

Leland Township Board
Capital Improvement Workshop – Roads
May 17, 2023, 10:00 a.m.
Leland Township Office, 224 W. Main St., Lake Leelanau

PRESENT: Supervisor Susan Och, Clerk Lisa Brookfield, Treasurer Shirley Garthe, Deputy Clerk Allison Hubley-Patterson, Trustee Clint Mitchell

ABSENT: Trustee Mariann Kirch

GUESTS: None present

While a quorum of the Leland Township Board will be present, there will be no official Township business conducted at this meeting.

Ms. Och called the meeting to order at 10:30 a.m.

CAPITAL IMPROVEMENTS DISCUSSION:

Ms. Och began by sharing a spreadsheet that she created showing the various Township assets. This was developed to indicate suggestions for which year the Township plans to address these challenges.

Regarding the Leland Township Office, Ms. Och stated that a review should be conducted to determine the remaining useful life of assets in the office, including computer equipment, etc. It would be helpful to know when certain assets will need to be replaced.

The copier was discussed, and Ms. Brookfield noted that leasing a copier will also include a service agreement. Chief Besson currently leases a newer version of the copier that the Township office uses for approximately \$75.00 per month.

The concession stand restroom project and various other items will need to be paid for during the 2024-2025 budget year. Funding is available in the budget to match any grant money that may be received by the Township.

Ms. Och recently conducted her own survey of all roads in the Township using the PASER rating system. Valley Lane and Trillium Drive are rated a 1, South Lake Street is rated a 2, and Golfview Drive is rated a 2. Although in poor shape, Oxford Road was not deemed to be the worst road from the assessment that Ms. Och conducted. There is also concern regarding Golfview Drive due to the grade. The condition of the pavement on North Lake Street was not too bad.

Ms. Och is finishing her certification to assess roads in June; she will then be able to ride along with Craig Brown from the Leelanau County Road Commission (LCRC) to evaluate roads. There is currently no one available at the LCRC to do a road assessment for the Township; however, Ms. Och does expect to receive a ratings report from the LCRC sometime this fall. Mr. Mitchell stated that he expected this report sooner.

Discussion ensued regarding whether to postpone road projects for the next year or set up special assessment districts. Some neighborhoods have indicated that they would like to establish a special assessment district. Ms. Brookfield stated that the Township would not be able to get on the schedule with the LCRC for the current fiscal year.

Mitchell explained the requirements for chip-sealing. The road must be less than one mile, rated at least a 6 on the PASER scale and straight. Discussion ensued regarding various roads in the Township that may benefit from chip-sealing. The LCRC prepares their budget in October so the Township would need to submit a list of roads where we would like to have chip-sealing done no later than September. Mitchell believes that the first step is to have a well-developed road plan with ratings provided by the LCRC.

It was proposed that money could be taken out of the Capital Improvements Fund for the first year to repair some roads; chip-sealing could be applied on other roads at no cost to the Township at the same time. The Township Board could then take this matter to the voters and explain that the process is working. Voters would be asked to decide if they want to fund future projects. Mitchell expects that the Township would most likely spend \$25,000 to \$50,000 each year on roads and could do so comfortably.

Ms. Och reiterated her concern regarding Golfview Drive. Ms. Brookfield stated that this area could be a good special assessment district as the road is on a cul-de-sac. Mitchell stated that Oxford Road is a mature subdivision with several parcels and added that it is heavily used; residents have also indicated a willingness to do a special assessment.

Discussion ensued regarding how funds will need to be spent from the Capital Improvements Fund and the Metro Fund. This included a discussion of the seawall repair that will be needed. Sunset Shores was also discussed. Mitchell pointed out that this is 1/6 of the total Capital Improvements Fund, so the Township will need to be reimbursed in the next two to three years for things to work out with the budget.

Ms. Och inquired what would be the minimum amount to retain in the Capital Improvements Fund. It was agreed that the balance should not go below \$100,000. The Township will also need to potentially draw funds from this account if a match is required on grants that are applied for.

The discussion regarding the condition of roads continued. Dufek Road is also in poor condition; it has poor drainage and there is no shoulder or underlay. There are not many people who reside on this road. Ms. Och expressed concern for Golfview Drive if it were to wash out; she feels this road is the most at risk due to weather conditions. Ms. Brookfield stated that the number of residents in an area is the greatest concern as weather events are unpredictable.

Roads that were rated a 3 or 4 are all village streets. These roads are not candidates for chip-sealing but are overlay candidates. Mitchell stated that his priorities would be roads that are rated as a 6 or a 3, as well as special assessment districts. A rating of 6 makes a road a good candidate for chip-sealing. Costlier projects could be part of a future millage. Ms. Brookfield stated that she and Ms. Garthe would have a better understanding of what they can handle once they do one special assessment. It was determined that a special assessment by parcel, as opposed to by frontage, would be the most equitable. There would be no restriction on any resident who may indicate that they wish to pay additional money towards the road project.

Regarding special assessment districts, Oxford Road could be used as the pilot. In the future, the process of neighbors organizing to agree to a special assessment could be done following the Oxford model. At least 51% of all property owners would need to agree to the special assessment district.

Ms. Och will determine a time for she and Mr. Mitchell to meet with Mr. Mullane from the LCRC. She asked if spending \$100,000 on roads next year seemed feasible and noted that the Township should be caught up on all sidewalk repairs. It was agreed that the Township is not ready to go to the voters to seek additional capital improvement funds in November if a road plan and direction from the LCRC do not yet exist. Ms. Brookfield added that there is a great deal of information that is unknown. Ms. Och stated that the LCRC will not come to the Township with a plan; they need our list of priorities. Ms. Brookfield and Mr. Mitchell both reiterated that the Township first needs to obtain the road ratings from the LCRC.

Respectfully Submitted,

Allison Hubley-Patterson
Recording Secretary

Susan Och, Leland Township Supervisor

Lisa Brookfield, Leland Township Clerk