

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

AGENDA

**Wednesday 12 August 2020 3:00
P.M.**

- 1. Approval of Minutes**
- 2. Public Comment**
- 3. Phase One Construction**
 - a. Construction Update**
 - a) Phase One wrapping up**
 - b) Ribbon-Cutting Plan — set date?**
 - c) Signage updates**
 - 1. Road Crossing signage**
 - 2. Bollard/Boulder 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 - update**
- 7. Financials discussion as warranted**
- 8. Other matters and next meeting date**
 - a. Next Friends Group meeting Tues, Sep 1; Wixom Library or Online**
 - b. Next Trail Council meeting Weds, Sep 9; Commerce or Online**
- 9. Approve the Warrants**
 - a. Manager of the Air Line Trail**

b. Natural Community Services (invasives)

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
7-8-2020
3 p.m.
VIRTUAL /ONLINE meeting — Hosted by City of Wixom via Zoom

Council members

David Scott	Commerce	President	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, Karen Wilmot, Gabriel Costanzo
Meeting was called to order by President David Scott at 3:03pm.

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 6-10-2020 Minutes. Motion by Scott, supported by Brown, to approve the Minutes of June 10, 2020. Motion Carried unanimously.	
2	Public Comment. No public comment.	
3A (i., ii., iii), 3B, 4	<p>Update on Construction/Engineering & Next Steps.</p> <p>Phase One Construction: Phase One walk-through done; MDOT still needs to review and inspect the Phase One work, then Construction Engineer will call a review meeting.</p> <p>Road Crossings: Manager asked Council to share contacts of IT staff to send the Road Crossing Video to. Manager also creating new temporary “Stop, Press, Wave” signage at road crossings to help drive use of the signals.</p> <p>Sprinklers at Hansen’s: Repairs are finished; waiting on final invoices.</p> <p>Opening ceremony: No change. Will be rescheduled when larger gatherings are allowed.</p> <p>Mr. Scott to review mowing options with Tim Sikma and RCOC regarding mowing/vegetation maintenance at road crossings.</p>	<p>Scott and Brown to provide local IT contacts to send the Road Crossing video to for playback in city hall/libraries, etc.</p>
4	Phase Two: The RFP for Design Engineering is in circulation. Bids are due next Monday.	
5	Adams Billboard Lease Update. Tree removal and re-planting permit applications are still in review at MDOT. No further updates at this time.	
6	<p>Trail Manager Report.</p> <ul style="list-style-type: none"> - Friends: Met online again; 12 participants. Upcoming: Trail Ride sponsored by Motor City Brew Tours has been postponed to Saturday, June 5, 2021 (National Trails Day). The Inside Out art installation is in and will be up until at least mid-October. - Bollards installed; 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 added; staked and should be installed soon. 	<p>Manager to draft Trail Events policy.</p>

	<ul style="list-style-type: none"> - Friends Group exploring assigning individual “miles” of trail to group members for occasional cleanup as needed. - The Friends Group continues to explore operation as a stand-alone entity 	
6	Re-Writing Interlocal Agreement; Walled Lake departure from Council: Brown and Scott to discuss and plan next steps, including obtaining the checks from WL, assigning Treasurer duties and determining next steps for revising the IA.	Review meeting to be scheduled after review by city legal representatives.
7	Financials submitted, discussion as warranted. 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.	
8	Other matters & next meeting date. <ul style="list-style-type: none"> • Phragmites and Knotweed treatment will take place in the next few weeks. • 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. • Next regular CW2 Trail Council meeting is Wednesday, August 12, 2020 at 3pm, location Commerce or online TBD. • Next MALT Friends Group meeting is Tuesday, August 4, 2020 at 6:30 pm, likely online. 	
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 Scott, supported by Brown to adjourn. Motion Carried Meeting Adjourned at 3:44 PM	

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

INVOICE: CW2 Air Line Trail Manager, July 8—August 10, 2020

INVOICE DATE: August 11, 2020

DESCRIPTION: Support for the following work from July 8—Aug 10, 2020:

Marketing:

Monthly maintenance/build-out, posting/updating to social media accounts (Facebook, Instagram, NextDoor, Twitter): 3 hrs
map & brochure revisions, Design of “Inside Out” incentive magnet: 3 hrs
Additional refinements & development of website, updating pages, adding to DIA Inside Out info page, maintaining & archiving 4 hrs
10 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, staking mile markers. Includes following on-site meetings/work: July 27, 31, August 3
8 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.
3 hours

Meetings/Events:

	<u>Hours:</u>
7.7 MAT Friends Meeting	1.0
7.8 Trail Council Meeting	1.0
8.4 MAT Friends Meeting	1.0
<u>8.10 Phase Two review bid meeting</u>	<u>1.0</u>
	<i>4 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.
6 hours

Total @ \$24/hour **\$744.00**

ADDITIONAL COSTS

Web hosting services: (Not paid on last invoice)

2-year hosting for www.miairline.com, 1 year domain registration:

Cost: **\$194.70**

2020 Trail Map brochures

Qty: 500

Cost: **\$172.49**

Road Crossing Temp Signage and stands

Signs: **\$204.69**

Add'l install hardware (stakes) **\$46.43**

\$251.12

Air Line/Inside Out Magnets (qty 100)

\$108.00

TOTAL This Invoice: **\$1,470.31**

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:JWHT081120

My Account / Order History / **Order Details**

Account # 2623-9076-9089

Order Details | Order # F4W81-X5A15-5J7

Order Date: 7/8/2020 7:14 PM
Estimated Date of Arrival: 7/21/2020
Order Status: **Processing**

Shipping Address

John Hensler
5045 Mansfield Rd.
305
Royal Oak, MI 48073
United States of America
2485060942

Billing Address

John Hensler
5045 Mansfield Rd.
305
Royal Oak, MI 48073
United States of America
2485060942

Delivery Speed

Standard

Payment Information

VISA ****3032
Exp. 3/2025

Order Total

Product Total	\$150.74
	You Saved 30% (\$64.63)!
Shipping & Processing Standard - Est. Arrival Jul 21	\$11.99
Sales Tax	\$9.76
You Paid:	\$172.49

1 Item(s)

[Cancel Items](#) [Rese](#)



[Edit Your Design](#)

8.5" x 11" Tri-fold brochures - standard matte paper

Status: **Processing**

Qty 500

Base Price ~~\$215.37~~ **\$150.74**

Item Total * **\$150.74**

*State sales tax is required on this item.

My Account / Order History / **Order Details**

Account # 2623-9076-9089

Order Details | Order # 57P56-X5A96-9J7

Order Total

Product Total	\$189.78
	You Saved 44% (\$146.68)!
Shipping & Processing Standard - Est. Arrival Jul 23	\$11.99
Sales Tax	\$2.92
You Paid:	\$204.69

4 Item(s)

[Cancel Items](#)

[Rese](#)

Wire Yard Sign Stands

Status: **Processing**

Qty 8

Base Price	\$24.00 \$22.79
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Item Total *	\$22.79
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Wire Yard Sign Stands

Status: **Processing**

Qty 8

Base Price	\$24.00 \$22.79
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Item Total *	\$22.79
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18" x 27" Yard Signs

Status: **Processing**

Qty 8

Base Price	\$144.23 \$72.10
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Item Total *	\$72.10
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[Edit Your Design](#)



18" x 27" Yard Signs

Status: **Processing**

Qty 8

Base Price	\$144.23 \$72.10
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Item Total *	\$72.10
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[Edit Your Design](#)

*State sales tax is required on this item.

Compose

- Inbox 24,519
- Snoozed
- Sent
- Drafts 15
- All Mail
- Spam 33
- Trash
- Categories
 - [imap]/Drafts
 - [imap]/Outbox
 - Deleted Messages
 - Notes
 - Sent Messages
 - More

- Meet
- Start a meeting
 - Join a meeting

- Hangouts
- John +
 - 2 Invites
Mrs Diana, Unknown



7 of about 144

47950 GRAND RIVER AVENUE, NOVI MI 48374

WE DEFINITELY APPRECIATE YOUR BUSINESS!!

2737 00051 46634 07/22/20 10:00 AM

SALE SELF CHECKOUT

099713048959 3 FT U POST <A>

3' 14GA STEEL U-POST MEDIUM DUTY

12@3.65 43.80

SUBTOTAL 43.80

SALES TAX 2.63

TOTAL \$46.43

XXXXXXXXXXXX5505 DEBIT

USD\$ 46.43

AUTH CODE 480720

Chip Read Verified By PIN

AID A0000000980840 US DEBIT







PureButtons
4930 Chippewa Rd.
Medina, OH 44256

Phone: 1-800-710-2030

Order #: 200857306

Submitted: 8/5/2020 10:15:54 AM

PAID

Artwork	Qty	Product	Item Total
 	100	3.5" Round Fridge Magnets <input checked="" type="checkbox"/> Help & Proof <input checked="" type="checkbox"/> Original Gloss	\$108.00
Subtotal:			\$108.00
Discount (freeship / FREESHIP):			applied to shipping
Tax for Michigan (0.00%):			\$0.00
Shipping (UPS Ground):			\$0.00
Total:			\$108.00

Account Information

Michigan Air Line Trail
John Hensler
manager@miairlinetrail.com
Phone: 248.506.0942

Billing Address

John Hensler
Michigan Air Line Trail
5045 Mansfield Ave Apt 305
Royal Oak, Michigan 48073-1141
United States

Shipping Address

John Hensler
Michigan Air Line Trail
5045 Mansfield Ave Apt 305
Royal Oak, Michigan 48073-1141
United States

Payment Information

Method:
Credit Card #:
Expiration Date:

Visa
XXXX-XXXX-XXXX-3032
3/2025

8/5/2020 10:15:55 AM

Natural Community Services, LLC
6410 Upper Straits Blvd
West Bloomfield, MI 48324
248-513-1909
info@naturalcommunityservices.com
naturalcommunityservices.com



INVOICE

BILL TO

Commerce Walled Lake and
Wixon Trailway
Michigan Airline Trail
2009 Township Dr.
Commerce Twp, MI 48390

INVOICE # 2699

DATE 07/24/2020

DUE DATE 07/24/2020

TERMS Due on receipt

DATE	ACTIVITY	QTY	RATE	AMOUNT
	General:Sales			2,345.00
	Spray Phragmites & Knotweed all zones per specifications on data sheets JUL 2020			

For:
MALT TRAIL INVASIVE SPECIES CONTROL

BALANCE DUE

\$2,345.00