

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

**AGENDA**

**Wednesday 8 July 2020 3:00 P.M.**

- 1. Approval of Minutes**
- 2. Public Comment**
- 3. Phase One Construction**
  - a. Construction Update**
    - a) Phase One punch items in progress**
    - b) Ribbon-Cutting Plan — set date?**
    - c) Signage updates**
      - 1. Road Crossing signage**
      - 2. Add'l signage needed for crossings -  
discussion**
    - d) 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. Seasonal maintenance/mowing discussion - update**
- 7. Walled Lake Withdrawal**
  - a. Next Steps**
  - b. Finances transfer/checkbook**
- 8. Financials discussion as warranted**
- 9. Other matters and next meeting date**

- a. Next Friends Group meeting Tues, Aug 4; Wixom Library or Online
- b. Next Trail Council meeting Weds, Aug 12; 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](mailto: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](mailto:manager@miairlinetrail.com) in advance of the meeting. An attempt will be made to make reasonable accommodations.*

**Commerce, Walled Lake, Wixom Trailway Council Meeting**  
**6-10-2020**  
**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

\* This is Walled Lake’s final Trail Council meeting as an official member of the CW2 Trailway Council.

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 3:00pm.

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 5-13-2020 Minutes. <b>Motion</b> by Brown, supported by Scott, to approve the Minutes of May 13, 2020. <b>Motion Carried unanimously.</b>	
2	Public Comment. Public comment was open to attendees; all were solicited to determine if anyone wanted to submit a comment. Gabriel Costanzo offered comments and regrets on Walled Lake’s departure from the Council.	
<b>3A (i., ii., iii), 3B, 4</b>	Update on Construction/Engineering & Next Steps.  Phase One Construction: just waiting on Phase One walk-through to develop punch list for contractor. To be scheduled by Engineer.  Sprinklers at Hansen’s: Repairs are proceeding.  Opening ceremony: Officially postponed. Will be rescheduled when larger gatherings are allowed.  Owsinek instructed to send any additional engineering bills to Mr. Whitt in WL for payment.  Scott to discuss mowing options with Tim Sikma of Wixom’s DPW.	
4	Phase Two: The RFP for Design Engineering is in circulation. Questions for responses are due today and will be answered by Manager by next Monday. Final bids due mid-July.	
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><b>Trail Manager Report.</b></p> <ul style="list-style-type: none"> <li>- Friends: Met online for a third time using a Zoom account; 17 participants. Upcoming: 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 mid June.</li> <li>- Trail cleanup on May 16 was a good event. Got lots of junk off the trail.</li> <li>- Bollards should be assembled and installed in the next week. 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.</li> <li>- The Friends Group continues to explore operation as a stand-alone entity.</li> </ul>	Manager to draft Trail Events policy.
6	<p><b>Re-Writing Interlocal Agreement; Walled Lake departure from Council:</b> Walled Lake passed a resolution at their May meeting to leave the Trail Council. Brown and Scott will discuss and plan next steps, including obtaining the checks from WL and assigning Treasurer duties.</p>	Review meeting to be scheduled after review by city legal representatives.
7	<p><b>Financials submitted, discussion as warranted.</b> No discussion at this time. Brown suggested that a full audit would be wasteful given that the Council only writes between one and three checks each month.</p>	
8	<p><b>Other matters &amp; next meeting date.</b></p> <ul style="list-style-type: none"> <li>• Brown expressed regret that WL was leaving the council just when the trail was getting so much use from locals. Scott pointed out the huge amount of cost savings that all parties have enjoyed due to low bids and a great Construction Engineer. For example, WL's total estimated cost at the start of the grant application was to be \$420,000; their final investment for their share will be around \$98,000.</li> <li>• Scott also took the opportunity to thank the Ralph C. Wilson, Jr., Foundation for their help in making this project a reality. Plus Mike Levine for getting the project kick-started as well.</li> <li>• Next regular CW2 Trail Council meeting is Wednesday, July 8, 2020 at 3pm, location Commerce or online TBD.</li> <li>• Next MALT Friends Group meeting is Tuesday, July 7, 2020 at 6:30 pm, likely online.</li> </ul>	
9	<p><b>Approve the Warrants.</b> Brown moved, Scott supported payment of the warrant below for payment. <b>Motion Carried unanimously.</b></p> <ul style="list-style-type: none"> <li>• Invoice for the Manager of the Michigan Air Line Trail</li> </ul>	Invoice to be paid.
10	<p>Adjourn. <b>Motion</b> by Scott, supported by Brown to adjourn. <b>Motion Carried Meeting Adjourned at 3:35 PM</b></p>	

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**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, June 9—July 6, 2020**

**INVOICE DATE:** July 7, 2020

**DESCRIPTION:** Support for the following work from June 9—July 6, 2020:

*Marketing:*

Monthly maintenance/build-out, posting/updating to social media accounts (Facebook, Instagram, NextDoor, Twitter): 2 hrs  
map & brochure revisions, work on Trail Safety Crossing video: 3 hrs  
Additional refinements & development of website, updating pages, adding DIA Inside Out info page, maintaining & archiving 4 hrs  
*9 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 meetings with granter/funders, wayfinding/amenity signage development & layout, installment of bollards, facilitating mile markers, and preliminary walk-through to generate punch list. Includes following on-site meetings/work: June 24, 26, 28  
*10 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.  
*4 hours*

<i>Meetings/Events:</i>	<u>Hours:</u>
6.10 Trail Council Meeting	1.0
<u>6.26 Inside Out install</u>	<u>2.0</u>
	<i>3 hours</i>

*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.  
*5 hours*

**TOTAL @ \$24/hour**

**\$744.00**

ADDITIONAL COSTS

*Web hosting services:*

2-year hosting for [www.miairline.com](http://www.miairline.com), 1 year domain reg:

**Cost:** **\$194.70**

**Total This Invoice:** **\$938.70**

**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:JWHT070720



HostPapa, Inc.  
 1623 Military Road,  
 Suite 1013  
 Niagara Falls, NY  
 14304-1745

**Invoice Date:** May/27/2020  
**Invoice Due Date:** Jun/11/2020  
**Invoice Number:** INV-451502-2424134

# Invoice

**Bill To:** Attn: John Hensler  
 5045 Mansfield Apt 305  
 Royal Oak, MI 48073  
 United States

Prior Balance	\$	0.00
Payments / Refunds	\$	0.00
Service Items	\$	194.70
Taxes	\$	0.00
<b>Invoice Total</b>	<b>\$</b>	<b>194.70</b>
<b>Account Balance:</b> as of May/27/2020	<b>\$</b>	<b>194.70</b>

**Notes:** Please note that we do not accept checks/cheques as a form of payment.

When this invoice was generated on May/27/2020 all attempts to automatically pay the invoice were **Declined**. They will be retried at a later time.

If there are any problems or concerns please contact info@hostpapasupport.com

## Service Items

ID#	Service Items	Date Range	Unit Price	Quantity	Total Due
127526 1	LP Anonymous Domain - Anonymous Domain Registration (COM-LP-DPRI)	Jun/11/2020 - Jun/11/2021	\$ 7.95	1	\$ 7.95
127526 2	Domain Registration - Domain Registration - miairlinetrail.com (CO-DREG)	Jun/11/2020 - Jun/11/2021	\$ 19.95	1	\$ 19.95
127526 3	LP Basic Hosting Plan - 24 Months (6.95 USD/mo) Lunarpages Basic Plan Hosting (COM-LP-WH-1)	Jun/11/2020 - Jun/11/2022	\$ 166.80	1	\$ 166.80

**Invoice Total**

**\$ 194.70**

### Aging Invoice Balance as of May/27/2020

Current	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121+ Days
\$ 194.70	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

**Invoice Amount Outstanding** as of May/27/2020

**\$ 194.70**