

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

**AGENDA  
Wednesday 10 October 2018  
3:00 P.M.**

- 1. Approval of Minutes**
- 2. Public Comment**
- 3. Design/Engineering – Next Steps**
  - a. Permits & plans update**
  - b. Bridge opening to traffic/plans**
  - c. Phase Two Design/Engineering/Route/RFP update**
- 4. Adams Billboard Lease Update**
- 5. Trail Manager Report**
- 6. Financials submitted, discussion as warranted**
- 7. Preliminary 2019 Trail Council Budget discussion**
- 8. Other matters and next meeting date**
  - a. Next Friends Group meeting Weds, Nov. 7; Walled Lake Library**
  - b. Next Trail Council meeting Nov. 14; Commerce**
- 9. Approve the Warrants**
  - a. Manager of the Air Line Trail**
  - b. Trail Attorney's invoice**
- 10. Public Comment**
- 11. Adjourn**

**Commerce, Walled Lake, Wixom Trailway Council Meeting**  
**9-24-2018**  
**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	Present
Steve Brown	Wixom	Secretary	Present

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

Also Present: Kristen Wiltfang, Sheryl Lucas, Deanna Magee, Chelsea Pesta, Tim Sikma, John Calvert, Gabriel Costanzo, John Owsinek

Meeting was called to order by President David Scott at 3:00 p.m.

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 8-8-2018 Minutes. <b>Motion</b> by Brown, supported by Scott, to approve the Minutes of August 8, 2018. <b>Motion Carried unanimously.</b>	
2	Public Comment. John Calvert thanked the Council for their quick work to get the trail construction proceeding and announced that plans were already under way to start reserving hotel blocks for the 2019 Great Lake to Lake Trail Ride.  Mr. Scott gave a brief update on the M-5 Bridge construction that has encountered a delay due to ornamental panel support post material & installation.	
3A, 3B, 3C	Update on Design/Engineering & TAP Grant Application.  Bridge should be open for pedestrian traffic in late October, with the decorative wave panels not installed until late Winter or early Spring 2019. A formal bridge opening ceremony might not make sense until the bridge is fully complete, but a “first to cross the bridge” event, perhaps benefiting cancer survivors or other groups, could take place in late Oct/early Nov.  Potential media event with a couple of reporters to give them “early access,” get a hard-hat tour of the bridge area could still happen as well, perhaps immediately prior to the “first crossing” event.  The Phase One Construction Engineering vendor was discussed with a report from Tim Sikma of the selection & review committee. There were six qualified engineering firms that submitted proposals. After deliberation and interviews of the top three candidates with a focus on qualifications, experience, quality of proposal and fee schedule, a recommendation was made to hire Spalding DeDecker as the Phase One construction engineer. Brown motioned, Whitt supported a motion to formalize the committee’s recommendation. Motion carried unanimously.  Walled Lake pointed out that there are further issues to be dealt with regarding the Greenaway Drain, which runs under the Trail in Walled Lake. A sinkhole formed earlier this summer, and Walled Lake DPW made a temporary repair on the culvert.	Manager to research a potential “bridge crossing” opening event.  Phase Two draft engineering RFP to be distributed by Manager after potential route is refined

	Phase Two: Wixom is still in discussions with property owners near old railbed; discussing easement potential.	
4	Adams Billboard Lease Update. Mr. Adkison distributed an executed lease agreement. It will be delivered to Adams pending a confirmation in the site plan of the sign's precise location.	Adkison to get confirmation of revised site plan with billboard location.
5	<p>Trail Manager Report.</p> <p>TWLA Fall Celebration on October 4 in Clarkston. Next GLTL Summit in Pontiac on October 18. Further details and draft MOU for statewide GLTL Trail Council to be discussed.</p> <p>Events: Friends group staffed table at Wixom Block Party on Sep. 8.</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 discussed.</p> <p>Manager drafting an access policy with recommendations on fees, access conditions, etc.</p> <p>Mr. Scott asked about creating a policy for holding "special events" on the trail.</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>
6	Financials submitted, discussion as warranted. Scott suggested that the financials move to a two-signature system once the new Treasurer (whether from WL or another city) is set.	
7	<p>Other matters &amp; next meeting date.</p> <ul style="list-style-type: none"> <li>• Next regular CW2 Trail Council meeting is Wednesday, October 10, 3pm, at the <b>Commerce Township Offices</b>.</li> <li>• Next MALT Friends Group meeting is Tuesday, October 2, 6:30 pm, at the <b>Walled Lake Library</b>.</li> </ul>	Manager to add numbers to resolutions per year.
8	<p>Approve the Warrants. Brown moved, Scott supported payment of the four 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 for the firm of Adkison, Need, Allen, &amp; Rentrop, PLLC</li> <li>• Invoice for Phragmities Treatment by Natural Community Services</li> <li>• Invoice for time charged to Walled Lake by Boss Engineering for plan refurbishing and adjustments</li> </ul>	Invoices to be paid.
9	Public Comment. Scott reminded that the Ralph C. Wilson, Jr. Foundation has an additional \$500 million to distribute.	
10	Adjourn. <b>Motion</b> by Scott, supported by Brown to adjourn. <b>Motion Carried Meeting Adjourned at 4:10 PM</b>	

CW2 Trailway Council  
Budget 2019 Preliminary Discussion

Fund balance as of 8/31: \$145,529.55

- Contribution amount from local communities:
  - 2016: \$36,000/community
  - 2017: \$30,000/community
  - 2018: **\$0**
  - 2019: Proposed \$25,000/community **OR** pro-rated per linear trail\* in community:
    - Commerce: \$30,750 (41%)
    - Walled Lake: \$16,500 (22%)
    - Wixom: \$27,750 (37%)

\* Calculation includes full completed length of trail in **both** Phase One and Phase Two

Potential revised/new operations budget categories to include:

Signage-regulatory  
Signage-wayfinding  
Invasives mitigation  
Audit  
Bank Service Charges  
Publications/marketing  
Office Supplies  
Insurance  
Legal  
Manager  
Events  
Maintenance  
Contingency

**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, September 11–October 8, 2018**

**INVOICE DATE:** October 9, 2018

**DESCRIPTION:** Support for the following work from September 11–October 8, 2018:

*Marketing:*

Monthly maintenance/build-out, posting/updating to social media accounts (Facebook, Instagram, Twitter): 5 hrs

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

Further refinements & development of 2<sup>nd</sup> gen website, pages for site, archiving 4 hrs  
*16 hours*

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

*1 hour*

Phase One Construction Engineering: follow-up including consultation, management, RFP follow-up and analysis including proposal review, etc.

*6 hours*

*Meetings/Events:*

9.12 Final P1 Construction plan review meeting  
9.19 Interviews for Const. Engineering proposals  
9.21 Bridge Construction Update meeting  
9.24 Trailway Council  
10.2 MALT Friends Group meeting  
10.4 Trails, Water, Land Alliance fall meeting  
10.5 Bridge Construction Update meeting

Hours:

2.0  
2.5  
1.0  
2.5  
2.0  
4.5  
1.5

*16.0 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**

**\$1,176.00**

**TOTAL this invoice**

**\$1,176.00**

**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:JWHT1008

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

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September 30, 2018  
Account No: 3051M

Attn: John Hensler

Balance

\$558.00

**Credit card payments may be made online through the firm's website at [www.anafirm.com](http://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  
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 September 30, 2018  
 Account No: 3051-0000M  
 Statement No: 114614

Attn: John Hensler

Previous Balance	\$576.00
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Fees

		Rate	Hours	
09/10/2018	Receive and review correspondence from Rebecca Kosta, Adams Outdoor Real Estate Manager, along with accompanying executed lease. Telephone call to Ms. Kosta regarding her mistaken execution of a dated draft version of lease agreement. Make further revisions to draft and send redlined and clean copy to Ms. Kosta.	120.00	1.25	150.00
	Receive and review correspondence from John Hensler regarding e-mail domain. Telephone call with David Wolf, computer tech, regarding same. Telephone call to John Hensler.	120.00	0.30	36.00
	Review top-level domain issue and discuss with Phil.	75.00	0.40	30.00
09/24/2018	Attend Trailway Council September rescheduled meeting.	120.00	<u>1.10</u>	<u>132.00</u>
	For Current Services Rendered		3.05	348.00
	Total Current Work			348.00

Payments

09/10/2018	Payment Received, Check # 2116			-366.00
	Subtotal			<u>\$558.00</u>



Michigan Air Line Trail

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September 30, 2018

Account No: 3051-0000M

Statement No: 114614

Total Due for this Matter

\$558.00

**Credit card payments may be made online through the firm's website at [www.anafirm.com](http://www.anafirm.com). Please note that the firm accepts Visa, Mastercard, American Express and Discover.**