

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

**AGENDA  
Wednesday 14 February 2018  
3:00 P.M.**

- 1. Approval of Minutes**
  - a. Regular Meeting January 10, 2018**
  - b. Special Meeting January 23, 2018**
  - c. Special Meeting January 25, 2018**
- 2. Public Comment**
- 3. Update on Design/Engineering & TAP grant application**
- 4. Update on Road Crossing Permit Applications**
- 5. Adams Billboard Lease Amendment Update**
- 6. Escrow Account Reconciliation Update – Community Reimbursements**
- 7. Discussion of Potential Property Acquisition, Crumb Rd. plot**
- 8. Trail Manager Report**
- 9. Trail Amenity Review and Discussion**
- 10. 2018 Trailway Council Budget Update**
- 11. Other matters and next meeting date**
  - a. Next Friends Group meeting March 6; Commerce Library**
  - b. Next Trail Council meeting March 14; Wixom**
- 12. Approve the Warrants**
  - a. Manager of the Air Line Trail**
  - b. Trail Attorney's invoice**
  - c. Invoice for Natural Community Services (phragmites cutting)**

**13. Public Comment**

**14. Adjourn**

**Commerce, Walled Lake, Wixom Trailway Council Meeting**  
**1-10-2018**  
**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, Cheryl Lucas, Deanna Magee, Fred Dore, Bradd Maki, Gabriel Costanzo, Gerry Fertig.

Meeting was called to order by President David Scott at 3:01 p.m.

**Item 1.** Approval of 12-20-2017 Minutes. **Motion** by Coogan, supported by Brown, to approve the Minutes of December 20, 2017. **Motion Carried unanimously.**

**Item 2.** Public Comment. There was no public comment.

**Item 3.** Update on Design/Engineering & TAP Grant Application. No news on the grant application as yet. The revised Authorization Letter granting Stantec permission to submit permits was reviewed and discussed. Brown moved to approve and release the letter, Coogan supported. **Motion Carried unanimously.** Walled Lake has requested to review all permit applications before they are submitted. Scott requested a general list of all needed permits that Stantec will submit for. A listing of all road crossings and recommended treatments for each crossing instance from Stantec was circulated along with engineering overview drawings of the intersections. It was pointed out that just last month the Federal Highway Administration issued revised guidelines for Rapid Rectangular Flashing Beacons, essentially phasing them out, so new signalized beacons or another type of traffic control device will need to be suggested by Stantec ([https://mutcd.fhwa.dot.gov/res-interim\\_approvals.htm](https://mutcd.fhwa.dot.gov/res-interim_approvals.htm)). The permit applications are only for working in the right-of-way, so items like beacons will not be affected for the permit applications. Manager also said he had requested a written rationale for the equipment decisions/choices at each road crossing from Stantec.

Manager also stated that he is getting questions about how much the Depot restoration will cost from potential donor sources. Coogan will check to make sure that inside of Depot is clean enough to permit Oakland County Historic Preservation Architects to enter and inspect. OC Architects will then prepare a written report that includes a conditions assessment, preliminary renovation cost estimates and a site plan for the surrounding area. A letter requesting assistance from the Trail Council was submitted last year; a similar letter from Walled Lake should also be submitted. Hensler will forward document that was sent last year to Oakland County from the Trail Council to Coogan.

**Item 4.** Update on Road Crossing Applications. It has become apparent that a Synchro Traffic Modeling study will likely be needed to justify a mid-block road crossing at Pontiac Trail in Walled Lake. Stantec has indicated that they feel this study is outside the project scope of Design & Engineering. Scott requested, on behalf of the Council, a rationale/explanation from Stantec as to why this is their position. The Council needs to understand why this does not fall under the description of Design & Engineering as described in the RFP that Stantec's services is supposed to follow. Wiltfang pointed out that at the project kickoff meeting with Stantec the Pontiac Trail crossing was highlighted as the principal crossing "in need of a creative solution." Regardless, in addition to the rationale, the Council also would like a cost estimate for Stantec's hiring of an outside Traffic Consultant to execute the traffic model/study, and also would like to ensure that Mike Levine is copied on the cost estimate for the study.

**Item 5.** Adams Billboard Lease Agreement. Mr. Adkison said that there was no news on the lease negotiations; they remain in progress. After reviewing a draft of the agreement, Walled Lake's attorney requested the addition of new language into the agreement regarding payment of lease funds to trail operation if an entity leaves the Trail Council. This led to a discussion on its own regarding some aspects of the Interlocal Agreement, and whether parts of it should be modified, clearly

defined or changed, particularly on how Capital is considered in the Agreement. Adkison commented that the IA was originally written to primarily address *acquisition* of the trail property, and not as much attention was given to trail *development* and/or *maintenance*. Adkison suggested each community confer with its own representatives and councils to determine requested or suggested changes to the IA, then the Trail Council as a whole can consider these requests and vote to re-draft the Agreement.

**Item 6.** Escrow Account Reconciliation. Tabled. Coogan will meet with the current Trail Account bookkeeper, Janet Bushey of Commerce. Coogan stated that it was her intention to meet with Bushey by the time of the next Trail Council meeting (Feb 14). Scott emphasized that Coogan also should meet with Judi Leppek of Mr. Adkison's firm to review the bookkeeping forensic analysis from Leppek and review allocation of payments and funds to the member communities.

**Item 7.** Potential Property Acquisition, Crumb Road property. Scott shared that David Campbell, Commerce Township Planning Director, had initiated discussion with MDOT about acquiring a plot of land immediately adjacent to the Trail and just west of the M-5 bridge site. Site has a wetland on it, but there may be room for a path to the Trail, some parking spots, etc. Purchase price would be \$1. One condition of the sale would be to develop a stormwater management/drainage plan and ensure that adjacent properties are not impacted negatively. Further study is needed; Manager will solicit engineering study estimates from a couple of firms to determine next steps and report back to Council. Adkison also suggested having a Phase I Environmental Report done on the parcel. Wiltfang suggested reaching out to the Road Commission to see if a trailhead would be permitted and if there are any road right-of-way impacts that need to be considered.

**Item 8.** Trail Manager Report. Attended bridge construction initial meeting Dec 21; looks like spans are planned to be added the first two weekends in May. Further construction details at next update meeting Jan 25. Next meeting with a potential donor is next week, developing Inquiry Letter for same. Hensler will speak at Jan. 18 Oakland County Trails, Water and Land Alliance quarterly meeting, along with Bob Wilson of MTGA speaking on GLTL Trail. Manager is attending the mParks Trail Summit, Feb. 6, during the annual mParks conference at DNR's Outdoor Discovery Center in Detroit.

Manager also suggested that a public input session for Depot uses might be worthwhile. A proposed schedule will be developed for review by the Council. Manager will also reach out to the Walled Lake Parks and Recreation Commission for input on the use of the Depot.

Trail manager indicated that the bill for MMRMA insurance will come due in the next 30 days; can be paid either by Bushey or Coogan depending on the process of the bookkeeping turnover.

**Item 9.** 2018 Trailway Council Budget Discussion. The "Governmental Information Letter" requested from the IRS has been delivered; copies will be sent to Secretary and Attorney.

**Item 10.** Other Matters and Next Meeting Date. Wiltfang shared results of the "amenity and site furniture" survey at the Trail Open House in October, and discussion quickly coalesced around the public option winner, Style #2. Wiltfang will gather a few more options that fit with that design aesthetic and will present at a future meeting. It was also discussed that some style differences might be welcome from municipality to municipality.

- Next regular MAT Trail Council meeting is Wednesday, February 14 at 3pm, at the **Wixom City Offices**.
- Next MAT Friends Group meeting is February 6, at 6:30 pm, at the **Commerce Township Library**.

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

- A. Invoice for the Manager of the Michigan Air Line Trail,
- B. Invoice for the firm of Adkison, Need, Allen, & Rentrop, PLLC

**Item 10.** Bradd Maki of Boss Engineering sought clarification as to whether Stantec's wetland/drainage review included the drain along the trail near the Walled Lake DPW, just slightly west of that site. Manager will check with Stantec. No additional public comment.

**Item 11.** Adjourn. **Motion** by Scott, supported by Coogan to adjourn. **Motion Carried Meeting Adjourned at 4:07 PM**

**Commerce, Walled Lake, Wixom Trailway Council Meeting**  
**1-23-2018**  
**9:30 a.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

Also Present: Kristen Wiltfang, Cheryl Lucas, Deanna Magee, John Calvert, Mark Pascoe, Mike Levine (via telephone conference).

Meeting was called to order by President David Scott at 9:32 a.m.

**Item 1.** Public Comment. There was no public comment.

**Item 2.** Update on Design/Engineering & TAP Grant Application. Manager reported that Vince Ranger, MDOT's local grant coordinator, informed him that while the grant application was impressive, the local match contribution was too low. MDOT is requesting a local match of 50%, the grant application submitted in October 2017 had a 20% local match. The difference between a 20% and 50% match is \$1.3 million. MDOT indicated that if the Trail Council could raise the additional funds that MDOT would conditionally award the \$2.1 million in the interim. Funds would need to be raised by June 2018.

Mark Pascoe of Stantec presented a spreadsheet with a number of different potential funding scenarios. Mike Levine (via conference call) indicated that he would be willing to be an equal participant in matching any additional contributions from the three communities. Mr. Levine also offered a low interest loan (2% interest, five-year payback) as an option for the Council to consider.

When asked if any of the budget items had changed significantly from the October application date, Mr. Pascoe said that a few items had increased and a few had decreased, but no major changes in budget to date.

Discussion centered on the reality that additional fund commitments from the three communities will be extremely difficult to procure. Manager was encouraged to find additional funding sources that do not require the cites to add to their existing commitment.

A meeting was arranged for Wednesday the 24<sup>th</sup> with a potential funder. No action was taken by the Trail Council at this time.

**Item 3.** Other Matters and Next Meeting Date.

- Next regular MAT Trail Council meeting is Wednesday, February 14 at 3pm, at the **Wixom City Offices**.
- Next MAT Friends Group meeting is February 6, at 6:30 pm, at the **Commerce Township Library**.

**Item 4.** Adjourn. **Motion** by Scott, supported by Brown to adjourn. **Motion Carried Meeting Adjourned at 10:57 AM**

**Commerce, Walled Lake, Wixom Trailway Council Meeting**  
**1-25-2018**  
**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 (via telephone conference)
Steven Brown	Wixom	Secretary	Present

John Hensler, Manager of the Michigan Air Line Trail

Also Present: Kristen Wiltfang, Cheryl Lucas, Deanna Magee.

Meeting was called to order by President David Scott at 3:25 p.m.

**Item 1.** Public Comment. There was no public comment.

**Item 2.** Update on Design/Engineering & TAP Grant Application. Manager reported that he met with a potential donor on Wednesday along with Ms. Wiltfang and Mr. Brown. End result of the conversation was that the Trail Council (likely via a 501C3 organization like the Wixom Community Foundation or other) was invited to apply for grant funds to make up the anticipated \$1.3 million shortfall from the anticipated MDOT TAP funds.

Motion was made by Coogan, supported by Scott, to instruct Manager to contact MDOT and request a Conditional Commitment of the \$2.1 million grant amount, per the submitted application, subject to the Trail Council's ability to raise additional funds to cover the shortfall. **Motion carried unanimously.**

Manager will reach out to Wixom Community Foundation reps for a meeting to discuss potential participation in grant applications.

**Item 3.** Other Matters and Next Meeting Date. Manager indicated that a payment of \$300 to accompany the permit applications for the Road Commission for Oakland County will be needed when the permit applications are submitted, perhaps as early as during the week of January 29.

- Next regular MAT Trail Council meeting is Wednesday, February 14 at 3pm, at the **Wixom City Offices**.
- Next MAT Friends Group meeting is February 6, at 6:30 pm, at the **Commerce Township Library**.

**Item 11.** Adjourn. **Motion** by Scott, supported by Brown to adjourn. **Motion Carried Meeting Adjourned at 3:48 PM**

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  
January 31, 2018  
Account No: 3051M

Balance

\$443.18

**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

Michigan Air Line Trail  
 2009 Township Drive  
 Commerce Township MI 48390

Page: 1  
 January 31, 2018  
 Account No: 3051-0000M  
 Statement No: 111965

Attn: John Hensler

Previous Balance \$1,379.25

Fees

		Rate	Hours	
01/09/2018	Receive and review correspondence from Vahan Vanerian regarding lease payments from Adams Outdoor upon dissolution of Trailway Council. Review Interlocal Agreement provisions touching on issues raised and respond by email.	120.00	0.50	60.00
01/10/2018	Attend meeting of Trailway Council for month of January 2018.	120.00	1.25	150.00
01/16/2018	Telephone call with Colleen Coogan re reimbursement spreadsheet.	50.00	0.66	33.00
01/18/2018	Draft Memorandum re telephone call with Colleen Coogan. Send electronically to Phillip G. Adkison.	50.00	0.20	10.00
01/26/2018	Telephone call from John Hensler regarding Open Meetings Act issue. Draft and send letter regarding pending issues affecting the trailway council: remote participation, budget approval requirements, and allocation of costs of improvement.	120.00	0.75	90.00
	For Current Services Rendered		3.36	343.00

Expenses

01/25/2018	Westlaw - Computer Aided Legal Research.			100.18
------------	--	--	--	--------



Total Expenses		100.18
Total Current Work		443.18
	<u>Payments</u>	
01/10/2018	Payment Received, Check # 2086	-965.25
01/16/2018	Payment Received, Check # 2089	-414.00
	Total Payments	-1,379.25
	Subtotal	<u>\$443.18</u>
	Total Due for this Matter	<u>\$443.18</u>

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

**Natural Community  
Services**

6410 Upper Straits Blvd  
West Bloomfield, MI 48324  
US  
(248) 513-1909  
naturalcommunityservices@  
gmail.com  
<http://naturalcommunityservices.webs.com/>



## INVOICE

**BILL TO**

John  
Michigan Airline Trail

**INVOICE #** 2032

**DATE** 01/24/2018

**DUE DATE** 01/24/2018

**TERMS** Due on receipt

---

**LIZ DELISLE**

DESCRIPTION	AMOUNT BILLED
<b>Sales</b> Cut Phragmites Spray all zones per specifications on data sheets	3,784.00
<hr/>	
BALANCE DUE	<b>\$3,784.00</b>

**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, January 10 — February 13, 2018

**INVOICE DATE:** February 13, 2018

**DESCRIPTION:** Support for the following work from January 10–February 13:

*Marketing:*

Monthly maintenance/build-out, posting to social media accounts (Facebook, Instagram, Twitter): 5 hrs

Presentation development, animation for Fundraising sources, etc: 6 hrs

Further refinements & development of 2<sup>nd</sup> gen website, 2 hrs

*13 hours*

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

*1 hour*

TAP Grant Application including consultation, meetings, review of documents:

Meetings/Events: 9 hours

Management, writing, consultation, media follow-up: 6 hours

*15 hours*

*Meetings/Events:*

	<u>Hours:</u>
1.10 Trailway Council	2.5
1.16 Meeting with potential donor, Birmingham	1.0
1.23 Trailway Council Special Meeting	1.5
1.24 Donor Consultation meeting, Pontiac	1.5
1.25 Trailway Council Special Meeting	1.5
1.31 Meeting with MMRMA/Ibex Agency	1.0
1.31 Meeting with Wixom Comm Foundation	1.5
2.6 mParks Trail Summit, Detroit	8.0
2.6 MAT Friends' Group meeting	2.5
2.8 M-5 Bridge Construction Update Meeting, MDOT	1.5
	<hr/>
	<i>22.5 hours</i>

*Continued next page*

*Continued from previous page...*

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

*12 hours*

**TOTAL @ \$24/hour** **\$1,524.00**

**Trail Summit Registration: mParks & Rec Association** **\$145.00**

**TOTAL this invoice** **\$1,669.00**

**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:JWHT21318

**Subject:** Transaction Receipt from Michigan Rec and Park Association for \$145.00 (USD)

**From:** "Auto-Receipt" <noreply@mail.authorize.net>

**Date:** 1/22/18, 12:36 PM

**To:** "John Hensler" <manager@miairlinetrail.com>

Order Information

Description: 2018 Michigan Trail Summit

Invoice Number E10716

---

**Billing Information**

John Hensler  
Michigan Air Line Trail  
5045 Mansfield Ave.  
Royal Oak, MI 48073-1141  
US  
manager@miairlinetrail.com  
2485060942

**Shipping Information**

---

**Total: \$145.00 (USD)**

Payment Information

Date/Time: 22-Jan-2018 12:36:57 EST

Transaction ID: 60898415618

Payment Method: Visa xxxx3032

Transaction Type: Purchase

Auth Code: 083612

Merchant Contact Information

Michigan Rec and Park Association  
Lansing, MI 48906  
US  
ajenks@mparks.org