

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

AGENDA

Wednesday 10 March 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-
easements in process**
 - b. Phase Two**
 - i Design/Engineering update**
 - ii Grant application update**
- 4. Adams Billboard Install Update**
- 5. Trail Manager Report**
 - a. Friends Group Update, trail cleanup date**
 - b. 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, Apr 6; Online**
 - b. Next Trail Council meeting Weds, Apr 14; Online**

9. Approve the Warrants

a. Manager of the Air Line Trail

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
2-10-2021
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, Phil Adkison
Meeting was called to order by President Steve Brown at 3:07pm.

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 12-09-2020 Minutes. Motion by Gray, supported by Brown, to approve the Minutes of January 20, 2020. Motion Carried unanimously.	
2	Public Comment. No public comment.	
3A (i., ii., iii), iv	Update on Construction/Engineering & Next Steps. Phase One Construction: - - RCWJF Recognition signs will be installed in the spring, Wayfinding/Road Crossing/Kiosk signs in production. (also install spring) - OTD path and kiosk placement location: Commerce is working on obtaining easements for the path connectors.	
3B	Phase Two: TAP grant application on track for Feb 24, 2021. Resolution supporting the grant application will go to Milford Twp Board on Feb. 17 and City of Wixom on Feb. 23. A Motion to approve a resolution of support for the TAP grant from the Trail Council was made by Brown and seconded by Gray. Motion Carried unanimously.	
4	Adams Billboard Lease Update. Tree removal and re-planting permit has been approved by MDOT; work to remove trees should happen in the next month as trees need to be out by the time the Indiana Bat returns to its habitat.	
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 interested in planning some events this year; something will likely happen for National Trails Day. - Accident at Welch Rd. crossing RRFB: repairs ordered. Same for the section of fence on Northbound M-5 that will be repaired in spring as soon as the 	
6	Financials submitted, discussion as warranted. 2021 Budget has been approved.	
7	Walled Lake Council Withdrawal from Council - Discussion. <ul style="list-style-type: none"> • Withdrawal document drafted; Manager will send to WL for their review. 	Manager to send to WL City Manager

8	<p>Other matters & next meeting date.</p> <ul style="list-style-type: none"> • Next regular CW2 Trail Council meeting is Wednesday, Mar 10, 2021 at 3pm, online. • Next MALT Friends Group meeting is Wednesday, Mar. 2, 2021 at 6:30 pm, 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 	Invoices to be paid.
10	<p>Adjourn. Motion by Brown, supported by Gray to adjourn. Motion Carried Meeting Adjourned at 3:38 PM</p>	

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

INVOICE: CW2 Air Line Trail Manager, February 9, — March 8, 2021

INVOICE DATE: March 9, 2021

DESCRIPTION: Support for the following work from February 9 — March 8, 2021:

Marketing:

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

3 hrs

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

6 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, Layout of map image for regional trails map on reverse of Kiosk, including all research and production.

14 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, plus record-keeping for grant purposes. Assistance in development of the TAP Application Phase Two grant application, including presentations for city/township councils and boards.

6 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.

12 hours

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<i>Meetings/Events:</i>	<u>Hours:</u>
2.10 Trail Council Meeting	1.0
2.17 Milford Council Meeting	1.5
2.18 Trails, Water, Land Alliance quarterly meeting	1.0
2.23 Wixom Council Meeting	1.5
3.2 MALT Friends Group meeting	1.0
<u>3.4 Phase Two design update meeting</u>	<u>1.0</u>
	<i>7 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 **\$1,272.00**

TOTAL This Invoice: **\$1,272.00**

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:JWHT030921