



# Bath Charter Township 2018- 2023 Capital Improvement Plan

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## **2018 Bath Charter Township Capital Improvement Plan**

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# **BATH CHARTER TOWNSHIP CAPITAL IMPROVEMENT PLAN**

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## **Chapter One – Introduction to Capital Improvements Programming**

### **Capital Improvement Plan Blueprint**

A Capital Improvement Plan (CIP) is a financial blueprint for mapping an agency's capital expenditures. Ideally, it coordinates community planning, financial capacity, and physical development. A successful CIP will:

1. Facilitate coordination between capital needs and the operating budget
2. Identify the most economical means of financing capital projects
3. Increase opportunities for obtaining federal and state aid
4. Relate public projects to other public and private development policies and plans
5. Incorporate community objectives into project planning
6. Inform the public about future projects and plans

The 2018-2023 CIP includes planned expenditures on facilities and equipment and a comprehensive list of public improvements. This update should assure our stakeholders that we are striving to continuously advance sound capital programming practices and principles.

The CIP has been developed to advance the highest priority improvements where we are able to identify sufficient resources. This provides a snapshot of large investments which may at times look inconsistent with our desire to provide a balanced and equitable program. Our challenge is to continually distribute our limited resources equitably as we attempt to address all of the capital improvement needs throughout Bath Township.

### **What are Capital Improvements?**

Capital improvement projects are currently defined as permanent physical or system improvements that cost at least \$20,000, or significant equipment purchases in excess of \$20,000 and add value to the township. Examples of capital improvement projects are parks, government facilities, roads, and sewers.

Typical projects considered to be capital improvements include:

- Construction or large-scale rehabilitation of public structures
- Construction or large-scale rehabilitation of roads
- Construction or large-scale rehabilitation of sewers
- New equipment and machinery purchases
- Construction of a new facility
- Significant remodeling or expansion of existing facilities
- Purchase or improvement of land
- Planning and engineering costs related to specific capital improvements

Projects which are generally not considered to be capital improvement include:

- Routine maintenance and repairs
- Replacement of equipment, machinery, and police and fire vehicles
- Routine maintenance of road and sewer systems
- Costs for programming not associated with a fixed asset
- Projects that already have established funding sources which are not accounted for
- Projects with more appropriate funding alternatives

### **Why do we use a Six Year Programming Period?**

A six year period is considered most suitable. A shorter two to three year timeframe is too little time for effective programming because planning and financing of capital projects usually takes longer. A period of seven years or more may project the program too far into the future to accurately predict or to be of practical value.

### **Why do we Update the Program Annually?**

The Michigan Planning Enabling Act stipulates that Planning Commissions in Townships which operate public water or sewer systems “shall annually prepare a capital improvements program of public structures and improvements” which support the adopted Comprehensive Development Plan.

Aside from the legal requirement, it is a good idea to update the CIP annually. This helps the township to fine tune the capital budget to reflect changing economic and/or social conditions. The township wants to have the most accurate project costs reflected in the CIP. The program is also adjusted to reflect the need for additional projects and changing priorities if necessary.

In past years, the Planning Commission has used a scoring system to prioritize CIP projects. The scoring system was deemed unnecessary this year because all of the projects, except for the Senior Center expansion, were not discretionary. The Planning Commission will prioritize discretionary projects in the future CIP updates.

### **What are the Benefits of Capital Improvements Programming?**

1. Focusing attention on community goals, needs, and capabilities.

This involves bringing projects in line with community objectives, anticipated growth, and financial capabilities. This is the type of information contained within the Bath Township Comprehensive Plan. The CIP is a tool for implementing the goals, policies, and objectives set forth in the plan, as well as other plans adopted by Bath Township, such as the Non-Motorized Plan and the Five-Year Parks and Recreation Plan.

2. Achieving optimum use of the taxpayer’s dollar.

Advance programming can help avoid costly mistakes. The program also aids the Township Board in making sound annual budget decisions. A listing of anticipated projects may encourage the purchase of land well in advance of construction at a lower present cost than higher future costs.

3. Serving wider community interests.

Projects within the CIP are prioritized on the basis of the greatest benefit to the greatest number of Township residents.

4. Encouraging a more efficient governmental administration.

Through coordination of capital improvement programming, the township, county, and state agencies can reduce scheduling problems and conflicting or overlapping projects.

5. Improving intergovernmental and regional cooperation.

It may be possible to share needed facilities between local units of governments or between the municipality and a school district.

6. Maintaining a sound and stable financial program.

When there is ample time for planning, the most economical means of financing each project can be selected in advance. Keeping projects within the financial capacity of the community helps to preserve its credit rating and makes the area more attractive to business and industry.

7. Enhancing opportunities of participation in Federal and State grant programs.

Most grant applications require the need for the program to be well documented with a clear statement of goals and objectives. This documentation has already been developed in the CIP.

## **Chapter Two – Bath Township’s Capital Improvement Programming Process**

### **Legal Basis for Capital Improvement Planning**

The Michigan Planning Enabling Act, 2008, PA 33 (MCL 125.3801 et. seq.), which became effective on September 1, 2008, mandates that the Township, typically through the Planning Commission, annually prepare a program of public improvements for the ensuing six years as follows:

*“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. 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 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, agency or department of the local unit of government with authority for public structures or improvement shall upon request furnish the commission with lists, plans and estimates of time and cost of those public structures and improvements.”*

Thus, the Bath Township Planning Commission has the primary responsibility of preparing the Township’s Capital Improvement Program.

In the preparation of this CIP, the Planning Commission worked closely with Planning Staff to prepare a draft CIP document. Once prepared, the draft was reviewed and approved at a public hearing and forwarded to the Township Board for their consideration during the annual budget process.

### **A Summary of Bath Township’s CIP Process**

The CIP process for the 2018-2023 CIP was modified from past years in order to more accurately reflect capital projects in Bath Township. The process as it appears here is the result of that modification and may be subject to future changes should the Planning Commission find further efficient processes.

- February:** The Planning Commission decided on the definition of a CIP project, as well as the CIP policies and application.
- March:** Planning Staff launched a call for projects and the Planning Commission held a CIP Kickoff Meeting on March 27, 2018.
- April:** Project submissions were due by April 24, 2018. Planning Staff initially received 14 projects, but subsequent refinement and discussions led to a total of 22 funded projects.
- May:** The applications and background material for the CIP projects were submitted to the Planning Commission. Applicants are invited to attend a Planning Commission meeting to explain their applications prior to scoring.

**June-July:** The projects were introduced to and discussed by the Planning Commission. Staff prepared the draft CIP and presented it to the Planning Commission.

**August:** The Planning Commission held a public hearing on the CIP and formally adopted it. The CIP was forwarded to the Board of Trustees for acceptance and use in the 2019 budgeting process.

**Preparation and Adoption of the 2018-2023 CIP**

The preparation of the 2018-2023 Capital Improvement Program followed the process as described above. Staff prepared the CIP through a combination of an inventory of the Township's facilities and input from outside entities. This was done through the call for projects in March and helped ensure a comprehensive level of participation from all interested stakeholders.

A financial forecast was created based on anticipated funding and expenditures. This led to the creation of the CIP spreadsheet and project map.

Capital investments that are evaluated poorly or where funding cannot be identified are listed as unfunded projects.



## Chapter Three – Establishing the CIP and Budget

The annual Township budget includes a certain number of capital projects to be funded in the current fiscal year. These are known as First Year Project. The CIP itemizes the funds needed during the next five years. As noted above, the Township is required by the Planning Enabling Act to complete this process every year. As a result, the 2019 projects will become First Year Projects next year while 2024 will be added to the out years. The following graphs demonstrate the relative amounts of capital improvements in the CIP by the funding source, by the type of improvement, and by the nature of the activity.

### Project Type

There are five types of projects represented in the CIP. Based on the amount of money spent, most CIP funds are spent on sewer projects while non-motorized facilities receive the least attention.

The following table indicates the total number of projects for each category, the total costs, and the corresponding percentages.

TYPE	NUMBER	COSTS	% BASED ON NUMBER	% BASED ON COST
Facilities Improvements	4	\$507,050	18%	5%
Road Projects	7	\$4,031,000	30%	39%
Vehicles	3	\$575,000	13%	6%
Non-Motorized Facilities	2	\$261,000	9%	3%
Sewer Projects	7	\$4,921,000	30%	48%
<b>TOTALS</b>	<b>23</b>	<b>\$10,295,050</b>	<b>100%</b>	<b>100%</b>

### Funding Sources

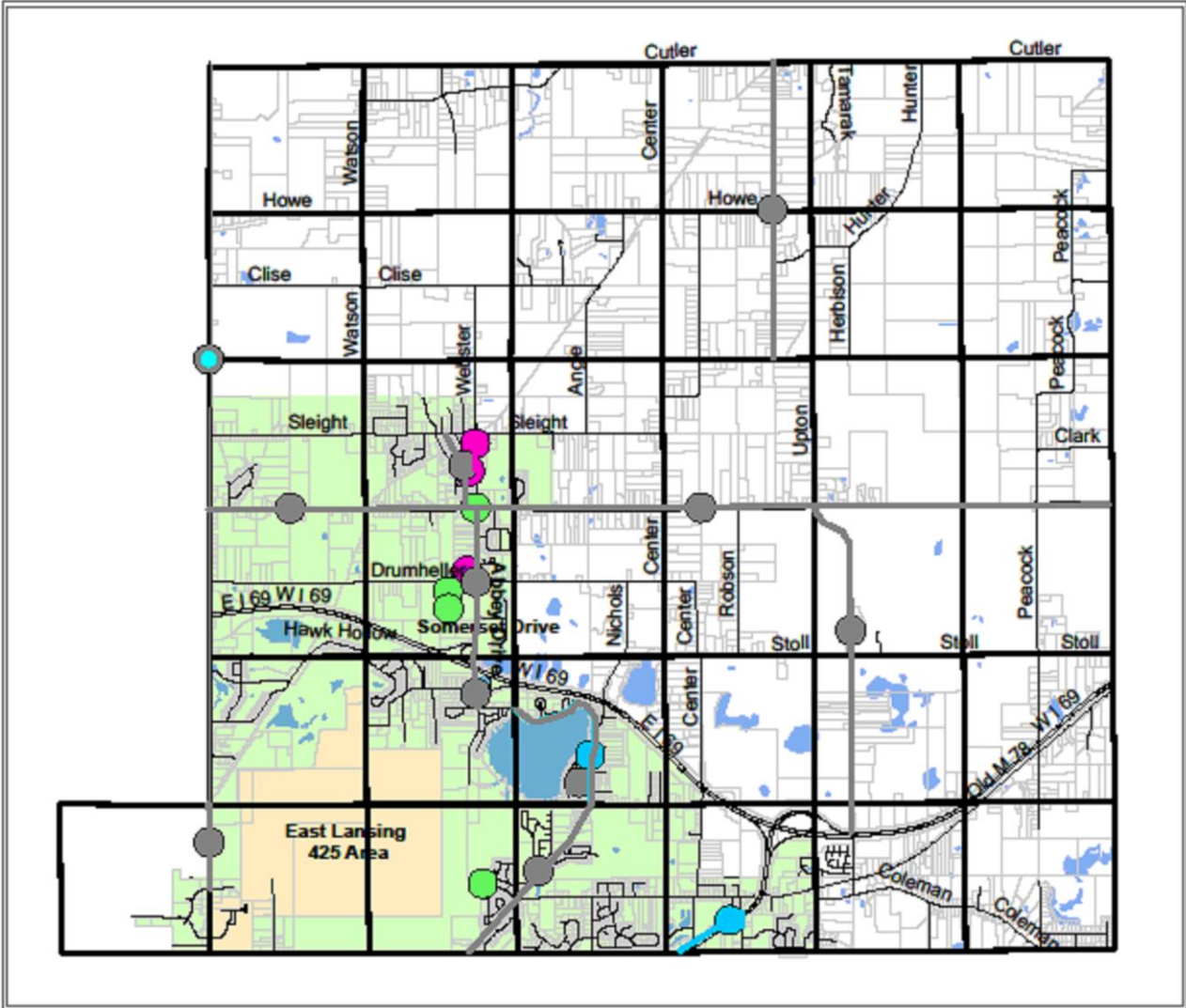
Capital projects are typically funded by several sources. The Bath Township CIP projects are funded from eight different sources. Based on the amount of money spent, most of the funding sources come from Township utility funds while the smallest amount of funding comes from the Township Senior Committee, which includes a potential contribution from the Capital Region Community Foundation.

The following table summarizes the major categories of funding sources.

FUNDING SOURCE	COSTS	% BASED ON COSTS
Township General	\$2,404,000	23%
Township Utility	\$2,721,000	26%
Bond Issue	\$2,000,000	19%
DDA	\$162,050	2%
SCCMUA	\$200,000	2%
CCRC	\$2,595,000	25%
CMAQ	\$155,000	2%
Township Senior Committee	\$95,000	1%
<b>TOTALS</b>	<b>\$10,332,050</b>	<b>100%</b>

**Unfunded Projects**

In a typical CIP, there are projects that are unfunded. Unfunded project are accommodated due to financial constraints but can be considered in future CIP years. This year's CIP does not have any unfunded projects.



Bath Charter  
Township

2018-2023 Capital  
Improvement Plan

UrbanServiceBoundary

**Project Type**

- Facilities Improvements
- Non-Motorized Facilities
- Road Projects
- Sewer Project



1:60,000

Note: Map does not depict townshipwide projects or funding for not-yet-identified projects.

## Project Timelines and Costs

Project Name	Project Limits	Project Type	Construction Year	Total Costs	2018	2019	2020	2021	2022	2023
Parking Lot Repairs	Main Campus	Facilities Improvements	2018-2022	\$250,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	
DDA Couzens Park Improvements	James Couzens Memorial Park	Facilities Improvements	2019-2021	\$115,000		\$20,000	\$47,050	\$47,050		
DDA Sidewalk Project	High Street to Couzens Park	Facilities Improvements	2022	\$47,050					\$47,050	
Senior Center Expansion	Bath Township Senior Center	Facilities Improvements	2020				\$5,000	\$90,000		
Police: Vehicle Replacement	Townshipwide	Vehicles	2018-2023	\$220,000	\$28,000	\$41,000	\$41,000	\$41,000	\$41,000	\$28,000
Fire: Multipurpose First Response Vehicle	Townshipwide	Vehicles	2019	\$280,000		\$280,000				
Fire: 3/4 Ton 4x4 Pickup	Townshipwide	Vehicles	2020	\$75,000			\$75,000			
Mill and Overlay: Park Lake Subd. Sideroads	Culver Drive, Short Street, Ocha Drive	Road Projects	2018	\$90,000	\$90,000					
Mill and Overlay: Main Street	Clark Road to Sleigh Road	Road Projects	2018	\$73,000	\$73,000					
Gravel Replacement: Multiple Roads	Townshipwide	Road Projects	2018	\$140,000	\$140,000					
Road Projects unspecified	Townshipwide	Road Projects	2019-2023	\$1,520,000		\$304,000	\$304,000	\$304,000	\$304,000	\$304,000
CCRC Asphalt Resurfacing	Townshipwide	Road Projects	2018-2023	\$1,205,000	\$300,000	\$360,000		\$235,000		\$310,000
CCRC Chip Seal	Townshipwide	Road Projects	2019-2023	\$640,000		\$420,000		\$70,000		\$150,000
CCRC Federal Aid - Webster, I-69 to Clark	I-69 to Clark Road	Road Projects	2021					\$360,000		
Paved Shoulders on Park Lake Road	Webster Road to Clark Road	Non-Motorized Facilities	2018	\$61,000	\$61,000					
Saginaw Trail	Marsh Road to County Line	Non-Motorized Facilities	2019	\$200,000		\$200,000				
Lift Station 208 Rebuild	Lift Station Location	Sewer Projects	2018	\$200,000	\$200,000					
Lining Ductile Iron Forcemain Ends	Townshipwide	Sewer Projects	2019	\$90,000		\$90,000				
Telemetry Upgrades	Townshipwide	Sewer Projects	2019	\$35,000		\$35,000				
Lift Station 203 Project	Lift Station Location	Sewer Projects	2018	\$3,000,000	\$3,000,000					
Lining Manholes	Townshipwide	Sewer Projects	2018-2019	\$6,000	\$89,000					
Equalization Basin/Storage	South of Drumheller Road	Sewer Projects	2023	\$1,000,000						\$1,000,000
CIPP Webster & Clark	Intersection of Webster and Clark Roads	Sewer Projects	2020-2022	\$501,000			\$1,000		\$500,000	

## Appendix

**Project Title:** Parking Lot Repairs

**Location:** Township offices campus

**Department, Official, or Organization:** Bath Charter Township

**Project Description:** Repair/Reconstruct Parking Lots – phased over several years

**Purpose of Project:** Maintain function of parking lots, Remove trip hazards

**Year(s):** 2018-2023

**Project Cost (Total):** \$250,000

**Sources of Financing:** General Fund budget allocation

**Project Title:** Couzens Park Improvements

**Location:** James Couzens Memorial Park

**Department, Official, or Organization:** Bath Township Downtown Development Authority

**Project Description:** Construction of cupola base, landscape improvements, and bathrooms

**Purpose of Project:** To improve Couzens Park

**Year(s):** 2019-2021

**Project Cost (Total):** \$115,000

**Sources of Financing:** Bath Township Downtown Development Authority

**Project Title:** DDA Sidewalk Project

**Location:** Webster Road, High Street south to existing sidewalk

**Department, Official, or Organization:** Bath Township Downtown Development Authority

**Project Description:** Provide sidewalks and complete pedestrian walkway

**Purpose of Project:** Pedestrian safety, property values, connectivity

**Year(s):** 2022

**Project Cost (Total):** \$47,050

**Sources of Financing:** Bath Township Downtown Development Authority

**Project Title:** Police: Vehicle Replacement

**Location:** Townshipwide

**Department, Official, or Organization:** Bath Township Police Department

**Project Description:** Police Patrol Vehicles

**Purpose of Project:** Replace existing vehicles

**Year(s):** 2019-2022

**Project Cost (Total):** \$164,000

**Sources of Financing:** Police budget

**Project Title:** Fire: Multipurpose First Response Vehicle

**Location:** Townshipwide

**Department, Official, or Organization:** Bath Township Fire Department

**Project Description:** Fire Vehicles

**Purpose of Project:** To practically replace older trucks prior to the need for replacement

**Year(s):** 2019

**Project Cost (Total):** \$280,000

**Sources of Financing:** Fire Budget

**Project Title:** Fire: ¾ Ton 4x4 Pickup

**Location:** Townshipwide

**Department, Official, or Organization:** Bath Township Fire Department

**Project Description:** Fire Vehicles

**Purpose of Project:** To practically replace older trucks prior to the need for replacement

**Year(s):** 2020

**Project Cost (Total):** \$75,000

**Sources of Financing:** Fire Budget

**Project Title:** Mill and Overlay: Park Lake Subdivision Sideroads

**Location:** Local roads west of Park Lake Road

**Department, Official, or Organization:** CCRC; Bath Township

**Project Description:** Milling and overlaying of local roads to coincide with Park Lake Road paving project

**Purpose of Project:** Road maintenance and safety

**Year(s):** 2018

**Project Cost (Total):** \$90,000

**Sources of Financing:** CCRC; Bath Township

**Project Title:** Mill and Overlay: Main Street

**Location:** Main Street

**Department, Official, or Organization:** CCRC; Bath Township

**Project Description:** Milling and overlaying of Main Street from Clark Road to Sleight Road

**Purpose of Project:** Road maintenance and safety

**Year(s):** 2018

**Project Cost (Total):** \$73,000

**Sources of Financing:** CCRC; Bath Township

**Project Title:** Gravel Replacement: Multiple Roads

**Location:** Townshipwide

**Department, Official, or Organization:** CCRC; Bath Township

**Project Description:** Addition of new gravel laid down on Township gravel roads

**Purpose of Project:** Road maintenance and safety

**Year(s):** 2018

**Project Cost (Total):** \$140,000

**Sources of Financing:** CCRC; Bath Township

**Project Title:** Road Projects Unspecified

**Location:** Townshipwide

**Department, Official, or Organization:** Township Road Committee

**Project Description:** Repair roads

**Purpose of Project:** Maintain function of roads

**Year(s):** 2019-2023

**Project Cost (Total):** \$1,520,000

**Sources of Financing:** Bath Township General Fund; CCRC

**Project Title:** CCRC Asphalt Resurfacing

**Location:** Townshipwide

**Department, Official, or Organization:** CCRC

**Project Description:** Asphalt resurfacing throughout the township

**Purpose of Project:** Maintain function of roads

**Year(s):** 2019-2023

**Project Cost (Total):** \$905,000

**Sources of Financing:** CCRC

**Project Title:** CCRC Chip Seal

**Location:** Townshipwide

**Department, Official, or Organization:** CCRC

**Project Description:** Chip seals throughout the township

**Purpose of Project:** Maintain function of roads

**Year(s):** 2019-2023

**Project Cost (Total):** \$640,000

**Sources of Financing:** CCRC



**Project Title:** CCRC Federal Aid

**Location:** Webster Road from I-69 to Clark Road

**Department, Official, or Organization:** CCRC

**Project Description:** Road reconstruction

**Purpose of Project:** Maintain function of road

**Year(s):** 2021

**Project Cost (Total):** \$360,000

**Sources of Financing:** CCRC

**Project Title:** Paved Shoulders on Park Lake Road

**Location:** Park Lake Road from Webster Road to State Road

**Department, Official, or Organization:** Bath Township

**Project Description:** 3-foot shoulders added to Park Lake Road, coincides with CCRC Park Lake Road resurfacing project

**Purpose of Project:** Road maintenance, non-motorized use

**Year(s):** 2018

**Project Cost (Total):** \$61,000

**Sources of Financing:** Bath Township General Fund

**Project Title:** Saginaw Trail

**Location:** Saginaw Highway from Marsh Road to County Line

**Department, Official, or Organization:** Bath Township; CCRC

**Project Description:** 10-foot non-motorized trail

**Purpose of Project:** Non-motorized use, air quality

**Year(s):** 2019

**Project Cost (Total):** \$200,000

**Sources of Financing:** Bath Township General Fund; CMAQ Grant

**Project Title:** Lift Station 208 Rebuild

**Location:** End of Coleman Road west of Park Lake Road

**Department, Official, or Organization:** Bath Township

**Project Description:** Rebuild of Lift Station 208

**Purpose of Project:** Sewer maintenance

**Year(s):** 2018

**Project Cost (Total):** \$200,000

**Sources of Financing:** Sewer fund, connection fees

**Project Title:** Lining Ductile Iron Forcemain Ends

**Location:** Throughout Township

**Department, Official, or Organization:** Bath Township sanitary sewer

**Project Description:** Protective lining of ductile iron forcemain ends

**Purpose of Project:** Rehabilitation of sewer lines

**Year(s):** 2019

**Project Cost (Total):** \$90,000

**Sources of Financing:** Sewer fund, connection fees

**Project Title:** Telemetry Upgrades

**Location:** Throughout Township

**Department, Official, or Organization:** Bath Township sanitary sewer

**Project Description:** Replace radio/telemetry equipment and install radio tower

**Purpose of Project:** Replace/upgrade radio system

**Year(s):** 2019

**Project Cost (Total):** \$35,000

**Sources of Financing:** Sewer fund, connection fees

**Project Title:** Lift Station 203 Project

**Location:** Drumheller Road west of Webster Road

**Department, Official, or Organization:** Bath Township

**Project Description:** Replacement of List Station 203

**Purpose of Project:** Sewer maintenance

**Year(s):** 2018

**Project Cost (Total):** \$3,000,000

**Sources of Financing:** Sewer fund, connection fees, bonds

**Project Title:** Lining Manholes

**Location:** Throughout Township

**Department, Official, or Organization:** Bath Township sanitary sewer

**Project Description:** Protective lining of several deteriorated manholes

**Purpose of Project:** Rehabilitation of manholes

**Year(s):** 2018-2019

**Project Cost (Total):** \$95,000

**Sources of Financing:** Sewer fund, connection fees

**Project Title:** Equalization Basin/Storage

**Location:** Fenceline south of Drumheller Road, west of Webster Road

**Department, Official, or Organization:** Bath Township sanitary sewer

**Project Description:** Install 48-inch sanitary sewer

**Purpose of Project:** Provide 500,000 gallons of storage, eliminate Lift Station 219

**Year(s):** 2023

**Project Cost (Total):** \$1,000,000

**Sources of Financing:** Sewer fund, connection fees

**Project Title:** CIPP Webster & Clark

**Location:** Webster Road north of Drummheller Road and Clark Road west of Webster Road

**Department, Official, or Organization:** Bath Township sanitary sewer

**Project Description:** Cured-in-place pipelining (CIPP) of concrete sewer interceptor

**Purpose of Project:** Rehabilitation of sewer interceptor

**Year(s):** 2020 (engineering) and 2022 (construction)

**Project Cost (Total):** \$500,000

**Sources of Financing:** Sewer fund, connection fees

**Project Title:** Senior Center Expansion

**Location:** Bath Township Senior Center

**Department, Official, or Organization:** Senior Services Advisory Board

**Project Description:** Expansion of Senior Center

**Purpose of Project:** Provide additional space for Bath Township residents

**Year(s):** 2019 (engineering) and 2020 (construction)

**Project Cost (Total):** \$95,000

**Sources of Financing:** Senior Service Advisory Board, Capital Region Community Foundation grant