

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

AGENDA

Wednesday 14 July 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- update**
 - c) Padlocks for kiosks discussion**
 - b. Phase Two**
 - i Design/Engineering updates**
 - ii TAP Grant updates**
- 4. Adams Billboard Install Update**
- 5. Trail Manager Report**
 - a. Friends Group Update**
 - i Upcoming**
 - ii 2022 Event on three trails**
 - b. Bench donation program**
 - c. Seasonal maintenance – mowing/debris and maintenance update**
- 6. Financials discussion as warranted**
- 7. Walled Lake Council Withdrawal from Council –Updates**
- 8. Other matters and next meeting date**
 - a. Next Friends Group meeting Tue, Aug 3; Location TBD**

- b. Next Trail Council meeting Weds, Aug 11**
- 9. Approve the Warrants**
 - a. Manager of the Air Line Trail**
 - b. Invoice for Attorney**
- 10. Adjourn**

**Commerce, Walled Lake, Wixom Trailway Council Meeting
6-16-2021
3 p.m.
Hosted by City of Wixom, Council Chambers Room**

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, Phil Adkison, Tim Sikma, Sheryl Lucas, Fred Dore
Meeting was called to order by President Steve Brown at 3:02pm.

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 5-12-2021 Minutes. Motion by Gray, supported by Brown, to approve the Minutes of May 12, 2021. Motion Carried unanimously.	
2	Public Comment. Fred Dore asked about trail maintenance issues and grade concerns alongside the trail in certain areas.	
3A (i., ii., iii), iv	Update on Construction/Engineering & Next Steps. Phase One Construction: - - Wayfinding/Road Crossing/Kiosk signs: proofs approved; in production. (install July) - OTD path and kiosk placement location: Nearly complete; path is poured, work still remains for some asphalt patching, soil restoration and landscaping.	
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. Likely looking like shade shelter at Mack Park will not be included in the funding package as participating.	
4	Adams Billboard Lease Update. No additional updates available.	
5	Trail Manager Report. - Good participation by the friends group and turnout for the booth at National Trails Day. - 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.	
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. <ul style="list-style-type: none"> • Legal description done; Mr. Adkison has sent to WL and DNR for review. 	
8	Other matters & next meeting date. <ul style="list-style-type: none"> • Knox padlocks: Mr. Gray wondered if the trail council could purchase Knox padlocks for the bollards in Commerce (potentially in other towns) 	

	<p>as well). Wixom might still use the existing locks. Mr. Gray will get a cost for the padlocks and present at the July Council meeting for further discussion.</p> <ul style="list-style-type: none"> • Next regular CW2 Trail Council meeting is Wednesday, July 14, 2021 at 3pm, likely online. • Next MALT Friends Group meeting is Wednesday, July 6, 2021 at 6:30 pm, at Gunnar Mettala Park. 	
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 • Attorney Services (this was on the agenda, but it was only a statement of account, no new charges were invoiced) 	Invoices to be paid.
10	<p>Adjourn. Motion by Gray, supported by Brown to adjourn. Motion Carried Meeting Adjourned at 3:35PM</p>	



Model 3783 – Knox Padlock, Exterior Use, 1-inch Shackle Model: 3783 Installing to: Commerce Township Fire Department, 2401
Glengary Rd Commerce Charter Township, MI, United States 48390

Commerce Township Fire
1 Department, 2401 Glengary Rd ,
Commerce Charter Township, MI,
48390

[Change
Address](#)

Remove Item

- 2 [Enter Install Address](#)
- 3 [Enter Install Address](#)
- 4 [Enter Install Address](#)
- 5 [Enter Install Address](#)
- 6 [Enter Install Address](#)
- 7 [Enter Install Address](#)

- 8 Enter Install Address
- 9 Enter Install Address
- 10 Enter Install Address
- 11 Enter Install Address

Delete

Approving Department/Agency:

Commerce Twp Fire Dept - COMMERCE TWP, MI

Sub-total	\$1,243.00
Shipping	Calculated during checkout
Tax	

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

INVOICE: CW2 Air Line Trail Manager, June 15—July 12, 2021

INVOICE DATE: July 13, 2021

DESCRIPTION: Support for the following work from June 15—July 12, 2021:

Marketing:

Monthly maintenance/build-out, posting/updating to social media accounts (Facebook, Instagram, NextDoor, Twitter): 4 hrs
Additional refinements & development of website, updating website layout and other info page content, maintaining & archiving 1 hrs
5 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.

16 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.

2 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.

14 hours

Continued next page

<i>Meetings/Events:</i>	<u>Hours:</u>
6.16 Trail Council Meeting, Wixom	1.5
6.24 Phase Two design update meeting	1.0
7.6 MALT Friends Group meeting	2.5
7.8 Phase Two update meeting	1.0
	<hr/>
	<i>6 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.

7 hours

Total @ \$24/hour **\$1,200.00**

Website maintenance charges:

Anonymous Domain registration, 1 year \$34.95

Upgrade email storage, Google Workplace \$71.88

TOTAL This Invoice: **\$1,306.83**

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:JWHT071321



HostPapa, Inc.
 2430 Military Road #1013
 Niagara Falls, NY
 14304-1745

Invoice Date: Jun/02/2021
Invoice Due Date: Jun/17/2021
Invoice Number: INV-451502-3403396

Invoice

Bill To: Attn: John Hensler
 5045 Mansfield Apt 305
 Royal Oak, MI 48073
 United States

Prior Balance	\$	34.95
Payments / Refunds	\$	(34.95)
Service Items	\$	71.88
Taxes	\$	0.00
Invoice Total	\$	71.88
Amount Paid Automatically	\$	(71.88)
Account Balance: as of Jun/02/2021	\$	0.00

Notes: Please note that we do not accept checks/cheques as a form of payment.

When this invoice was generated on Jun/02/2021 \$ 71.88 of the total due was paid automatically.

A detailed list of payments made to this invoice is listed at the bottom of this page.

Service Items

ID#	Service Items	Date Range	Unit Price	Quantity	Total Due
1560850	Google Workspace Business Starter (miairinetrail.com) (COM-GL)	Jun/02/2021 - Jun/02/2022	\$ 71.88	1	\$ 71.88

Invoice Total **\$ 71.88**

Aging Invoice Balance as of Jun/02/2021

Current	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121+ Days
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Payment & Credit History as of Jun/02/2021

Date	Type	Details	Amount
Jun/02/2021	Credit card charge	3032 Transaction ID: e965df76-bf86-457f-ba6e-aff2e3c95779	\$ (71.88)
Total Payments:			\$ (71.88)

Invoice Amount Outstanding as of Jun/02/2021 **\$ 0.00**



HostPapa, Inc.
2430 Military Road #1013
Niagara Falls, NY
14304-1745

Invoice Date: May/27/2021
Invoice Due Date: Jun/11/2021
Invoice Number: INV-451502-3393178

Invoice

Bill To: Attn: John Hensler
5045 Mansfield Apt 305
Royal Oak, MI 48073
United States

Prior Balance	\$	194.70
Payments / Refunds	\$	(194.70)
Service Items	\$	34.95
Taxes	\$	0.00
Invoice Total	\$	34.95

Notes: Please note that we do not accept checks/cheques as a form of payment.

Account Balance: **\$ 34.95**
as of May/27/2021

When this invoice was generated on May/27/2021 all attempts to automatically pay the invoice were **Declined**. They will be retried at a later time.

If there are any problems or concerns please contact info@hostpapasupport.com

Service Items

ID#	Service Items	Date Range	Unit Price	Quantity	Total Due
127526 1	LP Anonymous Domain - Anonymous Domain Registration (COM-LP-DPRI)	Jun/11/2021 - Jun/11/2022	\$ 15.00	1	\$ 15.00
127526 2	Domain Registration - Domain Registration - miairlinetrail.com (CO-DREG)	Jun/11/2021 - Jun/11/2022	\$ 19.95	1	\$ 19.95

Invoice Total

\$ 34.95

Aging Invoice Balance as of May/27/2021

Current	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121+ Days
\$ 34.95	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Payment & Credit History as of Jul/13/2021

Date	Type	Details	Amount
Jun/02/2021	Credit card charge	3032 Transaction ID: 503ed5d1-afe2-4784-ab92-9aec0cb70efa	\$ (34.95)
Total Payments:			\$ (34.95)

Invoice Amount Outstanding as of Jul/13/2021

\$ 0.00

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
June 30, 2021
Account No: 3051M

Balance

\$60.00

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
June 30, 2021
Account No: 3051-0000M
Statement No: 125065

Fees

		Rate	Hours	
06/16/2021	Attend June meeting of Trailway Council.	120.00	0.50	60.00
	For Current Services Rendered		0.50	60.00
	Total Current Work			60.00
	Subtotal			<u>\$60.00</u>
	Total Due for this Matter			<u>\$60.00</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.