

**COMMERCE, WALLED LAKE & WIXOM (CW2) TRAILWAY  
MANAGEMENT COUNCIL  
WALLED LAKE COUNCIL CHAMBERS  
1499 E. West Maple Rd.  
Walled Lake., MI 48390**

**AGENDA  
Wednesday 11 October 2017  
3:00 P.M.**

- 1. Approval of Minutes**
- 2. Public Comment**
- 3. Update on Design/Engineering & TAP grant application**
  - a. Press Release discussion**
  - b. Community Resolutions of Support**
- 4. Trail Manager Report**
  - a. Friends Group meeting**
  - b. Other items**
- 5. Beck Road Trailway Crossing: update**
- 6. Other matters and next meeting date**
  - a. Next Friends Group meeting Nov. 7**
  - b. Next Trail Council meeting Nov. 8**
- 7. Approve the Warrants**
  - a. Manager of the Air Line Trail**
  - b. Trail Attorney's invoice**
- 8. Public Comment**
- 9. Adjourn**

**Commerce, Walled Lake, Wixom Trailway Council Meeting**  
**9-13-2017**  
**3 p.m.**  
**Walled Lake Council Chambers**  
**1499 E. West Maple Rd.**  
**Walled Lake, MI 48390**

**Council members**

David Scott	Commerce	President	Present
Colleen Coogan	Walled Lake	Treasurer	Present
Deanna Magee	Wixom	Secretary	Alternate

John Hensler, Manager of the Michigan Air Line Trail  
Phil Adkison, Adkison, Need and Kelly Atty

Also Present: Fred Dore, Ann Stevens, Gabriel Costanzo, Dan Lauffer, John Calvert, Gayle Larson, Kristen Wiltfang

Meeting was called to order by President David Scott at 3:00 p.m.

**Item 1.** Approval of 8-9-2017 Minutes. **Motion** by Coogan, supported by Scott, to approve the Minutes of August 9, 2017.  
**Motion Carried**

**Item 2.** Public Comment. Public Comments were on behalf of preserving the Walled Lake Depot.

**Item 3.** Update on Design/Engineering and TAP Grant Application. Surveying, soil borings and other engineering work is taking place on the trail. Letters of support are being solicited, cost estimates are being developed. Council made request to have cost estimates shared as soon as possible, especially important in determining need of local match (20% minimum, higher is better) needed for the application. Public outreach under way; comment boards were distributed at the recent Friends meeting and at Wixom Block Party. Other boards will be distributed to local libraries and city offices. An online survey is also now active. Manager and Attorney are working on language for official resolutions of support for each community. Draft of press release announcing gift of services to be circulated.

**Item 4.** Maintenance/mowing update. Commerce has mowed the Trail in Commerce and WL, Wixom has also recently mowed their section. Commerce applied Roundup herbicide to the 10-ft wide trail surface for the entire length and will invoice the other communities. Natural Community Services applied herbicide for phragmites treatment last week; they will cut them in the December timeframe.

**Item 5.** Trail Manager Report. Mr. Hensler reported the Friends group held a Trail Cleanup on August 12, yielding another bounty of trashbags for the WL dumpsters. Next trail cleanup will be scheduled in October. Manager presented at the DRAFT event in Wixom on Aug. 15. Turnout at the Wixom Block Party on Sept. 9 was good; good trail feedback generated. \$132 was raised from donations and bike corral fees at the Block Party. Website redesign is under way and should be online soon. No events are currently on the schedule, but will be added as they are announced. Manager explained that at the first event in WL in July, some falsehoods and inaccurate statements were made by some Friends members. To help mitigate this, Manager developed some "talking points" for Friends' members to use; these were distributed at the last Friends meeting and also shared with the Trail Council.

After the Grant application is submitted, there should be a meeting to discuss development of the DNR-owned "missing mile" of trail in Wixom and Milford Township. Options for development include lease options from the DNR, etc.

Scott mentioned that various school service groups are interested in helping out on the Trail as well.

**Item 6.** ShearWater Trailhead; title insurance: As the land for the trailhead on the ShearWater apartments is ready for use, the developer is ready to donate the title deed for the donated property to the Trail Council. Cost for the title insurance policy was estimated at \$637.25. Coogan moved, Scott approved purchase of title insurance [and payment of fees in connection with the conveyance](#). Motion carried [unanimously](#).

**Item 7.** Resolution authorizing Execution of Documents. Attorney raised the issue of the current Council not having specific roles assigned as to who can sign documents. Proposed document was reviewed; Council offered suggested changes including just using titles [of President or Trailway Manager](#) and not specific names; Magee moved [approval of the proposed resolution with those changes](#), Coogan supported the changes. Motion carried [unanimously](#). Mr. Adkison will revise document and re-circulate.

**Item 8.** Other Matters and Next Meeting Date. Coogan announced that WL intends to remove the current rubbish from the interior of the WL Depot and requests that any study of Depot be postponed until the interior is deemed safe enough for entry by volunteers.

- Next MAT Trail Council meeting is Wednesday, October 11 at 3pm, at the Walled Lake Council offices.
- Next MAT Friends Group meeting is October 3, at 6:30 pm, at the Wixom Public Library.

**Item 9.** Approve the Warrants. Magee moved, Coogan supported approval of the following for payment. **Motion Carried.**

- A. Invoice for the Manager of the Michigan Airline trails,
- B. Invoice for Natural Community Services,
- C. Invoice for the firm of Adkison, Need and Kelly to be paid from operating budget.

**Item 10.** Public Comment. Suggestion was made to use funds from the Levine donation to first attempt to grade the trail to a rideable surface before working on Engineering work. Report from the Wixom Block Party was very positive.

**Item 11.** Adjourn. **Motion** by Scott, supported by Coogan to adjourn. **Motion Carried 3:57 PM**

**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**

OCTOBER 11, 2017

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, Walled Lake and Commerce Township

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

**Whereas**, the Trailway Council owns approximately 5.6 miles of abandoned rail corridor as an unimproved trail within its constituent communities; and

**Whereas**, the Trailway Council and its members desire to 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 MI Air Line Trail from Haggerty Road to Wixom 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 three communities the trail passes through, complete 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 2018; and

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

**Whereas**, the grant application deadline is October 30, 2017,

**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.

# Michigan Airline Trails Revenue & Expenditure Report

Period Ending 9/30/17

ACCOUNTS	BUDGET	ACTUAL	DIFFERENCE
<b>REVENUES</b>			
Member Contributions			
Commerce	30,000.00	0.00	30,000.00
Walled lake	30,000.00	0.00	30,000.00
Wixom	30,000.00	0.00	30,000.00
Received from MI Airlines Rail		0.00	
<b>Total Revenues</b>	<b>90,000.00</b>	<b>0.00</b>	<b>90,000.00</b>
<b>Appropriations</b>			
<b>Operations</b>			
Trail Manager	36,000.00	11,128.25	24,871.75
Insurance	3,000.00	2,506.00	494.00
Audit	1,050.00	0.00	1,050.00
Bank Service Charges	0.00	73.50	(73.50)
Office Supplies	0.00	0.00	0.00
Signage	900.00	3,378.25	(2,478.25)
Legal	12,000.00	6,424.97	5,575.03
<b>Total Operations</b>	<b>52,950.00</b>	<b>23,510.97</b>	<b>29,439.03</b>
<b>Capital Improvement</b>			
Engineering	135,000.00	1,700.00	133,300.00
Phragmities Removal	0.00	4,928.00	4,928.00
<b>Total Capital Improvement</b>	<b>135,000.00</b>	<b>3,700.00</b>	<b>133,300.00</b>

<b>TOTAL APPROPRIATIONS</b>	187,950.00	27,210.97
Net Revenues/Appropriations	(97,950.00)	(27,210.97)
Beginning Fund Balance	93,050.00	93,050.00
Ending Fund Balance	(4,900.00)	65,839.03

Adkison, Need, Allen, & Rentrop, PLLC  
39572 Woodward  
Suite 222  
Bloomfield Hills, MI 48304  
248-540-7400, Fax 248-540-7401  
Tax ID Number: 38-3224154

Michigan Air Line Trail  
2009 Township Drive  
Commerce Township MI 48390

Attn: John Hensler

Page: 1  
September 30, 2017  
Account No: 3051M

Balance

\$192.00

**Please note that the firm accepts Visa, Mastercard, American Express and Discover.**

Adkison, Need, Allen, & Rentrop, PLLC  
 39572 Woodward  
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Michigan Air Line Trail  
 2009 Township Drive  
 Commerce Township MI 48390

Attn: John Hensler

Page: 1  
 September 30, 2017  
 Account No: 3051-0000M  
 Statement No: 110599

Previous Balance	\$858.00
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Fees

		Rate	Hours	
09/13/2017	Receive and review correspondence from John Hensler with request to review form resolution for supporting grant application. Make suggestions to form and send to Mr. Hensler.	120.00	0.50	60.00
	Attend September meeting of Trailway Council.	120.00	1.00	120.00
09/15/2017	Revise Resolution Authorizing Execution of Documents and forward to John Hensler for review.	120.00	0.10	12.00
	For Current Services Rendered		<u>1.60</u>	<u>192.00</u>
	Total Current Work			192.00

Payments

09/20/2017	Payment Received, Check # 2078	-858.00
	Subtotal	<u>\$192.00</u>
	Total Due for this Matter	<u>\$192.00</u>



**Please note that the firm accepts Visa, Mastercard, American Express and Discover.**

**TO:** David Scott/Janet Bushey  
2009 Championship Drive  
Commerce Township, MI 48390

**INVOICE:** CW2 Air Line Trail Manager, September 12—October 9, 2017

**INVOICE DATE:** October 10, 2017

**DESCRIPTION:** Support for the following work from September 12—October 9, 2017:

*Marketing:*

Monthly maintenance/build-out, posting to social media accounts (Facebook, Instagram, Twitter): 4 hrs  
Layout of 2<sup>nd</sup> gen website, including 30-sec animated clip: 8 hrs  
*12 hours*

Research & study of trail materials and surface types, including engineer/constructor consultation of other trails and their surfaces (ongoing)  
*2 hours*

TAP Grant Application & Response to assistance offer from Levine Family Foundation, including consultation, meetings, obtaining public input, drafting & review of documents:  
Meetings: 10 hours  
Management, writing, admin/follow-up, consultation: 17 hours  
*27 hours*

<i>Meetings/Events:</i>	<u>Hours:</u>
9.13 Trailway Council	2.5
9.29 Meeting w/J. Galbraith re: Beck Rd. Pathway	1.5
10.1 Trail Towns Tour Support, Wixom	4.5
10.3 MAT Friends' Group meeting	3.0
10.5 TWLA Fall Meeting/Summit	4.0
10.6 Great Lake to Lake & Iron Belle Oakland County mtg	3.0
	<i>18.5 hours</i>

*Misc administrative tasks:* email, Maintenance for MailChimp service (edits/adds to email list), general phone meetings/consultation, etc.  
*8 hours*

**TOTAL @ \$24/hour** **\$1,620.00**

**Continued next page...**

**TOTAL this invoice**

**\$1,620.00**

**Remit to:** John Hensler  
5045 Mansfield Ave.  
Suite 305  
Royal Oak, MI 48073  
248.506.0942  
SS# 381-76-1596  
Terms: 15 days

**Thank You!**

invoice sam:JWHT1010