



AGENDA AND NOTICE OF MEETING

Kiwanis Regional Trail Authority

of the Cities of Adrian and Tecumseh, and Charter
Townships of Adrian and Raisin

9:00 AM - Tuesday, August 12, 2025

City of Adrian

City Commission Chambers (back conference room)

159 East Maumee Street

Adrian, MI 49221

Page

1. CALL TO ORDER
Join Zoom Meeting
<https://us02web.zoom.us/j/82698139202?pwd=yt5PXaQDiasN3bKr8mbQAGcTR4hjFa.1>

Meeting ID: 826 9813 9202
Passcode: 309170
2. ROLL CALL / ESTABLISHMENT OF A QUORUM
3. APPROVAL OF AGENDA
 - 3.1. Approval of the August 12, 2025 agenda
4. APPROVAL OF MEETING MINUTES
 - 4.1. Approval of the July 8, 2025 meeting minutes 3 - 5
[KRTA - 08 Jul 2025 - Minutes - Pdf](#)
5. PUBLIC COMMENT RE: ITEMS ON THE AGENDA
6. TREASURERS REPORT
 - 6.1. Treasurer's Report 6 - 7
[Financial Report - 7-31-25](#)
[Balance sheet - 7-31-25](#)
7. NEW BUSINESS:
 - 7.1. Invoice for the Kiwanis Regional Trail Authority from the City of Adrian 8 - 10
[ARF-23-303 City of Adrian Invoice Q2 2025 - Pdf](#)
 - 7.2. Lenawee County and KRTA Installment Payment Plan Draft Agreement 11 - 14
[Installment Payment Plan Agreement](#)
 - 7.3. KRTA Millage Survey Discussion
 - 7.4. Maintenance - Existing Trail
8. KRTA MEMBER COMMENTS
 - 8.1. KRTA Priority Projects

- A. Promedica Campus Connection
- B. Heritage Park Connection
- C. Village of Clinton Connection

8.2. Police Tricycle Grant Update

- 9. PUBLIC COMMENT RE: ITEMS NOT ON THE AGENDA
- 10. NEXT MEETING: SEPTEMBER 9, 2025
Tuesday, September 9, 2025, at 9:00AM.
- 11. ADJOURNMENT



Meeting Minutes

Kiwanis Regional Trail Authority

of the Cities of Adrian and Tecumseh, and Charter Townships of Adrian and Raisin

9:00 AM - Tuesday, July 8, 2025

Adrian City Chambers

The Kiwanis Regional Trail Authority met on Tuesday, July 8, 2025 at 9:00 AM in the Adrian City Chambers.

1 CALL TO ORDER

Chair Steele called the meeting to order at 9:00am.

2 ROLL CALL / ESTABLISHMENT OF A QUORUM

3 APPROVAL OF AGENDA

3.1. Approval of the July 8, 2025 agenda

Motion to approve the July 8, 2025 agenda as presented.

Moved by Tom Hawkins
Seconded by Dan Swallow

Motion to approve the July 8, 2025 agenda as presented.

Yes: Dusty Steele, Dan Swallow, Jim Koehn, Tom Hawkins, and Vincent Emrick
MOTION CARRIED 5-0 on a recorded vote

4 APPROVAL OF MEETING MINUTES

4.1. Approval of the June 10, 2025 meeting minutes

Moved by Dan Swallow
Seconded by Jim Koehn

Motion to approve the June 10, 2025 meeting minutes.

Yes: Dusty Steele, Dan Swallow, Jim Koehn, Tom Hawkins, and Vincent Emrick
MOTION CARRIED 5-0 on a recorded vote

5 PUBLIC COMMENT RE: ITEMS ON THE AGENDA

There were no public comments for items on the agenda.

6 TREASURERS REPORT

6.1. Treasurer's Report

There was no Treasurer's Report presented for the July 8, 2025 meeting.

7 NEW BUSINESS:

7.1. KRTA Millage Survey Proposals

- Kelly Sullivan with Epic MRA discussed the KRTA millage survey proposal and the survey procedure expectations from Epic MRA. Discussion included the use of live operator phone interviews, utilizing the registered voter database, and the process of selecting the survey demographic. Discussion also included an overview of the fees associated for all survey-related services, and survey interview questions.
- Members discussed and agreed on the need to establish KRTA priority projects and goals, millage request details and rate, and other preliminary information that is needed to move forward with the survey proposal from Epic MRA.
- Further discussion will continue at the next KRTA meeting.

7.2. Maintenance - Existing Trail

8 KRTA MEMBER COMMENTS

8.1. KRTA Priority Projects

- A. Promedica Campus Connection
- B. Heritage Park Connection
- C. Village of Clinton Connection

8.2. Police Tricycle Grant Update

9 PUBLIC COMMENT RE: ITEMS NOT ON THE AGENDA

Public Comments included:

- Trail Mile marker clarifications
- A request to place a ban on e-bikes on the trail and how the KRTA intends to enforce the speed limit on the trail.
- Concerns with invasive plant species near the trail and a request to be more intentional with maintenance and landscaping for native plant species to thrive alongside the trail.

10 NEXT MEETING: AUGUST 12, 2025

11 ADJOURNMENT

11.1.

Moved by Tom Hawkins
Seconded by Dan Swallow

Motion to adjourn. The meeting adjourned at 10:10am.

Yes: Dusty Steele, Dan Swallow, Jim Koehn, Tom Hawkins, and Vincent Emrick
MOTION CARRIED 5-0 on a recorded vote

Draft

REVENUE & EXPENDITURE REPORT - KIWANIS REGIONAL TRAIL AUTHORITY

FOR THE PERIOD 07/31/2025

Description		YTD Balance 7/31/2025	1/1/24 - 12/31/24	1/1/23 - 12/31/23	1/1/22 - 12/31/22	1/1/21 - 12/31/21
KIWANIS REGIONAL TRAIL AUTHORITY						
JUNE & JULY ACTIVITY						
REVENUES						
	Contributions:					
	Kiwanis Club of Adrian - \$12,500.00	12,500.00	103,281.71	108,377.13	128,987.02	100,000.00
TOTAL REVENUES		12,500.00	103,281.71	108,377.13	128,987.02	100,000.00
EXPENDITURES						
	Invoices:					
	City of Adrian - Inv. 265967 - \$4,192.32	12,989.00	131,097.37	54,689.52	78,154.32	24,109.14
	Spalding Dedecker Associates - \$378.75					
	Spalding Dedecker Associates - \$465.00					
TOTAL EXPENDITURES		12,989.00	131,097.37	54,689.52	78,154.32	24,109.14
NET OF REVENUES & EXPENDITURES		(489.00)	(27,815.66)	53,687.61	50,832.70	75,890.86

Notes:

**KIWANIS REGIONAL TRAIL AUTHORITY
BALANCE SHEET AS OF 07/31/25**

ASSETS:

Cash	\$	152,106.51
Accounts Receivable	\$	-
		<hr/>
Total Assets	\$	<u>152,106.51</u>

LIABILITIES:

Total Liabilities	\$	<hr/> -
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FUND BALANCES:

Unassigned	\$	<u>152,106.51</u>
Total Fund Balance	\$	<u>152,106.51</u>
Total Liabilities and Fund Balances	\$	<u>152,106.51</u>



Agenda Review Form

KRTA - August 12, 2025

- ☐ Informational
☒ Action / Follow Up
☐ Not Approved

Prepared For KRTA	Staff Contact Madison Frisch,
Date Submitted August 6, 2025	Department Administrative

Subject

Invoice for the Kiwanis Regional Trail Authority from the City of Adrian

Summary

An invoice from the City of Adrian for labor and overhead in the amount of \$1,917.86 is presented for trail maintenance.

Budgeted	Amount:
Yes	\$1,917.86

Recommendation

To approve payment of the invoice from the City of Adrian in the amount of \$1,917.86 for Kiwanis Trail maintenance.

Attachments

[6-30-25 invoice KRTA](#)

Dan Swallow

Approved - 07 Aug 2025

CITY OF ADRIAN

135 E MAUMEE STREET
ADRIAN MI 49221
(517) 264-4832

INVOICE

CUST #:2066
INVOICE #:0000266361
SERVICE DATE:06/30/2025
INVOICE DATE:06/30/2025
DUE DATE:08/23/2025

KIWANIS REGIONAL TRAIL AUTHORITY

PROPERTY ADDRESS

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1.00	LABOR	1,295.8500	1,295.85
1.00	OVERHEAD	622.0100	622.01
		TOTAL INVOICE	1,917.86
YOU WILL RECEIVE NO OTHER NOTICE OF THIS CHARGE			1,917.86

Remit Payment To:

RETURN THIS PORTION WITH PAYMENT

CITY OF ADRIAN
135 E MAUMEE STREET
ADRIAN MI 49221

(517) 264-4832

LABOR

CUST #:2066
INVOICE #:0000266361
SERVICE DATE:06/30/2025
INVOICE DATE:06/30/2025
DUE DATE:08/23/2025

Amount Due: 1,917.86

PROPERTY ADDRESS

KIWANIS REGIONAL TRAIL AUTHORITY



Employee	Pay Code	Hours	Approx Amount
101-751.00-702.293			
25799 - GAUNA, VICENTE	HOURLY	1.00	23.11
37906 - HUBBARD, KRISTEN R	HOURLY	3.00	73.56
50980 - MURRY, JOEL W	HOURLY	1.00	23.11
37906 - HUBBARD, KRISTEN R	HOURLY	2.00	49.04
50980 - MURRY, JOEL W	HOURLY	8.00	184.88
50980 - MURRY, JOEL W	HOURLY	3.00	69.33
37906 - HUBBARD, KRISTEN R	HOURLY	5.00	122.60
50980 - MURRY, JOEL W	HOURLY	7.00	161.77
37906 - HUBBARD, KRISTEN R	HOURLY	8.00	196.15
25775 - GARZA, BRAXTON R	HOURLY	8.00	196.15
25775 - GARZA, BRAXTON R	HOURLY	8.00	196.15
Totals For: 101-751.00-702.293		54.00	1,295.85
Grand Totals:			
		54.00	1,295.85

INSTALLMENT PAYMENT PLAN AGREEMENT

This Installment Payment Plan Agreement ("Agreement") is made between the County of Lenawee ("County") and the Kiwanis Regional Trail Authority ("KRTA").

I. EFFECTIVE DATE

The effective date of this Agreement is July 28, 2025.

II. OUTSTANDING BALANCE

At the time of the effective date of this Agreement, the KRTA owes the County One Hundred Eight Seven Thousand One Hundred Fifty-Seven and 77/100 (\$187,157.77) relating to an outstanding balance.

III. INTEREST

There shall be no interest associated with the balance noted above. The only obligation of the KRTA is to repay the principal balance on the terms noted below.

IV. REPAYMENT PLAN

KRTA agrees to pay the total amount of the outstanding balance in annual payments of Ten Thousand and 00/100 (\$10,000.00) Dollars per year, with the first payment being made in 2025. In 2035, KRTA shall pay to the County the remaining outstanding balance of Eighty Seven Thousand One Hundred Fifty-Seven and 77/100 (\$87,157.77) Dollars as a balloon payment for that amount that remains outstanding over and above the Ten Thousand and 00/100 (\$10,000.00) Dollars annual payment paid over ten (10) years.

V. LATE PAYMENT

If the KRTA is late by more than thirty (30) days for any annual payment, it shall be considered late. If a payment is late, the KRTA shall be charged a late fee of three (3%) percent of the outstanding annual payment due.

VI. ACCELERATION

The County shall have the right to declare the total amount to be immediately due and payable, if any of the following events are to occur:

- a. Late Payment. If any payment that is due under the payment schedule noted above is late for more than sixty (60) days; or
- b. Default. If the KRTA should default on any of the conditions of this Agreement.

VII. DISPUTES

In the event any payment under this Agreement is not paid when due, the KRTA agrees to pay, in addition to the principal and interest hereunder, reasonable attorney's fees plus all other reasonable expenses incurred by the County in exercising any of its rights and remedies upon default.

VIII. SEVERABILITY

If any provision of this Agreement or the application thereof shall, for any reason and to any extent, be invalid or unenforceable, neither the remainder of this Agreement nor the application of the provision to other persons, entities or circumstances shall be affected, thereby, but instead shall be enforced to the maximum extent permitted by law.

IX. GOVERNING LAW

This Agreement shall be construed and governed by the laws of the State of Michigan.

X. ENTIRE AGREEMENT

This Agreement contains all of the terms agreed to by the parties relating to its subject matter, including any attachments or addendums. This Agreement replaces all previous discussions, understandings and oral agreements. The County and the KRTA agree to the terms and conditions and shall be bound until the entire outstanding amount due to the County from KRTA of One Hundred Eighty Seven Thousand One Hundred Fifty-Seven and 77/100 (\$187,157.77) Dollars is repaid in full.

IN WITNESS WHEREOF, the COUNTY OF LENAWEEN and the KIWANIS REGIONAL TRAIL AUTHORITY have executed this Agreement on the dates indicated below.

WITNESSETH:

COUNTY OF LENAWEEN

_____ By: _____

Dated: _____ (Print Name)

Its: _____

TRAIL

Its: _____

DRAFT