



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, March 14, 2023

City of Adrian

City Commission Chambers (back conference room)

159 East Maumee Street

Adrian, MI 49221

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1. CALL TO ORDER	
2. ROLL CALL / ESTABLISHMENT OF A QUORUM	
3. APPROVAL OF AGENDA	
3.1. Approval of the March 14, 2023 agenda	
4. APPROVAL OF MEETING MINUTES	
4.1. Approval of the February 14, 2023 meeting minutes KRTA - 14 Feb 2023 - Minutes - Pdf	3 - 9
5. PUBLIC COMMENT RE: ITEMS ON THE AGENDA	
6. TREASURERS REPORT - GREG ELLIOTT	
6.1. Approval of the Treasurer's Report Period Ending February 28, 2023 Financial Report 2.28.23	10 - 11
7. NEW BUSINESS:	
7.1. Maintenance - Existing Trail	
7.2. KRTA Priority Projects	
a. Tecumseh Connection	
1. Construction Update	
2. Fundraising Update	
b. Valley Road to ProMedica Campus	
1. Draft Letter to Property Owners	
2. Scheduling Initial Meetings with Property Owners	
7.3. Planning for Grand Opening (May 20, 2023)	
a. Review of Donor List and Communications Plan	
b. Potential Activities and Resources Needed	
7.4. Signage Update	
a. QR Code Labels from AllTrails (Visit Lenawee)	
b. AllTrails Website Content	

c. Insignia

- 7.5. Letter of support for the City of Tecumseh's application for the Michigan Natural Resources Trust Fund Grant 12 - 13

Motion to approve the draft letter of support written by City of Tecumseh Parks and Recreation Director, Sarah Gilmore, to be included with the City of Tecumseh's application for the Michigan Natural Resources Trust Fund grant for developing a trailhead at Cal Zorn Park and to approve the signing of said letter by Kiwanis Regional Trail Authority Chairperson, Harry "Dusty" Steele.

[ARF-23-054 KRTA Letter of Support - Pdf](#)

- 7.6. Invoice for the Kiwanis Regional Trail Authority from the City of Adrian 14 - 17

Motion to approve payment of the invoice from the City of Adrian in the amount of \$11,712.81 for Kiwanis Trail maintenance.

[ARF-23-057 City of Adrian Invoice - Pdf](#)

8. UNFINISHED BUSINESS:
8.1. OMA Policy
9. KRTA MEMBER COMMENTS
10. PUBLIC COMMENT RE: ITEMS NOT ON THE AGENDA
11. NEXT MEETING: APRIL 11, 2023
12. 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, February 14, 2023
Adrian City Chambers

The Kiwanis Regional Trail Authority met on Tuesday, February 14, 2023 at 9:00 AM in the Adrian City Chambers.

1 CALL TO ORDER

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

2 ROLL CALL / ESTABLISHMENT OF A QUORUM

Present: Chair Steele, Member Elliott, Member Koehn, Member Swallow, Member Hawkins

3 APPROVAL OF AGENDA

3.1 Approval of the February 14, 2023 agenda

Motion by Member Hawkins, support by Member Koehn, to approve the February 14, 2023 agenda

Motion passed unanimously

4 APPROVAL OF MEETING MINUTES

4.1 Approval of the January 10, 2023 meeting minutes

- Member Hawkins, as was absent from the January 10, 2023 meeting, wanted to clarify that the bill for the stump removal should be paid as it was part of the easement agreement with the residents along the trail extension, as the minutes reflected possible confusion on that topic

Motion by Member Elliott, support by Member Hawkins to approve the January 10, 2023 meeting minutes

Motion passed unanimously

5 PUBLIC COMMENT RE: ITEMS ON THE AGENDA

None

6 TREASURERS REPORT - GREG ELLIOTT

6.1 Approval of the Treasurer's Report Period Ending January 31, 2023

- Member Elliott reported no activity for January 2023
- Also provided a balance sheet giving a fund balance of \$126,723.56
- Member Swallow clarified that a \$990.00 invoice for the stump removal should be paid
- Member Hawkins discussed a donor (Tom Dabrowiak) needing a receipt for his 12/20/23 contribution

Motion by Member Koehn, support by Member Swallow, to approve the Treasurer's Report Period Ending January 31, 2023

Motion passed unanimously

7 NEW BUSINESS:

7.1 Maintenance - Existing Trail

- Member Elliott relayed a report from Jason – nothing new to report, two litter receptacles were put on the trail extension
- Member Hawkins ran the trail and noted that the extension, from Tecumseh trailhead to Ives Rd intersection is and back is a 5k
- Noticed a lot of debris from the hole digging where the fence is going back up
- Member Swallow mentioned that fence being a part of the road commission contract and could contact them to help clean that up and also will discuss moving Mr. Brown's NO TRESPASSING signs

7.2 KRTA Priority Projects

a. Tecumseh Connection

1. Construction Update

- Chair Steele provided a document to the authority "Kiwaniis Trail Revenues as of 02/01/2023"
- Discussion that the construction is about 95% complete, with some curb work and grass restoration still needed but is included in Slusarksi's retainage – so no additional cost
- The County fronted the outstanding money
- From a deficit standpoint – there were unforeseen expenses, like the 36 trees, coming to \$-53,321.37
- Chair Steele does not feel going back to the donor base is right

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- Chair Steele identified five \$25,000.00 donors, along with the biggest donors being City of Tecumseh and Kiwanis then lower amounts – Chair Steele and Member Swallow have worked on those identifications and getting a database together with contact info
- Open to discussion on how to close the gap
- Member Koehn clarified that the County was not asked to contribute and that they are owed the deficit amount
- A discussion took place on fundraising and the four cities/townships contributing to the remaining balance
- Member Hawkins is ready to start plans for fundraising with the May 20, 2023 opening to contribute to the deficit
- Member Swallow discussed some of the other bigger costs that impacted the deficit – \$35,000 for additional engineering costs, another \$80,000 for oversight, \$40,000 for tree removal as well as \$17,000 for pipe improvements, although a storm sewer did not have to be installed
- Member Swallow noted the Thompson Fund, an LCF fund dedicated to Tecumseh that reimburse the City of Tecumseh once more funding becomes available, which is why Tecumseh should be able to front \$100,000
- Chair Steel noted that all the funding provided within the organization is for maintenance, but questioned if any of those unforeseen expenses could constitute more funding from within
- A discussion took place on the issues with paying the amount after a fundraiser or fronting the money and getting reimbursed once the fundraiser happens
- There was also note of additional landscaping expenses that will be added to the current deficit
- Member Hawkins will take the issue to his board
- There should be an answer by next meeting as to how and when the current standing deficit is to be paid

2. Fundraising Update

- Member Hawkins mentioned the road commission possibly giving a small strip of property on the South side of Russell to the City for a trail crossing instead of at the light
- Member Swallow mentioned a Parks and Recreation meeting held the night prior to get the public opinion on applying for a

trust fund grant for a Cal Zorn Park project

- City of Tecumseh Parks and Recreation Director, Sarah Gilmore, explained the grant, through the DNR, will be applied for and currently looking at the best place to cross with Wade Trim. Also, for Trailhead – looking at additional parking, kiosk, donor board, service stations, additional bathroom and water fountain
- Cal Zorn Park is about 15 acres total
- Gilmore will send out the Powerpoint slides for visuals to the board members
- Member Swallow mentioned the Authority considering a letter of support at the next meeting pertaining to that grant
- Chair Steele and Member Swallow clarified the project is looking to be over \$750,000
- Chair Steele will add the Trailhead to the agenda feature

b. Valley Road to ProMedica Campus

- On hold

1. Draft Letter to Property Owners

2. Scheduling Initial Meetings with Property Owners

7.3 Planning for Grand Opening (May 20, 2023)

a. Review of Donor List and Communications Plan

b. Potential Activities and Resources Needed

- A discussion on the visual of annual events/fundraisers took place
- Member Hawkins mentioned starting particular event as a 5k but can increase distance for future events
- Member Hawkins will get on runmichigan.com to get on the calendar once permission is given from the authority and a budget is given and a name for the run

Motion by Member Elliott, support by Member Koehn, to authorize up to \$5,000 for a promotional run on May 20, 2023

Motion passed unanimously

- A discussion on names continued, KRTA 5K was suggested and Member Hawkins will continue to think of more creative ideas, but to post on runmichigan.com will use the KRTA 5K
- Member Swallow mentioned the help of Jessica Stretch and combining with the Tri-Athlon as well as Kiwanis Club of Tecumseh
- Member Hawkins will be sure to have flyers for this run available to hand out at the Top of the Mornin' 5K in Tecumseh in March
- Chair Steele recognized we will need to recognize the big and small donors and families and Member Swallow mentioned having something physical to give them that day along with visuals of the completed Trailhead, Member Hawkins mentioned yard signs with donor names along the trail for the run
- A discussion of real permanent signs for the 5 larger donors took place

7.4 Signage Update

a. QR Code Labels from AllTrails (Visit Lenawee)

- Chair Steele showed a flyer with a QR code that will be placed along the trail that brings you to the website

b. AllTrails Website Content

- Went through the website, Member Hawkins will post a link on his website, some information will need to be updated with the extension information

c. Insignia

7.5 Gleaner Arbor Project - Clean Up

a. Mark Lenz

- Mark Lenz with Legacy Arbor of Gleaner Life planning a trail clean up as a service project to get their 100 or so members involved
- Planning on April 22, 2023 which is Earth Day and the 10th anniversary of Discover Trails Day
- Have permission from St. Johns Lutheran to set up there as a base with a food truck, refreshments
- Will promote to members and community
- First time event, no idea of the type of turn out that will happen

- Plan to pick up trash and would like to make sure there are places to deposit that as well as have access to litter sticks and gloves
- Planning on picking up only, has been working with Jeremiah Davies of the City of Adrian
- Member Swallow noted there may not be enough trash for a large number of members and suggested bringing own pruners/loppers
- The Authority agreed to support the clean-up project

8 UNFINISHED BUSINESS:

7.6 OMA Policy

9 KRTA MEMBER COMMENTS

- Member Hawkins mentioned conversation with residents of Middlebrook Meadow about access from the subdivision to the trail
- They have built houses around the original make shift path to the Trail and a rope is stopping them from using the access
- He has suggested to them to talk to the HOA and work with the developer to pave that portion of the access point and the Authority could take jurisdiction over it and maintain it
- A discussion of the aspects of the residents having to work out if it is doable and agreeable between everyone and Member Elliott also suggested that the HOA could just maintain it
- In agreement that if an easement was created, the Authority could maintain it if that's what the residents and HOA agree upon, question if a member was willing to go to one of their HOA meetings

10 PUBLIC COMMENT RE: ITEMS NOT ON THE AGENDA

None

11 NEXT MEETING: MARCH 14, 2023

12 ADJOURNMENT

The meeting adjourned at 10:00 AM.

**KIWANIS REGIONAL TRAIL AUTHORITY
BALANCE SHEET AS OF 2/28/23**

ASSETS:

Cash \$ 126,723.56

Total Assets \$ 126,723.56

LIABILITIES:

Total Liabilities \$ -

FUND BALANCES:

Unassigned \$ 126,723.56

Total Fund Balance \$ 126,723.56

Total Liabilities and Fund Balances \$ 126,723.56

REVENUE & EXPENDITURE REPORT - KIWANIS REGIONAL TRAIL AUTHORITY

FOR THE PERIOD 02/01/2023 TO 02/28/2023

Description		YTD Balance 2/28/2023	1/1/22 - 12/31/22	1/1/21 - 12/31/21
KIWANIS REGIONAL TRAIL AUTHORITY				
FEBRUARY ACTIVITY				
REVENUES	Contributions: None	0.00	128,987.02	100,000.00
TOTAL REVENUES		0.00	128,987.02	100,000.00
EXPENDITURES	Invoices: None	0.00	78,154.32	24,109.14
TOTAL EXPENDITURES		0.00	78,154.32	24,109.14
NET OF REVENUES & EXPENDITURES		0.00	50,832.70	75,890.86

Notes:



Agenda Review Form

KRTA - March 14, 2023

- Informational
- Action / Follow Up
- Not Approved

Prepared For KRTA	Staff Contact Tessa Irelan,
Date Submitted March 6, 2023	Department Administrative

Subject

Letter of support for the City of Tecumseh's application for the Michigan Natural Resources Trust Fund Grant

Summary

The City of Tecumseh is applying for a Michigan Natural Resources Trust Fund grant for developing a trailhead at Cal Zorn Park. Sarah Gilmore has written a draft letter of support to consider based on the amenities discussed at the February 14, 2023 meeting. Letters like these are helpful to include with the grant application to demonstrate broad support.

Financial Impact

None

Budgeted

No

Recommendation

To approve the draft letter of support written by City of Tecumseh Parks and Recreation Director, Sarah Gilmore, to be included with the City of Tecumseh's application for the Michigan Natural Resources Trust Fund grant for developing a trailhead at Cal Zorn Park and to approve the signing of said letter by Kiwanis Regional Trail Authority Chairperson, Harry "Dusty" Steele.

Attachments

[KRTA - letter of support \(002\)](#)

Dan Swallow, City Manager

Approved - 07 Mar 2023

March 14, 2023

Michigan Natural Resources Trust Fund Board,

Please accept this letter of support for the proposed trailhead development at Cal Zorn Park in Tecumseh, Michigan on behalf of the Kiwanis Regional Trail Authority (KRTA). The KRTA was created in November of 2020. The members include representatives from the City of Adrian, Adrian Charter Township, Raisin Charter Township, and the City of Tecumseh.

Through collaboration and shared resources, our mission is to improve the footprint and the quality of our existing Kiwanis Trail. Spanning 8 miles from the City of Adrian through both Townships, the original trail that was built in the 80s and 90s but stopped 1 ½ miles short of reaching Tecumseh. After a successful Michigan Natural Resources Trust Fund grant application by Lenawee County, a capital campaign, and crowdfunding effort, the Tecumseh Connection was completed in November of 2022.

We feel this proposal would contribute to a better trail user experience. The proposed bathroom, parking, wayfinding signage, bike service station in addition to the existing picnic facilities at Cal Zorn Park in Tecumseh would make the Kiwanis Trail even more welcoming to users – providing resources to make their time more enjoyable. Successfully extending the trail into Tecumseh provides opportunity for more people to access this recreation resource. These proposed facilities would support 5K run/walk events, half marathons, and volunteer efforts that the KRTA plans to host in the future. Because this trail is the only non-motorized trail in Lenawee County that spans multiple jurisdictions, it demonstrates the cooperation, shared benefit, and investment in our communities.

A trailhead with facilities would be a tremendous asset by elevating the trail experience and overall enjoyment of trail users. It is with great enthusiasm that we, the Kiwanis Regional Trail Authority, support this grant application.

Sincerely,

Harry “Dusty” Steele
Chairperson
Kiwanis Regional Trail Authority



Agenda Review Form

KRTA - March 14, 2023

- Informational
- Action / Follow Up
- Not Approved

Prepared For KRTA	Staff Contact Tessa Irelan,
Date Submitted March 13, 2023	Department Administrative

Subject

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

Summary

An approval to pay the invoice from the City of Adrian for labor, overhead and contract services in the amount of \$11,712.81 is needed for trail maintenance. The contract services amount of \$9,758.00 is from Slusarksi Excavating and Paving Inc for three excavation and patch repairs as well as Cut Right Lawn Care LLC for maintenance.

Budgeted Yes	Amount: \$11,712.81
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Recommendation

To approve payment of the invoice from the City of Adrian in the amount of \$11,712.81 for Kiwanis Trail maintenance.

Attachments

[KRTA 1-11-23 Invoice](#)

Dan Swallow, City Manager

Approved - 13 Mar 2023

CITY OF ADRIAN

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



INVOICE

CUST #:2066
 INVOICE #:0000262956
 SERVICE DATE:12/31/2022
 INVOICE DATE:01/11/2023
 DUE DATE:02/10/2023

KIWANIS REGIONAL TRAIL AUTHORITY

PROPERTY ADDRESS

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1.000	LABOR	1,493.3600	1,493.36
1.000	OVERHEAD	461.4500	461.45
1.000	CONTRACT SERVICES	9,758.0000	9,758.00
		TOTAL INVOICE	11,712.81
YOU WILL RECEIVE NO OTHER NOTICE OF THIS CHARGE			11,712.81

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 #:0000262956
 SERVICE DATE:12/31/2022
 INVOICE DATE:01/11/2023
 DUE DATE:02/10/2023

Amount Due: 11,712.81

PROPERTY ADDRESS

KIWANIS REGIONAL TRAIL AUTHORITY



Slusarski Excavating & Paving Inc

119 Greenly Street
Adrian, MI 49221
(517)265-3320 fax (517)264-2030

Invoice

Invoice No.: 150820
Invoice Date: 11-23-2022
Job Number: 22-0465
P.O. Number:
Terms: Net 30 days
Due Date: 12-23-2022

To:
City of Adrian
135 E Maumee St
Adrian, MI 49221

Job Location:
City Adrian Kiwanis AP
City of Adrian Kiwanis Trail

<u>Description</u>	<u>Units</u>	<u>Unit Price</u>	<u>Amount</u>
Excavation and asphalt patches completed per the deteriorated asphalt on Kiwanis trail (1 of 3 patches)			
Repair of section one (1) 770 sq ft			5,390.00
Repair of section two (2) 236 sq ft			1,652.00
Repair of section three (3) 310 sq ft			2,170.00

*P.O.
101-697 w- 801-293*

Thank you for your business.

A finance charge of 1.5% per month (18% per annum) will be applied to unpaid balances after 30 days.

Amount Due

SK
101
\$9,212.00

CUT RIGHT LAWN CARE, LLC

INVOICE

6309 Springville Hwy.
Onsted, MI 49265

517-902-3253

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Name: City of Adrian
Address: 135 E. Maumee St.
Adrian, MI 49221

Date: 10-6-2022
Invoice# 743

Date	Time	Item	Description	Qty	Rate	Cost	
9-3-22			Bent Oak Crossing	1	39.00/AC	\$39.00	
9-3-22			Piotter Center	1.7	39.00/AC	\$66.30	
9-3-22			Transportation Building	0.9	39.00/AC	\$35.10	
9-1-22			Seel Dr	1.07	39.00/AC	\$41.73	
9-13-22			Seel Dr	1.07	39.00/AC	\$41.73	
9-27-22			Seel Dr	1.07	39.00/AC	\$41.73	
9-10-22			Kiwanis Trail	14	39.00/AC	\$546.00	
9-1-22			Highland	0.13	39.00/AC	minimum \$15.00	
9-13-22			Highland	0.13	39.00/AC	minimum \$15.00	
9-27-22			Highland	0.13	39.00/AC	minimum \$15.00	
9-1-22			Scott Blvd	0.17	39.00/AC	minimum \$15.00	
9-13-22			Scott Blvd	0.17	39.00/AC	minimum \$15.00	
SEE NEXT PAGE						Subtotal	\$886.59
Name:	City of Adrian			Invoice Date:	10-6-2022		
Address:	135 E. Maumee St. Adrian, MI 49221			Invoice #	743		
				Amount Due:			
				Amount PAID	\$		