

**COMMERCE, WALLED LAKE & WIXOM (CW2) TRAILWAY
MANAGEMENT COUNCIL**

AGENDA

Wednesday 11 August 2021

3:00 P.M.

Wixom City Hall

- 1. Approval of Minutes**
- 2. Public Comment**
- 3. Trail Construction Updates**
 - a. Phase One**
 - a) Signage updates**
 - 1. Road Crossing signage & Kiosks**
 - b) Connection to On The Dunes- event to dedicate?**
 - c) Padlocks for kiosks — update**
 - b. Phase Two**
 - i Design/Engineering updates, pre-con video**
 - ii TAP Grant updates**
- 4. Adams Billboard Install Update**
- 5. Trail Manager Report**
 - a. Friends Group Update**
 - i Upcoming events**
 - ii 2022 Event on three trails**
 - b. Bench donation program — updates**
 - c. Seasonal maintenance – mowing/debris and maintenance update**
- 6. Financials discussion as warranted**
- 7. Walled Lake Withdrawal from Council –Updates**
- 8. Other matters and next meeting date**

- a. Next Friends Group meeting Tue, Sep. 7; Location TBD**
 - b. Next Trail Council meeting Weds, Sep. 8, Wixom**
- 9. Approve the Warrants**
 - a. Manager of the Air Line Trail**
 - b. Attorney invoice**
 - c. RCOC invoice**
- 10. Adjourn**

Commerce, Walled Lake, Wixom Trailway Council Meeting
7-14-2021
3 p.m.
Hosted by City of Wixom, City Manager's Office

Council members

Steve Brown	Wixom	President	Present
Larry Gray	Commerce	Treasurer	Present

John Hensler, Manager of the Michigan Air Line Trail

Also Present: Kristen Wiltfang, Tim Sikma, Sheryl Lucas, Drew Benson
Meeting was called to order by President Steve Brown at 3:00 pm.

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 6-16-2021 Minutes. Motion by Gray, supported by Brown, to approve the Minutes of June 16, 2021. Motion Carried unanimously.	
2	Public Comment. No Public Comment.	
3A (i., ii., iii), iv	Update on Construction/Engineering & Next Steps. Phase One Construction: - - Wayfinding/Road Crossing/Kiosk signs: proofs approved; in production. (install September; delays in production/availability of plastic lumber posts) - OTD path and kiosk placement location: Complete; contractor did a good job with trimming overgrown foliage.	
3B	Phase Two: No updates on TAP grant review. Project is looking good, but more MDOT evaluation meetings to come. Still on track for notification in July.	
4	Adams Billboard Lease Update. No additional updates available.	
5	Trail Manager Report. - Friends Group met in-person for first time in 16 months. - Working on a plan for a three-trail event for 2022. - Order has been submitted for two benches with Commerce Twp. First install is in Wixom at Center Blvd crossing. Wixom will install at their cost.	
6	Financials submitted, discussion as warranted. WL has two unpaid bills for Phase One construction. These will likely be reflected in any final withdrawal arrangement between WL and the Council.	
7	Walled Lake Council Withdrawal from Council - Discussion. • Legal description done; proposed agreement with the DNR for review.	
8	Other matters & next meeting date. • Knox padlocks: Mr. Gray presented costs for padlocks. Brown mentioned to buy a set for Wixom as well. Manager will check with WL to determine their interest in purchasing. Brown moved, Gray seconded a motion to purchase 18 (11 for Commerce, 7 for Wixom) or	

	<p>24 (additional 8 if WL would like to participate) Knox padlocks. Motion Carried Unanimously.</p> <ul style="list-style-type: none"> • Next regular CW2 Trail Council meeting is Wednesday, Aug. 11, 2021 at 3pm, in Wixom. Wixom will continue to host until December 2021, where Commerce will host for 6 months. • Next MALT Friends Group meeting is Tuesday Aug. 3, 2021 at 6:30 pm, at a location TBD. 	
9	<p>Approve the Warrants. Gray moved, Brown supported payment of the warrant below for payment. Motion Carried unanimously.</p> <ul style="list-style-type: none"> • Invoice for the Manager of the Michigan Air Line Trail • Attorney Services 	Invoices to be paid.
10	<p>Adjourn. Motion by Gray, supported by Brown to adjourn. Motion Carried Meeting Adjourned at 3:28PM</p>	

TO: CW2 Trailway Council
c/o Trailway Management Council
2009 Township Drive
Commerce Township, MI 48390

INVOICE: CW2 Air Line Trail Manager, July 13—August 9, 2021

INVOICE DATE: August 10, 2021

DESCRIPTION: Support for the following work from July 13—Aug. 9, 2021:

Marketing:

Monthly maintenance/build-out, posting/updating to social media accounts (Facebook, Instagram, NextDoor, Twitter): 2 hrs
Additional refinements & development of website, updating website layout and other info page content, maintaining & archiving 1 hrs
3 hours

Trail Phase One Construction: Wayfinding/amenity/kiosk signage layout & review and production, including reviews of sign proofs and revisions. Installation consultation of signage amenities, coordination of bench donation install policy. Project management assistance, planning & on-site consultation for trail connector to On The Dunes Trailhead including signage and adjustments to plans.

8 hours

Grant management: Coordination with Community Foundation of Greater Rochester on C-19 Oakland County Cultural Institution Grant award items, plus record-keeping for grant purposes. Assistance with follow-up on RCWJF phase one items.

3 hours

Trail Phase Two Design Engineering: including research, management, follow-up and direction including coordination and consultation with Design Engineers, meetings, research on and communication with stakeholders, city staff, engineering staff and others as needed.

13 hours

Continued next page

<i>Meetings/Events:</i>	<u>Hours:</u>
7.14 Trail Council Meeting, Wixom	1.5
7.22 Phase Two design update meeting	1.0
<u>8.3 MALT Friends Group meeting</u>	<u>2.5</u>
	<i>5 hours</i>

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.
6 hours

Total @ \$24/hour **\$912.00**

Print items:
 Crossing signal motivational signage, 8 pieces \$130.75

TOTAL This Invoice: **\$1,042.75**

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:JWHT081021

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 31, 2021
Account No: 3051M

Balance

\$270.00

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

Michigan Air Line Trail
2009 Township Drive
Commerce Township MI 48390

Attn: John Hensler

Page: 1
July 31, 2021
Account No: 3051-0000M
Statement No: 125313

Previous Balance \$60.00

Fees

		Rate	Hours	
07/01/2021	Revise proposed Quit Claim Deed to City of Walled Lake and forward to Merrie Carlock and Jon Mayes at Michigan Department of Natural Resources. Telephone call to Wixom City Attorney Carol Rosati regarding same. Make changes to proposed Settlement Agreement drafted by Van Vanerian.	120.00	<u>2.25</u>	<u>270.00</u>
	For Current Services Rendered		2.25	270.00
	Total Current Work			270.00

Payments

07/28/2021	Payment Received, Check # 2194			-60.00
------------	--------------------------------	--	--	--------

Subtotal \$270.00

Total Due for this Matter \$270.00

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.

*** INVOICE ***

Road Commission for Oakland County
31001 Lahser Road
Beverly Hills, MI 48025-0000

Period Ending - 6/30/2021

Phone: 248-645-2000

0181

CW2 TRAILWAY MANAGEMENT COUNSI
2009 TOWNSHIP DRIVE
COMMERCE TOWNSHIP, MI 48390-0000

Invoice Number 2363
Invoice Date 07/14/2021
Work Order Number S00181
CW2 Trailway Management Counsi
Signal Maintenance

Labor	253.91
Equipment	94.10
Material	0.00
Payables	0.00
Contractors	0.00
Overhead	59.16
Current Charges	407.17
Customer Share	407.17
Advance Deposit Applied	0.00
Total Amount Due	407.17

Please record your work order number and the invoice number on your check.
Any questions, contact Joe Hodi at (248) 645-2000 x2234 or email jhodi@rcoc.org
Due date within 30 days of invoice date

Date 07/14/2021
 Time 09:31:13

Road Commission for Oakland County
 AR - Sundry Invoice Detail for - JUN
 Bill Thru - 6/30/2021

Invoice Number: 2363 Invoice 07/14/2021

Work Order: S00181 CW2 Trailway Management Counci

Type	Reference Number	Description	Quantity	Cost	Amount	Date
Overhead	706.000				43.16	06/30/2021
	941.000				16.00	06/30/2021

Overhead Total 59.16

Work Type Total 59.16

Work Order: S00181 CW2 Trailway Management Counci Signal Number: 01524G HAGGERTY RD AND MI AIR LINE TR

Type	Reference Number	Description	Quantity	Cost	Amount	Date
Labor	122878	Traffic Safety Electrical	2.00	62.385000	124.77	06/28/2021
	122880	Traffic Safety Electrical	2.00	64.570000	129.14	06/28/2021

Labor Total 253.91

Equipment	A0909	TRAFFIC SIGNAL TRUCK	2.00	31.000000	62.00	06/28/2021
	B1053	STAKE TRUCK	2.00	16.050000	32.10	06/28/2021

Equipment Total 94.10

Work Type Total 348.01

Signal Total 348.01

Work Order Total 407.17

0181 CW2 TRAILWAY MANAGEMENT COUNSI Billable 100.00 407.17

Total Billable: 407.17

Total Non-Billable: