



Bath Charter Township 2019- 2024 Capital Improvement Plan

2019 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 2019-2024 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. This is achieved by allowing stakeholders to ensure that their budgets can finance their potential projects. Stakeholders also have an opportunity every year to review their policies and plans to make sure that public input takes effect.

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 and machinery
- Routine maintenance of road and sewer systems

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.

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. Municipalities have several plans that they can review annually to ensure that the CIP complies with their plans.

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 and helps to identify the most economical means of financing capital projects.

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 2019-2024 CIP was modified from past years in order to more accurately reflect capital projects in Bath Township. The process was slightly modified in 2019 to include scoring criteria from the Planning Commission. The CIP as it appears here is the result and may be subject to future changes should the Planning Commission find further efficient processes.

February: The Planning Commission launched a call for projects.

March/April: Planning Staff received applications and submitted them to the Planning Commission.

April: Project submissions were due by April 6, 2019. Planning Staff initially received 14 projects, but subsequent refinement and discussions led to a total of 20 projects, including two new submittals.

May: The applications and background material for the CIP projects were submitted to the Planning Commission.

June-July: The projects were scored 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 Township's budgeting process.

Preparation and Adoption of the 2019-2024 CIP

The preparation of the 2019-2024 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 unprogrammed 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, the Township’s share of the total costs, and the corresponding percentages for each project type.

TYPE	NUMBER	TOTAL COSTS	TOWNSHIP SHARE	% BASED ON NUMBER	% BASED ON TOTAL COST
Facilities Improvements	5	\$401,295	\$282,795	25%	4%
Road Projects	5	\$5,602,000	\$1,854,434	25%	62%
Vehicles	3	\$527,000	\$527,000	15%	6%
Non-Motorized Facilities	2	\$319,876	\$54,565	10%	4%
Sewer Projects	5	\$2,215,000	\$2,215,000	25%	24%
TOTALS	20	\$9,065,171	\$4,933,794	100%	100%

Funding Sources

Capital projects are typically funded by several sources. The Bath Township CIP projects are funded from six 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	\$2,718,764	28%
Township Utility	\$2,215,000	25%
DDA	\$70,550	1%

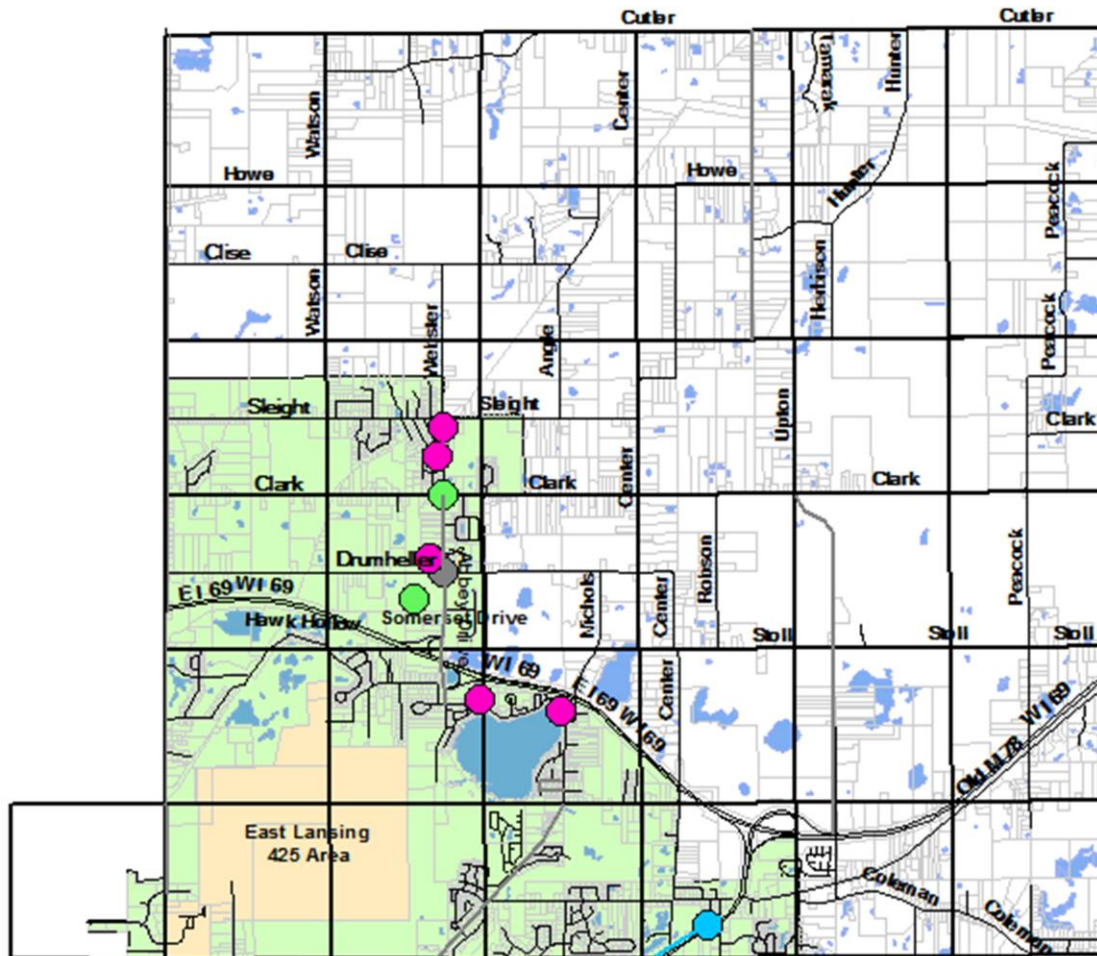
CCRC	\$3,706,000	42%
CMAQ	\$218,261	2%
Township Senior Committee	\$95,000	1%
MDNR	\$41,596	1%
TOTALS	\$9,065,171	100%

Unprogrammed Projects

In a typical CIP, there are projects that are not programmed. Unprogrammed projects are accommodated due to financial constraints but can be considered in future CIP years. This year's CIP does not recommend any unprogrammed projects.

**Bath Charter
Township**

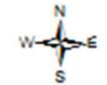
**2019-2024 Capital
Improvement Plan**



Urban Service Boundary

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.

July 2019

Project Timelines and Costs

Project Name	Project Limits	Project Type	Construction Year	Score	Total Costs	2019	2020	2021	2022	2023	2024
Senior Center Expansion	Bath Township Senior Center	Facilities Improvements	2020	49.4	\$95,000		\$5,000	\$90,000			
Bath Community Center Renovations	Bath Community Center	Facilities Improvements	2019	47.4	\$30,800		\$30,800				
Parking Lot Repairs	Main Campus	Facilities Improvements	2019-2022	45.8	\$200,000	\$50,000	\$50,000	\$50,000	\$50,000		
DDA Couzens Park Improvements	James Couzens Memorial Park	Facilities Improvements	2019-2021	43.2	\$23,500	\$23,500					
Rickard Boat Launch Parking Lot Renovation	Rickard Boat Launch	Facilities Improvements	2019	42.6	\$51,995		\$51,995				
CCRC Federal Aid - Webster, I-69 to Clark	I-69 to Clark Road	Road Projects	2021	55.2	\$360,000					\$360,000	
CCRC Asphalt Resurfacing	Townshipwide	Road Projects	2019-2023	54.6	\$1,260,000			\$710,000	\$250,000	\$300,000	
CCRC Chip Seal	Townshipwide	Road Projects	2019-2023	52.5	\$1,636,000	\$470,000		\$710,000		\$241,000	\$215,000
Gravel Replacement: Multiple Roads	Townshipwide	Road Projects	2019	52.3	\$100,000	\$100,000					
Road Projects unspecified	Townshipwide	Road Projects	2019-2023	52.3	\$2,246,000	\$486,000	\$440,000	\$440,000	\$440,000	\$440,000	
Fire: Multipurpose First Response Vehicle	Townshipwide	Vehicles	2019	48.8	\$200,000	\$200,000					
Police: Vehicle Replacement	Townshipwide	Vehicles	2019-2024	48.8	\$252,000	\$41,000	\$41,000	\$42,000	\$42,000	\$43,000	\$43,000
Fire: 3/4 Ton 4x4 Pickup	Townshipwide	Vehicles	2020	46.6	\$75,000		\$75,000				
DDA Sidewalk Project	High Street to Couzens Park	Facilities Improvements	2022	52.2	\$47,050				\$47,050		
Saginaw Trail	Marsh Road to County Line	Non-Motorized Facilities	2019	47.5	\$272,826	\$272,826					
Lining Ductile Iron Forcemain Ends	Townshipwide	Sewer Projects	2020	54.4	\$90,000		\$90,000				
Equalization Basin/Storage	South of Drumheller Road	Sewer Projects	2023	54.4	\$1,500,000					\$1,500,000	
CIPP Webster & Clark	Intersection of Webster and Clark Roads	Sewer Projects	2020-2022	54.4	\$501,000		\$1,000		\$500,000		
Telemetry Upgrades	Townshipwide	Sewer Projects	2021	52.8	\$35,000			\$35,000			
Lining Manholes	Townshipwide	Sewer Projects	2020	52.8	\$89,000		\$89,000				

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, Improve drainage

Year(s): 2019-2022

Project Cost (Total): \$200,000

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): \$23,500

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: 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

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): \$252,000

Sources of Financing: General Fund budget allocation

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): \$200,000

Sources of Financing: General Fund budget allocation

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: General Fund budget allocation

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): 2019

Project Cost (Total): \$100,000

Sources of Financing: CCRC; General Fund budget allocation

Project Title: Rickard Boat Launch Parking Renovation

Location: Rickard Boat Launch

Department, Official, or Organization: Township Parks and Recreation

Project Description: Boat launch parking lot renovation

Purpose of Project: Additional parking spaces identified

Year(s): 2020

Project Cost (Total): \$51,995

Sources of Financing: Bath Township General Fund, DNR Grant

Project Title: Bath Community Center Renovations

Location: Bath Community Center, 5959 Park Lake Road

Department, Official, or Organization: Township Board of Trustees

Project Description: Renovations, improvements, and upgrades to the Community Center

Purpose of Project: Remodel the Community Center to better accommodate Township programs and activities, rentals, and community outreach

Year(s): 2020

Project Cost (Total): \$30,800

Sources of Financing: Bath Township General Fund

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): \$2,246,000

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): \$1,260,000

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): \$1,636,000

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): 2023

Project Cost (Total): \$360,000

Sources of Financing: CCRC

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): \$272,826

Sources of Financing: Bath Township General Fund; CMAQ Grant

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): 2020

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): 2021

Project Cost (Total): \$35,000

Sources of Financing: Sewer fund, connection fees

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): 2020

Project Cost (Total): \$89,000

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): \$1,500,000

Sources of Financing: Sewer fund, connection fees

Project Title: CIPP Webster & Clark

Location: Webster Road north of Drumheller 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): \$501,000

Sources of Financing: Sewer fund, connection fees