

THE REGULAR MEETING OF THE POLLY ANN TRAILWAY MANAGEMENT COUNCIL was held November 15, 2023; 3:00 p.m. at the Village of Oxford 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  
Ed Brakefield (Vice Chair), AT  
Mike McDonald (Secretary), LV  
Bruce Pearson (Treasurer), AT  
Jonathan Nold OXT  
Matt Pfeiffer, ORT  
Joe Madore, OXV

**ABSENT:**

Aaron Whatley, ORT (excused)  
Allison Kemp, OXV

**ALSO PRESENT:**

Linda Moran (Trail Manager)  
Kevin Greene (non-voting Citizen Rep)  
Oxford Police Chief Mike Solwold

**4. APPROVAL OF AGENDA:**

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

To approve the November 15, 2023 meeting Agenda as amended adding item:

9c. Sign Purchase

**Upon a Voice Vote:**

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

**5. CONSENT AGENDA:**

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

To approve the Consent Agenda including:

- Approval of October 18, 2023 Meeting Minutes
- Approval of Bills to be paid for: October, 2023 at \$4,271.07
- Receive and File Financial Reports for October, 2023
- Receive and file Trail Manager Report for November, 2023

**ROLL CALL:**

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

6. PUBLIC COMMENT: None

7. CITIZEN REPRESENTATIVE REPORT: Brush clearing by Oxford Library is quite impactful.

8. UNFINISHED BUSINESS

a) Redesign and resurfacing RFP

This matter was discussed with Oakland County Community Manager Kristen Wilfgang and is to be brought back to the PATMC in December of this year.

b) Water Depot Vault Restroom Janitorial Maintenance

The Chairperson updated the Council on the status of items already on the list and two new items.

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

to approve the quote from Turner Sanitation in the email dated September 6, 2023 to provide cleaning services on a weekly basis for the vault restroom at Water Depot in the amount of \$104.00 for every 28 days of cleaning service. The vault restroom cleaning cost to be expensed to Account 298-853-932.000 Maintenance of Grounds;

**ROLL CALL:**

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

**NAYS:** None

**ABSENT:** Whatley

**MOTION CARRIED**

c) PATMC Outstanding Items List

Chairman Wright used the itemized spreadsheet developed for this purpose to direct the attention of the PATMC to outstanding items with the intent of maintaining this activity and engaging the Council and related contractors and providers so that projects can be timely completed and/or continued. Various items were considered and updated to reflect current status.

9. NEW BUSINESS

a) Participation in the Oxford Chamber of Commerce Christmas Parade

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

To authorize the Polly Ann Trail Manager Linda Moran to participate in the Oxford Chamber of Commerce Christmas Parade on December 2, 2023 on behalf of the Polly Ann Trail and PATMC. Any participation fee to be expensed to Account 298-853-962.000 Miscellaneous.

**ROLL CALL:**

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

**NAYS:** None

**ABSENT:** Whatley

**MOTION CARRIED**

**b) Donation of property to Polly Ann Trailway Management Council**

Motion **Pearson**; second by **Nold**

To not accept or pursue the acquisition of the Parcel 04-27-301-003 for the Polly Ann Trail.

**ROLL CALL:**

**AYES:** Wright, Nold, Madore, Pearson, Pfeiffer

**NAYS:** McDonald, Brakefield

**ABSENT:** Whatley

**MOTION CARRIED**

**c) Sign Purchase (added to the Agenda)**

The Polly Ann Trail received a recommendation from our insurance carrier that since we do not perform regular maintenance to the trail during the winter that signs should be posted at entry points warning trail users by stating that "Use at your own risk- No Winter Maintenance on Trail- Slippery Conditions Present -Falls May Occur"

Motion by **Pfeiffer**; second by **Brakefield**

To authorize the Polly Ann Trail Manager Linda Moran to purchase 40 (forty) 12" by 18" single sided printed coroplast signs including the artwork setup in an amount not to exceed \$200. This \$200 dollar amount to be expensed to Account 298-853-932.000 Maintenance of Grounds.

**ROLL CALL:**

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

**NAYS:** None

**ABSENT:** Whatley

**MOTION CARRIED**

**10. PUBLIC COMMENT** None

**11. COUNCIL COMMENTS**

Council members appreciated the improved amenities along the trail and the outstanding items list.

**12. ADJOURNMENT**

Motion by Pfeiffer, Second by Brakefield;

To adjourn at 3:47 pm.

**Upon a Voice Vote**

**AYES: (7)**

**NAYS: (0)**

**ABSENT: (1)**

**MOTION CARRIED**

**NEXT REGULAR MEETING: 3 PM on December 20, 2023 at the Orion Township Offices.**

CHAIRMAN:

  
Curtis Wright

SECRETARY:

  
Michael McDonald