

**COMMERCE, WALLED LAKE & WIXOM (CW2) TRAILWAY
MANAGEMENT COUNCIL
WIXOM CITY OFFICES
49045 Pontiac Trail
Wixom MI 48393**

**AGENDA
Wednesday 10 July 2019
3:00 P.M.**

- 1. Approval of Minutes**
- 2. Public Comment**
- 3. Phase One Construction**
 - a. Construction Update**
 - i. Progress to date; Projected completion**
 - b. Bridge update — panel install**
- 4. Phase Two Design/Engineering/Route/RFP update**
- 5. Adams Billboard Lease Update**
- 6. Trail Manager Report**
 - a. Potential 5K event on Trail in October**
 - b. Events attended by Friends Group**
 - c. RFP/RFQ discussion: Legal & Audit services, Depot Demo**
- 7. Re-Writing Interlocal Agreement: updates from locals, next steps**
- 8. Financials discussion as warranted**
- 9. Other matters and next meeting date**
 - a. Next Friends Group meeting Tues, Aug 6; Commerce Library**
 - b. Next Trail Council meeting Weds, Aug 14; Wixom**
- 10. Approve the Warrants**
 - a. Manager of the Air Line Trail**
 - b. Trail Attorney's invoice**
 - c. Design Engineer invoice**
- 11. Adjourn**

**Commerce, Walled Lake, Wixom Trailway Council Meeting
6-12-2019
3 p.m.
Walled Lake Council Chambers
Walled Lake, MI**

Council members

David Scott	Commerce	President	Present
John Owsinek	Walled Lake	Treasurer	Absent
Steve Brown	Wixom	Secretary	Present

John Hensler, Manager of the Michigan Air Line Trail

Also Present: Kristen Wiltfang, Gerard Fertig, Karen Wilmot, Sheryl Lucas, Fred Dore, Gabriel Costanzo, Allison Kennedy, Casey Ambrose

Meeting was called to order by President David Scott at 3:11 p.m.

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 5-8-2019 Minutes. Motion by Brown, supported by Scott, to approve the Minutes of May 8, 2019. Motion Carried unanimously.	
2	Public Comment. There was no public comment at this time.	
3A (i., ii., iii), 3B, 4	<p>Update on Construction/Engineering & Next Steps.</p> <p>Grading has moved as far east as the M-5 bridge.</p> <p>Due to too many people using the partly-constructed trail, the entire trail is closed until further notice. Facebook post was seen by over 4,200 people.</p> <p>Greenaway Drain replacement is complete.</p> <p>Trail grading just east of Decker Rd in WL led to discovery of 26' of old rail for a siding. That needed to be removed. Rails proceed right under the concrete lot of the Hansen company; contractor cut off the rail section that was in the way.</p> <p>Proscape in Commerce had dug a trench from the back of their property to drain onto the trail. This illegal draining appears to be partially filled in by the land owner; our contractor will fill it on Trail Council property side.</p> <p>Bollards: Manager presented cost for fabrication of WBT-style bollard (\$375) from local fabricator. Contractor quoted \$1,175 each for installation. It was decided that a single bollard would be installed at each road crossing and the bridge, plus the M-5 junction. Motion by Brown, seconded by Scott, to fabricate and install 21 bollards as proposed, cost not to exceed \$33,000. Motion carried unanimously. There was a question on proposed black color; Wiltfang said she would check with AASHTO standards and report back. Manager suggested applying a band of outdoor reflective tape to the bollards.</p> <p>Trail closure signage: LJ construction has signage for trail closures. Situation is being monitored as to whether additional signs will be needed.</p> <p>Bridge update: Blue wave panel install starts June 20 and will take a few weeks</p>	<p>Phase Two draft engineering RFP to be distributed by Manager after potential route is refined</p>

	<p>to complete, along with the other punch list items.</p> <p>Phase Two: Wixom, Manager and Oakland County met with both AFC Holcroft and Korex to discuss possible easements for Phase Two route. Follow-up meeting in the next week.</p> <p>Bench medallions: The benches in the project have bronze/brown medallions on each end; it is included in the cost, but if the desire is for medallions that follow the color of our logo, it is an extra \$40 charge per medallion. It was requested that Manager check on how the medallion was affixed to the bench.</p>	
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4	Phase Two Route Plan. Wixom, Manager and Oakland County met with both AFC Holcroft and Korex to discuss possible easements for Phase Two route. Follow-up meeting in the next week.	
5	Adams Billboard Lease Update. No update at this time.	

6	<p>Trail Manager Report.</p> <p>Manager met with Mindy Fernandes of Rep Crawford’s office. They will plan on attending the formal opening of the trail, also may be able to help with printing of road crossing safety brochures.</p> <p>Friends Group: Planning on attending:</p> <ul style="list-style-type: none"> - WL Beach Party, June 22 - Wixom Fireworks, June 27 - Wixom Blues/BBQ, July 18 - Drafting Table LagerFest, July 21 - Commerce concerts in August 2 & 16. Manager requested a table for use. - Friends group planning on raising funds for Mile Markers this year. Fundraising gimmick is to “vote” with dollars on which color of mile marker they prefer. - Next GLTL Summit is June 25. - Brochure for Road Crossings in development... Wixom now reviewing. - Website updated with Construction page, FAQ updated, all current. <p>RFP documents for Attorney Services and Audit are in. Discussion was proposed for a meeting with the entire trail council. Manager will schedule.</p> <p>Depot: Wiltfang indicated that the New Hudson parks & rec department would like to preserve the windows of the existing depot. Manager to revise draft of Demolition RFQ to include a provision for saving these items. A formal motion to officially demolish the Depot building was discussed but it was decided that Walled Lake should be present for any such motion to be considered. Manager will set up a special meeting, perhaps the week of June 24, to discuss.</p> <p>Commerce is planning on holding a “M-5K” run/walk on October 12 to officially open the trail. Manager to see if Friends Group will support and help staff. Wiltfang to check with MDOT to determine if any insurance issues come into play with using the M-5 trail as part of the route.</p>	<p>Manager to draft Trail Events policy.</p> <p>Manager to revise RFP for Depot demolition.</p> <p>Manager to arrange special meeting of Trail Council for week of June 24.</p>
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6	Re-Writing Interlocal Agreement: Next Steps: this matter will be discussed at a special meeting once all three community reps are present.	
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7	Financials submitted, discussion as warranted. Updated quarterly financials will be presented at August meeting.	
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8	<p>Other matters & next meeting date.</p> <ul style="list-style-type: none"> • Manager will look into costs for renting temporary restroom facilities once the trail is open. • Next regular CW2 Trail Council meeting is Wednesday, July 10, 2019 at 3pm, at the Wixom City Offices. • Next MALT Friends Group meeting is Tuesday, July 9, 2019 at 6:30 pm, at the Commerce Public Library 	<p>Manager to reserve Commerce Twp Library rooms starting in July.</p>
9	<p>Approve the Warrants. Brown moved, Owsinek supported payment of the three warrants 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 firm of Adkison, Need, Allen, & Rentrop, PLLC • Invoice for Stantec, LLC – to be paid from RCWJF funds 	<p>Invoices to be paid.</p>
10	<p>Adjourn. Motion by Scott, supported by Brown to adjourn. Motion Carried Meeting Adjourned at 4:05 PM</p>	

TO: CW2 Trailway Council/John Owsinek, L. Dennis Whitt
c/o City of Walled Lake
1499 E. West Maple Rd.
Walled Lake, MI 48390

INVOICE: CW2 Air Line Trail Manager, June 11—July 8, 2019

INVOICE DATE: July 9, 2019

DESCRIPTION: Support for the following work from June 11—July 8, 2019:

Marketing:

Monthly maintenance/build-out, posting/updating to social media accounts (Facebook, Instagram, NextDoor, Twitter): 7 hrs

Presentation development, Construction updates video development, media follow-up: 8 hrs

Further refinements & development of 2nd gen website, drafting/writing new pages for site including trail construction update page, archiving 5 hrs

20 hours

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 Contractor, donor management, etc.

27 hours

Meetings/Events:

6.12 Trail Council meeting

Hours:

2.0

6.12 Trail Construction update meeting

2.5

6.14 M-5 Bridge Construction update meeting

0.75

6.26 Trail Construction update meeting (*includes HMA and Concrete precon meetings*)

3.5

6.27 Wixom Fireworks Event

4.0

12.75 hours

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.

13 hours

TOTAL @ \$24/hour

\$1,746.00

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:JWHT70919

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
June 30, 2019
Account No: 3051M

Balance

\$60.00

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.

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

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June 30, 2019

Michigan Air Line Trail
2009 Township Drive
Commerce Township MI 48390

Account No: 3051-0000M
Statement No: 117379

Attn: John Hensler

Previous Balance	\$60.00
Subtotal	<u>\$60.00</u>
Total Due for this Matter	<u>\$60.00</u>

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.

Invoice Number 1523642
Invoice Date June 17, 2019
Purchase Order 2075144101
Customer Number 54630
Project Number 2075144101

Bill To

City of Wixom
 Stephen Brown
 49045 Pontiac Trail
 Wixom MI 48393
 United States

Please Remit To

Stantec Consulting Michigan Inc.
 13980 Collections Center Drive
 Chicago IL 60693
 United States

Project MICHIGAN AIR LINE TRAIL MISC ENGINEERING SERVICES

Project Manager	Martin, Claire Alana	Contract Upset	20,000.00
Current Invoice Total (USD)	3,030.75	Amount Billed to Date	17,935.50
		For Period Ending	May 31, 2019

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Eisley, Ryan M	0.25	97.00	24.25
Evans, Deborah L (Debbie)	1.00	116.00	116.00
Mayoros, Daniel Ernest	4.50	116.00	522.00
Winner, Cassandra R	6.00	116.00	696.00
Martin, Claire Alana	9.50	147.00	1,396.50
Pascoe, Mark D	1.50	184.00	276.00
Subtotal Professional Services	22.75		3,030.75

Total Fees & Disbursements	3,030.75
INVOICE TOTAL (USD)	3,030.75

Due upon receipt or in accordance with terms of the contract

Billing Backup

Date	Project	Employee/Supplier	Quantity	Comment
05/06/19	2075144101	MARTIN, CLAIRE ALANA	1.00	PROJECT MANAGEMENT, RFI FROM ELECTRICAL
05/06/19	2075144101	WINNER, CASSANDRA R	1.00	RFI #3: QUANTITIES
05/07/19	2075144101	MARTIN, CLAIRE ALANA	2.00	CLIENT/CONTRACTOR MEETING AND MEETING PREP
05/07/19	2075144101	WINNER, CASSANDRA R	2.00	RFI #3: QUANTITIES, CALL WITH CLIENT/CONTRACTOR
05/08/19	2075144101	EVANS, DEBORAH L (DEBBIE)	0.50	QA/QC RFI 3 QUANTITIES LETTER
05/08/19	2075144101	MARTIN, CLAIRE ALANA	1.50	RFI 3 RESPONSE LETTER REVIEW
05/08/19	2075144101	WINNER, CASSANDRA R	1.00	RFI #3: QUANTITIES
05/10/19	2075144101	PASCOE, MARK D	1.00	PROJECT MANAGEMENT DURING WEEK.
05/14/19	2075144101	MARTIN, CLAIRE ALANA	1.50	REBAR SHOP DRAWING, SIGN RFI
05/14/19	2075144101	MAYOROS, DANIEL ERNEST	2.75	MAST ARM FOUNDATION REBAR SHOP DRAWING
05/15/19	2075144101	MARTIN, CLAIRE ALANA	1.00	REBAR SHOP DRAWING
05/15/19	2075144101	MAYOROS, DANIEL ERNEST	0.50	MAST ARM FOUNDATION REBAR SHOP DRAWING
05/16/19	2075144101	EVANS, DEBORAH L (DEBBIE)	0.50	QA/QC - MAST ARM FOUNDATION SHOP DRAWING LETTER
05/16/19	2075144101	MARTIN, CLAIRE ALANA	0.50	REBAR SHOP DRAWING
05/16/19	2075144101	MAYOROS, DANIEL ERNEST	1.25	MAST ARM FOUNDATION REBAR SHOP DRAWING
05/17/19	2075144101	PASCOE, MARK D	0.50	PROJECT MANAGEMENT DURING WEEK.
05/17/19	2075144101	WINNER, CASSANDRA R	1.00	ADMIN WORK
05/23/19	2075144101	MARTIN, CLAIRE ALANA	1.00	ELLIPTICAL PIPE RFI
05/29/19	2075144101	EISLEY, RYAN M	0.25	ADMIN WORK
05/30/19	2075144101	MARTIN, CLAIRE ALANA	0.50	PROJECT MANAGEMENT
05/31/19	2075144101	MARTIN, CLAIRE ALANA	0.50	RRFB RFI - WIRING
05/31/19	2075144101	WINNER, CASSANDRA R	1.00	CONTRACTOR QUESTION - CONDUITS
Total Project 2075144101			22.75	