

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

**AGENDA
Wednesday 10 April 2019
3:00 P.M.**

- 1. Approval of Minutes**
- 2. Public Comment**
- 3. Phase One Construction**
 - a. Construction Update**
 - i. Greenaway Drain**
 - ii. Bollard discussion**
 - iii. Trail closure signage**
 - b. Bridge update**
- 4. Phase Two Design/Engineering/Route/RFP update**
- 5. Adams Billboard Lease Update**
- 6. Trail Manager Report**
 - a. RFP/RFQ update: Legal & Audit services, Depot Demo**
- 7. Re-Writing Interlocal Agreement: updates from locals**
- 8. Financials submitted, discussion as warranted**
- 9. Other matters and next meeting date**
 - a. Next Friends Group meeting Tues, May 7; Wixom Library**
 - b. Next Trail Council meeting May 8; Walled Lake**
- 10. Approve the Warrants**
 - a. Manager of the Air Line Trail**
 - b. Trail Attorney's invoice**
 - c. Design Engineer invoice**
- 11. Adjourn**

**Commerce, Walled Lake, Wixom Trailway Council Meeting
3-13-2019
3 p.m.
Walled Lake Council Chambers
Walled Lake, 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, Linda Ackley, Deanna Magee, Casey Ambrose, Sheryl Lucas, Fred Dore, Gabriel Costanzo, John Calvert, Robert Robertson

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

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 2-26-2019 Minutes. Motion by Owsinek, supported by Scott, to approve the Minutes of February 26, 2019. Motion Carried unanimously.	
2	Public Comment. There was no public comment at this time.	
3A (i., ii., iii), 3B, 3C	<p>Update on Construction/Engineering & Next Steps.</p> <p>Construction is slated to begin on March 18 with tree removal and mowing. Additional construction information will be added to the website as it is revealed.</p> <p>It was discussed that a press release announcing the start of construction would be a good idea, perhaps with a photo depicting a shovel-turning ceremony.</p> <p>Greenaway Drain work is believed to begin as soon as the materials ordered arrive.</p> <p>Bollards: It was discussed that some areas on the trail could benefit from revisiting the bollard discussion, particularly either side of the M-5 bridge, plus perhaps the HAWK road crossings. Manager to contact West Bloomfield about their bollard option, get drawings from them and to consult with Construction Engineer. Another potential bollard location would be in WL east of the Depot Trailhead lot.</p> <p>Trail closure signage: LJ construction has signage for trail closures. Whether additional signs will be needed will be determined once construction begins.</p> <p>Bridge update: Dates on blue wave panel install are looking like April/May, with meetings to resume in May. Punch list is being worked on.</p> <p>Phase Two: Wixom is still in discussions with property owners near old railbed; discussing easement potential. A meeting was cancelled due to illness; will be rescheduled.</p>	<p>Phase Two draft engineering RFP to be distributed by Manager after potential route is refined</p> <p>Manager to draft press release announcing start of construction and set up photo-op.</p> <p>Manager to contact WBT/Ketchum about their bollard design</p>
4	Adams Billboard Lease Update. No updates at this time.	

5	<p>Trail Manager Report.</p> <p>Trail Insurance policy was renewed.</p> <p>Manager circulated RFP documents for Attorney services and Audit. These will be posted to MITN with bids due in April.</p> <p>Manager is fielding requests for events on the Trail in 2019. These will be dependent on Construction schedules.</p>	<p>Manager to draft Trail Events policy.</p>
6	<p>Re-Writing Interlocal Agreement: Next Steps. Commerce is working on their changes. Informal quotes were received for potential Depot demolition; they ranged from \$5,000 to \$9,000. Another RFP (or quote) was requested to secure quotes for the Depot demolition. Scott moved, Owsinek supported, a motion to have the Trail Manager draft a document/RFP-Q for Depot demolition. Motion Carried unanimously.</p>	<p>Manager to draft RFP for Depot demolition.</p>
7	<p>Financials submitted, discussion as warranted. Updated financials were not issued. Last financials issued by Treasurer were through August 31, 2018; they will be requested for next meeting.</p>	<p>Manager to check with Treasurer to get updated financials.</p>
8	<p>Other matters & next meeting date.</p> <ul style="list-style-type: none"> • Scott discussed the need for each community to review debris in the right of way and plan on what to do about it. Some communities have more debris (old railroad ties, tires, etc.) than others. • Next regular CW2 Trail Council meeting is Wednesday, April 10, 2019 at 3pm, at the Walled Lake Council Chambers. • Next MALT Friends Group meeting is Tuesday, April 2, 2019 at 6:30 pm, at the Wixom Public Library 	<p>Manager to investigate types and costs of digital signage.</p>
9	<p>Approve the Warrants. Brown moved, Scott supported payment of the two warrants below 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 	<p>Invoices to be paid.</p>
10	<p>Adjourn. Motion by Scott, supported by Brown to adjourn. Motion Carried Meeting Adjourned at 3:50 PM</p>	

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

INVOICE: CW2 Air Line Trail Manager, March 12—April 9, 2019

INVOICE DATE: April 9, 2019

DESCRIPTION: Support for the following work from March 12—April 8, 2019:

Marketing:

Monthly maintenance/build-out, posting/updating to social media accounts (Facebook, Instagram, Twitter): 3 hrs

Presentation development, Construction updates video development, media follow-up: 6 hrs

Drafting of Road Crossings & Signals brochure: 5 hrs

Further refinements & development of 2nd gen website, drafting/writing new pages for site including construction updates page, archiving 4 hrs

18 hours

Phase One Construction: including consultation, management, follow-up and direction including Greenaway Drain plans, coordination with Design and Construction Engineers and Contractor, donor management, etc.

16 hours

Meetings/Events:

3.13 Trail Council meeting

Hours:

2.0

2.19 WL Depot recon meeting

2.0

3.26 State of the Lakes event

3.5

4.2 MALT Friends Group Meeting

2.0

4.4 Meeting on Trail with Matt Carr and Fox 2 News

2.0

11.5 hours

Misc administrative tasks: email, research/follow-up questions for Attorney and Accounting services, Maintenance for MailChimp service (edits/adds to email list, emails to Friends group and to main email list), general phone meetings/consultation, coordination, etc.

11 hours

TOTAL @ \$24/hour

\$1,356.00

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:JWHT40919

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
March 31, 2019
Account No: 3051M

Balance

\$42.00

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
March 31, 2019
Account No: 3051-0000M
Statement No: 116511

Previous Balance \$228.00

Fees

		Rate	Hours	
03/12/2019	Review RFP for attorney services and suggest revisions to Mr. Hensler.	120.00	0.35	42.00
	For Current Services Rendered		0.35	42.00
	Total Current Work			42.00

Payments

03/26/2019 Payment Received, Check # 2133 -228.00

Subtotal \$42.00

Total Due for this Matter \$42.00

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.

Draft Invoice Number 2
Draft Invoice Date March 15, 2019
Purchase Order 2075144101
Customer Number 54630
Project Number 2075144101

Bill To

City of Wixom
 Stephen Brown
 49045 Pontiac Trail
 Wixom MI 48393
 US

Please Remit To

Stantec Consulting Michigan Inc.

Project	MICHIGAN AIR LINE TRAIL MISC ENGINEERING SERVICES		
Project Manager	Pascoe, Mark D	Contract Upset	20,000.00
Current Invoice Total (USD)	2,653.00	Contract Billed to Date	6,320.50
		For Period Ending	March 1, 2019

Professional Services

Category/Employee		Current Hours	Rate	Current Amount
	Winner, Cassandra R	14.00	116.00	1,624.00
	Martin, Claire Alana	7.00	147.00	1,029.00
	Subtotal Professional Services	21.00		2,653.00

Total Fees & Disbursements	2,653.00
INVOICE TOTAL (USD)	2,653.00

Due upon receipt or in accordance with terms of the contract

Billing Backup

Date	Project	Employee/Supplier	Quantity	Comment
02/20/19	2075144101	MARTIN, CLAIRE ALANA	0.50	TRAFFIC SIGNAL RFI AND SHOP DRAWING
02/21/19	2075144101	MARTIN, CLAIRE ALANA	1.00	TRAFFIC SIGNAL RFI AND SHOP DRAWING
02/21/19	2075144101	WINNER, CASSANDRA R	0.50	HAWK SDR AND RFI
02/27/19	2075144101	MARTIN, CLAIRE ALANA	1.50	TRAFFIC SIGNAL RFI
02/27/19	2075144101	WINNER, CASSANDRA R	6.00	ELECTRICAL SUBMITTAL RFI AND SDR
02/28/19	2075144101	MARTIN, CLAIRE ALANA	1.00	TRAFFIC SIGNAL RFI
02/28/19	2075144101	WINNER, CASSANDRA R	4.50	ELECTRICAL SUBMITTAL RFI AND SDR
03/01/19	2075144101	MARTIN, CLAIRE ALANA	3.00	TRAFFIC SIGNAL SDR
03/01/19	2075144101	WINNER, CASSANDRA R	3.00	ELECTRICAL SUBMITTAL RFI AND SDR
Total Project 2075144101			21.00	