

**COMMERCE, WALLED LAKE & WIXOM (CW2) TRAILWAY
MANAGEMENT COUNCIL
COMMERCE TOWNSHIP OFFICES
2009 Commerce Drive
Commerce Township, MI 48390**

**AGENDA
Wednesday 11 July 2018
3:00 P.M.**

- 1. Approval of Minutes**
- 2. Public Comment**
- 3. Update on Design/Engineering & grant applications**
 - a. Permits update**
 - b. Phase One Construction Engineering RFP**
 - c. Phase Two Design/Engineering RFP**
- 4. Adams Billboard Lease Update**
- 5. Trail Manager Report**
- 6. Financials submitted, discussion as warranted**
- 7. Other matters and next meeting date**
 - a. Next Friends Group meeting Aug. 7; Walled Lake Library**
 - b. Next Trail Council meeting Aug. 8; Commerce**
- 8. Approve the Warrants**
 - a. Manager of the Air Line Trail**
 - b. Trail Attorney's invoice**
- 9. Public Comment**
- 10. Adjourn**

Commerce, Walled Lake, Wixom Trailway Council Meeting
6-13-2018
3 p.m.
Wixom City Offices
49045 Pontiac Trail
Wixom, MI 48393

Council members

David Scott	Commerce	President	Present
Colleen Coogan	Walled Lake	Treasurer	Present
Steven Brown	Wixom	Secretary	Present

John Hensler, Manager of the Michigan Air Line Trail
Phil Adkison, Adkison, Need, Allen, & Rentrop, PLLC

Also Present: Kristen Wiltfang, Sheryl Lucas, Deanna Magee, Susan Helke, John Calvert, Barry Rope, Rosalyn Rope

Meeting was called to order by President David Scott at 3:02 p.m.

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 5-9-2018 Minutes. Motion by Coogan, supported by Scott, to approve the Minutes of May 9, 2018. Motion Carried unanimously.	
2	Public Comment. Barry and Rosalyn Rope inquired about trail access from their condo development in Commerce. Mr. Scott replied that an access policy was in development, but to consider that access to the trail, if granted would be a two-way situation, so people could exit the trail as well as enter from the condo association property, and that might not be desired by residents. Manager confirmed that there are no plans to create a parking lot at the east Crumb Rd. turnaround.	
3A, 3B, 3C	<p>Update on Design/Engineering & TAP Grant Application.</p> <p>Manager reported that the Michigan Department of Environmental Quality wetland permit, was approved. The Road Commission for Oakland County (RCOC) permits, are still in draft or review. Manager added that Stantec will circulate a copy of the Pontiac Trail Traffic Study narrative before it is sent to RCOC.</p> <p>Construction Video DVD. A requirement for the TAP project is a before-and-after video comparison to document the project. Rather than have the end contractor fulfill this requirement, it will be more cost-efficient if the Trail Manager creates the DVD, as he has the ability and capacity to do so. Coogan asked how the reduced budget number for this line item would be allocated. Coogan moved, Scott supported a motion for the Manager to create the DVD per MDOT specs at a cost not to exceed \$2,500. Motion Carried unanimously.</p> <p>The Construction Engineering RFP for the TAP project was reviewed. Coogan moved, Brown supported distribution of the RFP per the schedule included in the document. Motion Carried unanimously.</p> <p>The second Phase Two strategy meeting was held on May 30, this time with Milford Township in attendance. The Design Engineering RFP for Phase Two is in development and will be circulated soon. A meeting with Korex and ACF Holcroft is being planned to discuss potential trail alignment to follow the old railroad property.</p>	<p>Phase Two engineering RFP to be distributed by Hensler.</p> <p>Pontiac Trail traffic study to be circulated before submitting to RCOC.</p> <p>Wixom to add Construction Engineering RFP to MITN for distribution.</p> <p>Manager to determine where budget savings from Construction DVD will be reflected.</p>

	<p>A Resolution authorizing the Trail Council to certify the right-of-way and authorizing the City of Wixom to act as the Council's agent in managing the TAP project was presented. Coogan moved, Brown supported a motion to approve the Resolution. Motion Carried unanimously.</p> <p>Brown distributed a draft of the Cost-Sharing Agreement for when the TAP funding is in place. Coogan moved, Scott supported a motion to submit the Agreement to the local councils/boards for approval, per any attorney review. Motion Carried unanimously.</p> <p>Council still waiting on news from the unnamed potential donor regarding additional funding for the local match on the TAP project.</p>	<p>Resolution # to be added to this and all other resolutions by Manager, where possible.</p>
5	<p>Adams Billboard Lease Update. No updates this month.</p>	<p>Adkison to share updated version of agreement when ready.</p>
5	<p>Trail Manager Report. Manager shared that the main span beams for the M-5 Pedestrian Bridge were installed on May 19, and the video that he produced has 1,246 views on YouTube and 1,930 people reached on Facebook. Secondary span beams should be installed this month. Contractor remains about 2-3 weeks behind schedule. Grading plan for East ramp is in place.</p> <p>Manager and Wiltfang attended the dedication ceremony for the Mike Levine Lakelands Trail State Park, and met with Mr. Levine afterward to discuss how TAP funds would be allocated for 2018/19. Manager presented at the Oakland County Planners Gathering on June 1 and took attendees on a walking tour of the trail.</p> <p>The next Great Lake to Lake Trail Route 1 Summit meeting is June 20 in Jackson. Manager will attend and give a short update on the Trail.</p> <p>Manager is developing a series of informational panels for a portable display system loaned to the Trail by Mr. Brown. Manager will share drafts when ready for review. Brown and Coogan expressed interest in having the boards, if ready, at events on June 18 and 23, respectively.</p>	<p>Manager to post 2017 packets and agendas to website.</p> <p>Council members will send lists of community events to Manager for possible attendance by Friends Group members.</p> <p>Manager to investigate and draft trail access policy for review by council.</p> <p>Manager to arrange meeting with Commerce officials to discuss events for bridge dedication.</p>
6	<p>Financials submitted, discussion as warranted. No additional discussion.</p>	
7	<p>Other matters & next meeting date.</p> <p>Coogan reiterated WL's request to have older minutes and meeting packet available on the MAT website. Also requested that resolutions be numbered, suggested format – year, then numerically in sequence. Resolutions should also be posted to the website.</p> <p>Wiltfang reported that she applied for a grant from State Farm for Depot Safety Improvements, and that if the application is one of the Top 200 selected, that public voting will narrow down the group to the final 40 winning projects. www.neighborhoodassist.com/</p> <p>Scott mentioned that a presentation for the “Scarlet Smile” park in Commerce was very well received by the Michigan Natural Resources Trust Fund Board, and the project was approved at the meeting. Scott added that video and</p>	

	<p>powerpoint helped seal the success of the presentation.</p> <p>Scott reported that the old Beaumont property on Welch Road in Commerce has been sold and is slated to be developed. A portion of the property near the trail could be deeded to the Trail Council for potential trailhead use, however contaminants have been documented on that portion of the property. Scott to report further on the detail of contamination and viability of the possible deeding of the property to the Trail Council.</p> <ul style="list-style-type: none"> • Next regular CW2 Trail Council meeting is Wednesday, July 11, 3pm, at the Commerce Township Offices. • Next MALT Friends Group meeting is July 10, 6:30 pm, at the Walled Lake Library. 	
10	<p>Approve the Warrants. Coogan moved, Brown supported approval of the warrants for payment. Discussion followed on the invoices for Boss Engineering as arranged by Walled Lake to design the Depot Trailhead lot. The Depot lot is the highest trail project priority for Walled Lake, as was not included in the design services provided by Stantec. Scott expressed regret that the expenditure was not approved by the Council prior to the work being done. Manager reminded the Council to have all potential large expenditures approved by the Council before work is done. Coogan reminded Manager and Council that all project scope changes should be brought to the full Council before approving. Motion Carried unanimously.</p> <ul style="list-style-type: none"> • Invoice for the Manager of the Michigan Air Line Trail, • Invoice for the firm of Adkison, Need, Allen, & Rentrop, PLLC • Invoices from Boss Engineering for the Walled Lake Depot Trailhead design. 	Invoices to be paid.
11	Public Comment. John Calvert thanked Walled Lake for its help in getting the Depot Trailhead lot designed.	
12	Adjourn. Motion by Scott, supported by Coogan to adjourn. Motion Carried Meeting Adjourned at 4:17 PM	

Fund 487 W2C TRAILWAY

GL Number	Description	Balance
*** Assets ***		
487-000-001-003	COMERICA #5330	149,762.05
487-000-003-000	FOUNDATION DEPOSIT	100.00
Total Assets		149,862.05
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
487-000-390-000	UNASSIGNED	87,946.03
Total Fund Balance		87,946.03
Beginning Fund Balance		87,946.03
Net of Revenues VS Expenditures		61,916.02
Ending Fund Balance		149,862.05
Total Liabilities And Fund Balance		149,862.05

PERIOD ENDING 06/30/2018

GL NUMBER	DESCRIPTION	END BALANCE		ACTIVITY FOR	YTD BALANCE		AVAILABLE		% BGD USED
		12/31/2017	2018		MONTH 06/30/18	06/30/2018	BALANCE		
		NORM (ABNORM)	AMENDED BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	NORM (ABNORM)		
Fund 487 - W2C TRAILWAY									
Revenues									
Dept 000 - REVENUES									
487-000-580-000	CONTRIBUTIONS FROM LOCAL UNITS	117,000.00	0.00	0.00	90,000.00	(90,000.00)		100.00	
487-000-674-000	DONATIONS	25,150.00	0.00	0.00	25.00	(25.00)		100.00	
Total Dept 000 - REVENUES		142,150.00	0.00	0.00	90,025.00	(90,025.00)		100.00	
TOTAL REVENUES		142,150.00	0.00	0.00	90,025.00	(90,025.00)		100.00	
Expenditures									
Dept 773 - TRAILWAY									
487-773-703-000	DEPART HEAD/DIR	22,692.25	24,000.00	1,548.00	7,561.00	16,439.00		31.50	
487-773-736-000	SIGNAGE	3,378.25	1,000.00	0.00	0.00	1,000.00		0.00	
487-773-738-000	BANK SERVICE CHARGE	301.56	0.00	0.00	0.00	0.00		0.00	
487-773-812-000	AUDIT	0.00	1,000.00	0.00	0.00	1,000.00		0.00	
487-773-813-001	GENERAL COUNSEL FEES	16,607.91	9,000.00	444.00	2,063.18	6,936.82		22.92	
487-773-817-000	CONSULTANT	3,790.00	0.00	0.00	0.00	0.00		0.00	
487-773-820-000	ENGINEERING	0.00	0.00	11,800.00	11,800.00	(11,800.00)		100.00	
487-773-823-000	INSURANCE AND BONDS	2,506.00	3,000.00	0.00	1,360.50	1,639.50		45.35	
487-773-900-000	PRINTING/PUBLISHING/PUBLICITY	0.00	0.00	0.00	0.00	0.00		0.00	
487-773-931-000	R&M - GROUNDS	4,928.00	5,000.00	0.00	3,784.00	1,216.00		75.68	
487-773-934-000	R&M BUILDING/FACILITY	0.00	0.00	0.00	1,540.30	(1,540.30)		100.00	
487-773-958-000	EDUCATION & TRAINING	0.00	0.00	0.00	0.00	0.00		0.00	
487-773-985-000	BUILDING ADDITIONS/IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00		0.00	
487-773-988-000	CONSTRUCTION - CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00		0.00	
487-773-990-001	LAND IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00		0.00	
Total Dept 773 - TRAILWAY		54,203.97	43,000.00	13,792.00	28,108.98	14,891.02		65.37	
TOTAL EXPENDITURES		54,203.97	43,000.00	13,792.00	28,108.98	14,891.02		65.37	
Fund 487 - W2C TRAILWAY :									
TOTAL REVENUES		142,150.00	0.00	0.00	90,025.00	(90,025.00)		100.00	
TOTAL EXPENDITURES		54,203.97	43,000.00	13,792.00	28,108.98	14,891.02		65.37	
NET OF REVENUES & EXPENDITURES		87,946.03	(43,000.00)	(13,792.00)	61,916.02	(104,916.02)		143.99	
BEG. FUND BALANCE			87,946.03		87,946.03				
END FUND BALANCE		87,946.03	44,946.03		149,862.05				

Banks: TRAIL

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 487 W2C TRAILWAY							
06/15/2018	TRAIL	2110	HENSLER, JOHN	DEPART HEAD/DIR	703-000	773	1,548.00
06/15/2018	TRAIL	2111	ADKISON,NEED, ALLEN, & RENTROP PLLC	GENERAL COUNSEL FEES	813-001	773	444.00
06/18/2018	TRAIL	2112	BOSS ENGINEERING	ENGINEERING	820-000	773	11,800.00
Total for fund 487 W2C TRAILWAY							13,792.00
TOTAL - ALL FUNDS							13,792.00

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
July 01, 2018
Account No: 3051M

Balance

\$162.00

Credit card payments may be made online through the firm's website at www.anafirm.com. Please note that the firm accepts Visa, Mastercard, American Express and Discover.

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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
July 01, 2018
Account No: 3051-0000M
Statement No: 113633

Previous Balance \$444.00

Fees

		Rate	Hours	
06/01/2018	Telephone call to office of Mike Thompson of Adams Outdoor Advertising.	120.00	0.10	12.00
06/13/2018	Attend June meeting of Trailway Council.	120.00	1.25	150.00
	For Current Services Rendered		1.35	162.00
	Total Current Work			162.00

Payments

06/26/2018 Payment Received, Check # 2111 -444.00

Subtotal \$162.00

Total Due for this Matter \$162.00

Credit card payments may be made online through the firm's website at www.anafirm.com. Please note that the firm accepts Visa, Mastercard, American Express and Discover.

TO: CW2 Trailway Council/Colleen Coogan
c/o City of Walled Lake
1499 E. West Maple Rd.
Walled Lake, MI 48390

INVOICE: CW2 Air Line Trail Manager, June 12 — July 9, 2018

INVOICE DATE: July 10, 2018

DESCRIPTION: Support for the following work from June 12—July 9, 2018:

Marketing:

Monthly maintenance/build-out, posting/updating to social media accounts (Facebook, Instagram, Twitter): 6 hrs
Presentation development, layout/production of new display panels for portable display, bridge video shoot (6.14) and edits: 10 hrs
Further refinements & development of 2nd gen website, pages for site, archiving 5 hrs
21 hours

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

Grant/TAP Solicitation follow-up including consultation, creation/review of documents, management, additional conference calls/meetings, support, etc.
6 hours

Meetings/Events:

	<u>Hours:</u>
6.13 Trailway Council	2.0
6.15 Bridge Construction Update meeting	1.0
6.18 Wixom Councils "Trail Towns" support/meeting	2.5
6.20 Great Lake To Lake Trail Summit #2, Jackson, MI	6.5
6.28 Setup & staff MALT Table at Wixom Fireworks	4.0
6.29 Bridge Construction Update meeting	1.0

17 hours

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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

\$1,320.00

TOTAL this invoice

\$1,320.00

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:JWHT718