

AGENDA
Village of Kingsley
Village Council Meeting
August 14, 2023

Village Hall, 207 South Brownson Ave, Kingsley, MI 49649- (231) 263-7778

Meeting called to order at 6:00 p.m. by President Lajko

PLEDGE OF ALLEGIANCE

ROLL CALL:

President Lajko ____, Trustee McPherson ____, President Pro Tem Weger ____, Trustee G. Bogart ____ Trustee Wallace ____ Trustee Bott ____.

Also Attending: Treasurer Nickerson ____, Manager Aldrich ____, DPW Supervisor Almquist ____.

Motion by ____, seconded by ____, to accept the agenda as presented.

1. Any person wishing to address the Board shall state his or her name and address.
2. Public comment will only pertain to agenda items listed. Any comments will be taken into consideration by the Board for a later date. No person shall be allowed to speak more than once on the same matter. The Chairperson shall control the amount of time each person shall be allowed to speak, which shall not exceed three (3) minutes. Chairperson may, at his or her discretion, extend the amount of time any person is allowed to speak.

PUBLIC COMMENT:

ANNOUNCEMENTS:

1. Announcements from the Village Manager
2. Announcements from the Village Clerk
3. CPO Dustin Stickler:
4. County Commissioner Scott Sieffert:
5. GT County Road Commission:
6. Paradise Township:
7. Other:

CONSENT CALENDAR:

All matters listed under the consent calendar are considered to be routine by the Village Council and will be acted upon by voice vote -- no discussion. Council members and/or the public may remove any item and have it placed elsewhere on the agenda for discussion.

1. Consideration of approving the minutes of the July 12, 2023, special meeting and the closed session minutes of the July 12, 2023, special meeting (Approval recommended).

OLD BUSINESS:

1. Lead Service Line Replacement Project Status Update
2. PASER Rating Report and Update from Wade Trim

NEW BUSINESS:

1. Consideration of appointing Christina Forro as the Village Clerk, as recommended by the Village Manager and Employee Committee.
2. Interviews of candidates for appointment to the vacancy on the Village Council; and possible appointment of an individual, effective immediately.

REGULAR REPORTS:

1. **Financial Fund Balance Report:**
Motion by _____, seconded by _____, to accept the Financial Fund Balance Report as presented.
2. **Bills:**
Motion by _____, seconded by _____, to accept the bills and additions as presented.
3. **Planning Commission:**
4. **DDA:**
5. **Parks & Recreation:**
6. **Zoning Administrator:** Report by Kaitlyn Aldrich
7. **Clerk:**
8. **DPW:** See attached.
9. **Treasurer:** See attached.
10. **WWTP:** Report by Josh Hall
11. **Manager:** Verbal.

PUBLIC COMMENT:

Any person wishing to address the Board shall state his or her name and address

Public input is open to statements or concerns for all matters. Statements and concerns will be taken into consideration by the Board for a later date. No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Commissioners' questions. The Chairperson shall control the amount of time each person shall be allowed to speak, which shall not exceed three (3) minutes. Chairperson may, at his or her discretion, extend the amount of time any person is allowed to speak.

1. Reserved.
2. General.
3. Mayor and Trustees.

ADJOURNMENT

The Village will provide reasonable auxiliary aid and services for individuals with disabilities. Call 231-263 7778 at least three (3) days before a meeting.

Minutes
Village of Kingsley
Village Council Meeting
July 12, 2023

Village Hall, 207 South Brownson Ave, Kingsley, MI 49649- (231) 263-7778

Meeting called to order at 6:00 p.m. by President Lajko

PLEDGE OF ALLEGIANCE

ROLL CALL:

President Lajko x , Trustee Walton x , Trustee McPherson x , President Pro Tem Weger x , Trustee G. Bogart x , Trustee Wallace x , Trustee Bott x .

Also Attending: Treasurer Nickerson AB , Manager Aldrich x , DPW Supervisor Almquist AB .

Motion by Weger, seconded by Walton, to accept the agenda as amended.

1. Any person wishing to address the Board shall state his or her name and address
2. Public comment will only pertain to agenda items listed. Any comments will be taken into consideration by the Board for a later date. No person shall be allowed to speak more than once on the same matter. The Chairperson shall control the amount of time each person shall be allowed to speak, which shall not exceed three (3) minutes. Chairperson may, at his or her discretion, extend the amount of time any person is allowed to speak.

PUBLIC COMMENT:

No public comment.

ANNOUNCEMENTS:

1. Announcements from the Village Manager – Verbal and written update. Heritage Days Parade Saturday, August 26th at 10 A.M. Lead Service Project is requiring significant staff time.
2. Announcements from the Village Clerk – None.
3. CPO Dustin Stickler: Presentation given under new business.
4. County Commissioner Scott Sieffert: Absent.
5. GT County Road Commission: Absent.
6. Paradise Township: Absent.
7. Other: None.

CONSENT CALENDAR:

All matters listed under the consent calendar are considered to be routine by the Village Council, and will be acted upon by voice vote -- no discussion. Council members and/or the public may remove any item and have it placed elsewhere on the agenda for discussion.

1. Consideration of approving the minutes of the June 12, 2023 regular meeting as amended (Approval recommended)
2. Consideration of enacting amendments to the Village of Kingsley Code of Ordinances: §152.115 Commercial C-1. To amend Purpose Section to include Downtown Core; §152.005 Definitions. To clarify definitions of dwelling type; §93.13 Amend regulations for garage sales; §152.171 to add a definition of

Gross Density; §92.06 to make reference to impervious surfaces as defined in §152.00; §93.11 to add reference to hours of outdoor live music in Noise Regulations, as recommended by the Planning Commission, be enacted with an effective date of August 4, 2023. (Approval recommended)

Motion by McPherson, seconded by Weger to accept the agenda as amended. All in Favor: Yes. No: None. Absent: None.

NEW BUSINESS:

1. Consideration of appointment by the Village Council of Mary Lajko to the Employee Committee, as recommended by the Village President. Motion by Weger, seconded by McPherson to approve appointment. **All in Favor: Yes, No: None. Absent: None. CARRIED**
Trustee Walton announced that this will be his last meeting due to relocating outside of the Village limits, causing a vacancy on the employee committee.
2. Consideration of appointment by the Village Council of the Village Manager, Kaitlyn Aldrich, to the Civic Center South Board of Commissioners, as recommended by the Village President. **Motion by Bogart, seconded by Weger to approve appointment. All in Favor: Yes. No: None. Absent: None. CARRIED.**
Vacancy due to Ann M. Olson employment termination.
3. Consideration of authorizing a contract to repair water damage and clean carpets at the Village Offices located at 207 S. Brownson Avenue. **Tabled until August meeting to obtain quotes for a French drain on the south east corner of the building. DPW to treat the area for mold/mildew.**
4. Consideration of researching Flock Cameras to support the Grand Traverse County Sheriff's Department as presented by Deputy Stickler. Staff to look into grant funding opportunities and discuss with Grand Traverse County leadership. **Tabled until more information is received.**
5. Consideration of painting the intersection of North/South Brownson Ave at M-113 for the summer of 2023. **Motion by Weger, seconded by McPherson to approve the quote from PK. Roll Call Vote. Yes: Bott, McPherson, Walton, Lajko, Wallace. No: Bogart. CARRIED.**
6. Consideration of entering into closed session to discuss the periodic personnel evaluation of the Village Manager as requested by Village Manager Kaitlyn Aldrich and as authorized by MCL 15.268(a). **Motion by Weger, seconded by McPherson at 7:20 p.m.**
7. Consideration of entering into closed session to consider material exempt from discussion or disclosure by state or federal statute as authorized by MCL 15.268(h). **Motion by Weger, seconded by McPherson at 7:20 p.m.**
8. Consideration of amending the Employment Agreement for Village Manager with Kaitlyn M. Aldrich. **Motion by Lajko, seconded by Wallace to approve the first amendment to the Employment Agreement with the Village Manager. Roll Call Vote. Yes: Weger, Wallace, Bott, Lajko, McPherson. No: Bogart, Walton. CARRIED.**

REGULAR REPORTS:

1. **Financial Fund Balance Report:**
Motion by Walton, seconded by Weger, to accept the Financial Fund Balance Report as presented. All in Favor: Yes. No: None. Absent: None.
2. **Bills:**
Motion by McPherson, seconded by Bott, to accept the bills and additions as presented. All in Favor: Yes. No: None. Absent: None.
3. **Planning Commission:** Included in Village Manager's written report.
4. **DDA:** None.
5. **Parks & Recreation:** None.
6. **Zoning Administrator:** Report by Kaitlyn Aldrich
7. **Clerk:** None.
8. **DPW:** See attached.

9. **Treasurer:** See attached.
10. **WWTP:** None.
11. **Manager:** Verbal.

PUBLIC COMMENT:

Any person wishing to address the Board shall state his or her name and address

Public input is open to statements or concerns for all matters. Statements and concerns will be taken into consideration by the Board for a later date. No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Commissioners' questions. The Chairperson shall control the amount of time each person shall be allowed to speak, which shall not exceed three (3) minutes. Chairperson may, at his or her discretion, extend the amount of time any person is allowed to speak.

No public comment.

ADJOURNMENT

Motion by Walton, seconded by McPherson, to adjourn at 8:53 p.m. CARRIED

The Village will provide reasonable auxiliary aid and services for individuals with disabilities. Call 231-263 7778 at least three (3) days before a meeting.



207 S. Brownson Ave. P.O. Box 208 Kingsley, MI 49649

TO: Village Council

COPY:

FROM: Kaitlyn Aldrich, Village Manager

DATE: August 9, 2023

Subject: Lead Service Line Replacement Project | Status Update

Staff from All Seasons Underground and Wade Trim will provide an update of the project. Village DPW Superintendent Terry Almquist will be available for questions as well. Overall, the project is progressing much faster than anticipated. Dry weather and a number of homes that have already been upgraded to copper are contributing factors.

I am very please with the efficiency, communication, and professionalism of All Seasons Underground crew. Mike has been a pleasure to work with and has kept me apprised of their progress and has been available at all hours of the day for questions/concerns. This is meant to be a discussion so come prepared with any questions you may have.



207 S. Brownson Ave. P.O. Box 208 Kingsley, MI 49649

TO: Village Council
COPY:
FROM: Kaitlyn Aldrich, Village Manager
DATE: August 9, 2023

Subject: PASER Rating Report

In May 2023, Village Council directed staff to complete a PASER study of our street network. In June, Village Council awarded the work to Wade Trim. Attached is the report from Wade Trim. Joe Slonecki will be available to present the report and lead a discussion regarding the findings. If you have questions that require further research or preparation, please send them to me in advance to ensure we are adequately prepared.

Attachments: PASER Rating Report



Village of Kingsley, MI – Major and Local Streets

CONDITION RATING & RECOMMENDATIONS

August 4, 2023



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EXECUTIVE SUMMARY

Wade Trim was hired to accompany Village of Kingsley's staff with condition assessment of the Village's non-federal aid eligible streets. On July 14th, 2023, Village DPW staff and Wade Trim conducted Pavement Surface Evaluation and Rating (PASER) survey of 7.5 miles of Village streets. The streets eligible for federal aid are evaluated regularly by a third party, and those ratings are included in this report to provide a complete picture of their condition. The 2.58 miles of Major Streets fall into the following categories: Good - 0.926 miles, Fair - 0.439 miles, and Poor - 1.212 miles. The 6.205 miles of Local Streets fall into the following categories: Good - 0.748 miles, Fair - 1.059, and Poor - 4.360 miles. Based on the condition of the Village streets 5.61 miles would benefit from a rehabilitation/reconstruction such as a crush and shape with minimum two course asphalt overlay, 2.59 miles would benefit from crack sealing and preventative maintenance such as chip seal, and 0.33 miles would benefit from structural improvement such as an asphalt overlay. The recently reconstructed section of South Brownson Avenue, 0.25 miles, is the only street that doesn't need any work currently.

RATING AND TREATMENT METHODS

The Pavement Surface Evaluation and Rating (PASER) system was used to evaluate the Village of Kingsley's roads. PASER was developed by the University of Wisconsin Transportation Information Center to provide a simple, efficient, and consistent method for evaluating road conditions through visual inspection. The widely used PASER system has specific criteria for assessing asphalt, concrete, sealcoat, and brick and block pavements. Information regarding the PASER system and PASER manuals may be found on the Transportation Asset Management Committee (TAMC) website at: http://www.michigan.gov/tamc/0,7308,7-356-82158_82627---,00.html.

The TAMC has adopted the PASER system for measuring statewide pavement conditions in Michigan for asphalt, concrete, composite, sealcoat, and brick- and block-paved roads. Broad use of the PASER system means that data collected at the Village of Kingsley is consistent with data collected statewide.

1.1 PASER Ratings

PASER data is collected using certified inspectors in a slow-moving vehicle using GPS-enabled data collection software provided to road-owning agencies. The method does not require extensive training or specialized equipment, and data can be collected rapidly, which minimizes the expense for collecting and maintaining this data.

The PASER system rates surface condition using a 1-10 scale where 10 is a brand-new road with no defects that can be treated with routine maintenance, 5 is a road with distresses but is structurally sound that can be treated with preventive maintenance, and 1 is a road with extensive surface and structural distresses that requires complete reconstruction.

Roads with lower PASER scores generally require costlier treatments to restore their quality than roads with higher PASER scores. The cost-effectiveness of treatments generally decreases as the PASER number decreases. As a road deteriorates, it costs more dollars per mile to fix it, and the dollars spent are less efficient in increasing the road's service life. Nationwide experience and asset management principles has proven that a road that has deteriorated to a PASER 4 or less will cost more to improve and the dollars spent are less efficient. Understanding this cost principle helps to make well informed and fiscally responsible decisions regarding roadway projects upon completion of the PASER condition assessment.

The TAMC has developed statewide definitions of road condition by creating three simplified condition categories - "good," "fair," and "poor" - that represent bin ranges of PASER scores having similar contexts regarding maintenance and/or reconstruction. The definitions of these rating conditions are:

- “Good” roads, according to the TAMC, have PASER scores of 8, 9, or 10. Roads in this category have very few, if any, defects and only require minimal maintenance; they may be kept in this category longer using proactive preventative maintenance (PPM). These roads may include those that have been recently seal-coated or newly constructed. Figure 1 illustrates an example of a road in this category.
- “Fair” roads, according to the TAMC, have PASER scores of 5, 6, or 7. Roads in this category still show good structural support, but their surface is starting to deteriorate. Figure 1 illustrates two road examples in this category. Capital preventative maintenance (CPM) can be cost effective for maintaining the road’s “fair” condition or even raising it to “good” condition before the structural integrity of the pavement has been severely impacted. CPM treatments can be likened to shingles on a roof of a house: while the shingles add no structural value, they protect the house from structural damage by maintaining the protective function of a roof covering.
- “Poor” roads, according to the TAMC, have PASER scores of 1, 2, 3, or 4. These roads exhibit evidence that the underlying structure is failing, such as alligator cracking and rutting. These roads must be rehabilitated with treatments like a heavy overlay, crush and shape, or total reconstruction. Figure 1 illustrates one road in this condition.



Figure 1: PASER Road Ratings. Top image, above – PASER 8 road that is considered “good” by the TAMC and exhibits only minor defects. Second image, above – PASER 5 road that is considered “fair” by the TAMC and exhibits structural soundness, but could benefit from CPM. Third image, above – PASER 6 road that is considered “fair” by the TAMC. Bottom image, above – PASER 2 road that is considered “poor” by the TAMC exhibiting significant structural distress.

1.2 Pavement Treatments

The aim of selecting repair treatments is to balance costs, benefits, and road life expectancy. All pavements are damaged by water, traffic weight, freeze/thaw cycles, and sunlight. Each of the following treatments and strategies - reconstruction, structural improvements, and CMP -counter at least one of these pavement-damaging forces.



Figure 2: Examples of Reconstruction Treatments.

(Left) reconstructing a road and (right) road prepared for full-depth repair.

Reconstruction

Pavement reconstruction treats failing or failed pavements by completely removing the old pavement and base and constructing an entirely new road (Figure 2). Every pavement must eventually be reconstructed and is usually done as a last resort after more cost-effective treatments are completed, or if the road requires significant changes to road geometry, base, or buried utilities. Compared to the other treatments, which are all improvements of the existing road, reconstruction is the most extensive rehabilitation of the roadway and the most expensive per mile and most disruptive to regular traffic patterns. Reconstructed pavement will subsequently require one or more of the previous maintenance treatments to maximize service life and performance. A reconstructed road lasts approximately 25 years and costs an average of \$1,000,000 per centerline mile for a two-lane road.

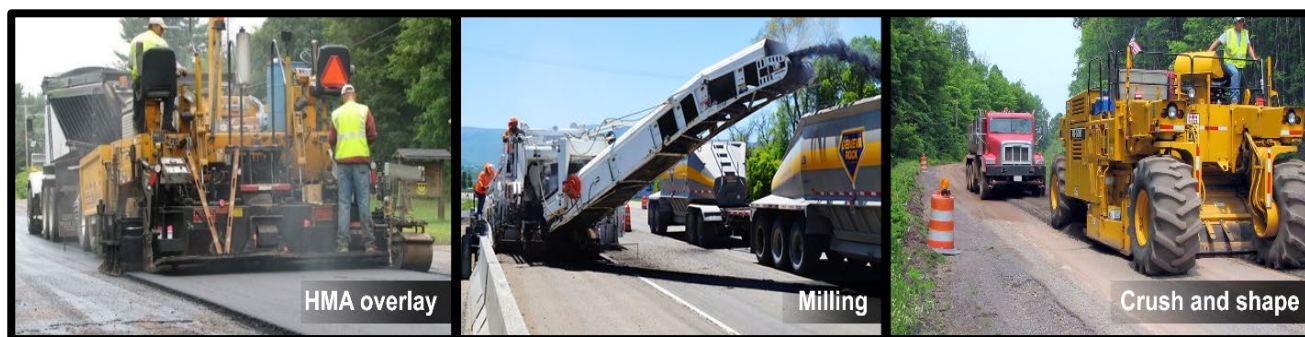


Figure 3: Examples of Structural Improvements Treatments.

(From left) HMA overlay on an un-milled pavement, milling asphalt pavement, and pulverization of a road during a crush-and-shape project.

Structural Improvement

Roads requiring structural improvements exhibit alligator cracking and/or rutting and rated poor in the TAMC scale. Road rutting is evidence that the underlying structure is beginning to fail, and it must be rehabilitated with a structural treatment. Examples of structural improvement treatments include HMA overlay, with or without milling, and crush and shape (Figure 3). The following descriptions outline the main structural improvement treatments used.

Hot-Mix Asphalt (HMA) Overlay With/Without Milling

An HMA overlay is a layer of new asphalt (liquid asphalt and stones) placed on an existing pavement (Figure 3). Depending on the overlay thickness, this treatment can add significant structural strength. This treatment also creates a new wearing surface for traffic and seals the pavement from water, debris, and sunlight damage. An HMA overlay lasts approximately 5 to 10 years and costs \$100,000 to \$200,000 per centerline mile for a two-lane road. The top layer of severely damaged pavement can be removed by milling, a technique that helps prevent structural problems from being quickly reflected up to the new surface. Milling is also done to keep roads at the same height of curb and gutter that is not being raised or reinstalled in the project. Milling adds approximately \$20,000 per centerline mile to the HMA overlay cost.

Crush and Shape

During a crush and shape treatment, the existing pavement and base are pulverized and then the road surface is reshaped to correct imperfections in the road's profile (Figure 3). An additional layer of gravel is often added, along with a new wearing surface, such as an HMA overlay or chip seal. Additional gravel and an HMA overlay provide an increase in the pavement's structural capacity. This treatment is usually done on rural roads with severe structural distress; adding gravel and a wearing surface makes it more prohibitive for urban roads if the curb and gutter is not raised. Crush and shape treatments last approximately 25 years and cost \$575,000 per centerline mile for a two-lane road.

Capital Preventive Maintenance

Capital Preventive Maintenance (CPM) addresses pavement problems of fair-rated roads before the structural integrity of the pavement is severely impacted. CPM is a planned set of cost-effective treatments applied to an existing roadway that slows further deterioration and maintains or improves the functional condition of the system without significantly increasing the structural capacity. Examples of such treatments include crack seal, fog seal, chip seal, slurry seal, and microsurface (Figure 4). The purpose of the following CPM treatments is to protect the pavement structure, slow the rate of deterioration, and/or correct pavement surface deficiencies. The following descriptions outline the main CPM treatments used by road agencies.



Figure 4: Examples of Capital Preventive Maintenance Treatments.

(From left) crack seal, fog seal, chip seal, and slurry seal/microsurface.

Crack Seal

Water that infiltrates the pavement surface weakens the pavement structure and allows traffic loads to cause more damage to the pavement than in normal, dry conditions. Crack sealing helps to prevent water infiltration by sealing cracks in the pavement with asphalt sealant (Figure 4). Crack sealing lasts approximately 2 years and costs \$8,000 per centerline mile for a two-lane road. Even though it does not last very long compared to other treatments, it does not cost very much compared to other treatments. This makes it a very cost-effective treatment when looking at what crack filling costs per year of the treatment's life.

Fog Seal

Fog sealing sprays a liquid asphalt coating onto the entire pavement surface to fill hairline cracks and prevent damage from sunlight (Figure 4). Fog seals are best for good to very good pavements and last approximately 2 years at a cost of \$6,000 per centerline mile for a two-lane road.

Chip Seal

A chip seal, also known as a sealcoat, is a two-part treatment that starts with liquid asphalt sprayed onto the old pavement surface followed by a single layer of small stone chips spread onto the wet liquid asphalt layer (Figure 4). The liquid asphalt seals the pavement from water and debris and holds the stone chips in place, providing a new wearing surface for traffic that can correct friction problems and help to prevent further surface deterioration. Chip seals are best applied to pavements that are not exhibiting problems with strength, and their purpose is to help preserve that strength. These treatments last approximately 5-7 years and cost \$56,000 per centerline mile of a two-lane road, depending on surface condition when placed.

Slurry Seal/Microsurface

A slurry seal or microsurface's purpose is to protect existing pavement from being damaged by water and sunlight. The primary ingredients are liquid asphalt (slurry seal) or modified liquid asphalt (microsurface), small stones, water, and Portland cement applied in a very thin (less than a half an inch) layer (Figure 4). The main difference between a slurry seal and a microsurface is the modified liquid asphalt used in microsurfacing provides different curing and durability properties, which allows microsurfacing to be used for filling pavement ruts. Since the application is very thin, these treatments do not add any strength to the pavement structure and only serves to protect the

pavement's existing strength by sealing the pavement from sunlight and water damage. These treatments work best when applied before cracks are too wide and too numerous. A slurry seal treatment lasts approximately 4 years and costs \$40,000 per centerline mile for a two-lane road, while a microsurface treatment tends to last for 7 years and costs \$50,000 per centerline mile for a two-lane road.

ASSET MANAGEMENT

Asset Management, according to Public Act 199 of 2007, means an “ongoing process of maintaining, upgrading and operating physical assets cost-effectively, based on a continuous physical inventory and condition assessment.”

The implementation of an asset management decision process allows an agency to make the best decisions for their transportation network based on information they can collect. The process enables good stewardship, transparent decision processes, and measurable performance. The following figure provides an overview of the asset management process.

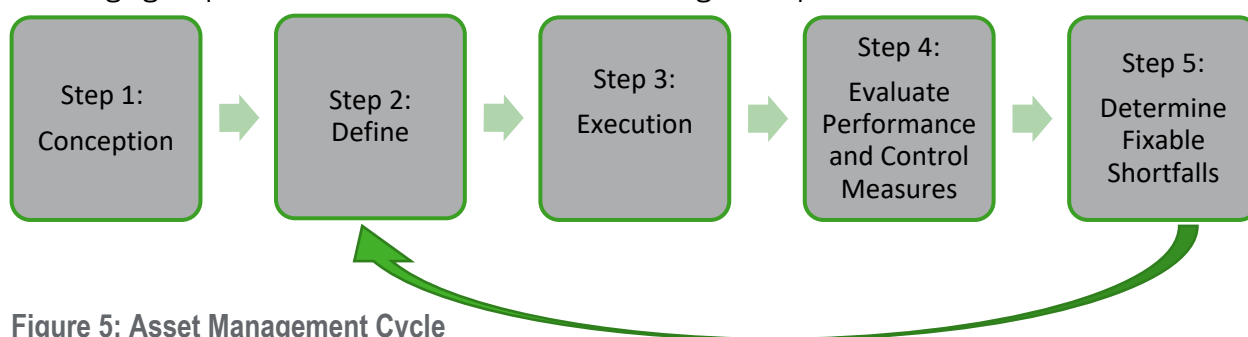


Figure 5: Asset Management Cycle

1.3 Village of Kingsley Asset Inventory

The Village of Kingsley is the jurisdictional authority of all public roads, and support systems located within the village limits. Support systems include assets such as street signs, lighting, and pavement markings. Currently the Village maintains 2.94 miles of Major Streets and 6.09 miles of Minor Streets as approved on the Village's ACT 51 inventory map from 2022. Of the 2.94 miles of Major Streets approximately 1.25 miles are eligible for Federal Aid funding, the remaining 7.78 miles of Major and Local Street are funded out of the Village's ACT 51 distributions. It should be noted that the software (RoadSoft) used state-wide to collect condition ratings is not integrated with Michigan's Act 51 inventory maps. Minor differences between the Geographic Information System (GIS) lengths in RoadSoft and the certified lengths approved by Act 51 do exist. For planning purposes, this difference is insignificant. The following sections use RoadSoft length for planning and condition reporting.

Major and Local Streets Condition

The following table summarizes the condition of the Village's major streets. Federal fund eligible roads are rated on a routine bases by Networks Northwest, MDOT, and a local representative as part of the TAMC state-wide data collection program. In preparation for this report, certified Village staff, along with certified Wade Trim staff, conducted surface condition assessment of the major and local streets not eligible for federal funds. The Village streets consist of asphalt surfaces so no distinction in surface type is noted.

Table 2-1 Major Streets PASER Ratings											
	10	9	8	7	6	5	4	3	2	1	Total
Fed Aid	0.252	0.000	0.489	0.000	0.000	0.000	0.069	0.444	0.000	0.000	1.25
Major St	0.000	0.000	0.185	0.000	0.375	0.064	0.063	0.362	0.274	0.000	1.32
Total	0.252	0.000	0.674	0.000	0.375	0.064	0.132	0.806	0.274	0.000	2.58
Good: 0.926 Miles			Fair: 0.439 Miles				Poor: 1.212 Miles				

Table 2-2 Local Streets PASER Ratings											
	10	9	8	7	6	5	4	3	2	1	Total
Local St	0.00	0.000	0.748	0.731	0.062	0.266	0.405	3.661	0.294	0.000	6.205
Good: 0.748 Miles			Fair: 1.059 Miles				Poor: 4.360 Miles				

Figures 6 and 7 show the percentage of good, fair, and poor streets separated by major and local classifications. Appendix A contains a map depicting ratings by street.

Local Streets PASER Scores

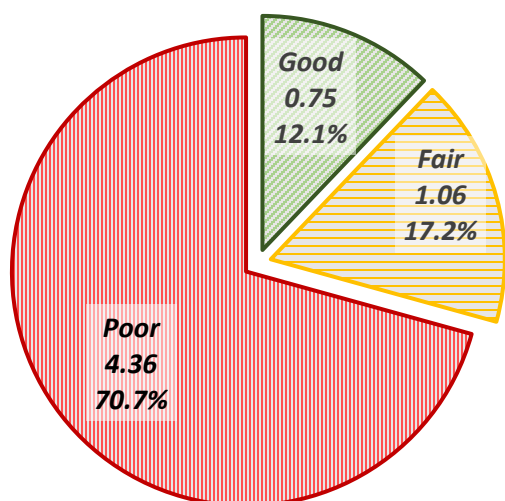


Figure 6
PASER Ratings and Recommendations

Major Streets PASER Scores

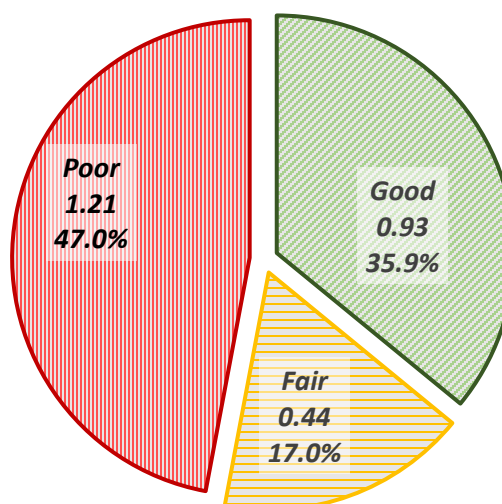


Figure 7

RECOMMENDATIONS

A multi-disciplinary approach is used to determine the renewal, replacement, and improvement projects to implement in any given year. This process takes into consideration the condition of a pavement, stakeholder needs, and the changing needs of the area around a street. The decision process is focused around the following key areas:

- The general condition of the street (e.g., the pavement, shoulders, and utilities).
- The PASER rating of the street.
- The volume of traffic, or number of trips, found on the street.
- The ability to provide, or the need for, safety improvement projects.
- The potential for improved economic development in an area.
- The ability to coordinate with other projects that may be disturbing the street such as utility work or improving the public right-of-way.
- The ability to partner with other jurisdictions and agencies to share the cost burden of a project.

A method developed by the National Center for Pavement Preservation (NCP) provides an overall indicator of the impact selected fixes have on the network. An example and description of the method is included as Appendix B. This method is preferable for the Village of Kingsley due to the road network size. It provides a cost benefit analysis in a simple format that doesn't require computer/software upgrades or specialized training beyond standard office software.

The basic principle of the NCP method is represented in the figure below.

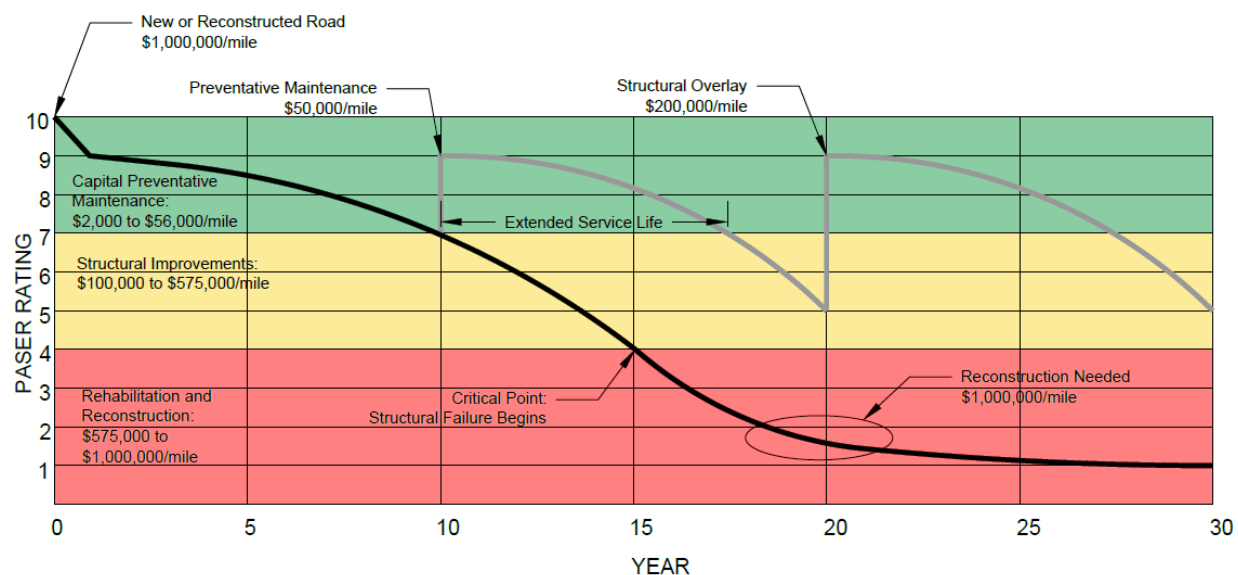


Figure 8: Asphalt degradation and maintenance

By applying a mix of fixes to the network, the service life of a pavement can be extended with less investment than waiting until rehabilitation or reconstruction is needed.

1.4 Village of Kingsley Network

The tables 10 and 11 provide a sample of the NCPP method for the current state of the Villages network. Table 3-1 and 3-2 summarizes recommended fixes given a pavements condition. Overlap in pavement condition and recommended fixes do exist, environmental factors and engineering judgement should be used to determine the appropriate fix.

Table 10: Mix of Fixes

Treatment Name	Years of Life	Trigger Range, Rest
Reconstruction	25	1-3, 10
Rehabilitation Heavy	25	2-3, 10
Rehabilitation	15	4-6, 9
Heavy CPM	7	5-7, 8
Light CPM	2	6-7, 7
Post Recon Chip Seal	10	8-9, 9

Table 11: Standard Mix of Fixes

Treatment Name	\$/Mile	Years of Life
Reconstruction	575,000 to 1,000,000	25
Rehabilitation Heavy		
Crush and Shape	575,000 to 750,000	25
2" HMA Overlay	150,000	10
Crack Relief Layer and 1.5" HMA Overlay	165,000	12
Rehabilitation		
1.5" HMA Overlay	110,000	10
Crack Relief Layer and HMA Ultra-Thin Overlay	100,000	9
Heavy CPM		
Crack Seal and Chip Seal/Microsurface	58,000	5
HMA Wedge and Chip Seal/Microsurface	110,000	9
HMA Ultra-Thin Overlay	60,000	7
CPM		
Crack Seal	6,800	2-3
Post Reconstruction Chip Seal	45,000	10

**Milling for HMA Overlays add approximately \$20,000 per mile.*

Table 12 shows a sample scenario optimizing the years added to the villages network. Depending on the budget available and applicable treatments, recommendations will vary year by year.

Table 12: Sample project selection

Prop Fix	Fix Type	PASER Trigger	Miles Available	Target Miles	Miles Selected	\$/Mile	Years Added	Total Work Needed	Target Budget	Selected Budget	Target Total Gain	Total Gain
1	Crack Seal	7	0.00	0.00	0.00	\$ 6,800.00	3	\$ -	\$ -	\$ -	0.0	0.0
2	Crack Seal & Chip Seal	5-7	2.10	2.10	2.10	\$ 58,000.00	5	\$ 121,858.00	\$ 121,858.00	\$ 121,858.00	10.5	10.5
3	Crush and Shape	2-4	5.61	0.53	0.57	\$ 575,000.00	25	\$ 3,225,750.00	\$ 306,637.00	\$ 325,450.00	13.3	14.2
4	crck rlf lyr & Ultra-thin	4-5	0.00	0.00	0.00	\$ 100,000.00	9	\$ -	\$ -	\$ -	0.0	0.0
5	Ultra-Thin	4-5	0.00	0.00	0.00	\$ 60,000.00	9	\$ -	\$ -	\$ -	0.0	0.0
6	1.5" HMA Overlay	3-5	0.00	0.00	0.00	\$ 110,000.00	10	\$ -	\$ -	\$ -	0.0	0.0
7	HMA wedge(s) & Chip Seal	3-5	0.00	0.00	0.00	\$ 110,000.00	9	\$ -	\$ -	\$ -	0.0	0.0
8	C&S w/ HMA Shoulders	1-3	0.00	0.00	0.00	\$ 750,000.00	25	\$ -	\$ -	\$ -	0.0	0.0
9	crck rlf lyr & HMA Overlay	3-5	0.00	0.00	0.00	\$ 165,000.00	12	\$ -	\$ -	\$ -	0.0	0.0
10	trench add HMA shld, chip seal	5-6	0.00	0.00	0.00	\$ 200,000.00	5	\$ -	\$ -	\$ -	0.0	0.0
11	2" HMA Overlay	5-7	0.33	0.33	0.33	\$ 150,000.00	10	\$ 49,500.00	\$ 49,500.00	\$ 49,500.00	3.3	3.3
12	Post Recon Chip Seal	8-9	0.49	0.49	0.00	\$ 45,000.00	10	\$ 22,005.00	\$ 22,005.00	\$ -	4.9	0.0
13	No Work Needed	NA	0.25	NA	0.00	\$ -	0	\$ -	\$ -	\$ -	NA	NA
Totals			8.78	2.96	3.00			\$ 3,419,113.00				
Budget			\$ 500,000.00			Target Total Gain Sum					32.0	Target Total Yrs Gained
Fed Aid			\$ -			Target Sum			\$ 500,000.00	\$ 496,808.00	28.0	Selected Total Yrs Gained
						Budget			\$ 500,000.00	\$ 500,000.00	9	Total Yrs Needed
						Balance			\$ -	\$ 3,192.00	19.2	Balance
Total			\$ 500,000.00									

Appendix C contains the list of village roads and recommended fix based on condition. Using the NCPP method, the Village should focus initial efforts on preserving the streets in its system with the lowest cost fixes available, if funding allows, the highest volume street should be rehabilitated followed by subsequent streets.

Alternatives to standard fixes

While not desirable, reactionary maintenance can be applied to streets whose conditions begin to require excessive routine maintenance such as pothole patching. In these instances, HMA wedging can provide a more durable surface compared to standard pothole patching. The caveat being the condition of the road isn't improved, but the time to failure can be extended. This should be limited to roads with the highest maintenance costs and no near-term project planned. This method can be a cost-effective solution compared to complete reconstruction of low volume streets with underground utilities in good condition.

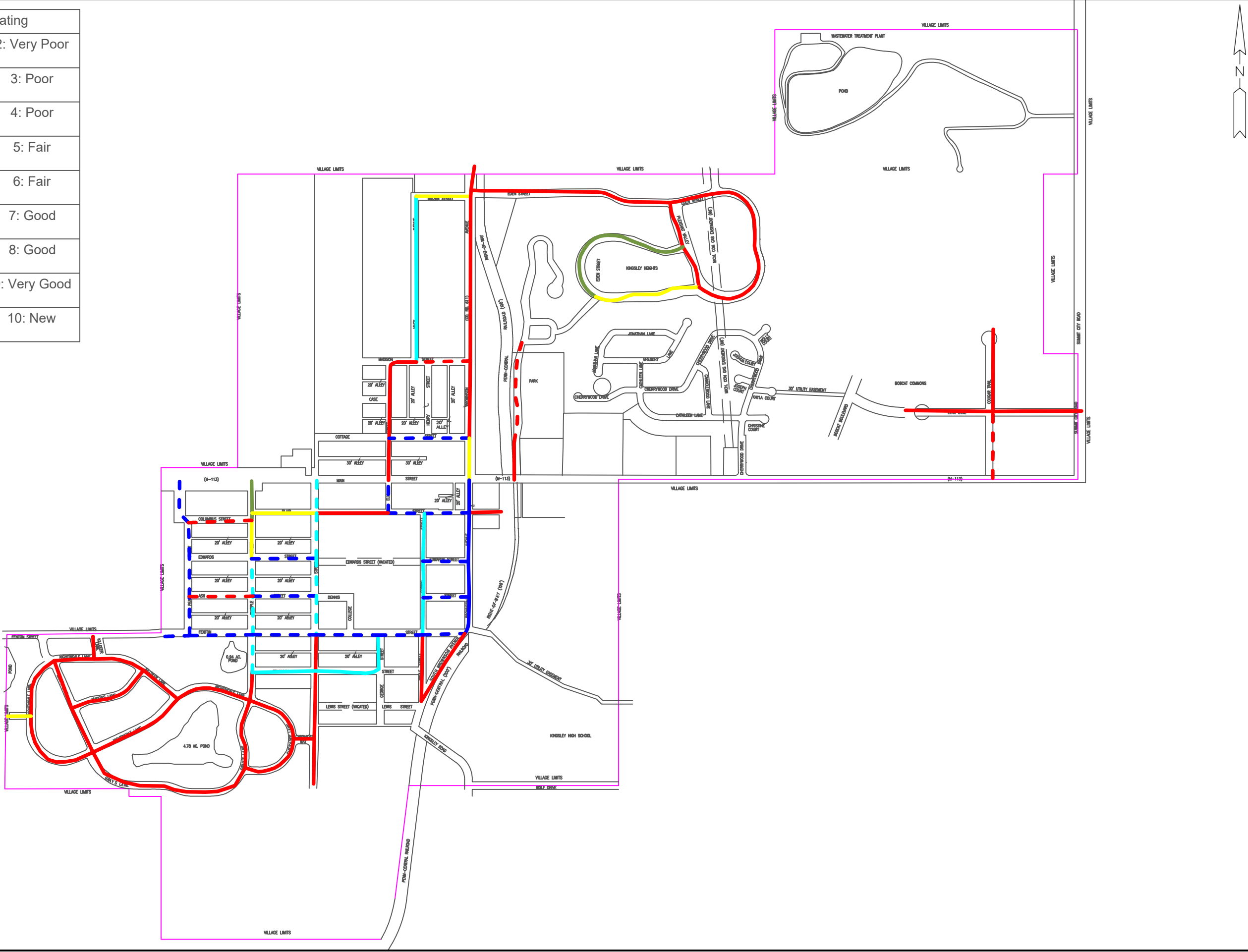
Rejuvenators are an emerging method of pavement preservation. Rejuvenators are applied by spraying emulsions on the existing pavement which replace compounds lost due to environmental factors. These compounds are intended to replace and restore the flexibility and durability of aging asphalt. As asphalt ages it becomes less flexible and is more prone to cracking from thermal contraction and expansion. This is seen in the inevitable transverse cracking typical of streets rated as PASER 5-7. With this newer method of CPM there is likely to be variability in the performance of products, but it should be watched as a strategy to implement early in a pavement's life as the technology matures.

Listed as a fix in section 3.1 is a crack-relief layer and HMA overlay. This method is a standard chip seal applied to a milled or un-milled surface and then overlaid by HMA, or HMA Ultra-Thin. While

more costly than standard HMA overlays or mill and HMA overlays, area agencies have had success in increasing the time for reflective cracking to emerge. This is best applied to streets with limited structural defects such as alligator cracking, but when thermal cracking is extensive enough to compromise the life span of traditional HMA overlays.

Appendix A. PASER Map

PASER Rating	
<div><div></div></div>	2: Very Poor
<div><div></div></div>	3: Poor
<div><div></div></div>	4: Poor
<div><div></div></div>	5: Fair
<div><div></div></div>	6: Fair
<div><div></div></div>	7: Good
<div><div></div></div>	8: Good
<div><div></div></div>	9: Very Good
<div><div></div></div>	10: New



10850 East Traverse Highway, Suite 2260
Traverse City, MI 49684
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www.wadetrim.com


VILLAGEO OF KINGSLEY
207 SOUTH BRONSON AVE,
KINGSLEY MI, 49649

2023 LOCAL ROAD
PASER RATINGS

JOB NO. KIN2007

SHEET

1



Appendix B. NCPD Method and Overview

A Quick Check of Your Highway Network Health

*By Larry Galehouse, Director, National Center for Pavement Preservation and
Jim Sorenson, Team Leader, FHWA Office of Asset Management*

Historically, many highway agency managers and administrators have tended to view their highway systems as simply a collection of projects. By viewing the network in this manner, there is a certain comfort derived from the ability to match pavement actions with their physical/functional needs. However, by only focusing on projects, opportunities for strategically managing entire road networks and asset needs are overlooked. While the “bottom up” approach is analytically possible, managing networks this way can be a daunting prospect. Instead, road agency administrators have tackled the network problem from the “top down” by allocating budgets and resources based on historical estimates of need. Implicit in this approach, is a belief that the allocated resources will be wisely used and prove adequate to achieve desirable network service levels.

Using a quick checkup tool, road agency managers and administrators can assess the needs of their network and other highway assets and determine the adequacy of their resource allocation effort. A quick checkup is readily available and can be usefully applied with minimum calculations.

It is essential to know whether present and planned program actions (reconstruction, rehabilitation, and preservation) will produce a net improvement in the condition of the network. However, before the effects of any planned actions on the highway network can be analyzed, some basic concepts should be considered.

Assume every lane-mile segment of road in the network was rated by the number of years remaining until the end of life (terminal condition). Remember that terminal condition does not mean a failed road. Rather, it is the level of deterioration that management has set as a minimum operating condition for that road or network. Consider the rated result of the current network condition as shown in Figure 1.

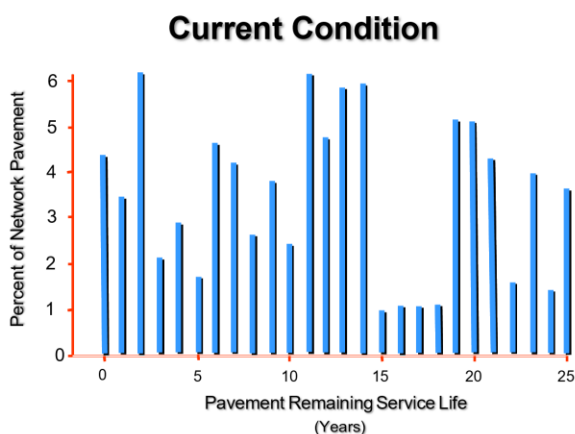


Figure 1 – Current Condition

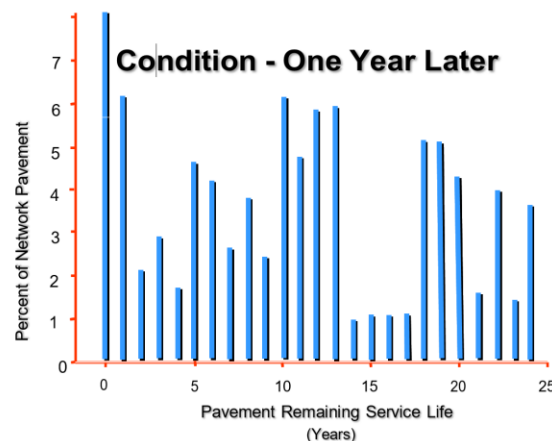


Figure 2 – Condition One Year Later

If no improvements are made for one year, then the number of years remaining until the end of life will decrease by one year for each road segment, except for those stacked at zero. The zero-stack will increase significantly because it maintains its previous balance and also becomes the recipient of those roads having previously been stacked with one year remaining. Thus, the entire network will age one year to the condition shown in Figure 2, with the net lane-miles in the zero-stack raised from 4% to 8% of the network.

Some highway agencies still subscribe to the old practice of assigning their highest priorities to the reconstruction or rehabilitation of the worst roads. This practice of “worst first” (i.e., continually addressing only those roads in the zero-stack) is a proven death spiral strategy because reconstruction and rehabilitation are the most expensive ways to maintain or restore serviceability. Rarely does sufficient funding exist to sustain such a strategy.

The measurable loss of pavement life can be thought of as the network’s total lane-miles multiplied by 1 year, i.e., lane-mile-years. Consider the following quantitative illustration. Suppose your agency’s highway network consisted of 4,356 lane-miles. Figure 3 shows that without intervention, it will lose 4,356 lane-mile-years per year.

Agency Highway Network = 4,356 lane miles
<i>Each year the network will lose</i>
<u>4,356 lane-mile-years</u>

Figure 3 – Network Lane Miles

To offset this amount of deterioration over the entire network, the agency would need to annually perform a quantity of work equal to the total number of lane-mile-years lost just to maintain the status quo. Performing work which produces fewer than 4,356 lane-mile-years would lessen the natural decline of the overall network, but still fall short of maintaining the status quo. However, if the agency produces more than 4,356 lane-mile-years, it will improve the network.

In the following example, an agency can easily identify the effect of an annual program consisting of reconstruction, rehabilitation, and preservation projects on its network. This assessment involves knowing the only two components for reconstruction and rehabilitation projects: lane-miles and design life of each project fix. Figure 4 displays the agency’s programmed activities for reconstruction and Figure 5 displays it for rehabilitation.

Reconstruction Evaluation

Projects this Year = 2

Project	Design Life	Lane Miles	Lane-Mile - Years	Lane-Mile Cost	Total Cost
No. 1	25 years	22	550	\$463,425	\$10,195,350
No. 2	30 years	18	540	\$556,110	\$10,009,980
Total =			1,090		\$20,205,330

Figure 4 - Reconstruction

Rehabilitation Evaluation

Projects this Year = 3

Project	Design Life	Lane Miles	Lane-Mile - Years	Lane-Mile Cost	Total Cost
No. 10	18 years	22	396	\$263,268	\$5,791,896
No. 11	15 years	28	420	\$219,390	\$6,142,920
No. 12	12 years	32	384	\$115,848	\$3,707,136
Total =			1,200		\$15,641,952

Figure 5 – Rehabilitation

When evaluating pavement preservation treatments in this analysis, it is appropriate to think in terms of “extended life” rather than design life. The term design life, as used in the reconstruction and rehabilitation tables, relates better to the new pavement’s structural adequacy to handle repetitive loadings and environmental factors. This is not the goal of pavement preservation. Each type of treatment/repair has unique benefits that should be targeted to the specific mode of pavement deterioration. This means that life extension depends on factors such as type and severity of distress, traffic volume, environment, etc. Figure 6 exhibits the agency’s programmed activities for preservation.

Preservation Evaluation

Project	Life Extension	Lane Miles	Lane-Mile-Years	Lane-Mile Cost	Total Cost
No. 101	2 years	12	24	\$2,562	\$30,744
No. 102	3 years	22	66	\$7,743	\$170,346
No. 103	5 years	26	130	\$13,980	\$363,480
No. 104	7 years	16	112	\$29,750	\$476,000
No. 105	10 years	8	80	\$54,410	\$435,280
Total		=	412		\$1,475,850

Figure 6 – Preservation

To satisfy the needs of its highway network, the agency must accomplish 4,356 lane-mile-years of work per year. The agency’s program will derive 1,090 lane-mile-years from reconstruction, 1,200 lane-mile-years from rehabilitation, and 412 lane-mile-years from pavement preservation, for a total of 2,702 lane-mile-years. Thus, these programmed activities fall short of the minimum required to maintain the status quo, and hence would contribute to a net loss in network pavement condition of 1,653 lane-mile-years. The agency’s programmed tally is shown in Figure 7.

Network Trend

Programmed Activity	Lane-Mile-Years	Total Cost
Reconstruction	1,090	\$20,205,330
Rehabilitation	1,200	\$15,641,952
Preservation	412	\$1,475,850
Total	2,702	\$37,323,132
Network Needs (Loss)	(-) 4,356	
Deficit =	- 1,654	

Figure 7 – Programmed Tally

This exercise can be performed for any pavement network to benchmark its current trend. Using this approach, it is possible to see how various long-term strategies could be devised and evaluated against a policy objective related to total-network condition.

Once the pavement network is benchmarked, an opportunity exists to correct any shortcomings in the programmed tally. A decision must first be made whether to improve the network condition or just to maintain the status quo. This is a management decision and system goal.

Continuing with the previous example, a strategy will be proposed to prevent further network deterioration until additional funding is secured.

The first step is to modify the reconstruction and rehabilitation (R&R) programs. An agonizing decision must be made about which projects to defer, eliminate, or phase differently with multi-year activity. In Figure 8, reductions are made in the R&R programs to recover funds for less costly treatments in the pavement preservation program. The result of this decision recovered slightly over \$6 million.

Program Modification

Programmed Activity	Lane-Mile-Years	Cost Savings
Reconstruction <i>31 lane miles</i> (40 lane miles)	<i>820</i> (1,090)	\$5,004,990
Rehabilitation <i>77 lane miles</i> (82 lane miles)	<i>1,125</i> (1,200)	\$1,096,950
Pavement Preservation (84 lane-miles)	(412)	0
Total =	<i>2,357</i> (2,702)	\$6,101,940

Figure 8 – Revised R and R Programs

Modifying the reconstruction and rehabilitation programs has reduced the number of lane-mile-years added to the network from 2,702 to 2,357 lane-mile-years. However, using less costly treatments elsewhere in the network to address roads in better condition will increase the number of lane-mile-years added to the network. A palette of pavement preservation treatments, or mix of fixes, is available to address the network needs at a much lower cost than traditional methods.

Preservation treatments are only suitable if the right treatment is used on the right road at the right time. In Figure 9, the added treatments used include concrete joint resealing, thin hot-mix asphalt (HMA) overlay ($\leq 1.5''$), microsurfacing, chip seal, and crack seal. By knowing the cost per lane-mile and the treatment life-extension, it is possible to create a new strategy (costing \$36,781,144) that satisfies the network need. In this example, the agency saved in excess of \$500,000 from traditional methods (costing \$37,323,132), while erasing the 1,653 lane-mile-year deficit produced by the initial program tally.

Programmed Activity		Lane-Mile -Years	Total Cost
Reconstruction (31 lane-miles)		820	\$15,200,340
Rehabilitation (77 lane-miles)		1,125	\$14,545,002
Pavement Preservation (84 lane-miles)		412	\$1,475,850
Concrete Resealing	(4 years x 31 lane-miles)	124	\$979,600
Thin HMA Overlay	(10 years x 16 lane-miles)	160	\$870,560
Microsurfacing	(7 years x 44 lane-miles)	308	\$1,309,000
Chip Seal	(5 years x 79 lane-miles)	395	\$1,104,420
Crack Seal	(2 years x 506 lane-miles)	1,012	\$1,296,372
Total =		4,356	\$36,781,144

Figure 9 – New Program Tally

In a real-world situation, the highway agency would program its budget to achieve the greatest impact on its network condition. Funds allocated for reconstruction and rehabilitation projects must be viewed as investments in the infrastructure. Conversely, funds directed for preservation projects must be regarded as protecting and preserving past infrastructure investments.

Integrating reconstruction, rehabilitation, and preservation in the proper proportions will substantially improve network conditions for the taxpayer while safeguarding the highway investment.



Appendix C. PASER Table

Road Name	From	To	National Function Class	PASER Rating	LENGTH	Recommended Fix	Federal Aid Eligible
Ash St	Pearl	Whipple St	Local	2	0.103	Crush and Shape	No
Ash St	Whipple St	Clark	Local	8	0.104	Crack Seal & Chip Seal	No
Brown St	Mack	Brownson	Local	4	0.089	Crush and Shape	No
Chickadee Ln	Grays Ln	Chickadee Way	Local	3	0.11	Crush and Shape	No
Chickadee Ln	Chickadee Way	Grays Ln & Nightingale Ln	Local	3	0.103	Crush and Shape	No
Chickadee Way	Chickadee Ln	Clark St	Local	3	0.034	Crush and Shape	No
Clark St	W Main St	W Blair St	Local	6	0.053	Crack Seal & Chip Seal	No
Clark St	W Blair St	Edwards St	Local	6	0.074	Crack Seal & Chip Seal	No
Clark St	Edwards St	Ash St	Local	6	0.061	Crack Seal & Chip Seal	No
Clark St	Ash St	Fenton St	Local	6	0.064	Crack Seal & Chip Seal	No
Clark St	Fenton St	Franklin St	Local	3	0.059	Crush and Shape	No
Clark St	Franklin St	Chickadee Way	Local	3	0.11	Crush and Shape	No
Clark St	Chickadee Way	Dead End or Start	Local	3	0.074	Crush and Shape	No
Columbus St	Pearl St	Whipple St	Local	2	0.103	Crush and Shape	No
Cottage St	Brownson	Elm St	Local	8	0.131	Crack Seal & Chip Seal	No
Cottage St	Elm St	City/Twp Line	Local	0	0.038	Crush and Shape	No
Cougar Trl	M 113	Lynx Ln	Local	2	0.109	Crush and Shape	No
Cougar Trl	Lynx Ln	Dead End or Start	Local	3	0.134	Crush and Shape	No
Dennis St	Spring	Brownson	Local	8	0.075	Crack Seal & Chip Seal	No
E Blair St	W Blair St & Elm St	Spring St	Local	8	0.059	Crack Seal & Chip Seal	No
E Blair St	Spring St	S Brownson Ave	Local	8	0.073	Crack Seal & Chip Seal	No
E Blair St	S Brownson Ave	Dead End or Start	Local	3	0.053	Crush and Shape	No
Eden St	N Brownson Ave	Pleasant Valley Dr	Local	3	0.327	Crush and Shape	No
Eden St	Pleasant Valley Dr	Pleasant Valley Dr	Local	3	0.373	Crush and Shape	No
Eden St	Pleasant Valley Dr	Rawling Pl	Local	4	0.173	Crush and Shape	No
Eden St	Rawling Pl	Pleasant Valley Dr	Local	5	0.266	2" HMA Overlay	No
Edwards St	Whipple St	Clark St	Local	8	0.106	Crack Seal & Chip Seal	No
Edwards St	Spring	Brownson	Local	8	0.075	Crack Seal & Chip Seal	No
Elm St	Blair	Main	Local	8	0.053	Crack Seal & Chip Seal	No
Elm St	Main	Cottage St	Local	3	0.069	Crush and Shape	No
Elm St	Cottage St	Madison	Local	3	0.121	Crush and Shape	No
Fenton St	City/Twp Line	Pearl St	Major Collector	8	0.001	Post Recon Chip Seal	Yes
Fenton St	City/Twp Line	Pearl St	Major Collector	8	0.039	Post Recon Chip Seal	Yes
Fenton St	Pearl St	Whipple St	Major Collector	8	0.103	Post Recon Chip Seal	Yes
Fenton St	Whipple St	Clark	Major Collector	8	0.104	Post Recon Chip Seal	Yes
Fenton St	Clark	George	Major Collector	8	0.1	Post Recon Chip Seal	Yes
Fenton St	George	Spring	Major Collector	8	0.073	Post Recon Chip Seal	Yes
Fenton St	Spring	Brownson	Major Collector	8	0.069	Post Recon Chip Seal	Yes
Franklin St	Whipple	Clark St	Local	7	0.103	Crack Seal & Chip Seal	No
Franklin St	Clark St	George	Local	7	0.105	Crack Seal & Chip Seal	No
George St	Franklin	Fenton	Local	7	0.055	Crack Seal & Chip Seal	No
Grays Ln	Nightingale Ln	Maggies Ln	Local	3	0.083	Crush and Shape	No
Grays Ln	Chickadee Ln & Nightingale Ln	Franklin St & Whipple St	Local	3	0.046	Crush and Shape	No
Grays Ln	Maggies Ln	Nightingale Ln	Local	3	0.079	Crush and Shape	No
Grays Ln	Nightingale Ln	Chickadee Ln	Local	3	0.29	Crush and Shape	No
Grays Ln	Chickadee Ln	Chickadee Ln & Nightingale Ln	Local	3	0.114	Crush and Shape	No
Killdeer Ln	Fenton St	Nightingale Ln	Local	3	0.037	Crush and Shape	No
Killdeer Ln	Nightingale Ln	Maggies Ln	Local	3	0.085	Crush and Shape	No
Killdeer Ln	Maggies Ln	Nightingale Ln	Local	3	0.072	Crush and Shape	No

Road Name	From	To	National Function Class	PASER Rating	LENGTH	Recommended Fix	Federal Aid Eligible
Lynx Ln	Summit City Rd	Cougar Trl	Local	3	0.145	Crush and Shape	No
Lynx Ln	Cougar Trl	Dead End or Start	Local	3	0.142	Crush and Shape	No
Mack Ave	Madison	Brown	Local	7	0.27	Crack Seal & Chip Seal	No
Madison Ave	N Brownson Ave	Mack Ave	Local	2	0.088	Crush and Shape	No
Madison Ave	Mack Ave	Elm St	Local	3	0.042	Crush and Shape	No
Maggies Ln	Grays Ln	Killdeer Ln	Local	3	0.138	Crush and Shape	No
N Brownson Ave	Main	Cottage St	Major Collector	4	0.069	Crush and Shape	Yes
N Brownson Ave	Cottage St	Madison	Major Collector	3	0.126	Crush and Shape	Yes
N Brownson Ave	Madison	Brown	Major Collector	3	0.268	Crush and Shape	Yes
N Brownson Ave	Brown	Eden St	Major Collector	3	0.01	Crush and Shape	Yes
N Brownson Ave	Eden St	City/Twp Line	Major Collector	3	0.04	Crush and Shape	Yes
Nighthawk Ln	Nightingale Ln	Dead End or Start	Local	4	0.038	Crush and Shape	No
Nightingale Ln	Killdeer Ln	Grays Ln	Local	3	0.065	Crush and Shape	No
Nightingale Ln	Grays Ln	Nighthawk Ln	Local	3	0.105	Crush and Shape	No
Nightingale Ln	Nighthawk Ln	Grays Ln	Local	3	0.156	Crush and Shape	No
Nightingale Ln	Grays Ln	Killdeer Ln	Local	3	0.166	Crush and Shape	No
Nightingale Ln	Killdeer Ln	Chickadee Ln & Grays Ln	Local	3	0.125	Crush and Shape	No
Park St	Main	Attribute Change	Local	3	0.061	Crush and Shape	No
Park St		Parkview Dr & Kingsley Ridge Dr	Local	2	0.165	Crush and Shape	No
Pearl St	Fenton	Ash St	Local	8	0.064	Crack Seal & Chip Seal	No
Pearl St	Ash St	Edwards St	Local	8	0.066	Crack Seal & Chip Seal	No
Pearl St	Edwards St	Columbus	Local	8	0.054	Crack Seal & Chip Seal	No
Pearl St	Pearl St	W Main St	Local	8	0.073	Crack Seal & Chip Seal	No
Pleasant Valley Dr	Eden St	Eden St	Local	3	0.072	Crush and Shape	No
Pleasant Valley Dr	Eden St	Eden St	Local	3	0.076	Crush and Shape	No
S Brownson Ave	Maple	Fenton	Local	3	0.131	Crush and Shape	No
S Brownson Ave	Fenton	Dennis St	Major Collector	10	0.061	No Work Needed	Yes
S Brownson Ave	Dennis St	Edwards St	Major Collector	10	0.058	No Work Needed	Yes
S Brownson Ave	Edwards St	Blair	Major Collector	10	0.08	No Work Needed	Yes
S Brownson Ave	Blair	Main	Major Collector	10	0.053	No Work Needed	Yes
Spring St	Brownson	Fenton St & Spring St	Local	3	0.109	Crush and Shape	No
Spring St	Fenton St & Maple St	Dennis St	Local	7	0.06	Crack Seal & Chip Seal	No
Spring St	Dennis St	Edwards St	Local	7	0.06	Crack Seal & Chip Seal	No
Spring St	Edwards St	Blair	Local	7	0.078	Crack Seal & Chip Seal	No
W Blair St	Whipple	Clark	Local	4	0.105	Crush and Shape	No
W Blair St	Clark	E Blair St & Elm St	Local	3	0.117	Crush and Shape	No
Whipple St	Franklin	Fenton	Local	6	0.062	Crack Seal & Chip Seal	No
Whipple St	Fenton	Ash St	Local	6	0.062	Crack Seal & Chip Seal	No
Whipple St	Ash St	Edwards St	Local	6	0.061	Crack Seal & Chip Seal	No
Whipple St	Edwards St	Columbus St	Local	4	0.063	Crush and Shape	No
Whipple St	Columbus St	W Blair St	Local	5	0.012	2" HMA Overlay	No
Whipple St	W Blair St	Main	Local	2	0.052	2" HMA Overlay	No



207 S. Brownson Ave. P.O. Box 208 Kingsley, MI 49649

TO: Village Council
COPY:
FROM: Kaitlyn Aldrich, Village Manager
DATE: August 9, 2023

Subject: Village Clerk Recommendation

Interviews were held the last week of July and first week of August for the Village Clerk position. The interview committee was comprised of the employee committee (President Lajko, Pro Tem Weger, and Trustee Wallace), Village Treasurer Deb Nickerson, and Village Manager Aldrich. Three candidates were interviewed and all three applicants are capable of serving as Clerk.

The consensus after interviews and reference checks is that Christina Forro, presently a Planning Commissioner, has the work ethic, personality, and willingness to learn that will best serve the Village of Kingsley. Therefore, the Employee Committee and I are recommending that Village Council appoint Christina Forro as Village Clerk. The salary range for this position was approved by Village Council in May 2023 and the Employee Committee will determine a starting wage and benchmarks for future increases. If council concurs, Ms. Forro will subsequently withdraw her application for Village Trustee.

**VILLAGE OF KINGSLEY
RESOLUTION NO. 18-2023
RESOLUTION
APPOINTING CLERK TO FILL VACANCY**

At a regular meeting of the Village Council for the Village of Kingsley, Grand Traverse County, Michigan, held in the Village Hall located in Kingsley, Michigan, on the 14th day of August, 2023.

COUNCIL MEMBERS PRESENT: _____

COUNCIL MEMBERS ABSENT: _____

The following resolution was offered by Council Member _____ and supported by Council Member _____.

WHEREAS, the Kingsley Village Council acknowledged the departure of Ann McLain on June 1, 2023 as Village Clerk;

WHEREAS, the Village Government has given notice to the Village and publically advertised for applicants to fill the vacancy of Village Clerk;

WHEREAS, the Employee Committee, the Village Manager, and the Village Treasurer has reviewed the applications for appointment to fill the vacancy.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF KINGSLEY, MICHIGAN, AS FOLLOWS:

The Council appoints Christina Forro to fill the office of Village Clerk effective immediately, pending a background check and effective upon Ms. Forro's subscription to the Constitutional Oath of Office to be administered by the Village Treasurer.

Upon roll call vote the following Council Members voted "aye": _____

and the following Council Members voted "nay": _____

The President declared the resolution adopted.

Village of Kingsley

BY: _____
Mary Lajko, President

I, the undersigned, the Clerk of the Village of Kingsley, Grand Traverse County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Council of the Village of Kingsley at its regular meeting held on the 14th day of August, 2023, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: August 14, 2023

Deb Nickerson, Village Treasurer



207 S. Brownson Ave. P.O. Box 208 Kingsley, MI 49649

TO: Village Council
COPY:
FROM: Kaitlyn Aldrich, Village Manager
DATE: August 8, 2023

Subject: Village Council Vacancy

On July 12, 2023, former Village Trustee Dan Walton resigned from his seat on Village Council due to selling his Village home. On Tuesday, August 1, 2023, the Village advertised the vacant seat until Sunday, August 6 at 11:59 p.m.

We received three applications for the vacant seat. I am encouraged and grateful to see these individuals step forward to serve the community in a role as impactful as the Village Council! Attached are the documents provided by the candidates.

These candidates will be interviewed at our next regular meeting on August 14. We have asked all candidates to arrive before 6 p.m., and while we cannot require that they only be in the Community Room during their interview, we're asking that they not. We will have a space set up for them to wait with refreshments. Even though only one candidate will be interviewed by the full Council at a time, we're asking them to be waiting so that we can keep the meeting moving along.

We'll randomly select the order in which the candidates interview. Each candidate will be given three minutes at the onset of their interview to provide an opening statement. Then, each Trustee will ask a question of the candidate, with a minute provided for each response. Sheets with the questions (and indicating in which order and who is asking which candidate the question) will be available.

Following the first round of questions, the Council could make a selection; narrow down the number of candidates to participate in a second round, or ask all candidates to remain for a second round; or something else.

Ultimately, in order to make a selection, four (4) affirmative votes of the Village Council are required. Deb Nickerson, Village Treasurer, will swear in the selected individual at

their first Council meeting (so that they can bring family and friends if they'd like). If Ms. Forro is selected as Village Clerk, her application for Trustee will be withdrawn.

Attached: Candidate Applications
 Draft Resolution

**VILLAGE OF KINGSLEY
RESOLUTION NO. 19-2023
RESOLUTION ACCEPTING RESIGNATION AND
APPOINTING MEMBER TO FILL VACANCY ON COUNCIL**

At a regular meeting of the Village Council for the Village of Kingsley, Grand Traverse County, Michigan, held in the Village Hall located in Kingsley, Michigan, on the 14th day of August, 2023.

COUNCIL MEMBERS PRESENT: _____

COUNCIL MEMBERS ABSENT: _____

The following resolution was offered by Council Member _____ and supported by Council Member _____.

WHEREAS, the Kingsley Village Council received the resignation of Dan Walton on July 12, 2023 and formally declared that a vacancy exists on council effective on July 12, 2023;

WHEREAS, the Village Government has given notice to the Village and publically advertised for applicants to fill the opening on the Village Council;

WHEREAS, the Council members have reviewed the applications for appointment to fill the vacancy.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF KINGSLEY, MICHIGAN, AS FOLLOWS:

The Council appoints _____ to fill the office and term left vacant by the resignation of Dan Walton effective immediately with the term expiring at 6:00 p.m. on November 20, 2024.

Upon roll call vote the following Council Members voted "aye": _____

and the following Council Members voted "nay": _____

The President declared the resolution adopted.

Village of Kingsley

BY: _____
Mary Lajko, President

I, the undersigned, the Clerk of the Village of Kingsley, Grand Traverse County, Michigan, do hereby certify that the foregoing is a true and complete copy of certain proceedings taken by the Council of the Village of Kingsley at its regular meeting held on the 14th day of August, 2023, relative to adoption of the resolution therein set forth; that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Dated: August 14, 2023

Deb Nickerson, Village Treasurer

VILLAGE COUNCIL APPLICATION

All applicants must be residents of the village. Partial term expiring November 2026.

Application for appointment to: Village Council

Name: Randall J. Weber

Address: 1651 Grays Lane P.O. Box 472

Phone number: (231) 357-0757 Email address: SKweber0105@gmail.com

Describe any experiences that led to your desire to serve the community: I have always had a desire to be part of a community using my vast personal and educational experience. Moving into the Village in 1990 highlighted and brought to the surface a desire to help with the governing process for the benefit of those around me. This manifested itself as serving on the Village Council and Kingsley School Board. After working many years away from home and now being retired, I again feel the need make use of my time serving the community.

Provide a brief biography including your skills, background and expertise, as well as involvement in the community, professional or other nonprofit organizations that are specifically applicable to this board or council:

I had a career in the excavating and construction industry. This allowed me to be well versed in installation of underground utilities and construction of projects from beginning design to completion. I was previously employed by the Village of Kingsley as a DPW maintenance employee, later as DPW Superintendent. As a previous member of the Village Council and Kingsley School Board I have experience with the process of both entities operations. My wife and I worked on the group responsible for bringing Heritage Days to the Community for several years. Using my experience I feel I have been and could again be valuable as a council member.

Important Public Records Information: All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the Village Manager at 231-263-7778 if you have any questions or concerns about the disclosure of specific information.

Truth and Accuracy: I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

Signature: Randall J. Weber

Date: 8-2-2023

VILLAGE COUNCIL APPLICATION

All applicants must be residents of the village. Partial term expiring November 2026.

Application for appointment to: Village Council

Name: Christina Forro

Address: 620 Columbus St Kingsley, MI 49649

Phone number: (231) 246-6930 Email address: forrofamily@yahoo.com

Describe any experiences that led to your desire to serve the community:

I love Kingsley and the community that it represents. I have a desire to become more involved in the local community as well as learning how our local government works. I have had multiple family members that were involved in their local governments and I have come to realize that I also have that same desire to serve my community.

Provide a brief biography including your skills, background and expertise, as well as involvement in the community, professional or other nonprofit organizations that are specifically applicable to this board or council:

Although, my ~~board~~ experience is limited, I do have a desire to learn. I joined the planning commission in December of 2022 to learn more about our village, the ordinances, and to serve our community.

I am dedicated, reliable, and organized. I am good at listening, communicating, and seeing issues from multiple perspectives as well as discerning. I desire to learn about, make connections, and serve in the community in which I live and my family calls home.

Important Public Records Information: All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the Village Manager at 231-263-7778 if you have any questions or concerns about the disclosure of specific information.

Truth and Accuracy: I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

Signature: CE  Date: 8/6/2023

VILLAGE COUNCIL APPLICATION

All applicants must be residents of the village. Partial term expiring November 2026.

Application for appointment to: Village Council

Name: Whitney L. Specuer

Address: 308 S. Brownson Ave Kingsley, MI 49649

Phone number: 2313572216 Email address: whitney.specuer@gmail.com

Describe any experiences that led to your desire to serve the community:

I grew up within the village of Kingsley, I am raising my children within blocks of where I grew up. I would love any chance to help grow and serve the community I put my roots in.

Provide a brief biography including your skills, background and expertise, as well as involvement in the community, professional or other nonprofit organizations that are specifically applicable to this board or council:

I have an extensive accounting background, supported by my bachelors degree in accounting and my career in the field for the last 6 years. I work with other governments and nonprofits on creating board reports and understanding their financials.

Being a local and from the village I believe I would have the community's best interest in helping them grow.

Important Public Records Information: All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act. Please contact the Village Manager at 231-263-7778 if you have any questions or concerns about the disclosure of specific information.

Truth and Accuracy: I certify that the information contained on this form is accurate and complete to the best of my knowledge. I understand that all information disclosed on this form will be available to the public as part of a Freedom of Information Act request.

Signature: 

Date: 8/1/2023

Thank you for your consideration.



Village of Kingsley
Bills presented for approval and payment
6/12/2023

GENERAL						
	UHY Advisors		Quarterly Employee Tax Return Filing		\$ 900.00	
	City of Traverse City		Hazmat Participant Fee (yearly)		\$ 395.00	
	Kendall Electric		Power Pack & Sensor for Park		\$ 153.58	
					TOTAL	\$ 1,448.58
WATER						
	AWWA		Membership Renewal		\$ 400.00	
					TOTAL	\$ 400.00
SEWER						
					TOTAL	\$ -
EQUIPMENT						
					TOTAL	\$ -
MAJOR						
	PK Contracting		S. Brownson/M113 Crosswalk paint marking		2409.75	
					TOTAL	\$ 2,409.75
LOCAL						
					TOTAL	\$ -
BOND & INTEREST PAYMENTS						
					TOTAL	\$ -
					TOTAL	
						\$ 4,258.33

				Credit Card Transactions			
	July/August						
Elan (VISA)							
	1	USPS		G	Stamps for taxes/water bills		655.29
	2	Staples		G	Envelopes/copy paper		200.44
	3	Staples		G	Time cards/ink/garbage bags		66.44
	4	Dr. Bubbles		E	Truck wash		7.00
	5	Papano Pizza		G	Roger Williams retirement		134.55
	6	Dollar General		G	Cleaning products for DPW		32.86
	7	Indeed Jobs		G	Job posting		205.00
	8	Amazon		G	Flash Drives/Open sign		37.90
							1339.48
	July/August						
Menards					No bill at this time		
							0.00

Water

This past week we had some crazy phosphate residuals. We backed the pumps down and flushed the towers and a couple hydrants in the system.

The Lead/Copper service line replacement is going extremely smoothly, thank you to All Seasons.

Sewer

The issues we were having with our floats seems to have died down. We haven't had any alarms in a couple weeks. Knock on wood.

Buildings and Grounds

Not a whole lot to report here, just normal keeping up on maintenance.

Streets

Besides normal maintenance everything is going well.

As presented at this meeting, we have rated the roads. Thank you Joe.

Equipment

It would appear that we are getting a new truck to replace the 2007 Ford F-150. I figured we'd have it by now, but it seems the wheels at Wenzel GMC move slowly.



207 S. Brownson Ave.

P.O. Box 208

Kingsley, MI 49649

TO: Kaitlyn Aldrich, Village Manager
FROM: Deb Nickerson, Village Treasurer
DATE: August 9, 2023

Subject: August 2023 Monthly Report

Water/Sewer billing:

We used 8,171,254 gallons of water in the month of July. We shut off 9 residents for non-payment. All were back on the next day. I created a few reports for Mike Engles from Rural Water to help with the Water Rate Study.

2023 Property Taxes

Taxes are trickling in. This is usually the case at the beginning of tax season. It will get busier at the end of August to due date.

General:

It is getting a little less stressful with handling both the Clerk's and my job. The outside help we got from the Auditors and Karen Send was a great help.

Monthly Client Report for Kingsley Wastewater Treatment Plant July 2023

To provide the Village of Kingsleys' Council with a summary of our activities for the month of July, Operations Services has prepared this report for your use. We welcome any suggestions to improve the information contained in these reports. Please contact us if you believe this report contains errors, or if you have any questions about it.

The Kingsley Wastewater Treatment Plant maintained compliance with TIN levels this past month. We have been producing quality effluent.

INFLUENT	EFFLUENT
2,911,905 GALLONS	3,511,775 GALLONS

TOTAL INORGANIC NITROGEN (TIN) CHART LIMIT 5 MG/L

Date	TIN mg/l	Ammonia mg/L	Nitrate mg/L	Nitrite mg/L
7/3/23	0.271	<0.015	0.241	<0.015
7/5	0.376	0.129	0.232	0.016
7/10	0.6	0.152	0.434	0.016
7/11	0.68	0.177	0.479	0.024
7/17	2.44	2.16	0.259	0.16
7/18	2.99	2.75	0.23	<0.015
7/24	0.516	0.147	0.354	<0.015
7/25	0.528	0.144	0.369	<0.015
7/31	0.672	0.427	0.23	<0.015

MAINTENANCE AND MAJOR EVENTS

- Blowers were greased and rotated.
- The permit required DMR was submitted to Miwaters.
- Monthly QAQC was completed on the lab equipment.
- DO probes were cleaned as needed.

- A load of ferric was delivered and we are now back feeding. The plant really likes ferric and it is performing great.
- The biosolids tank is getting much lower. I have not seen it this low in my tenure here.
- The sludge bed is getting full we are pumping several times a week.
- The blower room was cleaned and organized.
- Wasting has been turned up and we are maintaining proper MLSS.
- Wasting pump two was pulled and de-ragged.

CONSIDERATIONS

In a recent email with EGLE they brought up the flow discrepancies between influent and effluent. The effluent meter is probably 10 years old. I think we should replace the effluent meter and see if things level off. I don't suspect them to be the exact same, but they should be close.

OTHER NOTEWORTHY EVENTS OR ACTIVITIES

Terry and I talked about the sludge bed concerns and we reached out to Wadetrim for advice. They gave us some tips and we will try them when we are ready to haul sludge.

Below is a picture of the "rags" we removed from the cable of the wasting pump. We also pulled a large clump from the pump itself. This is why proper headworks is needed. The bar screen works but is only somewhat effective.



If you have any questions regarding this report, please feel free to contact me at (231) 709-3593.

Joshua Hall
Vice President
Operations Services Inc.

KIN7534-23y