



POLLY ANN TRAILWAY
MANAGEMENT AND MAINTENANCE
OUTDOOR FURNITURE, SIGN &
EQUIPMENT ENHANCEMENT POLICY

Authorized by the Polly Ann Trailway
Management Council

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1.0 Purpose

Promote the safety and enjoyment of the Polly Ann Trail consistent with and in constant consideration of the health, safety and welfare of Polly Ann Trail users. In response to requests to provide the public an opportunity to honor family and friends, to meet the needs for certain capital improvements/enhancements to the trail experience, and to enable donations to be made in a manner consistent with the planning of the Polly Ann Trail Management Council (PATMC) for current and anticipated needs the policies contained in this document were adopted.

2.0 Policy Details

The policies and regulations contained herein are designed to establish and promote the enjoyment of the Polly Ann Trail for all users by providing guidance and controls on trail related uses and services for trail users.

3.0 Policy Scope

These policies are intended to provide guidance and understanding of the legitimate uses of the Polly Ann Trail. This will ensure the continued safe use of the Trail and present a user-friendly opportunity to enjoy the trail for a variety of users.

4.0 Polly Ann Trailway Related Policies

- Outdoor Furniture
- Signs and Signage
- Equipment/Trail Accessories

5.0 Policy Owner

The Polly Ann Trailway Management Council manages the Oakland County section of the Polly Ann Trail through an Agreement with the Michigan Department of Natural Resources and the following Oakland County communities: Orion Charter Township; Oxford Charter Township; Addison Township; Oxford Village and Leonard Village.

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Polly Ann Trail Bench Policy

1.) The Polly Ann Trail Management Council has predetermined the design of private donation benches. The PATMC utilizes the "Arlington" model bench produced by American Recycled Plastics, Inc., purchased through them or an approved vendor, but reserves the right to amend the bench make and model based on availability or other factors.

- All benches purchased or donated must be made of 100% recycled plastic.
- Benches must be "Cedar with Black supports" in color and 6' to 8' feet in length.
- Arm rests are optional. ADA design is preferred where applicable.

2.) Dedication plaques must not exceed 2.5" x 5", with a maximum of 5 lines of text, with a maximum of 18 characters per line. Plaque must be black with white lettering. Text is subject to the approval of the Polly Ann Trail Management Council or their designee. Plaque price is included in the cost of the bench.

3.) The PATMC desires a maximum density of no more than one bench every half mile where appropriate. However, the density may be affected by factors such as official access points, areas of unique natural features, and road crossings. Prior to the beginning of each new calendar year, the Trail Manager shall provide a list and map of appropriate locations for priority bench placement. The annual placement map shall be part of the bench policy.

- Trail Manager will identify existing benches, wooden or otherwise, which would be desirable to replace with a new recycled plastic bench as their condition warrants.
- The Trail Manager will identify new, open locations for benches, and communicate with the local municipality regarding placement, prior to providing the annual placement map.
- Benches shall be ADA compliant where appropriate.

4.) Benches shall be maintained in cooperation with the local municipality for a minimum of 10 years in or near their original location. It is the policy and/or desire of the PATMC to keep donated benches in their location, but reserves the right to relocate if necessary. We will attempt to notify the donating family in the event that the bench will be relocated, replaced, or removed, and prior bench donors will be offered first choice, if practical, of replacing a worn out or damaged bench.

5.) Payment is due to the Commission prior to bench order. Bench will be ordered by the PATMC or its' agent through an approved PATMC vendor.

6.) When bench is purchased and installed, it becomes the property of the PATMC and is for the use and enjoyment of the general public. The PATMC cannot guarantee beyond reasonable means against the loss, theft or other mechanism of damage that the bench will be replaced by the PATMC should such an event occur.

7.) The donor has no obligation or right to maintain or tamper with the bench or the surrounding area. Plantings surrounding the bench will be allowed from an approved list of appropriate Michigan native plant species only. (Attachment A)

8.) The PATMC reserves the right to deny any bench donation, any bench location, or any bench design which does not comply with Article 1 of this Policy.

9.) The price of the bench donation includes:

- Bench
- Plaque
- Assembly and Installation
 - Assembly and Installation fee is \$200 per bench, and is subject to change on an annual basis as determined by the PATMC. The donor is responsible for confirming total cost with the Trail Manager prior to ordering and payment.

10.) The PATMC cannot guarantee that any bench will be installed by a specific date as we are dependent upon our suppliers and the availability of trail maintenance staff. Additionally, benches cannot be installed in the winter when the ground is frozen.

11.) After installation, donors will be recognized with a letter of appreciation at a Polly Ann Trailway Management Council meeting. Donor will also receive a thank you letter that serves as a receipt for tax purposes.

12.) A list of donated benches/families and their locations is posted on the Polly Ann Trail website at www.pollyantrailway.org .

POLLY ANN TRAIL PICNIC TABLE POLICY

- 1.) The Polly Ann Trailway Management Council has predetermined the design of sponsored picnic tables. The PATMC utilizes the "Model Art" style of picnic table. Cedar colored top/seat planks with black supports made with recycled materials. ADA design is preferred.
- 2.) Sponsorship markers will be attached to/next to each picnic table listing donors name, website and/or phone number and address as space is available. Text is subject to the approval of the Polly Ann Trailway Management Council or their designee. Sponsorship markers are included in the cost of the picnic table.
- 3.) The PATMC desires placement of picnic tables at parking lots and scenic park locations along the trail.
- 4.) The donated picnic table shall be maintained in cooperation with the local municipalities in or near their original location for the life of each picnic table. The PATMC does reserve the right to relocate if necessary. Benches shall be maintained in cooperation with the local municipality for a minimum of 10 years in or near their original location. It is the policy and/or desire of the PATMC to keep donated picnic tables in their original location, but reserves the right to relocate if necessary. We will attempt to notify the donor in the event that the picnic table will be relocated, replaced, or removed, and prior donors will be offered first choice, if practical, of replacing a worn out or damaged picnic table.
- 5.) Payment is due to the PATMC prior to ordering. The picnic table will be ordered by the PATMC or its agent through an approved PATMC vendor.
- 6.) Once purchased and installed, it becomes the property of the PATMC and is for the use and enjoyment of the general public. The PATMC cannot guarantee beyond reasonable means against loss, theft or other mechanism of damage or that the picnic table will be replaced by the PATMC should such an event occur.
- 7.) The donor has no obligation or right to maintain or tamper with the picnic table or the surrounding area. Plantings surrounding the picnic table will be allowed from an approved list of appropriate Michigan native plant species only. (Attachment A)
- 8.) The PATMC reserves the right to deny any picnic table donation, any picnic table location, or any designs which do not comply with Article 1 of this policy.
- 9.) The price of the picnic table donation includes:
 - Picnic table
 - Sponsorship marker
 - Assembly and installation
 - Assembly and Installation fee is \$200 per bench, and is subject to change on an annual basis as determined by the PATMC. The donor is responsible for confirming total cost with the Trail Manager prior to ordering and payment.

10.) The PATMC cannot guarantee that any picnic table will be installed by a specific date dependent upon our suppliers and the availability of the trail maintenance staff. Additionally, picnic tables cannot be installed in the winter when the ground is frozen.

11.) After installation, donors will be recognized by the PATMC of appreciation at a Polly Ann Trailway Management Council meeting. Donor will also receive a thank you letter that serves as a receipt for tax purposes.

12.) A list of donated benches/families and their locations is posted on the Polly Ann Trail website: www.pollyantrailway.org.

POLLY ANN TRAIL TRASH CAN POLICY

- 1.) The Polly Ann Trailway Management Council has predetermined the design of sponsored trash cans. The PATMC utilizes the "Park Policeman" style of trash can with a 10" spring-loaded hatch style lid. Green Thermo-Plastic coating.
- 2.) Sponsorship markers will be attached to each trash can listing donors name, website and/or phone number and address as space is available. Text is subject to the approval of the Polly Ann Trailway Management Council or their designee. Sponsorship markers are included in the cost of the trash can.
- 3.) The PATMC desires placement of trash cans at each way finder map site and parking lots.
- 4.) The donated trash cans shall be maintained in cooperation with the local municipalities in or near their original location for the life of each trash can. The PATMC does reserve the right to relocate if necessary. We will attempt to notify the donor in the event that the picnic table will be relocated, replaced, or removed, and prior donors will be offered first choice, if practical, of replacing a worn out or damaged picnic table.
- 5.) Payment is due to the PATMC prior to ordering. The trash can will be ordered by the PATMC or its agent through an approved PATMC vendor.
- 6.) Once purchased and installed, it becomes the property of the PATMC and is for the use and enjoyment of the general public. The PATMC cannot guarantee beyond reasonable means against loss, theft or other mechanism of damage or that the trash can will be replaced by the PATMC should such an event occur.
- 7.) The donor has no obligation or right to maintain or tamper with the trash can or the surrounding area. Plantings in the area may be allowed from an approved list of appropriate Michigan native plant species only. (Attachment A)
- 8.) The PATMC reserves the right to deny any trash can donation, any trash can location, or any designs which does not comply with Article 1 of this policy.
- 9.) The price of the trash can donation includes:
 - Trash can/lid
 - Sponsorship marker
 - Assembly and installation
- 10.) The PATMC cannot guarantee that any trash can will be installed by a specific date as we are dependent upon our suppliers and the availability of the trail maintenance staff. Additionally, trash cans cannot be installed in the winter when the ground is frozen.
- 11.) After installation, donors will be recognized with appreciation at a Polly Ann Trailway Management Council meeting. Donor will also receive a thank you letter that serves as a receipt for tax purposes.
- 12.) A list of donated trash cans and donors with their locations will posted on the Polly Ann Trailway website: pollyanntailway.org.

Attachment A

Michigan Department of Natural Species Native Species List

MDNR > WILDLIFE & HABITAT > PLANT SPECIES > WILDFLOWERS

Wildflowers

- Arrowhead (*Sagittaria latifolia*)
- Autumn Wild Onion (*Allium stellatum*)
- Beach Pea (*Lathyrus japonicus*)
- Black-Eyed Susan (*Rudbeckia hirta*)
- Blue Vervain (*Verbena hastata*)
- Boneset or Thoroughwort (*Eupatorium perfoliatum*)
- Cardinal-Flower (*Lobelia cardinalis*)
- Closed or Bottled Gentian (*Gentiana andrewsii*)
- Clustered Broom-rape (*Orobanche fasciculata*)
- Cup Plant (*Silphium perfoliatum*)
- Cylindrical Blazing Star (*Liatris cylindracea*)
- Daisy Fleabane (*Erigeron strigosus*)
- Dense Blazing Star (*Liatris spicata*)
- Dotted or Horse Mint (*Monarda punctata*)
- Dragon's Mouth, Wild Pink (*Arethusa bulbosa*)
- Dwarf Lake Iris (*Iris lacustris*)
- Eastern Prairie Fringed-Orchid (*Plantanthera leucophaea*)
- Evening Primrose (*Oenothera biennis*)
- False Boneset (*Kuhnia eupatorioides*)
- Golden Alexanders (*Zizia aurea*)
- Great Blue Lobelia (*Lobelia siphilitica*)
- Hairy Puccoon (*Lithospermum carolinense*)
- Harebell (*Campanula rotundifolia*)
- Hoary Vervain (*Verbena stricta*)
- Houghton's Goldenrod (*Solidago houghtonii*)
- Ironweed (*Vernonia missurica*)
- Joe-Pye Weed or Spotted Joe-Pye Weed (*Eupatorium maculatum*)
- Lake Huron Tansy (*Tanacetum huronense*)
- Milkweed (*Asclepias syriaca*)
- Pale Agoseris (*Agoseris glauca*)
- Pale Coneflower (*Echinacea pallida*)
- Pitcher Plant (*Sarracenia purpurea*)
- Pitcher's Thistle (*Cirsium pitcheri*)
- Prairie Coreopsis (*Coreopsis palmata*)
- Prairie Smoke (*Geum triflorum*)
- Prickly Pear Cactus (*Opuntia humifusa*)
- Purple Coneflower (*Echinacea purpurea*)
- Purple Prairie Clover (*Dalea purpurea*)
- Rosinweed (*Silphium integrifolium*)
- Rough Blazing Star (*Liatris aspera*)
- Rough Cinquefoil (*Potentilla norvegica*)
- Round-leaved Ragwort (*Senecio obovatus*)
- Sand Coreopsis or Tickseed (*Coreopsis lanceolata*)
- Sea-rocket (*Cakile edentula*)

- Sky Blue Aster (*Aster oolentangiensis*)
- Smartweed, Knotweed (*Polygonum* species)
- Smooth Aster (*Aster laevis*)
- Spiderwort (*Tradescantia ohioensis*)
- Stiff Goldenrod (*Solidago rigada*)
- Tall Coneflower (*Rudbeckia laciniata*)
- Tall Coreopsis (*Coreopsis tripteris*)
- Water Milfoil (*Myriophyllum* species)
- Western Sunflower (*Helianthis occidentalis*)
- Wild Columbine (*Aquilegia canadensis*)
- Wildflower Viewing
- Wormwood (*Artemisia campestris*)

Grasses, Sedges & Rushes

- Beach Grass, Marram Grass (*Ammophila breviliqulata*)
- Big Bluestem (*Andropogon gerardii*)
- Cotton Grass (*Eriophorum virginicum*)
- Junegrass (*Koeleria macrantha*)
- Little Bluestem (*Schizachyrium scoparium*)
- Side Oats or Grama Grass (*Bouteloua curtipendula*)
- Switchgrass (*Panicum virgatum*)

Trees

- Black Spruce (*Picea mariana*)
- Jack Pine (*Pinus banksiana*)
- Northern Pin Oak (Hill's Oak) (*Quercus ellipsoidalis*)

Shrubs

- Alleghany Plum (*Prunus alleghaniensis*)
- Bearberry, Kinnikinick (*Arctostaphylos uva-ursi*)
- Blueberry (*Vaccinium* sp.)
- Creeping Juniper (*Juniperus horizontalis*)
- Lead Plant or Prairie Shoestring (*Amorpha canescens*)
- Sand Cherry (*Prunus pumila*)
- Willows (*Salix* sp.)

Non-Flowering Plants

- Liverwort (*Conocephalum conicum*)