



# 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, April 9, 2024**

City of Adrian

City Commission Chambers (back conference room)

159 East Maumee Street

Adrian, MI 49221

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Page

1. CALL TO ORDER  
<https://us02web.zoom.us/j/89931396382?pwd=WjBPTH6Zk5DU0FDTlprY3I5OFdwZz09>  
  
Meeting ID: 899 3139 6382  
Passcode: 858200 Via Phone: 1 312 626 6799
2. ROLL CALL / ESTABLISHMENT OF A QUORUM
3. APPROVAL OF AGENDA
  - 3.1. Approval of the April 9, 2024 agenda
4. APPROVAL OF MEETING MINUTES
  - 4.1. Approval of the March 12, 2024 meeting minutes 3 - 6  
[KRTA - 12 Mar 2024 - Minutes - Pdf](#)
5. PUBLIC COMMENT RE: ITEMS ON THE AGENDA
6. TREASURERS REPORT - GREG ELLIOTT
  - 6.1. Financial Report 7 - 8  
[Revenues and Expenditures - 3-31-24](#)  
[Balance Sheet - 3-31-24](#)
7. NEW BUSINESS:
  - 7.1. Articles of Incorporation Amendments
  - 7.2. Trail Signage - Insignia Contract 9  
[Insignia Contract KRTA](#)
  - 7.3. Mannik & Smith Group Inc Engineering Inspection Report
  - 7.4. Marketing Campaign Drone Footage Quote
  - 7.5. Maintenance - Existing Trail
8. KRTA MEMBER COMMENTS
  - 8.1. KRTA Priority Projects
    - A. Promedica Campus Connection
    - B. Heritage Park Connection

8.2. Police Tricycle Grant Update

8.3. OMA Policy

9. PUBLIC COMMENT RE: ITEMS NOT ON THE AGENDA

10. NEXT MEETING: MAY 14, 2024

11. ADJOURNMENT



# Meeting Minutes

## Kiwanis Regional Trail Authority

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

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**9:00 AM - Tuesday, March 12, 2024**  
Adrian City Chambers

The Kiwanis Regional Trail Authority met on Tuesday, March 12, 2024 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 March 12, 2024 agenda

Moved by Greg Elliott  
Seconded by Tom Hawkins

Motion to approve the March 12, 2024 meeting agenda.

**Yes:** Dusty Steele, City Manager Dan Swallow, Tom Hawkins, Steve May, and Greg Elliott

**MOTION CARRIED 5-0 on a recorded vote**

**4 APPROVAL OF MEETING MINUTES**

4.1. Approval of the February 13, 2024 meeting minutes

Moved by Dan Swallow  
Seconded by Greg Elliott

Motion to approve the February 13, 2024 meeting minutes.

**Yes:** Dusty Steele, City Manager Dan Swallow, Tom Hawkins, Steve May, and Greg Elliott

**MOTION CARRIED 5-0 on a recorded vote**

**5 PUBLIC COMMENT RE: ITEMS ON THE AGENDA**

- Public: Agenda could not be found online.
- Member Swallow let the public know that the City of Tecumseh website has agendas and minutes digitally published on their website as another resource.

**6 TREASURERS REPORT - GREG ELLIOTT**

6.1. Financial Report

- Revenues as of 2/29/2024
- Expenditures \$30,147.33 TYD
- Current net of (\$29,780.62)

Moved by Tom Hawkins  
Seconded by Dan Swallow

Motion to accept the financial report and place on file.

**Yes:** Dusty Steele, City Manager Dan Swallow, Tom Hawkins, Steve May, and Greg Elliott

**MOTION CARRIED 5-0 on a recorded vote**

**7 NEW BUSINESS:**

7.1. Articles of Incorporation Amendments

- Discussion took place on the amendments to the Articles of Incorporation as presented.
- Procedures for member withdrawal have not been outlined in the drafted amendments.
- Discussion took place on procedure process for Member withdrawal, including a resolution from the legislative body and fulfillment of financial and ongoing project obligations.
- April 9, 2024 meeting will vote to approve the Articles of Incorporation as amended.

7.2. Cal Zorn Trail Head Signage Proposal

- Member Swallow gave overview on the City of Tecumseh's signage proposal from Kriehoff Lenawee for the installation of a new Kiwanis Trail sign located at Cal Zorn Park.
- City of Tecumseh Parks and Recreation Director, Sarah Gilmore was present to receive feedback from the Authority as the signage is for the Kiwanis trail head.

Moved by Tom Hawkins  
Seconded by Dan Swallow

Motion of support for the trail head signage as presented by the City of Tecumseh.

**Yes:** Dusty Steele, City Manager Dan Swallow, Tom Hawkins, Steve May, and Greg Elliott

**MOTION CARRIED 5-0 on a recorded vote**

7.3. KRTA Commemorative Bench Selections

- Director Sarah Gilmore presented bench selections.
- Discussion occurred on the bench selection for the west of the Raisin Center Highway and Ives Road intersection along the Kiwanis Trail.
- Members are in support of the selection of bench option 2, with option 4 as an alternative.

7.4. Kiwanis Trail Signage

- Members will be moving forward with the Insignia quote for the Kiwanis Trail signage.

7.5. Maintenance - Existing Trail  
a. Updates

- Jason Lawrence gave updates via Zoom.
  - No issues, undergoing regular maintenance with the addition of clearing out dead trees.
  - Will have a seasonal employee with a designated post on the Kiwanis Trail.

7.6. KRTA Priority Projects  
a. Promedica Campus Connection

- No updates
- b. Heritage Park Connection
- No updates

7.7. Police Tricycle Grant Update

- Chair Steele would like to redirect the grant application to Kiwanis. However, from a security standpoint is unsure of the further logistics.
- Discussion took place on implementing security personnel options for the Kiwanis Trail.

**8 KRTA MEMBER COMMENTS**

- Chair Steele will provide a quote at the April 9, 2024 meeting for drone videography of the Kiwanis trail for their marketing campaign.
- Chair Steele & Member Elliott gave an update to the Authority on the City of Adrian

tunnel project.

- Todd Brown with Mannik & Smith Group Inc and Chair Steele will be meeting prior to the April 9th KRTA meeting to go over City of Adrian Tunnel project process.
- Mannik & Smith will be present and on the agenda for the April 9, 2024 meeting.
- Bid has been awarded to Dunigan Brothers Inc. for the tunnel work. Contracts are signed, awaiting access to full property to begin the project.

8.1. OMA Policy

**9 PUBLIC COMMENT RE: ITEMS NOT ON THE AGENDA**

None.

**10 NEXT MEETING: APRIL 9, 2024**

**11 ADJOURNMENT**

The meeting adjourned at 9:46am.

Draft

REVENUE & EXPENDITURE REPORT - KIWANIS REGIONAL TRAIL AUTHORITY

FOR THE PERIOD 3/31/2024

Description	YTD Balance 3/31/2024	1/1/23 - 12/31/23	1/1/22 - 12/31/22	1/1/21 - 12/31/21
<b>KIWANIS REGIONAL TRAIL AUTHORITY</b>				
<b>MARCH ACTIVITY</b>				
<b>REVENUES</b>				
<b>Contributions: None</b>	366.71	108,377.13	128,987.02	100,000.00
<b>TOTAL REVENUES</b>	366.71	108,377.13	128,987.02	100,000.00
<b>EXPENDITURES</b>				
<b>Invoices: None</b>	30,147.33	54,689.52	78,154.32	24,109.14
<b>TOTAL EXPENDITURES</b>	30,147.33	54,689.52	78,154.32	24,109.14
<b>NET OF REVENUES &amp; EXPENDITURES</b>	(29,780.62)	53,687.61	50,832.70	75,890.86

Notes:

**KIWANIS REGIONAL TRAIL AUTHORITY  
BALANCE SHEET AS OF 3/31/24**

**ASSETS:**

Cash	\$ 150,630.55
Accounts Receivable	<u>\$ -</u>

Total Assets	<u><u>\$ 150,630.55</u></u>
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**LIABILITIES:**

Total Liabilities	<u>\$ -</u>
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**FUND BALANCES:**

Unassigned	<u>\$ 150,630.55</u>
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Total Fund Balance	<u>\$ 150,630.55</u>
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Total Liabilities and Fund Balances	<u><u>\$ 150,630.55</u></u>
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3625 Townline Hwy  
 Adrian, MI 49221  
 Ph: 517-263-7446 (SIGN)

# Estimate

Date	Transaction #
11/14/2023	3172

Name / Address
Kiwanis Regional Trail Authority Adrian, MI 49221

**\*\* THERE WILL BE A 4%  
 CONVENIENCE FEE FOR  
 ALL DEBIT OR CREDIT  
 CARD TRANSACTIONS\*\***

Terms	P.O. No.
50% Deposit, Net Due on Receipt	

Description	Qty	Rate	Total
Mile marker sign package with 6x6 pressure treated wood post (stained with clear waterproofer), hardware, (2) 5.5" x 14" 6mm ACM sign board with digital print/clear laminated vinyl graphics	20	148.91	2,978.20T
Intersection sign package with 6x6 pressure treated wood post (stained with clear waterproofer), hardware, 18" x 18" reflective .080 aluminum STOP/YIELD sign, 7" x 30" 6mm ACM sign board with digital print/clear laminated vinyl graphics	24	149.62	3,590.88T
6mm aluminum sign boards (1- 105" x 8", 1- 40" x 40", 1- 86" x 30) with 6x6 pressure treated wood supports (3) for installation on existing sign structure at Hunt St. park entrance	1	897.63	897.63T
Graphic Design/setup	4	60.00	240.00
Fabrication	19.5	90.00	1,755.00
Off-Site Heavy Equipment	3	250.00	750.00
Labor to install [item] on site	56	120.00	6,720.00

Customer Signature \_\_\_\_\_

Insignia Graphics, Inc (hereby known as "Insignia") reserves the right to change prices at any time. Quotes are not guaranteed until final order is placed. Artwork supplied is for reference and customer approval only. All original artwork is the sole property of Insignia and cannot be copied or used without prior written consent until purchased by the customer. All work created by Insignia is subject to use for marketing purposes. Any unauthorized use is forbidden and is subject to prosecution. Deposits made to Insignia may be left on account for future services and are non-refundable after 90 days or on ordered materials. Insignia will assess a monthly finance charge, in the amount of \$10 or 18% APR, whichever is greater, to each invoice carrying any balance for over 30 days regardless if items have been picked up or not. Insignia reserves the right to charge storage fees in the amount of \$10/day on any item left over 30 days.

<b>Subtotal</b>	\$16,931.71
<b>Sales Tax (6.0%)</b>	\$448.00
<b>Total</b>	\$17,379.71