

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

**AGENDA**

**Wednesday 11 November 2020**

**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**
      - 3. Bollard/Boulder discussion**
  - b. Phase Two**
    - i Design/Engineering update**
    - ii Grant application(s)**
- 4. Adams Billboard Install Update**
- 5. Trail Manager Report**
  - a. Friends Group Update**
  - b. Seasonal maintenance - updates**
- 6. Financials discussion as warranted, 2021 Budget**
- 7. Discussion of officers for 2021, new member**
- 8. Other matters and next meeting date**
  - a. Next Friends Group meeting Weds, Dec. 2; Online**
  - b. Next Trail Council meeting Weds, Dec. 9; Commerce or 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](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**  
**10-14-2020**  
**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: Kristen Wiltfang, Sheryl Lucas,  
Meeting was called to order by President David Scott at 3:01pm.

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 9-9-2020 Minutes. <b>Motion</b> by Scott, supported by Brown, to approve the Minutes of September 9, 2020. <b>Motion Carried unanimously.</b>	
2	Public Comment. No public comment.	
3A (i., ii., iii), iv	<p>Update on Construction/Engineering &amp; Next Steps.</p> <p>Phase One Construction: Investigating whether a convex mirror can be installed on the M-5 bridge at the 90-degree turn on the east end of the main span. Also planning to scope out location for Trailhead Kiosk at the On The Dunes location.</p> <p>New, stronger bollard base pins are in testing on three of the bollards.</p> <p>Road Crossings: Compliance seems to be picking up slightly. Manager asked Council to share contacts of IT staff to send the Road Crossing Video to.</p> <p>Opening ceremony: Discussion on whether the Phase One ribbon-cut ceremony is a Covid-19 casualty. It was suggested that the event might be combined with a “shovel turn” event for Phase Two start of construction.</p> <p>RCWJF recognition: sign in fabrication; when ready might arrange an event/photo-op with RCWJF for unveiling of the signage. Mile marker replica will be delivered to RCWJF later this week.</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: Public meetings with stakeholders and the public at large is scheduled for Thursday, Nov. 5.	
5	Adams Billboard Lease Update. Tree removal and re-planting permit applications remain in review at 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; 12 participants. Virtual Tour with DIA reps held on Oct. 13; about 10-15 guests and participants. Inside Out “selfie” promotion continues for trail users to get a custom fridge magnet.</li> <li>- Boulders: requesting confirmation on quantity with Boulder source.</li> <li>- Lakes Area Community Coalition “Pedal for Prevention” had great weather and over 125 participants.</li> </ul>	<p>Manager to draft Trail Events policy.</p>

	<ul style="list-style-type: none"> <li>- Wixom is planning on purchasing a small rescue vehicle that can be used on the Trail.</li> </ul>	
7	<p><b>Financials submitted, discussion as warranted.</b> No further discussion at this time. Manager noted that a draft 2021 Operating Budget will be distributed for Council review.</p>	Draft Budget to be distributed by manager.
8	<p><b>Other matters &amp; next meeting date.</b></p> <ul style="list-style-type: none"> <li>• Mr. Scott indicated that he will be resigning as President of the Trail Council after the November meeting and after the election the new Township supervisor will take his place as a council representative. It is anticipated that the new representative may attend the next Trail Council meeting.</li> <li>• Scott indicated that the M-5 Bridge may become home to an MDOT Traffic Camera. Would be good for enhancing security.</li> <li>• Brown is working with Milford Twp on a Memorandum of Understanding to work together on the design of Phase Two, then will sign contract with HRC for Phase Two design.</li> <li>• Next regular CW2 Trail Council meeting is Wednesday, Nov. 11, 2020 at 3pm, location Commerce or online TBD.</li> <li>• Next MALT Friends Group meeting is Tuesday, Nov. 10, 2020 at 6:30 pm, 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 3:37 PM</b></p>	

	A	B	C	D	E
1	<b>CW2 Trailway Management Council</b>				
2	<b>2021 Proposed Operating Budget</b>				
3					
4	<b>Budget Resolution 2021-1</b>				
5					
6	<b>Fiscal Year Period: 01/01/2021 to 12/31/2021</b>				
7					
8		<b>2019 FY</b>		<b>10/15/2020</b>	
9		<b>Actuals</b>	<b>2020 Budget</b>	<b>YTD Actuals</b>	<b>2021 Proposed</b>
10	<b>Revenue</b>				
11	Surplus forward				69,000.00
12	Community Contributions				
13	Commerce	\$ -	\$ -	\$ -	*
14	Walled Lake	\$ -	\$ -	\$ -	*
15	Wixom	\$ -	\$ -	\$ -	*
16	Local match Commerce		\$ -		\$ -
17	Local match Walled Lake		\$ -		\$ -
18	Local match Wixom		\$ -		\$ -
19	Billboard Revenue	\$ -	\$ 12,500.00	\$ -	\$ 18,000.00
20	TAP Grant Amount		\$ -		\$ -
21	DNR RTF		\$ -		\$ -
22	Ralph C. Wilson, Jr. Foundation		\$ -		\$ 300,000.00
23					
24	Other Donations	\$ 450.00		\$ -	
26	Miscellaneous				
27	Other				
28					
30					
31	<b>Total Revenue</b>	<b>\$ 450.00</b>	<b>\$ 12,500.00</b>	<b>\$ -</b>	<b>\$ 387,000.00</b>
32					
33					
34	<b>Expenses</b>				
35	Design Engineering Grant Portion				300,000
36	Staff - Manager	19,110	24,000	9,708	24,000
37	Trail Insurance	2,721	2,800	2,726	2,800
40	Attorney	1,950	5,000	240	5,000
41	Invasives Mitigation	6,300	7,000	2,345	7,500
42	Trail Master Plan Revise (revisit 2022)		-	-	-
43	Other Consultant fees (Depot 2019)	11,830	-		5,000
44	Security & Traffic Control		2,000	251	2,000
45	Misc Trail Infrastructure		-	-	1,000
46	Audit	-	2,000	-	2,000
47	Bank & Foundation Service Charges	136	750	150	750
48	Meetings - Conferences	-	300	-	300
49	Signage	82	3,000	249	3,000
50	Event equipment	291	700	108	800
51	Supplies	-	250	50	250
52	Trailhead Temp Restrooms (seasonal)		1,400	-	-
53	Printing & copying	412	1,500	310	1,200
54	Postage & delivery	50	100	50	100
55	Fundraising fees	-	500	195	500
56	Other				
58					
60					
61	<b>Total Expenses</b>	<b>\$ 42,882</b>	<b>\$ 51,300</b>	<b>\$ 16,381</b>	<b>\$ 356,200</b>
62					
63	<b>Surplus remaining</b>				<b>\$ 30,800</b>
64					
65	<i>* municipal contributions for 2021 operating out of 2020 existing surplus</i>				
66					

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

**INVOICE:** CW2 Air Line Trail Manager, October 13—November 9, 2020

**INVOICE DATE:** November 10, 2020

**DESCRIPTION:** Support for the following work from October 13—November 9, 2020:

*Marketing:*

Monthly maintenance/build-out, posting/updating to social media accounts (Facebook, Instagram, NextDoor, Twitter): 5 hrs  
Additional refinements & development of website, updating pages, updating website 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 layout & review, adjustment/servicing of bollards.  
*4 hours*

*Trail Phase Two Design Engineering:* including research, management, follow-up and direction including coordination and consultation with Design Engineer, development of temporary route signage, prep for Stakeholder/public meetings including presentation development, publicity & follow-up.  
*15 hours*

*Meetings/Events:*

	<u>Hours:</u>
10.14 Trail Council Meeting	1.0
10.16 Trail meeting with RCWJF/MTGA	1.5
10.20 Stakeholder Meetings prep	1.25
11.5 Phase Two Public Meetings (in-person/online)	6.0
11.9 Represent MALT ribbon-cut of Polly Ann/Paint Creek	
<u>Trail connector route &amp; bridge</u>	<u>2.0</u>
	<i>11.75 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.  
*10 hours*

**Total @ \$24/hour**

**\$1,194.00**

**TOTAL This Invoice:**

**\$1,194.00**

**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:JWHT111020