

Village of North Branch

Capital Improvements Program
2021-2027

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Prepared by



ROWE PROFESSIONAL
SERVICES COMPANY

Village of North Branch Capital Improvement Program
FY 2021-2027
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Village of North Branch Capital Improvement Program

FY 2021-2027

INTRODUCTION

Pursuant to the Michigan Planning Enabling Act PA 33 of 2008, the Planning Commission of a municipality shall make and adopt a six-year Capital Improvement Program (CIP) to carry out its long-range planning objectives. This document represents the Village of North Branch Planning Commission's CIP for the Village's fiscal years 2018 through 2023.

Commencing with this program year, the Village Council and staff will procedurally review and update the six-year CIP annually between the months of October and January in preparation for adoption of the budget for the fiscal year beginning March 1st. This is timed to correlate directly with the annual Capital Improvement Fund Budget process.

Briefly stated, the objectives of this CIP Program are:

- 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, 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 regarding 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:

1. New and expanded physical facilities for the community which are relatively large in size, expense, and permanency.
2. Large scale rehabilitation or replacement of existing facilities.
3. 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.
4. 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.
5. The cost of engineering and architectural studies and surveys relative to an anticipated improvement.

Capital Improvement Programming

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 CIP will cover the Village's entire range of public facility and service requirements. In the Village's CIP, 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 period is too short for effective programming because planning and financing of major projects usually take longer. 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 years of a CIP.

Capital Improvement Budget

While the CIP is a proposed spending schedule for six years, the Capital Budget is legal authorization to spend, during the coming fiscal year, funds from City 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 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 DEVELOPMENT, ADOPTION, AND AMENDMENT PROCEDURES

The steps on the development of the initial CIP and the subsequent yearly updates involve the following steps.

Initiation

The Village President submits a memo to all Village staff and the Planning Commission initiating the CIP process and establishing deadlines for submission of information and review of drafts.

Information Gathering

Village staff and the Planning Commission are requested to review documents prepared for the Village related to potential capital improvement projects including grant applications, engineering studies, Parks and Recreation Plans, the DDA Development Plan, and the Village Master Plan's implementation recommendations. Each potential project will be outlined in a Project Summary and Description sheet. In addition, information will be provided regarding potential funding sources for each of the projects.

Prioritizing

After the gathering of Project Summary and Description sheets, the projects will be prioritized by a work group composed by the Village President, Village Clerk, DPW Director, member of the Planning Commission, and others identified by the Village President. The projects will be prioritized over the following six years using the following criteria:

First Tier Criteria

- Need
- Projects mandated by law or court action
- Impact on community aesthetics
- Addressing threats to public health and safety
- Compliance with Village Master Plan

Second Tier Criteria

- Projects that address issues that are consistent complaints from citizens
- Promotes commercial or industrial tax base
- Leverages grant funds

First tier criteria are the primary points of consideration when ranking a project's priority. Second tier criteria is used to differentiate projects that rank similarly using the first tier criteria.

Review of Preliminary CIP

The preliminary CIP shall be submitted to the Planning Commission for its review and comment. The Planning Commission will either recommend approval of the CIP as presented or with changes. If the Planning Commission approves with changes, it will identify the basis for its recommended changes.

Approval by Village Council

Following Planning Commission review, the CIP will be submitted to the Village Council for its approval. The Council may revise the Plan as recommended by the Planning Commission.

SUMMARY OF FUNDING SOURCES

Village of North Branch CIP FY 2021-2027 Summary of Funding Sources								
Funding Source	Category	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	Total
General Fund	Parks and Recreation	\$-0-	\$-0-	\$-0-	\$-0-	\$20,000	\$-0-	\$20,000
State Grant Funds		\$-0-	\$-0-	\$-0-	\$-0-	\$80,000	\$-0-	\$80,000
Water Fund	Water System Improvements	\$7,000	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$7,000
	Street Improvements	\$-0-	\$45,000	\$-0-	\$-0-	\$-0-	\$-0-	\$45,000
	Water Tower	\$31,000	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$31,000
State Grant	Street Projects	\$-0-	\$137,500	\$-0-	\$-0-	\$-0-	\$-0-	\$137,500
Major Street Fund (Construction)		\$11,390	\$45,000	\$-0-	\$-0-	\$-0-	\$-0-	\$56,390
Local Street Fund (Construction)		\$55,000	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$55,000
Municipal Street and/or General Fund		\$100,000	\$-0-	\$90,000	\$30,000	\$30,000	\$30,000	\$280,000
		\$29,752	\$29,757	\$29,742	\$29,737	\$29,732	\$-0-	\$148,720
SAW Grant	Sanitary Sewer Improvements	\$26,732	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$26,732
Sewer Fund		\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-
Sewer Account		\$72,000	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$72,000
DDA	Street Improvements	\$-0-	\$47,500	\$-0-	\$-0-	\$-0-	\$-0-	\$47,500
General Fund	Other	\$34,000	\$34,000	\$30,000	\$30,000	\$-0-	\$-0-	\$94,000
Total		\$366,874	\$338,757	\$149,742	\$89,737	\$159,732	\$30,000	\$1,100,842

SUMMARY OF FUNDING EXPENDITURES

Village of North Branch CIP FY 2021-2027 Summary of Funding Expenditures								
Category	Project	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	Total
Parks and Recreation	Connection to school – Nonmotorized Trail	\$-0-	\$-0-	\$-0-	\$-0-	\$100,000	\$-0-	100,000
Water System Improvements	Hydrants and Valves	\$7,000	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$7,000
	Water Tower Inspection	\$31,000	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$31,000
Street Projects	Sidewalks	\$45,000	\$-0-	\$30,000	\$30,000	\$30,000	\$30,000	\$165,000
	Paving Projects	\$121,390	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$121,390
	Decorative Street Lighting	\$-0-	\$-0-	\$60,000	\$-0-	\$-0-	\$-0-	\$60,000
	Pave Bernie Kohler Drive and Industrial Drive	\$-0-	\$275,000	\$-0-	\$-0-	\$-0-	\$-0-	\$275,000
Sanitary Sewer Improvements	SAW Grant	\$26,732	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$26,723
	Sewer Maintenance	\$72,000	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$72,000
Storm Sewer Improvements		\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-
Other	DPW Roof	\$14,000	\$14,000	\$10,000	\$10,000	\$-0-		\$48,000
	Dump Truck	\$29,752	\$29,757	\$29,742	\$29,737	\$29,732	\$-0-	\$148,720
	Mower	\$20,000	\$20,000	\$20,000	\$20,000	\$-0-	\$-0-	\$80,000
Total		\$366,874	\$338,757	\$149,742	\$89,737	\$159,732	\$30,000	\$1,134,842

SUMMARY PROJECT DESCRIPTIONS

Department: Parks and Recreation		Project Title: School Connection - Nonmotorized Trail				
Project Category: Parks and Recreation		Start Date: 2022-2023				
Department Priority: High		Overall Priority: Medium				
Project Description: Extend sidewalks and develop new nonmotorized trails to provide safe routes to school throughout the Village						
Project Justification: The plan will improve pedestrian safety, particularly for children, and enhance quality of life within the Village						
Financing Source	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
General Fund	\$-0-	\$-0-	\$-0-	\$-0-	\$100,000	\$-0-
State Grant Funds						
Total Cost	\$-0-	\$-0-	\$-0-	\$-0-	\$100,000	\$-0-

Department: DPW		Project Title: Monroe Street - Mill Street north to Dead End				
Project Category: Water		Start Date: Beyond 2024				
Department Priority: Low		Overall Priority: Low				
Project Description: Replace 4-inch lines with 8-inch lines						
Project Justification: Improve water pressure and fire flows						
Financing Source	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-
Total Cost	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-

Department: DPW		Project Title: Orr Drive - Jefferson Street to Apartment Complex				
Project Category: Water		Start Date: Beyond 2024				
Department Priority: Low		Overall Priority: Low				
Project Description: Replace 4-inch lines with 8-inch lines						
Project Justification: Improve water pressure and fire flows						
Financing Source	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-
Total Cost	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-

Department: DPW		Project Title: Jefferson Street - Water Main and Storm Sewer				
Project Category: Water		Start Date: Beyond 2024				
Department Priority: Low		Overall Priority: Low				
Project Description: Replace 4-inch lines with 8-inch lines						
Project Justification: Improve water pressure and fire flows						
Financing Source	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-
Total Cost	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-

Department: DDA		Project Title: Decorative Lighting				
Project Category: Streets		Start Date: 2020-2021				
Department Priority: Medium		Overall Priority: Medium				
Project Description: Install decorative lighting in the downtown						
Project Justification: Improve the aesthetic appearance of the downtown						
Financing Source	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
DDA	\$-0	\$-0	\$60,000	\$-0	\$-0	\$-0
Total Cost	\$-0	\$-0	\$60,000	\$-0	\$-0	\$-0

Department: DPW		Project Title: Sidewalk Maintenance				
Project Category: Streets		Start Date: 2021-2022				
Department Priority: High		Overall Priority: High				
Project Description: Repair and replace existing sidewalks						
Project Justification: Improve resident safety and convenience						
Financing Source	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Local and Major Street Fund, and DDA	\$45,000	\$-0-	\$30,000	\$30,000	\$30,000	\$30,000
Total Cost	\$45,000	\$-0-	\$30,000	\$30,000	\$30,000	\$30,000

Department: DPW		Project Title: Waste Water Asset Management Plan				
Project Category: Waste water		Start Date: 2018-2019				
Department Priority: High		Overall Priority: High				
Project Description: Conduct an inventory and analysis of the Village waste water and storm water systems and establish an asset management plan for its upgrade and maintenance						
Project Justification: Establishment of Plan will allow the Village to better plan for necessary improvements and maintenance						
Financing Source	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
SAW Grant	\$26,723	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-
Total Cost	\$26,723	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-

Department: DPW		Project Title: Dump Truck				
Project Category: Other		Start Date: 2020-2021				
Department Priority: High		Overall Priority: High				
Project Description: Purchase new dump truck						
Project Justification: Current vehicle worn out						
Financing Source	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Street Fund	\$29,752	\$29,757	\$29,742	\$29,737	\$29,732	\$-0-
Total Cost	\$29,752	\$29,757	\$29,742	\$29,737	\$29,732	\$-0-

Department: DPW		Project Title: Mower				
Project Category: Other		Start Date: Beyond 2024				
Department Priority: High		Overall Priority: High				
Project Description: Replace existing lawn mower						
Project Justification: Current mower is worn out						
Financing Source	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Water and Sewer	\$20,000	\$20,000	\$20,000	\$20,000	\$-0-	\$-0-
Total Cost	\$20,000	\$20,000	\$20,000	\$-0-	\$-0-	\$-0-

Department: DPW		Project Title: Hydrants and Valves				
Project Category: Water		Start Date: 2021-2022				
Department Priority: High		Overall Priority: High				
Project Description: Replace hydrants and vales						
Project Justification: Worn out hydrants and valves						
Financing Source	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
	\$7,000	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-
Total Cost	\$7,000	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-

Department: DPW		Project Title: Water Tower Inspection				
Project Category: Water		Start Date: 2021-2022				
Department Priority: High		Overall Priority: High				
Project Description: Inspection of water tower						
Project Justification: Engineer recommendation						
Financing Source	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Water Fund	\$31,000	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-
Total Cost	\$31,000	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-

Department: DPW		Project Title: Sewer Maintenance				
Project Category: Sewer		Start Date: 2021-2022				
Department Priority: High		Overall Priority: High				
Project Description: Sewer Maintenance						
Project Justification: Recommendations from SAW Grant report						
Financing Source	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Sewer Fund	\$72,000	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-
Total Cost	\$72,000	\$-0-	\$-0-	\$-0-	\$-0-	\$-0-

Department: DPW		Project Title: DPW Roof				
Project Category: Other		Start Date: 2021-2022				
Department Priority: High		Overall Priority: High				
Project Description: Replace DPW Roof						
Project Justification: Roof leaks						
Financing Source	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
General Fund	\$14,000	\$14,000	\$10,000	\$10,000	\$-0-	\$-0-
Total Cost	\$14,000	\$10,000	\$-0-	\$-0-	\$-0-	\$-0-

Department: DPW		Project Title: Bernie Kohler Drive and Industrial Drive				
Project Category: Streets		Start Date: 202-2023				
Department Priority: High		Overall Priority: High				
Project Description: Bernie Kohler Drive and Industrial Drive						
Project Justification: Street Condition						
Financing Source	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
State Grant	\$-0-	\$137,500	\$-0-	\$-0-	\$-0-	\$-0-
Major Street	\$-0-	\$45,000	\$-0-	\$-0-	\$-0-	\$-0-
Water Fund	\$-0-	\$45,000	\$-0-	\$-0-	\$-0-	\$-0-
DDA	\$-0-	\$47,500	\$-0-	\$-0-	\$-0-	\$-0-
Total Cost	\$-0-	\$275,000	\$-0-	\$-0-	\$-0-	\$-0-

PROJECT EVALUATION

PROJECT	ANTICIPATED COST	POTENTIAL FUNDING SOURCE	1ST TIER EVALUATION CRITERIA					2ND TIER EVALUATION CRITERIA		
			Need	Projects Mandated by Law or Court Action	Community Aesthetics	Compliance with Village Master Plan	Addressing Threat to Public Health or Safety	Address Issues that are Common Complaint by Residents	Promotes Commercial or Industrial Base	Leverage of Grant Funds
PARKS AND RECREATION										
School Connection - Nonmotorized Trail	\$200,000.00	DDA / General Fund / State Grant Funds	Medium	No	No	Yes	Yes	Yes	No	Yes
WATER SYSTEM IMPROVEMENTS										
Monroe Street - Mill Street north to Dead End	\$78,210.00	Water funds	Medium	No	No	Yes	No	No	No	Yes
Orr Drive - Jefferson Street to Apartment Complex	\$171,402.00	Water funds	Medium	No	No	Yes	Yes	No	No	Yes
Jefferson Street - Water Main and Storm Sewer	\$407,286.00	Water funds	Medium	No	No	Yes	Yes	No	No	Yes
Hydrant and Valve	\$7,000.00	Water funds	High	No	No	No	No	No	No	No
Water Tower Inspection	\$31,000.00	Water funds	High	No	No	No	No	No	No	No
STREET PROJECTS										
Banker Street Reconstruction	\$1,100,610.00	State-MEDC \$990,551 Local Street Fund \$110,059	High	No	Yes	Yes	No	Yes	No	Yes
Decorative Lighting	\$60,000.00	DDA	Medium	No	Yes	Yes	No	No	No	Yes
Sidewalk Maintenance	\$30,000/year	DDA / General Fund	High	No	Yes	Yes	Yes	Yes	No	Yes
SANITARY SEWER SYSTEM IMPROVEMENTS										
Wastewater Asset Management Plan	\$26,723.00	SAW Grant / Sewer Fund	High	No	No	No	No	No	No	Yes
Sewer Maintenance	\$72,000.00	Sewer Fund	High	No	No	No	No	No	No	Yes
STORM SEWER SYSTEM IMPROVEMENTS										
OTHER										
Dump Truck	\$115,000	General Fund	High	No	No	No	No	No	No	No
Mower	\$40,000	Water / Sewer	High	No	Yes	No	No	No	No	No
DPW Roof	\$28,000	General Fund	High	No	No	No	No	No	No	Yes
Loader / Bucket	\$10,000.00	General Fund	Medium	No	No	No	No	No	No	No

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