

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

**AGENDA
Wednesday 13 September 2017
3:00 P.M.**

- 1. Approval of Minutes**
- 2. Public Comment**
- 3. Update on Design/Engineering & TAP grant application**
 - a. MOU update**
 - b. Press Release discussion**
- 4. Maintenance/mowing update; herbicide treatment**
- 5. Trail Manager Report**
 - a. Friends Group meeting; Wixom Block Party event report**
 - b. Other items**
- 6. Beck Road Trailway Crossing: obtaining title insurance**
- 7. Resolution authorizing Execution of Documents**
- 8. Other matters and next meeting date**
 - a. Next Trail Council meeting Oct. 3**
 - b. Next Friends Group meeting Oct. 11**
- 9. Approve the Warrants**
 - a. Manager of the Air Line Trail**
 - b. Trail Attorney's invoice**
 - c. Natural Community Services**
- 10. Public Comment**
- 11. Adjourn**

Commerce, Walled Lake, Wixom Trailway Council Meeting
8-9-2017
3 p.m.
Walled Lake Council Chambers
1499 E. West Maple Rd.
Walled Lake, MI 48390

Council members

David Scott	Commerce	President	Present
Colleen Coogan	Walled Lake	Treasurer	Absent
Steven Brown	Wixom	Secretary	Present

John Hensler, Manager of the Michigan Air Line Trail
Phil Adkison, Adkison, Need and Kelly Atty

Also Present: Deanna Magee, Stacey Banks, Gerry Fertig, Fred Dore, Mark Pascoe, Ann Stevens, Gabriel Costanzo, Dan Lauffer, John Calvert, Michael Reuter, Ed Leib, Tim Sikma, Gayle Larson, Scott Wood, Mike Levine, Michelle Eickmeyer

Meeting was called to order by President David Scott at 3:02 p.m.

Item 1. Approval of 7-12-2017 Minutes. **Motion** by Coogan, supported by Brown, to approve the Minutes of July 12, 2017.
Motion Carried

Item 2. Public Comment. Most of the Public Comments were on behalf of a pending offer by the Mike Levine Family Foundation.

Item 3. Discussion of donation offer & Grant Application. The Mike Levine Family Foundation is proposing to donate funds valued at \$200,000 to pay for Design and Engineering Services for the Trail, provided that they are executed by Stantec of Ann Arbor, MI. Mr. Levine has worked out a schedule with Stantec so that if the donation is approved, Stantec could start work immediately on design drawings that would be needed for the October 30 deadline for TAP Grant Application. Mr. Levine is planning on organizing a cross-state ride in 2019 and is doing what can be done to get parts of the cross-state Trail completed by summer 2019. His desire is for a hard, rideable surface that would either be asphalt or powdered/crushed limestone. Wixom would likely be the official applicant for the grant. Coogan motioned, Brown supported to conditionally approve the offer based on approval by all three community governing boards and asked Mr. Adkison to draft up a Memorandum of Understanding that could be signed by all parties. WL would take up the MOU at its Aug 15 Council meeting, and Wixom on the 22nd. Commerce has its next meeting on Sept. 12, but may meet for budgetary reasons prior to that. Also moved by Coogan, supported by Brown was to pull the existing RFP that was due on Aug. 21. Prior to the official approval of the agreement, Stantec will move forward with surveying with the understanding that if the MOU should not be approved that the Trail Council would not be responsible for any for covering those expenses.

Item 4. Maintenance/mowing update. Commerce has mowed the Trail in Commerce and WL, Wixom has also recently mowed their section. Commerce will apply Roundup herbicide to the 10-ft wide trail surface for the entire length and invoice the other communities. Based on the submitted quote from Natural Community Services for application of herbicide and removal (cutting) of phragmites, Coogan moved, Scott supported a motion to proceed with securing the firm's services not to exceed \$10,000. Manager will follow up with Natural Community Services for scheduling.

Item 5. Trail Manager Report. Mr. Hensler reported the Friends of the Michigan Air Line Trail indicated that the next Trail Cleanup was scheduled for August 12. Upon request of the Council, any 501C3 status preparations were tabled indefinitely. Mr. Hensler also reported that the ShearWater Apartment development trailhead was graded and open to the Trail. Signage and bollards/barriers to the trail need to be addressed. Manager will also work on developing outreach materials (brochure, poster) for communities to display in city offices and/or libraries.

Item 6. Upcoming events: Mr. Hensler will present at the DRAFT gathering sponsored by People for Bikes at Drafting Table in Wixom on August 15. Next event for the Friends Group is the Wixom Block Party on September 9.

Item 7. Other Matters and next meeting date. Mr. Adkison presented a document that is required by MDOT for acquisition of an easement along Trail property for construction of the M-5 Bridge. The document is in the form of a donation form with a

“mutually beneficial” situation. Copies of the form were distributed. Also, informal approval was granted by both MDNR and Commerce Twp for the new location of the Adams billboard once the bridge construction gets under way.

- Next MAT Trail Council meeting is Wednesday, September 13 at 3pm, at the Walled Lake Council offices.
- Next MAT Friends Group meeting is September 5, at 6:30 pm, at the Wixom Public Library.

Item 11. Approve the Warrants. Coogan moved, Scott supported approval of the following for payment. **Motion Carried.**

- A. Invoice for the Manager of the Michigan Airline trails,
- B. Invoice for the firm of Adkison, Need and Kelly to be paid from operating budget.

Item 12. Adjourn. **Motion** by Scott, supported by Coogan to adjourn. **Motion Carried 4:39 PM**

**RESOLUTION OF THE COMMERCE, WALLED LAKE, AND
WIXOM TRAILWAY MANAGEMENT COUNCIL
AUTHORIZING EXECUTION OF DOCUMENTS BY
(Insert Party)**

At a the regular meeting of the Commerce, Walled Lake, and Wixom Trailway Management Council held on the 13th day of September 2017, in the Walled Lake City Hall at 3:00 p.m.

PRESENT: David E. Scott, Colleen Coogan, and Steven M. Brown

ABSENT:

The following preamble and resolution were offered by _____ and supported by _____.

WHEREAS, the Commerce, Walled Lake, and Wixom Trailway Management Council (“Trailway Council”) is a Public Body Corporate created pursuant to the authority of Act 7 of the Michigan Public Acts of 1967, as amended and Part 721 of Public Act 451 of the Michigan Public Acts of 1994 to acquire, own, and operate a recreational trailway over the railroad right of way previously owned by the Michigan Air Line Railway, and;

WHEREAS, the Interlocal Agreement creating the Trailway Council requires that the Trailway Council adopt operating procedures and elect officers the Trailway Council deems appropriate, and;

WHEREAS, from time to time contracts and other documents must be executed on behalf of and at the direction of the Trailway Council, and;

WHEREAS the Trailway Council deems it appropriate to designate a person or persons to execute documents on its behalf.

NOW, THEREFORE, BE IT RESOLVED THAT: the Commerce, Walled Lake, and Wixom Trailway Management Council hereby designates and appoints _____ (insert name) (insert title) to sign or otherwise execute all contracts or other documents of the Trailway Council as authorized by its resolutions.

AYES :

NAYS:

ABSENT:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
)ss.
COUNTY OF OAKLAND)

I, the undersigned duly qualified Secretary of the Commerce, Walled Lake, and Wixom Trailway Management Council, do hereby certify the foregoing is a true and complete copy of the proceedings taken by the Trailway Council at a meeting held on the 13th day of September 2017.

_____, Secretary
Commerce, Walled Lake, and Wixom Trailway Management Council
Dated: _____

Michigan Airline Trails Revenue & Expenditure Report

Period Ending 8/31/17

ACCOUNTS	BUDGET	ACTUAL	DIFFERENCE
REVENUES			
Member Contributions			
Commerce	30,000.00	0.00	30,000.00
Walled lake	30,000.00	0.00	30,000.00
Wixom	30,000.00	0.00	30,000.00
Received from MI Airlines Rail		0.00	
Total Revenues	90,000.00	0.00	90,000.00
Appropriations			
Operations			
Trail Manager	36,000.00	9,451.33	27,824.73
Insurance	3,000.00	2,506.00	494.00
Audit	1,050.00	0.00	1,050.00
Bank Service Charges	0.00	73.50	(73.50)
Office Supplies	0.00	0.00	0.00
Signage	900.00	3,378.25	(2,478.25)
Legal	12,000.00	5,566.97	6,817.03
Total Operations	52,950.00	19,315.99	33,634.01
Capital Improvement			
Engineering	135,000.00	1,700.00	133,300.00
Phragmities Removal	0.00	2,000.00	2,000.00
Total Capital Improvement	135,000.00	3,700.00	133,300.00

TOTAL APPROPRIATIONS	187,950.00	23,015.99
Net Revenues/Appropriations	(97,950.00)	(23,015.99)
Beginning Fund Balance	93,050.00	93,050.00
Ending Fund Balance	(4,900.00)	70,034.01

TO: David Scott/Janet Bushey
2009 Championship Drive
Commerce Township, MI 48390

INVOICE: CW2 Air Line Trail Manager, August 9-September 11, 2017

INVOICE DATE: September 12, 2017

DESCRIPTION: Support for the following work from August 9 – September 11, 2017:

Marketing:

Monthly maintenance/build-out, posting to social media accounts (Facebook, Instagram, Twitter): 4 hrs
Additional build-out of first generation of website, plan for 2nd gen layout: 3 hrs
Presentation development for DRAFT meeting/presentation: 3 hrs
Additional revisions to informational brochure, Revisions to donor brochure: 2 hrs
12 hours

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

TAP Grant Application & Response to assistance offer from Levine Family Foundation, including consultation, meetings, drafting & review of documents:

Meetings: 5 hours
Writing, admin/follow-up, consultation: 17 hours
22 hours

Meetings/Events:

	<u>Hours:</u>
8.9 Trailway Council	3.0
8.11 West Oakland County Trail Alliance Meeting	3.5
8.12 Friends of MAT trail cleanup event	4.5
8.15 DRAFT event, Drafting Table, Wixom	4.0
9.5 MAT Friends' Group meeting	3.5
	<hr/>
	18.5 hours

Misc administrative tasks: email, Maintenance for MailChimp service (edits/adds to email list), general phone meetings/consultation, etc.
11 hours

TOTAL @ \$24/hour

\$1,572.00

Continued next page...

Additional costs:

Informational brochures (250) for public distribution: \$104.92
(2nd printing; revised copy)

TOTAL this invoice \$1,676.92

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:JWHT912

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
August 31, 2017
Account No: 3051M

Balance

\$858.00

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
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Michigan Air Line Trail
 2009 Township Drive
 Commerce Township MI 48390

Page: 1
 August 31, 2017
 Account No: 3051-0000M
 Statement No: 110279

Attn: John Hensler

Previous Balance	\$384.00
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Fees

		Rate	Hours	
08/07/2017	Receive and review correspondence between Kyle Kopper at Michigan Department of Transportation and Daniel Martell at Adams Outdoor Advertising regarding location of billboard. Receive and respond to request for contact information re Shearwater Development from John Hensler.	120.00	0.20	24.00
	Receive and review e-mail from Tom Jay at Michigan Department of Transportation requesting immediate action on Michigan Department of Transportation M-5 Pedestrian Bridge easement. Telephone call to Merrie Carlock at Michigan Department of Natural Resources regarding same. Telephone call to Mike Thompson at Adams Outdoor Advertising regarding same. Forward draft easement to Michigan Department of Natural Resources for review and approval.	120.00	1.25	150.00
08/08/2017	Receive and review correspondence from Merrie Carlock at Michigan Department of Natural Resources with request for legal description of billboard location. Find same and forward to Ms. Carlock.	120.00	0.25	30.00
	Receive and review correspondence from Mike Thompson at			

		Rate	Hours	
	Adams Outdoor Advertising with general description of new billboard site. Draft transmittal e-mail to Merrie Carlock at Michigan Department of Natural Resources. E-mail to Mike Thompson.	120.00	0.25	30.00
	Receive and review correspondence from Tom Jay at Michigan Department of Transportation with request for execution of Donation Form for easement for west approach to M-5 Pedestrian Bridge. Send to John Hensler for his info and action. Print copies of Donation Form and communications for Trailway Council. Receive e-mail from Merrie Carlock at Michigan Department of Natural Resources approving billboard and West approach easements. Forward same to John Hensler and respond to e-mail.	120.00	0.40	48.00
08/09/2017	Attend August meeting of Trailway Council.	120.00	1.75	210.00
	Prepare draft Memorandum Agreement between Michael Levine and Trailway Council, draft Resolution of City of Walled Lake approving same, and email to Trailway Council and John Hensler transmitting same.	120.00	2.20	264.00
08/17/2017	Receive and review summary of meeting between Charter Township of Commerce and Michigan Department of Transportation regarding M-5 Pedestrian Bridge as well as follow-up e-mail from David Scott. Draft e-mail to Mike Thompson at Adams Outdoor listing issues that need to be discussed and resolved. Copy to John Hensler.	120.00	0.50	60.00
08/21/2017	Receive and review correspondence from Kyle Kopper at Michigan Department of Transportation to Mike Thompson at Adams Outdoor Advertising regarding relocation of billboard.	120.00	0.10	12.00
08/23/2017	Receive and review correspondence from Jim Galbraith at MM Beck, LLC with revisions to proposed License Agreement for work on railway adjacent to Beck Road. Telephone call from and to Mr. Galbraith. E-mail tentative approval of license agreement as to form.	120.00	0.25	30.00
	For Current Services Rendered		<u>7.15</u>	<u>858.00</u>

Total Current Work 858.00

Payments

08/16/2017 Payment Received, Check # 2074 -384.00

Subtotal \$858.00

Total Due for this Matter \$858.00

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

**Natural Community
Services**

6410 Upper Straits Blvd
West Bloomfield, MI 48324
US
(248) 513-1909
naturalcommunityservices@
gmail.com
<http://naturalcommunityservices.webs.com/>



INVOICE

BILL TO

John
Michigan Airline Trail

INVOICE # 1979

DATE 09/08/2017

DUE DATE 09/08/2017

TERMS Due on receipt

DESCRIPTION	AMOUNT BILLED
Sales Complete spray treatment of Airline trail Phragmites as mapped	4,928.00
Sales Less down payment	-2,000.00
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BALANCE DUE	\$2,928.00

Order Details | Order # RDWR9-G4A97-8R2

Order Date: 9/12/2017 11:55 AM

Estimated Date of Arrival: 9/19/2017

Order Status: **Processing**

Shipping Address

John Hensler
5045 Mansfield Ave.
Apt. 305
Royal Oak, MI 48073
United States of America
2485060942
Sunken Anchor Media

Billing Address

John Hensler
5045 Mansfield Ave.
Apt. 305
Royal Oak, MI 48073
United States of America
2485060942
Sunken Anchor Media

Delivery Speed

Standard

Payment Information



****0544
Exp. 2/2021

Order Total

Product Total \$89.99

You Saved 25% (\$30.01)!

Shipping & Processing
Standard - Est. Arrival Sep 19 \$8.99

Sales Tax \$5.94

You Paid: **\$104.92**

1 Item(s)

[Cancel Items](#)

[Resc](#)



8.5" x 11" Tri-Fold Brochures - Standard Matte Paper

8.5" x 11" Tri-Fold Brochure - Standard Matte Paper

Status: **Processing**

Qty 250

Base Price ~~\$120.00~~ **\$89.99**

Item Total * **\$89.99**

*State sales tax is required on this item.