

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

**AGENDA
Wednesday 8 August 2018
3:00 P.M.**

- 1. Approval of Minutes**
- 2. Public Comment**
- 3. Design/Engineering – Next Steps**
 - a. Permits & plans update**
 - b. Grant announcement update**
 - c. Phase One Construction Engineering RFP update**
 - d. Phase Two Design/Engineering RFP update**
- 4. Adams Billboard Lease Update**
- 5. Depot Discussion – Draft OC Architects Report**
- 6. Trail Manager Report**
- 7. Financials submitted, discussion as warranted**
- 8. Other matters and next meeting date**
 - a. Next Friends Group meeting Sept 4; Walled Lake Library**
 - b. Next Trail Council meeting Sept. 12; 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
7-11-2018
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 (alternate)	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, Susan Helke, John Calvert, Gabriel Costanzo, Fred Dore, Gerry Fertig, Mike Levine,

Meeting was called to order by President David Scott at 3:01 p.m.

ITEM #	DESCRIPTION	ACTION BY
1	Approval of 6-13-2018 Minutes. Motion by Brown, supported by Scott, to approve the Minutes of June 13, 2018. Motion Carried unanimously.	
2	Public Comment. There was no public comment.	
3A, 3B, 3C	<p>Update on Design/Engineering & TAP Grant Application.</p> <p>Manager reported that the Road Commission for Oakland County (RCOC) permit is still in draft or review. Stantec included the Pontiac Trail Traffic Study narrative as part of the revised permit application for RCOC's review.</p> <p>The anticipated notification from the Ralph C. Wilson, Jr. Foundation of a grant award of \$2.2 million (\$1.3 million for Phase One and \$900,000 for Phase Two) was announced. Manager explained that the grant agreement still has to be drafted and signed by the Community Foundation of Greater Rochester, and at that point a press release will be distributed.</p> <p>The Phase One Construction Engineering RFP has been distributed; questions from potential vendors are due on July 13, with responses to questions due back to the vendors on July 20. One change that will be added is that Wixom cannot accept electronic submissions, so the RFP will be amended to reflect that. Deanna Magee will add that addendum to the MITN-submitted RFP and copy Trail Manager.</p> <p>Brown confirmed that Wixom has approved the Cost-Sharing Agreement for when the TAP funding is in place; Commerce will vote on it at their next meeting; Walled Lake tabled it at their last meeting but will consider it again at their July 17 council meeting.</p>	<p>Phase Two engineering RFP to be distributed by Hensler after presentation of Phase Two to Milford Twp. Board.</p> <p>Manager to determine where budget savings from Construction DVD will be reflected.</p>
5	Adams Billboard Lease Update. No updates this month. Adkison shared that the lease is in review at Adams corporate, and the location of the billboard is also in review at Adams engineering. When the lease has been approved by Adams it will come back to Council for review.	Adkison to share updated version of agreement when ready.
5	Trail Manager Report. Manager shared that the next bridge update meeting is	Manager to post

	<p>July 13th and at that point an estimated completion date might be discussed.</p> <p>2nd GLTL Summit was June 20 in Jackson. Manager gave a presentation on the Air Line & the bridge, and the meeting featured early discussion about a Memorandum of Understanding among all the member trails; will likely take a good deal of time before that is all approved. Next meeting scheduled for October in Pontiac. When the proposed MOU is in a condition that merits review, Manager will share it with the Council.</p> <p>Manager is adding Paypal button to the website for easy online donations.</p> <p>The Friends group staffed tables at WL Beach Party and Wixom fireworks. Upcoming events include Wixom Blues/BBQ on July 19, a Commerce concert on July 27, and the Wixom Block Party on Sep. 8.</p> <p>Discussed the need to get trail mowed, perhaps treated with herbicide one time before construction starts. The Michigan 3-day will be using the trail again this year... leaving WL Western on Friday the 3rd at 7:30am... taking the trail between there and Ladd. Would be nice to have the Trail in good shape for them.</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 shared that a new attendee to the Friends' meeting left a donation of \$250.</p> <p>A draft of a Trail Encroachment policy is in review by the Trail Attorney. A second policy regarding specific policies for Trail Access will also be developed, including first-responder access to potential gated access points.</p> <p>Manager shared some photos of the trailheads on the Clinton-Ionia-Shiawasee Trail. Some good concepts to share with potential trail amenity developers/fabricators.</p> <p>The need to get the cost-sharing agreement approved was raised. A lively discussion ensued. Mr. Levine was corrected on a number of matters; he was misinformed about the proposed Walled Lake ballot language, believing it to be a referendum on the Trail itself. Mr. Whitt requested some sort of additional proof that the RCWJF grant was indeed awarded; manager will look to secure something more "official" for the WL Council's consideration. Mr. Whitt left the meeting at approximately 4:00pm. Conversation continued as Mr. Levine was reminded of the process the Council is bound to follow regarding selection of a Trail Construction vendor; that vendor will be selected by MDOT as part fo the Local Agency Process (LAP).</p>	<p>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> <p>Manager to arrange meeting with Commerce officials to discuss events for bridge dedication.</p>
6	Financials submitted, discussion as warranted. No additional discussion.	
7	<p>Other matters & next meeting date.</p> <p>Wiltfang reminded Council that she applied for a grant from State Farm for Depot Safety Improvements, and that if the application is one of the Top 200 selected, that public voting will narrow down the group to the final 40 winning projects. www.neighborhoodassist.com/</p>	<p>Manager to add numbers to resolutions per year.</p>

	<ul style="list-style-type: none"> • Next regular CW2 Trail Council meeting is Wednesday, August 8, 3pm, at the Commerce Township Offices. • Next MALT Friends Group meeting is Tuesday, August 7, 6:30 pm, at the Walled Lake Library. 	
10	<p>Approve the Warrants. Scott moved, Brown 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 	Invoices to be paid.
11	Public Comment. Gabriel Costanzo thanked the Council for their diligence in getting the required grant money for the Trail.	
12	Adjourn. Motion by Scott, supported by Brown to adjourn. Motion Carried Meeting Adjourned at 4:16 PM	

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, July 10—August 7, 2018

INVOICE DATE: August 8, 2018

DESCRIPTION: Support for the following work from July 10—August 7, 2018:

Marketing:

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

Presentation development, layout/brochure revision, bridge video shoots and edits: 8 hrs

Further refinements & development of 2nd gen website, pages for site, archiving 5 hrs
19 hours

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

1 hour

Grant/TAP Solicitation follow-up including consultation, creation/review of documents, management, additional conference calls/meetings, press release draft, other support, etc.

5 hours

Meetings/Events:

7.10 MAT Friends' Meeting

Hours:

2.0

7.11 Trailway Council

2.5

7.13 Bridge Construction Update meeting

1.5

7.17 Walled Lake Council meeting

3.0

7.18 Milford Township Board meeting

2.5

7.27 Setup & staff MALT Table at Commerce Concert

3.5

7.27 Bridge Construction Update meeting

1.0

16 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

\$1,224.00

TOTAL this invoice

\$1,224.00

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:JWHT808

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

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July 31, 2018
Account No: 3051M

Balance

\$366.00

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

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 July 31, 2018

Michigan Air Line Trail
 2009 Township Drive
 Commerce Township MI 48390

Account No: 3051-0000M
 Statement No: 113943

Attn: John Hensler

Previous Balance \$162.00

Fees

		Rate	Hours	
07/05/2018	Receive and review correspondence from Colleen Coogan regarding possible easement issue in Walled Lake. Reply to Colleen with copy to John Hensler.	120.00	0.20	24.00
07/11/2018	Telephone call to and from Michael Thompson regarding status of lease for Adams Outdoor.	120.00	0.25	30.00
	Attend meeting of Trailway Council.	120.00	1.25	150.00
07/16/2018	Revise and forward Cost Participation Agreement to Charter Township of Commerce and Walled Lake for approval.	120.00	0.25	30.00
07/18/2018	Receive and review proposed encroachment policy from John Hensler. Make redlined comments and suggestions. Telephone call to Mr. Hensler regarding same. Forward copy of revised encroachment policy to Mr. Hensler with comments.	120.00	0.50	60.00
07/27/2018	Telephone call and e-mail from Michael Thompson at Adams Outdoor Advertising regarding lease terms.	120.00	0.20	24.00
07/31/2018	Telephone call from Steve Brown regarding execution of Participation Agreement. E-mail to all Council Members regarding process for circulating and processing Participation Agreement. Draft proposed changes to Adams Lease in response to Michael Thompson concerns.	120.00	0.40	48.00

	Rate	Hours	
For Current Services Rendered		<u>3.05</u>	<u>366.00</u>
Total Current Work			366.00
<u>Payments</u>			
07/23/2018			-162.00
Payment Received, Check # 2114			
Subtotal			<u>\$366.00</u>
Total Due for this Matter			<u>\$366.00</u>

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.