



Capital Improvement Plan

2019-2025

(Approved: 12.13.21)

VILLAGE OF ROSCOMMON CAPITAL IMPROVEMENT PROGRAM

INTRODUCTION

Pursuant to the Municipal Planning Commission Act - Public Act 285 of 1931, the Planning Commission of a municipality shall make and adopt a six-year (Capital Improvement Program) program to carry out its long range planning objectives. The Village of Roscommon Planning Commission will be adopting its program this year for fiscal years 2017 through 2023.

Commencing with this program year, the Village Administration procedurally reviews and updates the six-year Capital Improvement Program (CIP) annually between the months of January and March. This is timed so as to correlate directly with the annual Capital Improvement Fund Budget process.

Briefly stated, the objectives of a CIP Program are as follows:

- To develop a long range (six year) program in which physical projects are planned, prioritized and implemented in an orderly manner;

- To coordinate the capital related projects of the various Village departments and boards and commissions to ensure an appropriate distribution of capital improvement funds with regards to the needs of the Village and the fiscal ability of the Village to undertake the requested projects;

- To assist the President and Village Commission in the determination of project requests and funding sources with regard to short and long-range plans; and

- To coordinate the demands and requests for Capital Improvement Funds with the planning needs of the Village so that an appropriate prioritized system of funding can be programmed over increments of six years.

EXPLANATION OF CAPITAL IMPROVEMENT TERMS

Capital Improvements: Projects that result in the acquisition, addition, updating, or development of physical facilities.

A capital improvement may also include contractual or bonded indebtedness payments related to fixed assets, or any major expenditure for physical development, which generally falls into one of the following categories:

- 1) Land and non-structural improvements
- 2) New structures
- 3) Major repairs - \$5,000 or more
- 4) Major replacements - \$5,000 or more
- 5) Non-motorized equipment - \$5,000 or more

Additionally, capital improvements are generally defined as the following:

- a) New and expanded physical facilities for the community which are relatively large in size, expensive and permanent.
- b) Large scale rehabilitation or replacement of existing facilities.
- c) Major pieces of equipment which has a direct relationship to the function of a physical facility, and which are relatively expensive and of long life.
- d) Purchase of equipment for any public improvements when first erected or acquired that are to be financed in whole or in part from bond funds.
- e) The cost of engineering and architectural studies and surveys relative to an anticipated improvement.

Capital Improvement Program: Capital Improvement Programming is the preparation and updating of a recommended schedule of public works and related equipment to be built or purchased during the next six years. To be effective, the Village's Capital Improvement Program will cover the Village's entire range of public facility and service requirements. In the Village's Capital Improvement Program, all future projects are listed in order of construction priority together with cost estimates and the anticipated means of financing for each project.

A six-year Capital Improvement Programming period is generally considered to be most suitable. A two or three year time period is too short for effective programming because planning and financing of major projects usually take a longer period of time. Conversely, a period of seven or more years may project the program too far into the future to be of practical value. A capital improvement budget is the first year of a Capital Improvement Program.

Capital Improvement Budget: While the Capital Improvement Program is a proposed spending schedule for six years, the Capital Budget is legal authorization to spend, during the coming fiscal year, funds from Village sources and from Federal and State Grants.

The Village Capital Budget is distinct from the Operating Budget. The Operating Budget authorizes the expenditures, on a one-year basis, of funds for employee salaries, fringe benefits, and the purchase of services, supplies and the like. It also includes the payment of principal and interest on the bonds issued to support past Capital Budget projects. Since effective Village services depend on the timely combination of manpower, supplies and capital facilities, serious effort is devoted in the budgetary process to coordinating the Capital and Operating Budgets.

Appropriation: Money appropriated by the Village Commission for capital improvement projects to be implemented during the budget year. It includes amendments made during the fiscal year to the originally approved capital budget appropriations.

Program Adoption and Amendment Procedures: The Planning Commission must act within 60 days from receipt of the proposed Capital Improvement Program or it shall be deemed approved. The Planning Commission shall annually prepare such a Capital Improvement Plan for the ensuing six years, which program shall show those public structures and improvements, in the general order of their priority, which in the Planning Commission's judgment will be needed or desirable and can be undertaken within the six year period.

In the event of a proposed change or amendment of an adopted Capital Improvement Program and/or Project, said Program or Project must be submitted to the Village Planning Commission for amendment consideration. Should the Planning Commission deny the requested amendment, the legislative body may overturn said denial by a two-thirds vote.

METHODOLOGY

The projects listed in this document were compiled by the Village Administration from the submissions and requests of the various Department and Divisions of the Village. The procedures for the preparation of the 2017-2023 Capital Improvement Program were:

A) Initiation:

A communication from the Village President was transmitted to all Village Department Heads, as well as to select board and commission chairpersons, enlisting their support and cooperation.

B) Analysis of Past Results:

As part of preparing the 2017-2023 CIP, the Village reviewed the results achieved over the past few years with each department in order to get an accurate account of past priorities, expenditures and completed projects during the previous year.

C) Information Gathering:

Review of future capital improvement proposals consisted of systematically analyzing the input from the various Village Departments. The use of "Capital Improvement Project Summary and Description Sheets" provided a brief written description of each Capital Improvement Project recommended for funding over the next six years by fiscal year. Each project Summary and Description Sheet also provided a departmental listing of proposed capital improvement projects with proposed priority and related cost estimates and funding source identification.

D) Prioritizing:

After the gathering of the Summary and Description Sheets and a complete analysis of the impact of the various projects proposed by each Department, a priority for each project was identified. The criteria used for the evaluation of each Capital Improvement Project by the Village Administration consisted of the following:

- 1) Is the proposed project already in process due to its inclusion in the current budget year? Is the project under construction, under contract, and is there a continuing debt obligation payable?
- 2) Is the project mandated by law or court action?
- 3) Is there a relationship between the proposed project and the Village Commission's "Goals and Objectives"?
- 4) Is alternative funding available? Is funding available through other sources, or is funding available through land contract or bonding to minimize annual cost requirement?
- 5) Does the proposed project generate revenue for the general fund and/or other funds? This item should be determined based upon an annual forecast and the schedule of revenues should be designated by the appropriate fund.
- 6) Does the proposed project result in the use of supplementary funds for 'leverage', using matching funds with other funding sources.

E) Review Procedures:

The review procedures associated with the Capital Improvement Program consisted principally of the following:

- 1) After receiving all proposed project data and priorities from each Department, the information was evaluated, reviewed, amended and approved by the Village President.
- 2) The Capital Improvement Program was then submitted by the Village President to the Roscommon Planning Commission for their review and approval. In accordance with the State Law, the Village's Planning Commission must take action regarding the review and approval of said document within 60 days after submission or it is deemed approved.

In summary, the above information enumerates the thought process and procedures used to compile the administration's proposed Capital Improvement Program and Budget. Upon receipt of this proposal, the Planning Commission and, subsequently, the Village Commission must review, amend if necessary, and adopt both the program and budget so that implementation can commence.

Village of Roscommon
Capital Improvement Plan
2011 - 2015

November, 2021

WASTEWATER

PROJECT DESCRIPTION	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	FUNDING	PRIORITY	STATUS
WW TREATMENT IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	ME/VM	HIGH	COMPLETE
WASTE TREATMENT - FECALCOLIFORM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	SF	HIGH	COMPLETE
FORCEMAIN AND ARVS	\$ 29,000	\$ -	\$ -	\$ -	\$ -	\$ -	WF	MEDIUM	COMPLETE
WWTP METER	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	SF	LOW	COMPLETE
WASTE WATER COLLECTION MANHOLES	\$ -	\$ 115,000	\$ -	\$ -	\$ -	\$ -	SF	LOW	COMPLETE
WASTEWATER TRANSFER STRUCTURE	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	SF	LOW	ONGOING
WASTEWATER HEADWORKS/SCREENING	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	SF	LOW	PENDING
REPLACE BYPASS PUMP	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	SF/BO	LOW	PENDING
SAW COLLECTION IMPROVEMENT PROJECT	\$ -	\$ -	\$ -	\$ 86,000	\$ -	\$ -	SF/BO	LOW	PENDING
TOTALS	\$ 54,000	\$ 115,000	\$ 75,000	\$ 496,000	\$ -	\$ -			

WATER

PROJECT DESCRIPTION	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	FUNDING	PRIORITY	STATUS
WATER SYSTEM - MAIN STREET	\$ 445,000	\$ -	\$ -	\$ -	\$ -	\$ -	TF	HIGH	COMPLETE
WATER SYSTEM - PINECREST	\$ 166,000	\$ -	\$ -	\$ -	\$ -	\$ -	TF	HIGH	COMPLETE
WATER SYSTEM - METERS	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	WF	LOW	PENDING
WATER SYSTEM - FIFTH STREET	\$ -	\$ 317,000	\$ -	\$ -	\$ -	\$ -	TF	HIGH	ONGOING
WATER SYSTEM - OAK	\$ -	\$ 153,000	\$ -	\$ -	\$ -	\$ -	TF	HIGH	ONGOING
WATER SYSTEM - SHELLEY	\$ -	\$ -	\$ 261,000	\$ -	\$ -	\$ -	WF	LOW	PENDING
EASTSIDE WATER QUALITY	\$ -	\$ -	\$ 680,000	\$ -	\$ -	\$ -	WF	LOW	PENDING
WATER SYSTEM - FOURTH STREET	\$ -	\$ -	\$ -	\$ 208,000	\$ -	\$ -	WF	LOW	PENDING
WATER SYSTEM - BIDDLE	\$ -	\$ -	\$ -	\$ 548,000	\$ -	\$ -	WF	LOW	PENDING
TOTALS	\$ 711,000	\$ 570,000	\$1,041,000	\$ 856,000	\$ -	\$ -			

STORM SEWER

PROJECT DESCRIPTION	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	FUNDING	PRIORITY	STATUS
GEORGE AND MAIN STREETS CULVERT	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	GF	MEDIUM	ONGOING
SIXTH STREET CULVERT CLEANING	\$ 2,000	\$ -	\$ -	\$ -	\$ -	\$ -	GF	LOW	COMPLETE
TOTALS	\$ 2,000	\$ -	\$ 50,000	\$ -	\$ -	\$ -			

BUILDINGS

PROJECT DESCRIPTION	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	FUNDING	PRIORITY	STATUS
SOLAR CONVERSIONS	\$ -			\$ 10,000	\$ 10,000	\$ 10,000	GF	LOW	PENDING
TOTALS	\$ -	\$ -	\$ -	\$ 10,000	\$ 10,000	\$ 10,000			

LOCAL STREETS

PROJECT DESCRIPTION	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	FUNDING	PRIORITY	STATUS
1ST STREET	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -	LSF	MEDIUM	COMPLETE
4TH STREET	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	LSF	MEDIUM	COMPLETE
N. ST. HELEN	\$ -	\$ 19,000	\$ -	\$ -	\$ -	\$ -	LSF	LOW	ONGOING
TISDALE	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	LSF	LOW	ONGOING
ESTHER	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	LSF	LOW	ONGOING
WYCKOFF	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -	LSF	LOW	PENDING
GEORGE	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	LSF	LOW	PENDING
TERRACE	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	LSF	LOW	PENDING
SHERWOOD	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	LSF	LOW	PENDING
TOTALS	\$ 36,000	\$ 89,000	\$ 45,000	\$ 65,000	\$ -	\$ -			

MAJOR STREETS									
PROJECT DESCRIPTION	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	FUNDING	PRIORITY	STATUS
ROBINSON	\$ 630	\$ -	\$ -	\$ -	\$ -	\$ -	MS	MEDIUM	COMPLETE
GEORGE	\$ 315	\$ -	\$ -	\$ -	\$ -	\$ -	MS	MEDIUM	COMPLETE
HANNAH	\$ 990	\$ -	\$ -	\$ -	\$ -	\$ -	MS	MEDIUM	COMPLETE
MAIN	\$ 12,615	\$ -	\$ -	\$ -	\$ -	\$ -	MS	MEDIUM	COMPLETE
SOUTHLINE	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	MS	MEDIUM	COMPLETE
GEORGE	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	MS	MEDIUM	COMPLETE
DIVISION	\$ -	\$ 77,400	\$ -	\$ -	\$ -	\$ -	MS	LOW	COMPLETE
MAIN	\$ -		\$ 55,000	\$ -	\$ -	\$ -	MS	LOW	COMPLETE
BALLINGER	\$ -			\$ 55,000	\$ -	\$ -	MS	LOW	PENDING
TOTALS	\$ 45,550	\$ 77,400	\$ 55,000	\$ 55,000	\$ -	\$ -			

[illegible]

EQUIPMENT

PROJECT DESCRIPTION	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	FUNDING	PRIORITY	STATUS
ZERO TURN MOWER	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	GF	LOW	PENDING
F-350 PICKUP	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	GF	MEDIUM	PENDING
STREET SWEEPER	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	GF	LOW	PENDING
SALT BOX	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ -	GF	LOW	PENDING
TOTALS	\$ 40,000	\$ -	\$ 100,000	\$ 5,000	\$ -	\$ -			

PARKS AND RECREATION

PROJECT DESCRIPTION	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	FUNDING	PRIORITY	STATUS
LIGHTING/POLES	\$ 2,200	\$ -	\$ -	\$ -	\$ -	\$ -	GF	LOW	ONGOING
BENCHES	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -	GF	LOW	ONGOING
METRO PARK UPGRADES	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	DNR	MEDIUM	PENDING
HIAWATHA RIVER PARK	\$ -	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	DNR	HIGH	PENDING
TOTALS	\$ 2,200	\$ 5,000	\$ 5,000	\$ 1,655,000	\$ -	\$ -			