

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

AGENDA

Wednesday 14 October 2020

3:00 P.M.

- 1. Approval of Minutes**
- 2. Public Comment**
- 3. Phase One Construction**
 - a. Construction Update**
 - a) Phase One**
 - b) Ribbon-Cutting thoughts**
 - c) Signage updates**
 - 1. Road Crossing signage**
 - 2. RCWJF recognition**
 - 3. Bollard/Boulder discussion**
- 4. Phase Two Design/Engineering update**
- 5. Adams Billboard Install Update**
- 6. Trail Manager Report**
 - a. Friends Group Update**
 - b. Seasonal maintenance - updates**
- 7. Financials discussion as warranted, 2021 Budget**
- 8. Other matters and next meeting date**
 - a. Next Friends Group meeting Tues, Nov. 10; Online**
 - b. Next Trail Council meeting Weds, Nov. 11; 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. 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
9-9-2020
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, Deanna Magee
Meeting was called to order by President David Scott at 3:10pm.

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 8-12-2020 Minutes. Motion by Brown, supported by Scott, to approve the Minutes of August 12, 2020. Motion Carried unanimously.	
2	Public Comment. No public comment.	
3A (i., ii., iii), iv	<p>Update on Construction/Engineering & Next Steps.</p> <p>Phase One Construction: Phase One walk-through done; MDOT has inspected and found no major issues. Construction Engineer is requesting MDOT offer a final close to the Phase One project. Wayfinding/map signage to be installed at either end of the Phase Two route showing temporary route.</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: No change. Will be rescheduled when larger gatherings are allowed.</p> <p>Manager will investigate purchasing a large convex acrylic mirror for the east side of the M-5 Bridge.</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 selection committee (Hensler, Wiltfang, Sikma and Green) evaluated the Phase Two design proposals, interviewed finalists and ultimately selected Hubbell, Roth and Clark to be the Phase Two Design Engineer. Goal is to prepare to apply for TAP funds in October.	
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>Trail Manager Report.</p> <ul style="list-style-type: none"> - Friends: Met online; 16 participants. The Inside Out art installation is in and will be up until at least mid-October. Virtual Tour with DIA reps online on Oct. 13; Inside Out “selfie” promotion is underway for trail users to get a custom fridge magnet. - Bollards installed; Boulders: requesting confirm with Boulder vendor/developer and Wixom DPW (likely a Saturday; we will incur some DPW labor costs). Mile markers installed; RCWJF requested a full mile marker for display in their offices; that is in process. Requesting slightly longer “pins” from the bollard maker. 	<p>Manager to draft Trail Events policy.</p>

	<ul style="list-style-type: none"> - Seasonal maintenance taking place in all three communities. Wiltfang suggested a vegetation management plan will be needed, perhaps engage CISMA in 2021 to create it? - Lakes Area Community Coalition “Pedal for Prevention” is Sep. 27. The event will have a socially-distanced focus; participants may also complete the event anytime during the weekend if they do not wish to ride with others. - Wixom is planning on purchasing a small rescue vehicle that can be used on the Trail. 	
7	Financials submitted, discussion as warranted. No further discussion at this time.	Manager to draft 2021 Budget
8	Other matters & next meeting date. <ul style="list-style-type: none"> • Some Phragmites treatments are continuing on right-of-ways near the trail. • Brown indicated that he is working with Milford Twp on a Memorandum of Understanding to work together on the design of Phase Two. • Next regular CW2 Trail Council meeting is Wednesday, Oct. 14, 2020 at 3pm, location Commerce or online TBD. • Next MALT Friends Group meeting is Tuesday, Oct. 6, 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 3:46 PM	

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

INVOICE: CW2 Air Line Trail Manager, September 8—October 12, 2020

INVOICE DATE: October 13, 2020

DESCRIPTION: Support for the following work from September 8—October 12, 2020:

Marketing:

Monthly maintenance/build-out, posting/updating to social media accounts (Facebook, Instagram, NextDoor, Twitter): 6 hrs
Additional refinements & development of website, updating pages, updating website DIA Inside Out info page, maintaining & archiving 5 hrs
11 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. Includes following on-site meetings/work: Sep. 18, Oct. 12
7 hours

Trail Phase Two Design Engineering: including research, management, follow-up and direction including coordination and consultation with Design Engineer, plus development of temporary route signage & layout.
8 hours

Meetings/Events:

	<u>Hours:</u>
9.9 Trail Council Meeting	1.0
9.16 Phase Two Design Kickoff meeting	2.5
9.21 Trail meeting with RCWJF/MTGA	2.5
10.6 MAT Friends Meeting	1.5
10.9 Inside Out event prep meeting	.75
10.9 Phase Two Public Meeting prep	1.0
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	<i>9.25 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.
11 hours

Total @ \$24/hour **\$1,110.00**

TOTAL This Invoice: **\$1,110.00**

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:JWHT101220