

AGENDA
Village of Kingsley
Village Council Meeting
September 11, 2023

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

Meeting called to order at _____ p.m. by _____

PLEDGE OF ALLEGIANCE

ROLL CALL:

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

Also Attending: Clerk Forro ____, 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 at 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 August 14, 2023, regular meeting (Approval Recommended).
2. Consideration of authorizing the Village Manager to execute an agreement with Floodman in an amount not to exceed \$10,000 for the installation of a French drain and interior building repairs with funds available in Building and Grounds.

OLD BUSINESS:

1. Consideration of approving the final change order with Reith-Riley for the South Brownson Reconstruction Project.

NEW BUSINESS:

1. Consideration of appointing Whitney Specker to the Parks and Recreation Board, as recommended by the Village Manager and Village President.
2. Consideration of entering into an agreement with the Grand Traverse County Road Commission to complete necessary skip paving on South Brownson Ave/Kingsley Rd this fall.
3. Consideration hiring an electrician for the purchase and installation of emergency lights in the Village Office and to repair a broken ballast in the library common area with funds available in Building and Grounds.

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:** Report by Christina Forro
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 at 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
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 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 X .

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

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: *NONE*

ANNOUNCEMENTS:

1. Announcements from the Village Manager – *Bids are due August 16th for the Brownson Memorial Park project. Three general contractors attended the mandatory pre-bid conference. The Grand Traverse County Landbank did not receive the State Landbank Blight Grant; however, the project will continue using local grants and resources. Lane shifts on North Brownson beginning August 15th for the lead service project.*
2. Announcements from the Village Clerk – *Heritage Days will be August 25th – 27th. The auditor will return on August 28th to assist with monthly reconciliations and quarterly payroll taxes.*
3. CPO Dustin Stickler – *Conducted a speed study on South Brownson. Working with Village staff to address blight complaints. Will be on shift for Heritage Days.*
4. County Commissioner Scott Sieffert – *Attended the NACO conference in Austin, TX. There will be no funds for broadband until the federal government provides direction.*
5. GT County Road Commission – *Summarized spring 2024 project list. GTCRC project list website can be found here:*
<https://gtcrc.maps.arcgis.com/apps/webappviewer/index.html?id=a892f5fdb8c74e0a987c42c100b1b118>
They will begin their winter maintenance routine in the next 4-8 weeks.
6. Paradise Township - AB
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 July 12, 2023, special meeting and the closed session minutes of the July 12, 2023, special meeting (Approval recommended).

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

OLD BUSINESS:

1. Lead Service Line Replacement Project Status Update
All Season Underground noted the 2-year project should be completed this fall. The project is on budget and ahead of schedule. Main Street and North Brownson are the only remaining project sites.
2. PASER Rating Report and Update from Wade Trim
Wade Trim Engineer, Joe Slonecki, presented the PASER study completed in July 2023. There was a brief discussion.

PUBLIC COMMENT:

Randall Weber – 1651 Grays Lane

Manager Aldrich indicated that a study session will be held to discuss recommendations.

NEW BUSINESS:

1. Consideration of appointing Christina Forro as the Village Clerk, as recommended by the Village Manager and Employee Committee.

Motion by Bogart, seconded by McPherson to adopt Resolution #18-2023 to appoint 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. Motion CARRIED.

2. Interviews of candidates for appointment to the vacancy on the Village Council; and possible appointment of an individual, effective immediately.

3.
Manager Aldrich summarized the interview process. Neither Council or the applicants had questions. Candidate Weber interviewed first. Candidate Specker interviewed second. Candidate Forro had to withdraw her application due to Clerk appointment.

Council briefly discussed both candidates.

Motion by McPherson, Seconded by Weger to adopt resolution #19-2023 to appoint Randall Weber 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. Motion CARRIED.

REGULAR REPORTS:

1. **Financial Fund Balance Report:**
None. To be provided at the September Regular Meeting.

2. **Bills:**
Motion by Bogart, seconded by Weger, to accept the bills as presented. Roll call vote. Yes: All. No: None. Absent: None. Motion CARRIED.
3. **Planning Commission:** *None*
4. **DDA:** *Real estate purchase update.*
5. **Parks & Recreation:** *None*
6. **Zoning Administrator:** *Manager Aldrich is working with CPO Stickler and Village attorney Bieganowski to address blight at multiple locations.*
7. **Clerk:** *See above*
8. **DPW:** *See attached.*
9. **Treasurer:** *See attached.*
10. **WWTP:** *Report by Josh Hall*
11. **Manager:** *See above.*

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.

No public comment.

ADJOURNMENT

There being no objection, motion by Bogart, seconded by Weger to adjourn the meeting at 6:56 pm. All in Favor: Yes. No: None. Absent: None.

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 29, 2023

Subject: Water Damage Prevention & Repair – Library

In July of 2023, library staff notified the village office that there was a water leak near the Emergency Exit Door on the east wall of the building. Upon further inspection, we discovered a crack in the floor that is causing water to pool under the carpet. At the Council's request, village staff removed the landscaping blocking the emergency exit door and leveled the sediment. Despite these efforts, water has continued to enter the building during rain events.

As previously discussed, there are two contractors in our region who can repair foundations and treat mold/mildew: Floodman and Foundation Systems of Michigan (FSM). After the July meeting, staff obtained quotes from both companies to install a French drain along the southeast wall of the building to deflect stormwater away from the building. FSM quoted \$6,580.79 for 58' of drain tile, while Floodman quoted \$6,000 for 65' of drain tile.

Once the French drain is installed, I recommend that the interior work also be complete to remove lingering odors, treat the wood and carpets, and waterproof the crack in the floor. Floodman has the equipment and products to seal the crack in the floor and treat for mold without disrupting the footing. Floodman's waterproofing of the crack is guaranteed for the life of the building. The quote we received in July for this work was \$4,000 and is still valid. FSM's product requires disruption of the footing which is not permitted on commercial buildings within Grand Traverse County.

Therefore, staff recommends contracting with Floodman for the installation of a French drain, crack repair and seal, mold/mildew treatment of the affected area, and carpet cleaning/disinfecting (carpet cleaning would be throughout the entire building). Floodman is a reputable, local company with references from Grand Traverse County Administration.

If Council supports, an appropriate motion is:

To authorize the Village Manager to execute a contract with Floodman in the amount not to exceed \$10,000 for the installation of a French drain, crack repair, and related treatments in the library office, with funds available in the General Fund.

Floodman LLC

195 N US 31 HWY
Traverse City,MI 49684
(231) 935 - 49621



Estimate

Invoice for

Village of Kingsley
207 S Brownson Ave
Kingsley, MI

Payable to

Floodman LLC

Due date

UPON COMPLETION

Description	Days	QTY	Unit price	Total price
French Drain System		1.00		\$6,000.00
Drain Tile		65.00		
Captures and transports water away from foundation				
Gravel		3.00		
Provides a filter for water to easily find its way to the drain tile				
Dirt removal		1.00		
Removal of dirt and fee to haul away				

Notes

Subtotal \$6,000.00

Discount

\$6,000.00

Floodman LLC

195 N US 31 HWY
Traverse City, MI 49684
(231) 935 - 49621



Estimate

Invoice for

Village of Kingsley
207 S Brownson Ave
Kingsley, MI

Payable to

Floodman LLC

Due date

UPON COMPLETION

Description	Days	QTY	Unit price	Total price
Carpet vacuum and cleaning	6,035.00		\$0.70	\$4,224.50
<p>Efficient Deep Cleaning: our carpet cleaning system is designed to provide exceptional carpet cleaning results without the use of excessive moisture. It utilizes advanced technologies to effectively remove dirt, dust, allergens, and stains from your carpets.</p> <p>Quick Drying Time: One of the major advantages of using an ultra dry cleaner is the minimal amount of moisture involved in the cleaning process. This means that your carpets will dry much faster compared to traditional cleaning methods, usually within a few hours. It allows you to resume normal activities in your space without extended downtime.</p> <p>Gentle on Carpets: The ultra dry cleaner employs a gentle cleaning approach that is suitable for a wide range of carpet types. It is particularly effective for delicate or sensitive fibers that may be prone to damage with excessive moisture. The cleaning solution used is designed to be safe and non-abrasive, ensuring that your carpets are not harmed during the cleaning process.</p> <p>Odor and Stain Removal: The advanced cleaning solution used with the ultra dry cleaner helps to eliminate unpleasant odors and effectively tackles stubborn stains on your carpets. It penetrates deep into the fibers, breaking down dirt and grime, resulting in a fresher and cleaner carpeted environment</p>				
		1	500	500

Hydro Armor Sentinel Waterproofing Seal

Hydro Armor Sentinel Waterproofing Seal presents a rapid-curing, expanding plug and repair mortar designed to effectively address water-related issues. By swiftly curing and expanding, the mortar establishes a strong connection between the underlying surface and itself. This capability enables the prompt sealing of pressurized leaks and leaking cracks, ensuring swift and efficient resolution

Notes

Subtotal	\$4,724.50
Discount	-\$724.50
	\$4,000.00



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

TO: Village Council
FROM: Kaitlyn Aldrich, Village Manager
DATE: September 7, 2023

Subject: S. Brownson Avenue Reconstruction | MDOT JN 205711

As you are aware, work is complete on S. Brownson Avenue. The local cost share of the project was \$230,458 upon MDOT award in December 2022. Construction projects are generally unit price contracts which means the final dollar amount depends on final measured quantities. A few pay items had larger quantities than the estimate and are summarized below:

- Aggregate Base, 8 inch – the project limit to the south was adjusted to match an existing joint in the pavement. This adjustment provided less pavement joints and took care of significant potholes. Without this adjustment, DPW would have had to fill the potholes every spring/fall. This resulted in an \$8,000 overage.
- Excavation, Earth – this pay item also increased because more asphalt was removed as part of the above-mentioned adjustment and resulted in a \$3,000 overage.
- HMA costs also went up to cover poor asphalt conditions in intersection limits and resulted in a \$10,000 overage.

A few pay items came in less than expected and a few came in over but resulted in very minimal adjustments. Overall, the final change modification for the project is a \$20,150.12 increase. The final project came in 4.21% over the original contract amount which is typical for a project of this size. These overages will decrease the level of maintenance by the Village over the next several years.

A summary of project expenses and funding sources will be available for your review on Monday night. I would like to note that Oil & Gas funds will not be necessary for this project.

To authorize this change modification, an appropriate motion would be:

To authorize the Village Manager to execute the necessary documents to approve a final change modification in the amount of \$20,150.12 for MDOT JN 205711 – S. Brownson Avenue Reconstruction.

Attachments: Final Contract Modification



Michigan Department of Transportation

Contract Modification

8/29/2023 3:00 PM

FieldManager 5.3c

Contract: 28000-205711, Hot mix asphalt surface reconstruction, concrete curb, gutte

Cont. Mod. Number	Revision Number	Cont. Mod. Date	Electronic File Created	Net Change	Awarded Contract Amount
3		8/29/2023	Yes	\$20,150.12	\$478,736.14
Route		Managing Office Traverse City TSC		District 02041	Entered By Jennie Benford
Contract Location Brownson Avenue from M-113 south to Fenton Street.					

Short Description

Final Balancing Contract Modification and Dr Structure Adj Add Depth

Description of Changes

- A. Original Contract Amount: \$478,736.14
- B. Current Contract Amount: \$498,886.26
- C. Net Change (B-A): +\$20,150.12
- D. Net Percent Change: +4.21%
- E. MDOT Oversight: Consultant Administration
- F. Tier I - TSC Level Approval Needed

This Final Contract Modification was discussed with and approved by Kaitlyn Aldrich, Village of Kingsley Manager; Zach Bohrer, TSC Designated Representative for the MDOT Traverse City TSC; and Joseph Slonecki, PE, Project Engineer, Wade Trim.

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Curb and Gutter, Conc, Det B2, Modified	8027001	0075	0215	205711A	0001	Original	17.000	Ft	44.00000	\$748.00
Reason: Final Field Measure: 495.00 feet										
Curb and Gutter, Conc, Det F2, Modified	8027001	0080	0220	205711A	0001	Original	-81.000	Ft	28.50000	\$-2,308.50
Reason: Final Field Measure: 1,553.00 feet										
Aggregate Base, 8 inch	3020020	0040	0040	205711A	0001	Original	766.440	Syd	10.80000	\$8,277.55
Reason: Final Field Measure: 6,106.44 syds										
Curb and Gutter, Rem	2040020	0010	0010	205711A	0001	Original	-37.000	Ft	8.25000	\$-305.25
Reason: Final Field Measure: 2,083.00 feet										



Contract Modification

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Curb Ramp Opening, Conc	8030030	0090	0080	205711A	0001	Original	-3.000 Ft		50.00000	\$-150.00
Reason: Final Field Measure: 57.00 feet										
Curb Ramp, Conc, 4 inch	8032001	0100	0090	205711A	0001	Original	-254.380 Sft		9.00000	\$-2,289.42
Reason: Final Field Measure: 720.62 sft										
Curb Slp, HMA	8050010	0105	0095	205711A	0001	Original	25.000 Ft		0.25000	\$6.25
Reason: Final Field Measure: 1,081.00 feet										
Detectable Warning Surface	8030010	0085	0075	205711A	0001	Original	22.000 Ft		60.00000	\$1,320.00
Reason: Final Field Measure: 67.00 feet										
Dr Structure Cover, Adj, Case 1	4030005	0045	0045	205711A	0001	Original	4.000 Ea		850.00000	\$3,400.00
Reason: Final Field Measure: 18.00 each										
Driveway Opening, Conc, Det M	8020050	0070	0070	205711A	0001	Original	5.000 Ft		47.00000	\$235.00
Reason: Final Field Measure: 60.00 feet										
Driveway, Nonreinf Conc, 6 inch	8010005	0065	0065	205711A	0001	Original	-0.110 Syd		53.00000	\$-5.83
Reason: Final Field Measure: 99.89 syd										
Excavation, Earth	2050016	0025	0025	205711A	0001	Original	141.840 Cyd		21.75000	\$3,085.02
Reason: Final Field Measure: 1,891.84 cyd										
Gate Box, Adj, Case 1	8230431	0220	0210	205711A	0001	Original	1.000 Ea		400.00000	\$400.00
Reason: Final Field Measure: 6.00 each										



Contract Modification

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Hh, Adj	8182328	0200	0190	205711A	0001	Original	10.000	Ea	286.98000	\$2,869.80
Reason: Final Field Measure: 18.00 each				Found additional Hand Holes during construction						
HMA Surface, Rem	5010005	0050	0050	205711A	0001	Original	362.840	Syd	4.50000	\$1,632.78
Reason: Final Field Measure: 5,648.84 syds										
HMA, 4EL	5012024	0055	0055	205711A	0001	Original	15.550	Ton	80.00000	\$1,244.00
Reason: Final Field Measure: 735.55 tons										
HMA, 5EL	5012036	0060	0060	205711A	0001	Original	77.170	Ton	90.00000	\$6,945.30
Reason: Final Field Measure: 508.17 tons				Additional HMA to cover poor asphalt in intersection limits and extending POE						
Monument Box Adj	8210005	0210	0200	205711A	0001	Original	-1.000	Ea	600.00000	\$-600.00
Reason: Final Field Measure: 1.00 each										
Monument Preservation	8210010	0215	0205	205711A	0001	Original	-2.000	Ea	650.00000	\$-1,300.00
Reason: Final Field Measure: 1.00 each										
Pavt Mrkg, Poly, 12 in Cross Hatch, Yellow	8110109	0115	0105	205711A	0001	Original	-55.000	Ft	5.95000	\$-327.25
Reason: Final Field Measure: 67.00 feet										
Pavt Mrkg, Polyurea, 24 inch, Stop Bar	8110114	0120	0110	205711A	0001	Original	36.000	Ft	12.95000	\$466.20
Reason: Final Field Measure: 48.00 feet										
Pavt Mrkg, Polyurea, 6 inch, Crosswalk	8110093	0110	0100	205711A	0001	Original	-38.000	Ft	2.95000	\$-112.10
Reason: Final Field Measure: 587.00 feet										



Contract Modification

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Pavt Mrkg, Waterborne, 4 inch, White	8110231	0125	0115	205711A	0001	Original	178.000 Ft		0.53000	\$94.34
Reason: Final Field Measure: 1,160.00 feet										
Pavt Mrkg, Waterborne, 4 inch, Yellow	8110232	0130	0120	205711A	0001	Original	30.000 Ft		0.53000	\$15.90
Reason: Final Field Measure: 1,994.00 feet										
Pavt Mrkg, Waterborne, FOSP, 4 in, White	8110425	0140	0130	205711A	0001	Original	-10.000 Ft		1.65000	\$-16.50
Reason: Final Field Measure: 172.00 feet										
Pavt, Rem	2040050	0015	0015	205711A	0001	Original	-57.940 Syd		19.00000	\$-1,100.86
Reason: Final Field Measure: 92.06 syds										
Pedestrian Path, Temp	8122250	0185	0175	205711A	0001	Original	-40.000 Ft		30.49000	\$-1,219.60
Reason: Final Field Measure: 0.00 feet										
Pedestrian Ramp, Temp	8122251	0190	0180	205711A	0001	Original	-2.000 Ea		540.86000	\$-1,081.72
Reason: Final Field Measure: 0.00 each										
Pedestrian Type II Channelizer, Temp	8120027	0155	0145	205711A	0001	Original	48.000 Ft		17.00000	\$816.00
Reason: Final Field Measure: 528.00 feet										
Sidewalk, Conc, 4 inch	8030044	0095	0085	205711A	0001	Original	32.000 Sft		8.45000	\$270.40
Reason: Final Field Measure: 1,407.00 sft										
Sidewalk, Rem	2040055	0020	0020	205711A	0001	Original	-22.160 Syd		12.50000	\$-277.00
Reason: Final Field Measure: 222.84 syds										



Contract Modification

Increases / Decreases

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	Item Type	Quantity Change	Unit	Unit Price	Dollar Value
Sign, Type B, Temp, Prismatic, Furn	8120350	0165	0155	205711A	0001	Original	-0.500	Sft	4.00000	\$-2.00
Reason: Final Field Measure: 380.50 sft										
Sign, Type B, Temp, Prismatic, Oper	8120351	0170	0160	205711A	0001	Original	-0.500	Sft	1.00000	\$-0.50
Reason: Final Field Measure: 380.50 sft										
Sign, Type B, Temp, Prismatic, Spec Furn	8120352	0175	0165	205711A	0001	Original	-0.500	Sft	9.00000	\$-4.50
Reason: Final Field Measure: 142.50 sft										
Sign, Type B, Temp, Prismatic, Spec Oper	8120353	0180	0170	205711A	0001	Original	-0.500	Sft	1.00000	\$-0.50
Reason: Final Field Measure: 142.50 sft										
Slope Restoration, Non-Freeway, Type B	8162002	0195	0185	205711A	0001	Original	183.340	Syd	16.50000	\$3,025.11
Reason: Final Field Measure: 916.34 syds										
Subgrade Undercutting, Type II	2050041	0030	0030	205711A	0001	Original	-200.000	Cyd	22.50000	\$-4,500.00
Reason: Final Field Measure: 0.00 cyds										

Total Dollar Value: \$19,250.12



Contract Modification

New Items

Item Description	Item Code	Prop. Line	Proj. Line	Project	Catg.	ItemType	Proposed Quantity	Unit	Unit Price	Dollar Value
Dr Structure, Adj, Add Depth	4030280	0225	0225	205711A	0001	Extra	2.000	Ft	450.00000	\$900.00

Reason: A. In preparation for Drainage Structure Adjustments on Brownson Avenue, a few additional structures were encountered creating "Dr Structure, Adj, Add Depth" pay item.

B. This item was needed because the existing construction method did not allow for standard adjustments. Structures had to be lowered additional depth to reconstruct to proper grade.

C. There are no offsetting items for the "Dr Structure, Adj, Add Depth" pay item.

D. This work is not expected to impact the contract time or open to traffic dates.

E. "Dr Structure, Adj, Add Depth" was needed due to a changed condition.

F. This extra was discussed with and approved by Kaitlyn Aldrich, Village of Kingsley Manager; Zach Bohrer, TSC Designated Representative for the MDOT Traverse City TSC; and Joseph Slonecki, PE, Project Engineer, Wade Trim.

G. This item price of \$450.00/ft was deemed reasonable compared to average 2023 weighted unit prices.

H. Supporting documentation is on file in the E104/Supporting Documents/CM003 folder in PW.

Total Dollar Value: \$900.00

Project / Category Summary

Project/Catg	Project/Category Description	Federal Number	Project Status	Finance System	Control Section	Dollar Value
205711A	Hot mix asphalt surface reconstruction, concrete curb, gutte	22A0919	MDOT Oversight	STL	28000	
0001	Road Work Federal 52.49%/Village of Kingsley 47.51%					\$20,150.12

Total: \$20,150.12

Total Net Change Amount: \$20,150.12

**Contract Modification**

Prime Contractor, you are authorized and instructed as the contractor to do the work described herein in accordance with the terms of your contract.

Prime Contractor: Rieth-Riley Construction Co., Inc.		Recommended by Construction Engineer: Johnson, James - MDOT Traverse City TSC	
_____	_____	_____	_____
Signature	Date	Signature	Date
Prepared by Project Engineer: Slonecki, Joseph - Wade Trim		Authorized by Managing Office Manager: Wagner, Dan - MDOT Traverse City TSC	
_____	_____	_____	_____
Signature	Date	Signature	Date
Prepared by Consultant Project Manager:		Authorized by Region Construction Engineer: Maufort, Jay - MDOT North Region	
_____	_____	_____	_____
Signature	Date	Signature	Date
Recommended by Local Agency: Aldrich, Kaitlyn - Village of Kingsley Manager		Authorized by Bureau of Field Services:	
_____	_____	_____	_____
Signature	Date	Signature	Date
Authorized by Airport Sponsor:		Authorized by Airports Division:	
_____	_____	_____	_____
Signature	Date	Signature	Date
FEDERAL PARTICIPATION - ACTION BY F.H.W.A.			
___ Approved ___ Not Eligible ___ See Letter Dated _____		_____ (Signature) (Date)	
FEDERAL PARTICIPATION - ACTION BY F.A.A.			
___ Approved ___ Not Eligible ___ See Letter Dated _____		_____ (Signature) (Date)	

**Contract Status****Contract: 28000-205711, Hot mix asphalt surface reconstruction, concrete curb, gutte****Contract ID:** 28000-205711**Spec Year:** 20**Contract Description:** Hot mix asphalt surface reconstruction, concrete curb, gutte**Awarded Contract Amount:** \$478,736.14**Net Change Amount (Auth):** \$0.00**Current Contract Amount:** \$478,736.14**Net Change Amount (Pend):** \$20,150.12**Amount Paid To Date (FM):** \$461,784.61**Total Net Change Amount:** \$20,150.12**Amount Paid To Date (CAS):** N/A**Net Change Pct (Auth):** 0.00%**Total Unpaid Placed Dollar Amt:** \$36,201.65**Net Change Pct (Pend):** 4.21%**% Complete (awrd):** 96.46%**Total Net Change Pct:** 4.21%**% Complete (curr):** 96.46%**Original Item Change Amount:** \$0.00**Overrun Pct:** 0.00%**Extra Pct:** 0.00%**Location:** Brownson Avenue from M-113 south to Fenton Street.**Route:****Project Engineer:** Slonecki, Joseph - Wade Trim**Construction Engineer:** Johnson, James - MDOT Traverse City TSC**Managing Office Manager:** Wagner, Dan - MDOT Traverse City TSC**Managing Office:** Traverse City TSC**Managing Office Comments:** Brownson Avenue from M-113 south to Fenton Street HMA surface reconstruction, concrete curb, gutter**Prime Contractor:** Rieth-Riley Construction Co., Inc.**Prime Contractor Vendor Id:** 00253**Contractor Address:** PO Box 477**City:** Goshen**State:** IN**Zip Code:** 46527-0477**Awarded Date:** 12/5/2022**Work Type:** Road Reconstruction**Notice To Proceed Date:** 12/19/2022**Create Electronic Files:** Yes**Construction Started Date:** 4/10/2023**Standalone Contract:** Yes**Closed To Traffic Date:** 4/12/2023**Contract Closed:** No**Open To Traffic Date:** 5/22/2023**View IDR's for 180 days****All Contract Work Completed:** 6/22/2023**Traffic Comments:****Federal Number:** 22A0919**District:** 02041**Project****Status****Control Section**

205711A

MDOT

28000



Contract Status

Item Types

Type	Authorized Amt	% of Contract (auth)	Pending Amt	% of Contract (pend)	Total Auth/Pend Amount	% of Contract (auth+pend)
Extra	0.00	0.00%	900.00	0.19%	900.00	0.19%
Original	478,736.14	100.00%	19,250.12	4.02%	497,986.26	104.02%
Totals	\$478,736.14	100.00%	\$20,150.12	4.21%	\$498,886.26	104.21%

Site Number	Site Type	Original Completion	Current Completion	Days Charged to Date
00	Completion Date	6/30/2023	6/30/2023	0

Detailed Description: 0.26 mi of hot mix asphalt surface reconstruction, concrete curb, gutter, sidewalk and ramps and pavement markings on Brownson Avenue from M-113 south to Fenton Street in the village of Kingsley, Grand Traverse County. This is a Local Agency project. ** 472 Cb or 472 Ea **In addition to the above minimum prequalification requirement for prime contractors this project includes subclassifications of Cb, Ea and J. If the prime contractor is not prequalified in those subclassifications it must use prequalified subcontractors. Those subcontractors must be designated prior to award of the contract to the confirmed low bidder.



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

TO: Village Council
COPY: Mary Lajko, Village President
FROM: Kaitlyn Aldrich, Village Manager
DATE: September 6, 2023

Subject: Parks & Recreation Board Appointment

Whitney Specker, a Kingsley resident, and recent finalist for former Trustee Walton's Village Council term, has expressed energy and excitement to engage with the community in a more robust way. President Lajko discussed the Parks and Recreation Board with Ms. Specker and has recognized Ms. Specker's enthusiasm for the community and our local youth. Ms. Lajko is recommending she be appointed to the Parks and Recreation Board at the next regular meeting.

If Council concurs, an appropriate motion would be:

Motion to appoint Whitney Specker to the Parks and Recreation Board, as recommended by President Lajko and Manager Aldrich.



207 S. Brownson Ave.

P.O. Box 208

Kingsley, MI 49649

TO: Village Council

COPY: Dan Watkins, Grand Traverse County Road Commission; Joseph Slonecki, Wade Trim

FROM: Kaitlyn Aldrich, Village Manager

DATE: September 6, 2023

Subject: Skip Paving | Kinglsey Road/S. Brownson Avenue

In August, the Grand Traverse County Road Commission approached Village Staff with an opportunity to partner on a road maintenance project they are completing this fall within the Village limits. Skip paving is when a single layer of asphalt is placed over a deteriorated or problem area of a paved roadway. As you are aware, the condition of S. Brownson Avenue between Spring Street and Wolf Drive is very poor and the road needs to be reconstructed. Skip paving would afford us a few years to search for funding mechanisms for a complete reconstruction, including storm water upgrades.

The GTCRC has yet to receive a final price per ton for their project. I anticipate that this will cost the Village between \$2,000 and \$3,000, depending on the final quantity needed. With the winter season quickly approaching, Village staff would like Council to discuss their interest in this project. If Council would like to proceed, it's recommended that the Village Manager be authorized to approve the work if it occurs before the next regular meeting in October and have it retroactively approved by council as a confirming agreement with GTCRC.

If Council concurs, an appropriate motion would be:

Motion to authorize the Village Manager to proceed with necessary skip paving on S. Brownson Avenue/Kingsley Road, in partnership with the Grand Traverse County Road Commission, in an amount not to exceed \$3,000, if the project occurs before the next regularly scheduled Village Council meeting, and to return as a confirming agenda item at the next regularly scheduled Village Council meeting after which the work is complete.



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

TO: Village Council
COPY: Amy Barritt, Kingsley Library Branch Manager
FROM: Kaitlyn Aldrich, Village Manager
DATE: August 29, 2023

Subject: Office/Library Lighting Issues

In July of 2023, library staff notified the village office that there was a ballast above their copier that was flickering and making noise at a level that caused disruption to staff and patrons. In addition to this issue, the emergency lights in the Village Office have been burned out since 2021. Staff reached out to three local companies to obtain quotes for this work: Kendall Electric, Windemuller, and Top Line Electric. Windemuller and Top Line Electric completed site visits in July, but Kendall Electric never returned our calls.

Quotes from Windemuller and Top Line Electric will be available Monday night for discussion and possible recommendation.

Additional information: The lighting fixtures in the building are outdated and we are unable to source new bulbs unless the ballasts are upgraded. A lighting project will be recommended during 2024-25 FY budget discussions.

VILLAGE OF KINGSLEY BALANCE SHEET AS OF September, 2023

PREPARED FOR COUNCIL MEETING September 11, 2023

ALL ACCOUNTS:						Budget
GENERAL FUND						\$ 842,302.00
GENERAL CHECKING				\$426,190.56		
CHRISTMAS ACCT				\$2,779.08		
GEN. CENSUS/FUND BALANCE				\$174,666.22		
** CREDIT CARD TRANSFER ACCT				\$25,846.58	B	
** ESCROW ACCOUNT				\$17,957.84		
** FARMERS MARKET				\$10,875.96		
			TOTAL GENERAL	\$658,316.24		
WATER						\$ 371,900.00
OPER. & MAINT. CHECKING				\$41,928.28		
RECEIVING CHECKING				\$189,886.61	B	
** 2014 PROJECT ACCOUNT				\$11,531.86		
WATER TOWER MONEY MKT.				\$238,927.30		
** 2014 BOND & INTEREST				\$17,440.65		
CAPITAL IMPROVEMENT				\$911,010.73		
** 2015 BOND RESERVE (CD)				\$24,323.84		
** REPLACE/REPAIR/IMPROVE (RRI)				\$129,607.94		
			TOTAL WATER	\$1,564,657.21		
SANITARY SEWER						\$ 483,900.00
OPER. & MAINT. CHECKING				\$15,053.43		
RECEIVING CHECKING				\$63,286.38		
** IMP/REPAIR MONEY MKT.				\$258,946.54		
CAPITAL IMPROVEMENT				\$18,007.87		
** 2010 BOND RESERVE A (CD)				\$38,323.43		
** 2010 BOND RESERVE B (CD)				\$46,171.10		
** 2010 SEWER BOND & INTEREST A				\$52,808.27		
** 2010 SEWER BOND & INTEREST B				\$35,549.38		
			TOTAL SEWER	\$528,146.40		
EQUIPMENT						\$ 94,000.00
EQUIPMENT CHECKING				\$36,936.25	B	
CAPITAL IMPROVEMENT				\$29,436.58	B	
			TOTAL EQUIPMENT	\$66,372.83		
MAJOR STREET				\$178,959.03		\$ 98,105.00
LOCAL STREET				\$150,859.32		\$ 77,045.00
OIL & GAS TRUST FUND						
** ASSETS & PRINCIPLE						
INCOME CASH						
			TOTAL OIL & GAS	\$984,489.00		
LIBRARY/OFFICE						
** L/O USRDA B&I				\$12,765.89		
			TOTAL LIBRARY/OFFICE	\$12,765.89		
TOTAL ALL ACCOUNTS				\$4,144,565.92		
** RESTRICTED FUNDS				\$644,770.84		
TOTAL AVAILABLE FUNDS				\$3,499,795.08		\$ 1,967,252.00

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

GENERAL

GT County	CPO Contract (Apr - Jun)	\$	8,026.36	
City of Traverse City	Hazmat Participant Fee (yearly)	\$	395.00	
Kendall Electric	Power Pack & Sensor for Park	\$	153.58	
	TOTAL	\$		8,574.94

WATER

SOS Analytical	Water Testing	\$	590.00	
Michigan Pipe & Valve	Marking Flags	\$	18.00	
USA Bluebook	Chlorine & Phosphate	\$	1,414.30	
Elhorn Engineering Co.	Chlorine & Carus	\$	2,565.00	
Bell Equipment	AWD Motor Sweeper	\$	6,625.97	
All Seasons Underground	Service Line Replacement	\$	344,280.00	
All Seasons Underground	Service Line Replacement	\$	188,005.00	
	TOTAL			\$ 543,498.27

SEWER

PVS Technologies	Ferric Chloride Solution (Bulk)	\$	9,957.78	
Operation Services	WWTP Operator Services	\$	9,397.05	
	TOTAL	\$		19,354.83

EQUIPMENT

Todd Wenzel Buick	2023 GMC Sierra Pickup	\$	39,866.50	
Voyager	Gas from equipment	\$	194.89	
Thirlby Auto	Oil	\$	180.42	
Arts Auto & Truck Parts	Racks & Tool box	\$	1,241.33	
	TOTAL	\$		41,483.14

MAJOR

PK Contracting	S. Brownson/M113 Crosswalk paint marking		2409.75	
Wade Trim	Paser Ratings		4468.26	
	TOTAL	\$		6,878.01

LOCAL

TOTAL \$ -

BOND & INTEREST PAYMENTS

TOTAL \$ -
TOTAL

\$ 619,789.19

Credit Card Transactions

8/2023

Elan (VISA)	Company	Billed to	Item	Cost
	UPS	M/L	Shipping (DPW)	\$ 62.52
	Dollar General	G	Irrigation supplies	\$ 21.20
	Staples	G	Park Restroom toilet paper	\$ 109.18
	Carousel Checks	G	Sewer Receiving checks	\$ 99.60
	Amazon	G	Office supplies	\$ 52.94
	Indeed Jobs	G	Job posting	\$ 246.00
	SP Branch Furniture	G	Manager desk chair	\$ 400.68
			Total	\$ 992.12

8/2023

Menards	G	Signs	29.29
	B&G	Drippers	12.16
	B&G	Spray paint, bolts, drillbit	59.51
		Total	100.96

Water

We seem to have the phosphate levels under control, not sure what caused the issue last month.

We had a scale start giving us weird reading for the chlorine weight in well #3, the new one is back ordered until November, so we're back to the old school one.

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

Sewer

Not much to report in the sewer department.

Buildings and Grounds

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

I'd like to thank Carrie Armstrong for all the work she does in Vets Park.

As some of you may have seen, we had a little vandalism in the men's bathroom in Brownson Park, someone ripped the breaker box cover off. We did get them doing it on video.

Streets

It's been a blessing in the cold patching world with South Brownson being repaired. North Brownson's shoulders took a beating when traffic was shifted for the water project.

Equipment

After darn near a year, we finally were able to get the new pick up. Whew!

The loader is having issues, it's going to have to go to AIS. It's not shifting, it's showing shift servo codes in the diagnostics. I'm actually working with All Seasons with help us get it there.

We had to replace a right front drive motor on the street sweeper.

We have started slowly getting ready for winter.



207 S. Brownson Ave.

P.O. Box 208

Kingsley, MI 49649

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

Subject: September Monthly Report

Water/Sewer billing:

We used 8,700,170 gallons of water in the month of August. We shut off 11 residents for non-payment. Most were back on the same day. We met with Mike Engles (MRWA) to go over the Water/Sewer rate study.

2023 Property Taxes

Taxes payments are starting to pick. They are due September 14th and the delinquent taxes will be turned in to the Grand Traverse County Treasurer by the end of September.

General:

A huge "welcome to the team" to Clerk Christina Forro.