

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

**AGENDA  
Wednesday 8 May 2019  
3:00 P.M.**

- 1. Approval of Minutes**
- 2. Public Comment**
- 3. Phase One Construction**
  - a. Construction Update**
    - i. Greenaway Drain**
    - ii. Bollard cost update**
  - b. Bridge update**
- 4. Phase Two Design/Engineering/Route/RFP update**
- 5. Adams Billboard Lease Update**
- 6. Trail Manager Report**
  - a. 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, June 4; Wixom Library**
  - b. Next Trail Council meeting June 12; Walled Lake**
- 10. Approve the Warrants**
  - a. Manager of the Air Line Trail**
  - b. Trail Attorney's invoice**
  - c. Design Engineer invoice**
  - d. Pre-construction video invoice**
- 11. Adjourn**

**Commerce, Walled Lake, Wixom Trailway Council Meeting  
4-10-2019  
3 p.m.  
Walled Lake Council Chambers  
Walled Lake, MI**

**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, Gerard Fertig, Deanna Magee, Sheryl Lucas, Fred Dore, Gabriel Costanzo, John Calvert,

Meeting was called to order by President David Scott at 3:02 p.m.

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 3-13-2019 Minutes. <b>Motion</b> by Owsinek, supported by Brown, to approve the Minutes of March 13, 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>Construction started on March 18 with tree removal and mowing. Silt Fence installation was to start on April 8.</p> <p>Greenaway Drain work is believed to begin as soon as the materials ordered arrive, dependent on a utility issue.</p> <p>Bollards: Manager will follow up with construction engineer about getting some detailed estimates for bollard options.</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: Update meetings resume later this month.</p> <p>Phase Two: Wixom is still in discussions with property owners near old railbed; discussing easement potential. A meeting was cancelled due to illness; will be rescheduled.</p>	<p>Phase Two draft engineering RFP to be distributed by Manager after potential route is refined</p> <p>Manager to contact WBT/Ketchum about their bollard design</p>
5	Adams Billboard Lease Update. DNR response regarding location seemed normal. Lease in final stages of review and approval.	

6	<p><b>Trail Manager Report.</b></p> <p>RFP documents for Attorney Services and Audit were posted to MITN with bids due on April 22. Manager has been responding to occasional questions.</p> <p>Draft language was circulated for Depot demolition. Scott emphasized that time was of the essence in getting the building addressed before paving of the parking lot takes place. Wiltfang indicated that she has a potential user who might move all or part of the Depot. Scott asked about how much</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. Commerce is working on their changes. Wixom is as well, although it has yet to go before their council for a vote.</p>	
7	<p>Financials submitted, discussion as warranted. Updated quarterly financials will be requested for next meeting.</p>	<p>Manager to check with Treasurer to get updated financials.</p>
8	<p>Other matters &amp; next meeting date.</p> <ul style="list-style-type: none"> <li>• Scott recently spoke at a Council of Women Realtors meeting. They were very interested in Trails and general walkability of neighborhoods.</li> <li>• Some developers are looking at the ITC corridors for potential Trails. One of these may be a north-south connection in Wixom from MALT to Proud Lake Rec Area.</li> <li>• Next regular CW2 Trail Council meeting is Wednesday, May 8, 2019 at 3pm, at the <b>Walled Lake Council Chambers.</b></li> <li>• Next MALT Friends Group meeting is Tuesday, May 7, 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, Scott supported payment of the three 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> </ul>	<p>Invoices to be paid.</p>
10	<p>Adjourn. <b>Motion</b> by Owsinek, supported by Brown to adjourn. <b>Motion Carried Meeting Adjourned at 3:33 PM</b></p>	

Fund 487 - W2C TRAILWAY

Account	Description	2019 Amended Budget	YEAR-TO-DATE THRU 03/31/19	ACTIVITY FOR QUARTER ENDED 03/31/2019	Available Balance	% Used
<b>Expenditures</b>						
Department 773: TRAILWAY						
703-000	DEPART HEAD/DIR					
01/10/2019	CD HENSLER, JOHN		215703	1,392.00	Check #: '2125 TRAIL' Vendor '70288'.	
01/21/2019	CD HENSLER, JOHN		216561	3,291.11	Check #: '2128 TRAIL' Vendor '70288'.	
02/25/2019	CD HENSLER, JOHN		219995	996.00	Check #: '2130 TRAIL' Vendor '70288'.	
03/26/2019	CD HENSLER, JOHN		222486	1,380.00	Check #: '2132 TRAIL' Vendor '70288'.	
703-000	DEPART HEAD/DIR	0.00	7,059.11	7,059.11	(7,059.11)	100.00
813-001	GENERAL COUNSEL FEES					
01/10/2019	CD ADKISON,NEED, ALLEN, & RENTROP PLLC		215702	288.00	Check #: '2124 TRAIL' Vendor '70290'.	
01/21/2019	CD ADKISON,NEED, ALLEN, & RENTROP PLLC		216560	1,176.00	Check #: '2127 TRAIL' Vendor '70290'.	
02/25/2019	CD ADKISON,NEED, ALLEN, & RENTROP PLLC		219996	150.00	Check #: '2131 TRAIL' Vendor '70290'.	
03/26/2019	CD ADKISON,NEED, ALLEN, & RENTROP PLLC		222487	228.00	Check #: '2133 TRAIL' Vendor '70290'.	
813-001	GENERAL COUNSEL FEES	0.00	1,842.00	1,842.00	(1,842.00)	100.00
820-000	ENGINEERING					
01/21/2019	CD BOSS ENGINEERING		216559	2,350.00	Check #: '2126 TRAIL' Vendor '05241'.	
02/25/2019	CD BOSS ENGINEERING		219994	550.00	Check #: '2129 TRAIL' Vendor '05241'.	
820-000	ENGINEERING	0.00	2,900.00	2,900.00	(2,900.00)	100.00
931-000	R&M - GROUNDS					
01/10/2019	CD NATURAL COMMUNITY SERVICES		215701	2,950.00	Check #: '2123 TRAIL' Vendor '70289'.	
931-000	R&M - GROUNDS	0.00	2,950.00	2,950.00	(2,950.00)	100.00
<b>Total - Dept 773</b>		0.00	14,751.11	14,751.11	(14,751.11)	100.00
<b>Total Expenditures</b>		0.00	14,751.11	14,751.11	(14,751.11)	0.00
<b>NET OF REVENUES AND EXPENDITURES</b>		0.00	(14,751.11)	(14,751.11)	14,751.11	

**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, April 9—May 7, 2019

**INVOICE DATE:** May 7, 2019

**DESCRIPTION:** Support for the following work from April 9—May 7, 2019:

*Marketing:*

Monthly maintenance/build-out, posting/updating to social media accounts (Facebook, Instagram, Twitter): 4 hrs

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

Drafting/updating of Road Crossings & Signals brochure: 3 hrs

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

*17 hours*

Phase One Construction: including consultation, management, follow-up and direction including Greenaway Drain plans, coordination with Design and Construction Engineers and Contractor, donor management, etc.

*19 hours*

*Meetings/Events:*

4.10 Trail Council meeting 2.0

4.12 meeting with WL Chief Shakinas re: Crossing Brochure 1.5

4.17 Trail Construction update meeting 2.5

4.19 M-5 Bridge update meeting 1.0

4.30 Lake State Railway meeting, phase Two route 2.0

5.1 Trail Construction update meeting 2.5

5.2 Great Lake to Lake Trail Summit #5, South Haven, MI 9.0

5.7 Trail Construction update meeting 1.0

*21.5 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.

*12 hours*

**TOTAL @ \$24/hour**

**\$1,668.00**

**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:JWHT50719

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  
April 30, 2019  
Account No: 3051M

Balance

\$180.00

**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.**

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

Page: 1  
 April 30, 2019

Michigan Air Line Trail  
 2009 Township Drive  
 Commerce Township MI 48390

Account No: 3051-0000M  
 Statement No: 116771

Attn: John Hensler

Previous Balance	\$42.00
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Fees

		Rate	Hours	
04/30/2019	Telephone calls to Jodi Lanning, General Manager of Adams Outdoor regarding status of relocation of billboard. Telephone call to John Hensler seeking minutes of Trailway Council showing approval of lease agreement amendment. Draft correspondence to Jodi Lanning outlining current status of lease amendment, amendment of Consent Judgment, amendment of Project Agreement, Michigan Department of Transportation approval of vegetation changes along M-5, and timing of billboard erection.	120.00	1.50	180.00
	For Current Services Rendered		1.50	180.00
	Total Current Work			180.00

Payments

04/23/2019	Payment Received, Check # 2135			-42.00
	Subtotal			<u>\$180.00</u>
	Total Due for this Matter			<u>\$180.00</u>

**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.**



<b>Invoice Number</b>	1501520
<b>Invoice Date</b>	April 23, 2019
<b>Purchase Order</b>	2075144101
<b>Customer Number</b>	54630
<b>Project Number</b>	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	Pascoe, Mark D	Contract Upset	20,000.00
Current Invoice Total (USD)	4,920.50	Amount Billed to Date	11,241.00
		For Period Ending	<b>March 29, 2019</b>

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**Professional Services**

Category/Employee		Current Hours	Rate	Current Amount
	Winkler, Sheri L	1.50	110.00	165.00
	Winner, Cassandra R	21.00	116.00	2,436.00
	Martin, Claire Alana	13.50	147.00	1,984.50
	Tyler, Anthony F (Tony)	1.00	151.00	151.00
	Pascoe, Mark D	1.00	184.00	184.00
	<b>Subtotal Professional Services</b>	38.00		4,920.50

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<b>Total Fees &amp; Disbursements</b>	4,920.50
<b>INVOICE TOTAL (USD)</b>	<b>4,920.50</b>

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**Due upon receipt or in accordance with terms of the contract**

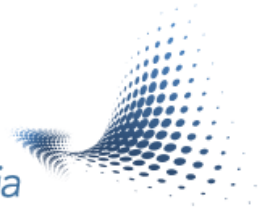
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## Billing Backup

Date	Project	Employee/Supplier	Quantity	Comment
03/04/19	2075144101	MARTIN, CLAIRE ALANA	1.50	SIGNAL SDR, RCOC PERMIT AUTHORIZATION LETTER
03/04/19	2075144101	WINKLER, SHERI L	0.50	ADMIN WORK
03/04/19	2075144101	WINNER, CASSANDRA R	4.00	ELECTRICAL WORK & MAST ARMS SDR, RFI
03/05/19	2075144101	WINNER, CASSANDRA R	4.00	ELECTRICAL WORK & MAST ARMS SDR, RFI
03/06/19	2075144101	MARTIN, CLAIRE ALANA	3.00	SIGNAL SDR QC, RFI RESPONSE FINALIZATION
03/06/19	2075144101	WINNER, CASSANDRA R	1.00	ELECTRICAL WORK & MAST ARMS SDR, RFI
03/07/19	2075144101	MARTIN, CLAIRE ALANA	1.00	SEND OUT SIGNAL SDR AND RFI
03/07/19	2075144101	WINKLER, SHERI L	1.00	ADMIN WORK
03/07/19	2075144101	WINNER, CASSANDRA R	1.00	ELECTRICAL WORK & MAST ARMS SDR, RFI
03/08/19	2075144101	PASCOE, MARK D	1.00	PROJECT MANAGEMENT
03/14/19	2075144101	WINNER, CASSANDRA R	1.00	RCOC FOLLOW-UP
03/15/19	2075144101	MARTIN, CLAIRE ALANA	2.50	SIGN RFI, RCOC FOLLOW UP
03/15/19	2075144101	WINNER, CASSANDRA R	4.00	CONTRACTOR QUESTION: SIGNS
03/18/19	2075144101	MARTIN, CLAIRE ALANA	3.00	SIGN RFI
03/18/19	2075144101	WINNER, CASSANDRA R	2.00	CONTRACTOR QUESTION - SIGN QUANTITIES
03/19/19	2075144101	MARTIN, CLAIRE ALANA	1.00	SIGN AND SIGNAL RFI, RCOC FOLLOW UP
03/19/19	2075144101	WINNER, CASSANDRA R	3.00	CONTRACTOR QUESTION - SIGN QUANTITIES
				INTERNAL REVIEW OF SIGN RFI RESPONSE AND COORDINATE FOR SIGNAL SDR AND MDOT
03/20/19	2075144101	TYLER, ANTHONY F (TONY)	1.00	APPROVAL
03/25/19	2075144101	MARTIN, CLAIRE ALANA	0.50	MAST ARM RFI
03/25/19	2075144101	WINNER, CASSANDRA R	1.00	ELECTRICAL SDR FOLLOW-UP
03/29/19	2075144101	MARTIN, CLAIRE ALANA	1.00	CULVERT QUESTIONS
<b>Total Project 2075144101</b>			<b>38.00</b>	

# invoice

SUNKEN  
**ANCHOR** media



**TO:** CW2 Trailway Council  
2009 Township Drive  
Commerce Township, MI 48390

**INVOICE:** Pre-construction video recording, Michigan Air Line Trail  
**JOB:** T40919

**INVOICE DATE:** May 7, 2019

**DESCRIPTION:** Video production as follows:

Pre-Construction video shoot. Per MDOT specs, complete video recording of the trail before construction, shot March 13-26. Cost includes coverage of linear trail for project length (approximately five 1/2 miles), with particular coverage at road crossings. Output is digital file with references for date and locations per the special provision.

**TOTAL:** **\$700.00**

**Remit to:** John Hensler  
5045 Mansfield Ave.  
Suite 305  
Royal Oak, MI 48073  
248.506.0942  
Terms: 15 days

**Thank You!**

invoice sam:JWHT50719