

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

**AGENDA
Wednesday 8 November 2017
3:00 P.M.**

- 1. Approval of Minutes (both Regular and Special Meeting 10/25/17)**
- 2. Public Comment**
- 3. Update on Design/Engineering & TAP grant application**
- 4. Trail Manager Report**
- 5. Beck Road Trailway Crossing: update**
- 6. Adams Billboard Lease Amendment**
- 7. Escrow Account Reconciliation**
- 8. 2018 Trailway Council Budget discussion**
 - a. Application for Tax ID Number**
- 9. Other matters and next meeting date**
 - a. Next Friends Group meeting Dec. 5**
 - b. Next Trail Council meeting Dec. 13**
- 10. Approve the Warrants**
 - a. Manager of the Air Line Trail**
 - b. Trail Attorney's invoice**
- 11. Public Comment**
- 12. Adjourn**

Commerce, Walled Lake, Wixom Trailway Council Meeting
10-11-2017
3 p.m.
Walled Lake Council Chambers
1499 E. West Maple Rd.
Walled Lake, MI 48390

Council members

David Scott	Commerce	President	Present
Colleen Coogan	Walled Lake	Treasurer	Present
Steven Brown	Wixom	Secretary	Present

John Hensler, Manager of the Michigan Air Line Trail
Phil Adkison, Adkison, Need and Kelly Atty

Also Present: Fred Dore, Gerry Fertig, Mark Pascoe, Gabriel Costanzo, John Calvert, Susan Helke, Tim Sikma, Kristen Wiltfang, Deanna Magee

Meeting was called to order by President David Scott at 3:01 p.m.

Item 1. Approval of 9-13-2017 Minutes. **Motion** by Coogan, supported by Brown, to approve the Minutes of September 13, 2017. **Motion Carried Unanimously**

Item 2. Public Comment. Public Comment from Susan Helke highlighted a Train Depot in Port Hope that she recently visited. It is currently being restored by volunteers.

Item 3. Update on Design/Engineering and TAP Grant Application.

Kristen Wiltfang led a discussion and provided an update of the Transportation Alternatives Program (TAP) application to date. She mentioned many of the accomplishments from 2017 that include finalizing the MI Air Line Trail property acquisition, establishing a Friends Group, ribbon cutting in Wixom, trail cleanup days and raising awareness of the trail at special events in the three communities.

Ms. Wiltfang attended a meeting with Stantec and the Road Commission for Oakland County (RCOC) on October 10, 2017. It was noted that where the MI Air Line Trail meets Pontiac Trl in Walled Lake, is not AASHTO shared-use path compliant. RCOC has requested that a 5' clear space be maintained from the back of curb and it is preferred to cross trail users at the signalized intersection at Pontiac Trl and West Maple Rd rather than mid-block. Stantec reached out to MDOT regarding the trail crossing at Pontiac Trl and West Maple Rd to determine its impacts to the TAP project.

The trail crossing at Haggerty Road is also a concern. Further review of traffic volumes, site distance and speed limits, may cause a traffic control device to be warranted at the crossing (High Intensity Activated crossWalk beacon or HAWK; Rectangular Rapid Flashing Beacon or RRFB; or pedestrian refuge island). Haggerty Road is under RCOC jurisdiction and is split between Commerce and West Bloomfield Townships. Mr. Hensler has reached out to West Bloomfield Parks and Recreation Staff to set up a meeting in order to discuss the crossing. It was noted Oakland County Tri-Party Safety Improvement funds might be a potential source of funding to improve the crossing.

It was also noted during the meeting with RCOC that permit fees, maintenance, inspection and replacement costs of any traffic control devices (HAWK or RRFB) are at the expense of the name on the permit (i.e. the community or CW2 Council whichever is agreed upon by the CW2 Council).

Mark Pascoe discussed the TAP grant budget. The current intent is to apply for the higher-end funding, which includes an asphalt surface for the entire length of the trail from Wixom Rd to Haggerty Rd. The following budget figures were discussed:

- \$3.4 million Participating Construction Costs
- \$1.4 million Local match (includes local match and non-participating items like construction engineering and permit fees)
- \$200,000 Design Engineering Services (funding donated by the Levine Family Foundation)
- \$5 million Total project cost

An alternative option that included a crushed limestone surface was also discussed, but at this time the CW2 Council would like to proceed with an all asphalt surface.

Matching funds for the TAP project were also discussed. It was noted that construction costs were not defined in the Interlocal Agreement. However, management/administrative costs [split 1/3 each municipality] and maintenance [each community is responsible for Trail in their jurisdiction]), but the assumption from Wixom and WL was that development/construction costs would be by mileage of trail.

Match breakdown by community is as follows:

\$686,000 Commerce

\$420,000 Walled Lake

\$294,000 Wixom

\$1,400,000 total local match. Includes (20% match of \$863,000 and \$737,000 of non-participating costs like Construction Engineering & Permits)

If TAP funding is awarded, local community matching funds need to be certified in May 2018. MDOT will send an invoice and payment of actual funds will be made when the first contractor bills come due, likely six months or so after that date.

Improvements to the Walled Lake Depot are not part of the TAP project, however, improvements to the Depot parking lot could be. Stantec is going to look into this and evaluate potential improvements.

Resolutions of support will be presented at the Walled Lake City Council on October 17, 2017; Commerce Township Board on October 24, 2017; Wixom City Council on October 24, 2017; and the CW2 Council on October 25, 2017.

Ms. Wiltfang shared a concern on a comment offered via the online survey. There is a need to reach out to adjacent property owners and provide them with contact information to voice any concerns and additional TAP project information.

A future discussion with the CW2 Council was proposed to consider the design and style of wayfinding signs, interpretive displays, information kiosks, benches, shade shelters, trash receptacles, bike racks, bike fix-it stations, etc.

Mike Levine is donating a piece of land to the MDNR that is valued at approximately \$35,000. Based upon that gift, the DNR will grant the CW2 Council a Recreational Trails Program (RTP) grant in the same amount. A letter of intent from the MDNR will be prepared and included in the grant application.

Item 4. Trail Manager Report. Mr. Hensler apologized to the members of the Friends group in the audience. The resolutions of support for the TAP application were tabled at the Commerce Township Board and Wixom City Council meetings on October 10th and Mr. Hensler was not able to notify them of that change.

A few suggestions were offered by Oakland County and Wixom on web content and layout. Additional information on the MI Air Line Trail website may include CW2 Agendas, Minutes and meeting locations, trail etiquette information, trail rules as spelled out in the community ordinances, and parking/trailhead information.

Item 5. Beck Road Pathway: Developments for the Pathway along Beck Road are in process; Mr. Hensler will be in further contact with the developers as to how much of the proposed crossing is actually constructed at this time.

Item 6. Other Matters and Next Meeting Date. Due to the resolution of support request for the TAP Grant Application, a special meeting of the Trail Council is likely required for Wednesday, October 25 at a time TBD.

- Next regular MAT Trail Council meeting is Wednesday, November 8 at 3pm, at the Walled Lake Council offices.
- Next MAT Friends Group meeting is November 7, at 6:30 pm, at the Wixom Public Library.
- Relocation of Adams billboard near M-5 in Commerce. Adams Outdoor Advertising is proposing a new, larger sign for the new location. The intent is to have the same visibility that the current electronic sign has. The new dimensions will need to be approved by the Commerce Township Board.

Item 7. Approve the Warrants. Scott moved, Coogan supported approval of the following for payment. **Motion Carried.** Scott also moved to transfer the CW2 Council bookkeeping to the City of Walled Lake. Brown supported, **Motion Carried.**

- A. Invoice for the Manager of the Michigan Air Line Trail,
- B. Invoice for the firm of Adkison, Need and Kelly to be paid from operating budget.

Item 8. Public Comment. There was no additional public comment.

Item 9. Adjourn. **Motion** by Coogan, supported by Brown to adjourn. **Motion Carried Meeting Adjourned at 5:08 PM**

Commerce, Walled Lake, Wixom Trailway Council Meeting
10-25-2017
4 p.m. (SPECIAL MEETING)
Walled Lake Council Chambers
1499 E. West Maple Rd.
Walled Lake, MI 48390

Council members

David Scott	Commerce	President	Present
Colleen Coogan	Walled Lake	Treasurer	Present
Steven Brown	Wixom	Secretary	Present

John Hensler, Manager of the Michigan Air Line Trail
Phil Adkison, Adkison, Need and Kelly Atty

Also Present: Fred Dore, Gerry Fertig, Ann Stevens, Gabriel Costanzo, John Calvert, Susan Helke, Kristen Wiltfang, Deanna Magee

Meeting was called to order by President David Scott at 4:01 p.m.

Item 1. Approval of Minutes. **Tabled to next regular meeting.**

Item 2. Public Comment. Public Comment from Ken Kolke regarded donation of property alongside the Trail.

Item 3. Update on Design/Engineering and TAP Grant Application.

Resolutions of support have been approved by all three communities. The Design Open House is scheduled for later in the day, from 4:30 to 7:30pm. Publicity has been good.

Ms. Coogan remarked that she was disappointed that the Depot parking lot was not included in the grant application. Mr. Scott indicated he also supported Walled Lake's position. A Stantec representative (Ms. Stevens) said the parking lot would receive some attention in the overall design plan.

A Resolution of Support for the TAP Grant Application was moved for approval by Scott, seconded by Coogan. **Motion Carried Unanimously.**

Item 4. Beck Road Pathway: Revised layout of the Pathway along Beck Road is done; Mr. Hensler will be in further contact with the developers for executing the license.

Item 5. Other Matters and Next Meeting Date.

- Next regular MAT Trail Council meeting is Wednesday, November 8 at 3pm, at the Walled Lake Council offices.
- Next MAT Friends Group meeting is Tuesday, November 7, at 6:30 pm, at the Wixom Public Library.

Item 6. Adjourn. **Motion** by Brown, supported by Coogan to adjourn. **Motion Carried Meeting Adjourned at 4:30 PM**

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
October 31, 2017
Account No: 3051M

Balance

\$750.00

Please note that the firm accepts Visa, Mastercard, American Express and Discover.

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 39572 Woodward
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Michigan Air Line Trail
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Attn: John Hensler

Page: 1
 October 31, 2017
 Account No: 3051-0000M
 Statement No: 110938

	Previous Balance		\$192.00
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Fees

		Rate	Hours	
10/11/2017	Attend October meeting of Trailway Council.	120.00	2.00	240.00
10/19/2017	Met with Steve Minton regarding tree and shrub trimming in vicinity of new location of Adams Billboard. Telephone call to Mike Thompson of Adams Outdoor. Draft e-mail to Mr. Thompson regarding need for landscape plan. Telephone call to John Hensler to update on process,	120.00	0.75	90.00
10/25/2017	Attend special meeting of Trailway Council.	120.00	0.50	60.00
10/26/2017	Review all billing records and supporting invoices for reimbursable work done on right of way acquisition and draft letter responding to Attorney Robert Alderson's objections to escrow account reconciliation.	120.00	3.00	360.00
	For Current Services Rendered		6.25	750.00
	Total Current Work			750.00

Payments

10/23/2017	Payment Received, Check # 2082		-192.00
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Subtotal \$750.00

Total Due for this Matter \$750.00

Please note that the firm accepts Visa, Mastercard, American Express and Discover.

TO: David Scott/Janet Bushey
2009 Championship Drive
Commerce Township, MI 48390

INVOICE: CW2 Air Line Trail Manager, October 10—November 7, 2017

INVOICE DATE: November 8, 2017

DESCRIPTION: Support for the following work from October 10-November 7, 2017:

Marketing:

Monthly maintenance/build-out, posting to social media accounts (Facebook, Instagram, Twitter): 5 hrs
Further development of 2nd gen website, 3 hrs
8 hours

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

TAP Grant Application including consultation, meetings, obtaining public input, Letters of support, community resolutions, review of documents:
Meetings/Events: 16 hours
Management, writing, presentation development, prep for open house, consultation, media follow-up: 12 hours
28 hours

<i>Meetings/Events:</i>	<u>Hours:</u>
10.11 Trailway Council	2.5
10.23 Haggerty Rd. Meeting @Commerce	2.0
10.25 Trailway Council	1.0
10.30 Meeting w/J. Galbraith re: Beck Rd. Pathway	1.0
11.1 Meeting w/J. Tighe/Ralph Wilson Foundation	2.5
11.7 MAT Friends' Group meeting	2.5
	<hr/>
	<i>11.5 hours</i>

Misc administrative tasks: email, Maintenance for MailChimp service (edits/adds to email list, October Update), general phone meetings/consultation, etc.
10 hours

TOTAL @ \$24/hour **\$1,428.00**

Continued next page...

TOTAL this invoice

\$1,428.00

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:JWHT118