

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

**AGENDA
Wednesday 14 March 2018
3:00 P.M.**

- 1. Approval of Minutes**
- 2. Public Comment**
- 3. Update on Design/Engineering & grant applications**
 - a. Discussion of Community Foundation of Greater Rochester as grant fiduciary**
 - b. Review of amenity placement/location**
- 4. Update on Road Crossing Permit Applications**
- 5. Adams Billboard Lease Amendment Update**
- 6. Discussion of Potential Property Acquisition, Crumb Rd. plot**
- 7. Trail Manager Report**
- 8. Financials submitted, discussion as warranted**
 - a. Escrow Account Reconciliation Update – Community Reimbursements**
- 9. Other matters and next meeting date**
 - a. Next Friends Group meeting April 3; Commerce Library**
 - b. Next Trail Council meeting April 11; Wixom**
- 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
2-14-2018
3 p.m.
Wixom City Offices
49045 Pontiac Trail
Wixom, MI 48393

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
Hans Rentrop, Adkison, Need, Allen, & Rentrop, PLLC

Also Present: Kristen Wiltfang, Cheryl Lucas, Deanna Magee, Fred Dore, Bradd Maki,* Gabriel Costanzo, Gerry Fertig, Susan Helke, John Calvert, Mike Levine, Linda Ackley, Mark Pascoe.

Meeting was called to order by President David Scott at 3:03 p.m.

ITEM #	DESCRIPTION	ACTION BY
1A	Approval of 1-10-2018 Minutes. Motion by Brown, supported by Scott, to approve the Minutes of January 10, 2018. Motion Carried unanimously.	
1B	Approval of 1-23-2018 Minutes. Motion by Brown, supported by Scott, to approve the Minutes of January 10, 2018. Motion Carried unanimously.	
1C	Approval of 1-25-2018 Minutes. Motion by Scott, supported by Brown, to approve the Minutes of January 10, 2018. Motion Carried unanimously.	
2	Public Comment. There was no public comment.	
3	<p>Update on Design/Engineering & TAP Grant Application. A Conditional Commitment was issued by MDOT for \$2.1 million. This is \$1.3 million short of the \$3.4 that was requested. Manager is working with Oakland County Planning to apply for additional funding from an unnamed donor, with the goal of submitting an application in mid-March with a potential donor decision in the May 2018 timeframe. Mr. Levine stated that a backup plan was a good idea. He offered to cover the \$1.3 million by way of \$650,000.00 gift and a \$650,000.00 long-term loan. It was mentioned that any loan arrangement must be approved by the individual community councils/boards prior to any transfer of funds. Mr. Levine is interested in some sort of name consolidation along parts of the GLTL Trail.</p> <p>Should construction take place this year, there is a section in Wixom that is identified as Massasauga Rattlesnake habitat. MDEQ states that any construction that might disturb the habitat needs to take place between April 1 and October 31, while the species is active.</p> <p>Mr. Pascoe said that Stantec was intending on submitting GI package requests to MDOT as early as Friday the 16th unless any party had an issue with the materials placed on the Stantec FTP server. Manager said he would send a reminder email to the Trail Council and associated engineers, with instructions to contact Manager if any issues were revealed.</p>	<p>Manager email to TC re: GI package reminder</p>

4	Update on Road Crossing Applications. Permit applications were submitted to RCOC, and the check for payment was returned after the RCOC changed its mind on fees.	
5	Adams Billboard Lease Agreement. No news on the lease negotiations; they remain in progress.	
6	Escrow Account Reconciliation. Tabled to next month. Coogan did meet with the current Trail Account bookkeeper, Janet Bushey of Commerce. Coogan will handle treasurer functions moving forward. Coogan also reviewed the bookkeeping forensic analysis from Judi Leppek of Mr. Adkison's firm and will review allocation of payments and funds to the member communities.	
7	Potential Property Acquisition, Crumb Road property. Manager shared that the RCOC indicated that if the sale takes place they would like to maintain a right of way so that they can maintain Crumb Road and the turnaround. Again, one condition of the sale would be to develop a stormwater management/drainage plan and ensure that adjacent properties are not impacted negatively. Manager pointed out that Phragmites mitigation on that plot could be costly; will solicit engineering study estimates from a couple of firms to determine next steps and report back to Council. Will also ask about a Phase I Environmental Report quote for the parcel.	Manager to seek quotes for engineering studies and develop budget
8	<p>Trail Manager Report. Bridge ramp foundations are well under way on both sides of M-5. Meeting minutes of Bridge updates will be posted. Facebook posts of bridge construction have garnered over 850 views to date. Manager is lobbying to do what is possible to get some fill and perhaps a culvert if needed placed near the M-5 metro trail junction in the existing low area. Manager reported on mParks conference at DNR's Outdoor Discovery Center in Detroit; good presentations and contacts were made. Manager will solicit proposal and quote from a drone photographer who will document the bridge construction. MMRMA Trail insurance is renewed; cost is about \$200 higher than last year.</p> <p>Oakland County Historic Preservation architects were at the WL Depot for a review and inspection. Noted thanks to Walled Lake for thoroughly cleaning the Depot. OC staff will begin work on recommendations for Depot and a site plan for the Depot and Trailhead area. Ms. Wiltfang discussed a potential grant opportunity with Lowe's corporate for some funds that can be used for building renovations/upgrades, grounds improvements, technology upgrades as well as safety improvements at the Depot Trailhead. Additional grant information will be made available in mid-March.</p>	Follow up with OC Staff for Depot site plan
9	Trail Amenity Review & Discussion. Wiltfang shared copies of potential amenities for Benches, Trash Cans, and Bike Racks, and shared the preferences selected by the MAT Friends Group. Options were discussed with the end result that the DuMor bench with circular end railings, black in color, with the "Redwood" recycled wood plank selection. Same color scheme would go for trash receptacles. Wiltfang and Manager will provide a recommended list of specific amenity types and locations (five are included in the grant at a total value of \$6000) and will send to Council.	Manager /Wiltfang to provide list of recommended amenity locations
10	2018 Trailway Council Budget Update. Tabled to next month.	Coogan to prepare reformatted budget

11	<p>Other Matters and Next Meeting Date. Scott discussed a possible grant opportunity for the three communities; it is a grant from MI Dept of Treasury and is for communities utilizing shared services, like the Trail Manager. Manager will investigate further.</p> <ul style="list-style-type: none"> • Next regular MAT Trail Council meeting is Wednesday, March 14 at 3pm, at the Wixom City Offices. • Next MAT Friends Group meeting is March 6, at 6:30 pm, at the Commerce Township Library. 	<p>Manager to investigate shared grant opportunity</p>
12	<p>Approve the Warrants. Coogan moved, Scott supported approval of the following 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 • Invoice for Natural Community Services. 	
13	<p>Public Comment. There was no additional public comment.</p>	
14	<p>Adjourn. Motion by Scott, supported by Coogan to adjourn. Motion Carried Meeting Adjourned at 4:27 PM</p>	

*Arrived after start of meeting

Fund 487 W2C TRAILWAY

GL Number	Description	Balance
*** Assets ***		
487-000-001-003	COMERICA #5330	199,302.72
Total Assets		199,302.72
*** Liabilities ***		
487-000-275-000	OVERPAYMENTS	58,613.37
Total Liabilities		58,613.37
*** 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		52,743.32
Ending Fund Balance		140,689.35
Total Liabilities And Fund Balance		199,302.72

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 487 W2C TRAILWAY							
02/19/2018	TRAIL	2091	JOHN HENSLE	DEPART HEAD/DIR	703-000	773	1,669.00
02/19/2018	TRAIL	2092	NATURAL COMMUNITY SERVICES	BUILDING/FACILITY MAINTENANCE	931-000	773	3,784.00
02/19/2018	TRAIL	2093	ADKISON,NEED, ALLEN, & RENTROP	GENERAL COUNSEL FEES	813-001	773	443.18
02/27/2018	TRAIL	2094	MMRMA	INSURANCE AND BONDS	823-000	773	1,360.50
Total for fund 487 W2C TRAILWAY							7,256.68

PERIOD ENDING 02/28/2018

GL NUMBER	DESCRIPTION	END BALANCE		YTD BALANCE		AVAILABLE	
		12/31/2017	2018	02/28/2018	BALANCE		
		(MAL (ABNORMAL)	AMENDED BUDGET	(MAL (ABNORMAL)	(MAL (ABNORMAL)	(MAL (ABNORMAL)	(MAL (ABNORMAL)
Fund 487 - W2C TRAILWAY							
Revenues							
Dept 000 - REVENUES							
487-000-580-000	CONTRIBUTIONS FROM LOCAL UNITS	117,000.00	0.00	60,000.00		(60,000.00)	
487-000-674-000	DONATIONS	25,000.00	0.00	0.00		0.00	
Total Dept 000 - REVENUES		142,000.00	0.00	60,000.00		(60,000.00)	
TOTAL REVENUES		142,000.00	0.00	60,000.00		(60,000.00)	
Expenditures							
Dept 773 - TRAILWAY							
487-773-703-000	DEPART HEAD/DIR	22,692.25	24,000.00	1,669.00		22,331.00	
487-773-736-000	SIGNAGE	3,378.25	1,000.00	0.00		1,000.00	
487-773-738-000	BANK SERVICE CHARGE	151.56	0.00	0.00		0.00	
487-773-812-000	AUDIT	0.00	1,000.00	0.00		1,000.00	
487-773-813-001	GENERAL COUNSEL FEES	16,607.91	9,000.00	443.18		8,556.82	
487-773-817-000	CONSULTANT	3,790.00	0.00	0.00		0.00	
487-773-823-000	INSURANCE AND BONDS	2,506.00	3,000.00	1,360.50		1,639.50	
487-773-931-000	GROUNDS MAINTENANCE	4,928.00	5,000.00	3,784.00		1,216.00	
Total Dept 773 - TRAILWAY		54,053.97	43,000.00	7,256.68		35,743.32	
TOTAL EXPENDITURES		54,053.97	43,000.00	7,256.68		35,743.32	
Fund 487 - W2C TRAILWAY :							
TOTAL REVENUES		142,000.00	0.00	60,000.00		(60,000.00)	
TOTAL EXPENDITURES		54,053.97	43,000.00	7,256.68		35,743.32	
NET OF REVENUES & EXPENDITURES		87,946.03	(43,000.00)	52,743.32		(95,743.32)	
BEG. FUND BALANCE			87,946.03	87,946.03			
END FUND BALANCE		87,946.03	44,946.03	140,689.35			

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

INVOICE: CW2 Air Line Trail Manager, February 14 — March 12, 2018

INVOICE DATE: March 13, 2018

DESCRIPTION: Support for the following work from February 14—March 12:

Marketing:

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

Presentation development, animation for Fundraising sources, etc: 8 hrs

Further refinements & development of 2nd gen website, 3 hrs

15 hours

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

1 hour

Grant Application follow-up and development including consultation, creation/review of documents, management, writing, etc.

12 hours

Meetings/Events:

2.14 Depot meeting with OC Architects

Hours:

2.0

2.14 Trailway Council

2.5

2.20 Trail Town Webinar

1.0

2.22 M-5 Bridge Construction Update Meeting, FTCH

1.5

2.22 Meeting with potential donor, Detroit

2.0

2.28 Grant Update meeting with potential donor, Pontiac

1.5

3.5 CFGR Consultation meeting, Rochester

1.5

3.6 MAT Friends' Group meeting

2.5

14.5 hours

Continued next page

Continued from previous page...

Misc administrative tasks: email, Maintenance for MailChimp service (edits/adds to email list, emails to Friends group), general phone meetings/consultation, coordination, etc.

12 hours

TOTAL @ \$24/hour **\$1,308.00**

TOTAL this invoice **\$1,308.00**

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:JWHT31318

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
February 28, 2018
Account No: 3051M

Balance

\$300.00

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
 February 28, 2018
 Account No: 3051-0000M
 Statement No: 112328

Previous Balance		\$443.18
------------------	--	----------

Fees

		Rate	Hours	
02/13/2018	Telephone conference with David Scott re Crumb Road property acquisition; review Agenda for February 14, 2018 meeting.	120.00	0.40	48.00
02/14/2018	Receive and review email from John Hensler re Crumb Road property; prepare for meeting.	120.00	0.70	84.00
	Attend Trailway Council Meeting.	120.00	<u>1.40</u>	<u>168.00</u>
	For Current Services Rendered		2.50	300.00
	Total Current Work			300.00

Payments

02/26/2018	Payment Received,			-443.18
	Subtotal			<u>\$300.00</u>
	Total Due for this Matter			<u>\$300.00</u>

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