

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

**AGENDA
Wednesday 9 May 2018
3:00 P.M.**

- 1. Approval of Minutes**
- 2. Public Comment**
- 3. Depot Building Presentation: Ron Campbell, Oakland County Historic Preservation Architect**
- 4. Update on Design/Engineering & grant applications**
 - a. Phase One Construction Engineering RFP**
 - b. Phase Two Design/Engineering RFP, schedule**
- 5. Adams Billboard Lease Update**
- 6. Trail Manager Report**
- 7. Financials submitted, discussion as warranted**
- 8. Other matters and next meeting date**
 - a. Next Friends Group meeting June 5; Commerce Library**
 - b. Next Trail Council meeting June 13; Wixom**
- 9. Approve the Warrants**
 - a. Manager of the Air Line Trail**
 - b. Trail Attorney's invoice**
 - c. Invoices for Boss Engineering**
- 10. Public Comment**
- 11. Adjourn**

Commerce, Walled Lake, Wixom Trailway Council Meeting
4-11-2018
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
Phil Adkison, Adkison, Need, Allen, & Rentrop, PLLC

Also Present: Kristen Wiltfang, Sheryl Lucas, Deanna Magee, Bradd Maki (via phone), Ken Disner, Judith Leppke, Gabriel Costanzo, Susan Helke, John Calvert

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

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 3-14-2018 Minutes. Motion by Coogan, supported by Scott, to approve the Minutes of March 14, 2018. Motion Carried unanimously.	
2	Public Comment. Gabriel Costanzo wished to thank the Council for their good work and mentioned that many people he speaks with are following the progress and looking forward to the Trail's completion.	
3	<p>Update on Design/Engineering & TAP Grant Application.</p> <p>On March 27 a presentation was made to a potential donor. The presentation was well received and others in attendance included Kristen Wiltfang (Oakland County), Steve Brown (Wixom), Deanna Magee (Wixom), Nikki Van Bloem (MDNR) and Dennis Pace, (Chair, Michigan Trails & Greenways Alliance).</p> <p>At a recent meeting between Stantec and Boss Engineering for the Walled Lake Depot Trailhead and Pontiac Trail crossing, the need for some sort of Traffic Model/Synchro Study was identified again by Road Commission for Oakland County. This time to verify and support the preferred location for the crossing. Stantec will assess the parameters for completing the crossing study/narrative.</p> <p>The Grade Inspection (GI) meeting took place on March 28 with MDOT. Only a few items were identified that require alteration or change from Stantec. There was also a meeting that utility companies could attend and ITC raised a couple of issues that further review, such as proximity of mast arms to the overhead transmission lines. A subsequent meeting at ITC has been scheduled.</p>	<p>Manager to work with Stantec regarding the crossing traffic study</p>
3A	Establishment of a non-endowed fund with the Community Foundation of Greater Rochester (CFGR) was discussed; the draft Fund Agreement was reviewed. Coogan moved , Scott supported a motion to adopt the agreement and for Manager to execute, with a \$100 transfer from the Trail Council's budget to open the fund. Motion Carried unanimously.	<p>Treasurer to cut check for \$100 for CFGR to open fund.</p>
3B	Phase One Construction Engineering Services RFP. Manager stated that the CW2 Council will need to begin the process to hire a firm to provide Construction Engineering Services for Phase One (Wixom Rd to Haggerty Rd).	<p>Manager and Oakland County to work on draft RFP</p>

	Stantec (Phase One Design Engineer) is qualified to provide these services, however the Council agreed that a RFP should be drafted to allow other qualified firms an opportunity to bid on the project. Motion made by Scott, supported by Brown for Manager and Ms. Wiltfang to develop a draft RFP for review at the next Trail Council meeting. Motion Carried unanimously.	
3C	Phase Two Design Engineering RFP. An initial meeting was held with Wixom staff to discuss Phase Two (Old Plank Rd to Wixom Rd). The next step is to have a meeting with Milford Township to gauge their level of interest in the project, as one-mile of the Phase Two route is in Milford Township. Motion made by Coogan, supported by Scott for Manager and Ms. Wiltfang to develop a draft RFP for review pending Milford's participation in the project. Motion Carried unanimously.	Manager and Oakland County to work on draft RFP with Milford consult.
4	Adams Billboard Lease Update. Mr. Adkison shared a draft agreement for the new electronic billboard to be installed after the M-5 Bridge construction is completed. Current annual revenue proposed in the agreement is \$25,000/year. Next step is to get Adams Advertising formal approval. Mr. Adkison shared concerns raised by the WL attorney; and recommended that items of that nature be included in discussion of revising the Interlocal Agreement. Motion by Coogan, support by Scott to allow Adkison to proceed and execute agreement as long as no significant changes to the agreement are made. Motion Carried unanimously.	Adkison to finalize negotiations.
5	Trail Manager Report. Manager will attend the Oakland County Trail, Water & Land Alliance meeting on April 19 (AM), and the Great Lake to Lake Trail Managers Summit 1 st meeting in the afternoon of the 19 th . Manager shared bridge progress update; beam installation likely the first two weekends in June. At the recent Friends meeting, an Eagle Scout discussed potential trail-related projects. CW2 Council Meeting packets for 2018 now posted on website; Manager will also post older packets and agendas.	Manager to post 2017 packets and agendas to website.
6	Financials submitted, discussion as warranted. Ms. Coogan presented updated financials. Commerce still owes their 2017 \$30,000 budget contribution. Judi Leppke of Mr. Adkison's firm presented a forensic accounting analysis of the last nine years of CW2 Council activity related to the trail acquisition and grants. Coogan will review the spreadsheet and presentation (digital copies were provided) and make any further refund payments to Commerce, as well as revise the checks paid to Wixom and Walled Lake, as their amounts were switched inadvertently.	Manager to check with J. Bushey as to where donations from individuals were recorded on the Council ledger.
9	Other matters & next meeting date <ul style="list-style-type: none"> • Next regular MAT Trail Council meeting is Wednesday, May 9, 3pm, at the Wixom City Offices. • Next MAT Friends Group meeting is May 1, 6:30 pm, at the Commerce Township Library. 	Manager to investigate and draft trail access policy for review by council.
10	Approve the Warrants. Brown moved, Coogan supported approval of the first two for payment. Motion Carried unanimously. <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 Invoices from Boss Engineering for the Walled Lake Depot Trailhead design were discussed and tabled to next month. Walled Lake requested that Boss Engineering (City's Engineer) design a trailhead parking lot since a design was not forthcoming from Stantec. Manager suggested	Invoices to be paid.

	asking Boss for a cost to complete the additional work.	
11	Public Comment. John Calvert indicated that if funding from the potential donor is not awarded, that Mr. Levine would like an opportunity to further discuss with CW2 Council.	
12	Adjourn. Motion by Scott, supported by Coogan to adjourn. Motion Carried Meeting Adjourned at 4:52 PM	

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, April 10 – May 7, 2018

INVOICE DATE: May 8, 2018

DESCRIPTION: Support for the following work from April 10 – May 7, 2018:

Marketing:

Monthly maintenance/build-out, posting/updating to social media accounts (Facebook, Instagram, Twitter): 6 hrs

Presentation development, animation for Fundraising sources, etc: 6 hrs

Further refinements & development of 2nd gen website, video for site 5 hrs

17 hours

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

1 hour

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

9 hours

Meetings/Events:

	<u>Hours:</u>
4.11 Trailway Council	2.5
4.13 ITC Coordination meeting, Novi	2.0
4.19 TWLA Quarterly meeting, Oakland County	2.5
4.19 Great Lake to Lake Trail Summit, Hamburg Twp	5.0
4.20 M-5 Bridge Construction Update Meeting, FTCH	1.5
4.24 Meeting at Community Foundation for MAT fund	1.5
5.1 MAT Friends' Group meeting	2.0
5.4 M-5 Bridge Construction Update Meeting, FTCH	1.0
5.4 M-5 Bridge Engineering coordination meeting	1.5

19.5 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 **\$1,356.00**

TOTAL this invoice **\$1,356.00**

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:JWHT50818

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
April 30, 2018
Account No: 3051M

Balance

\$744.00

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

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 April 30, 2018

Michigan Air Line Trail
 2009 Township Drive
 Commerce Township MI 48390

Account No: 3051-0000M
 Statement No: 113141

Attn: John Hensler

Previous Balance \$132.00

Fees

		Rate	Hours	
04/02/2018	Review proposed agreement with Community foundation for Greater Rochester and draft e-mail to John Hensler with suggested changes. Telephone call to Mr. Hensler regarding same.	120.00	1.25	150.00
04/05/2018	Receive and review correspondence from John Hensler regarding agreement with Community Foundation of Greater Rochester. Telephone call to John Hensler on same subject.	120.00	0.20	24.00
04/06/2018	Revise and forward Amendment to Adams billboard lease to Trailway Council and Adams Outdoor. Telephone call to Mike Thompson at Adams Outdoor.	120.00	2.25	270.00
04/09/2018	Receive and review correspondence from Steve Brown with suggestion for Cost Participation Agreement. Telephone call to John Hensler regarding same.	120.00	0.25	30.00
04/13/2018	Prepare for and attend April meeting of Trailway Council.	120.00	2.00	240.00
04/24/2018	Receive and review correspondence from Van Vanerian regarding terms of lease agreement for Adams Billboard. Draft e-mail to Michael Thompson of Adams Outdoor inquiring regarding status of lease approval.	120.00	0.25	30.00
	For Current Services Rendered		6.20	744.00

Total Current Work 744.00

Payments

04/23/2018 Payment Received, Check # 2103 -132.00

Subtotal \$744.00

Total Due for this Matter \$744.00

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

BOSS ENGINEERING
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 LANDSCAPE ARCHITECTS

3121 E. Grand River
 Howell, MI 48843
 517 546-4836

City of Walled Lake
 Colleen Coogan
 1499 W. Maple Road
 Walled Lake, MI 48390

Invoice number 110465
 Date 02/05/2018

Project **17-443 CITY OF WALLED LAKE/NW34/COMMERCE/MI AIRLINE TRAIL**

For Professional Services Rendered Through January 31, 2018.

Civil Engineering Services for consultation on the design and construction of the Michigan Airline Trail through the City of Walled Lake.

\$7,500 +/- Hourly Estimate

PER 2/17/16 CORRESPONDENCE, FAX ALL INVOICES TO COLLEEN COOGAN @ 248-624-1616

Professional Fees

	Hours	Rate	Billed Amount
Bradd D. Maki	25.75	100.00	2,575.00
Brent W. LaVarway	0.50	100.00	50.00
Patrick L. Cleary	1.00	100.00	100.00
Professional Fees subtotal	27.25		2,725.00

Invoice total **2,725.00**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
110465	02/05/2018	2,725.00	2,725.00				
	Total	2,725.00	2,725.00	0.00	0.00	0.00	0.00

NET DUE 10 DAYS

Project Detail Report

Project ID	Date	Employee	Units/Hours	Notes
17-443	01/02/18	Bradd Maki	2.75	discussion w/Brent on Work Plan and email response to Startec (1hr), RCOC minutes an
17-443	01/02/18	Patrick Cleary	0.50	Meeting Notes Review
17-443	01/02/18	Brent LaVanway	0.50	discuss road commission approach with bradd
17-443	01/03/18	Bradd Maki	1.00	phone call w/Hensler, email review and email to Colleen (RCOC permit submittal)
17-443	01/05/18	Bradd Maki	3.25	Research and email to Startec on model info and considerations, phone call with Chief
17-443	01/08/18	Bradd Maki	2.00	review of emails over weekend (0.5hr), email to John (0.25hr), call w/John and related e
17-443	01/09/18	Bradd Maki	1.00	trail meeting coord., emails w/John (0.25hr), further emails/review (No RRF8s) - (0.75hr)
17-443	01/10/18	Bradd Maki	2.00	trail council meeting & travel
17-443	01/10/18	Bradd Maki	3.00	Trail meeting and drive (2-5pm)
17-443	01/11/18	Patrick Cleary	0.25	Crossings Review
17-443	01/11/18	Bradd Maki	1.00	review of traffic count data from Startec, determine more current numbers
17-443	01/12/18	Bradd Maki	4.00	Call with SYNCHRO Operator, Model plan setup and call to RCOC Director of Traffic Safet
17-443	01/16/18	Bradd Maki	1.00	Email to Danielle-RCOC (0.25hr), phone call w/Startec and email traffic model info (.75hr)
17-443	01/17/18	Bradd Maki	2.00	trail team conference call meeting and related, Model emails/call with RCOC, Model email
17-443	01/18/18	Bradd Maki	1.00	team meeting minutes review and response
17-443	01/19/18	Bradd Maki	0.25	trail mtg review
17-443	01/30/18	Patrick Cleary	0.25	Trail Permit Applications Review
17-443	01/30/18	Bradd Maki	1.50	access/download Startec permit into for review (0.75hr), review (0.75hr)

27.25

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 ENGINEERS • SURVEYORS • PLANNERS
 LANDSCAPE ARCHITECTS

3121 E. Grand River
 Howell, MI 48843
 517 546-4836

City of Walled Lake
 Colleen Coogan
 1499 W. Maple Road
 Walled Lake, MI 48390

Invoice number 110578
 Date 03/05/2018
 Project 17-443 CITY OF WALLED LAKE/NW34/COMMERCE/MI AIRLINE TRAIL

For Professional Services Rendered Through February 28, 2018.

Civil Engineering Services for consultation on the design and construction of the Michigan Airline Trail through the City of Walled Lake.

\$7,500 +/- Hourly Estimate

PER 2/17/16 CORRESPONDENCE, FAX ALL INVOICES TO COLLEEN COOGAN @ 248-624-1616

Professional Fees

	Hours	Rate	Billed Amount
Bradd D. Maki	13.00	100.00	1,300.00
Patrick L. Cleary	9.25	100.00	925.00
Professional Fees subtotal	22.25		2,225.00
		Invoice total	2,225.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
110465	02/05/2018	2,725.00	2,725.00				
110578	03/05/2018	2,225.00	2,225.00				
Total		4,950.00	4,950.00	0.00	0.00	0.00	0.00

NET DUE 10 DAYS

Project Detail Report

Project ID	Date	Employee	Units/Hours	Billed Rate	Billed Amount
17-443	02/02/18	Bradd Maki	0.50	100.00	50.00
17-443	02/08/18	Bradd Maki	0.50	100.00	50.00
17-443	02/14/18	Bradd Maki	1.00	100.00	100.00
17-443	02/15/18	Bradd Maki	1.00	100.00	100.00
17-443	02/20/18	Bradd Maki	1.50	100.00	150.00
17-443	02/22/18	Patrick Cleary	1.00	100.00	100.00
17-443	02/22/18	Bradd Maki	3.00	100.00	300.00
17-443	02/23/18	Bradd Maki	4.00	100.00	400.00
17-443	02/23/18	Patrick Cleary	8.00	100.00	800.00
17-443	02/26/18	Patrick Cleary	0.25	100.00	25.00
17-443	02/26/18	Bradd Maki	1.50	100.00	150.00
			22.25		2,225.00