



**CAPITAL
IMPRROVEMENT
PLAN
2024-2029**

**ADOPTED
11.13.2023**

MICHIGAN PLANNING ENABLING ACT (EXCERPT)
Act 33 of 2008

125.3865 Capital improvements program of public structures and improvements; preparation; basis.

Sec. 65. (1) To further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise. If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a nonelected administrative official, subject to final approval by the legislative body. The capital improvements program shall show those public structures and improvements, in the general order of their priority, that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements.

(2) Any township may prepare and adopt a capital improvement program. However, subsection (1) is only mandatory for a township if the township, alone or jointly with 1 or more other local units of government, owns or operates a water supply or sewage disposal system.

REDEVELOPMENT READINESS COMMUNITIES STANDARD

(1.3) Capital Improvement Plan: The governing body has adopted a capital improvements plan

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 2023 - 2028.

Commencing with this fiscal 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 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 Village President and Village Council in the determination of project requests and funding sources about 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, 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.

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. 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 improvement 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 Council 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 Plan, 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.

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 2023-28 Capital Improvement Program were:

A) Initiation:

A communication from the Village Manager 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 2023-28 CIP, the Village Manager reviewed the results achieved over the previous years with each department 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 Master Plan "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 Planning Commission.
- 2) The Capital Improvement Program was then submitted to the Village President for review and approval by the Village Council. In accordance with the State Law, the Village Council must act 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 Council must review, amend if necessary, and adopt both the program and budget so that implementation can commence.

WASTEWATER - PROJECT DESCRIPTION									
	2023	2024	2025	2026	2027	2028	2029	FUNDING	PRIORITY STATUS
REPLACE BYPASS PUMP								SF/BO	COMPLETED
INDUSTRIAL PARK			800,000					SF/BO	HIGH PENDING
MIXED USE SEWER				800,000				SF/BO	MED PENDING
TREATMENT PLANT VALVES									
MAIN/GEORGE SEWER LINE									
TOTAL			800,000	800,000					
WATER - PROJECT DESCRIPTION									
	2023	2024	2025	2026	2027	2028	2029	FUNDING	PRIORITY STATUS
WATER MAIN/BALLINGER									
WATER OAK								WF	MEDIUM PENDING
WATER QUALITY EASTSIDE								WF	LOW ONGOING
WATER INDUSTRIAL PARK			800,000					GRANT	HIGH PENDING
SOUTHSIDE 4TH STREET LINE									
WATER MIXED USE				800,000					
DWAM REPLACEMENT	30,000	30,000	30,000	30,000	30,000	30,000	30,000	GRANT	MEDIUM PENDING
SHERWOOD/OAK LINE									
TOTAL	30,000	30,000	830,000	830,000	30,000	30,000	30,000		
STORM - PROJECT DESCRIPTION									
	2023	2024	2,025	2026	2027	2028	2029	FUDING	PRIORITY STATUS
GEORGE/MAIN BRIDGE								GEN FUND	MEDIUM ONGOING
BROOKS STREET CULVERT TANK CREEK		15,000						GEN FUND	MEDIUM ONGOING
NORTH FOURTH CULVERT				10,000				GEN FUND	HIGH PENDING
BIRD & BEAR DRAIN					10,000			GEN FUND	MEDIUM ONGOING
VILLAGE HALL PARKING DRAIN				20,000				GEN FUND	MEDIUM ONGOING
MATT'S/FIRST STREET		10,000						GEN/MATT	MEDIUM ONGOING
TOTAL		25,000	10,000		10,000				

EQUIPMENT - PROJECT DESCRIPTION										
	2023	2024	2025	2026	2027	2028	2029	FUNDING	PRIORITY	STATUS
TRUCK			60,000					GEN FUND	MEDIUM	ONGOING
MULTI HOG ATTACHMENT	15,000		15,000		15,000			GEN FUND	LOW	PENDING
DUMPTRUCK/SNOW BLOW								GEN FUND	HIGH	COMPLETED
BACKHOE				150,000				GEN FUND	MEDIUM	PENDING
VOC TRUCK		30,000				40,000		GEN FUND	MEDIUM	PENDING
TOTAL	15,000	30,000	75,000	150,000	15,000	40,000				
LOCAL STREETS - PROJECT DESCRIPTION										
	2023	2024	2025	2026	2027	2028	2029	FUNDING	PRIORITY	STATUS
N. ST. HELEN								LSF	LOW	PENDING
TISDALE	38,000							LSF	LOW	PENDING
ESTHER	40,000							LSF	LOW	PENDING
WYCKOFF								LSF	LOW	COMPLETED
HILLTOP	35,000							LSF	LOW	PENDING
SOUTH 6TH STREET		9,000						LSF	LOW	PENDING
SHEERWOOD		15,000						LSF	LOW	PENDING
SOUTHLINE STREET		60,000						LSF	LOW	PENDING
NORTH 6TH STREET			1,400					LSF	MEDIUM	PENDING
SOUTH 7TH STREET			1,400					LSF	LOW	PENDING
NORTH ST. HELEN STREET			1,200					LSF	LOW	PENDING
GEORGE STREET			3,100						LOW	PENDING
MAIN STREET BRIDGE				800,000				LSF	MEDIUM	PENDING
4TH STREET BRIDGE					800,000			LSF	MEDIUM	PENDING
TOTALS	113,000	84,000	7,100	800,000	800,000	500,000				

MAJOR STREETS - PROJECT DESCRIPTION										
	2023	2024	2025	2026	2027	2028	2029	FUNDING	PROIRIRY	STATUS
BALLINGER			60,000					MS	LOW	ONGOING
TOTAL			60,000							
SIDEWALKS - PROJECT DESCRIPTION										
	2023	2024	2025	2026	2027	2028	2029	FUNDING	PROIRITY	STATUS
SIDEWALK REPLACEMENT	15,000	15,000	15,000	15,000	15,000	15,000	15,000	GEN FUND	MEDIUM	ONGOING
SIDEWALK - NEW	20,000	35,000	25,000					GEN FUND	MEDIUM	PENDING
TOTALS		50,000	40,000	15,000	15,000	15,000	15,000			
PARKS & RECREATION - PROJECT DESCRIPTION										
	2,023	2024	2,025	2026	2,027	2028	2029	FUNDING	PROIRITY	STATUS
LIGHTPOLES								GEN FUND	LOW	ONGOING
METRO PARK UPGRADES								DNR	MEDIUM	PENDING
HIAWATHA		1,300,000						CDBG/GF	HIGH	ACTIVE
AUSABLE RIVER CENTER PAVILLION								DNR/DDA	LOW	PENDING
TOTAL										
BUILDINGS - PROJECT DESCRIPTION										
	2023	2024	2025	2026	2027	2028	2029	FUNDING	PROIRITY	STATUS
REPLACE FURNACES (2 UNITS)	32,000							GEN FUND	HIGH	COMPLETED
SOLAR CONVERSIONS			10,000					GEN FUND	LOW	PENDING
UPDATE PUMP STATIONS HOUSES								SF	HIGH	PENDING
VILLAGE HALL FAÇADE		40,000						GEN/DDA	MEDIUM	PENDING
DPW ROOF & FACE BOARDS		80,000						GEN FUND	HIGH	ONGOING
SIDING PAINT					25,000			GEN FUND	LOW	ONGOING
TOTAL		120,000	10,000		25,000					