



**POLLY ANN TRAILWAY  
BENCH, PICNIC TABLE, TRASH CAN, and  
KIOSK POLICIES**

Authorized by the Polly Ann Trailway  
Management Council

(Adopted September 2023)

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# OVERVIEW

## 1.0 Purpose

The purpose of these policies is to 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 Trailway Management Council (PATMC) for current and anticipated needs, the policies contained in this document are 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 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.

# Polly Ann Trail Bench Policy

1. The Polly Ann Trailway Management Council (“PATMC”) 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 PATMC 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.

- The 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 locations for benches, and communicate with the local municipality regarding placement, prior to bench placement.
- 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.

5. Payment is due to the PATMC prior to bench order. The bench will be ordered by the PATMC or its’ Trail Manager through an approved PATMC vendor.

6. When a 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 on Page 13)

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

9. The price of the bench donation includes:

- Bench
- Plaque

The donor is responsible for confirming the total cost with the Trail Manager.

10. The assembly and installation fee is \$150 per bench, and is subject to change on an annual basis.

11. Any member community of the PATMC that assembles and installs a donated bench shall be reimbursed the approved fee by the PATMC to offset their labor and installation costs.

12. 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.

13. After installation, donors will receive a thank you letter that serves as a receipt for tax purposes.

14. A list of donated benches/donors and their locations is to be kept and available to the public in the PATMC office.

# POLLY ANN TRAIL PICNIC TABLE POLICY

- 1.) The Polly Ann Trailway Management Council (“PATMC”) has predetermined the design of sponsored picnic tables. The PATMC utilizes the “Model Art” style of picnic table that is 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 the donor(s) name(s), website and/or phone number and address as space is available. Text is subject to the approval of the PATMC 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 picnic tables if necessary. We will attempt to notify the donor in the event the picnic table is to be relocated, replaced or removed.
- 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 on Page 13)
- 8.) The PATMC reserves the right to deny any picnic table donation, any picnic table location, or any designs which does not comply with Section 1 of this policy.
- 9.) The price of the picnic table donation includes:
  - Picnic table
  - Sponsorship markerThe donor is responsible for confirming the total cost with the Trail Manager.
- 10.) The assembly and installation fee is \$150 per Picnic Table, and is subject to change on an annual basis.
- 11.) Any member community of the PATMC that assembles and installs a donated picnic table shall be reimbursed the approved fee by the PATMC, to offset their labor and installation costs.
- 12.) The PATMC cannot guarantee that any picnic table will be installed by a specific date as we are 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.

- 13.) After installation, donors will be recognized with a thank you letter that serves as a receipt for tax purposes.
- 14.) A list of donated picnic tables and donors with their locations will be kept and available to the public in the PATMC office.

# POLLY ANN TRAIL TRASH CAN POLICY

- 1.) The Polly Ann Trailway Management Council (“PATMC”) 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. With green Thermo-Plastic coating.
- 2.) Sponsorship markers will be attached to each trash can listing the donor(s) name, website and/or phone number and address as space is available. Text is subject to the approval of the PATMC 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 the trash can is to be relocated, replaced, or removed.
- 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 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 surrounding the bench will be allowed from an approved list of appropriate Michigan native plant species only. (Attachment A on Page 13)
- 8.) The PATMC reserves the right to deny any trash can donation, any trash can location, or any designs which does not comply with Section 1 of this policy.
- 9.) The price of the trash can donation includes:
  - Trash can/lid
  - Sponsorship marker
  - Assembly and installation
  - Assembly and Installation fee is \$0 per trash can, and is subject to change on an annual basis. Donor is responsible for confirming total cost with the



Trail Manager and payment in full prior to the order being placed.

10.) Any member community of the PATMC that assembles and installs a donated trash can shall be reimbursed the approved fee, if any, by the PATMC, to offset their labor and installation costs.

11.) 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.

12.) After installation, donors will be recognized with a thank you letter that serves as a receipt for tax purposes.

13.) A list of donated trash cans and donors with their locations will be kept and available to the public in the PATMC office.

# Polly Ann Trail Kiosk Policy

1. The Polly Ann Trailway Management Council (“PATMC”) has predetermined the design of purchased and donated Kiosks. The PATMC utilizes the “Message Center Sign with posts - Brown” model number “H-2857BR” Kiosk produced by Uline Inc., purchased through them or an approved vendor, but reserves the right to amend the Kiosk make and model based on availability or other factors.

- All kiosks purchased or donated must be made of 100% recycled plastic.
- Kiosks must be “brown” in color and 4’ feet in length and 8’ feet in total height.

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 PATMC or their designee. Plaque price is included in the cost of the kiosk.

3. The PATMC desires a maximum density of no more than one kiosk per the locations designated in this policy. However, the density may be affected by factors such as official access points, areas of unique natural features, and road crossings.

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

4. Kiosks 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 kiosks in their location, but reserves the right to relocate if necessary. We will attempt to notify the donor(s) in the event the kiosk will be relocated, replaced, or removed.

5. Payment for donated kiosks is due to the PATMC prior to kiosk order. The Kiosk will be ordered by the PATMC or its’ agent through an approved PATMC vendor.

6. When a kiosk 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 kiosk will be replaced by the PATMC should such an event occur when funding is available.

7. The donor has no obligation or right to maintain or tamper with the kiosk or the surrounding area.

8. The PATMC reserves the right to deny any kiosk donation, any kiosk location, or any kiosk design which does not comply with Section 1. of this Policy, at its sole discretion.

9. The price of the kiosk donation includes:

- Kiosk
- Plaque

The donor is responsible for confirming the total cost with the Trail Manager.

10.) The assembly and installation fee is \$150 per kiosk, and is subject to change on an annual basis.

11. Any member community of the Management Council that assembles and installs a donated kiosk shall be reimbursed the approved fee by the PATMC to offset their labor and installation costs.

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

13. After installation, donors will be recognized with a thank you letter that serves as a receipt for tax purposes.

14. A list of donated kiosks/families and their locations is to be kept and available to the public in the PATMC office.

15. The following locations are currently subject to consideration for placement of a kiosk on the Polly Ann Trail:

- a. Mile 0 (Joslyn Road and Trail intersection)
- b. Water Depot (Rhodes Road and Clarkston Orion Road)
- c. Indianwood Crossing (Indianwood and Trail parking area)
- d. Leonard Yard (Village of Leonard)
- e. Milk Run (Lake George Road)
- f. Weigh Station (Powell Street)

# POLLY ANN TRAIL KIOSK CONTENT POLICY

- 1.) The Polly Ann Trailway Management Council (“PATMC”) has determined that the content of the kiosks placed along the Polly Ann Trail must meet community standards for certain informational and promotional content that is related to the Polly Ann Trail.
- 2.) The kiosks will have certain standardized content that will vary from kiosk to kiosk and will have certain characteristic priorities based on their location relative to the community in which they are located.
- 3.) The kiosks will have certain standardized information regarding specific trail information i.e.: Pure Michigan Trail, Polly Ann Trail Logo, and related materials for the benefit of the public and trail users. The PATMC reserves the right to refuse requests which do not satisfy the recreational and informational intent of the kiosks. Information posted in a kiosk is meant to inform trail users of local public events which promote PATMC communities and promote the trail and recreational opportunities.
- 4.) There are no privileges that are accrued by the donor of a kiosk for content or other information other than the recognition plaque and language for the donor of a kiosk. Any content of a kiosk must meet Section 1.) of this Kiosk Content Policy. The Trail Manager is solely authorized to post or remove items from the kiosk.
- 5.) The design and appearance of a kiosk may not be altered and must remain in conformance with the guidelines set forth in the Kiosk Policy and Kiosk Content Policy for kiosks.
- 6.) The kiosks are for the exclusive use of the Polly Ann Trail and are not available for advertising or promotion unless such information is found to provide a specific benefit to the Trail and the PATMC member communities.
- 7.) The Polly Ann Trail Manager is responsible for maintaining and otherwise regulating the content, use, and organization of the kiosks.

# Attachment A

## Michigan Department of Natural Native Species List

### 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 caroliniense*)
- 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 glaucua*)
- 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 ohiensis*)
- 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 breviligulata*)
- 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*)