

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

**AGENDA  
Wednesday 12 June 2019  
3:00 P.M.**

- 1. Approval of Minutes**
- 2. Public Comment**
- 3. Phase One Construction**
  - a. Construction Update**
    - i. Progress to date**
    - ii. Greenaway Drain**
    - iii. Bollard bid update**
  - 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 submitted, discussion as warranted**
- 9. Other matters and next meeting date**
  - a. Next Friends Group meeting Tues, July 9; Commerce Library**
  - b. Next Trail Council meeting July 10; Wixom**
- 10. Approve the Warrants**
  - a. Manager of the Air Line Trail**
  - b. Trail Attorney's invoice**

**c. Design Engineer invoice**

**11. Adjourn**

**Invoice Number** 1510879  
**Invoice Date** May 16, 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

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**Project MICHIGAN AIR LINE TRAIL MISC ENGINEERING SERVICES**

Project Manager	Martin, Claire Alana	Contract Upset	20,000.00
Current Invoice Total (USD)	3,663.75	Amount Billed to Date	14,904.75
		For Period Ending	<b>May 3, 2019</b>

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**Professional Services**

Category/Employee	Current Hours	Rate	Current Amount
Winkler, Sheri L	0.50	110.00	55.00
Winner, Cassandra R	10.00	116.00	1,160.00
Martin, Claire Alana	11.00	147.00	1,617.00
Sacharski, Gary J	0.25	147.00	36.75
Tyler, Anthony F (Tony)	1.00	151.00	151.00
Pascoe, Mark D	3.50	184.00	644.00
<b>Subtotal Professional Services</b>	<b>26.25</b>		<b>3,663.75</b>

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<b>Total Fees &amp; Disbursements</b>	3,663.75
<b>INVOICE TOTAL (USD)</b>	<b>3,663.75</b>

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Due upon receipt or in accordance with terms of the contract

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## Billing Backup

Date	Project	Employee/Supplier	Quantity	Comment
04/01/19	2075144101	MARTIN, CLAIRE ALANA	2.50	EQUALIZATION CULVERT RFI
04/01/19	2075144101	SACHARSKI, GARY J	0.25	WIXOM AIRLINE TRAIL - PIPE/WEIR ELEVATION DISCUSSION
04/02/19	2075144101	MARTIN, CLAIRE ALANA	0.50	EQUALIZATION CULVERT RFI
04/08/19	2075144101	WINNER, CASSANDRA R	2.00	CONTRACTOR QUESTION - RAILING QUANTITY
04/09/19	2075144101	TYLER, ANTHONY F (TONY)	1.00	RFI REVIEW OF ALIGNMENT SHIFT AND CULVERT EXTENSION.
04/09/19	2075144101	WINNER, CASSANDRA R	2.00	CONTRACTOR QUESTION - RAILING QUANTITY, TRAIL ALIGNMENT, CULVERT PROJECT MANAGEMENT & COORDINATION DURING WEEK. JOHN/SDA QUESTIONS. CLAIRE
04/12/19	2075144101	PASCOE, MARK D	1.00	OFF THIS WEEK.
04/15/19	2075144101	MARTIN, CLAIRE ALANA	2.00	SIGN RFI
04/15/19	2075144101	WINNER, CASSANDRA R	2.00	CONTRACTOR RFI - ELECTRICAL/SIGNS
04/16/19	2075144101	MARTIN, CLAIRE ALANA	0.50	SIGN RFI
04/16/19	2075144101	WINNER, CASSANDRA R	2.00	CONTRACTOR RFI - ELECTRICAL/SIGNS
04/18/19	2075144101	MARTIN, CLAIRE ALANA	0.50	GRADING/SOIL CONTAMINATION RFI
04/18/19	2075144101	WINKLER, SHERI L	0.50	ADMIN WORK
04/19/19	2075144101	MARTIN, CLAIRE ALANA	2.00	GRADING/SOIL CONTAMINATION RFI
04/19/19	2075144101	PASCOE, MARK D	1.00	PROJECT MANAGEMENT. CONTRACTOR/SPALDING RFI.
04/19/19	2075144101	WINNER, CASSANDRA R	1.00	CONTRACTOR QUESTION - GRADING
04/23/19	2075144101	MARTIN, CLAIRE ALANA	0.50	GRADING QUESTION
04/24/19	2075144101	MARTIN, CLAIRE ALANA	0.50	PROJECT MANAGEMENT
04/25/19	2075144101	MARTIN, CLAIRE ALANA	0.50	GRADING QUESTION
04/26/19	2075144101	MARTIN, CLAIRE ALANA	0.50	GRADING QUESTION
04/26/19	2075144101	PASCOE, MARK D	0.50	PROJECT MANAGEMENT DURING WEEK. EARTHWORK & GRADING RFI'S.
05/01/19	2075144101	MARTIN, CLAIRE ALANA	0.50	RAILROAD GRADE QUESTION
05/02/19	2075144101	MARTIN, CLAIRE ALANA	0.50	RAILROAD GRADE QUESTION
05/02/19	2075144101	WINNER, CASSANDRA R	1.00	CONTRACTOR QUESTION - CONTAMINATED SOILS
05/03/19	2075144101	PASCOE, MARK D	1.00	GRADING & HAZARDOUS MATERIAL
<b>Total Project 2075144101</b>			<b>26.25</b>	

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  
May 31, 2019  
Account No: 3051M

Balance

\$60.00

**Credit card payments may be made online through the firm's website at [www.anafirm.com](http://www.anafirm.com). Please note that the firm accepts Visa, Mastercard, American Express and Discover.**

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Page: 1  
May 31, 2019

Michigan Air Line Trail  
2009 Township Drive  
Commerce Township MI 48390

Account No: 3051-0000M  
Statement No: 117050

Attn: John Hensler

Previous Balance \$180.00

Fees

		Rate	Hours	
05/14/2019	Draft correspondence to Kate Anderson at Adams Outdoor Advertising regarding status of lease approval.	120.00	0.50	60.00
	For Current Services Rendered		0.50	60.00
	Total Current Work			60.00

Payments

06/03/2019 Payment Received, Check #2137 -180.00

Subtotal \$60.00

Total Due for this Matter \$60.00

**Credit card payments may be made online through the firm's website at [www.anafirm.com](http://www.anafirm.com). Please note that the firm accepts Visa, Mastercard, American Express and Discover.**

**Commerce, Walled Lake, Wixom Trailway Council Meeting  
5-8-2019  
3 p.m.  
Walled Lake Council Chambers  
Walled Lake, MI**

**Council members**

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

John Hensler, Manager of the Michigan Air Line Trail

Also Present: Kristen Wiltfang, Gerard Fertig, Deanna Magee, Sheryl Lucas, Fred Dore, Gabriel Costanzo, John Calvert,

Meeting was called to order by Secretary Steve Brown at 3:17 p.m.

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 4-10-2019 Minutes. <b>Motion</b> by Owsinek, supported by Brown, to approve the Minutes of April 10, 2019. <b>Motion Carried unanimously.</b>	
2	Public Comment. There was no public comment at this time.	
3A (i., ii., iii), 3B, 4	<p>Update on Construction/Engineering &amp; Next Steps.</p> <p>Grading is proceeding. Silt Fence installation will continue.</p> <p>Greenaway Drain materials have arrived and are on site, but installation is still TBD.</p> <p>Bollards: Manager presented several bollard designs and install costs from the trail contractor. Manager is also soliciting fabrication quotes from a local company. Manager will also send info on specs to Council members in the event that they may also solicit quotes.</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 is not anticipated until the 3<sup>rd</sup> week of June and will take a few weeks to complete.</p> <p>Phase Two: Wixom, Manager and Oakland County met with Lake State Railway in hopes of their assistance in facilitating a new crossing near the historic rail route.</p>	<p>Phase Two draft engineering RFP to be distributed by Manager after potential route is refined</p>
5	Adams Billboard Lease Update. No update at this time.	

6	<p><b>Trail Manager Report.</b></p> <p>Grading adjustments to try and minimize hauloff; adjusting original design to not grade out a full 10” of material. WBT did the same thing with their trail work.</p> <p>Copies of the pre-construction video distributed.</p> <p>18 people at Friends meeting last night. Working on staffing for:</p> <ul style="list-style-type: none"> <li>- WL Beach Party, June 22 (John O: can you register us?)</li> <li>- Wixom Fireworks, June 27</li> <li>- Wixom Blues/BBQ, July 18</li> <li>- Commerce concerts in August</li> <li>- Friends group planning on raising funds for Mile Markers this year.</li> <li>- GLTL Summit/May 2: Ride efforts are finally under way.</li> </ul> <p>www.greatlaketolaketrails.org is up and running... with a few glitches (and a lot of incomplete info) as well. Friends Group will staff a SAG stop at Gunnar Mettala Park on Sep. 17; do we want to have a special recognition for Mike (he will be riding, obv)? Special bike jersey, something like that?</p> <ul style="list-style-type: none"> <li>- Brochure for Road Crossings in development... WL input done, next is meeting with Wixom/TBD.</li> <li>- Website updated with Construction page, FAQ updated, all current.</li> </ul> <p>RFP documents for Attorney Services and Audit are in. Discussion was proposed for a meeting with the entire trail council.</p> <p>Depot: Wiltfang indicated that she has a potential user who might move all or part of the Depot. Time is of the essence.</p>	<p>Manager to draft Trail Events policy.</p> <p>Manager to revise RFP for Depot demolition.</p>
6	<p><b>Re-Writing Interlocal Agreement:</b> Next Steps. Wixom is scheduling time with their attorney for review. Commerce is as well.</p>	
7	<p>Financials submitted, discussion as warranted. Updated quarterly financials will presented and reviewed. Owsinek moved to approve as submitted, Brown seconded. <b>Motion Carried unanimously.</b></p>	
8	<p>Other matters &amp; next meeting date.</p> <ul style="list-style-type: none"> <li>• Manager will look into costs for renting temporary restroom facilities once the trail is open.</li> <li>• Next regular CW2 Trail Council meeting is Wednesday, June 12, 2019 at 3pm, at the <b>Walled Lake Council Chambers.</b></li> <li>• Next MALT Friends Group meeting is Tuesday, June 4, 2019 at 6:30 pm, at the <b>Wixom Public Library</b></li> </ul>	<p>Manager to reserve Commerce Twp Library rooms starting in July.</p>
9	<p>Approve the Warrants. Brown moved, Owsinek supported payment of the four warrants below for payment. <b>Motion Carried unanimously.</b></p> <ul style="list-style-type: none"> <li>• Invoice for the Manager of the Michigan Air Line Trail</li> <li>• Invoice for the firm of Adkison, Need, Allen, &amp; Rentrop, PLLC</li> <li>• Invoice for Stantec, LLC – to be paid from RCWJF funds</li> <li>• Invoice for Sunken Anchor Media for Pre-Construction video – to be paid from RCWJF funds</li> </ul>	<p>Invoices to be paid.</p>
10	<p>Adjourn. <b>Motion</b> by Owsinek, supported by Brown to adjourn. <b>Motion</b></p>	



	<b>Carried Meeting Adjourned at 3:59 PM</b>	
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**TO:** CW2 Trailway Council/John Owsinek  
c/o City of Walled Lake  
1499 E. West Maple Rd.  
Walled Lake, MI 48390

**INVOICE: CW2 Air Line Trail Manager, May 8—June 10, 2019**

**INVOICE DATE:** June 11, 2019

**DESCRIPTION:** Support for the following work from May 8—June 10, 2019:

*Marketing:*

Monthly maintenance/build-out, posting/updating to social media accounts (Facebook, Instagram, Twitter): 6 hrs

Presentation development, Construction updates video development, media follow-up: 5 hrs

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

*16 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.

*25 hours*

*Meetings/Events:*

	<u>Hours:</u>
5.7 MAT Friends Group Meeting	2.0
5.8 Trail Council meeting	2.0
5.15 Trail Construction update meeting	2.5
5.29 Trail Construction update meeting	2.5
5.31 M-5 Bridge update meeting	0.75
6.4 MAT Friends Group Meeting	2.0
6.5 Phase 2 meeting at AFC Holcroft	1.5
6.8 Ribbon-cutting of Green Oak Connector Trail, Island Lake	3.0
6.10 Phase 2 meeting at Korex	1.0
<u>6.10 Meeting with Mindy Fernandes, Rep. Crawford's office</u>	<u>1.0</u>
	18.25 hours

*Misc administrative tasks:* email, research/follow-up questions for Attorney and Accounting services, 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*

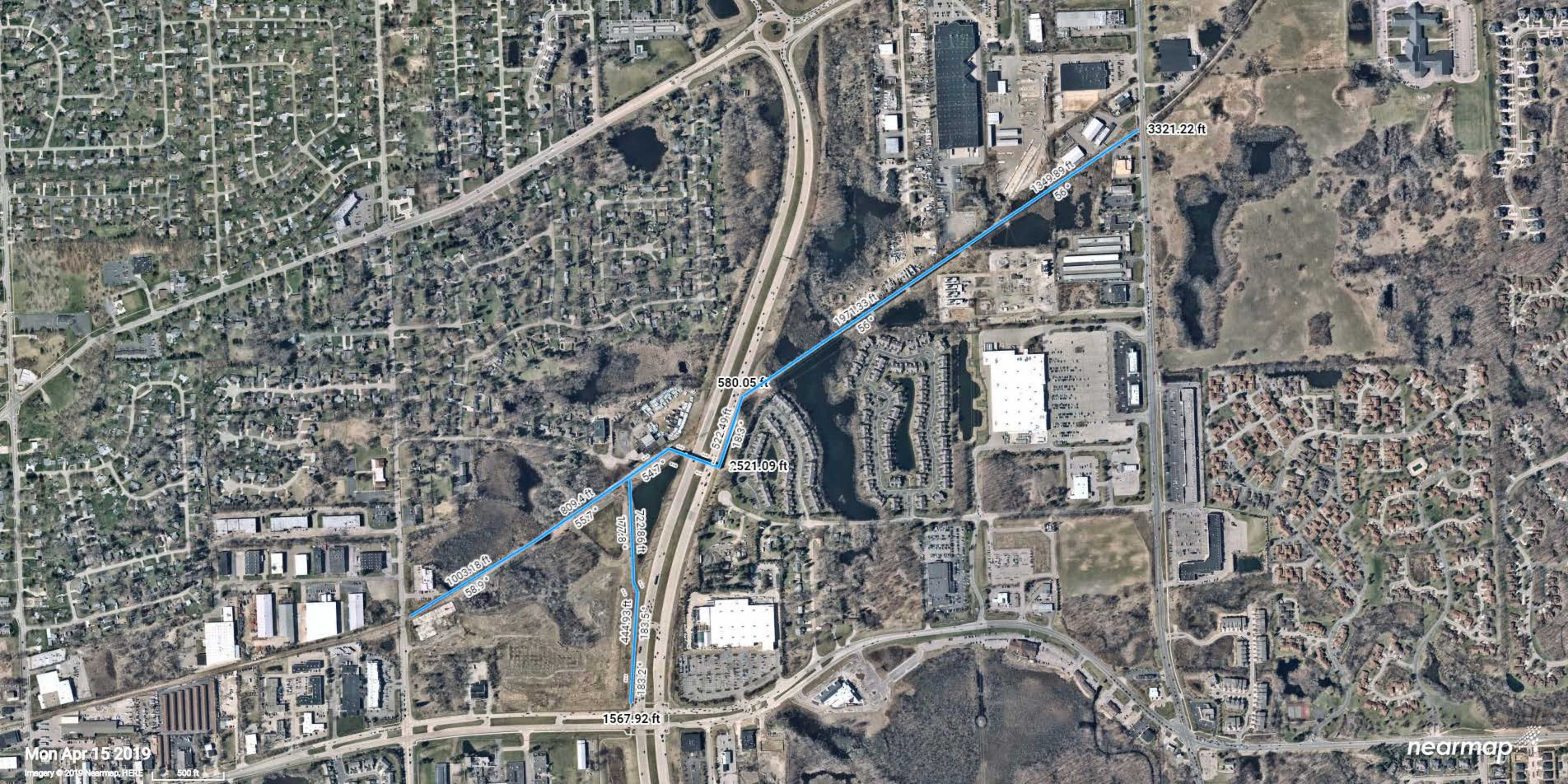
**TOTAL @ \$24/hour**

**\$1,734.00**

**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:JWHT61119



3321.22 ft

1849.89 ft  
56°

1971.33 ft  
56°

580.05 ft

522.49 ft  
183°

2521.09 ft

809.4 ft  
557°

722.86 ft  
87.7°

1003.18 ft  
58.9°

444.93 ft  
183.5°

1567.92 ft