

**COMMERCE, WALLED LAKE & WIXOM (CW2) TRAILWAY
MANAGEMENT COUNCIL
VIRTUAL MEETING**

AGENDA

Wednesday 10 June 2020

3:00 P.M.

- 1. Approval of Minutes**
- 2. Public Comment**
- 3. Phase One Construction**
 - a. Construction Update**
 - i. Phase One punch items in progress**
 - ii. Ribbon-Cutting Plan — discussion**
 - iii. Signage update**
 - iv. Update with adjacent property owner/sprinkler**
- 4. Phase Two Design/Engineering/Route/RFP update**
- 5. Adams Billboard Install Update**
- 6. Trail Manager Report**
 - a. Friends Group Update**
 - b. Audit services moving forward – need bank statement/Feb 2019**
 - c. Seasonal maintenance/mowing discussion - update**
- 7. Walled Lake Withdrawal**
 - a. Discussion/Next Steps**
 - b. New Interlocal Agreement: updates**
 - c. Finances transfer/checkbook**
- 8. Financials discussion as warranted**
- 9. Other matters and next meeting date**
 - a. Next Friends Group meeting Tues, July 7; Wixom Library or Online**

b. Next Trail Council meeting Weds, July 8; Commerce or Online

10. Approve the Warrants

a. Manager of the Air Line Trail

b. Attorney invoice

11. Adjourn

NOTE: THIS MEETING WILL BE HELD ELECTRONICALLY AS AUTHORIZED UNDER EXECUTIVE ORDER 2020-15 SIGNED BY GOVERNOR WHITMER ON MARCH 18, 2020. MEMBERS OF THE PUBLIC BODY AND MEMBERS OF THE PUBLIC MAY PARTICIPATE ELECTRONICALLY, AS DESCRIBED BELOW.

Reason for allowing participation by electronic means:

As set forth in Executive Order 2020-15, *“To mitigate the spread of COVID-19, protect the public health, and provide essential protections to vulnerable Michiganders, it is crucial that all Michiganders take steps to limit in-person contact. These critical mitigation measures include social distancing and limiting the number of people interacting at public gatherings.” This includes public meetings.*

Procedure for public participation by electronic means:

Under Executive Order 2020-15, in order for the Trail Council to allow electronic participation in the meeting, there must be full opportunity for both the general public and the members of the public body to both hear and be heard at appropriate times during the meeting, particularly during public comment: *“A meeting of a public body held electronically must be conducted in a manner that permits two-way communication so that members of the public body can hear and be heard by other members of the public body and so that general public participants can hear members of the public body and can be heard by members of the public body and other participants during a public comment period.”*

The Trail Council will be utilizing the video/audio conferencing platform ZOOM. Members of the public body will be able to hear and speak to each other for the entire meeting. Members of the public will be able to hear (and possibly see) members of the public body during the entire meeting but will only be able to speak during a public comment period.

In order to connect to the meeting through ZOOM and a laptop, PC or smartphone, a member of the public may need to do the following:

- Install Zoom App on mobile device or phone. Download Zoom Client at <https://zoom.us/download> and install on a PC or Mac
- You would then access the meeting (webinar ID: 865 3757 6283) through this URL: <https://us02web.zoom.us/j/86537576283>

- Alternatively, a member of the public can dial in to the meeting (webinar ID: 865 3757 6283) using different numbers. If long distance costs are not a concern, i.e. long distance is included at no cost on your service plan, please call one of the following numbers:

(301) 715 8592 or (312) 626 6799 or (646) 558 8656 or (253) 215 8782 or
(346) 248 7799 or (669) 900 9128

If long distance charges are a concern, please use one of the toll-free numbers below:

- 888-475-4499 (Toll Free)
- 877-853-5257 (Toll Free)

Members of the public participating in the public comment via ZOOM will wait in a virtual queue until called during the public comment period.

When public comment is permitted, members of the public will be called one at a time, as would happen during an in-person meeting. The Chair will determine the order of public speakers. If you want to speak, you must use the "Raise Hand" feature in order to be recognized and unmuted. When you are unmuted, and you will have three (3) minutes to share your comments to the public body. At the conclusion of your comments or your three (3) minutes, your "talking" feature will be disabled by the Chair who will then continue through the queue.

Procedures by which persons may contact members of the public body prior to a meeting:

Participants may also choose to submit comments that can be read into the record or otherwise contact the Trail Council before the meeting via an email to manager@airlinetrail.com. Comments must be received prior to 3 p.m. on the day of the meeting.

Procedures for participation by persons with disabilities:

The Trail Council will be following its normal procedures for accommodation of persons with disabilities. Those individuals needing accommodations for effective participation in this meeting should contact the Trail Council via email at manager@miairlinetrail.com in advance of the meeting. An attempt will be made to make reasonable accommodations.

Commerce, Walled Lake, Wixom Trailway Council Meeting
5-13-2020
3 p.m.
VIRTUAL /ONLINE meeting — Hosted by City of Wixom via Zoom

Council members

David Scott	Commerce	President	Present
John Owsinek	Walled Lake	Treasurer	Present
Steve Brown	Wixom	Secretary	Present

John Hensler, Manager of the Michigan Air Line Trail

Also Present: Deanna Magee, Kristen Wiltfang, Sheryl Lucas, Tim Sikma, Linda Ackley, Casey Ambrose, Bennett Lublin

Meeting was called to order by President David Scott at 3:03pm.

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 4-8-2020 Minutes. Motion by Brown, supported by Scott, to approve the Minutes of April 8, 2020. Motion Carried unanimously.	
2	Public Comment. Public comment was open to attendees; all were solicited to determine if anyone wanted to submit a comment. There were no public comments.	
3A (i., ii., iii), 3B, 4	<p>Update on Construction/Engineering & Next Steps.</p> <p>Phase One Construction resumed on May 6, railings, slope restoration, road crossing thermoplastic markings, striping all still to be completed. Press Release announcing the completion of Phase One Road Crossings was released on May 4. One article in the Spinal Column was noted by Manager.</p> <p>Sprinklers at Hansen’s: Manager said the property owner affirmed their internal repair estimate of \$1,200. The repair estimate from Summers Irrigation was in a range between \$800 and \$1500, actual cost couldn’t be determined until the repair was done. No other estimates were received. Discussion followed. Mr. Brown made a motion to hire Summers Irrigation to perform the repair. Scott seconded, Motion Carried Unanimously.</p> <p>Opening ceremony: Officially postponed. Will be rescheduled when gatherings are allowed.</p> <p>Funding: After Phase One is completed, there will be an estimated \$500,000 balance remaining from the Ralph C. Wilson Jr. Foundation funds held by the Community Foundation of Greater Rochester. Manager has met with the foundation to discuss. Per the terms of the grant agreement with the Community Foundation of Greater Rochester, any funds not spent on the trail project must be returned to the foundation. Manager developed a quote for additional amenities including informational kiosks, road crossing and wayfinding signage, and other amenities like drinking fountains, and shade shelters. Locations of the drinking fountain and shade shelters are yet to be determined. Cost estimate for these amenities and signage was \$140,000 and was approved by the RCWJF. In addition, after some discussion on Phase Two in Downtown Wixom, the RCWJF agreed to divert an additional \$220,000 of the remaining Phase One funds to Phase Two.</p>	

	Manager shared design files for the Informational Kiosks and the Road Crossing/Wayfinding signs, and asked Council members to provide feedback on them ASAP.	
4	Phase Two: Wixom is working on a revised Phase Two route and a draft RFP for Design Engineering is in circulation. It is estimated that the RFP will be released to MITN and interested parties by the end of the month, with submissions due at the end of June.	Phase Two draft engineering RFP is in review.
5	Adams Billboard Lease Update. Tree removal and re-planting permit applications are still in review by MDOT. No further updates at this time.	
6	<p>Trail Manager Report.</p> <ul style="list-style-type: none"> - Friends: Met online for a second time using a Zoom account this month; 10 participants. Upcoming: the Trail Ride sponsored by Motor City Brew Tours has been postponed to Saturday, Aug. 29. Registration remains open. The Inside Out art installation install will likely take place in early June. - Trail cleanup scheduled for Saturday, May 16. - Bollard caps have arrived; will be assembled in the next week, with install taking place once the padlocks have been secured. Boulders: need to coordinate with Boulder vendor and Wixom DPW (likely a Saturday in early spring; we will incur some DPW labor costs). Mile marker extensions need to be added then we should be set. - Seasonal Maintenance: Tim Sikma is recommending adding a growth suppressant to the grass along the trail; it will reduce need for mowing. That substance will be applied in June. - The Friends Group continues to explore operation as a stand-alone entity. 	Manager to draft Trail Events policy.
6	Re-Writing Interlocal Agreement: Walled Lake and Wixom are reviewing the draft submitted by Commerce attorney Phil Adkison in January.	Review meeting to be scheduled after review by city legal representatives.
7	Financials submitted, discussion as warranted. Commerce still looking for February 2019 bank statement. These need to be submitted to Walled Lake. Mr. Scott said it was on order and should be on his desk soon.	
8	<p>Other matters & next meeting date.</p> <ul style="list-style-type: none"> • Mr. Scott explained that the rust stains visible on the M-5 bridge were likely caused by improperly painted wave panels; MDOT is investigating and determining next steps. • WL Council member Gabriel Costanzo noted that the Trail is getting a lot of use and thanked the Council for their work on the Trail. • Next regular CW2 Trail Council meeting is Wednesday, June 10, 2020 at 3pm, location Commerce or online TBD. • Next MALT Friends Group meeting is Tuesday, June 2, 2020 at 6:30 pm, likely online. 	
9	Approve the Warrants. Brown moved, Owsinek supported payment of the warrant below for payment. Motion Carried unanimously.	Invoice to be paid.

	<ul style="list-style-type: none">• Invoice for the Manager of the Michigan Air Line Trail	
10	Adjourn. Motion by Owsinek, supported by Brown to adjourn. Motion Carried Meeting Adjourned at 3:37 PM	

TO: CW2 Trailway Council
c/o City of Walled Lake
1499 E. West Maple Rd.
Walled Lake, MI 48390

INVOICE: CW2 Air Line Trail Manager, May 12—June 8, 2020

INVOICE DATE: June 9, 2020

DESCRIPTION: Support for the following work from May 12—June 6, 2020:

Marketing:

Monthly maintenance/build-out, posting/updating to social media accounts (Facebook, Instagram, NextDoor, Twitter): 1 hrs

map & brochure revisions, work on Trail Safety Crossing video: 4 hrs

Additional refinements & development of website, updating pages, adding user forum for Friends Group, maintaining & archiving 2 hrs

7 hours

Trail Phase One Construction: including consultation, management, follow-up and direction including coordination and consultation (both phone and on-site) with Design and Construction Engineers and Contractors, prep for budget reviews/meetings with grantor/funders, wayfinding/amenity signage development & layout, installment of bollards, facilitating mile markers. Includes following on-site meetings/work: May 22, 28, June 1
9 hours

Trail Phase Two Development: including research, management, follow-up and direction including coordination and consultation, Engineering Services RFP review, plus development of temporary route signage & layout.

5 hours

Meetings/Events:

5.5 Friends Meeting

Hours:

1.0

5.13 Trail Council Meeting

1.0

6.2 Friends Meeting

1.0

3 hours

Misc administrative tasks: email, maintenance for MailChimp service (edits/adds to email list, emails to Friends group and to main email list), general phone meetings/consultation, coordination, etc.

6 hours

TOTAL @ \$24/hour

\$720.00

Total This Invoice:

\$720.00

Remit to: John Hensler
5045 Mansfield Ave.
Suite 305
Royal Oak, MI 48073
248.506.0942
SS# on file
Terms: 15 days

Thank You!

invoice sam:JWHT060920

Adkison, Need, Allen, & Rentrop, PLLC
39572 Woodward
Suite 222
Bloomfield Hills, MI 48304
248-540-7400, Fax 248-540-7401
Tax ID Number: 38-3224154

Michigan Air Line Trail
2009 Township Drive
Commerce Township MI 48390

Attn: John Hensler

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May 31, 2020
Account No: 3051M

Balance

\$120.00

Credit card payments may be made online through the firm's website at www.anafirm.com. Please note that the firm accepts Visa, Mastercard, American Express and Discover.

Adkison, Need, Allen, & Rentrop, PLLC
39572 Woodward
Suite 222
Bloomfield Hills, MI 48304
248-540-7400, Fax 248-540-7401
Tax ID Number: 38-3224154

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May 31, 2020

Michigan Air Line Trail
2009 Township Drive
Commerce Township MI 48390

Account No: 3051-0000M
Statement No: 120794

Attn: John Hensler

Previous Balance	\$120.00
Subtotal	<u>\$120.00</u>
Your account is 90 days past due.	
Total Due for this Matter	<u>\$120.00</u>

Credit card payments may be made online through the firm's website at www.anafirm.com. Please note that the firm accepts Visa, Mastercard, American Express and Discover.