

Village of Stockbridge  
**PLANNING COMMISSION**  
**APPROVED AND AMENDED**  
**SPECIAL MEETING MINUTES**  
118 N. Center Street ~ 517 - 851 - 7435  
Thursday – May 22, 2024, at 6:30 P.M.

Call meeting to Order at: 6:29 pm.

Roll Call, P.C. Commissioners Present: Jennifer, James, Laura, Daryl

Absent: Kim

Approval of Agenda – May 22, 2024

**PUBLIC COMMENT**

- No Public Comment

**NEW BUSINESS**

- Motion approve the appointment of Jennifer Conant to the position of point a Planning Commission Secretary. By Laura second by James: Roll Call, P.C. Commissioners Present: Jennifer aye, James's aye, Laura aye, Daryl aye.

Motion carried.

**PUBLIC COMMENT**

- No Public Comment

**NEXT MEETING**

- e 06, 2024

**ADJOURN**

- Motion to adjourn by Laura second by Jennifer.  
Voice Vote any in favor signify by saying aye. Motion passed.



**Village of Stockbridge  
PLANNING COMMISSION  
JUNE 06, 2024, UNAPPROVED APPROVED  
MEETING MINUTES  
118 N. Center Street ~ 517 - 851 - 7435**

Called Planning Commission June 06, 2024, meeting to Order at: 6:42 p.m.

- Roll Call, P.C. Commissioner's Present: Kim. James, Laura, Daryl,  
Absent: Jennifer  
Jennifer arrives at 6:50 p.m.
- Motion to approve June 06, 2024, agenda by Laura second by James. No discussion Voice vote all in favor signify by saying yay those opposed signify by saying nay. Motion Caried
- Motion by Laura second by James to approve May 2, 2024, minutes. No discussion. Voice vote signify by saying yay those opposed signify by saying nay. Motion Caried.
- Motion by Laura, second by James. to approve of Special May 22, 2024 meeting minutes  
No discussion. Voice vote all in favor signify by saying yay those opposed signify by saying nay.  
Motion Caried.

**PUBLIC COMMENT**

- No Public Comment.

**UNFINISHED BUSINESS**

- Home Occupation  
Motion by Laura. second by Jennifer to approve 6-145- Home Occupation ordinance for scheduling a public hearing on July 11, 2024. Discussion: Laura reminded me that at the last P.C. meeting the commissioners decided to reduce the size of Home Occupation signs from 2 sq. ft to 1 sq. ft. Daryl made motion amend original motion to correct page 4 where it says Attachment B replace with attachment A titled Home Occupation permit application, also change 2.h. from 2 sq. ft to 1 sq. ft. second by Laura. Voice vote all in favor signify by saying yay those opposed signify by saying nay. Motion Passed
- Daryl filled commissioners in on the villages council vote to accept the 2024 Master Plan motion carries one nay votes.
- Daryl filled commissioners in on Status of Landscaping D.G. Market.

## NEW BUSINESS

- **Cottage Industries**

Motion by James and second by Jennifer to approve Draft 6-145.1 Cottage Industry for scheduling a public hearing on July 11, 2024. Discussion: Kim recommended on page 5 remove home occupation from sec. 2 and add in examples to 2.1 . The decision was made to remove reference to section 2 by striking Home Occupations add to in examples to 2.1. John recommend putting Home Occupations at the end of section and inserting new section 6-162 titled Cottage Industries. Daryl made a motion to amend the original motion to replace 6-145.1 with Sec. 6-162 and to delete home occupation from sec. 2. And to add in examples to 2.1 second by Laura. Voice vote all in favor signify by saying yay those opposed signify by saying nay. Motion Passed

- **Marihuana Provisioning Center**

Motion by Laura second by Jennifer.to approve Draft Marihuana Provisioning Center / Marihuana Retailer in the Industrial Park ordinance for public hearing on July 11, 2024. Discussion: Kim asked about the number of revisions without bringing the clerical error to council. Kim further stated he takes great offence to page 2 paragraph 3. Whereas as the result of failure to locate documentation that the Ordinance prohibiting, Marihuana within the village limits reference in the village council minutes of January 07, 2019, approved meeting minutes is hereby repelled. Kim believes the correct action was to go back to council and say we found a mistake and what do you want to do about it. Animated discussion ensued. Attorney weighed in with recommendation to strike four whereas removing all reference to previous council action and insert a simple one line whereas that says WHEREAS : The Village Council voted on January 07, 2019, to Prohibit Marihuana establishments within the Village of Stockbridge. The Chair closed discussion after a significant period of time with the results of discussion going nowhere. Daryl made a motion to recommend the ordinance for public hearing with the changes discussed at tonight's meeting second by Laura. Roll call vote Laura yes, Jennifer Yes, James No, Kim No, Daryl yes. Motion carried

- **Invoice from Daryl for providing printing and scanning services for years with our reimbursement.**

Motion by Laura Second by Jennifer Discussion to approve the yearly \$200.00 stipend for providing said services. Kim provided information on the cost of printing if using Village printer is 4 cents as opposed to Daryl's cost of 10 cents when he exceeds 100 copies a month. Roll Call Vote: Daryl had to abstain . Laura yes, Jennifer yes, James yes, Kim no. Motion Passed

- Recommendation to Move the next regularly scheduled P.C. meeting from Thursday, July 04, 2024, to Thursday. July 11, 2024. Approved no motion made

- Did not address Copy of Article XIV. Rezoning and Zoning Ordinance Text Amendments.

## PUBLIC COMMENT

- None

## **NEXT MEETING**

- Decisions made to Move next P.C. Meeting from July 04, 2024, to July 11, 2024, because National Holiday

## **ADJOURN**

- Motion to adjourn by James second by Jennifer . No Discussion. Voice vote all in favor signify by saying yay those opposed signify by saying nay. Motion Caried.



Village of Stockbridge  
**PLANNING COMMISSION**  
**UNAPPROVED MEETING MINUTES**  
118 N. Center Street ~ 517 - 851 - 7435  
Thursday – July 11, 2024, at 6:30 P.M.

**July 11, 2024, Planning Commission meeting was called** to order by Chair Daryl Anderson at 6:30 p.m.

The P.C. Chair performed the Roll Call of Planning Commissioners Present:  
Commissioner Jennifer Conant, Commissioner James Johnson, Commissioner Kim Morehouse,  
Commissioner Laura Loomis and Commissioner Daryl Anderson.

Also present the Planning Commission Attorney: John Gormley, Village Zoning Administrator/  
Enforcement Officer: Katrina Griffith and Village President/Village Manager: Jill Ogden.

**Motion to approve of agenda of July 11, 2024**, by Jennifer, Second by Laura.

Discussion: No discussion. Voice vote all in favor signify by saying aye those opposed signify by saying nay. Motion carried.

**Motion to approve Minutes for June 06, 2024**, meeting by James second by Kim.

Discussion No discussion. Voice vote all in favor signify by saying aye those opposed signify by saying nay. Motion carried.

**Motion to approve Minutes of May 09, 2024**, special meeting by Laura second by James.

Discussion Jennifer name is spelled wrong. Kim noticed that the meeting date was not correct. Motion to approve amended special meeting minutes by Laura second by Jennifer. No further discussion. Voice vote all in favor signify by saying aye those opposed signify by saying nay. Motion carried.

## **PUBLIC COMMENT**

Invited public comment for agenda items.

The P.C. attorney suggested that any public comment related to the public hearing items be held until the Public hearing for said ordinance occurred.

## **UNFINISHED BUSINESS**

Dogs Help request for Site Plan approval of expansion of facility.

Revisit the scope of Dogs Help L.L.C. previously approved Site Plan. The question being did the November 04, 2021, P.C. site plan approval also apply to the two (2) Future buildings. Motion to reconfirm that on The Planning commission on November 04, 2021, approved the site plan for Dogs Help L.L.C. The P.C. site plan approval also applied to the two future buildings shown in the full civil set of blueprints dated 11-06-20 provided the future two structures were the exactly the same size and constructed of the same material as the first structure and as long as all-time frames required by the ordinance are complied with.

Daryl made the motion to reconfirm that the Planning Commission approval on November 04, 2021, of the site plan submitted for Dogs Help L.L.C. included the two future buildings, but that today's approval of Dogs Help L.L.C. site plan also dated 11-06-2020 does not apply to any approval to discharge or connection into the sanitary sewer system and as long as the two additional building are the same foot

print as the original building and are located as shown on the full civil set of prints dated 11-06-20 and as long as all-time frames specified in required by the Zoning ordinance in Sect. 6-45 (L) were adhered to on the original approval given on November 04 2021, and additionally as long as all-time frames required by the Zoning ordinance in Sect. 6-45 (L) are adhered to pertaining to the start on construction of the two additional buildings are complied with. Second by Commissioner Kim Morehouse.

Roll call:

- a. Commissioner Jennifer Conant: voted yes to approve Dog Helps L.L.C. Site Plan with Conditions.
- b. Commissioner James Johnson: voted yes to approve Dog Helps L.L.C. Site Plan with Conditions.
- c. Commissioner Kim Morehouse: voted yes to approve Dog Helps L.L.C. Site Plan with Conditions.
- d. Commissioner Laura Loomis: voted yes to approve Dog Helps L.L.C. Site Plan with Conditions.
- e. P.C. Chair – Daryl Anderson voted: yes, to approve Dog Helps L.L.C. Site Plan with Conditions.

Dog Helps L.L.C. Site Plan with Conditions stated above is approved.

Note: Katrina asked if she could tell them to proceed. P.C. Attorney John Gormley stated yes but she must tell them that approval is based on the two building being the same as the first build on this approval does not resolve the sewer issue.

- **6-Year Capital Outlay Plan**

- 1) Daryl informed the P.C. that they would start working on the required by auditors 6-year Capital Outlay Plan very shortly.

## **NEW BUSINESS**

**Note:** P.C. Attorney John Gormley suggested we do the most controversial draft ordinance first. So, the P.C. Chair on advice of P.C. attorney opened the Public hearing for the Marihuana Provisioning Center first out of order.

- **Public Hearing for: Draft Ordinance allowing a Marihuana Provisioning Center / Marihuana Retailer in the Industrial Park.**

The P.C. Chair opened the public hearing for the allowing a Marihuana Provisioning Center / Marihuana Retailer in the Industrial Park.

The P.C. Chair then invited any visitor to proceed to the Microphone and express the view or opinion for or against allowing a Marihuana Provisioning Center / Marihuana Retailer in the Industrial Park.

### **List of audience members and their position on the proposed draft Marihuana ordinance.**

1. The First person a Stockbridge resident was for supporting the ordinance.
2. The Second person, a Stockbridge resident, was against the ordinance .
3. The Third person, a Stockbridge resident was against the ordinance
4. The Fourth person, a Stockbridge resident was against the ordinance
5. The Fifth person, a Stockbridge resident was against the ordinance.

6. The Sixth person, a Stockbridge resident, was against the ordinance.
7. The Seventh person, a Stockbridge resident was against the ordinance.
8. The Eighth person, not a resident of Stockbridge was against the ordinance
9. The First person, a Stockbridge resident for supporting the ordinance provided additional commentary.
10. The Nineth person not a resident of Stockbridge was for the ordinance.
11. The Third person a Stockbridge resident against the ordinance provided additional commentary.
12. The Nineth person not a resident of Stockbridge was for the ordinance provided additional commentary.
13. The Tenth person, a Stockbridge resident was for the ordinance.
14. The Eleventh person provided commentary that he believes addition research / advertising and more impute should be obtained. A person believes the ordinance should be tabled.
15. The Nineth person not a resident of Stockbridge was for the ordinance provided additional commentary.

The P.C. Chair made a request for any further commentary no one spoken up.

The P.C. Chair closed the public comment period after allowing significant public comment providing ample time by not limiting public comment to 3 minutes for anyone in the audience to come forward sometimes more than once and be heard by the Planning Commission Board to express their view or opinion for or against the new Marihuana Provisioning Center / Marihuana Retailer ordinance.

The P.C. Chair requested a Planning Commissioner make a recommendation to the Village Council to either: Adopt the Marihuana ordinance as written, Adopt the Marihuana ordinance with changes or Decline to adopt the Marihuana ordinance.

Planning Commissioner Laura Loomis made the recommendation that the Village Council adopt the Marihuana ordinance as written, Second by Planning Commissioner Jennifer Conant.

### **Discussion:**

#### **Planning Commissioner Kim Morehouse spoke.**

P.C. Kim Morehouse position on the Draft Marihuana ordinance is that he is strongly against the recommendation that the Village Council adopt the Marihuana ordinance as written. Commissioner Kim Morehouse spoke at length stating his reasons for being strongly against forwarding the Marihuana ordinance as written to the Village Council.

#### **Village President ask to respond.**

P.C. Chair allowed the Village President to speak. Village President informed the audience of what happened to the first ordinance prohibiting Marijuana in the Village . She also informed the audience that discussing that topic is not why we are here today. The process for changing, amending and doing anything new with an ordinance goes to the Planning Commission, that is the process.

**Planning Commissioner James Johnson spoke:**

P.C. James Johnson position is that he is strongly against the recommendation that the Village Council adopt the Marihuana ordinance as written. James spoke briefly stating his reasons for being against forwarding the Marihuana ordinance as written to the Village Council.

**Planning Commissioner Laura Loomis spoke:**

P.C. Laura Loomis position is that she is strongly in favor of the recommendation that the Village Council adopt the Marihuana ordinance as written. Commissioner Laura Loomis spoke at length stating her reasons for being in favor of forwarding the Marihuana ordinance as written to the Village Council.

**Planning Commissioner Jennifer Conant spoke:**

P.C. Jennifer Conant position is that she is strongly in favor of the recommendation that the Village Council adopt the Marihuana ordinance as written. Commissioner Jennifer Conant spoke briefly stating her reasons for being in favor of forwarding the Marihuana ordinance as written to the Village Council.

**Planning Commissioner Laura Loomis spoke a second time** about the financial benefits to the Village for having a Marihuana provisioning center in the village.

**Planning Commissioner Chair Daryl Anderson spoke:**

**P.C.** Daryl Anderson position is that he is in favor of the recommendation that the Village Council adopt the Marihuana ordinance as written. Planning Commissioner Chair Daryl spoke at length stating his reasons for being in favor of forwarding the Marihuana ordinance as written to the Village Council.

**The P.C. Chair called for a roll call vote at this time.**

Planning Commissioner Jennifer Conant voted **YES** on the recommendation that the Village Council adopt the Marihuana ordinance as written.

Planning Commissioner James Johnson voted **NO** on the recommendation that the Village Council adopt the Marihuana ordinance as written.

Planning Commissioner Kim Morehouse voted **NO** on the recommendation that the Village Council adopt the Marihuana ordinance as written.

Planning Commissioner Laura Loomis: voted **YES** on the recommendation that the Village Council adopt the Marihuana ordinance as written.

Planning commissioner Chair – Daryl Anderson voted **YES** on the recommendation that the Village Council adopt the Marihuana ordinance as written.

Recommendation approved.

A resolution from the P.C. recommending that the Village Council adopt the Marihuana ordinance as written will be forwarded to the Village Clerk requesting that Village Council adopt the Marihuana ordinance as written be added to the Village Council, August 05, 2024, meeting agenda and copy of Resolution and draft Marihuana ordinance be included in the meeting packet.

### **Draft Cottage Industry New Ordinance.**

The Planning Commission Chair provided a brief description of the need to create a new ordinance for Cottage Industries and also creation of a new section titled: Section 6-162- Cottage Industries

The P.C. Chair opened the public hearing for the Draft Cottage Industry Ordinance.

The P.C. Chair then invited any visitor to proceed to the Microphone and express the view or opinion for or against the draft Cottage Industry Ordinance.

The P.C. Chair closed the public comment period after providing ample time for anyone present to come forward and express their view or opinion for or against the Draft Cottage Industry Ordinance.

The P.C. Chair called for a recommendation to refer the Draft Cottage Industry Ordinance to the Village Council. Laural Loomis made a recommendation to refer the Draft Cottage Industry Ordinance to the Village Council, as written, James Johnson seconded it.

### **The P.C. Chair called for a roll call vote at this time.**

Planning Commissioner Jennifer Conant voted **YES** on the recommendation that the Village Council adopt the New Cottage Industry ordinance as written.

Planning Commissioner James Johnson voted **YES** on the recommendation that the Village Council adopt the New Cottage Industry ordinance as written.

Planning Commissioner Kim Morehouse voted **YES** on the recommendation that the Village Council adopt the New Cottage Industry ordinance as written.

Planning Commissioner Laura Loomis: voted **YES** on the recommendation that the Village Council adopt the New Cottage Industry ordinance as written.

Planning Commissioner Chair – Daryl Anderson voted **YES** on the recommendation that the Village Council adopt the New Cottage Industry ordinance as written.

Recommendation approved.

A resolution from the P.C. recommending that the Village Council adopt the New Cottage Industry ordinance as written and the creation of a new section titled: Section 6-162- Cottage Industries will be forwarded to the Village Clerk requesting the New Cottage Industry ordinance as written be added to the Village Council, August 05, 2024, meeting agenda and a copy of the Resolution and draft New Cottage Industry ordinance be included in the meeting packet.

## **Draft Home Occupation Ordinance Public Hearing.**

The P.C. Chair provided a brief description of the need to create a new ordinance for Home Occupations.

The P.C. Chair opened the public hearing for the Draft Home Occupation 6-145 Ordinance.

The P.C. Chair then invited any visitor to proceed to the Microphone and express the view or opinion for or against the draft Home Occupation Ordinance.

The P.C. Chair closed the public comment period after providing ample time for anyone present to come forward and express their view or opinion for or against the draft Home Occupation Ordinance.

### **The P.C. Chair called for a roll call vote at this time.**

Planning Commissioner Jennifer Conant voted **YES on** the recommendation that the Village Council adopt the Draft Home Occupation 6-145 Ordinance as written.

Planning Commissioner James Johnson voted **YES** on the recommendation that the Village Council adopt the Draft Home Occupation 6-145 Ordinance as written.

Planning Commissioner Kim Morehouse voted **YES** on the recommendation that the Village Council adopt the Draft Home Occupation 6-145 Ordinance as written.

Planning Commissioner Laura Loomis: voted **YES** on the recommendation that the Village Council adopt the Draft Home Occupation 6-145 Ordinance as written.

Planning Commission Chair – Daryl Anderson voted **YES** on the recommendation that the Village Council adopt the Draft Home Occupation 6-145 Ordinance as written.

Recommendation approved.

A resolution from the P.C. recommending that the Village Council adopt the New Home Occupation ordinance as written will be forwarded to the Village Clerk requesting that the P.C. recommendation: That the Village Council adopt the New Home Occupation ordinance as written be added to the Village Council, August 05, 2024, meeting agenda and copy if draft ordinance be included in the meeting packet.

A resolution from the P.C. recommending that the Village Council adopt the New Home Occupation ordinance as will be forwarded to the Village Clerk requesting the New Home Occupation ordinance as written be added to the Village Council, August 05, 2024, meeting agenda and a copy of the Resolution and draft New Home Occupation ordinance be included in the meeting packet

## **PUBLIC COMMENT**

The P.C. Chair opened the meeting up for public comment and asked if anyone wanted to get up and talk. No one in the audience asked to speak.

P.C. Chair Closed Public Comment .

## **ADJOURN**

The P.C. Chair asked for a motion to adjourn. Jennifer made a motion to adjourn, Laura seconded it. Voice vote all in favor signify by saying yay those opposed signify by saying nay. Motion carried The Planning Commission meeting of July 11, 2024 is closed at Meeting adjured at 7:33 p.m.

## **NEXT MEETING**

- a. August 11, 2024

Minutes transcribed and typed by:  
P.C. Chair Daryl Anderson  
On July 17, 2024

Village of Stockbridge  
Utilities Committee  
July 17, 2024, 6:00pm.

Village Hall  
118 N. Center St.  
Stockbridge, MI 49285

- 1) Call to order: 6:00 PM
- 2) Attendance: Pat Turner (representing Wolverine), Kim Morehouse, Dave DeGrand, Dave Dillard, Austin Cimala, Jill Ogden
- 3) Introductions: Bryce Fullerton (J & K)
- 4) Capital improvements for water and sewer, define project for funding:
  - Discussion on type of grants being pursued. Desired grant type is hopefully a Rural Development loan / grant (administered by USDA). Typically a 40 year loan, at low interest rate ( < 3%).
  - Worked through Wolverine's "4-3-2024 Infrastructure Needs" document. Committee wanted to clearly identify the priorities for grant / loan purposes.
    - i) Lead and Copper discovery is already in progress. We've received a \$112,700 grant for this project. Oct 15, 2024 is the deadline for identifying lead and copper. Physical inspection is done. Only the paperwork remains to meet this mandate. Then we have up to twenty (20) years to replace any deficient water lines ... which allows us to combined these water line replacements with other system wide improvements. There are potentially 50 questionable locations which have been identified. Currently, supply water is being tested and lead levels remain safe. Also, phosphate is added to our system to continue coating the supply pipes (because when phosphate is introduced into a lead or copper pipe, it binds with the metals on the pipe's interior surface, creating a coating that inhibits corrosion).
    - ii) Combining for the next priority ... for a total of \$1.925M + ??? Would need to increase construction expenses to include Engineering, Legal, and Contingencies.
      - Water Tower, \$625k
      - Water Treatment Upgrades, \$700k
      - Main (Williams Street) Pump Station, \$600k
      - Main (Williams Street) Pump Station power pole with disconnect switches, \$???
      - Sewer Bypass Pump, \$???
    - iii) And the next priorities would be ...
      - Water Distribution System Upgrades, \$6.210M
      - Sanitary Sewer Collection System Upgrades, \$2.000M
    - iv) And the next priorities would be the remaining items on "4-3-2024 Infrastructure Needs"
- 5) Main (Williams St) Pump Station discussion lead primarily by Bryce Fullerton (of J&K).
  - The Lift station is past it's useful life.
  - Even though a new ground level control panel was approved, it would be prudent to suspend work. It's possible the panel would not be reuseable with some of the future improvements. For example, new pumps would most likely be more efficient and would therefore require lower rated circuit breakers.

- Explained how our current pumps are designed for fresh water. So, any suspended matter “eats up” the pump requiring frequent maintenance. Submersible pumps are designed to handle the sewer. Pumps would be mounted on rails so any maintenance could be done at ground level by lifting the pumps up from the wet well.
  - Hopefully, the wet well is structurally ok where an epoxy coated lining could be applied to refurbish the wet well.
  - The “can” is what houses the current pumps. The “can” would no longer be used – instead, submersible pumps would be located in the wet well and all controls would be at ground level.
  - WTP (Water Treatment Plant) has a generator that supplies both WTP and the Main Lift Station. But the generator control is based only on the status of the WTP. If the Main Lift Station lost power separately, there is no generator request for Lift Station. So, a dedicated generator is requested for the Main Lift Station.
  - Also requesting a by-pass pump for the Main Lift Station. A 4” pump should have adequate flow capacity and also be easier to handle than a 6” pump.
  - Pat Turner, Dave DeGrand, Dave Dillard, and Bryce Fullerton planning to review Main Lift Station.
- 6) Dogs Help. No new clogs reported. Waiting for Don Heck’s final revision on possible solutions. Need to review in order to address issue while the two (2) feline buildings are still in planning stage.
- 7) Reviewed and collectively updated Task List. Laptop screen sharing with the new large screen TV. Separate Task List file to be distributed.
- 8) Recommendation to the Council:
- Request approval to pursue Water Tower, Water Treatment Upgrades, Main (Williams Street) Pump Station, Main (Williams Street) Pump Station power pole with disconnect switches, and Sewer Bypass Pump.
- 9) Public comment: None
- 10) Adjourn: 8:00 PM

Contact info for Pat Turner

[Patt@wolveng.com](mailto:Patt@wolveng.com)  
(517) 204 - 5487

Village of Stockbridge  
April 3, 2024  
Infrastructure Needs

**1. Lead & Copper Investigation**

Water Service Investigation (300 estimated)	\$ 250,000.00
<b>Total Estimated Construction Cost</b>	<b>\$ 250,000.00</b>

**2. Water Tower**

Interior Painting, Dry and Wet	\$ 300,000.00
Exterior Painting (including containment)	\$ 200,000.00
System/Structural Repairs	\$ 75,000.00
Cathodic Protection Upgrades	\$ 50,000.00
<b>Total Estimated Construction Cost</b>	<b>\$ 625,000.00</b>

**3. Water Treatment Upgrades**

New Treatment Building	\$ 125,000.00
New Pressure Filters for Iron Removal including chemical feed	\$ 475,000.00
Well Modifications to Pump through Filters to Tower (eliminate high service pumps)	\$ 75,000.00
Backwash Lagoon - Rerouted Discharge	\$ 25,000.00
<b>Total Estimated Construction Cost</b>	<b>\$ 700,000.00</b>

**4. Water Distribution System Upgrades**

19,690 linear feet of 4", all within Roads	\$ 5,000,000.00
Hydrant Repair/Replacement (80 Total)	\$ 585,000.00
Natural Gas Genset	\$ 125,000.00
Valve Replacement (Various Sizes, 123 total)	\$ 500,000.00
<b>Total Estimated Construction Cost</b>	<b>\$ 6,210,000.00</b>

**4. Sanitary Sewer Collection System Upgrades**

Gravity Sewer (8" & 10" within Roads, 4000 feet total)	\$ 2,000,000.00
<b>Total Estimated Construction Cost</b>	<b>\$ 2,000,000.00</b>

**6. Sanitary Sewer Pump Station Upgrades**

Orrin Street Pump Station	\$ 150,000.00
Main (Williams Street) Pump Station - Screen and Genset	\$ 600,000.00
Lagoon Discharge Pump Station	\$ 200,000.00
<b>Total Estimated Construction Cost</b>	<b>\$ 950,000.00</b>

**7. Treatment System Upgrades and Improvements**

Cleaning/Sludge Removal	\$ 750,000.00
Valve and Control Structure Upgrades	\$ 500,000.00
Liner Replacement	\$ 1,500,000.00
Upgrade/Add/Replace Aerators (10 Total)	\$ 925,000.00
Ferric Chloride Storage/Application	\$ 200,000.00
Natural Gas Genset	\$ 125,000.00
Spray Irrigation	\$ 100,000.00
<b>Total Estimated Construction Cost</b>	<b>\$ 4,100,000.00</b>

<b>Total Estimated Construction Cost - All Portions</b>	<b>\$ 13,635,000.00</b>
<b>Engineering, Legal, and Contingencies</b>	<b>\$ 3,408,750.00</b>
<b>Total Estimated Project Cost - All Portions</b>	<b>\$ 17,043,750.00</b>

Village of Stockbridge  
Utilities Committee  
May 16, 2024, 6:00pm.

Village Hall  
118 N. Center St.  
Stockbridge, MI 49285

- I. Call to order: 6:00 PM
- II. Attendance: Kim Morehouse, Don Heck, Dave Dillard, Daryl Anderson, and Melissa Powers-Taylor (via conference call till about 6:30pm).
- III. Introductions: No guest presenters
- IV. Don Heck reviewed his seven point “April 3, 2024 Infrastructure Needs” document.
  1. Lead & Copper Investigation. There is a grant possible for this lead service line investigation through EGLE Water Infrastructure Funding. On 4-22-24, received notification that our program was “fundable”. He gave additional clarification / answers by 5-6-24. Grant is being coordinated through Village.
  2. Water Tower. The quote for painting - \$300k (interior) and \$200k (exterior) included a blast down to metal. The \$75k estimate for System/Structural Repairs includes the mud valves (currently stuck) and bellows (for temperature expansion).

Water system will be targeting May 20<sup>th</sup> for a “dry run” of using pump pressure only for supply pressure. DPW will be running system for two weeks using clean generator power to protect pumps. Once system is validated for taking water tower “off-line”, Dixon Engineering can begin inspection of water tower.
  3. Water Treatment Upgrades. Main difference is well pumps would transport water directly to water tower after passing through pressure filters for iron removal. This would require new well pumps.
  4. Water Distribution System Upgrades. Need to replace our aging water mains with 6” or 8” minimum supply lines. \$5M included cost of road reconstruction and curb stops (if necessary). Wolverine recommends open trenching to replace the lines as opposed to using the pipe bursting method. Therefore, we would need to trench up roads to expose the water mains and sewer lines ... and then reconstruct. Rural Development Funding is only available for replacement of lines (and not repair).
  5. Sanitary Sewer Collection System Upgrades. Replacing with 8” or 10” lines because we have many 6” lines or clay tile with open joints (common for a system of our age). DPW has noted a 50% increase in sanitary flow after a heavy rainfall – which is indicative of a ground water infiltration problem (caused by the gaps in clay tile joints).
  6. Sanitary Sewer Pump Station Upgrades. We’ve recently upgraded the control panels on the lift stations. These upgrades will be able to be used with any new system. But do not spend any money on the pumps or cans. New lift stations cannot reuse the pumps or cans. New systems will also have proper screening.

7. Treatment System Upgrades and Improvements. Docks and piers will be able to be reused. Instead of aerators, recommending diffused air (bubblers) which do not rely on wind. Therefore, trees in surrounding area are not an issue. Surface water (lagoon) is still most cost-effective solution for use. More advanced technologies cost more in capital construction / maintenance and the Operator License requirement are more stringent (costly) to manage. Our current system is for a seasonal surface water discharge permit.

General comments on “Infrastructure Needs”. David Arthur Consultants (Village’s previous engineering firm) had ~ \$10M for upgrades which were estimated four years ago. Trying to compare apples-to-apples, this estimate is coming in at \$13.635M. The additional \$3.4M is for 25% overage charges - engineering, legal, and contingencies which may not have been included in the \$10M David Arthur estimate. So, total cost is potentially \$17M+.

V. Wells

- Dave Dillard reported both pumps/wells are now back on-line.
- It is unlikely that any new wells would be permitted in the current location. New regulations would require them to be 2000 ft from lagoon. To be clear, current wells are OK and our drinking water is safe.
- Our well capacity is rated at 350 gpm. Our aquafer allows this maximum withdrawal and recharge rate. This rate is not in reference to our pump size but rather how much water can we withdraw and still have the aquafer recover. Bottomline, our 350 gpm well rating is good for our needs.
- Water tower has about 2.5 – 3 days of reserve. So, water tower provides water pressure in addition to a safe reserve amount.

VI. Dogs Help LLC sewer issues

- There has been another clog. This time the sample has been saved.
- Don Heck provided a summary of the issue and possible actions. Don will refine this document.
- Some discussion on Dogs Help action/request (during construction) to move the grinder pump station from the original pit location to its current location inside the building. Elevation changes in the discharge line may be contributing to the suspension slowing in velocity and settling into the low section of the line ... thus generating the plug.

VII. Resolutions for the Water System and Sewer System charges and rates

- Daryl Anderson to submit revised ordinances to Village Council for approval.

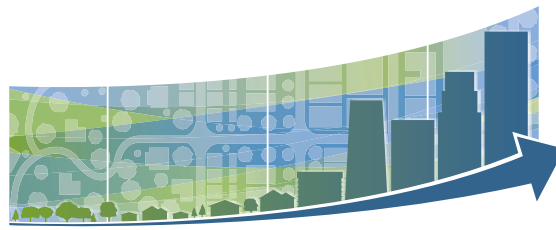
VIII. Adjourn: ~7:45 PM

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# CAPITAL IMPROVEMENTS PLAN GUIDE

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A tool for Michigan communities looking  
to establish a capital improvements plan



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## INTRODUCTION

The Capital Improvements Plan (CIP) guide is a tool for Michigan communities looking to establish a capital improvements plan, a requirement of the Michigan Planning Enabling Act (MPEA) for all cities and villages and some townships. The MPEA states it is a planning commission's responsibility to prepare a CIP after the adoption of a master plan (unless exempted by charter or otherwise).

Every community has different needs and capacities, so the process and document should be tailored to fit your community's needs. This guide recommends methods that have been successful in other communities; however, as long as a community meets the intent of long term, collaborative, fiscal planning as outlined in the MPEA, the community will meet the expectations of the RRC Best Practices.

This CIP Guide consists of three parts:

**Part One** explains what a CIP is, outlines the numerous reasons it is important, and provides examples of the types of projects that should be included in the CIP as well as those that your community may not want to include in the plan.

**Part Two** describes a recommended process for drafting a CIP. While there are a variety of processes your community can follow to complete a coordinated CIP, the recommended process has been used successfully in Michigan communities of all sizes all across the state.

**Part Three** provides sample language for the content of a CIP. Sample language has been provided for the CIP process, policy, program funding and for a project summary section. A sample application form and scoring sheet are provided in the appendix.

# TABLE OF CONTENTS

## PART ONE

What is a CIP?.....	4
Why is planning for capital improvements important?.....	4
CIP’s relation to the community budget .....	4
CIP implementation.....	4
Common categories of capital expenditures.....	4

## PART TWO

Process Flowchart.....	5
Step One: Identify Process and Roles.....	5
Step Two: Kickoff Meeting .....	6
Step Three: Complete Project Application Forms.....	6
Step Four: Project Scoring .....	7
Step Five: Rank Projects and Draft CIP.....	7

## PART THREE

Sample Introduction Language .....	8
Sample CIP Process Language .....	9
Sample CIP Policy Language .....	9
Sample Program Funding Language.....	10
Project Summary Section.....	11

## APPENDIX

Appendix A: Project Application Form Sample .....	12
Appendix B: Scoresheet Sample.....	17

**PART ONE explains what a CIP is, outlines the numerous reasons it is important, and provides examples of the types of projects that should be included in the CIP as well as those that your community may not want to include in the plan.**

## **What is a capital improvements plan?**

A capital improvements plan (CIP) is a community planning and fiscal management tool used to coordinate the location, timing and financing of capital improvements over a multi-year period. The MPEA outlines the requirement that CIPs be created for the ensuing six years. Capital improvements refer to major, non-recurring physical expenditures such as land, buildings, public infrastructure and equipment.

Local policies may specify the cost and useful life of qualified projects. For example, a small community may set minimum project costs at \$1,000 or \$2,500, while larger communities set the threshold at \$10,000 or \$25,000. Expenses below this level are considered “operational” and should appear in the annual budget. Typically a useful service life of at least three years is the threshold for including an expense in a CIP.

A CIP should include a description of proposed capital improvement projects ranked by priority, a year-by-year schedule of expected project funding, and an estimate of project costs and financing sources. The CIP is a working document and should be reviewed and updated annually to reflect changing community needs, priorities and funding opportunities.

## **Why is planning for capital improvements important?**

- Allows for a systematic evaluation of all potential projects at the same time
- Serves as a public relations and economic development tool
- Ensures the efficient use of public funds
- Fosters cooperation among departments and informs other units of government of priorities
- Focuses attention on community goals, needs and capabilities
- Guides future growth and development
- Helps maintain a sound and stable financial program
- Enhanced opportunities for federal and/or state grant programs

## **CIP’s relation to the community budget**

The preparation of the CIP and annual budget are closely linked. The first year of the CIP, known as the capital budget, outlines specific projects and appropriates funding for those projects. It is usually adopted in conjunction with the community’s annual operating budget. Projects and financing sources outlined for subsequent years are not authorized until the annual budget for those years is legally adopted. The five ensuing years serve as a guide for future planning and are subject to further review and modification.

## **CIP implementation**

The CIP is a powerful tool for implementing a community’s master plan, downtown plan and other planning documents. Capital investments such as utility extensions, road improvements and/or the purchase of park land can have a substantial impact on development patterns. By providing funding for strategic investments at a given time and location, the CIP helps ensure that development occurs consistent with a community’s plans and vision.

## **Common categories of capital expenditures include:**

### **The purchase of major equipment**

- Playground equipment
- A snow plow, fire truck (some communities specifically exclude vehicles and equipment from the CIP)
- Computers, public safety radio/communications systems

### **Acquisition of land for a public purpose**

- Park
- Landfill
- Industrial site

### **Construction, expansion or major renovation of a building or facility**

- Fire/police stations
- Library
- Roads, sidewalks, parking lots, street lighting
- Sewage treatment plant
- Building retrofit for energy efficiency

### **Related planning, engineering, design, appraisal or feasibility costs**

- Architectural design
- Engineering design
- LEED certification



## STEP ONE: IDENTIFY PROCESS AND ROLES

The first step in creating a CIP is to identify the most suitable process for your community. Creating a flowchart of the steps can help participants visualize the process. The pictured flowchart is an example of a process that is used successfully in many Michigan communities. Your community may decide to alter the process to fit your needs and timelines. Next, your community should identify roles for the plan's participants. The following are roles to be identified:

### Project Lead

While the MPEA asserts a community's planning commission is responsible for creating a CIP, this may not be the case for your community. In any event, one person should be identified as the project lead. This is the person responsible for coordinating amongst the different department heads, mediating conflict and drafting the CIP to present to the planning commission. The project lead could be anyone, including a planning commissioner, city manager, township supervisor, or a consultant. In any case, it is important that this task be supported by the manager/supervisor and mayor as the process requires collaboration between most department heads, the planning commission and the governing body.

### Planning Group

The planning group is made up of department heads who may desire funding for capital improvements. At a minimum, the capital improvements of the municipal roads, sewers and parks should be included. Many communities include the capital improvements of police and fire as well. The department heads will fill out a project application form for each desired capital improvement project within their purview that will occur in the next six years. Once all project application forms are completed, the planning group will rank the applications using a score sheet. The community must involve the planning commission and governing body throughout the process. It is recommended two planning commissioners and one elected official serve as part of this group. The following individuals or roles should be represented in the planning group:

- City manager/village president
- Director of Community Development
- Recreation director
- Municipal treasurer

- Municipal clerk
- Director of Public Services
- Director of Finance
- Police chief (if police department capital improvements are being included in the CIP)
- Fire chief (if fire department capital improvements are being included in the CIP)
- Governing body representative (if possible)
- Planning commission representatives (two if possible)

## CIP Development Team

This group is responsible for crafting the CIP to present to the planning commission. Most often, the CIP development team consists of the manager/supervisor, the director of community and economic development and the director of finance. If all of these positions do not exist in the community, look for a team that fully understands the community's desired vision for the future, finances and priorities for spending.

## Planning Commission

The MPEA states it is a planning commissions responsibility to prepare a CIP after the adoption of a master plan (unless exempted by charter or otherwise). Therefore, the planning commission should be involved throughout the process. It is recommended that at least two commissioners are more heavily involved in the process from start to finish. The planning commission should fully understand the process and value of creating a coordinated capital improvements program. A training session may need to be held before the process begins if a capital improvements program is new to the community. Once the draft is complete, the planning commission should hold a community work session—open to the public—where the draft CIP can be reviewed and revised if necessary. When completed, the planning commission will recommend approval of the CIP in an open meeting.

## Governing Body

The governing body should use the capital improvements plan to aid in the adoption of the municipal budget. This is most effective when the governing body fully understands the benefits and process of the CIP. It is recommended one elected official be a part of the CIP process from start to finish. The governing body is expected to adopt the CIP after the planning commission approves it, but before the budget is adopted. If the planning commission is exempted

by charter or otherwise from preparing and adopting the CIP, the task falls to the governing body.

**It is helpful to reference Article IV of the Michigan Planning Enabling Act (PA 33 of 2008) for the legal foundation of the capital improvements plan.**

## STEP TWO: KICKOFF MEETING

Once all roles have been identified, the CIP development team hosts a kickoff meeting to explain the reasons and benefits of a capital improvements program and everyone's role in the process. The project lead organizes this meeting and both the CIP development team and planning group in their entirety should be present. The kickoff meeting may be an opportunity for public involvement by allowing any member of the community to observe. This would allow for the public to understand what the CIP is and how they can become involved.

**The MPEA states, "The capital improvements program shall show those public structures and improvements in the general order of their priority, that in the (planning) commission's judgment will be needed or desirable and can be undertaken within the ensuing six-year period."**

If a six-year projection seems daunting to your community as the CIP is developed for the first time, you may decide to draft a CIP that covers two or three years. A shorter time period will allow you to establish an effective and thorough process which will enable your community to add on to the projection the following year. Although beneficial for establishing the process, a CIP that projects less than six years will not comply with the MPEA and will not align with the RRC Best Practices.

## STEP THREE: COMPLETE PROJECT APPLICATION FORMS

The capital improvements projects will be identified by completing project application forms. Each department head will fill out a project application form for each project

to occur in the next six years. Each identified project should have a separate project application form filled out. For example, if the Parks and Recreation Department is requesting trail improvements in three different parks, three different project application forms need to be filled out. After the completion of all project applications, planning group members should receive a copy of all project application forms, score them according to the scoring criteria developed by the project lead, then rank them.

It is important that the project lead provide the department heads adequate time to complete project applications. This is particularly important if this is your community's first time preparing a CIP, as the process can be time intensive.

It is important that the project application form be filled out in its entirety so that projects can be evaluated on the same information.

**Appendix A contains a sample project application form.**

Project application forms will look different depending on the capacity of the community. The project lead should develop an ID mechanism to be attached to each application. For example, all capital improvements being requested by the police department would begin with P (P-001, P-002, etc.). The ID mechanism is important as it will allow specific projects to be referenced within the CIP.

## STEP FOUR: PROJECT SCORING

After the department heads identify projects and complete project application forms for all capital improvements that will occur over the next six years, each member of the planning group should receive a copy of every project application form submitted along with the appropriate amount of score sheets.

The three basic questions that should be answered when ranking projects are:

- Is the project legal?
- Is the project a high priority for the community?
- Is the project contained in the master plan or the parks and recreation plan?

Appendix B contains a sample of a more complex score sheet. The length and intensity of the score sheet is dependent on the capacity and goals of the community. Each member of the planning group will score and then rank the projects and submit the score sheets to the CIP development team.

## STEP FIVE: RANK PROJECTS AND DRAFT THE CIP

The CIP development team will ultimately draft the CIP based on the community's priorities and available funds. The length of the plan will depend on the number of projects, the years projected out and the capacity of the community. It is important for the CIP development team to work closely with the planning commission and governing body as they will ultimately be approving and adopting it.

It is recommended the CIP development team present a draft CIP to the planning commission during a working session. This session allows the planning commission to provide feedback and hear public comments before approving the plan. Once the planning commission approves the CIP, the plan then goes to the governing body for adoption.

# PART THREE

**PART THREE** provides sample language for the content of a CIP. Sample language has been provided for the CIP introduction, process, policy, program funding and for a project summary section.

## SAMPLE INTRODUCTION LANGUAGE

A capital improvements plan (CIP) is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. The purpose of a CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve, and protect the *Community of Anywhere's* existing infrastructure system; and to provide for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP is also used to ensure that capital improvements are fiscally sound and consistent with the goals and policies of the governing body and the residents of the community.

A comprehensive CIP is an essential tool for the planning and development of the social, physical, and economic wellbeing of the community. This process is a necessary step in an organized effort to strengthen the quality of public facilities and services; provide a framework for the realization of community goals and objectives; and provide a sound basis on which to build a healthy and vibrant community.

The CIP informs *Anywhere* residents and stakeholders on how the municipality plans to address significant capital needs over the next six years. The CIP can also influence growth because infrastructure can impact development patterns.

The projects identified in the CIP represent the community's plan to serve residents and anticipate the needs of a dynamic community. Projects are guided by various development plans and policies established by the planning commission, governing body, and administration.

Plans and policies include:

- Master land-use plan
- Redevelopment plan
- Downtown development plan
- Corridor improvement plan
- Recreation plan
- Transportation plan
- Non-motorized transportation plan

- Goals and objectives of council
- Administrative policies
- Mission statement

Preparation of the CIP is done under the authority of the Michigan Planning Enabling Act (PA 33 of 2008). The goal of the CIP should be to implement the master plan and to assist in the community's financial planning.

The CIP is dynamic. Each year, all projects included within the CIP are reviewed, a call for new projects is made, and adjustments are made to existing projects arising from changes in the amount of funding required, conditions, or timeline. A new year of programming is also added each year to replace the year funded in the annual operating budget.

The CIP program should continue to develop over time by adding features to gradually improve quality and sophistication. Greater attention should be devoted to provide more detailed information about individual project requests, program planning, fiscal analysis, fiscal policies, and developing a debt strategy.

## CIP and the Budget Process

The CIP plays a significant role in the implementation of a master plan by providing the link between planning and budgeting for capital projects. The CIP process precedes the budget process and is used to develop the capital project portion of the annual budget. Approval of the CIP by the planning commission does not mean that they grant final approval of all projects contained within the plan. Rather by approving the CIP, the planning commission acknowledges that these projects represent a reasonable interpretation of the upcoming needs for the community and that projects contained in the first year of the plan are suitable for inclusion in the upcoming budget.

Priority rankings do not necessarily correspond to funding sequence. For example, a road-widening project which is ranked lower than a park project may be funded before the park project because the road project has access to a restricted revenue source, whereas a park project may have to compete for funding from other revenue sources. A project's funding depends upon a number of factors—not only its merit, but also its location, cost, funding source, and logistics.

The *Community of Anywhere* should strive to maximize resources by maintaining a balance between operating and capital budgets. A continuous relationship exists between the CIP and the annual budget. A direct link can be seen between the two documents, as there should be in a strategic planning environment. Budget appropriations lapse at the end of the fiscal year as the operating budget is funded with recurring annual revenues such as taxes, licenses, fines, user fees, and interest income.

While this process is one of many potential processes your community can follow to develop a CIP, below is some sample CIP process language:

## SAMPLE CIP PROCESS LANGUAGE

**Planning Group:** Reviews the policy, develops the project rating and weighting criteria, rates and weights project applications, reviews funding options, and presents the recommendation to the CIP development team.

- Director of Planning & Development
- Recreation director
- Municipal treasurer
- Municipal clerk
- Director of Public Services
- Director of Finance
- Police chief
- Fire chief
- Governing body representative
- Planning commission representative (2)

**CIP Development Team:** clarifies any issues, finalizes the ratings and brings the CIP draft forward at the planning commission workshop where the draft CIP will be presented during a public hearing.

- Community manager
- Director of CED
- Director of Finance

**Planning commission:** works with the planning group during the plan development, conducts workshops (if necessary), reviews the planning group's recommendation, receives public input, conducts public hearings, adopts the plan, and requests the governing body to consider incorporating funding for the first year projects into the budget plan.

**Governing body:** is encouraged to use the CIP as a tool in the adoption of the annual budget process in accordance with the governing body goals and objectives.

**Residents:** are encouraged to participate in plan development by working with various boards and commissions at the planning commission workshops, the planning commission public hearings, and at the governing body's budget workshops and public hearings. As always, communication is open between residents, governing body representatives, planning commission representatives, and staff.

## SAMPLE CIP POLICY LANGUAGE

As used in the *Community of Anywhere* capital improvements program, a capital improvements project is defined as a major, nonrecurring expenditure that includes one or more of the following:

1. Any construction of a new facility (i.e., a public building, water/sanitary sewer mains, storm sewers, major/local roadways, recreational facilities), an addition to, or extension of such a facility, provided that the cost is \$10,000 or more and that the improvement will have a useful life of three years or more.
2. Any nonrecurring rehabilitation of all or a part of a building, its grounds, a facility, or equipment, provided that the cost is \$10,000 or more and the improvement will have a useful life of three years or more.
3. Any purchase or replacement of major equipment to support community programs provided that the cost is \$10,000 or more and will be coded to a capital asset account.
4. Any planning, feasibility, engineering, or design study related to an individual capital improvements project or to a program that is implemented through individual capital improvements projects provided that the cost is \$10,000 or more and will have a useful life of three years or more.
5. Any planning, feasibility, engineering, or design study costing \$25,000 or more that is not part of an individual capital improvements project or a program that is implemented through individual capital improvements projects.
6. Any acquisition of land for a public purpose that is not part of an individual capital improvements project or a program that is implemented through individual capital improvements projects provided that the cost is \$25,000 or more.

## SAMPLE PROGRAM FUNDING LANGUAGE

Because the capital improvements projects involve the outlay of substantial funds, numerous sources are necessary to provide financing over the life of the project. Most capital funding sources are earmarked for specific purposes and cannot be transferred from one capital program to another. For example, funds raised by the *Community of Anywhere's* park maintenance and repair millage must be used for the purposes that were stated when the voters approved the millage. The CIP has to be prepared with some projections as to the amount of money available. The following is a summary of the funding sources for projects included in the capital improvements program.

### Enterprise (Reserve) Funds

In enterprise financing, funds are accumulated in advance for capital requirements. Enterprise funds not only pay for capital improvements, but also for the day-to-day operations of community services and the debt payment on revenue bonds. The community can set levels for capital projects; however, increases in capital expenditures for water mains, for example, could result in increased rates. Enterprise fund dollars can only be used on projects related to that particular enterprise fund.

### Bonds

When the *Community of Anywhere* sells bonds, purchasers are, in effect, lending the community money. The money is repaid, with interest, from taxes or fees over the years. The logic behind issuing bonds (or “floating a bond issue”) for capital projects is that the citizens who benefit from the capital improvements over a period of time should help the community pay for them. Anywhere issues bonds in two forms:

**General Obligation (G.O.) Bonds:** Perhaps the most flexible of all capital funding sources, G.O. bonds can be used for the design or construction of any capital project. These bonds are financed through property taxes. In financing through this method, the taxing power of the community is pledged to pay interest and principal to retire the debt. Voter approval is required if the community wants to increase the taxes that it levies and the amount is included in Anywhere's state-imposed debt limits. To minimize the need for property tax increases, the community

makes every effort to coordinate new bond issues with the retirement of previous bonds. G.O. bonds are authorized by a variety of state statutes.

**Revenue Bonds:** Revenue bonds are sold for projects that produce revenues, such as water and sewer system projects. Revenue bonds depend on user charges and other project-related income to cover their costs. Unlike G.O. bonds, revenue bonds are not included in the community state-imposed debt limits because the full faith and credit of the community back them. Revenue bonds are authorized by Public Act of 1933, the Revenue Bond Act.

### Weight and Gas Tax

Based on a formula set by State of Michigan, the *Community of Anywhere* receives a portion of the tax placed on motor fuel and highway usage in the state. The restrictions placed on the expenditure of these funds insure that they will be spent on transportation-related projects or operations and services. These are commonly called Act 51 funds.

### Tax Increment Financing (TIF)

TIF is a municipal financing tool that can be used to renovate or redevelop declining areas while improving their tax base. TIF applies the increase in various state and local taxes that result from a redevelopment project to pay for project-related public improvements. For purposes of financing activities within the *Community of Anywhere's* downtown district, the downtown development authority adopted a 30-year TIF plan in 1982. Public Act 281 of 1986, the Local Development Finance Authority Act and Public Act 450 of 1980, the Tax Increment Financing Act authorizes TIF.

### Millages

The property tax is a millage that is one of the most important sources of community revenue. The property tax rate is stated in mills (one dollar per \$1,000 of valuation). This rate is applied to a property's net value, following the application of all exemptions and a 50 percent equalization ratio. Millages are voter-approved taxes that are specifically earmarked for a particular purpose. For example, the Parks Maintenance and Repair millage helps support Parks and Recreation capital projects. The community is authorized to utilize millages under Public Act 279 of 1909, the Home Rule Cities Act.

# PART THREE

## Federal and State Funds

The federal and state governments make funds available to communities through numerous grants and aid programs. Some funds are tied directly to a specific program. The community has discretion (within certain guidelines) over the expenditure of others. For the most part, the community has no direct control over the amount of money received under these programs.

## Special Assessments

Capital improvements that benefit particular properties, rather than the community as a whole, may be financed more equitably by special assessment, i.e., by those who directly benefit. Local improvements often financed by this method include new street improvements (including pavement, curb and gutter, sidewalks, etc.), sanitary and storm sewers, and water mains.

## Developer Contributions

Sometimes capital improvements are required to serve new development. Where funding is not available for the community to construct the improvements, developers may agree to voluntarily contribute their share or to install the facilities themselves so the development can go ahead.

## PROJECT SUMMARY SECTION

The project summaries can be scaled to address the needs, capacity and circumstances of each community. The project summary section is sub-divided by department, and should include a capital improvement summary for each project and why the project was selected. The following is encouraged to be included for each capital improvement project:

- Description of the project
- CIP ID #
- Timeline for completion
- Cost
- Source of funding
- What plan or community goal the project ties to

# APPENDIX A: PROJECT APPLICATION FORM SAMPLE

## SECTION 1-A

Project title: \_\_\_\_\_ Department: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Date prepared: \_\_\_\_\_

CIP ID#: \_\_\_\_\_ Anticipated start date: \_\_\_\_\_

## SECTION 1-B

**Project description:** Provide a brief (1–2) paragraph description of the project

## SECTION 1-C

**Planning context:** Is the project part of an adopted program, policy or plan?

No

Yes (must identify: \_\_\_\_\_)

**MUST LIST** the adopted program or policy, and how this project directly or indirectly meets these objectives:

## SECTION 1-D

**Planning context:** Is the community legally obligated to perform this service?

No

Yes

Please describe the community's legal obligation:

# APPENDIX A: PROJECT APPLICATION FORM SAMPLE

## SECTION 1-E

**Planning timeline:** Estimated project beginning and ending dates. Be sure to include any work being done in prior years, including studies or other planning.

## SECTION 1-F

**Coordination:** Please identify if this project is dependent upon one or more other CIP projects and please describe what the relationship is.

## SECTION 1-G

**Project priority:** *Low, medium, high*

Priority within department \_\_\_\_\_ Priority communitywide \_\_\_\_\_

## SECTION 2-A

**Prior approval:** Is this project included in the 2020 adopted or prior year's budget?  
Has this project been approved by any board, commission or governing body?

- Yes (Please check appropriate box (es) below)
  - Governing body
  - Planning commission
  - 2013 budget
  - Prior year budget: \_\_\_\_\_
- No

# APPENDIX A: PROJECT APPLICATION FORM SAMPLE

## SECTION 2-B

**Total estimated cost (in 2020 dollars):** \$ \_\_\_\_\_

List all funding options available for this project:

Recommended funding option(s) to be used? (i.e., operating revenues, fund balance, bond issue etc.)

## SECTION 2-C

### Basis of cost estimate:

Please check one of the following:

- Cost of comparable facility/equipment
- Cost estimate from engineer/architect
- Rule of thumb indicator/unit cost
- Preliminary estimate
- Ball park "guesstimate"

---

## SECTION 3-A

Equipment: \_\_\_\_\_ Date prepared: \_\_\_\_\_

Department: \_\_\_\_\_

## SECTION 3-B

### Form of acquisition:

Please check one of the following:

- Purchase
- Rental/lease

Number of units requested: \_\_\_\_\_

Estimated service life (years): \_\_\_\_\_

# APPENDIX A:

## PROJECT APPLICATION FORM SAMPLE

### SECTION 3-C

Include return-on-investment section if the administration team and department heads have time to complete. Forgoing this section will save time.

DIRECT COSTS	PER UNIT (\$)	TOTAL COST (\$)
Purchase price or annual rent/lease		
Plus: installation or related charges		
Plus: annual operational costs		
Less: annual operational savings		
Less: trade-in, salvage value, discount		
Net purchase cost/annual rent		

### SECTION 3-D

#### Purpose of expenditure:

Please check one of the following:

- |   |  |
|---|--|
| <input type="checkbox"/> Scheduled replacement<br><input type="checkbox"/> Expanded service life<br><input type="checkbox"/> Present equipment obsolete<br><input type="checkbox"/> New operation<br><input type="checkbox"/> Other _____ | <input type="checkbox"/> Replace worn-out equipment<br><input type="checkbox"/> Increased safety<br><input type="checkbox"/> Reduce personnel time<br><input type="checkbox"/> Improved service to community, procedures, etc. |
|---|--|

### SECTION 3-E

**Replaced items(s):** Attach a separate sheet if necessary

ITEM	MAKE	AGE	PRIOR YEAR'S	
			Maintenance	Rental cost
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

# APPENDIX A: PROJECT APPLICATION FORM SAMPLE

April 26, 2020

Project title: Sample project #1

CIP ID: CIP-01

Project Construction	Cost Before 2019
Preliminary engineering	\$
Right-of-way services	\$
Land Acquisition (ROW)	\$
Geotechnical engineering	\$
Construction	\$
Construction engineering	\$
Other construction costs	\$
Equipment/vehicle purchase	\$
<b>Total project construction</b>	<b>\$</b>

PRIOR YEAR'S BUDGET	BUDGET 2020	BUDGET 2021	2022	2023	2024	2025	Total	City share	TOTAL CITY
				\$50,000			\$50,000	100%	\$50,000
								100%	
								100%	
								100%	
								100%	
								100%	
								100%	
								100%	
								100%	
<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$50,000</b>	<b>\$</b>	<b>\$</b>	<b>\$50,000</b>		<b>\$50,000</b>

Future net operating Costs/savings	Cost Before 2019
Est. Staffing impact	\$
Est. Operational impact	\$
Est. Maintenance impact	\$
Est. Other impact	\$
<b>Total Operating Impact</b>	<b>\$</b>

PRIOR YEAR'S BUDGET	2020	2021	2022	2023	2024	2025	Total	City share	TOTAL CITY
				\$50,000			\$50,000	100%	\$50,000
								100%	
								100%	
								100%	
<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>		<b>\$</b>

<b>Grand Total Project</b>	<b>\$</b>
----------------------------	-----------

<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$50,000</b>	<b>\$</b>	<b>\$</b>	<b>\$50,000</b>		<b>\$50,000</b>
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\* Coordinate with:

# APPENDIX B: SCORE SHEET SAMPLE

2020–2025 CAPITAL IMPROVEMENT NEEDS ASSESSMENT FORM				
<b>Project name:</b>		<b>Project #</b>		
<b>Department:</b>		<b>Total score:</b>		
<b>RATER NAME:</b>	<b>Score Range</b>	<b>Rater Score</b>	<b>Weight</b>	<b>Total Points</b>
<b>CONTRIBUTES TO HEALTH, SAFETY AND WELFARE</b>				
Eliminates a known hazard (accident history)	5		5	
Eliminates a potential hazard	4			
Materially contributes	3			
Minimally contributes	1			
No Impact	0			
<b>PROJECT NEEDED TO COMPLY WITH LOCAL, STATE OR FEDERAL LAW</b>				
Yes	5		5	
No	0			
<b>PROJECT CONFORMS TO ADOPTED PROGRAM, POLICY OR PLAN</b>				
Project is consistent with adopted city council policy or plan	5		4	
Project is consistent with administrative policy	3			
No policy/plan in place	0			
<b>PROJECT REMEDIATES AN EXISTING OR PROJECTED DEFICIENCY</b>				
Completely remedy problem	5		3	
Partially remedy problem	3			
No	0			
<b>WILL PROJECT UPGRADE FACILITIES</b>				
Rehabilitates/upgrades existing facility	5		3	
Replaces existing facility	3			
New facility	1			
<b>CONTRIBUTES TO LONG-TERM NEEDS OF COMMUNITY</b>				
More than 30 years	5		2	
21 - 30 years	4			
11 - 20 years	3			
4 - 10 years	2			
3 years or less	1			
<b>SERVICE AREA OF PROJECT</b>				
Regional	5		2	
City-wide	4			
Several neighborhoods	3			
One neighborhood or less	1			
<b>DEPARTMENT PRIORITY</b>				
High	5		2	
Medium	3			
Low	1			
<b>PROJECT DELIVERS LEVEL OF SERVICE DESIRED BY COMMUNITY</b>				
High	5		2	
Medium	3			
Low	1			

**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.

**History:** 2008, Act 33, Eff. Sept. 1, 2008.



# VILLAGE OF BROOKLYN, MICHIGAN

## CAPITAL IMPROVEMENTS PLAN

FY 2020 – FY 2025

Approved by Village Council 08/26/2019

This Capital Improvements Plan update covering fiscal years 2020 – 2025 was developed by the Planning Commission for the Village of Brooklyn. On a motion by Commissioner Jenson, seconded by Commissioner Lutz, and unanimously approved by the Planning Commission at a regular meeting held on July 24, 2019, the Capital Improvements Plan FY 2020 – FY 2025 is recommended for approval to the Village Council.

**Planning Commission members:**

- Robert Stockton, Chairperson
- Greg Goings, Vice-Chairperson
- Misty Bliven, Member
- Crystal Buter, Member
- Stacy Hicks, Member
- Bob Jenson, Ex-officio member
- Shawn Lutz, Ex-officio Member
- Debbie Powell, Member
- Vacant Position

On a motion by Trustee Roberts, seconded by Trustee Bliven, the Capital Improvements Plan FY 2020 – FY 2025 is approved by Village Council at a regular meeting held on August 26, 2019.

Yeas: Roberts, Bliven, Lorenz-Goings, Lutz, Krauss, Jenson, DeJeu  
Nays: None  
Absent: None

**Village Council members:**

- J.B. DeJeu, Village President
- Estella Roberts, Village President Pro Tempore
- Phil Bliven, Trustee
- Bob Jenson, Trustee
- Phil Krauss, Trustee
- Kara Lorenz-Goings, Trustee
- Shawn Lutz, Trustee

**Document created with the assistance of:**  
Michigan Economic Development Corporation (format)  
Jae Guetschow, Village Manager

# TABLE OF CONTENTS

<u>Title</u>	<u>Page</u>
Introduction.....	4
Mission Statement.....	5
CIP and the Budget Process.....	5
CIP Process.....	6
CIP Policy.....	7
Program Funding.....	7
CIP Budget.....	10-11
Project Summaries.....	12
Appendix 2017A: M-50 Lift Station Replacement.....	13
Appendix 2017B: Mill Street Bridge Replacement.....	15
Appendix 2019A: N. King St., S. King St. & Tiffany St. Rehabilitation.....	17
Appendix 2017C: Marshall Street Milling and Resurfacing.....	18
Appendix 2019B: Street Rehabilitation (All Streets).....	20
Appendix 2017D: Lansing Street Lift Station Replacement.....	22
Appendix 2017E: Water Main Replacement.....	24
Appendix 2017F: Sanitary Sewer Main Replacement.....	26
Appendix 2017G: Water Main Extension.....	28
Appendix 2017H: Sanitary Sewer Main Extension.....	29
Appendix 2017I: Connection to Trails.....	30
Appendix 2017J: Sidewalk Extension.....	32
Appendix 2017K: DPW Garage Fencing (Completed).....	33
Appendix 2017L: DPW Garage Covered Storage (Completed).....	30

## **Introduction**

The Village of Brooklyn Capital Improvements Plan (CIP) is a multi-year planning instrument used to identify needs and financial resources for public infrastructure improvements to facilitate the orderly planning of infrastructure improvements; to maintain, preserve, and protect Brooklyn's existing infrastructure system; and to provide for the acquisition or scheduled replacement of assets to ensure the efficient delivery of services to the community. The CIP is also utilized to ensure that capital improvements are fiscally sound and consistent with the goals and policies of the Planning Commission, the Village Council and the residents and business owners of the community.

A comprehensive CIP is an essential tool for the planning a development of the social, physical, and economic wellbeing of the community. This process is a necessary step in an organized effort to strengthen the quality of public facilities and services; provide a framework for the realization of community goals and objectives; and provide a sound basis from which to build and maintain a healthy and vibrant community.

The CIP informs the Village of Brooklyn residents, business owners and stakeholders on the municipality's plans to address significant capital needs over the next six years. Thereafter, the CIP is reviewed annually and another year's projects are added to the CIP. The CIP provides visual representations of the community's needs and may include maps that detail the timing, sequence, and location of capital projects. The CIP may also influence growth as infrastructure projects often impact development patterns.

The benefits the CIP provides for residents, business owners and stakeholders may include, but are not limited to:

- Optimizing the use of revenue
- Focusing attention on community goals, needs and capabilities
- Guiding future growth and development
- Encouraging efficient government
- Improving intergovernmental and regional cooperation
- Maintaining a sound and stable financial program
- Enhancing opportunities for participation in federal and/or state grant programs

Projects identified in the CIP represent the community's plan to serve both residents and businesses and anticipate the needs of a dynamic community. Projects are guided by various development plans and policies established by the Planning Commission, Village Council and Village administration.

Plans and policies may include, but are not limited to:

- Master land use plan
- Redevelopment plan
- Downtown development plan
- Corridor improvement plan
- Recreation plan

- Transportation plan
- Non-motorized transportation plan
- Goals and objectives of Village Council
- Administrative policies

### **Mission Statement**

Preparation of the CIP is done under the authority of the Michigan Planning Enabling Act (PA 33 of 2008), as amended. The goal of the CIP is to implement the Master Plan (formerly the Comprehensive Plan) and to assist in the community's financial planning.

The CIP is dynamic. Each year all projects included within the CIP are reviewed, a call for new projects is made, and adjustments are made to existing projects arising from changes in the amount of funding required, conditions, or time line. A new year of programming is also added each year to replace the year funded in the annual operating budget.

The CIP program should continue to develop over time by adding features to gradually improve quality and sophistication. Greater attention shall be devoted to providing more detailed information about individual project requests, program planning, fiscal analysis, fiscal policies, and developing debt strategy.

### **CIP and the Budget Process**

The CIP plays a significant role in the implementation of the Master Plan by providing the link between planning and budgeting for capital projects. The CIP process precedes the budget process and is used to develop the capital project portion of the annual budget. Approval of the CIP by the Planning Commission does not mean that they grant final approval of all projects contained within the plan. Rather by approving the CIP, the Planning Commission acknowledges that these projects represent a reasonable interpretation of the upcoming needs for the community and that projects contained in the first year of the plan are suitable for inclusion in the upcoming budget.

Priority ranking do not necessarily correspond to funding sequence. For example, a street project that is ranked lower than a park project may be funded prior to the park project because the street project has access to a restricted revenue source, whereas a park project may have to compete for funding from other revenue sources. A project's funding depends upon many factors – not only its merit, but also its location, cost, funding source, and logistics.

Brooklyn strives to maximize resources by maintaining a balance between operating and capital budgets. A continuous relationship exists between the CIP and the annual budget as should be expected in a properly managed strategic planning environment. Budget appropriations lapse at the end of each fiscal year as the operating budget is funded with recurring annual revenues, such as taxes, licenses, fines, user fees, and interest income.

The Village has adopted a “pay-as-you-go” philosophy in developing the initial budget for the CIP. However, this does not preclude Village Council from authorizing execution of other sources of funding to address emergency situations or to take advantage of economies of scale by accelerating completion of multiyear projects. There may be instances in which federal or state requirements may necessitate the Village to obtain debt funding to remain in compliance with regulations. In addition, the availability of grants or gifts by the Village may enable projects to be implemented earlier than planned or the scope of such projects to be expanded.

### **CIP Process**

*CIP Policy Group.* Responsibility for development of the CIP rests with the Planning Commission. In the absence of a separate CIP Policy Group, the Planning Commission in collaboration with the Village Manager provides those functions which include review of the policies, development of project rating and weighting criteria, review of funding options and presentation of recommendations to Village Council. Current Planning Commission members include two ex-officio members who are Village Trustees which will strengthen the connection between the two entities and the CIP.

*Administrative Group.* The Administrative Group consists of the Village Manager who is responsible to clarify issues, finalize the rating and weighting process, develop the draft CIP for discussion with the Planning Commission and presentation at a Public Hearing with either the Planning Commission or Village Council.

*Planning Commission.* The Planning Commission acts as the Policy Group with the Village Manager during plan development, conducts workshops (if necessary), reviews recommendations, receives public input, conducts Public Hearings, adopts the plan and requests Village Council to consider incorporating funding for each year’s projects into the budget document.

*Governing Body.* The Village Council is encouraged to use the CIP as a tool in the adoption of the annual budget in accordance with Village goals and objectives. Whenever funding for significant capital improvement projects is considered, Village Council should verify that the project has been included in the CIP and, if not, the reasons for circumventing the CIP process are appropriately documented.

*Residents.* Though not included in the development of the initial CIP due to logistics and time constraints, residents are encouraged to review the CIP (available online) and offer comments to or participate in discussion with the Planning Commission or Village Council in the process of making annual amendments to the CIP prior to adoption of the annual budget by Village Council. Village Council encourages open communication with residents and business owners by staff, Planning Commissioners and Village Council members.

## **CIP Policy**

The Village of Brooklyn CIP defines a capital improvement project as a major, nonrecurring expenditure that includes one or more of the following:

1. Construction of any new facility (i.e.: public building, water or sanitary sewer mains, storm sewers, major and local roadways, recreational facilities), an addition to or extension of such a facility, provided that the cost is at least \$15,000 and that the improvement will have a useful of life of at least three years.
2. Nonrecurring rehabilitation of all or a part of a Village-owned building, its grounds, a facility, or equipment, provided that the cost is at least \$15,000 and the improvement will have a useful of life of at least three years.
3. Purchase or replacement of major equipment to support community programs provided that the cost is at least \$15,000 and will be coded to a capital asset account.
4. A planning, feasibility, engineering or design study related to an individual capital improvements project or to a program that is implemented through individual capital improvements projects provided the cost is at least \$15,000 and will have a useful of life of at least three years.
5. A planning, feasibility, engineering or design study that is not related to an individual capital improvements project or program that is implemented through individual capital improvement projects for which the cost is at least \$25,000.
6. Acquisition of land for a public purpose that is not part of an individual capital improvement project or a program that is implemented through individual capital improvements projects provided that the cos is at least \$25,000.

## **Program Funding**

Capital improvement projects often involve the outlay of substantial funds necessitating access to numerous sources to provide financing for greater than one fiscal year and frequently for the life of the project. Capital funding sources are often earmarked for specific purposes and cannot be transferred from one capital program to another. For example, millage funds raised by the Village for streets must be used for the purposes that were stated when the voters approved the millage. The CIP must be prepared with some projections as to the amount of funding available. The following is a summary of the funding sources for projects included in the CIP.

***Enterprise Funds.*** In enterprise financing, funds are accumulated in advance for capital requirements. Enterprise funds not only pay for capital improvement, but also for the day-to-day operations of community services and the debt payment on revenue bonds. The community can set levels for capital projects; however, increases in capital expenditures for water mains, for example, could result in increased rates. Enterprise fund dollars can only be used on projects related to that enterprise fund (i.e.: water system funds can only be used on the water system).

*Bonds.* When the Village of Brooklyn sells bonds, purchasers are, in effect, lending the community money. The money is repaid, with interest, from taxes or fees over several years. The logic behind issuing bonds (or “floating a bond issue”) for capital projects is that the citizens who benefit from the capital improvement should help the community pay for them. Brooklyn issues bonds in two forms:

- **General Obligation Bonds:** Perhaps the most flexible of all capital funding sources, General Obligation Bonds can be used for the design or construction of any capital project. These bonds are financed through property taxes. In financing through this method, the taxing power of the community is pledged to pay interest and principal to retire the debt. Voter approval is required if the community wants to increase the taxes that it levies and the amount is included in Brooklyn’s state-imposed debt limit. To minimize the need for property tax increases, the community makes every effort to coordinate new bond issues with the retirement of previous bonds. General Obligation bonds are authorized by a variety of state statutes.
- **Revenue Bonds:** Revenue bonds are sold for projects that produce revenues, such as water and sewer system projects. Revenue bonds depend on user charges and other project-related income to cover their costs. Unlike General Obligation bonds, revenue bonds are not included in the state-imposed debt limits because the full faith and credit of the community back them. Revenue bonds are authorized Public Act 94 of 1933.

*Act 51 Funds:* Based on a formula set by the State of Michigan, the Village receives a portion of the tax placed on motor fuel, vehicle registration fees and highway usage in the state. The restrictions placed on the expenditure of these funds insure that they will be spent on transportation-related projects or operations and services, specifically through the Major and Local Street Funds.

*Tax Increment Financing (TIF):* Tax Increment Financing is a municipal financing tool that may be used to renovate or redevelop declining areas while improving their tax base. TIF applies the increase in various state and local taxes that result from a redevelopment project to pay for project-related public improvements. For purposes of financing activities with the Village’s downtown district, the Corridor Improvement Authority (CIA) approved a 20-year TIF plan which was adopted by Village Council on April 8, 2019. Public Act 281 of 1986, the Local Development Finance Authority Act, and Public Act 450 of 1980, the Tax Increment Financing Act, authorizes TIF.

*Millages:* The property tax is a millage that is one of the most important sources of community revenue. The property tax rate is stated in mills (one dollar per \$1,000 of valuation). This rate is applied to a property’s net value, following the application of all exemptions and a 50 percent equalization ratio. Millages are either authorized by state statute or are voter-approved and are specifically earmarked for a particular purpose. For example, the street millage provides funding dedicated to the maintenance of the Village’s streets beyond the revenue received from the state (Act 51 funds). The community is authorized to utilize millages under Public Act 279 of 1909, the Home Rule Cities Act.

***State and Federal Funds:*** The state and federal governments make funds available to communities through numerous grants and aid programs. Funds are often tied directly to a specific program while the community may have discretion in the expenditure of other funds, within certain parameters. For the most part, the community has no direct control over the amount of money received under these programs.

***Special Assessments:*** Capital improvements that benefit particular properties, rather than the entire community, may be financed more equitably by special assessment (i.e.: by those who directly benefit). Local improvements often financed by this method include new street improvements (pavement, curb and gutter, sidewalks), sanitary and storm sewers and water mains.

***Developer Contributions:*** Occasionally, capital improvements are required to serve new development. Should funding not be forthcoming from the community to construct such improvements, developers may agree to voluntarily contribute their share or to install the facilities themselves so the development can proceed.

## **CIP BUDGET**

The budget for the updated Capital Improvement Plan FY 2020 – FY 2025 is included on the following page. It is the intent of the Village that the CIP budget spread sheet will be updated annually to reflect changes in the projects as some projects are completed, others are amended, and new projects are added.

## VILLAGE OF BROOKLYN, MICHIGAN

### Capital Improvements Plan Budget FY 2020 (Approved 08/26/2019)

A	B	C	D	E	F	G	H	I
Projects	Priority	Years to Start	Target FY Year	Total Estimated Cost	Fund Source(s)	Grant Type	Grant Amount	Annual Reserve Required
M-50 Lift Station Replacement (See note 4.)	High	2	2021	\$ 350,000	Sewer			\$ 175,000
Mill Street Bridge Replacement	High	3	2023	\$ 800,000	Major Street	MDOT	TBD	\$ 266,667
N. King, S. King, Tiffany Streets Milling/Resurface	High	1	2020	\$ 219,533	Major Street	STP	\$ 175,626	\$ 43,907
Marshal Street Milling and Resurfacing	High	1	2020	\$ 600,000	Major Street	STP	\$ 516,000	\$ 84,000
Street rehabilitation (All streets) (See note 5.)	Medium	2	2021	\$ 1,200,000	Major/Local St.			\$ 600,000
Lansing Street Lift Station Replacement	Medium	3	2021	\$ 150,000	Sewer			\$ 50,000
Water Main Replacement	Medium	5	2023	\$ 250,000	Water			\$ 50,000
Sanitary Sewer Main Replacement	Medium	5	2023	\$ 150,000	Sewer			\$ 30,000
Water Main Extension to unserved areas	Medium	6	2024	\$ 240,000	Water			\$ 40,000
Sanitary Sewer Main Extension to unserved areas	Medium	6	2024	\$ 150,000	Sewer			\$ 25,000
Connection to Trails	Low	5	2023	\$ 75,000	General			\$ 15,000
Sidewalk Extension to unserved areas	Low	5	2023	\$ 50,000	Major/Local St.			\$ 10,000
<b>Total Capital Improvement reserve required in the current year:</b>								
<b>\$ 1,389,574</b>								

#### Notes

1. Appearance of any project on the CIP does not necessarily mean that a project will be funded in the year indicated.
2. See individual project summaries for priority rationale.
3. Projects included in the CIP must have a total estimated cost of at least \$15,000. The annual reserve amount may be less.
4. Bids were opened on May 22, 2019. Low bid was more than double that of the engineering estimate. To be rebid.
5. Capital Improvement Bonds are being pursued to fund street rehabilitation projects, except for N. King, S. King, Tiffany and Marshal Streets.

## PROJECT SUMMARIES

The intent of the Capital Improvements Plan is to include priority projects for the Village during the immediate six-year period following approval of the initial CIP. Since the CIP is dynamic by design, each subsequent year will see completed projects from the previous year removed from the CIP and inclusion of new projects for each subsequent year. In addition, upon completion of a comprehensive street maintenance program the CIP will likely reflect street projects being included as a perpetual project in the CIP although project activities may occur less frequently than annually should the scope of such a project require accumulation of revenue for more than one year.

The following project summaries are intended to provide stand-alone information for each project. Since the CIP may contain projects funded by allocations from the same fund source, information may often appear to be repetitive. However, this repetition is necessary since completed projects will be removed from the CIP each year. For this reason, project summaries are attached to the CIP as appendices so that the entire CIP only requires annual updates rather than a complete rewrite. However, the budget spread sheet will be updated each year to reflect annual changes as projects are completed, funding sources and costs are updated and new projects are added.

The format for the following appendices reflects the year in which a given project summary was included in the CIP. Should a project continue for subsequent years of the CIP, the appendix number will reflect its initial year in the CIP. New project submissions will reflect the year in which they were included in the amended CIP even though the letter assigned to the year may duplicate a previous year. Such duplication does not necessarily imply any connection with a previous project summary with an identical letter.

## **Appendix 2017A: M-50 Lift Station Replacement**

*Project Status:* Tentatively scheduled for FY 2019.

*Project Description:* Prior to 1996, when the Village connected to the regional sanitary sewer system, the Village operated its own waste water treatment plant, a lagoon system, from property at Turk Road, approximately two miles outside of the Village. The Michigan Department of Environmental Quality had cited the Village for deficiencies that would have required a considerable investment in capital to bring the Village up to MDEQ standards. In consideration of financial and time constraints, combined with possible repercussions in the event of surface water pollution, the decision was made by Village Council to connect through Columbia Township to the regional treatment facility operated by Leoni Township.

At a cost of approximately \$1,550,000, the Village connected to the regional system in 1996. This included up-front connection fees paid to Columbia Township. Since the original sanitary sewer system functioned as a gravity system, lift stations were required to transmit waste water to the pressurized force main through Columbia Township. The primary lift station is the M-50 lift station located on North Main Street between Wesco and Guthrie Ford's used car lot (adjacent to Swain Memorial Park).

*Priority Status:* The M-50 lift station's operational life is twenty (20) years, at which time the Village would typically expect to either extensively rehabilitate or replace the facility. The lift station consists of two, high capacity pumps through which most of the Village's waste water is transmitted. Failure of the lift station's two pumps would require connection of bypass pumps for an indefinite period and would present a risk of surface water pollution, a critical concern considering the proximity of the River Raisin and Goose Creek.

Ideally, the M-50 lift station should have been replaced in 2016. However, with some equipment repairs and a history of receiving quality maintenance during its useful life by the Department of Public Works staff, the lift station's life has been extended at least two years. The plan is to replace the entire lift station, including the concrete container, both pumps and the electrical control components. Building the new lift station adjacent to the current lift station will require only minimal use of bypass pumps while the final connections to the sewer mains are made. Once the new lift station is brought online, the original lift station will be demolished.

For the reasons cited above, replacement of the lift station is considered the top priority in the Village's initial CIP.

*Timeline:* For financial reasons, replacement of the M-50 lift station was delayed until fiscal year 2019 (July 1, 2018). Preliminary engineering was done previously to determine the estimated cost of the project and the feasibility of locating a new lift station adjacent to the current one. Though some additional preliminary work and staging may begin prior to July 1, 2018, the intent is to allocate funds for the project

from FY 2019 in anticipation of the receipt of the majority of tax revenue between July 1 and September 14, 2018. Therefore, construction will likely take place beginning in September 2018 with completion by December 31, 2018.

**Funding Source and Cost:** The total estimated cost for replacement of the M-50 lift station is \$250,000 which will be paid from reserves and budget allocation from the Sewer Funds from the FY 2019 budget. No bond funds or loans are anticipated to complete this project. The two-year delay in scheduling the project relates to the cumulative impact of the Village's failure to collect sufficient revenue to cover the final two years of a Sewer Bond obligation associated with connection to the regional sewer system in 1996. Collection of the bond millage will continue through FY 2020 to replace reserve funds that would otherwise have been available to complete this project in 2016.

Typically, reserve funds are accumulated over several years from monthly Readiness-to-Serve charges paid by the Village's customers. These funds would then be allocated for long-term projects, such as replacement of the M-50 lift station, or for expansion of the system to areas of the Village that are not currently served by the sewer system. As an enterprise fund, Sewer Fund revenues may only be allocated to operation of or capital projects for the sanitary sewer system.

**Community Goal:** It is the goal of the Village of Brooklyn to provide quality, uninterrupted utility services to the residents and businesses served by the Village. Within this goal is to operate and maintain the sanitary sewer system, including planning for long-term capital improvements consisting of upgrading or replacing components of the system as well as expansion of services, when requested, to continue to meet the wastewater disposal needs of the community indefinitely.

**Update:** Since the initial CIP for FY 2019 (implemented July 1, 2018) was approved by Village Council on January 8, 2018, nearly six months prior to its implementation date, the engineering estimate had increased to \$350,000 for this project and the completion date was delayed until December 31, 2019. However, when the three bids received from potential contractors were opened on May 22, 2019, the lowest bid received was in excess of \$717,000. The Director of the Department of Public Works and the Village Manager will be working with the Village Engineer to determine the following:

1. The nature of the disparity between the engineering estimate and the actual estimates
2. Potential cost savings from purchasing materials and equipment by the Village prior to the project being scheduled
3. Potential cost savings from mobilization and labor by delaying completion of the project an additional year (December 2021)
4. Whether state or federal grant funds may be accessed to defray the cost to the Village
5. Whether to recommend Village Council reject all bids and pursue new quotes from a potentially larger field of prospective contractors

## **Appendix 2017B: Mill Street Bridge Replacement**

*Project Status:* Tentatively planned to commence during FY 2020 (now 2023).

*Project Description:* On or about 1920, the Ford Motor Company purchased property in the Village at the headwaters of the River Raisin, formerly occupied by early grist and saw mills which utilized the river as a mechanical power source. Henry Ford's plan was to decentralize much of his manufacturing operations to reduce risks that may disrupt automobile manufacturing if all operations had been consolidated in one location. Doing so enabled access to a labor force that was often lacking motorized transportation. The two water sluices were consolidated into one behind a new dam and mill pond with a sluice that fed a hydroelectric generator which powered the plant. Reportedly, the bridge over the River Raisin on Mill Street was built at the same time, considering that the exit point for water from the generating sluice is adjacent to the bridge.

Though manufacturing by Ford at this location ceased in 1988, the facility has since had numerous tenants, but has been vacant for several years. The property was purchased by Daniel and Samantha Ross in 2014 with plans to convert the facility to commercial use under the Old Irish Mill concept with a bar and restaurant being the anchor businesses. Ross' plans estimated the potential of 500,000 visitors to the Mill per year. This customer load will place an extreme traffic load on the aging bridge and it is likely that construction traffic will need to be routed to the location from the east due to load restrictions.

With its age approaching 100 years, the Mill Street bridge was designated as a historic structure in 2002. It consists of three separate culverts covered with fill and topped by asphalt. The roadway surface is just 22 feet in width and does not include shoulders or pedestrian walkways. Due to age, the weight capacity has been gradually reduced to the present 17 tons. It is reevaluated every two years with the most recent being November 2017. Should replacement of the bridge occur, the bridge would (minimally) be widened to 36 feet to accommodate two, 12 foot lanes, shoulders and a pedestrian walkway.

*Priority Status and Timeline:* Though the bridge remains functional, due to a progressively declining load capacity for the bridge coupled with an anticipated significant increase in traffic associated with the redevelopment of the Ford facility as the Old Irish Mill, replacement of the Mill Street bridge is rated as a high priority. A secondary concern, after safety, is impact on the Old Irish Mill. It would be desirable to schedule the replacement project prior to the Old Irish Mill completing its renovation and opening for business. Currently, it is uncertain when the funding package for the Old Irish Mill will be secured by the Ross' to allow the renovation project to begin.

Contingent upon identifying potential funding from federal or state grants, this project appears on the CIP as occurring within two years. Certain state funding sources are

allocated three years in advance of a project. If dependent upon a state grant, the project might not be scheduled prior to 2021.

*Funding Source and Cost:* In October 2017, Village Council approved development of a Request for Qualifications & Quote package to solicit concept designs and costs from qualified bridge engineering firms. That process will be initiated by January 2018 and should address funding for and timing of the project. While the CIP uses a \$300,000 cost estimate for replacement, initiating the RFQ process should provide an accurate cost estimate for this project.

As a street project, funding would come from the Major Street fund. Project funds are available for bridge replacement through the Michigan Department of Transportation, however, the application requires three years lead time prior to construction. While the RFQ package will require engineering firms to delineate any experience they have in securing relevant grants, it is uncertain whether grant funds will be available when needed for this project.

*Community Goal:* Replacement of the Mill Street bridge is consistent with the community goal of maintaining a viable transportation system in the Village. However, with the possibility of the Old Irish Mill becoming a landmark destination for the Village, replacement of the bridge becomes more of an economic development priority. The success of the Old Irish Mill will be a catalyst for other commercial development, as well as residential development, that will impact the entire community.

*Update:* The engineering firm of Fleis & Vandenbrink was selected by the Village through a competitive bid process in April 2018 as the project engineer for both design and construction of the Mill Street bridge. As a condition of approval, F & V completed and submitted an application on behalf of the Village to the Michigan Department of Transportation for its local bridge program by the May 1, 2018 deadline. Unfortunately, the grant was not awarded to the Village. F & V renewed the application by May 1, 2019 and a determination will be made prior to December 31, 2019. Given the limited funding available and the large number of applicant municipalities, chances for approval are not improved over that in 2018.

The Village Manager has engaged with the Economic Development Administration of the U.S. government through the Region 2 Planning Commission to determine if the Village may be eligible for a federal grant of up to 50% of the projected cost of construction. It may be feasible to combine this application for grant funds with the M-50 lift station replacement to improve the Village's chances of approval on the basis of the economic impact and potential growth of commercial development from the impact of the Old Irish Mill project.

## **Appendix 2019A: N. King, S. King and Tiffany Streets Milling and Resurfacing**

*Project Status:* The initial CIP was completed by the Planning Commission in November 2017, prior to consideration for inclusion of the N. King St., S. King St., and Tiffany St. project. Initially scheduled to occur after the Marshall St. rehabilitation project, the Village was able to switch the order for receipt of Surface Transportation Project (STP) funds allocated through the Rural Transportation Task Force to enable accumulation of additional funds for Marshall St. in FY 2020 and move the N. King St., S. King St. and Tiffany St. project to FY 2019.

*Project Description:* With the exception of the north half of N. King St., which will require minimal surface treatment, the south half of N. King St., S. King St., and Tiffany St. will be completely milled, the base reshaped and 3"-4" of asphalt installed. Due to receipt of STP funds, the project is subject to the bid process through the State of Michigan and has been delayed in the latter part of the 2019 paving season. The STP funds have been committed to the project by the Michigan Department of Transportation, so may be utilized after the end of the state's fiscal year on September 30, 2019, if necessary.

*Priority Status and Timeline:* As mentioned above, the priority with the Marshall St. project was reversed due to a need to identify more funding for Marshall St. enabling the N. King St., S. King St. and Tiffany St. project to be accelerated to calendar year 2019. This project will also be advanced to occur prior to the start of rehabilitation of other Village streets in 2020 and 2021.

*Funding Source and Cost:* The primary funding source for the N. King St., S. King St. and Tiffany St. project is STP funds through the State of Michigan as allocated by the Rural Transportation Task Force. STP funds consist of \$175,626 with a Village match of \$43,907 (minimum) for a total project cost estimate of \$219,533. However, since this project is subject to the state's bid process after July 1, 2019, the cost of the project may increase with the difference likely being the responsibility of the Village to be covered by Street Bond revenue and General Fund transfers to the Major and Local Street Funds.

*Community Goal:* As with the Village's other street projects, the goal is to rehabilitate all of the streets by 2021 and be in a financial position to properly maintain the streets indefinitely after the General Obligation Bonds are repaid on or about 2030. The combination of Act 51 funds (supposedly a proportionate share of state sales tax revenue), the Village's Street Millage (reduced by the Headlee Amendment from 5.0 mills in 1978 to 3.6408 mills in 2019), and General Fund transfers as a result of the 2.0 mill increase implemented July 1, 2018, is anticipated to allow the Village to repay the bond debt and, afterward, maintain the streets.

## **Appendix 2017C: Marshall Street Milling and Resurfacing**

*Project Status:* Tentatively scheduled for FY 2019.

*Project Description:* Marshall Street is a primary arterial street connecting the Village with Jefferson Road in Columbia Township. It is one-half (1/2) mile in length terminating at North Main Street (M-50) within the Village. During its life, sections of Marshall Street have been resurfaced corresponding to several infrastructure improvements creating an uneven surface and altering the flow of storm water into the storm sewer system that serves only part of Marshall Street. The project would consist of milling the existing surface to expose the full height of existing curbs to improve storm water drainage followed by resurfacing of the driving surface with three inches of asphalt.

Marshall Street contains narrow shoulders from North Main Street to approximately Ernest Street on both sides of the street. Widening the street to accommodate two full-width parking lanes is not an option, for budgetary reasons, as this would require replacement of curbs and shifting of water and sewer mains. Consideration should be given to allowing parking on one side of Marshall Street. Ideally, Marshall Street should have a dedicated left-turn lane at North Main Street which would require 36 feet of width.

*Priority Status and Timeline:* The Marshall Street project was initially scheduled for 2015, but was delayed due to a reduction in the funding allocation by the State of Michigan. Though Marshall St. remains functional, due to its status as a primary arterial street, it is considered a medium level priority with an anticipated timeline of implementation after July 1, 2018 (FY 2019).

*Funding Source and Cost:* The estimated total cost of the project is \$270,000 with federal and state funds amounting to \$216,000 of that cost. This does not include water and sanitary sewer improvements completed in 2015 when this project was originally scheduled. The local match of \$54,000 would come from reserves and budget funds from the Major Street Fund in the FY 2019 allocation. However, receipt of federal and state funds for this project may require expenditures for nonmotorized walkways which must be completely funded with local funds. Specifically, the steps at Delamater and Marshall Street would need to be removed, the grade changed and a retaining wall installed. If there are insufficient local funds available to complete this and other mandatory improvements, the project may need to be delayed indefinitely.

*Community Goal:* Though the Village has not yet completed a comprehensive street maintenance plan, resurfacing of Marshall Street is consistent with the community goal of maintaining a viable transportation system in the Village. Ideally, the Village would receive sufficient revenue annually to plan for long-term maintenance of the streets on a twenty (20) year cycle. Since the state's Act 51 funds and the Village's dedicated street millage (reduced from 5.0 mills to 3.6551 mills by the Headlee Amendment of 1978) do not generate sufficient funds to achieve a continual street maintenance program, significant street projects will be limited in scope and mostly to major streets.

**Update:** Though initially scheduled to occur during FY 2019 (July 1, 2018 – June 30, 2019), since the initial CIP was developed, this project has since been delayed until FY 2020 or FY 2021 with completion prior to December 31, 2020, in favor of completion of the N. King St., S. King St. and Tiffany St. project. This was done to enable shifting of the Surface Transportation Program grant funds for this project ahead of the Marshall St. project which has also resulted in the Village acquiring an additional \$300,000 in STP funds that would have been allocated to Jackson County.

Preliminary engineering estimates for Marshall St. ranged from \$300,000 for a “band-aid” approach to \$900,000 for the “Cadillac” approach. A more realistic estimate for a “Chevy” approach for rehabilitation of Marshall St. of \$600,000 consists of milling of 8”-12” of the surface to reclaim the existing curb which would restore the intended storm water control, regrading of the base, and installing 4”-6” of asphalt.

## **Appendix 2019B: Street Rehabilitation (All Streets)**

*Project Status:* Initially scheduled to occur during FY 2019, the tentative schedule has been moved to FY 2020 with a two-year completion due to the Village's interest in coordinating with the Jackson County Department of Transportation to share construction services as a means of cost saving. Contractors have been scheduling nearly a year in advance.

*Project Description:* Frequently a topic of discussion throughout the budget development process from April through June 2018, prior to the start of FY 2019, Village Council approved a 2.0 mill increase in the General Fund effective with the July 1, 2018 tax bills in anticipation of funding a comprehensive street rehabilitation plan that would touch nearly every street in the Village over a two year period. A resolution to approve the Notice of Intent for Capital Improvement Bonds was approved on July 9, 2019, after the initial CIP had been implemented.

Assessment of all Village streets has occurred to determine the extent of rehabilitation that may be required ranging from crack filling to complete reconstruction. Excluding N. King St., S. King St., Tiffany St. and Marshall St. which are eligible for funding through the Surface Transportation Program (STP), estimates range from \$875,000 to \$2.3 million for rehabilitation of the remaining Village streets. The larger number reflects complete reconstruction of all Village streets. A more realistic estimate of \$1.5 million reflects the full range of rehabilitation including crack sealing, chip/seal, wedge and fog seal, mill and fill, and reconstruction.

*Priority Status and Timeline:* As Village Council considered options for rehabilitating the Village's streets, several factors were considered, including:

1. The increasingly deteriorating condition of the Village's streets primarily from the effects of water infiltration (exacerbated by Michigan's freeze/thaw cycles each winter) due to the age of the streets and lack of prior maintenance.
2. The increasing costs of materials apparently related to petroleum products being refined for fuel consumption rather than asphalt emulsions.
3. The increasing cost of mobilization and labor (due to a nationwide labor shortage) from the demand on contractors to rehabilitate roads and streets across Michigan.
4. The cumulative effect of decades of reductions in the allocation of funds from the State of Michigan, including revenue sharing and Act 51 funds, and the lack of any apparent legislative solution that would direct greater funding to rural areas.
5. The cumulative impact of reductions in revenue since passage of the Headlee Amendment in 1978 that has reduced the Village's street millage from 5.0 mills to the current 3.6408 mills, a factor representing approximately \$50,000 per year (in 2019 dollars).

*Funding Source and Cost:* With likely costs ranging from \$875,000 to \$1.5 million for rehabilitating the Village's streets, General Obligation Bonds of \$1 million to \$1.2 million are being pursued with repayment over a 10 year period at up to \$120,000 per year.

Village Council's approval of the FY 2019 budget included a 2.0 mill increase in the General Fund that will generate approximately \$75,000 per year to be transferred to the two street funds. Those funds will accumulate for up to two years prior to completion of the street rehabilitation plan. If estimates for rehabilitation exceed \$1.2 million, it will be necessary to obtain other sources of funding (grants) or reduce the scale of the rehabilitation to some streets.

An application for a Transportation Economic Development Fund program grant for 2020 in the amount of \$250,000, applicable to five of the Village's major streets with an equivalent local match, was denied. The TEDF program specifically targets communities of less than 10,000 population. An application for 2021 will be submitted when the application period is announced by the Michigan Department of Transportation. Other than N. King St., S. King St., Tiffany St. and Marshall St., the Village's streets are not eligible for additional Surface Transportation Program (STP) funding.

*Community Goal:* Though rehabilitation of all of the Village's streets within a two-year period is an ambitious goal and would require securing the maximum amount of General Obligation Bonds available to the Village, this would prevent the further deterioration in the streets and, once the bonds are redeemed at the end of ten years, enable the Village to utilize existing revenue from all sources to maintain the streets indefinitely. In addition, though the General Fund millage was increased by 2.0 mills effective with FY 2019, the total millage rate for the Village will decrease by 3.55 mills effective with the FY 2021 tax bill (July 1, 2020), when the Sewer Bond millage will expire, resulting in an overall decrease in the tax millage rate for all property owners.

## **Appendix 2017D: Lansing Street Lift Station Replacement**

*Project Status:* Tentatively scheduled for FY 2021.

*Project Description:* Prior to 1996, when the Village connected to the regional sanitary sewer system, the Village operated its own waste water treatment plant, a lagoon system, from property at Turk Road, approximately two miles outside of the Village. The Michigan Department of Environmental Quality had cited the Village for deficiencies that would have required a considerable investment in capital to bring the Village up to MDEQ standards. In consideration of financial and time constraints, combined with possible repercussions in the event of surface water pollution, the decision was made by Village Council to connect through Columbia Township to the regional treatment facility operated by Leoni Township.

At a cost of approximately \$1,550,000, the Village connected to the regional system in 1996. This included up-front connection fees paid to Columbia Township. Since the original sanitary sewer system functioned as a gravity system, lift stations were required to transmit waste water to the pressurized force main through Columbia Township. The primary lift station is the M-50 lift station located on North Main Street between Wesco and Guthrie Ford's used car lot (adjacent to Swain Memorial Park). The Lansing Street lift station was installed to transmit a portion of the Village's waste water into the primary interceptor that connects the Village to Columbia Township.

The Lansing Street lift station is currently located at the east end of Lansing Street, which dead-ends at that point. Future development in the Village should include vacant land between the east end of Lansing Street and Monroe Street. Ideally, when the lift station is replaced, it would be moved from within the right-of-way of a possible extension of Lansing Street. Building the new lift station adjacent to the current lift station will require only minimal use of bypass pumps while the final connections to the sewer mains are made. Once the new lift station is brought online, the original lift station will be demolished.

*Priority Status and Timeline:* Though the lift station would normally be considered as approaching its planned useful life of 20 years, that timeframe has been extended due to the limited service area of the Village the lift station provides and the quality of maintenance it has received during its useful life by the Department of Public Works staff. Replacement of the lift station is considered a medium priority in the Village's initial CIP with an anticipated timeline of 2021 for completion.

*Funding Source and Cost:* The total estimated cost for replacement of the Lansing Street lift station is \$150,000 which will be paid from reserves and budget allocation from the Sewer Funds from the FY 2021 budget. No bond funds or loans are anticipated to complete this project. The two-year delay in scheduling the project relates to the cumulative impact of the Village's failure to collect sufficient revenue to cover the final two years of a Sewer Bond obligation associated with connection to the regional sewer system in 1996. Collection of the bond millage will continue through

2020 to replace reserve funds that would otherwise have been available to complete this project sooner.

Typically, reserve funds are accumulated over several years from monthly Readiness-to-Serve charges paid by the Village's customers. These funds would then be allocated for long-term projects, such as replacement of the Lansing Street lift station, or for expansion of the system to areas of the Village that are not currently served by the sewer system. As an enterprise fund, Sewer Fund revenues may only be allocated to operation of or capital projects for the sanitary sewer system.

**Community Goal:** It is the goal of the Village of Brooklyn to provide quality, uninterrupted utility services to the residents and businesses served by the Village. Within this goal is to operate and maintain the sanitary sewer system, including planning for long-term capital improvements consisting of upgrading or replacing components of the system as well as expansion of services, when requested, to continue to meet the needs of the community indefinitely.

## **Appendix 2017E: Water Main Replacement**

*Project Status:* Tentatively planned to commence during FY 2020.

*Project Description:* The public water distribution system for the Village of Brooklyn dates to 1955 and consists of a variety of sizes of water mains and materials. Current standards are to replace all ductile iron and cast iron pipe with plastic. 36 sections (56%) of water main are constructed with ductile iron or cast iron pipe. At least 13 sections (20%) are of 4" diameter pipe which, by current standards, is obsolete. 17 sections (27%) are of 1955 vintage and, due to size or materials, should be replaced. 17 sections (27%) are rated "unserviceable" which would require replacement should there be a water main break. Five other sections (8%) are rated as showing "significant deterioration," eight (8 or 13%) with "moderate deterioration," and six (6 or 9%) with "minor deterioration." Only 31 (48%) are rated as "new or excellent condition."

It is the Village's intent to eventually replace all ductile iron, cast iron or undersized water mains with properly sized plastic water mains. Though not considered a perpetual replacement project, since plastic water mains are rated to 100 years of service, the CIP may include water main replacements as ongoing projects for several years until all inadequate mains have been replaced. The water main projects may vary from year to year based on annual allocation and the cost of replacing each section (considering size or length of each section). The CIP may require adjustment for water main replacement since breaks in any of the deteriorated sections may shift a given section to a higher priority level.

*Priority Status and Timeline:* For the initial CIP, water main replacement is considered a medium level of priority simply because the water system continues to be functioning. However, consideration should be given to those higher priority sections due to age and those with a rating of unserviceable or with significant deterioration. Though the initial CIP suggests a water main replacement program begins in year five, it is likely risk of or actual breaks in the system may elevate implementation of a replacement program earlier. The annual allocation of funds for this project would allow the Village to budget for replacement sooner and more frequently through the subsequent years of the CIP.

*Funding Source and Cost:* Water main replacement is generally more expensive than sewer main replacement since it requires excavation of existing lines rather than directional boring with sewer mains. The initial CIP budget for the first five years is \$250,000 from the Water Fund. However, with the annual allocation at \$50,000, water main replacement may occur sooner than in year five as funds accumulate. To realize total replacement of 52% of the water mains in the Village will require that the CIP extend the program for several years beyond the initial six years. Future updates to the CIP will include a detailed replacement cost associated with each section.

*Community Goal:* It is the goal of the Village of Brooklyn to provide quality, uninterrupted utility services to the residents and businesses served by the Village. Within this goal is to operate and maintain the water supply system, including planning

for long-term capital improvements consisting of upgrading or replacing components of the system as well as expansion of services, when requested, to continue to meet the drinking water needs of the community indefinitely.

**Update:** With the scheduling of the N. King St., S. King St., and Tiffany St. rehabilitation project advanced to occur during 2019, approximately 400 feet of water main replacement has occurred during 2019 at a cost of approximately \$80,000 paid from Water Funds. This project included new service taps for each residential unit along the new section of water main. This project consists of replacement of an original 4" water main with an 8" water main that will improve water pressure in the area and increase capacity to new fire hydrants installed during the project. The remaining water main projects will be coordinated with the scheduling of street rehabilitation projects during the next two years concluding in 2021.

## **Appendix 2017F: Sanitary Sewer Main Replacement**

*Project Status:* Tentatively planned to commence during FY 2020.

*Project Description:* Prior to 1996, when the Village connected to the regional sanitary sewer system, the Village operated its own waste water treatment plant, a lagoon system, from property at Turk Road, approximately two miles outside of the Village. The Michigan Department of Environmental Quality had cited the Village for deficiencies that would have required a considerable investment in capital to bring the Village up to MDEQ standards. In consideration of financial and time constraints, combined with possible repercussions in the event of surface water pollution, the decision was made by Village Council to connect through Columbia Township to the regional treatment facility operated by Leoni Township.

At a cost of approximately \$1,550,000, including up-front connection fees paid to Columbia Township, the Village connected to the regional system in 1996. The original sanitary sewer system functioned as a gravity system, much of it original from the inception of the public sanitary sewer system in the Village. Connection to the regional sewer treatment plant required installation of three lift stations to transmit waste water to the pressurized force main through Columbia Township.

Though not considered a perpetual replacement project, since plastic sewer mains are rated at 100 years of service, the CIP may include sanitary sewer main replacements as ongoing projects for several years until all inadequate mains have been replaced. The sewer main projects may vary from year to year based on annual allocation and the cost of replacing each section (considering condition and length of each section). The CIP may require adjustment for sewer main replacement since breaks in any of the deteriorated sections may shift a given section to a higher priority level.

*Priority Status and Timeline:* For the initial CIP, sanitary sewer main replacement is considered a medium level of priority simply because the sewer system continues to be functioning. However, consideration should be given to those higher priority sections due to age and those with a rating of unserviceable or with significant deterioration. Though the initial CIP suggests a sewer main replacement program begins in year five, it is likely risk of or actual breaks in the system may elevate implementation of a replacement program earlier. The annual allocation of funds for this project would allow the Village to budget for replacement sooner and more frequently through the subsequent years of the CIP.

*Funding Source and Cost:* Sewer main replacement is generally less expensive than water main replacement since it is often accomplished through directional boring rather than through excavation as with water mains. The initial CIP budget for the first five years is \$150,000 from the Sewer Fund. However, with the annual allocation at \$30,000, sewer main replacement may occur sooner than in year five as funds accumulate. To realize total replacement of deficient sewer mains in the Village will require that the CIP extend the program for several years beyond the initial six years.

Future updates to the CIP will include a detailed replacement cost associated with each section.

**Community Goal:** It is the goal of the Village of Brooklyn to provide quality, uninterrupted utility services to the residents and businesses served by the Village. Within this goal is to operate and maintain the sanitary sewer system, including planning for long-term capital improvements consisting of upgrading or replacing components of the system as well as expansion of services, when requested, to continue to meet the sanitation needs of the community indefinitely.

## **Appendix 2017G: Water Main Extension**

*Project Status:* Tentatively planned to commence during FY 2024.

*Project Description:* Though most parcels within the Village currently have access to the public water supply system, there are a small number of parcels that remain on private wells. Upon failure of those wells, the Village requires that they connect to the water system. There are also several areas of undeveloped property that would be more marketable with access to the public water supply. If the Village is expected to grow within the current footprint, the Village must be prepared to extend water service. Parcels include the undeveloped area south of the Department of Public Works garage, the former lumber yard, an undeveloped area west of Detroit street to Constitution Avenue and parcels within Lighthouse Village. There also is a possibility of extending water service to commercial areas outside of the Village should it be requested and annexation occurs.

*Priority Status and Timeline:* For the initial CIP, water main extension is considered a medium level of priority below that of maintaining the existing the water system. However, development of areas of the Village not presently served would require elevation to a higher priority. The initial CIP suggests a water main extension program begins in year six. It is likely commercial/industrial and/or residential growth in the Village may elevate implementation of an extension program sooner. The annual allocation of funds for this project would allow the Village to budget for extension sooner and continue, as needed, through subsequent years of the CIP.

*Funding Source and Cost:* Extension of water mains to unserved areas of the Village is relatively expensive since it requires excavation. It may also require expansion in the size of existing feeder water mains that may not have been included among the water main replacement projects. Funding for extension of water mains is initially estimated at \$240,000 from the Water Fund. However, it is anticipated that a significant portion of funding may come from developers for certain properties, especially in undeveloped areas of Lighthouse Village. If so, funding should be allowed to accumulate in the Water Fund reserves in anticipation of future expansion to the water supply system.

*Community Goal:* It is the goal of the Village of Brooklyn to provide quality, uninterrupted utility services to the residents and businesses served by the Village. Within this goal is to operate and maintain the water supply system, including planning for long-term capital improvements consisting of upgrading or replacing components of the system as well as expansion of services, when requested, to continue to meet the drinking water needs of the community indefinitely.

## **Appendix 2017H: Sanitary Sewer Main Extension**

*Project Status:* Tentatively planned to commence during FY 2024.

*Project Description:* Though most parcels within the Village currently have access to the public sanitary sewer system, there are a small number of parcels that remain on private septic systems. Upon failure of those systems, the Village requires that they connect to the Village system. There are also several areas of undeveloped property that would be more marketable with access to the public sewer system. If the Village is expected to grow within the current footprint, the Village must be prepared to extend sewer service. Parcels include the undeveloped area south of the Department of Public Works garage, the former lumber yard, an undeveloped area west of Detroit street to Constitution Avenue and parcels within Lighthouse Village. There also is a possibility of extending sewer service to commercial areas outside of the Village should it be requested and annexation occurs.

*Priority Status and Timeline:* For the initial CIP, sewer main extension is considered a medium level of priority below that of maintaining the existing the sewer system. However, development of areas of the Village not presently served would require elevation to a higher priority. The initial CIP suggests a sewer main extension program begins in year six. It is likely commercial/industrial and/or residential growth in the Village may elevate implementation of an extension program sooner. The annual allocation of funds for this project would allow the Village to budget for extension sooner and continue, as needed, through subsequent years of the CIP.

*Funding Source and Cost:* Extension of sewer mains to unserved areas of the Village is estimated to be less expensive than extending water mains since it may often be accomplished through directional boring rather than excavation. Funding for extension of sewer mains is initially estimated at \$150,000 from the Sewer Fund. However, it is anticipated that a significant portion of funding may come from developers for certain properties, especially in undeveloped areas of Lighthouse Village. If so, funding should be allowed to accumulate in the Sewer Fund reserves in anticipation of future expansion to the sanitary sewer system.

*Community Goal:* It is the goal of the Village of Brooklyn to provide quality, uninterrupted utility services to the residents and businesses served by the Village. Within this goal is to operate and maintain the sanitary sewer system, including planning for long-term capital improvements consisting of upgrading or replacing components of the system as well as expansion of services, when requested, to continue to meet the sanitation water needs of the community indefinitely.

## **Appendix 2017I: Connection to Trails**

*Project Status:* Tentatively planned to commence during FY 2023.

*Project Description:* The Heart of the Lakes Area Recreational Plan 2007 – 2012 was adopted by the Village of Brooklyn on February 22, 2007. Though the plan may need to be updated, the included goals may still be relevant to the Village. Included in that plan is connection of the Village to existing trails. The Clark Lake Spirit Trail terminates approximately four miles west of the Village along Jefferson Road in Columbia Township. Currently, there is discussion of creating a trail system around Lake Columbia and extension of a trail along Goose Creek to the Village of Brooklyn. There is also discussion of creating a trail system from the recently created Watkins Lake State Park (in collaboration with the Michigan Department of Natural Resources and Washtenaw County) to the Village of Manchester.

The Michigan Department of Transportation has recently delayed resurfacing M-124 (Wamplers Lake Road in the Village) from M-50 (South Main Street) to U.S.-12 until 2019 in hopes of expanding existing bike paths on the shoulders of M-124 from four feet to eight feet. This \$1.3 million expansion would essentially provide a nonmotorized connection along M-124 with Vineyard Lake, Wamplers Lake and Hayes State Park. Though this project would be an MDOT project, as a stakeholder, the Village is encouraged to contribute nominal local funding to this project to strengthen the likelihood of receiving a federal grant.

Trail projects within the Village would consist of providing access along Marshall Street or Goose Creek to connect the Village to the Spirit Trail, terminating at Swain Memorial Park. A separate trail from Swain Memorial Park would connect to Watkins State Park along a route that is yet to be determined. The Village's role in connecting to the nonmotorized pathway along M-124/Wamplers Lake Road would be minimal, though a likely trail connection from Swain Memorial Park would follow Tecumseh Street to Water Street to Monroe Street to M-124/Wamplers Lake Road.

*Priority Status and Timeline:* Since a trail system is not considered a critical service, it has been rated a low priority in the initial CIP. Emphasis on healthier lifestyles and reshaping the Village as a destination could elevate the priority in future years. Rural areas have not rebounded as quickly from the Great Recession of 2008-2015 as have cities, largely due to the attraction the cities offer to the millennial generation. As such, rural areas are compelled to promote their attributes as a destination, including trails and the associated recreational activities. The timeline, dependent on completion of other segments of the trail system outside of the parameters of the Village, is slated for FY 2023. Once the described connections are completed, the Village would be able to maintain its connections to the larger trail system within the annual budget.

*Funding Source and Cost:* The Village may apply for grant funds for expansion of nonmotorized pathways and trails from several sources including the Michigan Department of Natural Resources and the Michigan Department of Transportation.

Contingent on the timeline for trails to reach the Village, the Village should consider setting aside funds in anticipation of connecting to those trails. The initial CIP budget would allow for accumulation of \$15,000 per year for five years from the General Fund, though, if combined with sidewalk expansions along the Village's streets, Major or Local Street Funds may be considered.

**Community Goal:** Adoption of the Heart of the Lakes Area Recreational Plan 2007 – 2012 is an indication of the Village's commitment to connect to trail systems outside of the Village. It is a continuing goal of the Village to promote healthy lifestyles for its residents and visitors, to promote and connect to recreational activities adjacent to the Village and to promote the natural attributes of the Irish Hills area and the Village as a recreational destination for visitors.

## **Appendix J: Sidewalk Extension**

*Project Status:* Tentatively planned to commence during FY 2023.

*Project Description:* Replacement and expansion of the Village's sidewalks (aka: nonmotorized pathways) is a required activity to receive Act 51 funds through the Michigan Department of Transportation. Currently, the Village's system of sidewalks is incomplete resulting in entire areas of the Village not being connected by sidewalks or there being gaps between sections of sidewalks. Future amendments to the CIP will include specific locations and dimensions for expansion of the system of sidewalks to unserved areas of the Village.

*Priority Status and Timeline:* Since sidewalks are not considered a critical component of the Village's infrastructure, extension of the system of sidewalks is considered a low priority. Annual allocations should be accumulated to allow for extension of sidewalks, especially to areas in which street construction may occur. As a low priority activity, the initial CIP identifies FY 2023 when a sidewalk extension program would commence.

*Funding Source and Cost:* The CIP budget suggests a budget of \$50,000 for a sidewalk extension program, accumulating at the rate of \$10,000 per year. This would be in addition to the current sidewalk replacement program which address condition issues with an emphasis on replacing tripping hazards. Both Major and Local Street Funds could include funding for sidewalk extensions along sections identified by priority based on accessibility and safety. The General Fund may also contribute funds, especially in areas not covered by street funds. In addition, the Village may apply for funding through the Safe Routes to School program through MDOT for areas not presently served by sidewalks from residential areas to the local elementary schools.

*Community Goal:* In compliance with state guidelines to increase accessibility within the Village, the Village is committed to extending sidewalks to unserved areas of the community to increase accessibility by persons with all levels of mobility. In addition, it is the Village's goal to provide safe routes for pedestrians and others using nonmotorized forms of transportation and, wherever possible, to be separated from the streets and motor vehicles.

*Update:* On June 27, 2019, the Village Manager participated in a preliminary discussion with the Columbia School District, members of a trail committee associated with Lake Columbia and a representative of the Safe Routes to School Program, a federal government initiative to improve safety for children walking and biking to school. While the trail association would like to connect Lake Columbia with the Spirit Trail and the Village of Brooklyn, the Safe Routes to School Program would only be applicable to sections of a route between the Junior High School (housed with the High School) and the elementary schools in the Village. Safe Routes to School Program funding could conceivably provide up to \$200,000 per school (Upper and Lower Elementary and Junior High) for a total of \$600,000 toward construction costs with no local match requirement. Funds could be allocated in the Village to upgrade existing sidewalks or install new sidewalks along the proposed Safe Routes to School Program route.

## **Appendix 2017K: DPW Garage Fencing**

*Project Status:* Tentatively scheduled for FY 2019.

*Project Description:* The Department of Public Works garage project completed in 2015 did not include installation of fencing of the grounds. Though considered as a one-year project scheduled for 2018, it is within the parameters of the CIP with a total cost estimated at \$15,000. This would provide security for materials and equipment outside of the DPW garage and define the perimeter of the property to reduce to potential for trespassing, vandalism and theft. The project consists of attaching an eight-foot chain-link fence from the west corners of the building to the property line with a gate to allow entry of DPW vehicles.

*Priority Status and Timeline:* The CIP classifies installation of fencing at the DPW garage as a low priority project since it does not impact on critical services of the Village. It is anticipated this will be a one-year project to be included in the FY 2019 budget.

*Funding Source and Cost:* Based on initial estimates, fencing of the DPW grounds will cost \$15,000 and will be included in the General Fund appropriations for FY 2019.

*Community Goal:* Consistent with the goal of protecting the Village's assets by enclosing equipment and most materials within the DPW garage, the Village would protect other materials stored outside and the grounds from trespassing, vandalism and theft by enclosing the area adjacent to the structure. In addition, this project reduces possible risk to nonemployees from inadvertently venturing onto the grounds while employees are using Village equipment.

*Update:* The DPW garage fence was installed during FY 2019 and has, therefore, been removed from the current CIP budget.

## **Appendix 2017L: DPW Garage Covered Storage**

*Project Status:* Tentatively scheduled for FY 2020.

*Project Description:* The Department of Public Works garage project completed in 2015 did not include installation of covered storage for materials on the grounds of the DPW. Though considered as a one-year project scheduled for 2019, it is within the parameters of the CIP with a total cost estimated at \$25,000. This would provide security for materials stored outside of the DPW garage (including road salt, sand, mulch and patch material) to protect materials from the weather, comply with the Michigan Department of Environmental Quality requirements and provide improved aesthetics for the DPW grounds. The project consists of installing a covering over the existing salt storage structure and construction of a series of covered bins for the other loose materials.

*Priority Status and Timeline:* The CIP classifies installation of covered storage at the DPW garage as a low priority project since it does not impact on critical services of the Village. It is anticipated this will be a one-year project to be included in the FY 2020 budget.

*Funding Source and Cost:* Based on initial estimates, covered storage on the DPW grounds will cost \$25,000 and will be included in the General Fund appropriations for FY 2020.

*Community Goal:* Consistent with the goal of protecting the Village's assets by enclosing equipment and most materials within the DPW garage, the Village would protect other materials stored outside and the grounds from the weather by installing covered storage bins or covering existing bins. In addition, this project improves the aesthetics of the DPW grounds by containing loose materials within a durable structure.

*Update:* The covered and enclosed salt barn was completed during FY 2019 along with open bins for other materials stored outside. The salt barn project consists of the most significant allocation of funds with only covering the bins remaining at a cost of less than \$15,000, the threshold for inclusion in the CIP. Therefore, this item has been removed from the current CIP budget having been substantially completed.

# Activity Information

## Activity Information

**Activity Title:**

*Village of Stockbridge Zoning Ordinance Update*

## Activity Description

**Please describe the activity:**

*The Village of Stockbridge desires to update its Zoning Ordinance (ZO) to attract new housing and facilitate home improvements; refresh administrative procedures; consolidate zoning changes; improve the accessibility of the ZO for residents, developers, and city staff; and lastly, to align with the Village's 2024 Master Plan.*

*The Village's Master Plan highlights public support for more housing options in the area. Through this grant-funded activity, the Village aims to make strategic updates to its' ZO that complement and actively support the housing-related objectives outlined in the Master Plan, and the State of Michigan Housing Plan. The integration of strategic land use planning, housing development goals, and community-driven input ensures a comprehensive and inclusive approach to zoning that aligns with the city's vision for a vibrant and sustainable community.*

**Please describe how the completed activity will increase housing supply and affordability:**

*The Zoning Ordinance update will recognize the importance of utilizing zoning regulations which allow for a variety of desired housing types to provide for residents who wish to move to a new home within Stockbridge, as well as to provide housing to new residents. By increasing the stock of affordable and diverse housing options, Stockbridge Village can continue to support its close-knit neighborhoods, support economic and community development, and improve quality of life for its residents.*

*Furthermore, the identified zoning and land use policies will highlight strategies and zoning reforms which bolster housing diversity and accessibility. Data driven strategies will encourage greater housing density in appropriate areas, and permit the development of diverse housing types, such as ADUs and duplexes, also supported by the recently adopted Village of Stockbridge Master Plan. Initiatives will also be implemented to support existing homeowners improving and maintaining their properties, and potentially reduce nonconformities where needed.*

**Please describe how the completed activity supports one or more goals in the local [Regional Housing Partnership's](#) regional action plan:**

*The Update will support the following goals of the South Central Regional Housing Partnership:*

*Goal 2.1: Increase the efficiency and effectiveness of the housing ecosystem by enhancing collaboration on housing among state agencies, philanthropy, local governments, Tribal Nations, education and the wide variety of private-sector organizations that make up the housing ecosystem.*

*Goal 4.1: Increase the supply of the full spectrum of housing that is affordable and attainable to Michigan residents.*

*Goal 4.4: Increase the rehabilitation and/or preservation of housing stock.*

*In furtherance of Goal 2.1, bringing its Zoning Ordinance up to date with the most recent strategies and data, the housing ecosystem in the Village will be easier to navigate for residents, developers, administrators, and property owners.*

*Goal 4.1 will be supported by offering missing middle housing options in more districts, and incentivizing efficient development on remaining empty land. Nonconforming missing middle housing may be reevaluated to support some expansion or improvement, in support of Goal 4.6.*

**Estimated Activity Completion:****Estimated Activity Begin Date:**

*Cannot be any later than 24 months after the estimated month and year the activity is expected to begin*

Month 10

Year 2024

Month 09

Year 2025

## Activity Completion

Will community staff complete the activity or will all or a portion of the activity be performed by a contractor?

Staff

Contractor

Other

If a contractor will be used, please identify the name of the contractor (if already known).

*McKenna*

Not Known

# Grant Budget

## Grant Information

**Fiscal Year**

**Begin Date**

**End Date**

## Grant Budget

<b>Component/Activity</b>	<b>Approved Funds</b>	<b>Leveraged Funds</b>	<b>Leveraged Funds Source</b>
<i>Zoning Ordinance Update</i>	\$45,000.00	\$0.00	
<b>Administrative Costs</b>	\$5,000.00	\$0.00	
<b>Total</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	