

THE REGULAR MEETING OF THE POLLY ANN TRAILWAY MANAGEMENT COUNCIL
was held February 21, 2024; 3:00 p.m. at the Addison Township Offices.

1. MEETING CALLED TO ORDER BY CHAIRMAN CURTIS WRIGHT AT 3:02 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
Aaron Whatley, ORT
Matt Pfeiffer, ORT
Joe Madore, OXV

ABSENT:

Allison Kemp, OXV (excused)

ALSO PRESENT:

Linda Moran (Trail Manager)
Kevin Greene (non-voting Citizen Rep)
Kristen Wiltfang, OCED
Megan Masson-Minock, Carlisle- Wortman Associates
Chris Nordstrom, Carlisle- Wortman Associates
Two (2) Residents

4. APPROVAL OF AGENDA:

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

To approve the February 21, 2024 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 January 17, 2024 Meeting Minutes
- Approval of Bills to be paid for: January, 2024 in the amount of \$7,506.87
- Receive and File Financial Reports for January, 2024
- Receive and file Trail Manager Report for February, 2024

ROLL CALL:

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

NAYS: None

ABSENT: None

MOTION CARRIED

6. PUBLIC COMMENT: None

7. CITIZEN REPRESENTATIVE REPORT: No Report.

8. Presentation: Oxford Twp. Master Plan Review with Planner Megan Masson-Minock of Carlisle-Wortman Associates

Megan Masson-Minock described the Master Plan review currently underway at Oxford Charter Township. Of prime interest is how does the Polly Ann Trail envision its role and future in Oxford Township.

The following is what members said regarding the future planning and impact of and to the trail:

- Polly Ann Trail is important; growth adjacent to the trail should be highly regulated.
- "Now" is the time to "save" existing Natural Resources while still available
- Growth tempered by guidelines for that growth; how existing zoning might negatively impact the future.
- Connectivity is core and local developments encouraged to create "pocket parks" and recreational opportunity.
- Addison Township is a neighbor and affected by growth in Oxford Township; Addison's goal is to remain "rural".
- Protect the natural resources that are shared with the other communities along the trail.
- Traffic impact on M24 and M15 should be a factor; update and upkeep on local safety paths remain a priority.
- Limit or reduce density in new development.
- Work with other communities to make trails safer and more connected by working with those communities beyond just the Polly Ann Trail.
- Iron Belle Trail was mentioned several times as a priority to proceed west through Oxford and Brandon Township.

9. UNFINISHED BUSINESS

a.) Redesign and resurfacing RFP

Kristen Wiltfang and Trail Manager Linda Moran presented an updated RFP for the section of the trail between Hosner Road in Addison Township and Elmwood Street in the Village of Leonard. The goal is to get an RFP out to bid for engineering plans by March 1, 2024. A bid deadline of April 12, 2024 is projected as receipt of all bids. May 15, 2024 would be the projected approval date subject to the usual terms. Oxford Township volunteered to post the RFP on the MITN bid platform.

Motion by **Whatley**; Second by **Madore**

To move forward with an RFP for the resurfacing and redesign of the Polly Ann Trail from Hosner (*Road*) to Elmwood Street (*in the Village of Leonard*).

Upon a Voice Vote:

AYES: (8)

NAYS: (0)

ABSENT: (0)

MOTION CARRIED

b.) PATMC Outstanding Items List

Chairman Wright reviewed with Council the status and proposed changes to the list. A revised list reflecting changes will be provided for the March meeting.

c.) Flashing Beacon Lights at Drahner/Burdick street

Chairman Wright introduced two concerned citizens that wanted to know more about the removal of the solar warning lights from their former location. They expressed concern and also a desire to help restore the lights if practical. Council explained the history of this situation and expressed the desire to work with anyone who might wish to support this and other safety improvements on the trail. Several ideas and sources were shared with them to help familiarize them with the costs and availability of such warning devices. The Trail Manager will work with them as needed.

9. NEW BUSINESS

a.) 2024-25 MMRMA Insurance Policy Renewal

Chairperson Wright introduced the information previously provided the Council for renewal of the required insurance policy.

Motion by **Pearson**; Second by **Pfeiffer**

To approve the renewal of the Polly Ann Trailway Management Council Insurance Policy with the Michigan Municipal Risk Management Authority for the period of February 25, 2024 through February 25, 2025 in the amount of \$3,432.00 and authorize the Chairman to sign the Coverage Proposal on behalf of the Poly Ann Trailway Management Council. This \$3,432.00 amount to be expensed to account 298-853-955.000 Insurance- Polly Ann Trail.

ROLL CALL:

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

NAYS: None

ABSENT: None

MOTION CARRIED

b.) Non-Profit Event Request by Run Over Addiction

Council considered the request for a 5K run on a portion of the Polly Ann Trail from Clarkston Road to Scripps Road in Orion Township.

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

To approve the request from the Guest House to utilize a portion of the Polly Ann Trail in Orion Township for a Non-Profit event scheduled for Saturday, August 3, 2024 contingent on receipt of a current Certificate of Insurance naming the Polly Ann Trailway Management Council and the Michigan Department of Natural Resources as additionally insured and that this event be added to the list of pre-approved events.

Upon a Voice Vote:

AYES: (8)

NAYS: (0)

ABSENT: (0)

MOTION CARRIED

c.) PATMC Non-Profit Procurement Policy

Council considered the adoption of a procurement policy but want it tailored to be similar to the member community's procurement policies already in force. Chairman Wright asked that all member communities forward their individual policies to him for collation and will reconsider the matter at our March meeting.

Motion by **Wright**; Second by **Pfeiffer**

To provide a procurement policy draft for the March 20, 2024 PATMC meeting.

Upon a Voice Vote:

AYES: (8)

NAYS: (0)

ABSENT: (0)

MOTION CARRIED

d.) PATMC Imprest Petty Cash Procedures

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

To eliminate the 2009 Petty Cash Procedures (*Policy*) that were dated back in 2009 and move forward with how we are currently doing business today.

Upon a Voice Vote:

AYES: (8)

NAYS: (0)

ABSENT: (0)

MOTION CARRIED

e.) **Beverage Container Drive**

PATMC Council considered Trail Manager recommendation for a beverage drive recyclable container fund raiser shared with the Oxford-Addison Youth Assistance organization.

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

To approve an annual beverage container drive during the month of March 2024 (*and annually going forward*) 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: (8)

NAYS: (0)

ABSENT: (0)

MOTION CARRIED

PUBLIC COMMENT None

COUNCIL COMMENTS

Council members commented on:

- Appreciation for the beautification awards for the Polly Ann Trail and Trail Manager from Oxford DDA and Orion Chamber;
- a new business opening on Clarkston Road abutting the Polly Ann Trail;
- the Village of Oxford will be paving their parking lot this year;
- Master Planning

ADJOURNMENT

Motion by **Pearson**, Second by **Brakefield** ;

To adjourn at 4:47 pm.

Upon a Voice Vote

AYES: (8)

NAYS: (0)

ABSENT: (0)

MOTION CARRIED

NEXT REGULAR MEETING: 3 PM on March 20, 2024 at the Orion Township Offices.

CHAIRMAN:


Curtis Wright

SECRETARY:


Michael McDonald