

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

**AGENDA
Wednesday 12 May 2021
3:00 P.M.**

- 1. Approval of Minutes**
- 2. Public Comment**
- 3. Trail Construction Updates**
 - a. Phase One**
 - a) Signage updates**
 - 1. Road Crossing signage & Kiosks**
 - 2. Connection to On The Dunes- pending**
Commerce Board approval May 11
 - b. Phase Two**
 - i Design/Engineering update**
 - ii TAP Grant update**
- 4. Adams Billboard Install Update**
- 5. Trail Manager Report**
 - a. Trail connection policy – discuss**
 - b. Bench donation program**
 - c. Friends Group Update, National Trails Day, June 5**
 - d. Seasonal maintenance – updates as needed**
- 6. Financials discussion as warranted**
- 7. Walled Lake Council Withdrawal from Council –Updates**
- 8. Other matters and next meeting date**
 - a. Next Friends Group meeting Tue, June 1; Online**
 - b. Next Trail Council meeting Weds, June 16; Online**

9. **Approve the Warrants**
 - a. **Manager of the Air Line Trail**
 - b. **Invoice for Attorney**

10. **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
4-14-2021
3 p.m.
VIRTUAL/ONLINE meeting — Hosted by City of Wixom via Zoom

Council members

Steve Brown	Wixom	President	Present
Larry Gray	Commerce	Treasurer	Present

John Hensler, Manager of the Michigan Air Line Trail

Also Present: Deanna Magee, Kristen Wiltfang, Janet Bushey, Tim Sikma, Drew Benson, Fred Dore
Meeting was called to order by President Steve Brown at 3:03pm.

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 3-10-2021 Minutes. Motion by Gray, supported by Brown, to approve the Minutes of March 10, 2020. Motion Carried unanimously.	
2	Public Comment. Fred Dore had questions about 1) Walled Lake’s connector and bridge to their farmer’s market area and whether they would re-join the Trail Council. He also asked about the MDOT Rail DTR meeting and if it had taken place... he was informed that it was held in November.	
3A (i., ii., iii), iv	Update on Construction/Engineering & Next Steps. Phase One Construction: - - RCWJF Recognition signs were installed, Wayfinding/Road Crossing/Kiosk signs in production. (install spring) - OTD path and kiosk placement location: Commerce is working on obtaining easements for the path connectors and getting concrete estimates for installation.	
3B	Phase Two: No updates on TAP grant review. Easements and permits for Phase Two in development. Brown to call Frank Gray at Korex regarding updates to their easement.	
4	Adams Billboard Lease Update. Tree removal and re-planting permit has been approved by MDOT. No additional updates available.	
5	Trail Manager Report. - Friends: Past/upcoming: - Trail cleanup happened on March 27. Two dozen bags of trash collected. About a dozen volunteers. - Friends Group interested in planning some events this year; something will likely happen for National Trails Day; TBD	
6	Financials submitted, discussion as warranted. WL has two unpaid bills for Phase One construction. These will likely be reflected in any final arrangement between WL and the Council.	
7	Walled Lake Council Withdrawal from Council - Discussion. • Withdrawal document sent to WL; response document sent	Manager to follow up with Attorney

8	<p>Other matters & next meeting date.</p> <ul style="list-style-type: none"> • Next regular CW2 Trail Council meeting is Wednesday, May 12, 2021 at 3pm, likely online. • Next MALT Friends Group meeting is Wednesday, May 4 2021 at 6:30 pm, likely online. 	
9	<p>Approve the Warrants. Brown moved, Gray supported payment of the warrant below for payment. Motion Carried unanimously.</p> <ul style="list-style-type: none"> • Invoice for the Manager of the Michigan Air Line Trail • Invoice for Attorney Services 	Invoices to be paid.
10	<p>Adjourn. Motion by Brown, supported by Gray to adjourn. Motion Carried Meeting Adjourned at 3:41 PM</p>	

TO: CW2 Trailway Council
c/o Trailway Management Council
2009 Township Drive
Commerce Township, MI 48390

INVOICE: CW2 Air Line Trail Manager, April 13—May 10, 2021

INVOICE DATE: May 11, 2021

DESCRIPTION: Support for the following work from April 13—May 10, 2021:

Marketing:

Monthly maintenance/build-out, posting/updating to social media accounts (Facebook, Instagram, NextDoor, Twitter): 4 hrs
Additional refinements & development of website, updating website layout and other info page content, maintaining & archiving 2 hrs
6 hours

Trail Phase One Construction: Wayfinding/amenity/kiosk signage layout & review and production. Revisions to layout of map image for regional trails map on reverse of Kiosk, including production, coordination of bench donation install policy.
13 hours

Grant management: Coordination with Community Foundation of Greater Rochester on C-19 Oakland County Cultural Institution Grant award and item design/layout, plus record-keeping for grant purposes.
2 hours

Trail Phase Two Design Engineering: including research, management, follow-up and direction including coordination and consultation with Design Engineers, prep/research for meetings, research on and communication with stakeholders, city staff, engineering staff and others as needed.
19 hours

Continued next page

<i>Meetings/Events:</i>	<u>Hours:</u>
4.14 Trail Council Meeting	1.0
4.22 Phase Two design update meeting	1.0
5.1 Wixom Derby Day Event support	4.5
5.3 Korex easement update meeting	1.0
5.4 MALT Friends Group meeting	1.0
5.5 On-site phase two crossings meeting	2.0
<u>5.6 Phase Two update meeting</u>	<u>1.5</u>
	<i>12 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.

8 hours

Total @ \$24/hour **\$1,440.00**

TOTAL This Invoice: **\$1,440.00**

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:JWHT051121

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
April 30, 2021
Account No: 3051M

Balance

\$744.00

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

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 April 30, 2021
 Account No: 3051-0000M
 Statement No: 124449

Previous Balance \$216.00

Fees

		Rate	Hours	
04/18/2021	Draft correspondence to Trailway Council regarding withdrawal of City of Walled Lake from Council.	120.00	2.00	240.00
04/19/2021	Receive and review correspondence from Wixom City Attorney Carol Rosati. Telephone call to Ms. Rosati to discuss withdrawal of City of Walled Lake from Commerce, Walled Lake, and Wixom Trailway Management Council.	120.00	0.25	30.00
	Draft correspondence to Walled Lake City Attorney Van Vanerian regarding withdrawal of City of Walled Lake from Commerce, Walled Lake, and Wixom Trailway Management Council.	120.00	0.50	60.00
	Receive and review correspondence from Walled Lake City Attorney Van Vanerian requesting Project Agreement for Michigan Air Line Trailway. Locate and send same to him with reference to paragraph addressing requirement of Michigan Department of Natural Resources approval for conveyance of property.	120.00	0.25	30.00
	Draft correspondence to Jon Mayes, Michigan Department of Natural Resources, regarding process for obtaining approval for conveyance of land to City of Walled Lake.	120.00	0.75	90.00
04/21/2021	Receive and review correspondence from Jon Mayes regarding process for Walled Lake withdrawal from Trailway Council. Assemble information necessary for preparation of Quit Claim Deed to City of Walled Lake. Telephone calls to John Redash and John Hensler regarding legal description for property to be conveyed to City of Walled Lake. E-mail from Van Vanerian regarding cost related to installation of signals and information Kiosk in City of Walled Lake; reply to same. Reply to Jon Mayes e-mail regarding process for documenting Walled Lake withdrawal form Trailway Council.	120.00	1.50	180.00
	Receive, review, and forward correspondence from Van Vanerian to John Hensler regarding installation of signals in Walled Lake.	120.00	0.10	12.00
04/26/2021	Receive and review correspondence from John Redash of Giffels-Webster Engineers with quotation for producing legal description for property to be conveyed to City of Walled Lake. Telephone call to			

		Rate	Hours	
	John Redash regarding same. Forward proposal to John Hensler with explanation.	120.00	0.30	36.00
04/27/2021	Receive and review correspondence from John Hensler with Tax Descriptions for trailway. Telephone call to John Hensler regarding need for a formal legal description. Draft e-mail to Van Vanerian regarding payment of costs to develop a legal description for Quit Claim Deed.	120.00	0.25	30.00
04/28/2021	Receive and review correspondence from John Redash of Giffels-Webster regarding fees for surveyed legal description of property to be transferred to City of Walled Lake. Reply to same confirming \$1200 fee. Email to Van Vanerian, Walled Lake City Attorney, confirming City's willingness to pay fees for creation of legal description. Receipt of reply e-mail from Van Vanerian agreeing to payment of engineering/surveying fees.	120.00	0.30	36.00
	For Current Services Rendered		6.20	744.00
	Total Current Work			744.00
<u>Payments</u>				
04/19/2021	Payment Received, Check # 2186			-216.00
	Subtotal			<u>\$744.00</u>
	Total Due for this Matter			<u>\$744.00</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.