



Bath Charter Township 2021-2026 Capital Improvement Plan

2021 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 Improvement 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 2021-2026 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 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 2021-2026 CIP was modified from past years in order to more accurately reflect capital projects in Bath Township. The process was slightly modified in 2020 to include scoring criteria from the Planning Commission for discretionary projects. The CIP as it appears here is the result and may be subject to future changes should the Planning Commission find further efficient processes.

May: The Planning Commission launched a call for projects.

June: Project submissions were due June 18, 2021. The applications and background material for the CIP projects were submitted to the Planning Commission.

July: The projects were reviewed and scored by the Planning Commission.

September: Staff prepared the draft CIP and presented it to the Planning Commission. 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 2021-2026 CIP

The preparation of the 2021-2026 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 May and helped ensure a comprehensive level of participation from all interested stakeholders.

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 Projects. The CIP itemizes the funds needed during the next five years.

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
Facilities Improvements	6	\$275,000 +
Road Projects	2	\$1,900,000
Vehicles	2	\$258,000 +
Non-Motorized Facilities	1	\$41,820
Sewer Projects	5	\$3,952,378
Other	8	\$1,444,000 +
TOTALS	24	\$7,871,198 +

Project Timelines and Costs

Non-Discretionary Projects:

Description	Note	Type	2021	2022	2023	2024	2025	long-range	unspecified	Total
Elections: Equipment	Laptops & Tabulator	Other	20,000							20,000
Computer: Repair / Maintain Equipment	Replacement Schedule (2017-2020)	Other							varies	-
Bldg & Grounds: Building Improvements	Emergency Generator (Police / Town Hall)	Other							50,000	50,000
Bldg & Grounds: Land Improvements	Parking Lots	Facilities Improvements	70,000	50,000						120,000
Police: Equipment	Radio Equipment Share w/ County Millage	Other	20,000							20,000
Police: Vehicle Replacement	Vehicle Replacement Schedule	Vehicles		43,000		86,000	86,000	43,000		258,000
Fire: Building Improvements	Replace Emergency Generator	Other						58,000		58,000
Fire: Vehicle Replacement	Apparatus Replacement Schedule	Other					670,000	600,000		1,270,000
Public Works: Equipment Purchase	Lawnmower Replacement Schedule	Other	10,000	4,000	4,000	4,000	4,000			26,000
Public Works: Equipment Purchase	Trucks, Cars & Van Replacement	Vehicles							X	-
Public Works: Building Improvement	Pole Barn & DPW Garage	Facilities Improvements	20,000							20,000
Public Works: Land Improvement	BCC Connection to Sewer System	Facilities Improvements							X	-
Public Works: Roads	Improvements w/ Webster Road	Road Projects			150,000					150,000
Public Works: Roads	General Township	Road Projects	350,000	350,000	350,000	350,000	350,000			1,750,000
Park & Rec: Repair / Maint Other	Park Lake Weed Treatment - Procellacor	Other	25,000	25,000						50,000
Park & Rec: Land Improvements	Various Park Projects	Facilities Improvements							varies	-
Sewer: Capital Outlay	Telemetry & LS 205 Pumps	Sewer Projects	85,000							85,000
Sewer: Capital Outlay	CIPP Pipelining Webster / Clark	Sewer Projects		600,000						600,000
Sewer: Capital Outlay	EQ Basin	Sewer Projects			1,500,000					1,500,000
Sewer: Capital Outlay	LS 208 Pumps	Sewer Projects					35,000			35,000
Sewer: Capital Outlay	SAW Identified Projects (6-10 Years)	Sewer Projects						1,732,378		1,732,378
Total			600,000	1,072,000	2,004,000	440,000	1,145,000	2,433,378	50,000	7,744,378

Note: inclusion of a project in this CIP does not guarantee that it will be funded or developed.

Discretionary Projects:

Project Name	Project Limits	Project Type	Construction Year	Score	Total Costs	2020	2021	2022	2023	2024	2025
Park Lake Nature Trail	Southwest side of Park Lake	Non-Motorized Facilities	2021	60/130	\$41,820		\$41,820				
James Couzens Memorial Park	James Couzens Memorial Park	Renovations/ Upgrades	2021	90/130	Out for Bid		Out for Bid				

Note: inclusion of a project in this CIP does not guarantee that it will be funded or developed.

Appendix

Details on Discretionary projects

Note: inclusion of a project in this CIP does not guarantee that it will be funded or developed.

Project Title: Park Lake Nature Trail

Location: Southwest side of Park Lake

Department, Official, or Organization: Park Lake Advisory Board & Bath Township Parks and Recreation Committee

Project Description: To utilize Township land to build a nature trail

Purpose of Project: Provide a trail for people to enjoy nature

Year(s): 2021

Project Cost (Total): \$47,320.00

Sources of Financing: Bath Township General Fund

Project Title: James Couzens Memorial Park

Location: Adjacent to Main Street in Downtown Bath

Department, Official, or Organization: Bath Township

Project Description: Renovations and upgrades to James Couzens Memorial Park

Purpose of Project: Improvements include restoration and preservation of the cupola, raising the cupola, and improving and better defining the parking area.

Year(s): 2021

Project Cost (Total): No cost estimate at this time

Sources of Financing: Bath Township General Fund