

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

AGENDA

Wednesday 10 February 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**
 - 2. RCWJF recognition- locations**
 - 3. Boulders (if needed) in spring**
 - 4. Connection to On The Dunes-
Conditional approval; easements next**
 - b. Phase Two**
 - i Design/Engineering update**
 - ii Grant application update**
 - iii Council resolution of support for grant application**
- 4. Adams Billboard Install Update**
- 5. Trail Manager Report**
 - a. Friends Group Update**
 - b. Seasonal maintenance – updates as needed**
- 6. Financials discussion as warranted, 2021 Budget**
- 7. Walled Lake Council Withdrawal from Council – Discussion/Update**
- 8. Other matters and next meeting date**
 - a. Next Friends Group meeting Tue, Mar. 2; Online**

- b. Next Trail Council meeting Weds, Mar 10; Online**
- 9. Approve the Warrants**
 - a. Manager of the Air Line Trail**
 - b. City of Wixom DPW**

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
1-20-2021
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, Gerry Fertig, Phil Adkison
Meeting was called to order by President Steve Brown at 3:05pm.

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 12-09-2020 Minutes. Motion by Brown, supported by Gray, to approve the Minutes of December 9, 2020. Motion Carried unanimously.	
2	Public Comment. Gerry Fertig mentioned that several Lume employees and/or customers were using the WL Trailhead parking lot. Some were there for a full shift. Mr. Adkison commented that the WL Trailhead lot is still Trail Council property, as the withdrawal of Walled Lake from the Trail Council and the Interlocal Agreement can't be official until approval is granted from the Michigan Department of Natural Resources. Manager and Adkison will follow up with DNR reps.	Hensler to follow up with MDNR
3A (i., ii., iii), iv	Update on Construction/Engineering & Next Steps. Phase One Construction: - MDOT review/inspection of Phase One complete; Still waiting on MDOT for completion determination. Spalding working on it. - Boulders: still waiting to hear from source to schedule. - RCWJF Recognition sign in production, Wayfinding/Road Crossing/Kiosk signs in production. (Install spring) - Awaiting meeting with RCWJF re OTD path and kiosk placement location.	
3B	Phase Two: TAP grant application on track for Feb 2021. RCOC has given permission for the trail crossing at Wixom Rd. February meeting will include a resolution of support for the TAP grant from the Trail Council – to be approved.	
4	Adams Billboard Lease Update. Tree removal and re-planting permit applications remain in review at MDOT. No further updates at this time.	
5	Trail Manager Report. <ul style="list-style-type: none"> - Friends: Past/upcoming: - 2020 Trail Ride: Postponed to sometime Summer 2021. Date TBD. - Friends Group independent discussions continue. 12 members at last online meeting. - INVASIVES: Cutting done. - WL Bridge to their new farmer's market/trailhead area is installed. Area still to be developed. - Accident at Welch Rd. crossing RRFB: repairs ordered. - Trail Manager 2021 Contract: Same terms as pervious years; Brown moved to approve as presented, Gray supported. Motion carried unanimously. 	

6	<p>Financials submitted, discussion as warranted. No further discussion at this time. 2021 budget approved by boards and councils.</p> <ul style="list-style-type: none"> - Oakland County C-19 Cultural Institution Grant: \$40,000 spent. Trail counters, water fill stations, signage purchased; might be a chance to shift additional items, given the revised reporting schedule. 	
7	<p>Walled Lake Council Withdrawal from Council - Discussion.</p> <ul style="list-style-type: none"> • Even though Walled Lake sent a letter announcing its decision to withdraw from the Trail Council last May, the move to leave requires approval from the MDNR. • Brown and Gray will meet with their legal staffs and counsel on how to move forward – either keep existing Interlocal Agreement, revise it or write a new one. 	Brown and Gray to discuss next steps with Counsel.
8	<p>Other matters & next meeting date.</p> <ul style="list-style-type: none"> • Next regular CW2 Trail Council meeting is Wednesday, Feb 10, 2021 at 3pm, online. • Next MALT Friends Group meeting is Wednesday, Feb. 2, 2021 at 6:30 pm, online. 	
9	<p>Approve the Warrants. Brown moved, Gray supported payment of the warrants 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 Natural Community Services • Commerce Township Tax Bill on easement work • RCOC bill for signal maintenance at Haggerty HAWK 	Invoices to be paid.
10	<p>Adjourn. Motion by Gray, supported by Brown to adjourn. Motion Carried Meeting Adjourned at 3:44 PM</p>	

**COMMERCE, WIXOM AND WALLED LAKE TRAILWAY COUNCIL
OAKLAND COUNTY, MICHIGAN
RESOLUTION IN SUPPORT OF GRANT FUNDING FOR THE DEVELOPMENT OF
MICHIGAN AIR LINE TRAIL IMPROVEMENTS—PHASE TWO**

February 10, 2021

Declaration of Support to submit a Grant Application to the Michigan Department of Transportation and Southeast Michigan Council of Governments for the Michigan Air Line Trail Development and Safety Improvements in Wixom and Milford Charter Township

Whereas, the Commerce, Walled Lake, and Wixom Trailway Management Council (“CW2 Council”) is comprised of representatives from the communities of Commerce Township and City of Wixom; and

Whereas, the Trailway Council has developed approximately 5.6 miles of abandoned rail corridor as part of Phase One of the Michigan Air Line Trail; and

Whereas, the Trailway Council and its members desire to further connect their communities with an improved trailway and support non-motorized modes of transportation and healthy lifestyles; and

Whereas, one of the goals of the *Michigan Air Line Trail Master Plan 2015-2020* includes the completion and improvement of the approximately 2.2 additional miles of the Michigan Air Line Trail and Huron Valley Trail from Wixom Road to Old Plank Road; and

Whereas, this project is identified in the Trailway Council budget and will enhance the trail by developing the former railroad corridor with a firm and stable surface in order to provide recreational opportunities for the communities the trail passes through, connect with the developed Huron Valley Trail to the west, further develop the cross-state Great Lake-to-Lake Trail-Route 1, improve access to the neighborhoods, local businesses, schools and downtown connections associated with the trail; and

Whereas, the Oakland County Trails Master Plan-Gap Analysis was developed to supplement the MI Air Line Trail Master Plan. A number of public visioning sessions have been held dating back to 2006 to receive input; and the results of the sessions call for improvement and enhancements of the Trail and its amenities; and

Whereas, construction is planned to begin in 2022; and

Whereas, the Trailway Council has undertaken a design and engineering study, funded by a donor entity and has prepared a grant application to fund desired and proposed improvements; and

Whereas, the grant application deadline is February 24, 2021,

Now therefore Be It Resolved, that the CW2 Council does hereby support the application for a grant to the Michigan Department of Transportation and Southeast Michigan Council of Governments-Transportation Alternatives Program for a grant to provide funding for this development project;

Be It Further Resolved, that the President or his designee is authorized to execute the application on behalf of the Council.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

ABSTAIN:

RESOLUTION DECLARED ADOPTED.

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

INVOICE: CW2 Air Line Trail Manager, January 19, 2021—February 8, 2021

INVOICE DATE: February 9, 2021

DESCRIPTION: Support for the following work from January 19, 2020—February 8, 2021:

Marketing:

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

2 hrs

Additional refinements & development of website, updating website layout and other info page content, maintaining & archiving 3 hrs

5 hours

Trail Phase One Construction: including consultation, management, follow-up and direction including coordination and consultation (both phone and on-site) with Engineers.

Wayfinding/amenity/kiosk signage layout & review and production. Finalizing plans for RCWJF recognition sign production, meeting on site for install location on 2/4.

5 hours

Grant management: Covid-19 signage, new version production. Coordination with Community Foundation of Greater Rochester on C-19 Oakland County Cultural Institution Grant award and item design/layout and procurement/payment, plus record-keeping for grant purposes.

3 hours

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

10 hours

Meetings/Events:

Hours:

1.20 Trail Council Meeting

1.0

2.2 MALT Friends Group meeting

1.0

2.3 Meet w/Korex re: P2 Easement

1.0

2.4 Meet w/AFC Holcroft re: P2 Easement

1.0

4 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.

7 hours

Total @ \$24/hour **\$816.00**

TOTAL This Invoice: **\$816.00**

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:JWHT020921