

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

**AGENDA
Wednesday 8 April 2020
3:00 P.M.**

- 1. Approval of Minutes**
- 2. Public Comment**
- 3. Phase One Construction**
 - a. Construction Update**
 - i. Phase One punch items**
 - ii. Ribbon-Cutting Ceremony Update**
 - iii. Signage**
 - 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 statements**
 - c. Seasonal maintenance/mowing discussion - update**
- 7. New Interlocal Agreement: updates**
- 8. Financials discussion as warranted**
- 9. Other matters and next meeting date**
 - a. Next Friends Group meeting Tues, May 5; WL Library or Online**
 - b. Next Trail Council meeting Weds, May 6; Commerce or Online**
- 10. Approve the Warrants**
 - a. Manager of the Air Line Trail**
 - b. Attorney for Billboard Lease matter**
- 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 481 822 925) through this URL: <https://zoom.us/j/481822925>
- Alternatively, a member of the public can dial in to the meeting 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:
 - 646-558-8656 or 312-626-6799
 - 301-715-8592 or 346-248-7799
 - 669-900-9128 or 253-215-8782

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
3-11-2020
3 p.m.
Commerce Township Hall
Commerce, MI

Council members

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

John Hensler, Manager of the Michigan Air Line Trail

Also Present: Deanna Magee, Kristen Wiltfang, Gabriel Costanzo, Linda Ackley

Meeting was called to order by President David Scott at 3:05pm. Mr. Brown had to leave for another meeting at approximately 3:45pm, Wixom alternate Deanna Magee took over for Mr. Brown at that time.

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 2-12-2020 Minutes. Motion by Brown, supported by Scott, to approve the Minutes of February 12, 2020. Motion Carried unanimously.	
2	Public Comment. Gabe Costanzo commented that he has heard complaints about construction workers from adjacent properties parking in the Walled Lake trailhead lot. David Scott also said that Commerce residents were looking for additional parking places.	
3A (i., ii., iii), 3B, 4	<p>Update on Construction/Engineering & Next Steps.</p> <p>Phase One Construction nearly complete. Contractor has filed for a short extension to finish all the punch list items. HAWK/RRFB certification letter received; release in draft. Some of the language used to describe crossing policy at a RRFB needs to be reviewed. Ms. Wiltfang commented that she is hoping to have a meeting with RCOC and MDOT individuals about sign and language inconsistencies at trail/roadway intersections.</p> <p>Sprinklers at Hansen's: Manager is soliciting estimates for repair.</p> <p>Opening ceremony: Date is formally set as Wednesday, May 6. More details to come.</p> <p>Striping RFP was incorporated into a Wixom-Milford RFQ, selection should come soon. One quote is in already.</p> <p>Signage: Temporary street crossing and wayfinding signage was discussed. Mr. Scott felt that instead of a panel telling the name of the city, an orientation map could be used. He was also concerned about too many signs along the trail. Manager and Ms. Wiltfang commented that while the signs seem large in an indoor setting, they are actually properly sized for outdoor use.</p> <p>Manager also shared two wayfinding signs for either end of the Phase Two route, orienting trail users to the MALT and the Huron Valley Trail, depending on their direction of travel.</p>	<p>Phase Two draft engineering RFP to be distributed by Manager after potential route is refined</p>

	<p>Walled Lake Mayor Linda Ackley asked about Phase Two commitments by the other communities in the Trail Council. Mr. Hensler reminded the Council that there were NO financial commitments for Phase Two Engineering or Construction that will be borne by Walled Lake, or Commerce Township for that matter. All Phase Two costs will be assumed by Wixom, Milford Charter Township and the Ralph C. Wilson, Jr. Foundation, plus any grants from TAP that the Council is able to apply for. No matching grant funds will be asked of Walled Lake or Commerce Township.</p>	
4	<p>Phase Two: No updates on route. Meetings with Oakland County execs and reps from the CSX railroad have taken place with additional meetings scheduled. Manager and Ms. Wiltfang will get the Phase Two Design Engineering RFP ready to revise and distribute.</p>	
5	<p>Adams Billboard Lease Update. Tree removal and re-planting proposal has been submitted to MDOT by Adams Advertising.</p>	
6	<p>Trail Manager Report.</p> <ul style="list-style-type: none"> - Friends: Past/upcoming: Event registration is open for ride on National Trails Day (June 6), a ride along the MALT and the WBT. Coordinating with Motor City Brew Tours. - Bollards: Cap assembly is set, ordering remainder of caps. 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 will call Dave Scott to discuss mowing options and coordinate with Trail Manager. It is anticipated three mowings/trimmings will be needed per season: Late May, Mid-July and September. - The Friends Group continues to explore operation as a stand-alone entity. 	<p>Manager to draft Trail Events policy.</p>
6	<p>Re-Writing Interlocal Agreement: Walled Lake and Wixom are reviewing the draft submitted by Commerce attorney Phil Adkison.</p>	<p>Review meeting to be scheduled after review by city legal representatives.</p>
7	<p>Financials submitted, discussion as warranted. Commerce still looking for February, July and November 2019 bank statements. These need to be submitted to Walled Lake.</p>	
8	<p>Other matters & next meeting date.</p> <ul style="list-style-type: none"> • Mr. Scott wondered if there is a possibility of ITC partnering with us to help stem invasives, particularly in areas that are beyond the area the trail treats. Manager will consult with ITC reps. • Mr. Scott emphasized how important answering the Census is, particularly for securing grant and other governmental funds. • Next regular CW2 Trail Council meeting is Wednesday, April 8, 2020 at 3pm, at the Commerce Township Hall. • Next MALT Friends Group meeting is Tuesday, April 7, 2020 at 6:30 pm, at the Walled Lake Public Library 	

9	Approve the Warrants. Brown moved, Scott supported payment of the warrant below for payment. Motion Carried unanimously. <ul style="list-style-type: none">• Invoice for the Manager of the Michigan Air Line Trail	Invoice to be paid.
10	Adjourn. Motion by Magee, supported by Scott to adjourn. Motion Carried Meeting Adjourned at 4:01 PM	

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

INVOICE: CW2 Air Line Trail Manager, March 11—April 6, 2020

INVOICE DATE: April 7, 2020

DESCRIPTION: Support for the following work from March 11—April 6, 2020:

Marketing:

Monthly maintenance/build-out, posting/updating to social media accounts (Facebook, Instagram, NextDoor, Twitter): 3 hrs

Press Release writing, map & brochure revisions, work on Trail Safety/Etiquette video: 8 hrs

Additional refinements & development of website, updating pages, adding user forum for Friends Group, maintaining & archiving 6 hrs

17 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, follow-up on equipment/signage install and troubleshooting, prep for budget reviews/meetings with granter/funders, wayfinding signage development & layout, reports, etc. Includes following on-site meetings/work: March 13

12 hours

Trail Phase Two Development: including research, management, follow-up and direction including coordination and consultation, plus development of wayfinding signage & layout.

4 hours

Meetings/Events:

3.11 Trail Council Meeting

Hours:

1.5

3.23 Budget review meeting, RCWJF

1.0

3.24 Phase Two Planning Meeting

1.0

4.1 Budget review meeting, RCWJF

1.0

4.6 Phase Two Planning Meeting

1.0

5.5 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.

11 hours

TOTAL @ \$24/hour

\$1,188.00

PRINT ITEMS:

Covid-19/Social Distancing Signage. Printing of 5 two-sided
36" x 24" signage for trail entry areas/trailheads.

COST: \$248.58

Total This Invoice: \$1,436.58

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:JWHT040720

[My Account](#) / [Order History](#) / **Order Details**

Account # 2623-9076-9089

Order Details | Order # 6QC63-T5A75-1G6

Order Date: 4/2/2020 4:28 PM

Estimated Date of Arrival: 4/10/2020

Order Status: **Processing**

Delivery Speed

Standard

Payment Information



****0544

Exp. 2/2021

Order Total

Product Total	\$229.62
	You Saved 15% (\$41.04)!
Shipping & Processing Standard - Est. Arrival Apr 10	\$17.99
Sales Tax	\$0.97
You Paid:	\$248.58

2 Item(s)

[Cancel Items](#)

[Rese](#)

Wire Yard Sign Stands

Status: **Processing**

Qty 5

Base Price \$15.00

Item Total * **\$15.00**

24" x 36" Yard Signs

Status: **Processing**

Qty 5

Base Price

~~\$255.66~~ **\$214.62**

Item Total *

\$214.62



[Edit Your Design](#)

*State sales tax is required on this item.

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

Page: 1
March 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

Michigan Air Line Trail
2009 Township Drive
Commerce Township MI 48390

Attn: John Hensler

Page: 1
March 31, 2020
Account No: 3051-0000M
Statement No: 120496

Previous Balance \$60.00

Fees

	Rate	Hours	
03/31/2020			Draft correspondence to Kylie Robinson at Adams Outdoor following up on conversations with Dave Campbell regarding tree survey for Michigan Department of Transportation vegetation removal permit. Messages to and from Dave Campbell on this subject.
	120.00	<u>0.50</u>	<u>60.00</u>
		0.50	60.00
			For Current Services Rendered
			Total Current Work 60.00
			Subtotal <u>\$120.00</u>
			Your account is 30 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.