

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

AGENDA

Wednesday 9 December 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. Boulders if needed in spring**
 - 4. Connection to On The Dunes**
 - b. Phase Two**
 - i Design/Engineering update**
 - ii Grant application update**
- 4. Adams Billboard Install Update**
- 5. Trail Manager Report**
 - a. Friends Group Update**
 - b. Seasonal maintenance - updates**
- 6. Financials discussion as warranted, 2021 Budget**
 - a. Oakland County C-19 Grant Update**
- 7. Other matters and next meeting date**
 - a. Next Friends Group meeting Tue, Feb. 2; Online**
 - b. Next Trail Council meeting Weds, Jan 13; Online**
- 8. Approve the Warrants**

a. Manager of the Air Line Trail

9. 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
11-14-2020
3 p.m.
VIRTUAL /ONLINE meeting — Hosted by City of Wixom via Zoom

Council members

David Scott	Commerce	President	Present
Deanna Magee	Wixom	Secretary (alternate)	Present

John Hensler, Manager of the Michigan Air Line Trail

Also Present: Tim Sikma, Gerry Fertig, Ferd Dore, Donna McAdams
Meeting was called to order by President David Scott at 3:28pm.

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 10-14-2020 Minutes. Motion by Magee, supported by Scott, to approve the Minutes of October 14, 2020. Motion Carried unanimously.	
2	Public Comment. Gerry Fertig mentioned that employees of the Lume provisioning center in WL across from the WL Trailhead are using the Trailhead lot for all-day parking. Scott explained that since WL left the Trail Council, operation of that lot is under WL's jurisdiction. Scott suggested leaving a Yelp review with concerns.	
3A (i., ii., iii), iv	<p>Update on Construction/Engineering & Next Steps.</p> <p>Phase One Construction: Mirror install on M-5 bridge at the 90-degree turn on the east end of the main span will require permitting by MDOT. Location for Trailhead Kiosk at the On The Dunes location set, awaiting cost estimate from Commerce engineer to determine sidewalk install costs.</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 was delivered to RCWJF HQ.</p> <p>Wayfinding and Kiosk signage now in production. Installation might wait until Spring.</p>	<p>Scott and Brown to provide local IT contacts to distribute the Road Crossing video to for playback in city/township halls/libraries, etc.</p>
3B	Phase Two: Public meetings with stakeholders and the public at large took place on Thursday, Nov. 5. That evening a virtual Zoom meeting presented initial plans for Phase Two route and potential amenities. On track to submit TAP grant application in Feb. 2021	
4	Adams Billboard Lease Update. Tree removal and re-planting permit applications remain in review at MDOT. No further updates at this time. Adams has indicated that they are "slowing down" new installs, but still plan on the new billboard.	

5	<p>Trail Manager Report.</p> <ul style="list-style-type: none"> - Friends: Met online; 13 participants. Inside Out installations soon to be retired; “selfie” promotion continues for trail users to get a custom fridge magnet. - Boulders: requesting confirmation on quantity with Boulder source. - Application for an Oakland County C-19 relief grant was submitted; award notification date is Nov. 17. 	Manager to draft Trail Events policy.
6	<p>Financials submitted, discussion as warranted. No further discussion at this time. 2021 budget in review and approval by boards and councils.</p>	2021 budget to be approved by township board and city council.
7	<p>Discussion of officers for 2021. Mr. Scott indicated that he will be resigning as President of the Trail Council as of November 20, Larry Gray, the new Commerce Township supervisor, will take Mr. Scott’s place on Nov. 23 when he assumes office. Scott moved, Magee supported naming of Steve Brown as the Trail Council president and Larry Gray as Treasurer for 2021. Motion Carried.</p>	Mr. Scott will meet with Mr. Gray and make sure his signature is recorded at Comerica Bank.
8	<p>Other matters & next meeting date.</p> <ul style="list-style-type: none"> • Trail Manager offered a “thank you” to David Scott for his leadership as Trail Council President and stated that the Trail wouldn’t have gotten nearly as far as it has without him, and he will be missed. • Scott suggested letting appropriate media groups at Huron Valley and WL Consolidated schools know when new trail events are scheduled, and encouraged Trail Manager to be interviewed by them. • Next regular CW2 Trail Council meeting is Wednesday, Dec. 9, 2020 at 3pm, online. • Next MALT Friends Group meeting is Wednesday, Dec. 2, 2020 at 6:30 pm, online. 	
9	<p>Approve the Warrants. Magee moved, Scott 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 the Road Commission of Oakland County (Signal maintenance at Haggerty HAWK signal) 	Invoices to be paid.
10	<p>Adjourn. Motion by Scott, supported by Brown to adjourn. Motion Carried Meeting Adjourned at 4:06 PM</p>	

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

INVOICE: CW2 Air Line Trail Manager, November 10—December 9, 2020

INVOICE DATE: December 10, 2020

DESCRIPTION: Support for the following work from November 10—December 9, 2020:

Marketing:

Monthly maintenance/build-out, posting/updating to social media accounts (Facebook, Instagram, NextDoor, Twitter, producing/posting Phase Two announce video to YouTube):
6 hrs

Additional refinements & development of website, updating pages, updating website and DIA Inside Out info pages, maintaining & archiving 7 hrs

13 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. Meeting/consultation on trailhead and items for bridge and trail shelter near bridge. Wayfinding/amenity/kiosk signage layout & review and production. RCWJF recognition sign production. Covid-19 signage, new version layout and production. Coordination with CFGR on C-19 Oakland County Cultural Institution Grant and procurement.

16 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.

13 hours

Meetings/Events:

Hours:

11.10 FMALT Meeting	1.0
11.11 Trail Council Meeting	1.0
11.12 On The Dunes Trailhead planning meeting	2.5
11.17 Meeting with MDOT/Railway	1.5
11.18 Stakeholder follow-up meeting	1.0
12.1 FMALT meeting	1.0
	<i>8 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 **\$1,440.00**

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:JWHT120920