

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

**AGENDA
Wednesday 13 February 2019
3:00 P.M.**

- 1. Approval of Minutes**
- 2. Public Comment**
- 3. Construction/Engineering – Next Steps**
 - a. Bids released, job awarding in progress**
 - b. Bridge update**
 - c. Phase Two Design/Engineering/Route/RFP update**
- 4. Adams Billboard Lease Update**
- 5. Trail Manager Report**
 - a. Resolution on Trail Name**
- 6. Greenaway Drain Replacement work update**
- 7. Re-Writing Interlocal Agreement: update**
- 8. Financials submitted, discussion as warranted**
- 9. Other matters and next meeting date**
 - a. Next Friends Group meeting Weds, Mar 5; Wixom Library**
 - b. Next Trail Council meeting Mar. 13; Walled Lake**
- 10. Approve the Warrants**
 - a. Manager of the Air Line Trail**
 - b. Trail Attorney's invoice**
 - c. Boss Engineering invoice**
 - d. Stantec (via Wixom) invoice**

11. Public Comment

12. Adjourn

**Commerce, Walled Lake, Wixom Trailway Management Council
Special Meeting
2-11-2019
3 p.m.
Commerce Township Offices
2009 Championship Drive
Commerce Township, MI 48390**

Council members

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

John Hensler, Manager of the Michigan Air Line Trail

Also Present: Kristen Wiltfang, Linda Ackley, Deanna Magee, Casey Ambrose, Gabriel Costanzo

Meeting was called to order by President David Scott at 3:03 p.m.

ITEM #	DESCRIPTION	ACTION BY
1	Agenda change request: Owsinek moved to require a comprehensive audit for all Trail Council activity starting in 2009 and continuing to the present. There was not a second. Motion died due to lack of support.	
2	Approval of 2-4-2019 Minutes. Motion by Owsinek, supported by Brown, to approve the Minutes of February 4, 2019. Motion Carried unanimously.	
3	Public Comment. There was no public comment at this time.	
4	<p>Manager indicated that Wixom's engineer will be meeting at the WL Depot this week, likely on Thursday the 14th. Exact details to be fleshed out. Manager will notify all Trail Council members when the meeting is confirmed.</p> <p>Discussion resumed on the Interlocal Agreement Rewriting, picking up with item 7.4</p> <p>Target dates for the following year's proposed budget submissions were set for November's Trail Council meeting.</p> <p>Item 7d: discussion centered on specific maintenance items like invasives maintenance. It was agreed that these costs should be part of the trail maintenance and should be borne by the community in which the invasives are a problem.</p> <p>Item 8: some redundant language regarding contracts was removed.</p> <p>Item 9c: Withdrawals – if the council dissolves, where do the funds donated by individuals as gifts go? How will they be used? Wiltfang to consult the Community Foundation of Greater Rochester (CFGR) Fund Agreement. There should also be a line item in future budgets for fund management fees from fund managers like CFGR</p> <p>Item 12. Language was added that directs the audit for the previous year to be started no later than 90 days after the close of the previous fiscal year.</p> <p>In addition, the first audit done will cover the time period starting with Trail</p>	

	<p>ownership... Feb. 8, 2017.</p> <p>Motion by Owsinek, supported by Brown, to perform that audit starting with the ownership date. Motion carried.</p> <p>Motion by Scott, supported by Owsinek, for the Trail Manager to draft an RFP for accounting firms to deliver auditing services. Motion carried.</p> <p>Next steps for the Interlocal Agreement: Hensler and Wiltfang will finalize the edits to the Interlocal Agreement and distribute to the Trail Council. Brown reiterated that if municipal attorneys review the draft Agreement, that it will be at the cost of the City/Township, and not the Trail Council.</p> <p>Per request of Mayor Ackley, Wiltfang presented a proposed funding breakdown that included both population and mileage of trail. The new percentages of support would be Commerce 53%, Walled Lake 18%, and Wixom 29%.</p> <p>The next meeting date is 3:00 p.m. on Feb. 13 at the Walled Lake Chambers.</p>	<p>Manager to draft RFP for Auditing services.</p>
<p>5</p>	<p>Adjourn. Motion by Owsinek, supported by Brown to adjourn. Motion Carried Meeting Adjourned at 4:06 p.m.</p>	

Purpose: To Rename the Michigan Air Line Trail to the Lakelands Trail-East Unit

Proposed by: Levine Family Foundation

For consideration by the CW2 Trailway Management Council at their meeting on Wednesday, November 14, 2018 at 3:00pm:

RESOLUTION 2018-1

WHEREAS, the Lakelands Trail in Livingston County has been recently named the “Mike Levine Lakelands Trail State Park,” and

WHEREAS, a portion of the Phase Two route was originally acquired by the Michigan Department of Natural Resources under the name “Lakelands Trail–East Unit,” so there is a historic connection to the route in that area, and

WHEREAS, it is possible that too many trail names will create a sense of confusion for users of both the individual trails and the Great Lake to Lake Trail, and

WHEREAS that any decision to re-name the Trail will still need review by the Western Oakland Trailway Management Council if the Huron Valley Trail or parts of said unit are to be renamed similarly,

NOW, THEREFORE BE IT RESOLVED, by the CW2 Trailway Management Council, that:

- 1) The council formally declares its property, formerly known as the Michigan Air Line Trail, will be re-named the Lakelands Trail – East Unit.

Motion to approve was made by _____ and seconded by _____

AYES:

NAYS:

ABSENT:

Background on the Huron Valley Trail

In 1989, the Michigan DNR purchased approximately 29 miles of former Grand Trunk Railroad right-of-way in Jackson, Ingham and Livingston Counties along with another 7 miles in Oakland County. At that time, these two units were designated as LakeLands Trail State Park and were separated by a 7-mile gap from Hamburg Township to South Lyon. In 2000, the DNR leased the section in Oakland County to the Western Oakland County Trailway Management Council (WOCTMC) and that portion was renamed to Huron Valley Trail. WOCTMC was established in September 1997 through an Interlocal Agreement and consists of members from South Lyon, Lyon Township, Milford Township and the Huron-Clinton Metroparks.

Trail surfacing and construction was completed in 2003 on the Huron Valley Trail and the improved portion extends from Dixboro Rd in South Lyon to Old Plank Rd in Milford Township. The City of South Lyon owns the trail property in the city and the DNR owns the remaining property, the local communities maintain the portion of the trail in their respective jurisdiction and the WOCTMC coordinates trail related efforts.

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, January 15—February 11, 2019

INVOICE DATE: February 12, 2019

DESCRIPTION: Support for the following work from January 15—February 11, 2019:

Marketing:

Monthly maintenance/build-out, posting/updating to social media accounts (Facebook, Instagram, Twitter): 4 hrs
Presentation development, temp signage development, media follow-up: 2 hrs
Further refinements & development of 2nd gen website, drafting/writing new pages for site, archiving 5 hrs
11 hours

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

Phase One Construction Engineering: including consultation, management, follow-up and direction including Greenaway Drain plans, final permit & plans review & adjustments, donor relations, etc.
14 hours

<i>Meetings/Events:</i>	<u>Hours:</u>
1.15 WL Council meeting	3.5
1.16 Trail Council meeting	2.0
<u>1.29 Trail Council special meeting</u>	<u>2.0</u>
	<i>7.5 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.
9 hours

TOTAL @ \$24/hour **\$996.00**

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:JWHT21119

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, 2019
Account No: 3051M

Balance

\$150.00

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

Page: 1
 January 31, 2019
 Account No: 3051-0000M
 Statement No: 115916

Attn: John Hensler

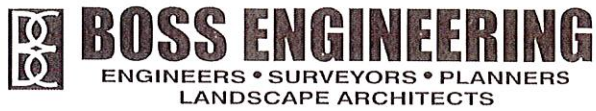
Previous Balance \$1,176.00

Fees

		Rate	Hours	
01/04/2019	Telephone call with John Hensler regarding budgeting process and pending projects.	120.00	0.75	90.00
	Receive and review correspondence from John Hensler with draft letter to participating Trailway communities. Provide comments and changes.	120.00	0.75	90.00
01/13/2019	Prepare summary of budget and project approval process requirements of Interlocal Agreement and forward to John Hensler.	120.00	0.75	90.00
01/16/2019	Attend January 2019 meeting of Trailway Council.	120.00	1.30	156.00
	Telephone call from Carol Rosati regarding status of Michigan Department of Transportation TAP project.	120.00	0.10	12.00
01/18/2019	Receive and review correspondence from Kristen Wiltfang with suggestions for Amended and Restated Interlocal Agreement. Begin amendment process. NO CHARGE.	120.00		
01/19/2019	Continue preparation of Amended and Restated Interlocal Agreement. NO CHARGE.	120.00		
01/20/2019	Finalize preliminary draft of First Amended and Restated Interlocal Agreement and send to interested parties. NO CHARGE.	120.00		

	Rate	Hours	
01/22/2019			
Receive and review correspondence from Kristen Wiltfang with comments to draft amendment to Interlocal Agreement. Respond to same. NO CHARGE.	120.00		
Telephone call to Kristen Wiltfang regarding proposed Amended and Restated Interlocal Agreement. Forward her comments to Trailway Council.	120.00		
For Current Services Rendered		3.65	438.00
Total Current Work			438.00
<u>Payments</u>			
01/14/2019			-288.00
01/29/2019			-1,176.00
Total Payments			-1,464.00
Subtotal			<u>\$150.00</u>
Total Due for this Matter			<u>\$150.00</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.



3121 E. Grand River
 Howell, MI 48843
 517 546-4836

City of Walled Lake
 Sandra Barlass
 1499 W. Maple Road
 Walled Lake, MI 48390

Invoice number 111641
 Date 11/09/2018

Project **17-443 CITY OF WALLED LAKE/NW34/COMMERCE/MI AIRLINE TRAIL**

For Professional Services Rendered Through October 31, 2018.

\$7,500 +/- Hourly Estimate

Civil Engineering Services for consultation on the design and construction of the Michigan Airline Trail through the City of Walled Lake. Also includes drawing updates and coordination of culvert crossing.

EMAIL ALL INVOICES WITH DETAIL TO SANDRA BARLASS Finance@walledlake.com PER 8/2/18

** WE ACCEPT VISA, DISCOVER AND MASTERCARD **

Professional Fees

	Hours	Rate	Billed Amount
Bradd D. Maki	5.50	100.00	550.00
		Invoice total	550.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
111616	10/16/2018	2,350.00	2,350.00				
111641	11/09/2018	550.00	550.00				
	Total	2,900.00	2,900.00	0.00	0.00	0.00	0.00

NET DUE 10 DAYS

City of Walled Lake - Project Detail Report

Project ID	Date	Employee	Units/Hours	Notes
17-443	10/01/18	Bradd Maki	0.25	submittal status emails w/Hensler
17-443	10/24/18	Bradd Maki	2.00	Trail conference call, related review/call w/Dan and emails. (2hr)
17-443	10/25/18	Bradd Maki	2.50	trail emails w/John, calls w/Dan & Chelsea, and related (2.5hr)
17-443	10/26/18	Bradd Maki	0.25	follow-up.
17-443	10/29/18	Bradd Maki	0.50	review trail email, send email response to Chelsea (0.5hr)

5.50



INVOICE

RECEIVED

FEB 07 2019

Invoice Number 1469075
 Invoice Date February 5, 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

EXECUTIVE OFFICE
WIXOM, MI 48393

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	Pascoe, Mark D	Contract Upset	20,000.00
Current Invoice Total (USD)	3,667.50	Amount Billed to Date	3,667.50
		For Period Ending	February 1, 2019

Address MDOT, RCOC, and Contractor Comments During Bidding & Permitting. No PM Time Charged.

Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Arnold, Jeremy D	5.00	105.00	525.00
Evans, Deborah L (Debbie)	0.75	116.00	87.00
Winner, Cassandra R	15.50	116.00	1,798.00
Martin, Claire Alana	6.50	147.00	955.50
Tyler, Anthony F (Tony)	2.00	151.00	302.00
Subtotal Professional Services	<u>29.75</u>		<u>3,667.50</u>

Total Fees & Disbursements	<u>3,667.50</u>
INVOICE TOTAL (USD)	3,667.50

Due upon receipt or in accordance with terms of the contract

Billing Backup

Date	Project	Employee/Supplier	Quantity	Comment
01/03/19	2075144101	ARNOLD, JEREMY D	2.00	ADDRESSING MARK UPS
01/03/19	2075144101	MARTIN, CLAIRE ALANA	2.00	RRFB UPDATE
01/03/19	2075144101	WINNER, CASSANDRA R	3.00	RRFB ADDENDUM (PLANS, MERL)
01/04/19	2075144101	ARNOLD, JEREMY D	3.00	ADDRESSING MARK UPS
01/04/19	2075144101	MARTIN, CLAIRE ALANA	1.00	RRFB UPDATE
01/04/19	2075144101	TYLER, ANTHONY F (TONY)	1.00	REVIEW OF PLAN CHANGES AND ENG EST FOR RCOC AND RRFB CROSSINGS.
01/04/19	2075144101	WINNER, CASSANDRA R	3.00	RRFB ADDENDUM (PLANS, MERL)
01/07/19	2075144101	MARTIN, CLAIRE ALANA	1.25	RRFB REVISIONS
01/08/19	2075144101	MARTIN, CLAIRE ALANA	0.50	RRFB REVISIONS
01/08/19	2075144101	WINNER, CASSANDRA R	4.00	RRFB COMMENTS FROM LANDON (MDOT)
01/22/19	2075144101	MARTIN, CLAIRE ALANA	0.25	CONTRACTOR QUESTION - MAST ARM
01/22/19	2075144101	WINNER, CASSANDRA R	1.00	CONTRACTOR QUESTION
01/23/19	2075144101	MARTIN, CLAIRE ALANA	0.50	CONTRACTOR QUESTION - MAST ARM
01/24/19	2075144101	MARTIN, CLAIRE ALANA	0.50	CONTRACTOR QUESTION - MAST ARM
01/24/19	2075144101	TYLER, ANTHONY F (TONY)	1.00	MAST ARM STAND PIPE BID INQUIRY. PA TO MDOT, TICE, FOR MANAGING PE AND CE CONTACT INFORMATION.
01/25/19	2075144101	WINNER, CASSANDRA R	0.50	CONTRACTOR QUESTION
01/29/19	2075144101	MARTIN, CLAIRE ALANA	0.50	CONTRACTOR QUESTION
01/29/19	2075144101	WINNER, CASSANDRA R	4.00	EXCAVATION/EMBANKMENT QUANTITIES PER CONTRACTOR REQUEST
01/31/19	2075144101	EVANS, DEBORAH L (DEBBIE)	0.75	PROJECT COORDINATION
Total Project 2075144101			29.75	