

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

**AGENDA  
Wednesday 12, July 2017  
3:00 P.M.**

- 1. Approval of Minutes**
- 2. RFP review/discussion/approval for distribution (?)**
- 3. M-5 Bridge updates**
- 4. License/Easement for Beck Road Pathway**
- 5. Quotes for herbicide treatment & brush-hog rental**
- 6. Ordinances – approval on track for Commerce, updates**
- 7. Trail Manager Report**
  - a. Friends Group meetings; second cleanup event**
  - b. Friends group survey results**
  - c. Other items**
- 8. Grant applications: update & upcoming dates**
- 9. Fundraising update: donor discussion**
- 10. Upcoming events: Trail Representatives attending**
- 11. Other matters and next meeting date**
  - a. Next Trail Council meeting August 9**
  - b. Next Friends Group meeting August 1**
- 12. Approve the Warrants**
- 13. Adjourn**

**Commerce, Walled Lake, Wixom Trailway Council Meeting**  
**6-14-2017**  
**3 p.m.**  
**Charter Township of Commerce**  
**2009 Township Dr**  
**Commerce Township, MI 48390**

**Council members**

David Scott	Commerce	President	Present
Colleen Coogan	Walled Lake	Treasurer	Absent
Deanna Magee	Wixom	Secretary	Present

John Hensler, Manager of the Michigan Air Line Trail

Phil Adkison, Adkison, Need and Kelly Atty

Also Present: Kristen Wiltfang, Tim Sikma, Gerry Fertig, Susan Helke, Gabriel Costanzo, Steven Brown

Meeting was called to order by President David Scott at 3:10 p.m.

**Item 1.** Approval of 5-10-2017 Minutes. **Motion** by Scott, supported by Magee, to approve the Minutes of May 10, 2017.  
**Motion Carried**

**Item 2.** RFP Review/discussion & Schedule. WL has reviewed, Commerce and Wixom are in process. It was emphasized to have local DPW departments also review if possible. Send changes back to Trail Manager and he will compile and send out for final review and approval.

**Item 3.** M-5 Bridge Ramp Easement. A meeting with Tom Jay & Kyle Kopper of MDOT, along with Adams Advertising took place on June 6. Adams seemed to indicate flexibility of moving the billboard, likely 100 yards or so west along the trail right-of-way. Billboard will continue to be a single-face (electronic); the other static side will likely be removed. MDOT said the contracts for construction will be let in November, with construction probably the first thing on the schedule for 2018. Goal for completion is Aug/Sept. timeframe.

**Item 4.** Trail Ordinance Discussion. Revised ordinance was approved by Wixom. Commerce will introduce it at the July board meeting, and approve it at the August meeting. It is unknown if Walled Lake has approved the revised ordinance as yet.

**Item 5.** Trail Manager Report. Mr. Hensler reported the first Friends of the Michigan Air Line Trail regular meeting was held on June 6; subsequent meetings will be the first Tuesday of the month with the exception of July since the first Tuesday is July 4th. The Friends Group held a cleanup on Saturday the 10<sup>th</sup> in Wixom; additional clean-up events are to be scheduled. The group would still like to help clean out the WL Depot to make work inside easier for the OC Historic Architects; cleanup date is TBD. Manager noted that WL did a fantastic job in cleaning up the exterior of the Depot. Manager is also developing a SurveyMonkey survey to send to mailing list recipients about potential membership in a Friends Group, and what kinds of support will be most popular.

Manager reported that there is a significant trail encroachment by a property holder along the trail (2000 Easy St). Manager will draft a letter to send to them, with attorney review for language. It was pointed out that a good idea might be to develop a form letter (perhaps two versions) for any and all encroachments that can be sent to property users. Kristen Wiltfang will check into the property owner and attempt to determine via aerial imagery when the encroachment took place. Wiltfang explained that Paint Creek Trail took a similar path in regard to encroachments; Manager to follow up with PCT.

Manager will consult with Joe Ketchum of West Bloomfield Trail about a herbicide application along the trail.

**Item 6.** Grant Applications and schedule. Manager will create and circulate a schedule of application milestones and dates along with grant standards and requirements for particular opportunities.

**Item 7.** Discussion of Fundraising Opportunities. Manager will investigate crowdsourcing opportunities including costs. Mr. Adkison indicated that to set up the Friends Group as a 501C3 could cost as much as \$1,500 to set up, and cautioned that

the operating budget would likely need to be amended to accommodate this as it's not accounted for in the current budget. Other options for collecting funds will be investigated.

**Item 8.** Upcoming Community Events with Trail representatives. Mr. Hensler indicated that he will attend the Wixom fireworks on June 29 from 5:30-8:30 and host a table with Trail info. Mr. Hensler requested lists from Council members of other local events (concerts, gatherings, etc.) that might benefit from some Trail exposure.

**Item 9.** Other Matters and next meeting date.

- Next MAT Trail Council meeting is Wednesday, July 12 at 3pm.
- Wixom DPW will invoice WL and Commerce for Trail Sign Installation directly.
- Additional signage: In order to let users and passers-by learn a little more about the Trail when they are on it or near a trailhead area, a small sign with a QR code could help provide more info. Mr. Brown indicated that this could even take the form of a brochure distribution area or even an insertable/updatable sheet, like you see at bus stops. Manager to investigate further.
- The Trail is not on Google Maps right now; Ms. Wiltfang will check with Todd Scott about adding it, keeping in mind that we need to emphasize the M-5 crossing is closed pending bridge completion.

**Item 10.** Approve the Warrants. Scott moved, Magee 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 11.** Adjourn. **Motion** by Scott, supported by Magee to adjourn. **Motion Carried 4:13 PM**

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  
June 30, 2017  
Account No: 3051M

Balance

\$150.00

**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

Page: 1  
 June 30, 2017

Michigan Air Line Trail  
 2009 Township Drive  
 Commerce Township MI 48390

Account No: 3051-0000M  
 Statement No: 109638

Attn: John Hensler

Previous Balance		\$486.00
------------------	--	----------

Fees

		Rate	Hours	
06/06/2017	Outside conference with John Hensler, Michigan Department of Transportation staff, David Scott, David Campbell, and Adams Outdoor representatives at billboard lease site.	120.00	1.00	120.00
06/28/2017	Receive and review correspondence from Hans Rentrop requesting easements for Beck Road pathway requested by Shearwater Development. Reply to same after reviewing Project Agreement.	120.00	0.25	30.00
	For Current Services Rendered		<u>1.25</u>	<u>150.00</u>
	Total Current Work			150.00

Payments

06/26/2017	Payment Received, Check # 2065			-486.00
	Subtotal			<u><u>\$150.00</u></u>
	Total Due for this Matter			<u><u>\$150.00</u></u>

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

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

**INVOICE: CW2 Air Line Trail Manager, June 14-July 11, 2017**

**INVOICE DATE:** July 12, 2017

**DESCRIPTION:** Support for the following work from June 14-July 11, 2017:

*Marketing:*

Monthly maintenance/build-out, posting to social media accounts (Facebook, Instagram, Twitter): 2 hrs  
Additional build-out of first generation of website: 1 hrs  
3 hours

Study, research & assimilation of trail materials and surface types, including engineer/constructor consultation of other trails and their surfaces (ongoing) plus rewriting of Design/Engineering RFP to include new language, including bridge approach data, plus consultation where needed.

4 hours

*Meetings/Events:*

	<u>Hours:</u>
6.14 Trailway Council	2.5
6.14 Evening meeting with Mike Levine and Michelle Eickmeyer re: Donation	2.5
6.29 Wixom Fireworks Booth	4.0
7.8 WL Trail Cleanup #1 w/Friends Group	4.0
7.11 Meeting with J. Ketchum re: trail maintenance	1.0
7.11 Wixom Econ Dev Meeting – D. Barker	1.0
<u>7.11 Friends' Group meeting</u>	<u>3.0</u>
	18.0 hours

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

4 hours

**TOTAL @ \$24/hour** **\$721.00**

**Continued next page...**

***Additional costs:***

<b>Banners (1) for event use:</b>	<b>\$43.03</b>
<b>Brochures (100) for event distribution:</b>	<b>\$68.48</b>

**TOTAL this invoice** **\$832.51**

**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:JWHT71217



# Order Details | Order # 26HD4-D4A75-3O2

Order Date: 7/6/2017 8:15 PM  
Estimated Date of Arrival: 7/14/2017  
Order Status: **Shipped**

### 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 \$32.60

You Saved 21% (\$8.90)!

Shipping & Processing  
Standard - Est. Arrival Jul 14 \$7.99

Sales Tax \$2.44

You Paid: **\$43.03**

1 Item(s)

[Reorder](#) [Cancel Items](#) [R](#)



### 2.5' x 4' Banners

2.5' x 4' Banner

Status: **Shipped**  
Track: 1Z9V5248YW03773002

Qty 1

Base Price ~~\$28.00~~ **\$20.99**

Outdoor 1 ~~\$7.50~~ **\$5.61**

Metal Grommets

1

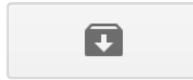
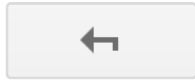
\$6.00

---

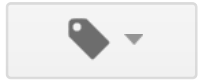
Item Total \*

**\$32.60**

\*State sales tax is required on this item.



Move to Inbox



COMPOSE

Inbox (6,874)

Sent Mail

Drafts (4)

All Mail

Spam (73)

Trash

[Imap]/Drafts

[Imap]/Outbox

Deleted Messages

Notes

 John ▾ +

## FedEx Office Print Online Order Completion (Order GTN 1016223872200795)

Inbox x



**no-reply.ecommerce@fedex.com**

to me ▾

## This is an automated response, please do not reply to this e-mail ##

Dear John Hensler,

Thank you for choosing FedEx Office. This e-mail confirms that we have completed your instructions.

If you have questions concerning your order, please call the FedEx Office center Coordinator. You can reference your order by Order number 1016223872200795.

If you have questions about this order or other comments or concerns regarding your customer relations at 1.800.GoFedEx or [1.800.463.3339](tel:18004633339). You can reference your order by Order number 1016223872200795.

All jobs produced for customers will be retained for 30 days after the order ready to be picked up. FedEx Office will be charged for the completed job if you have not picked up the order. FedEx Office work not picked up by customer after such 30 day period and is entitled to collect on the customer's behalf.

### ORDER -- SUMMARY DETAILS

Order GTN number: 1016223872200795

Order Price

Subtotal: \$64.60

Shipping: \$ --

Packing & Handling: \$ --

Tax: \$3.88

Total: \$68.48

Payment by: Credit Card

