

**COMMERCE, WALLED LAKE & WIXOM (CW2) TRAILWAY
MANAGEMENT COUNCIL
COMMERCE TOWNSHIP OFFICES
2009 Commerce Drive
Commerce Township, MI 48390**

**AGENDA
Monday 24 September 2018
3:00 P.M.**

- 1. Approval of Minutes**
- 2. Public Comment**
- 3. Design/Engineering – Next Steps**
 - a. Permits & plans update**
 - b. Phase One Construction Engineering RFP discussion**
 - c. Phase Two Design/Engineering/Route/RFP update**
- 4. Adams Billboard Lease Update**
- 5. Trail Manager Report**
- 6. Financials submitted, discussion as warranted**
- 7. Other matters and next meeting date**
 - a. Next Friends Group meeting Oct. 2; Walled Lake Library**
 - b. Next Trail Council meeting Oct. 10; Commerce**
- 8. Approve the Warrants**
 - a. Manager of the Air Line Trail**
 - b. Trail Attorney's invoice**
 - c. Natural Community Services**
- 9. Public Comment**
- 10. Adjourn**

**Commerce, Walled Lake, Wixom Trailway Council Meeting
8-8-2018
3 p.m.
Commerce Township Offices
2009 Championship Drive
Commerce Township, MI 48390**

Council members

David Scott	Commerce	President	Present
L. Dennis Whitt	Walled Lake	Treasurer	Absent
Deanna Magee	Wixom (alternate)	Secretary	Present

John Hensler, Manager of the Michigan Air Line Trail
Phil Adkison, Adkison, Need, Allen, & Rentrop, PLLC

Also Present: Kristen Wiltfang, Sheryl Lucas, Susan Helke, John Calvert, Gabriel Costanzo, Gerry Fertig

Meeting was called to order by President David Scott at 3:15 p.m.

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 7-11-2018 Minutes. Motion by Magee, supported by Scott, to approve the Minutes of July 11, 2018. Motion Carried unanimously.	
2	Public Comment. There was no public comment.	
3A, 3B, 3C, 3D	<p>Update on Design/Engineering & TAP Grant Application.</p> <p>Bridge is nearing completion and will likely done by early-mid September. Mr. Scott explained that he had heard about a delay with the fabrication of the poles that support the ornamental railings. Commerce has a concern over where, if any, bollards will be installed to prevent unauthorized travel by motorized vehicles on bridge. According to a Commerce review of the MDOT maintenance agreement, snow removal is not required in winter. Signage on the bridge ramps with content like "Caution: Bridge ices before pathway" could be added as well. Scott suggested possible installation of Jersey Barriers until the trail is open, as a temporary option but added that Commerce did not have the ability to move the concrete barriers themselves. A budget allocation for placement of temporary bollards needs to be added to the Trail Council budget. Scott moved, Magee seconded that Manager prepare a budget amendment to transfer a fixed amount from the overall fund balance to a new category. Motion carried unanimously. It was noted that when the new Council budget is created in November that it should have additional categories so that we don't have to keep going back to community councils and boards to change every time.</p> <p>Potential media event with a couple of reporters to give them "early access," get a hard-hat tour of the bridge area. Will ask MDOT/FTCH about this at the meeting on Friday.</p> <p>NOTE: Immediately after the meeting, Manager visited the bridge site and discovered that temporary plastic bollards and "Bridge Closed" signs were to be installed on the August 9th or 10th.</p> <p>Grant funds from the Ralph C. Wilson, Jr. Foundation (RCWJF) were received by the Community Foundation of Greater Rochester (CFGR). \$1.6 million now, (\$1.3 phase one construction, \$300,000 for design engineering for phase two), and the remaining \$600,000 will be dispersed</p>	<p>Phase Two draft engineering RFP to be distributed by Hensler after potential route is refined</p>

	<p>contingent upon successfully obtaining funds pursuant to the Michigan Department of Natural Resources (MDNR) Recreational Trails Program (RTP) and/or Michigan Department of Transportation (MDOT) Transportation Alternatives Program (TAP) Grant application for Phase 2 of the project. Press release soon to be distributed; it's in review at RCWJF.</p> <p>The Phase One Construction Engineering RFP responses are due Aug. 20.</p> <p>Wixom has approved the Cost-Sharing Agreement for when the TAP funding is in place; Commerce approved it at their meeting; Walled Lake approved it at their July 17 council meeting. Wixom will consider a resolution to certify funds with MDOT at their August 14 meeting.</p> <p>Manager and Ms. Wiltfang presented a trail update and Phase Two overview to the Milford Township Board on July 18; they approved moving ahead with drafting a Design Engineering RFP for Phase Two.</p>	
5	<p>Adams Billboard Lease Update. Mr. Adkison distributed an amended lease agreement. Scott motioned, Magee seconded, to accept the revised document and move forward with finalizing the agreement. Motion carried unanimously.</p>	<p>Adkison to finalize lease negotiation process.</p>
6	<p>Depot Discussion – Draft OC Architect’s Report.</p> <p>Ms. Wiltfang presented a final draft report prepared by the Oakland County Historic Preservation Architects for the Walled Lake Depot. The report provides initial conditions assessments, proposed design concepts and cost projections for building rehabilitation. The idea of a special Trail Council meeting at the Depot site was discussed, to review building and also discuss easements/arrangements for businesses that currently use the trail property for business access.</p> <p>Wiltfang commented that the grant application from State Farm for Depot Safety Improvements was not selected.</p> <p>Scott mentioned that the Harrisville (MI) Depot has interpretive signage that shares some of the stories of soldiers that left from that depot to defend their country and that a similar sign (and research) might be appropriate for the Walled Lake Depot as it also served passenger traffic.</p> <p>Scott also commented that it will be important to solicit feedback from the Walled Lake Parks and Rec Commission to include their thoughts/wishes on the Depot.</p>	<p>Manager to post report to website. Manager will attempt to set up meeting at Depot site.</p>
7	<p>Trail Manager Report.</p> <p>Next GLTL Summit in Pontiac on October 18. Further details and draft MOU for statewide GLTL Trail Council to be discussed. Paypal button now active on the website for online donations.</p> <p>Events... Friends group staffed tables at Wixom Blues/BBQ on July 19, Commerce concert on July 27; upcoming: Wixom Block Party on Sep. 8.</p> <p>Manager will provide updated Phragmites estimate at next meeting for the next scheduled treatment.</p> <p>Bridge dedication: Manager will set up a meeting with Commerce to determine what they would like to do for a bridge dedication/ribbon cutting, and how the Friends group can help. MDOT has no official requirement for a ribbon-cutting ceremony to open the bridge, but the potential value of a media event was</p>	<p>Manager to post remainder of 2017 packets and agendas to website.</p> <p>Manager to distribute trail encroachment policy for review by council after attorney has reviewed.</p> <p>Manager to arrange meeting with Commerce officials to discuss events for bridge dedication.</p>

	<p>discussed.</p> <p>Manager shared that a new attendee to the Friends' meeting left a donation of \$250.</p> <p>After attorney review and discussion, it was recommended that we take a less litigious and more consultative approach to encroachers. Manager is working on an "informal statement" to use as a base.</p> <p>Also will draw up an access policy with recommendations on fees, access conditions, etc.</p>	
6	Financials submitted, discussion as warranted. Updated financials need to be obtained from Walled Lake.	Manager to follow up with treasurer.
7	<p>Other matters & next meeting date.</p> <ul style="list-style-type: none"> • Next regular CW2 Trail Council meeting is Wednesday, September 12, 3pm, at the Commerce Township Offices. • Next MALT Friends Group meeting is Tuesday, September 4, 6:30 pm, at the Walled Lake Library. 	Manager to add numbers to resolutions per year.
10	<p>Approve the Warrants. Scott moved, Magee supported payment of the two warrants 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 the firm of Adkison, Need, Allen, & Rentrop, PLLC 	Invoices to be paid.
11	Public Comment. Susan Helke added that she knew of a local resident who had a family member leave for the Korean War from the WL Depot, reflecting Mr. Scott's interest earlier in the meeting about a historical interpretive display.	
12	Adjourn. Motion by Scott, supported by Magee to adjourn. Motion Carried Meeting Adjourned at 4:32 PM	

Fund 487 W2C TRAILWAY

GL Number	Description	Balance
*** Assets ***		
487-000-001-003	COMERICA #5330	145,429.55
487-000-003-000	FOUNDATION DEPOSIT	100.00
Total Assets		145,529.55
*** Liabilities ***		
Total Liabilities		0.00
*** Fund Balance ***		
487-000-390-000	UNASSIGNED	87,946.03
Total Fund Balance		87,946.03
Beginning Fund Balance		87,946.03
Net of Revenues VS Expenditures		57,583.52
Ending Fund Balance		145,529.55
Total Liabilities And Fund Balance		145,529.55

PERIOD ENDING 08/31/2018

GL NUMBER	DESCRIPTION	ACTIVITY FOR		YTD BALANCE 08/31/2018 NORMAL (ABNORMAL)	AVAILABLE		% BGDGT USED
		2018 AMENDED BUDGET	MONTH 08/31/2018 INCREASE (DECREASE)		BALANCE NORMAL (ABNORMAL)		
Fund 487 - W2C TRAILWAY							
Revenues							
Dept 000 - REVENUES							
487-000-580-000	CONTRIBUTIONS FROM LOCAL UNITS	0.00	0.00	90,000.00	(90,000.00)	100.00	
487-000-674-000	DONATIONS	0.00	0.00	125.00	(125.00)	100.00	
Total Dept 000 - REVENUES		0.00	0.00	90,125.00	(90,125.00)	100.00	
TOTAL REVENUES		0.00	0.00	90,125.00	(90,125.00)	100.00	
Expenditures							
Dept 773 - TRAILWAY							
487-773-703-000	DEPART HEAD/DIR	24,000.00	1,224.00	10,105.00	13,895.00	42.10	
487-773-736-000	SIGNAGE	1,000.00	0.00	0.00	1,000.00	0.00	
487-773-738-000	BANK SERVICE CHARGE	0.00	0.00	0.00	0.00	0.00	
487-773-812-000	AUDIT	1,000.00	0.00	0.00	1,000.00	0.00	
487-773-813-001	GENERAL COUNSEL FEES	9,000.00	366.00	2,591.18	6,408.82	28.79	
487-773-817-000	CONSULTANT	0.00	0.00	0.00	0.00	0.00	
487-773-820-000	ENGINEERING	0.00	0.00	11,800.00	(11,800.00)	100.00	
487-773-823-000	INSURANCE AND BONDS	3,000.00	0.00	2,721.00	279.00	90.70	
487-773-900-000	PRINTING/PUBLISHING/PUBLICITY	0.00	0.00	0.00	0.00	0.00	
487-773-931-000	R&M - GROUNDS	5,000.00	0.00	3,784.00	1,216.00	75.68	
487-773-934-000	R&M BUILDING/FACILITY	0.00	0.00	1,540.30	(1,540.30)	100.00	
487-773-958-000	EDUCATION & TRAINING	0.00	0.00	0.00	0.00	0.00	
487-773-985-000	BUILDING ADDITIONS/IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	
487-773-988-000	CONSTRUCTION - CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	
487-773-990-001	LAND IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	
Total Dept 773 - TRAILWAY		43,000.00	1,590.00	32,541.48	10,458.52	75.68	
TOTAL EXPENDITURES		43,000.00	1,590.00	32,541.48	10,458.52	75.68	
Fund 487 - W2C TRAILWAY :							
TOTAL REVENUES		0.00	0.00	90,125.00	(90,125.00)	100.00	
TOTAL EXPENDITURES		43,000.00	1,590.00	32,541.48	10,458.52	75.68	
NET OF REVENUES & EXPENDITURES		(43,000.00)	(1,590.00)	57,583.52	(100,583.52)	133.92	

CHECK DISBURSEMENT REPORT FOR CITY OF WALLED LAKE

CHECK DATE FROM 07/01/2018 - 08/31/2018

Banks: TRAIL

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 487 W2C TRAILWAY							
07/16/2018	TRAIL	2113	HENSLER, JOHN	DEPART HEAD/DIR	703-000	773	1,320.00
07/16/2018	TRAIL	2114	ADKISON,NEED, ALLEN, & RENTROP	GENERAL COUNSEL FEES	813-001	773	162.00
08/30/2018	TRAIL	2115	HENSLER, JOHN	DEPART HEAD/DIR	703-000	773	1,224.00
08/30/2018	TRAIL	2116	ADKISON,NEED, ALLEN, & RENTROP	GENERAL COUNSEL FEES	813-001	773	366.00
				Total for fund 487 W2C TRAILWAY			3,072.00
TOTAL - ALL FUNDS							3,072.00

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
August 31, 2018
Account No: 3051M

Balance

\$576.00

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
August 31, 2018
Account No: 3051-0000M
Statement No: 114252

Previous Balance \$366.00

Fees

		Rate	Hours	
08/08/2018	Attend August meeting of Trailway Council.	120.00	1.50	180.00
08/24/2018	Telephone call from John Hensler and to Mike Thompson of Adams Outdoor regarding status of bridge build and impact on access for Adams.	120.00	0.25	30.00
	For Current Services Rendered		1.75	210.00
	Total Current Work			210.00

Subtotal \$576.00

Your account is 30 days past due.

Total Due for this Matter \$576.00

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.

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

INVOICE: CW2 Air Line Trail Manager, August 7—September 10, 2018

INVOICE DATE: September 11, 2018

DESCRIPTION: Support for the following work from August 7-September 10, 2018:

Marketing:

Monthly maintenance/build-out, posting/updating to social media accounts (Facebook, Instagram, Twitter): 6 hrs

Presentation development, layout/brochure revision, bridge video shoots and edits: 7 hrs

Further refinements & development of 2nd gen website, pages for site, archiving 4 hrs
17 hours

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

1 hour

Grant/TAP Solicitation follow-up including consultation, management, Construction Engineering RFP follow-up and analysis including proposal review, etc.

7 hours

Meetings/Events:

8.7 MALT Friends Group Meeting

Hours:

2.0

8.8 Trailway Council

2.5

8.10 Bridge Construction Update meeting

1.0

8.22 Meeting & on-site tour of Phase 2 route options

3.0

8.24 Bridge Construction Update meeting

1.5

9.4 MALT Friends Group meeting

2.0

9.7 Bridge Construction Update meeting

1.0

9.8 Wixom Block Party setup & staffing

5.5

9.10 Review meeting for Const. Engineering proposals

2.0

18.5 hours

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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 **\$1,284.00**

TOTAL this invoice **\$1,284.00**

Remit to: John Hensler
5045 Mansfield Ave.
Suite 305
Royal Oak, MI 48073
248.506.0942
SS# 381-76-1596
Terms: 15 days

Thank You!

invoice sam:JWHT911

Natural Community Services

6410 Upper Straits Blvd
West Bloomfield, MI 48324
(248) 513-1909
naturalcommunityservices@gmail.com
www.naturalcommunityservices.com



ESTIMATE

ADDRESS

Commerce Walled Lake and
Wixon Trailway
Michigan Airline Trail
2009 Township Dr.
Commerce Twp, MI 48390

ESTIMATE # 1930

DATE 08/20/2018

DATE	ACTIVITY	QTY	RATE	AMOUNT BILLED
08/20/2018	General:Sales Spray Phragmites all zones per specifications on data sheets SEPT 2018			2,345.00
08/20/2018	General:Sales Cut Phragmites Spray all zones per specifications on data sheets DEC 2018			2,950.00
TOTAL				\$5,295.00

Accepted By

Accepted Date



BOSS ENGINEERING
ENGINEERS • SURVEYORS • PLANNERS
LANDSCAPE ARCHITECTS

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 111465
Date 09/17/2018

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

For Professional Services Rendered Through August 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.

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	2.00	100.00	200.00
		Invoice total	200.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
111465	09/17/2018	200.00	200.00				
	Total	200.00	200.00	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	08/08/18	Bradd Maki	0.25	email to Stantec on site visit
17-443	08/10/18	Bradd Maki	1.50	reivew of eamil from Stantec, email response
17-443	08/28/18	Bradd Maki	0.25	status of submittal
			2.00	