

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

AGENDA

Wednesday 16 June 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- in process**
 - b. Phase Two**
 - i Design/Engineering updates**
 - ii TAP Grant updates**
- 4. Adams Billboard Install Update**
- 5. Trail Manager Report**
 - a. Trail connection policy – updates**
 - b. Bench donation program — order submitted**
 - c. Friends Group Update**
 - i National Trails Day Event**
 - ii 2022 Event on three trails**
 - d. Seasonal maintenance – updates as needed**
- 6. Financials discussion as warranted**
- 7. Walled Lake Council Withdrawal from Council –Updates**
- 8. Other matters and next meeting date**
 - a. Knox padlocks**

Commerce, Walled Lake, Wixom Trailway Council Meeting
5-12-2021
3 p.m.
VIRTUAL/ONLINE meeting — Hosted by City of Wixom via Zoom

Council members

Steve Brown	Wixom	President	Present
Larry Gray	Commerce	Treasurer	Present

John Hensler, Manager of the Michigan Air Line Trail

Also Present: Deanna Magee, Kristen Wiltfang, Janet Bushey, Tim Sikma
Meeting was called to order by President Steve Brown at 3:10pm.

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 4-14-2021 Minutes. Motion by Gray, supported by Brown, to approve the Minutes of April 14, 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 in production. (install June/July) - OTD path and kiosk placement location: Commerce Township Board approved expenditure with RCWJF matching funds for the connector to be completed to On The Dunes.	
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. Official approval of the “maze” setup at the railroad crossing at Pontiac Trail and Wixom Rd. was issued by MDOT rail.	
4	Adams Billboard Lease Update. No additional updates available.	
5	Trail Manager Report. - Trail Connection Policy was discussed. Manager to solicit opinion of MMRMA about liability. Manager to send details of a potential violator to Mr. Gray and he will follow up. - Good turnout for the booth at Wixom Derby Day. - Friends Group will staff a table and offer snacks/water/etc. for National Trails Day, June 5, from 10am – 2pm.	
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; Mr. Adkison will send to WL and DNR soon for review.	Manager to follow up with Attorney
8	Other matters & next meeting date.	

	<ul style="list-style-type: none"> • Next regular CW2 Trail Council meeting is Wednesday, June 16, 2021 at 3pm, likely online. • Next MALT Friends Group meeting is Wednesday, June 1 2021 at 6:30 pm, likely online. 	
9	<p>Approve the Warrants. Brown moved, Gray 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 • Invoice for Attorney Services 	Invoices to be paid.
10	<p>Adjourn. Motion by Gray, supported by Brown to adjourn. Motion Carried Meeting Adjourned at 3:40 PM</p>	

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

INVOICE: CW2 Air Line Trail Manager, May 11—Jun 14, 2021

INVOICE DATE: June 15, 2021

DESCRIPTION: Support for the following work from May 11—June 14, 2021:

Marketing:

Monthly maintenance/build-out, posting/updating to social media accounts (Facebook, Instagram, NextDoor, Twitter): 5 hrs
Additional refinements & development of website, updating website layout and other info page content, maintaining & archiving 2 hrs
7 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 and planning for trail connector to On The Dunes Trailhead including signage.
18 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.
19 hours

Continued next page

Meetings/Events:

Hours:

5.12 Trail Council Meeting	1.0
5.13 Phase Two design update meeting	1.0
5.27 Phase Two design update meeting	1.0
6.1 MALT Friends Group meeting	1.0
6.5 National Trails Day Event support	6.5
<u>6.10 Phase Two update meeting</u>	<u>1.0</u>

11.5 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.

8 hours

Total @ \$24/hour

\$1,596.00

TOTAL This Invoice:

\$1,596.00

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:JWHT061521

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, 2021
Account No: 3051M

Balance

\$0.00

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
May 31, 2021
Account No: 3051-0000M
Statement No: 124689

Previous Balance		\$744.00
	<u>Payments</u>	
05/18/2021	Payment Received, Check # 2188	-744.00
Subtotal		<u>\$0.00</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.



28 W. Adams, Suite 1200
Detroit, MI 48226
(313) 962-4442

COMMERCE WALLED LAKE WIXOM TRL MGT
2009 TOWNSHIP DRIVE
COMMERCE TOWNSHIP, MI 48390
JOHN HENSLER

Invoice number 123537
Date 05/26/2021
Project No. 1833701

Project: LEGAL DESCRIPTION CITY OF WALLED LAKE TRAILWAY

For professional services through May 15, 2021

Description	Contract Amount	Fee Basis	Percent Complete	Total Complete	Previously Invoiced	Due This Invoice
ALTA/NSPS Survey	\$1,200.00	Lump Sum	100%	\$1,200.00	\$0.00	\$1,200.00
Total	\$1,200.00			\$1,200.00	\$0.00	\$1,200.00

Invoice Total \$1,200.00