

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

**AGENDA
Wednesday 11 September 2019
3:00 P.M.**

- 1. Approval of Minutes**
- 2. Public Comment**
- 3. Phase One Construction**
 - a. Construction Update**
 - i. Progress to date**
 - ii. Depot area**
 - 1. Demolition update**
 - 2. HAWK & RRFB installs**
 - b. Bridge update — panel install**
- 4. Phase Two Design/Engineering/Route/RFP update**
- 5. Adams Billboard Lease Update**
- 6. Trail Manager Report**
 - a. M-5K event on Trail, October 12**
 - b. Events attended by Friends Group, mile marker fundraising update**
 - c. RFP/RFQ discussion: Legal & Audit services**
- 7. Re-Writing Interlocal Agreement: updates from locals, next steps**
- 8. Financials discussion as warranted, CFGR funds update**
- 9. Other matters and next meeting date**
 - a. Next Friends Group meeting Tues, Oct. 1; Commerce Library**
 - b. Next Trail Council meeting Weds, Oct. 9; Wixom**
- 10. Approve the Warrants**
 - a. Manager of the Air Line Trail**

- b. Trail Attorney's invoice**
- c. Design Engineer invoice**
- d. Invasives Mitigation invoice**

11. Adjourn

Commerce, Walled Lake, Wixom Trailway Council Meeting
8-14-2019
3 p.m.
Wixom City Offices
Wixom, 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, Karen Wilmot, Gabriel Costanzo, Casey Ambrose, Gerry Fertig, Kevin Schroeder, Linda Ackley, Deanna Magee, Sheryl Lucas

*D. Scott arrived and chaired the meeting from approximately 3:30 pm.

Meeting was called to order by Secretary Steve Brown at 3:10 p.m.

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 6-12-2019 Minutes. Motion by Owsinek, supported by Brown, to approve the Minutes of July 29, 2019. Motion Carried unanimously.	
2	Public Comment. There was no public comment.	
3A (i., ii., iii), 3B, 4	<p>Update on Construction/Engineering & Next Steps.</p> <p>Contractor has commented that eager users are throwing barriers off to the side on the (officially) closed trail. Local public safety has been advised.</p> <p>Bollards are done and set to be delivered to Wixom DPW in the next week or two.</p> <p>Bridge update: Blue wave panel install should happen in the next couple of weeks.</p> <p>Construction Engineer requested CAD file for slopes as designed for staking the WL Trailhead lot. Request was made to Boss engineering. Boss had a comment that with the Depot Building gone, the grading plan could be modified as the slopes wouldn't have to be as severe. Council discussion centered on the thought that the current plan to replace the Depot with some type of facility has not been decided in terms of structure or scale. After consulting with the construction engineer, decision was that the lot should proceed as designed, regardless of whether the Depot is there or not. Manager to advise WL and Boss accordingly.</p> <p>Depot demolition: inspection revealed asbestos in the floor tile of the older building. Other samples tested negative. Contaminated tile to be removed in a few days, then demolition permit should be secured.</p> <p>Haggerty mast arm install has been delayed due to the need for exploratory digging to reveal precise locations of pipelines. Contractor will handle the digging; quoted cost of \$512/hour includes time for equipment and personnel.</p>	<p>Phase Two draft engineering RFP to be distributed by Manager after potential route is refined</p>

	Railing placement review/inspection was performed Friday 8/9. New locations of railings include in front of the Depot Trailhead lot, and the ShearWater and Gunnar Mettala trailhead locations.	
4	Phase Two: No updates. Pending decision from Lake State Rail.	
5	Adams Billboard Lease Update. MDNR documents arrived from DNR for our signature, they have been sent to Lansing.	
6	<p>Trail Manager Report.</p> <p>Friends Group: Event report:</p> <ul style="list-style-type: none"> - Wixom Blues/BBQ, July 18— good attendance - Drafting Table LagerFest, July 21— great turnout, over \$900 raised for mile markers. - Commerce concerts in August 2 & 16. Good turnout for the Aug. 2 show. - Brochure for Road Crossings has been distributed at events. More on the way from printer. - Website updated with Construction page, FAQ updated, all current. <p>Commerce is holding a “M-5K” run/walk on October 12 to officially open the trail. Manager to see if Friends Group will support and help staff. Wiltfang to check with MDOT to determine if any insurance issues come into play with using the M-5 trail as part of the route. Need discussion on “ribbon cutting” to start or end event.</p> <p>Wayfinding signage: Friends Group weighed in on choice of style/layout. Manager will share with Council via email. These signs, even if temporary, still need a funding source.</p> <p>Need for recognition for Mike Levine during the Great Lake to Lake trail ride was discussed. Discussion ranged from a custom bike jersey for Mike to a “fender flag” for giveaways for the other riders (currently numbering 48 participants). Motion made by Scott, seconded by Brown, to spend no more than \$1,000 for event gifts/trinkets. Motion Carried unanimously.</p>	Manager to draft Trail Events policy.
6	Re-Writing Interlocal Agreement: Next Steps: this matter will be discussed at a special meeting.	
7	Financials submitted, discussion as warranted. Updated quarterly financials will be presented at September meeting.	
8	<p>Other matters & next meeting date.</p> <ul style="list-style-type: none"> • Manager will look into costs for renting temporary restroom facilities once the trail is open. • Boulders alongside the trail at road crossings have been secured as a supplement to the single bollard that will be at each crossing. Scott has secured a source, will need to schedule Wixom DPW (likely a Saturday job), probably in October when all other work has wrapped up. • Next regular CW2 Trail Council meeting is Wednesday, September 11, 2019 at 3pm, at the Wixom City Offices. • Next MALT Friends Group meeting is Tuesday, September 3, 2019 at 6:30 pm, at the Commerce Public Library 	<p>Manager to reserve Commerce Twp Library rooms starting in July.</p> <p>Manager to cost out rental of temporary restroom facilities.</p>
9	Approve the Warrants. Brown moved, Owsinek supported payment of the four warrants below for payment. Motion Carried unanimously.	Invoices to be paid.

	<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• Invoice for Stantec, LLC – to be paid from RCWJF funds• Invoice for Natural Community Services	
10	Adjourn. Motion by Scott, supported by Owsinek to adjourn. Motion Carried Meeting Adjourned at 4:01 PM	

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, August 13—September 9, 2019

INVOICE DATE: September 10, 2019

DESCRIPTION: Support for the following work from August 13—Sept. 9, 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: 6 hrs

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

12 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: Aug. 14, 20, Sep. 4, 5

22 hours

Meetings/Events:

8.14 Trail Council meeting

Hours:

2.0

8.16 Commerce Concert Booth

3.5

9.3 MAT Friends Group Meeting

2.0

9.7 Wixom Block Party Event

10.5

18 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.

9 hours

TOTAL @ \$24/hour

\$1,464.00

PRINT ITEMS:

2nd Printing of MALT Road Crossing Brochure (500 copies)

\$111.94

TOTAL:

\$1,575.94

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:JWHT91019

Order Details | Order # 547C6-G5A42-2J5

Order Date: 8/16/2019 9:26 AM

Estimated Date of Arrival: 8/28/2019

Order Status: **Processing**

Shipping Address

Deanna Magee
49045 Pontiac Trail
Wixom, MI 48393
United States of America
2485060942
City of Wixom
[Edit Shipping Address](#)

Billing Address

John Hensler
5045 Mansfield Ave.
Apt. 305
Royal Oak, MI 48073
United States of America
2485060942
Sunken Anchor Media

Delivery Speed

Economy

Payment Information

VISA ****3032
Exp. 3/2020

Order Total

Product Total \$125.61

You Saved 33% (\$61.89)!

Shipping & Processing
Economy - Est. Arrival Aug 28 FREE

Sales Tax \$7.54

Vistaprint Credit -\$21.21

You Paid: **\$111.94**

1 Item(s)

[Cancel Items](#)

[Rese](#)



[Edit Your Design](#)

8.5" x 11" Tri-fold brochures - standard matte paper

Status: **Processing**

Qty 500

Base Price ~~\$187.50~~ **\$125.61**

Item Total * **\$125.61**

*State sales tax is required on this item.

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, 2019
Account No: 3051M

Balance

\$390.00

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, 2019
Account No: 3051-0000M
Statement No: 118046

Previous Balance \$330.00

Fees

		Rate	Hours	
08/09/2019	Telephone call from Jay Siefman, attorney for ACA Realty Company, advising that he is no longer pursuing a claim of easement over Trailway property. Draft and send confirming e-mail.	120.00	0.50	60.00
	For Current Services Rendered		0.50	60.00
	Total Current Work			60.00
	Subtotal			<u>\$390.00</u>
	Your account is 30 days past due.			
	Total Due for this Matter			<u>\$390.00</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.

Invoice Number	1551343
Invoice Date	August 22, 2019
Purchase Order	2075144101
Customer Number	54630
Project Number	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

Project	MICHIGAN AIR LINE TRAIL MISC ENGINEERING SERVICES		
Project Manager	Martin, Claire Alana	Contract Upset	20,000.00
Current Invoice Total (USD)	147.00	Amount Billed to Date	19,605.50
		For Period Ending	August 2, 2019

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Martin, Claire Alana	1.00	147.00	147.00
	Subtotal Professional Services	<u>1.00</u>		<u>147.00</u>

Total Fees & Disbursements	<u>147.00</u>
INVOICE TOTAL (USD)	147.00

Due upon receipt or in accordance with terms of the contract

Billing Backup

Date	Project	Employee/Supplier	Quantity	Comment
07/01/19	2075144101	MARTIN, CLAIRE ALANA	0.50	PROJECT MANAGEMENT
07/02/19	2075144101	MARTIN, CLAIRE ALANA	0.50	PROJECT MANAGEMENT
Total Project 2075144101			1.00	

Natural Community Services, LLC

6410 Upper Straits Blvd
West Bloomfield, MI 48324
248-513-1909
info@naturalcommunityservices.com
naturalcommunityservices.com



INVOICE

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

INVOICE 2448
DATE 08/23/2019
TERMS Due on receipt
DUE DATE 08/23/2019

DATE	ACTIVITY	QTY	RATE	AMOUNT
08/23/2019	General:Sales Knotweed Control, Walled Lake		345.00	345.00
08/23/2019	General:Sales Knotweed Control, Commerce			315.00

BALANCE DUE				\$660.00