

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

**AGENDA  
Wednesday 12 February 2020  
3:00 P.M.**

- 1. Approval of Minutes**
- 2. Public Comment**
- 3. Phase One Construction**
  - a. Construction Update**
    - i. Prep for Ribbon-Cutting Ceremony**
    - ii. Phase One Budget Update**
    - iii. Update with adjacent property owner/sprinkler**
- 4. Phase Two Design/Engineering/Route/RFP update**
- 5. Adams Billboard Lease Update**
- 6. Trail Manager Report**
  - a. Friends Group feedback, mile marker update**
  - b. Audit services moving forward – revised plans**
  - c. DIA Inside Out Report**
- 7. New Interlocal Agreement: progress update**
- 8. Financials discussion as warranted**
- 9. Other matters and next meeting date**
  - a. Next Friends Group meeting Tues, March 3; WL Library**
  - b. Next Trail Council meeting Weds, March 11; Commerce**
- 10. Approve the Warrants**
  - a. Manager of the Air Line Trail**
- 11. Adjourn**

**Commerce, Walled Lake, Wixom Trailway Council Meeting  
1-8-2020  
3 p.m.  
Commerce Township Hall  
Commerce, MI**

**Council members**

David Scott	Commerce	President	Present
John Owsinek	Walled Lake	Treasurer	Present
Deanna Magee	Wixom (alternate)	Secretary	Present
John Hensler, Manager of the Michigan Air Line Trail			

Also Present: Kristen Wiltfang, Karen Wilmot, Gabriel Costanzo, Van Vanerian, Linda Ackley, Casey Ambrose, Gerard Fertig

Meeting was called to order by President Dave Scott at 3:01pm.

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 11-13-2019 Minutes. <b>Motion</b> by Magee, supported by Scott, to approve the Minutes of December 11, 2019. <b>Motion Carried unanimously.</b>	
2	Public Comment. No public comment.	
<b>3A (i., ii., iii), 3B, 4</b>	<p>Update on Construction/Engineering &amp; Next Steps.</p> <p>Phase One Construction nearly complete. Upon activation of the HAWK traffic safety signals, the trail will be “officially” open once the HAWK operation has been certified by RCOC. A press release detailing the opening of the trail but also how the HAWKs operate will be distributed. It was suggested that sending the press release and HAWK info to the USPS, Fedex and Amazon for their delivery efforts would also be a good idea.</p> <p>Sprinklers at Hansen’s: Manager to solicit estimates for repair.</p> <p>Opening ceremony: Date was formalized as Wednesday, May 6. More details to come in the next couple of months.</p>	<p>Phase Two draft engineering RFP to be distributed by Manager after potential route is refined</p> <p>Manager to solicit additional sprinkler repair estimates for the Hansen’s property.</p>
4	Phase Two: No updates on route. Meetings with Oakland County execs and reps from the CSX railroad have been scheduled to present and discuss route options.	
5	Adams Billboard Lease Update. Lease signed; Adams has go-ahead to begin installation of the billboard. Still checking on tree removal via MDOT.	

6	<p><b>Trail Manager Report.</b></p> <ul style="list-style-type: none"> <li>- Friends: Past/upcoming: no immediate events. Event registration is open for ride on National Trails Day (June 6), a ride along the MALT and the WBT. Coordinating with Motor City Brew Tours.</li> <li>- Mile Markers: Working with vendor to get extensions fabricated with install in the spring.</li> <li>- The Friends Group discussed issues related to the group's official/non-profit status at their January 7, 2020 meeting. Mr. Scott said he welcomed the group being an independent organization but wondered how far the group had gotten regarding funding, operations, etc. Manager responded that the discussions were at an early stage and would continue.</li> <li>- The 2020 Contract for Trail Manager John Hensler was presented for review. Scott <b>moved</b>, Owsinek supported approval of the 2020 contract. <b>Motion Carried unanimously.</b></li> </ul>	Manager to draft Trail Events policy.
6	<p><b>Re-Writing Interlocal Agreement:</b> Commerce Attorney Phil Adkison submitted a revised draft to Walled Lake and Wixom. Their attorneys will review and take next steps.</p>	Review meeting to be scheduled after review by city legal representatives.
7	<p><b>Financials submitted, discussion as warranted.</b> Commerce still looking for February, July and November 2019 bank statements, but most have been sent to WL.</p>	
8	<p><b>Other matters &amp; next meeting date.</b></p> <ul style="list-style-type: none"> <li>• Boulders: will schedule Wixom DPW (a Saturday job; will need to compensate) and supplier, when all other work has wrapped up.</li> <li>• It was suggested that a trail cleanup would be a good idea a few weeks before the official opening.</li> <li>• Trail mowing and maintenance: Manager to consult with west Bloomfield Parks about possible mowing services.</li> <li>• Next regular CW2 Trail Council meeting is Wednesday, February 12, 2020 at 3pm, at the <b>Commerce Township Hall.</b></li> <li>• Next MALT Friends Group meeting is Tuesday, Feb. 4, 2020 at 6:30 pm, at the <b>Walled Lake Public Library</b></li> </ul>	
9	<p><b>Approve the Warrants.</b> Scott moved, Magee supported payment of the 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> <li>• Invoice from the firm of Adkison, Need, Allen &amp; Rentrop for payment of services associated with the Adams Billboard lease.</li> </ul>	Invoices to be paid.
10	<p>Adjourn. <b>Motion</b> by Scott, supported by Owsinek to adjourn. <b>Motion Carried Meeting Adjourned at 3:37 PM</b></p>	

**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, January 8—February 10, 2020**

**INVOICE DATE:** February 11, 2020

**DESCRIPTION:** Support for the following work from January 8—February 10, 2020:

*Marketing:*

Monthly maintenance/build-out, posting/updating to social media accounts (Facebook, Instagram, NextDoor, Twitter): 3 hrs  
Press Release drafting, photo & video updates, media follow-up: 6 hrs  
Additional refinements & development of website, updating pages, archiving 1.5 hrs  
*10.5 hours*

*Trail 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, follow-up on equipment install and troubleshooting, invoice and budget reviews, reports, etc.

Includes following on-site meetings: Jan. 30  
*17 hours*

*Meetings/Events:*

	<u>Hours:</u>
1.8 On-Trail review of Inside Out install locations w/DIA	3.5
1.8 Trail Council Meeting	1.5
1.23 Quarterly County Trails, Water and Land Alliance	3.0
1.24 DIA Inside Out Orientation/Planning Meeting, Detroit	6.0
2.4 MAT Friends Group Meeting	2.0
<u>2.10 On-site meeting for billboard with Adams</u>	<u>1.5</u>
	<i>17.5 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.

*13 hours*

**TOTAL @ \$24/hour**

**\$1,392.00**

continued...

**PRINT ITEMS:**

Reprint of Road Crossings Brochure (1,000 copies):

**\$137.58**

**TOTAL THIS INVOICE:**

**\$1,529.58**

**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:JWHT21120

My Account / Order History / **Order Details**

Account # 2623-9076-9089

# Order Details | Order # GTLC9-Q5A03-4Q9

Order Date: 2/10/2020 2:45 PM

Estimated Date of Arrival: 2/21/2020

Order Status: **In Progress**

### Shipping Address

John Hensler  
5045 Mansfield Rd.  
305  
Royal Oak, MI 48073  
United States of America  
2485060942

[Edit Shipping Address](#)

### Billing Address

John Hensler  
5045 Mansfield Rd.  
305  
Royal Oak, MI 48073  
United States of America  
2485060942

### Delivery Speed

Economy

### Payment Information

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

### Order Total

Product Total \$275.19

You Saved 50% (\$137.57)!

Shipping & Processing  
Economy - Est. Arrival Feb 21 \$0

You Paid: **\$137.58**



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

Status: **Processing**

Qty 1000

Base Price ~~\$275.19~~ **\$137.58**

**\$137.58**