

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

**AGENDA  
Wednesday 9 October 2019  
3:00 P.M.**

- 1. Approval of Minutes**
- 2. Public Comment**
- 3. Phase One Construction**
  - a. Construction Update**
    - i. Progress to date, Ribbon-Cutting Ceremony date**
    - ii. Depot area**
      - 1. Demolition update**
  - b. Bridge update**
- 4. Phase Two Design/Engineering/Route/RFP update**
- 5. Adams Billboard Lease Update**
- 6. Trail Manager Report**
  - a. GLTL Trail Ride recap**
  - b. M-5K event on Trail, October 12**
  - c. Friends Group, mile marker update**
  - d. RFP/RFQ discussion: Legal & Audit services, Attorney moving forward**
  - e. 2020 Events: discussion**
- 7. New Interlocal Agreement: updates from locals, next steps**
- 8. 2020 Operating Year Budget discussion**
- 9. Financials discussion as warranted, CFGR funds update**
- 10. Other matters and next meeting date**
  - a. Next Friends Group meeting Weds, Nov. 6; Commerce Library**

**b. Next Trail Council meeting Weds, Nov. 13; Wixom**

**11. Approve the Warrants**

**a. Manager of the Air Line Trail**

**12. Adjourn**

**Commerce, Walled Lake, Wixom Trailway Council Meeting**  
**9-11-2019**  
**3 p.m.**  
**Wixom City Offices**  
**Wixom, MI**

**Council members**

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

John Hensler, Manager of the Michigan Air Line Trail

Also Present: Kristen Wiltfang, Karen Wilmot, Gabriel Costanzo, Casey Ambrose, Gerry Fertig, Fred Dore, Van Vanerian, Deanna Magee, Sheryl Lucas


Meeting was called to order by President David Scott at 3:00 p.m.

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 8-14-2019 Minutes. <b>Motion</b> by Brown, supported by Scott, to approve the Minutes of August 14, 2019. <b>Motion Carried unanimously.</b>	
2	Public Comment. Gabe Costanzo commented on the strong turnout and interest for the trail at the Wixom Block Party. Fred Dore expressed concern for a few trail construction items. Casey Ambrose shared a layout design for a t-shirt for all Great Lake to Lake Trail ride participants.	
<b>3A (i., ii., iii), 3B, 4</b>	<p>Update on Construction/Engineering &amp; Next Steps.</p> <p>Some reports of conflict with Contractors and over-enthusiastic trail users. One incident in WL required a public safety call, but no charges were filed. Manager will continue with social media statements that the trail is closed and advise on paving schedule.</p> <p>Bollards have been delivered to Wixom DPW for storage until needed.</p> <p>Bridge update: Blue wave panel install is proceeding.</p> <p>Depot demolition: waiting on utility shutoffs.</p> <p>Haggerty mast arm install: foundations poured after successful location of utilities. Hardware to be installed in the next month.</p> <p>Next round of paving is imminent. Hope to have the segment from M-5 to Haggerty paved for the GLTTL ride.</p>	<p>Phase Two draft engineering RFP to be distributed by Manager after potential route is refined</p>
4	Phase Two: No updates. Decision from Lake State Rail was a "no." Meeting for Phase Two is scheduled after this Trail Council meeting.	
5	Adams Billboard Lease Update. Executed MDNR documents arrived from DNR. Ball should be in Adams' court now.	

6	<p><b>Trail Manager Report.</b></p> <ul style="list-style-type: none"> <li>- Friends: Past/upcoming: <ul style="list-style-type: none"> <li>o Commerce concert on Aug. 16: raised \$104</li> <li>o Wixom Block Party on Sept. 7: raised \$330.</li> </ul> </li> <li>- Mile Markers: Campaign: Funds raised/commitments just over \$1000 total. Lakes Area Rotary will purchase three, ITC perhaps two. Budget for these is about \$2170. Should be very close to meeting the goal.</li> <li>- Wayfinding signage... time to start thinking about signage types and how to pay for them. Friends Group reviewed and endorsed a layout.</li> <li>- MALT Friends Group will staff a SAG stop at Gunnar Mettala Park on Sep. 17; special recognition for Mike is planned.</li> <li>- Brochure for Road Crossings; Rep. Crawford did not have budget as they hoped. Printed 500 for use at Block Party and other events. Also distributing to libraries.</li> <li>- Website updated with Construction page, FAQ updated, all current.</li> </ul> <p>Commerce is holding a “M-5K” run/walk on October 12. The rest of the trail will not be officially open at the time of this event, but this event doesn’t cross any roads, so it should not be an issue. “Formal” ribbon-cutting will have to be when the trail is complete and ready for use, likely later in October or early November.</p> <p>GLTLT ride trinkets: Too expensive to make with so few riders; manager created a bumper sticker for each participant, along with the t-shirt presented by the WL DDA, the SAG stop sponsored by Wixom and ITC, the Air Line will have good representation at the event.</p>	Manager to draft Trail Events policy.
6	<p><b>Re-Writing Interlocal Agreement:</b> Next Steps: this matter will be discussed at a special meeting. Scott commented that the process of creating the trail is nearly complete and that re-writing the Interlocal Agreement may not be needed. Manager responded that the project was presented to the RCWJF as a two-phase project and that leaving the project before Phase Two grants are secured may be premature. Ms. Wiltfang urged Commerce to reconsider any immediate thoughts of leaving the Council.</p>	
7	Financials submitted, discussion as warranted. Proposed 2020 operating budget will be presented/discussed at next meeting.	
8	<p>Other matters &amp; next meeting date.</p> <ul style="list-style-type: none"> <li>• Boulders: will need to schedule Wixom DPW (likely a Saturday job), probably in October when all other work has wrapped up.</li> <li>• The Beaumont property alongside the Trail at Welch has a couple of developers reviewing the property.</li> <li>• On the east side of the M-5 bridge, Commerce may ask a developer of a new housing development to pave a path from the East Crumb Rd. turnaround to the East ramp of the M-5 bridge.</li> <li>• Next regular CW2 Trail Council meeting is Wednesday, October 9, 2019 at 3pm, at the <b>Wixom City Offices</b>.</li> <li>• Next MALT Friends Group meeting is Tuesday, Oct. 1, 2019 at 6:30 pm, at the <b>Commerce Public Library</b></li> </ul>	
9	<p>Approve the Warrants. Scott moved, Brown supported payment of the four 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> </ul>	Invoices to be paid.

	<ul style="list-style-type: none"><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><li>• Invoice for Natural Community Services</li></ul>	
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<b>10</b>	Adjourn. <b>Motion</b> by Scott, supported by Brown to adjourn. <b>Motion Carried</b> <b>Meeting Adjourned at 4:00 PM</b>	
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	A	B	C	D	E
1	<b>CW2 Trailway Management Council</b>				
2	<b>2020 Proposed Operating Budget</b>				
3					
4	<b>Budget Resolution 2020-1</b>				
5					
6	<b>Fiscal Year Period: 01/01/2020 to 12/31/2020</b>				
7					
8		<b>2018 FY</b>		<b>8/31/2019 YTD</b>	
9		<b>Actuals</b>	<b>2019 Budget</b>	<b>Actuals</b>	<b>2020 Proposed</b>
10	<b>Revenue</b>				
11	Surplus forward (est. as of 12/31/19)				90,000.00
12	Community Contributions				
13	Commerce	\$ -	\$ -	\$ -	*
14	Walled Lake	\$ -	\$ -	\$ -	*
15	Wixom	\$ -	\$ -	\$ -	*
16	Local match Commerce		\$ 686,000.00		\$ -
17	Local match Walled Lake		\$ 420,000.00		\$ -
18	Local match Wixom		\$ 294,000.00		\$ -
19	Billboard Revenue (Jul-Dec/2019)	\$ -	\$ 12,500.00	\$ -	\$ 12,500.00
20	TAP Grant Amount		\$ 2,100,000.00		\$ -
21	DNR RTF		\$ 50,000.00		\$ -
22	Ralph C. Wilson, Jr. Foundation		\$ 1,300,000.00		\$ 300,000.00
23					
24	Other Donations	\$ 150.00		\$ 1,650.00	
26	Miscellaneous				
27	Other				
28					
30					
31	<b>Total Revenue</b>	<b>\$ 150.00</b>	<b>\$ 4,862,500.00</b>	<b>\$ 1,650.00</b>	<b>\$ 402,500.00</b>
32					
33					
34	<b>Expenses</b>				
35	Trail Construction per MDOT, DNR and RCWJF grants		\$5,150,000.00		300,000
36	Staff - Manager	14,176	24,000	10,105	24,000
37	Trail & Depot Insurance	2,506	3,000	2,721	2,800
40	Attorney	7,367	9,000	2,591	7,000
41	Invasives Mitigation	9,079	5,000	5,295	6,000
42	Trail Master Plan Revise		7,500	-	-
43	Other Consultant fees	-	-	11,800	5,000
44	Security & Traffic Control				2,500
45	Greenaway Drain Replacement		32,395	32,395	-
46	Audit	-	1,050	-	2,000
47	Bank & Foundation Service Charges	136	150	-	1,000
48	Meetings - Conferences	-	300	-	300
49	Signage	3,378	2,000	-	3,000
50	Event equipment	-	500	-	500
51	Supplies	-	250	-	250
52	Printing & copying	-	500	572	1,500
53	Postage & delivery	-	100	-	100
54	Fundraising fees	-	500	-	500
55	Other				
57					
59					
60	<b>Total Expenses</b>	<b>\$ 36,642</b>	<b>\$ 86,245</b>	<b>\$ 65,479</b>	<b>\$ 356,450</b>
61					
62	<b>Surplus remaining</b>				<b>\$ 46,050</b>
63					
64	<i>* municipal contributions for 2020 operating out of 2019 existing surplus</i>				
65					

**TO:** CW2 Trailway Council/John Owsinek, L. Dennis Whitt  
c/o City of Walled Lake  
1499 E. West Maple Rd.  
Walled Lake, MI 48390

**INVOICE:** CW2 Air Line Trail Manager, September 10—October 7, 2019

**INVOICE DATE:** October 8, 2019

**DESCRIPTION:** Support for the following work from Sept. 10—Oct. 7, 2019:

*Marketing:*

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

Presentation development, Construction updates video development, media follow-up: 8 hrs

Further refinements & development of 2<sup>nd</sup> gen website, drafting/writing new pages for site including trail construction update page, archiving 3 hrs

*15 hours*

Phase One Construction: including consultation, management, follow-up and direction including coordination and consultation (both phone and on-site) with Design and Construction Engineers and Contractors, etc.

Includes following on-site meetings: Sep. 16, 19, 27, Oct 1, 2

*26 hours*

*Meetings/Events:*

	<u>Hours:</u>
9.11 Construction Update Meeting	1.5
9.11 Trail Council Meeting & Phase 2 meeting	2.5
9.17 Great Lake to Lake Trail Ride SAG stop operations	5.5
9.19 Presentation to Commerce Historical Society	2.0
9.25 Construction Update Meeting	2.0
10.1 MAT Friends Group Meeting	2.0
10.3 Trails, Water & Land Alliance Fall Celebration, Wixom	8.0

*23.5 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.

*10 hours*

**TOTAL @ \$24/hour**

**\$1,788.00**

*PRINT ITEMS:*

*Bumper Stickers for GLTLT Ride Giveaway* **\$197.15**

**TOTAL:** **\$1,985.15**

**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:JWHT100819



# Order Details | Order # RNBB9-H5A55-0Y7

Order Date: 9/10/2019 7:56 PM  
Estimated Date of Arrival: 9/16/2019  
Order Status: **Delivered**

### Delivery Speed

Express

### Payment Information

**VISA** \*\*\*\*3032  
Exp. 3/2020

### Order Total

Product Total	\$161.00
Shipping & Processing Express - Est. Arrival Sep 16	\$24.99
Sales Tax	\$11.16
You Paid:	<b>\$197.15</b>

1 Item(s)

[Reorder](#)

[Cancel Items](#)

[Rese](#)



## Bumper Stickers - Rectangle

Status: **Delivered on September 14, 2019 at 1:51 PM**

Carrier Notes: **MAILBOX**

Track: **1Z3948A0YW26474089**

Carrier: **UPS**

Details: None

Qty 50

Base Price \$161.00

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Item Total \* **\$161.00**

\*State sales tax is required on this item.