakefield, Pearson, Whatley, Wright, Nold, McDonald

NAYS: None

ABSENT: Kemp

MOTION CARRIED

e) **Beverage Container Drive**

Motion by **Pearson**, Second by **Nold**

To approve a beverage container drive from March 1, 2023 through March 31, 2023 in coordination with Oxford Addison Youth Assistance. Oxford Addison Youth Assistance shall receive 50% of the proceeds with the remainder of the proceeds deposited in the Polly Ann Trailway Management Council Revenue Funds.

Upon a Voice Vote:

AYES: (6)

NAYS: (0)

ABSENT: (2)

MOTION CARRIED

f) **Kiosk Placement along the Polly Ann Trail**

Motion by **Pearson**; Second by **Nold**

To authorize Polly Ann Trail Manager Linda Moran to secure funding for the purchase and installation of kiosks to be placed along the Polly Ann Trail. Once Trail Manager Linda Moran has raised the necessary funds, she can provide the purchase request and construction schedule for consideration and approval at the Polly Ann Trailway Management Council meeting.

ROLL CALL:

AYES: Pearson, Whatley, Wright, Nold, McDonald, Brakefield

NAYS: None

ABSENT: Kemp

MOTION CARRIED

10. PUBLIC COMMENT

None

11. COUNCIL COMMENTS

A thank you to Kristen Wilfang and Sage Hegdal for supporting the Polly Ann Trailway Management Council.

12. ADJOURNMENT

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

To adjourn at 4:17p.m.

Upon a Voice Vote:

AYES: (6)

NAYS: (0)

ABSENT: (2)

MOTION CARRIED

NEXT REGULAR MEETING: 3 PM on February 15, 2023 at the Addison Township Offices.

CHAIRMAN: _____
Curtis Wright

SECRETARY: _____
Michael McDonald