

# POLLY ANN TAILWAY MANAGEMENT COUNCIL MEETING AUGUST 16, 2023

THE REGULAR MEETING OF THE POLLY ANN TRAILWAY MANAGEMENT COUNCIL ("PATMC") was held August 16, 2023; 3:00 p.m. at the Orion 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  
Aaron Whatley, ORT  
Jonathan Nold OXT  
Bruce Pearson (Treasurer), AT  
Matt Pfeiffer, ORT  
Joe Madore, OXV

**ABSENT:**

Allison Kemp, OXV

**ALSO PRESENT:**

Linda Moran (Trail Manager)  
Kevin Greene (non-voting Citizen Rep)  
Kristen Wiltfang OCED

**4. APPROVAL OF AGENDA:**

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

To approve the August 16, 2023 meeting Agenda as presented.

**Upon a Voice Vote:**

**AYES: (8)**

**NAYS: (0)**

**ABSENT: (0)**

**MOTION CARRIED**

**5. CONSENT AGENDA:**

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

To approve the Consent Agenda including:

- Approval of June, 2023 Meeting Minutes
- Treasurers Report
- Approval of Bills to be paid for: June, 2023 at \$5187.94 and July, 2023 at \$4953.33
- Receive and File Financial Reports for June, 2023 and July, 2023
- Receive and file Trail Manager Report for July, 2023 and August, 2023
- Receive and file Vault Restroom Photos and Thank you card
- Acknowledge administrative approval of Oxford DD Scarecrow 5K/1 mile Walk/Run non-profit event

**ROLL CALL:**

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

**NAYS:** None

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**ABSENT:** None  
**MOTION CARRIED**

**6. PUBLIC COMMENT:** None

**7. CITIZEN REPRESENTATIVE REPORT:** None

**8. UNFINISHED BUSINESS**

**a) Website Committee Update and Final Approval**

Committee members and Trail Manager Linda Moran reported that the new website is ready to go live as soon as the Council gives approval to do so

Motion by **McDonald**; Second by **Brakefield**

To authorize the Chair of the PATMC the authority to direct the initiation of the new website upon his satisfaction and (*that*) all of the items that have been covered are covered correctly.

**Upon a Voice Vote:**

**AYES:** (8)

**NAYS:** (0)

**ABSENT:** (0)

**MOTION CARRIED**

**b) Kiosk Management, Placement & Use Policy**

The Final Draft requires further editing and will come before the Council on the September agenda.

**c) Fence Condition and Possible removal along the Polly Ann Trail**

Motion by **Brakefield**; second by **Madore**

To authorize the Trail Manager Linda Moran to remove sections of fence along the Polly Ann Trail in Orion Township that she determines are no longer necessary and at no cost to the Polly Ann Trailway Management Council and waiting for Orion Township engineering approval.

**ROLL CALL:**

**AYES:** Pearson, Pfeiffer, Whatley, Wright, Madore, Brakefield

**NAYS:** Nold, McDonald

**ABSENT:** None

**MOTION CARRIED**

**d) Grant Status Update**

Oakland County Community coordinator Kristen Wiltfang informed the Council of the status of grants available for use for the trail improvement project of preliminary engineering. She recommends that the PATMC prepare and release an RFP for

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preliminary design engineering for the trail as soon as possible in order to accommodate coordination of the grants with the Transportation Alternative Plan funding deadline. PATMC members Wright, Nold, Whatley along with the Trail Manager will work with Ms. Wiltfang to draft the RFP.

Motion by **McDonald**; second by **Brakefield**

To authorize the (*PATMC*) Chair in coordination with the Committee to assemble and release the RFP for the (*Polly Ann*) Trail project.

**Upon a Voice Vote:**

**AYES: (8)**

**NAYS: (0)**

**ABSENT: (0)**

**MOTION CARRIED**

### e) PATMC Outstanding items list

Chair Wright reviewed the Outstanding Items list with the Council and will update the list for future reference.

## 9. NEW BUSINESS

### a) 2024 Proposed Budget

Chair Wright proposed the new budget for 2024.

Motion by **McDonald**; Second by **Nold**

To set this (*2024 Budget*) aside until the September (*20, 2023*) Regular Meeting in order to accommodate the member communities to look this (*2024 Budget*) over and make sure it is (*agreeable to the member communities*).

**Upon a Voice Vote:**

**AYES: (8)**

**NAYS: (0)**

**ABSENT: (0)**

**MOTION CARRIED**

### b) Brush Cutting and Mowing Agreement

Motion by **Brakefield**; second by **Nold**

To approve the Brush Cutting and Mowing Agreement between David Vandenberghe and the Polly Ann Trailway Management Council as presented and authorize the Chairman to sign the Brush Cutting and Mowing Agreement on the behalf of the Polly Ann Trailway Management Council. The cost for the brush cutting and mowing to be expensed to Account 298-853-932.000 Maintenance of Grounds.

**ROLL CALL:**

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

**NAYS:** None

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**ABSENT:** None  
**MOTION CARRIED**

**c) Beverage Container Drive Request-Oxford Women's Club**

Motion by **Brakefield**; second by **Nold**

To approve a beverage container drive from September 1, 2023 through September 30, 2023 in coordination with the Oxford Women's Club. The Polly Ann Trailway Management Council shall receive 50% of the proceeds with the proceeds being deposited in the Polly Ann Trailway Management Council Revenue Funds with those proceeds.

**ROLL CALL:**

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

**NAYS:** None

**ABSENT:** None

**MOTION CARRIED**

**11. PUBLIC COMMENT** None

**12. COUNCIL COMMENTS**

Concerns for law enforcement on motorized vehicles on the trail; wonderful time to be on the trail; asphalt repair to be rolled into the planned overall trail project.

**13. ADJOURNMENT**

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

To adjourn at 4:26 pm.

**Upon a Voice Vote**

**AYES:** (8)

**NAYS:** (0)

**ABSENT:** None

**MOTION CARRIED**

**NEXT REGULAR MEETING: 3 PM on September 20, 2023 at the Oxford Village Offices.**

CHAIRMAN:   
Curtis Wright

SECRETARY:   
Michael McDonald