



TRI-COMMUNITY NON-MOTORIZED TRAIL STUDY COMMITTEE
May 7, 2021 – 2: 00 pm

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes:**
 - A. Regular Meeting of April 9, 2021** (Roll Call)
- 4. Agenda Changes** (Additions/Deletions)
- 5. Public Comment** (Limit 3 minutes) Select “unmute” mic in the Zoom interface and speak your name to be recognized or press *6 if you are calling in by phone to unmute your phone to speak.
- 6. Unfinished Business:** None
- 7. New Business:**
 - A. c2ae Project Kickoff Meeting** - Purpose: The purpose of the meeting is to review the scope of work in detail for Phase 1 – Preliminary Design and Grant Applications, 3 sections of the Blue Star Trail.
 - 1.** Review Project Management Plan
 - Scope
 - Schedule
 - Grant Information
 - Team Organization
 - Communication Plan
 - 2.** Summary of Previous Information/Alternatives
 - Bridge
 - Lake Street to Old Allegan Road
 - Amalanchier Park/North Street
 - 3.** Alternative Review Process
 - 4.** Project Specific Outreach/Communication/Meetings
 - 5.** Site Review Meeting – Monday, May 17 at 9 am?
 - 6.** Other
- 8. Public Comments:** (Limit 3 minutes) Select “unmute” mic in the Zoom interface and

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Please send questions or comments regarding meeting agenda items prior to meeting to:
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9. Committee Comments:

10. Adjourn (Roll Call)

Tri-Community Trail Committee (TCC)

Minutes: April 9, 2021 Meeting

Meeting commenced at 2:00 PM.

Present: Brenda Marcy, Cindy Osman , Jerry Donovan, Kathy Mooradian, Ken Trester (excused), Holly Leo, John Adams, Richard Donovan. **Also attending:** All three TCC Managers

Motion to approve agenda made by Mooradian, seconded by R. Donovan. Motion passed.

Motion to approve minutes from 3/5/21 made by Marcy, seconded by Adams. Passed

Note for the record: The date on those minutes was wrong. They were from the previous meeting of 3/23. Minutes were right, just the date wrong. 3/5 had been approved at the prior meeting already.

Public comments. None

Leo said our role today is to make a committee recommendation on 3 draft agreements so that they can get to the respective councils at their next meetings.

Leo introduced R. Heise who then reviewed his memo in the packet which gave an overview of the three agreements on the table for today's meeting. These are legal agreements that ONLY municipalities can approve thus the need to get them to each council in a timely manner, keeping the project on target.

1.Engineering agreement with C2AE. C2AE proposed that this agreement cover only the first phase of the proposal . The idea is that it is a template for the other phases to come. The first phase will basically cover design and the grant submittal portion of the project as outlined in their document.

2.Interlocal Contract with C2AE. The contract is a standard one used by cities that hire engineering firms routinely, including all the indemnity and liability clauses that attorneys need to see for a City's protection. The not to exceed quote is in it.

It was also felt by C2AE and the committee that a LIASON person be assigned that would be the prime communicator with them. This avoids much confusion. Ryan Heise has stepped up and agreed to take on being the Liaison. A discussion occurred about the power of liaison and what is filtered, what is not etc. Ryan will bring **any key decision** point back to the committee for review; will funnel other pertinent info to us and will move the project forward with normal decision making that goes with coordinating such projects. Trust is important. He is largely an administrator , not a decision maker. Committee approved this .

3. Agreement with FOBST.

A separate agreement is needed with FOBST since only cities can do engineering contracts, not FOBST. Therefore, it is necessary to know the role of FOBST in terms of what they are paying for, their role etc. The final agreement will make it clear the cities will not be paying for the engineering costs, FOBST will.

FOBST will submit proof that the funds exist. ACCF (Allegan County Community Foundation) will administer payments. FOBST has worked with them for years.

Fobst is essentially a fourth party to these agreements even though they are not authorized to sign the agreements. They have done trails for years and expect to be included in some of the engineering/trail decisions due to their experience in facilitating the like in the past.

Committee Discussion:

All 4 parties will likely be sending them to their lawyers prior to review by council.

Since there are a couple of minor open details on the contract and final lawyer input to add in, it was proposed that today's **drafts** go the councils (to keep timing going). They will get approved by giving each respective manager the signing authority to sign off on the final documents, assuming there are no issues that delay approval in a general sense.

Action: Heise made a motion, Mooradian seconded, to recommend the parameters of the agreements (drafts) get sent to councils and the township board for further review and approval . Passed unanimously.

Next Steps Ryan will oversee those final details once final comments are in from the other parties , then send the FINAL documents over for signature.

Public Comments: none

Member comments: R Donovan and others thanked R Heise for being the Liaison.

Motion to adjourn by Marcy, seconded by Osman. Meeting ended at 2:58

Client:	Tri-Community Joint Study Committee for the Blue Star Trail (TCC)	Date:	5/7/21
Project No.:	21-0097	Project Manager:	Larry Fox
Project Name:	Blue Star Trail - Preliminary Design Phase	Client Manager:	
Project Address:	Allegan County, MI	Project Start Date:	4/28/2021
		Project Completion Date:	4/1/2022 Phase 1

PROJECT LOCATION: Blue Star Highway - City of the Village of Douglas, City of Saugatuck, Saugatuck Township

GOALS & OBJECTIVES: Assist the TCC in reviewing options, developing schematic plans and cost opinions and gaining consensus for routing of three segments of the Blue Star Trail as shown on the attached drawing. These segments include; 1) The Blue Star Highway bridge crossing of the Kalamazoo River; 2) along the west side of the Blue Star Highway from the bridge north to Old Allegan Road, and 3) from the intersection of North Street and the Blue Star Highway westerly to Holland Street, either through the Township’s Alamanchier Park or along North/Elizabeth Streets.

SCOPE (including copy of key contract terms):

The Tri-Community Joint Study Committee (TCC), consisting of members from Saugatuck Township, the City of Saugatuck, the City of the Village of Douglas, and the Friend of the Blue Star Trail (FOBST), desires to submit funding applications to the Michigan Department of Transportation – Transportation Alternatives Program (TAP) and the Michigan Natural Resources Trust Fund (MNRTF).

The long-term project will include the planning, design, and construction of three new sections of trail to complete the 4.5-mile north section of the Blue Star Trail. The TAP application is anticipated to be submitted in October, 2021 and the MNRTF application in April of 2022. The desire is for construction to take place in 2023.

Previous preliminary planning and routing analysis work has been completed for these sections of trail, which we plan to utilize in the early phases of planning and design. The trail crossing design over the Kalamazoo River will be a key component to gain consensus and buy-in early in the project from the multiple stakeholders.

Our initial review of the past trail crossing configuration alternatives on the bridge revealed the following aspects that need further evaluation during the schematic design phase:

- Storm water drainage
- Impact to existing bridge expansion joints from modifications to incorporate the trail
- Consideration of other options that include widening the existing sidewalk on the west side to a 14-foot trail; possible cantilevering on the outside of the bridge to gain more width
- Staging of construction to minimize impact for emergency vehicles and the motoring public

Our firm implemented a similar bridge modification project for the City of Lansing on Aurelius Road that converted a 4-lane bridge to a 3-lane section to incorporate a 10-foot non-motorized path/trail.

Based on C2AE’s understanding of the project, we propose the following general work plan, which can be modified and adjusted as needed throughout the project.

Planning

C2AE will develop and implement an action plan for planning and design engineering of the currently defined trail corridor. The plan will identify an overall project timeline, communication engagement strategy or strategies, funding

PROJECT MANAGEMENT PLAN

Project Description: Blue Star Trail Preliminary Design Phase

sources, roles and responsibilities, and a phasing plan with estimated timelines and costs for design, construction, and trail maintenance. We recognize that the keys dates currently identified by the committee include the October 2021 TAP Grant application and the April 2022 MNRTF Application.

Timeline

C2AE will create a project timeline at the outset of the project for use in tracking and monitoring the project progress. Timeline dates will be updated on a monthly basis as part of our progress reporting process. Monthly progress reports will be provided by C2AE to provide updates for all current project activities.

Timeline will include, but not be limited to, the following key milestone dates:

- Project team meetings
- Local units of government/public meetings
- Duration of schematic design phase with deliverable dates (funding applications)
- Duration of final design phase with deliverable dates
- Permit submittal dates
- Duration for bidding
- Duration of construction
- Regional events
- Any other key milestones

Public Outreach

Communicating effectively along the way, we will meet project goals with a comprehensive design that integrates:

- Thorough review and vetting of previous work to date
- Proactive project scoping
- Sound data collection
- Site and context analysis and synthesis
- Comprehensive mapping
- Creative alternatives
- Environmentally compatible, sustainable, and cost-effective solutions
- Realistic opinions of probable construction and maintenance costs
- Detailed, implementable action plans with workable phasing

These elements are to be conducted by a multi-disciplined team with professional experience and expertise in non-motorized trail access development, natural resource systems, accessibility requirements/guidelines, context-sensitive design solutions, aesthetics, and other relevant functional needs. C2AE will lead this effort, providing:

- Project Management led by seasoned C2AE principal Larry Fox and aided by experienced assistant project manager Cory Davis
- Trail Routing, Public Involvement, and Inter-agency Coordination led by Rusti Owens
- Civil Engineering including conceptual layout and design led by Tyler Ruel

In addition, our specialized team partners include Meyerson Consulting for funding and public engagement expertise, Cardno for environmental and natural features assessments, Carter & Associates for traffic signal work, and Driesenga Associates for surveying, geotechnical engineering, and easement acquisition

Funding Evaluation/Applications

We will review the existing list of funding sources for each trail segment and determine if there are other opportunities available. Requirements for each funding agency will be documented. In general, C2AE will be responsible for the development of the majority of the funding application, with input, review, and submittal of funding applications by the

applicable governmental agencies. C2AE will generate exhibits, cost opinions, and other supporting documentation as needed. Private fundraising activities will be conducted by the project team and supported by C2AE.

Roles and Responsibilities

At the kickoff meeting, we will document the roles and responsibilities of each stakeholder or entity involved in the project. Throughout the project, C2AE will coordinate and track the progress of key assignments to ensure the overall project, as well as each trail segment, remains clearly assigned and on schedule. This effort will include monitoring the assignments of the subconsultant firms involved. We will communicate consistently and clearly with the committee or assigned project/community stakeholder teams regarding the project status and commitments.

Trail Maintenance Plan

C2AE will use our extensive experience with trail projects and the trail calculators already created to estimate costs associated with trail maintenance, operations, and replacement. We will also assist in the identification of solutions for trail maintenance approaches along the corridor, which can vary from simple cooperation between units of government to a formal establishment of a recreational authority. Maintenance will play a key role in achieving the expected service life of the trail system and ensure viability for generations to come.

DESIGN & CONSTRUCTION

C2AE proposes the following general scope of services for each trail segment that will meet AASHTO Guidelines, Americans with Disabilities Act and Accessibility Guidelines (ADAAG), and other current federal, state, and local codes and guidelines. MDOT Local Agency guidelines will also be met when state funding is involved.

Schematic Design

Initial Scoping Meeting

C2AE and the committee/project team are accountable for the proper stewardship of funds and time allocated to this project. C2AE's project management plan (PMP) document is designed to assist in this task by providing the detail needed to implement the contract requirements.

C2AE will convene a meeting of the project team personnel responsible for proper project administration (TCC). The meeting's purpose is to review and confirm everyone's expectations regarding the project process.

Second to listening to the voices of the users, communities, and local agencies, schematic design based on sound comprehensive data is next most important to providing feasible and constructible alternatives.

Gather Existing Data

C2AE will collect available relevant secondary source information including, but not necessarily limited to:

- Existing schematic trail routes and alternatives
- Preliminary design alternatives for the Kalamazoo River crossing
- GIS and Lidar data, such as parcel mapping, topography, utilities, soil types, natural features, and other environmental conditions
- Federal, state, and local guidelines and requirements for trail development
- Local zoning or planning ordinances
- Historical features, such as protected archaeological sites, significant structures, etc.
- Habitats for endangered or threatened species of flora or fauna
- Planned utility work (broadband, sewer, etc.)

Using available secondary source information—such as aerial or USGS topographic mapping, community mapping, plat maps, and existing planning maps—together with information obtained during the initial scoping meeting, C2AE will develop base plans for use during development of the site/constraints inventory analysis and alternative trail alignment options.

Conduct an Initial Visual Site Assessment

The C2AE team (including the project team as they desire) will conduct an initial site assessment of each segment to visually review and document any unique features of the proposed routing corridor(s) and define the envisioned limits and locations for programmed improvements.

At this time, we will collectively identify and confirm any known potential impacts to development as well as identify and address safety and security provisions as necessary. During the assessment we will also identify any visible potential environmental concerns and/or areas that may require detailed supplemental investigations.

Perform Site Analysis

We will add the existing available information and other insights gained from the site assessment. The enhanced drawing will be a backdrop for preparing a graphic site analysis of existing built and natural conditions that could have either a positive or negative impact on the project. Existing conditions will include at a minimum:

- Soils, topography, and vegetation
- Hydrology and drainage patterns, channels, and washes
- Unique biological characteristics
- Outstanding natural features
- Cultural and historic features
- Adjacent land uses
- Negative site features or hazards
- Directions, speed limits, and traffic flow volumes
- Emergency vehicle accessibility
- Logical points of site ingress and egress
- Existing structure locations or development

We will evaluate the trail crossing of the Goshorn Creek just north of North Street to determine permitting requirements and possible crossing locations. It is our understanding that multiple routes have been conceptually developed through Amalanchier Park or along North Street to connect the Blue Star Highway trail to the Beeline trail on Holland Street. Previous information will be utilized during our analysis to select the final trail location.

TCC Committee Meetings

C2AE will conduct two or three meetings with the TCC to review and discuss the opportunities and constraints associated with each alignment and a preliminary cost for development. During these meetings, the TCC and C2AE will select alignments determined to represent the most feasible and prudent options to present and carry forward for further development as practical alternatives. Following the initial TCC review meeting, we will refine each illustrative alternative, if necessary, based on comments obtained during the meeting. Since that initial meeting will essentially be more of a work session, further work will be required to refine each alternative into a final presentation format. Additional meetings with the TCC will refine alternatives into a final recommended plan for adoption by the member local units of government.

Gather Emergency Responder Input

During the review of alternatives (especially for the Blue Star Highway crossing of the Kalamazoo River), we plan to include local emergency responders to gain their perspective on the alternatives. This could happen as a part of one of the TCC meetings mentioned above. Support of the selected alternative by the local fire departments, police departments, and highway maintenance entity will be important in moving the plan forward.

MDOT LAP Review

As a local funding source, MDOT Local Agency Programs will be provided the opportunity for review and input on the alternatives under consideration.

PROJECT MANAGEMENT PLAN

Project Description: Blue Star Trail Preliminary Design Phase

Public Information Meeting

C2AE will plan, organize, coordinate, and conduct the final project public information meeting/public hearings through each local unit of government to review the final rendered preferred alternative, opportunities, and constraints, opinions of probable construction cost, trail phasing/segments, and associated planning elements. This information will form the basis for the funding applications.

Funding Applications

With the assistance of the TCC, C2AE will develop and prepare the MDOT TAP and MNRTF Funding applications for review and submittal by the applicable local agency.

SCHEDULE:

TAP and Trust Fund Timelines

Grant	Timeframe	Task
All	May-Mid June	Create a project summary with funding package and potential funding needs
TAP	Mid June	Contact Grant Coordinator, introduce project and invite to a meeting with the committee/consultants
TAP	Mid-June –Mid-July July 21, 2021 Latest	Meet with Grant Coordinator, introductions, review project summary/issues and drive project route.
TAP	August-September	Update plans, hold more public input if needed; reach out to specific property owners if needed. Make EGLE, SHPO, Tribal contacts. Maintenance plan should be vetted and documented including task, cost and who will pay & implement.
TAP/MNRTF	August- September	Determine match; write grants if needed or meet with entities and gain resolutions/letters stating their financial support.
TAP	September	Put together Grant and gather information that is needed including support from property owners, partners, maintenance plans and funding support.
TAP	Mid-September – Early October	Resolutions of support from all required, including the Grant Applicant.
TAP	October 13, 2021	Grant submittal deadline
MNRTF	Fall	Confirm that the trail project is in all appropriate Recreation Plans and if not advise on how to amend the plans appropriately (February 1 deadline for Recreation Plan Amendments are needed)
TAP	Mid December - Mid January	Supplemental materials will need to be submitted.
MNRTF	Mid January	Meet with Grant applicant(s) on MNRTF submittal, go through needs for a successful grant and outline what needs to be done
MNRTF	February	Work on grant and collecting all needed information including documentation on the environment, accessibility and universal design
TAP	March 9, 2022	TAP notifies of conditional commitment
MNRTF	March	Hold Public Meeting(s) on grant and get resolution(s) of support for grant submittal
MNRTF	April 1, 2022	Grant submittal deadline
MNRTF	July-September	Supplemental information may be required

MNRTF	December 2022	MNRTF Board meets and makes grant recommendations
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Notes on TAP:

Final design plans are not necessary for submittal, but the more details you have the better.

- Cost estimates should be calculated based on actual construction timeline which would be 2024 at the earliest for this project.
- Typically, if the trail does NOT connect to another EXISTING bicycle/pedestrian facility then a “trailhead” will be required. This can be temporary if the trail will be extended later, and size is based on need and you need to document that need.
- TAP wants two types of public input, but the timing and type of input is not specifically directed. They do want you to say how the project changed due to the public input.
 - General public input on why the PROJECT CONCEPT and why the ROUTE was chosen (and why other options were not) and the public input on the final route and design and grant submittal. It is good to show this over a long period of time and that the project is documented in various regional and local plans. You do need to document the notices of the public input, agenda and minutes.
 - Document how you facilitated input from neighboring property owners, stakeholders and other citizens interested in the project. Also show if there is controversy, how that input was resolved in your plans.
- Agreement for the landowner (s) to allow for such a trail on their project if it is not controlled by the applicant.
- Act 51 Agency must submit the grant and that Agency must pass a resolution of support.
- Minimum of 20% match, better to be closer to 40% to be competitive; match does not need to be secured for grant application but will need to be secured for final approval. If available, letters from the match partners should be included.
- TAP does not cover engineering or other non-transportation items.
- Both preliminary review of historic sites, outreach to Native American Tribes, wetlands and endangered species should be investigated and included in the grant application.
- Maintenance Plan will be required and documented.

Notes on MNRTF:

In addition to what is stated above:

- All land that the project is on will be encumbered for recreation purposes in perpetuity; property boundary map will be required, and proof of property control will be required. If in the road right of way, a letter of support from the road agency will suffice.
- Reaching out to various agencies to gain input on the project related to accessibility is needed and should be done early and often.
- Environmental benefits, if there are any, need to be documented by an expert.
- Minimum of 25% match is required and must be secured by the SUPPLEMENTAL deadline.
- Regional significance of this project is important and how it connects to other parks and facilities including the water if applicable.
- An advertised public meeting to gain input on the grant application must be held within 6 months of the grant deadline.
- Resolution of support to submit the grant from the applicant agency is needed within 6 months of the grant deadline (and cannot be dated prior to the public input).

FINANCIAL PLAN (budget): Phase 1 will be completed on a time and material basis with a not-to-exceed total amount of \$39,400 in accordance with the terms of the Agreement.

TEAM ORGANIZATION, RESOURCES, RESPONSIBILITIES:

- C2AE
 - Larry Fox, Project Manager (Main Point of Contact)
 - Cory Davis, Asst. Project Manager, Construction Engineer
 - Rusti Owens, Landscape Architect, Public Outreach
 - Tyler Ruel, Lead Civil Engineer
 - Scott Cook, Lead Transportation Engineer
 - Steve Jurczuk, Emergency Services Input
 - Meyerson Consulting (Subconsultant) – Public Outreach and Grant Application Assistance

- Tri-Community Committee
 - Ryan Heise (Main Point of Contact), Manager, City of Saugatuck
 - Holly Leo, TCC Chair, City of Saugatuck
 - Ken Trester, City of Saugatuck
 - Joe Frey, Manager, Saugatuck Township
 - Cindy Osman, Saugatuck Township
 - Brenda Marcy, Saugatuck Township
 - Rich LaBombard, Manager, City of the Village of Douglas
 - Kathy Mooradian, City of the Village of Douglas
 - Jerry Donovan, City of the Village of Douglas
 - John Adams, Friends of the Blue Star Trail
 - Richard Donovan, Friends of the Blue Star Trail

- Key Stakeholders
 - Craig Atwood, Managing Director, Allegan County Road Commission
 - Greg Janik, Fire Chief, City of Saugatuck

QA/QC PLAN (Schedule/QA/QC Responsibility):

- Preliminary design and cost estimate alternatives will be reviewed by C2AE QA/QC staff as the project proceeds. Typical review intervals are 35%, 65% and 95% completion.

QUALITY DEFINITION/CLIENT APPROVAL PROCESS:

- Project quality will be defined by the completion of preliminary designs and grant applications that meet the grant and local community requirements.
- The Client approval process will typically include initial vetting and approval by the TCC, and then approval by each of the individual municipality's boards.

CONTRACT AMENDMENT: Changes in project scope that would warrant a contract amendment will first be discussed with the TCC. If agreed, a written amendment will be submitted for approval by the Municipalities.

PROJECT MANAGEMENT PLAN

Project Description: Blue Star Trail Preliminary Design Phase


COMMUNICATION PLAN: General communication will be between C2AE's point of contact (Larry Fox) and the TTC's point of contact (Ryan Heise). Monthly project progress reports will be submitted to the TCC. Designated TCC members would be encouraged to share the progress reports with their respective TCC member boards.


POTENTIAL RISK PLAN: The TCC and C2AE will try to identify project risks as early as possible in the alternative development/review process to provide adequate time for resolution.


cc: ***TCC Board Members***


Internal C2AE: CRO, CD, MTR, SDC, RFM, Meyerson Consulting


LEGEND


 EXISTING BLUE STAR TRAIL:


 Connecting Saugatuck City to Saugatuck Twp. and the Beeline Trail to Holland


 North St. to Old Allegan Rd.

 Main St. to Wiley Rd.

 PROPOSED BLUE STAR TRAIL:

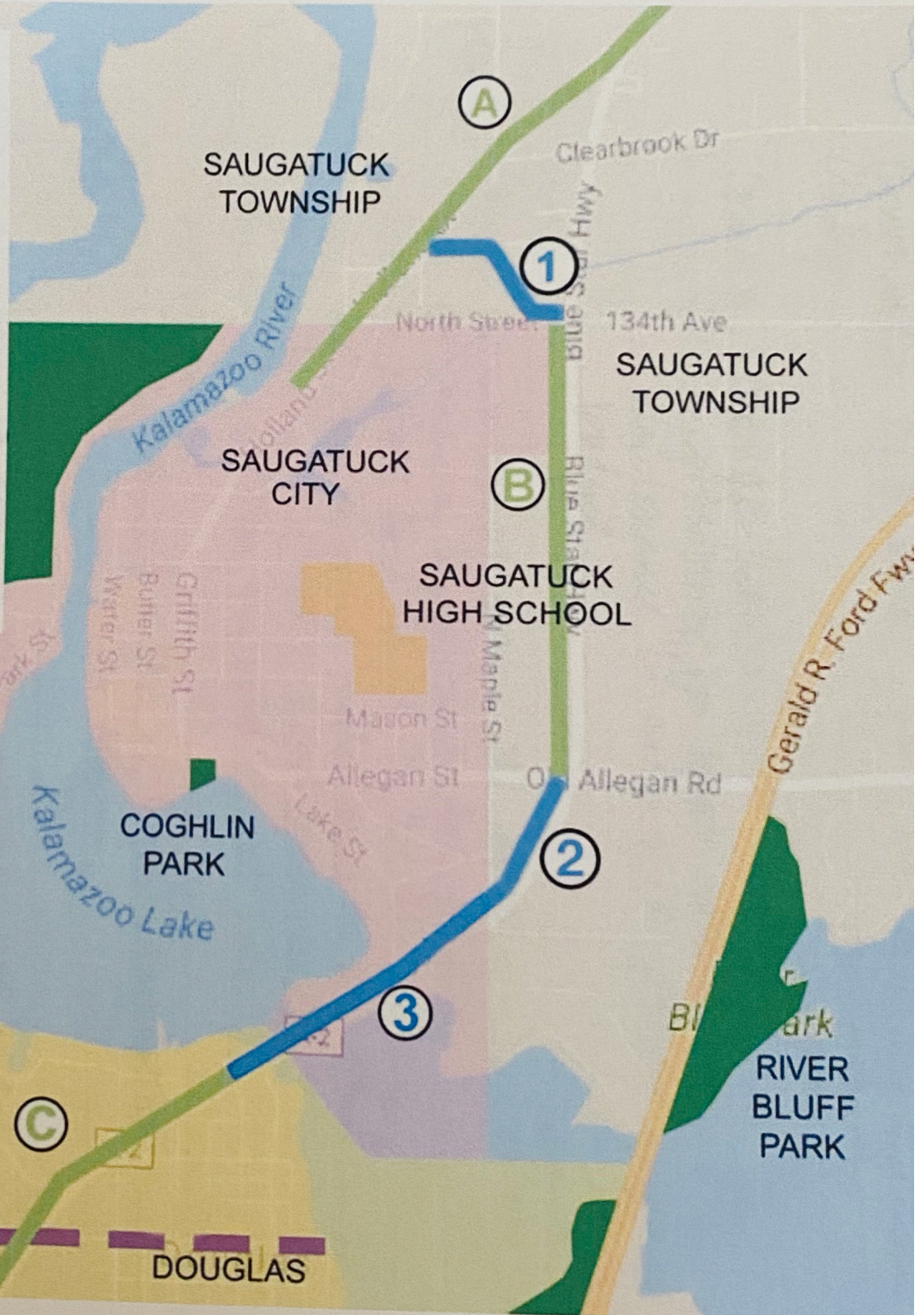
 1 Holland St. to North St. and Blue Star Highway

 2 Old Allegan Rd. to Maple St.

 3 Maple St. to Main St.



SAUGATUCK CITY
COGHLIN PARK
DOUGLAS
DOUGLAS BEACH PARK
BEACH TO BAYOU TRAIL



DOUGLAS