

# 2017-2023 Capital Improvement Guide

## PURPOSE AND DEFINITIONS

The purpose of the capital improvement plan (CIP) is to forecast and match projected revenues and major capital needs over a six (6)-year period. Capital planning is an important management tool that strengthens the linkages between community infrastructure needs and the financial capacity of the Village.

The Village defines CIP capital expenditures as any expenditure of major value that recurs irregularly, results in the acquisition of a fixed asset, and has a useful life greater than five (5) years. As a rule of thumb, items included in the CIP include those which involve:

- acquisition, renovation, and/or construction of a single fixed asset greater than \$5,000
- any land purchases not associated with or included in another CIP project
- capital maintenance or asset improvement projects greater than \$5,000 – excluding recurring or routine maintenance projects

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, Village Council, and Village staff. These plans and policies include: Comprehensive Plan, Downtown Development Plan, Recreation Plan, Asset Management Plans for streets and utility systems, Village Strategic Plan, Community Marketing Plan, Community Economic Development Plan, and administrative policies.

## HOW IS THE CIP DEVELOPED?

The CIP is updated annually (beginning in October) as part of the Village's regular budget process. After departments submit their CIP requests to the Village Manager in late October, the Village Manager evaluates the proposed projects based on Village Council service desires, other city infrastructure needs, the financial capacity of the village, and the impact the projects will create on the Village's operating budget.

Once the projects are evaluated, the Village Manager priorities the selection and timing of capital projects into future fiscal years. First-year projects are incorporated into the Village Manager's recommended annual operating budget. The Village Council are also presented the future, unappropriated, planning years for their consideration, review, and endorsement so staff can proceed with planning and evaluation of potential capital projects.

## CAPITAL IMPROVEMENT PLAN

The capital improvement plan is simply that – a *plan*. As such, projects are subject to change based on new or shifting service needs, special financing opportunities, emergency needs, or other directives or priorities established by the Village Council. Village priorities may change, therefore projects included in outward planning years are not guaranteed for funding.

## **OVERVIEW OF CAPITAL IMPROVEMENTS PROGRAMMING**

These tasks for programming Capital Improvements are explained in detail below and are repeated annually with a six-year projection.

### **Task #1: Prepare inventory and needs assessment**

The inventory and needs assessment is the most involved task in relation to preparing the CIP. First an inventory of each City building, street, water line, sewer line and related facility must be completed. Any future facilities or infrastructure needs identified through the Village's Comprehensive Planning process are also included in the inventory. Maintenance records are then used to identify facilities that may need to be reconstructed or upgraded.

### **Task #2: Project schedule and cost estimate**

The schedule and cost estimate of each of the projects identified within the first task must be prepared next by Village staff, a specific equipment supplier, or by a consultant engineer working for the Village.

### **Task #3: Project revenue and budget**

The projects revenue and budget are projected out over six years.

### **Task #4: Analyze financing sources**

Financing sources for each project are identified and may include multiple sources such as the general fund, federal or state grants, special assessments, general obligation or revenue bonds, and tax increment financing.

### **Task #5: Capital Improvements Program approval process**

The Joint Planning Commission (JPC) first holds a public hearing on the draft document. After all questions are answered and any recommended changes are made, the JPC will approve the CIP and forwarded it to the City Council for final approval.

## **FUNDING SOURCES**

### **A. General Fund**

General fund monies are primarily derived from local property taxes, fines, fees, and contracts. Based upon administrative and operational expenses and committed bond payments, the amount of funds available for capital improvements has varied from year to year. Over the past several years, these funds have dropped significantly for several reasons. Increasing operating costs, combined with declining revenue sharing from the State and lower property tax values, have all tightened the Village's budget even further.

Many expensive projects are financed with General Obligation and Capital Improvement Bonds, which are then paid off through the General Fund. General Obligation Bonds are bonds issued by the Village which are backed by the full faith and credit of the Village. Excluding revenue bonds, which are assumed to be self-liquidating, a village is permitted to issue bonds totaling up to ten (10) percent of its assessed value.

**B. Major and Local Street Funds**

Major and Local Street Fund monies are derived from the State Gas and Weight Taxes; but the future of this funding continues to be uncertain. These are State excise taxes included in gasoline prices and vehicle licensing fees.

**C. Municipal Street Funds**

The Village assesses a millage to all ad valorem properties for the support of the street system. These funds are housed in the Municipal Streets Fund, but are transferred to the General, Local Streets, or Major Streets funds for actual project completion. These funds have been reduced over the past several years due to declining property values.

**D. Water/Sewer Funds**

The Water and Sewer Fund monies are derived primarily from user fees for Village water and sewer services. This fund can only be used to maintain and improve the water and sewer system.

**E. State and Federal Grants**

In some cases the Village is able to obtain State or Federal funding to cover part of the cost of particular projects, such as road projects, park improvements, etc. In those cases, the CIP is structured to reflect the anticipated funding sources and the Village's share of the total cost.

**F. Private Sources**

As traditional sources for capital improvements become restricted, private and other non-traditional fund sources offer an opportunity to bridge funding gaps. It is anticipated that the Village will begin to explore private funding sources to assist in the overall financing of many public improvements. Private sources are particularly attractive for projects with high visibility such as the Northeast Block Redevelopment.

**G. General Obligation Bonding**

One method to achieve a more balanced funding level for CIP projects is to initiate a ballot proposal for a small millage increase specifically earmarked for CIP projects. This method is used as a means to insure that needed projects can be accomplished on a regular basis, even during tight budgetary times.

**H. Special Assessment**

Capital improvements that benefit particular properties, rather than the community as a whole, may be financed more equitably by special assessment; that is, by those who directly benefit. Local improvements often financed by this method include street improvements (including pavement, curb and gutter, sidewalks, etc.), sanitary and storm sewers, and water mains. These types of improvements are often needed to serve new developments.

**I. Tax Increment Financing**

The Village has utilized Tax Increment Financing (TIF) for a variety of development projects. TIF is the utilization of the incremental increase in tax revenue generated from a new project that is greater in value from the development it replaces. The Village has three entities that have the ability to utilize TIF: Downtown Development Authority (DDA), Brownfield Redevelopment Authority (BRA), and Local Development Finance Authority (LDFA). The specific use of TIF revenue varies between these three entities, but generally provides for the use of TIF revenue to complete public components of a project. These components include a wide range of activities such as streets and parking (DDA), environmental remediation (BRA), and business development services (LDFA). The legal basis and regulations of TIF are provided for through Michigan law.

## **STATUS REPORT**

### **A. Inventory**

An inventory is kept for all Capital Improvement items to assure that the provisions for maintenance and replacement are made.

#### **1. Water and Sewer Utility Inventory**

The Department of Public Works has prepared an inventory of the water and sanitary sewer system. There are four basic facets of the water utility: water lines, valves, meters, and fire hydrants. For the sanitary sewer utility, the data file simply contains information on sewer lines. The sewer lines may consist of combined sanitary and storm sewer lines or separate sanitary sewer lines.

The information for the utility database consists basically of mapped data. This mapped data for sewers includes information on pipe diameter and pipe length. Specific project files include data on pipe material and the date the pipe is installed.

The water database contains quite specific information dealing with water valves, meters, fire hydrants and includes items such as an identification number, size and pipe material. In addition to being filed according to a specific project improvement, information is also included in a mapped database.

#### **2. Local and Major Streets Inventory**

The local and major streets inventory and analysis is completed by using the "Roadsoft" program, developed by the Michigan Department of Transportation. The program contains an assessment of street conditions based upon pavement type, pavement width, its condition, and similar characteristics. These factors may change along each street segment and block.

#### **3. Park and Recreation Facilities Inventory**

An inventory of existing park and recreation facilities was completed in 2014 as part of the development of the Quincy 5-Year Parks and Recreation Plan. Recommendations were made

and these were used to develop policy statements, action priorities and a 5-Year Action Program for the Parks and Recreation system.

## **B. Needs Assessment**

To determine CIP needs for Quincy, it is necessary to distinguish between expansion or improvement needs and repair and replacement needs. The need for improved facilities is based upon the level of service the Village finds desirable. In general, repair or replacement projects are designed to alleviate the need for more costly replacement of entire systems.

### **1. Utilities**

The Village now has approximately 15 miles of water mains, with limited planned expansion to the distribution system. The water system has seen many projects (i.e. water treatment plant, new water tower, some distribution system improvements) over the past fifteen (15) years that have brought the system closer to contemporary standards. There are deficiencies in the distribution system, with water lines range 4" to 12", some of which are over 100 years old. Most of the Village's residential areas are served by the 100+ year old water mains that are too small by contemporary standards. The replacement of these water mains and its effect on the street systems is the biggest infrastructure issue facing Quincy.

The sewer system is in the midst of a major improvement project that will see all of its remaining original lift stations replaced, meaning that the oldest station in the system will be approximately ten (10) years old. The funds to cover this project were provided by a low interest loan from the US Department of Agriculture- Rural Development (USDA-RD). Increases in the sewer rates may be needed in the future to pay off the debt retirement.

The Village has received a SAW grant from the Michigan Department of Environmental Quality to assist in the development of asset management plans for the sanitary and storm sewer systems. Part of the process will be analyze sewer lines through televising and cleaning. The videotape is reviewed, and problems are scheduled for routine maintenance or correction. These are the only improvements anticipated in the Sanitary Sewer collection system. A comprehensive Master Plan for the Storm Sewer system will be developed with the SAW grant.

The Wastewater Treatment Plant (WWTP) is also receiving upgrades as part of the USDA-RD project. These upgrades of the mechanical and electrical equipment, removal of sludge, and introduction of a SCADA system will address all current and identified issues at the WWTP. The plant is designed to handle flows in the range of about 0.220 million gallons per day. Average flows are now about 0.155 million gallons per day. Hydraulically, the current plant has sufficient capacity to meet the Village's future needs. Any future expansion of the system in the Township or addition of sewer around the lakes will require an expansion of the WWTP.

### **2. Major and Local Streets**

The Village has 4.33 miles of local streets and 3.66 miles of major streets. Much of the funding available for the maintenance and improvement of these streets in the past came from funds distributed through Public Act 51 - Gasoline Tax Funds.

### **3. Parks and Recreation**

The Village has approximately six (6) acres of parks, recreation and open space property. These properties are discussed in the Parks, Recreation, Open Space and Greenways Plan. This plan contains a five-year proposed capital improvement program and must be updated every five years in order to be eligible for funds from the Michigan Department of Natural Resources Grant Programs. The Village just completed the development of the plan in 2015. The Quincy Parks and Recreation Plan outlines the Quincy community's parks and recreation program for the years 2016-2021.

### **CAPITAL BUDGET POLICIES**

In reviewing capital improvements, the Village's Comprehensive Plan has been a major policy document used in evaluating the Capital Improvements Program. The Comprehensive Plan, is currently under development by the Planning Commission, is a broad based policy document for the physical, economic and social development of the City. One of the key methods for implementing the Plan's proposals lies in the Village's schedule of public improvements as expressed in the annual CIP.

The following is a general guideline used in preparing the CIP:

1. The Village will develop a multi-year plan for capital improvements, update it annually and make all capital improvements in accordance with the plan.
2. The Village shall, to the extent possible, designate that funding for second and third priority projects be given a higher priority and leverage Village resources with private or other fund sources.
3. The Village will maintain its physical assets at a level adequate to protect its capital investment and to minimize future maintenance and replacement costs.
4. The Village will use the following criteria to evaluate the relative merit of each capital project:
  - a. capital improvements which preserve the Village's infrastructure;
  - b. capital improvements which foster the vitality and physical improvement of the downtown;
  - c. capital improvements which preserve the residential character of the community;
  - d. capital improvements which improve the Village's parks and recreational facilities; and
  - e. projects which are environmentally advantageous to both the natural and human habitat.
5. Priority will be given to those capital improvements which:
  - a. implement a component of the Comprehensive Plan or Asset Management Plan;
  - b. meet a mandate or regulation of the State or Federal government;

- b. are part of an approved replacement schedule;
  - c. reduce either the cost of operations or energy consumption; and
6. No project will be considered for capital funding if:
- a. the project violates the principles and concepts of the Comprehensive Plan; and
  - b. the project is duplicative of other public or private services, unless determined to be in the best interests of the community by the Village Council.

**BUDGET SUMMARY**

Table 1 is a six-year projection on spending for various functional areas of the Village's Capital Stock. Table 2 is the Village's bonded indebtedness and payment schedule for the next six years.

If the Village is to achieve the goals and objectives presented in the Comprehensive Plan, it will be necessary to make a firm financial commitment to capital improvements through a variety of means in ensuing years. The improvement or replacement of existing public facilities and the development of needed new facilities must be weighed equally with the continued provision of local programs and services in allocating local resources. If existing facilities are allowed to deteriorate, it could result in more severe financial pressures in the future when breakdowns occur. Failure to provide new facilities could impede growth or diminish the desirability, and thus the value, of existing development.

**CONTACT INFORMATION**

For any questions regarding this document, please contact the Village Manager at (517)639-9065 x11, [eric.zuzga@quincy-mi.org](mailto:eric.zuzga@quincy-mi.org), or visit the Village's budget website:

<http://www.quincy-mi.org/Government/Finances/index.html>.

**ABBREVIATIONS**

The following abbreviations are used in the Capital Improvement Plan:

G	General Fund	LP	Lease Purchase
W	Water Fund	D	Donations
S	Sewer Fund	CDBG	Community Development Block Grant
MS	Major Streets	DNR	Dept of Natural Resources
LS	Local Street	QFA	Quincy Fire Association
MUS	Municipal Streets	RD	USDA-Rural Development
QT	Quincy Township	ACT 51	Act 51 Bond
RB	Revenue Bond	MDOT	MI Department of Transportation
DDA	Downtown Development Authority		

Capital Improvement Plan (CIP)				Fiscal Years					
Function	Project	Funding Sources	Capital Cost	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
<b>GENERAL FUND</b>									
Streets	Front Plow for 2010 Plow Truck	G	\$ 10,000					\$ 10,000	
Streets	Backhoe Replacement	G, LP	\$ 140,000						\$ 140,000
Streets	Replace 1-Ton Dump	G, LP	\$ 45,000			\$ 45,000			
Streets	Replace Kubota	G, LP	\$ 42,000		\$ 20,000				\$ 22,000
Streets	Replace Zero Turn Mower	G, LP	\$ 17,000				\$ 17,000		
Streets	Replace GMC Plow Truck	G, LP	\$ 145,000			\$ 145,000			
<b>Vehicle &amp; Equipment Subtotal</b>			<b>\$ 399,000</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 190,000</b>	<b>\$ 17,000</b>	<b>\$ 10,000</b>	<b>\$ 162,000</b>
Fire	Fire Truck Purchase	G, LP, RD	\$ -						
Police	Police Vehicle	G, LP, RD	\$ 90,000		\$ 45,000		\$ 45,000		
Police	Shooting Range Construction	G, D	\$ 10,000		\$ 10,000				
<b>Public Safety Subtotal</b>			<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ 45,000</b>	<b>\$ -</b>	<b>\$ -</b>
DDA	Downtown Sound System & Electric Upgrades	G, D, DDA	\$ -						
Village Hall	Computer Server	G, 911	\$ 10,000					\$ 10,000	
Streets	Salt Bin Replacement	G, LP	\$ 100,000		\$ 100,000				
Village Hall	Combined Municipal Building	G, LP, RD, T	\$ 700,000		\$ 700,000				
Village Hall	Generator for Village Hall	G, LP	\$ 20,500	\$ 20,500					
Park	Rehab Park building	G	\$ 5,600	\$ 5,600					
Village Hall	Phone System Replacement	G, W, S, QFA	\$ 12,610	\$ 12,610					
Village Hall	Village Hall Fence Extension	G, W, S, RD	\$ 14,000			\$ 14,000			
Village Hall	Village Hall Parking Lot Recon.	G, W, S, RD	\$ 20,000			\$ 20,000			
<b>Facilities Subtotal</b>			<b>\$ 882,710</b>	<b>\$ 38,710</b>	<b>\$ 800,000</b>	<b>\$ 34,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>
Parks	Village Wide Trail System	G, DNR, LP, D, QT	\$ 300,000				\$ 150,000	\$ 150,000	
Parks	Coldwater-Quincy Linear Path	G, DNR, LP, D, QT	\$ 4,000,000		\$ 4,000,000				
Parks	Quincy-Jonesville Linear Path	G, DNR, LP, D, QT	\$ 10,000,000						\$ 10,000,000
Parks	Pavilion at Cement Plant	G, DNR, LP, D, QT	\$ 50,000				\$ 50,000		
Parks	Cement Plant Clean-Up/Parking Lot	G, DNR, LP, D, QT	\$ 260,000			\$ 260,000			
Parks	Channel Clean-Up- Cement Plant	G, DNR, LP, D, QT	\$ 30,000					\$ 30,000	
Parks	Fishing Pier	G, DNR, LP, D, QT	\$ 25,000					\$ 25,000	
Parks	SW Neighborhood Park- Land Acquisition	G, DNR, LP, D, QT	\$ 15,000			\$ 15,000			
Parks	SW Neighborhood Park- Equipment	G, DNR, LP, D, QT	\$ 13,500				\$ 13,500		x
Parks	Rotary Park- Land Acquisition	G, D	\$ 150,000		\$ 150,000				
Parks	Rotary Park Development	G, D, DNR	\$ 750,000				\$ 750,000		
Parks	Transfer Station Site Clean-Up and Site Prep	G, DNR, D	\$ 30,000		\$ 30,000				
Parks	Disc Golf Equipment	G, DNR, D	\$ 15,000		\$ 15,000				
Parks	Transfer Station- Parking Lot	G, DNR, D	\$ 7,000		\$ 7,000				
<b>Parks and Recreation Subtotal</b>			<b>\$ 15,645,500</b>	<b>\$ -</b>	<b>\$ 4,202,000</b>	<b>\$ 275,000</b>	<b>\$ 963,500</b>	<b>\$ 205,000</b>	<b>\$ 10,000,000</b>
<b>GENERAL FUND TOTAL EXPENSE</b>			<b>\$ 17,027,210</b>	<b>\$ 38,710</b>	<b>\$ 5,077,000</b>	<b>\$ 499,000</b>	<b>\$ 1,025,500</b>	<b>\$ 225,000</b>	<b>\$ 10,162,000</b>



Capital Improvement Plan (CIP)				Fiscal Years					
Function	Project	Funding Sources	Capital Cost	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
<b>WATER FUND</b>									
Treatment	Fence in Well Site	W	\$ 30,000			\$ 10,000	\$ 10,000	\$ 10,000	
Treatment	Well and Water Plant Improvements	W	\$ 138,000	\$ 21,000	\$ 21,000	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000
Treatment	Media Replacement at Water Plant	W	\$ 20,000			\$ 20,000			
Treatment	East Well Replacement	W, CDBG	\$ 275,000		\$ 275,000				
Treatment	Land Acquisition for New Wells	W	\$ 60,000		\$ 60,000				
Treatment	Wells Addition and piping to WTP	W, LP, RD	\$ 600,000						\$ 600,000
Distribution	North Main Street water main	RD, CDBG, W	\$ 227,000						\$ 227,000
Distribution	West Liberty Street water main	W, RD	\$ 106,300						\$ 106,300
Distribution	Hewitt Street water main	W, RD, CDBG	\$ 77,000		\$ 77,000				
Distribution	Depot Street water main	W, RD, CDBG	\$ 45,000						\$ 45,000
Distribution	Bennett Street water main	W, RD, CDBG	\$ 158,000			\$ 158,000			
Distribution	Bond Street water main	W, RD, CDBG	\$ 158,000			\$ 158,000			
Distribution	Fulton Street water main	W, RD, CDBG	\$ 200,000	\$ 200,000					
Distribution	East Jefferson Street water main	W, RD, CDBG	\$ 285,543	\$ 285,543					
Distribution	Grove Street water main	W, RD, CDBG	\$ 62,572	\$ 62,572					
Distribution	Colfax/Fulton Street water main	W, RD, CDBG	\$ 196,768	\$ 196,768					
Distribution	Orange Street water main	W, RD, CDBG	\$ 82,643	\$ 82,643					
Distribution	East Liberty Street water main	W, RD, CDBG	\$ 187,384	\$ 187,384					
Distribution	Pleasant Street water main	W, RD, CDBG	\$ 267,000						\$ 267,000
Distribution	West Jefferson Street water main	W, RD, CDBG	\$ 693,000		\$ 693,000				
Distribution	Church Street water main	W, RD, CDBG	\$ 81,659		\$ 81,659				
Distribution	Water Tower Maintenance	W	\$ 148,428	\$ 24,738	\$ 24,738	\$ 24,738	\$ 24,738	\$ 24,738	\$ 24,738
<b>WATER FUND TOTAL</b>			<b>\$ 4,099,297</b>	<b>\$ 1,060,648</b>	<b>\$ 1,232,397</b>	<b>\$ 394,738</b>	<b>\$ 58,738</b>	<b>\$ 58,738</b>	<b>\$ 1,294,038</b>
Collection	Sewer Main Repairs- CIP lining	S	\$ 60,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Collection	South Main LS Relocation	S, CDBG	\$ 225,000	\$ 225,000					
Collection	North Main LS Upgrades	S, CDBG	\$ 325,000						\$ 325,000
Collection	Pleasant Street Upgrades	S, CDBG	\$ 325,000						\$ 325,000
Collection	Cole Street LS Upgrades	S, CDBG	\$ 76,000						\$ 76,000
<b>SEWER FUND TOTAL</b>			<b>\$ 1,011,000</b>	<b>\$ 235,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 736,000</b>
<b>UTILITY FUNDS TOTAL</b>			<b>\$ 5,110,297</b>	<b>\$ 1,295,648</b>	<b>\$ 1,242,397</b>	<b>\$ 404,738</b>	<b>\$ 68,738</b>	<b>\$ 68,738</b>	<b>\$ 2,030,038</b>
<b>Street Funds</b>									
Local Streets	East Jefferson Street Reconstruction	RD, LS	\$ 290,000	\$ 290,000					
Local Streets	Grove Street Reconstruction	RD, LS	\$ 119,500	\$ 119,500					
Local Streets	Colfax/Fulton Street Reconstruction	RD, MS, LS	\$ 200,000	\$ 200,000					
Local Streets	Orange/Wood Rehabilitation	RD, LS	\$ 109,194	\$ 109,194					
Local Streets	Hewitt Street Rehabilitation	RD, LS	\$ 240,000		\$ 240,000				
Local/Major	Pleasant Street Rehabilitation	RD, CDBG, LS	\$ 574,000						\$ 574,000
Local Streets	Hawley Street Reconstruction	ACT 51, LS	\$ 448,826			\$ 448,826			
Local/Major	West Jefferson Street Reconstruction	RD, CDBG, LS, MS	\$ 225,000		\$ 225,000				
Local Streets	Bennett Street Reconstruction	CDBG, LS	\$ 165,000			\$ 165,000			
Local Streets	Bond Street Reconstruction	CDBG, LS, MUS	\$ 165,000			\$ 165,000			

<b>Capital Improvement Plan (CIP)</b>				<b>Fiscal Years</b>					
<b>Function</b>	<b>Project</b>	<b>Funding Sources</b>	<b>Capital Cost</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>
Local Streets	Depot Street Reconstruction	RD, LS	\$ 33,000						\$ 33,000
Local Streets	Brown Street Reconstruction	ACT 51, LS	\$ 165,324						\$ 165,324
Local Streets	Wood Avenue Reconstruction	ACT 51, LS	\$ 142,264			\$ 142,264			
Local Streets	Broughton Street Reconstruction	ACT 51, LS	\$ 234,958			\$ 234,958			
Local Streets	Church/Park Street Reconstruction	RD, LS	\$ 250,000		\$ 75,000				\$ 175,000
Major Streets	Fulton Street Reconstruction	CDBG, RD, MS	\$ 225,000	\$ 225,000					
Major Streets	East Liberty Street Rehabilitation	RD, MS	\$ 385,000	\$ 385,000					
Major Streets	Berry Street Reconstruction	ACT 51, MS	\$ 424,622			\$ 424,622			
Major Streets	West Liberty Street Reconstruction	ACT 51, MS	\$ 680,180			\$ 517,080		\$ 163,100	
<b>STREETS FUNDS TOTAL</b>			<b>\$ 3,972,066</b>	<b>\$ 1,328,694</b>	<b>\$ 540,000</b>	<b>\$ 2,097,750</b>	<b>\$ -</b>	<b>\$ 163,100</b>	<b>\$ 947,324</b>



## 2017-2023 Capital Improvement Plan Project Descriptions

### ***Streets Equipment Requests***

#### **Backhoe Replacement**

A replacement backhoe with four wheel drive assist for the current 1998 John Deere Backhoe.

*Expected Year: 2022-2023*

*Total Capital Cost: \$140,000*

*Funding Method: Lease Purchase*

#### **Front Plow for 2010 Int'l Plow Truck**

Addition of a front plow on our newest plow truck. This will assist in heavier snows and allow us to be more efficient.

*Expected Year: 2021-2022*

*Total Cost: \$10,000*

*Funding Method: Operating Revenue*

#### **One Ton Dump Replacement**

Replacement of our workhorse dump truck with a new F-350.

*Expected Year: 2019-2020*

*Total Cost: \$45,000*

*Funding Method: Lease Purchase*

#### **Kubota Mower Replacement**

One of our existing mowers is due for replacement. The other one will also be due for replacement, but we are making a change to a gator vehicle for the winter activities that the kubota has been used.

*Expected Year: 2018-2019 and 2022-2023*

*Total Cost: \$20,000 & \$22,000*

*Funding Method: Lease Purchase*

#### **Replace Zero Turn Mower**

The zero-turn mower that is our primary mowing unit will be due for replacement. It has replaced the larger Kubota units as our primary mower.

*Expected Year: 2020-2021*

*Total Cost: \$17,000*

*Funding Method: Lease Purchase*

#### **Replace GMC Plow Truck**

Our 2002 GMC plow truck will be due for replacement and adding an International Dump truck is planned.

*Expected Year: 2019-2020*

*Total Cost: \$145,000*

*Funding Method: Lease Purchase*

### ***Public Safety Requests***

#### **Fire Truck Replacement**

The Village is a member of the Quincy Fire Association. Two vehicles, a grass rig and new engine, are needed over the next few years. A 15 year loan from the USDA Community Loan is the most affordable option. The Village would be responsible for 21% of the total cost.

*Expected Year: 2017-2018*

*Total Cost: \$40,515 is Village Share*

*Funding Method: USDA Community Loan*

#### **Police Vehicle Replacement**

The Police Interceptor purchased in 2014 will need to be replaced in 2018-2019. Staying with the Ford Interceptor SUV is

47 Cole St

Quincy

Michigan

49082

517.639.9065

recommended. We will transfer everything still in good condition to the new vehicle. The unit purchased in 2015 will also need to be replaced during the CIP's term, 2021-2022 FY.

*Expected Year: 2018-2019, 2021-2022*

*Total Cost: \$45,000 and \$45,000*

*Funding Method: Lease Purchase,*

*Operating Revenues*

### **Public Safety Training Facility**

The Police Department is developing a shooting range on a field at the lagoons that has not been farmed in many years.

*Expected Year: 2018-2019*

*Total Cost: \$10,000*

*Funding Method: Operating Revenue, grants*

## **Facilities Requests**

### **Computer Server**

The current server was recently provided by 911 and should be sufficient to last until the end of the CIP's term. This server will serve all aspects of Village operations.

*Expected Year: 2021-2022*

*Total Cost: \$10,000*

*Funding Method: Operating Revenues*

### **Salt Bin Replacement**

The existing salt bin is undersized, in need of major repairs, and a different model is needed. We are currently exploring different options.

*Expected Year: 2018-2019*

*Total Cost: \$100,000*

*Funding Method: Lease Purchase, RD Community Facilities loan*

### **Combined Municipal Building**

Construction of an office building in the downtown that would be a combined

Village/Township facility that would anchor the NE Block Redevelopment.

*Expected Year: 2018-2019*

*Total Cost: \$700,000*

*Funding Method: RC Community Facilities loan*

### **Generator for Village Hall**

The installation of a generator at the Village Hall will allow for continuity of operations during natural disasters and other electric outages. This will allow the building to serve as a shelter during these events as well.

*Expected Year: 2017-2018*

*Total Cost: \$20,000*

*Funding Method: Lease Purchase, Sewer Loan*

### **Rehab Park Building**

The Village building in the Park is in need of steel replacement on the roof and exterior of the building. Village staff would complete the repairs.

*Expected Year: 2017-2018*

*Total Cost: \$5600*

*Funding Method: General Fund*

### **Phone System Replacement**

A new phone system is overdue at the Village Hall. The proposed system would tie in the Fire Department, Park Building, and any future sites.

*Expected Year: 2017-2018*

*Total Cost: \$12,610*

*Funding Method: General Fund*

### **Village Hall Fence Extension**

We are proposing to extend the fence to cover the entire Village lot, all the way from the current fence to the railroad.

*Expected Year: 2019-2020*

*Total Cost: \$14,000*

*Funding Method: Operating Revenue*

### **Village Hall Parking Lot Reconstruction**

The lot is close to needing to reconstruction. We will extend the life by using certain maintenance activities on the lot to get a few more years out of the parking lot.

*Expected Year: 2019-2020*

*Total Cost: \$20,000*

*Funding Method: Operating Revenues*

### **Parks Requests**

#### **Village Wide Trail System**

A trail system that would connect the school, parks, tip-up, and the county park would be constructed to encourage physical activity and interconnection of community locations.

*Expected Year: 2020-2021, 2021-2022*

*Total Cost: \$200,000*

*Funding Method: Grants, Operating Revenue, Donations*

#### **Coldwater-Quincy Linear Path**

A path would be constructed to connect the Village Park and Coldwater's linear path along the Indiana Northeastern Railroad. This five mile trail would be open to all non-motorized uses.

*Expected Year: 2018-2019*

*Total Cost: \$4,000,000*

*Funding Method: Grants, Donations, and Operating Revenue*

#### **Quincy-Jonesville Linear Path**

An extension of the Coldwater trail system to Jonesville has been proposed. This would add at least 13 miles to the trail system. It would also connect in to a trail that leads to Hillsdale.

*Expected Year: 2022-2023*

*Total Cost: \$10,000,000*

*Funding Method: Grants, Donations, and Operating Revenue*

### **Pavilion at Cement Plant**

A pavilion, at least 30x60, would be built on the former cement plant property.

This would provide additional opportunities along the lakes and could assist the Tip-Up festival.

*Expected Year: 2020-2021*

*Total Cost: \$45,000*

*Funding Method: Operating Revenue, Donations, and Grants*

### **Cement Plant Clean-up**

Additional clean-up at the cement plant, including removal of the silos, removal of all concrete to 6" below grade, and regrading of the entire site. Grass would be planted on the site to create a multi-purpose field for community use. Coordination with the county would be necessary as they own land that would need to be included in the project.

*Expected Year: 2019-2020*

*Total Cost: \$200,000*

*Funding Method: Grants, Donations, Operating Revenue, and Intergovernmental Partnerships*

### **Cement Plant Parking Lot**

A parking lot, asphalt or gravel, would be added to a portion of the site to allow for parking for the pavilion and for Tip-Up Island.

*Expected Year: 2019-2020*

*Total Cost: \$60,000*

*Funding Method: Grants, Donations, Operating Revenue*

### **Channel Clean-Up Cement Plant**

The channel around Tip-Up Island has become overgrown and filled with silt over the past several decades. The channel would need to be dredged and the banks rebuilt.

*Expected Year: 2021-2022*

*Total Cost: \$30,000*

*Funding Method: Grants, Donations, Operating Revenue, and Intergovernmental Partnerships*

### **Fishing Pier at Tip-Up Island**

Construction of a fishing pier to provide public access to the lakes.

*Expected Year: 2021-2022*

*Total Cost: \$30,000*

*Funding Method: Grants, Donations, Operating Revenue*

### **SW Neighborhood Park- Land Acquisition**

The Village should identify property in the southwest quadrant to provide a neighborhood park for this area.

*Expected Year: 2019-2020*

*Total Cost: \$15,000*

*Funding Method: Operating Revenue and Donations*

### **SW Neighborhood Park- Equipment**

Once the potential park property has been identified, equipment for the uses identified by the community will need to be acquired.

*Expected Year: 2020-2021*

*Total Cost: \$13,500*

*Funding Method: Donations and Operating Revenue*

### **Rotary Park- Land Acquisition**

Quincy Rotary and other community groups have been exploring the acquisition of property to be used as a multi-purpose recreational facility. A minimum of 20 acres is required to provide the room necessary for the desired development.

*Expected Year: 2018-2019*

*Total Cost: \$150,000*

*Funding Method: Donations and Grants*

### **Rotary Park Development**

Softball/baseball fields, a walking path, playground, picnic areas, and multi-purpose fields have been proposed for the site.

*Expected Year: 2020-2021*

*Total Cost: \$750,000*

*Funding Method: Grants, Donations, Operating Revenue, and Intergovernmental Partnerships*

### **Transfer Station Site Clean-Up and Site Prep**

A new access drive for the rear of the property would be added off of the current drive and a fence built to separate the transfer station from the rest of the site. Staff time clearing areas of the property and tree maintenance would also be required.

*Expected Year: 2018-2019*

*Total Cost: \$30,000*

*Funding Method: Operating Revenue, Grants, Staff Time, and Donations.*

### **Disc Golf Equipment**

A disc golf course would be built on the unused portion of the transfer station site.

*Expected Year: 2018-2019*

*Total Cost: \$15,000*

*Funding Method: Operating Revenue, Grants, and Donations.*

### **Transfer Station- Parking Lot**

A gravel parking lot would be constructed off of the new access drive.

*Expected Year: 2018-2019*

*Total Cost: \$7,000*

*Funding Method: Donations, Operating Revenue, and Staff time*



## **Water/Sewer Fund Requests**

### **Fence Well Site**

A fence around the entire Glenn Avenue site would be added to provide security for our sole water source.

*Expected Year: 2019-2020, 2020-2021, 2021-2022*

*Total Cost: \$30,000 over three years*

*Funding Method: Operating Revenue*

### **Well and Water Plant Improvements**

The Village has entered in to a contract with Peerless Midwest to overhaul the well pumps, high service pumps, and clean the wells. This work will be completed over many years, with specific activities to be completed each year.

*Expected Year: each year*

*Total Cost: \$21,000-24,000*

*Funding Method: Grants and Operating Revenue*

### **Media Replacement at Water Plant**

The media (sand) in the filters at the water plant have been in place since its construction in 1997. It is still providing the necessary filtration and replacement is not necessary, but may need to be completed over the term of the CIP.

*Expected Year: 2019-2020*

*Total Cost: \$20,000*

*Funding Method: Grants, Donations, Operating Revenue*

### **East Well Replacement**

Drilling of a new well to replace the original well on the Glenn Avenue Site. Includes piping, well drilling, and addition of a building to cover well.

*Expected Year: 2018-2019*

*Total Cost: \$275,000*

*Funding Method: RD Loan*

### **Land Acquisition for New Wells**

The Village's two wells are at one site on Glenn Avenue. The current Wellhead Protection Program has recommended the addition of a new well site for future water needs.

*Expected Year: 2017-2018*

*Total Cost: \$50,000*

*Funding Method: Grants, Bonds, and Operating Revenue*

### **New Wells and Piping to Water Treatment Plant**

The installation of a new well and piping back to the water treatment plant are identified as probable in the next decade. The actual cost will be dictated by the distance of the new well site to the water plant.

*Expected Year: 2022-2023*

*Total Cost: \$600,000*

*Funding Method: Grants, Bonds, and Operating Revenue*

### **North Main Street Water Main**

Installation of 8" or 12" main to replace the existing 4" main from Cole to Broughton. Water main to be placed outside of the roadway.

*Expected Year: 2022-2023*

*Total Cost: \$227,000*

*Funding Method: Grants, Bonds, and Operating Revenue*

### **West Liberty Street Water Main**

Installation of an 8" water main to replace the existing 4" main from Berry to Beckwith Dr.

*Expected Year: 2022-2023*

*Total Cost: \$106,300*

*Funding Method: Grants, Bonds, and Operating Revenue*

### **Hewitt Street Water Main**

Installation of an 8" water main to replace the existing 4" main.

*Expected Year: 2018-2019*  
*Total Cost: \$77,000*  
*Funding Method: Grants, Bonds, and Operating Revenue*

**Depot Street Water Main**

Installation of 8" or 12" water main to replace the existing 4" main. To be coordinated with the NE Block Redevelopment.

*Expected Year: 2022-2023*  
*Total Cost: \$45,000*  
*Funding Method: Grants, Bonds, and Operating Revenue*

**Bennet Street Water Main**

Installation of 8" water main to replace the existing 4" main.

*Expected Year: 2022-2023*  
*Total Cost: \$158,000*  
*Funding Method: Grants, Bonds, and Operating Revenue*

**Bond Street Water Main**

Installation of 8" water main to replace the existing 4" main.

*Expected Year: 2022-2023*  
*Total Cost: \$158,000*  
*Funding Method: Grants, Bonds, and Operating Revenue*

**Fulton Street Water Main**

Installation of 8" water main to replace the existing 4" main.

*Expected Year: 2017-2018*  
*Total Cost: \$200,000*  
*Funding Method: RD Loan*

**East Jefferson Water Main**

A new 12" water main would be installed from the Fulton Street intersection to the Grove Street intersection. This project needs to be completed to insure adequate supply to the east side. This is our top priority on the distribution system.

*Expected Year: 2017-2018*  
*Total Cost: \$283,543*  
*Funding Method: ICE CDBG*

**Grove Water Main**

A 12" water main would be extended from Jefferson Street, across US-12, and tied in to the end of the 12" water main that extends to Briggs Road. Along with the East Jefferson Street work, this is our top priority on the distribution system.

*Expected Year: 2017-2018*  
*Total Cost: \$62,572*  
*Funding Method: ICE CDBG*

**Colfax-Fulton Water Main**

A 12" water main was added to Fulton Street from US-12 to just south of the Jefferson Street intersection. This project would extend the 12" water main to Orange Street and then east on Colfax Street. This is a high priority project due to the school campus and our current inability to provide adequate fire flow.

*Expected Year: 2017-2018*  
*Total Cost: \$196,768*  
*Funding Method: Grants, Bonds, and Operating Revenue*

**Orange/Wood Water Main**

Over the past few years, work has been completed to abandon the old 4" water main on Wood and Orange Streets. Additional valve and pipe work is necessary at the Wood and Liberty Street intersection. This project would also add a 6" main on Orange Street from Wood to Fulton Street.

*Expected Year: 2011-2018*  
*Total Cost: \$82,643*  
*Funding Method: Grants, Bonds, Operating Revenue*

**East Liberty Water Main**



The construction of a 12" water main that would replace an inadequate 4" water main. As on Fulton Street, this is a priority project due to the school campus and our inability to provide adequate fire flow.

*Expected Year: 2017-2018*

*Total Cost: \$187,384*

*Funding Method: Grants, Bonds, and Operating Revenue*

### **Pleasant Water Main**

A 12" water main would be added from US-12 to Jefferson Street and an 8" main from Jefferson to Liberty.

*Expected Year: 2022-2023*

*Total Cost: \$267,000*

*Funding Method: Grants, Bonds, and Operating Revenue*

### **West Jefferson Water Main**

This project would see a 12" water main installed from Main to Berry Street. Another 4" main would be retired under this project.

*Expected Year: 2018-2019*

*Total Cost: \$693,000*

*Funding Method: RD Loan*

### **Church Water Main**

A 6" water main would be extended south from Cole Street to Park Street. One of the few remaining 4" mains on the north side of town would be retired upon project completion.

*Expected Year: 2018-2019*

*Total Cost: \$81,659*

*Funding Method: Bonds and Operating Revenue*

### **Water Tower Maintenance**

The Village entered in to a contract with Utility Services to provide maintenance services on the water tower. Utility Services will inspect the tower annually

and when required will pain the interior and exterior. The fee noted each year covers the cost of all of this work.

*Expected Year: Every Year*

*Total Cost: \$24,738*

*Funding Method: Operating Revenue*

### **Sewer Main Repairs- CIP lining**

The Village Sewer Collection System is almost 85 years old in parts of the Village and is in need of repairs in certain areas. The pipe still provides suitable capacity, but is showing its age in areas. This project will line the pipe in these areas. We are proposing to set aside enough to cover several fixes each year.

*Expected Year: Every Year*

*Total Cost: \$10,000*

*Funding Method: Operating Revenue*

### **South Main Lift Station Relocation**

The current lift station is on an inadequately sized wet well and the current site provides little space for expansion.

*Expected Year: 2017-2018*

*Total Cost: \$225,000*

*Funding Method: ICE CDBG*

### **North Main Lift Station Wet Well Expansion**

There are issues with the wet well and the piping at this location. Several changes are necessary to fix the issues at this site.

An exact plan is still in development.

*Expected Year: 2022-2023*

*Total Cost: \$100,000*

*Funding Method: Bonds and Operating Revenue*

### **Pleasant Lift Station Wet Well Expansion**

Like the other wet wells already mentioned, additional capacity is necessary at this site.

*Expected Year: 2022-2023*  
*Total Cost: \$325,000*  
*Funding Method: Grants, Bonds and Operating Revenue*

### **Cole Street Lift Station Upgrades**

New electrical panel and other minor upgrades to the lift station serving the Industrial Park.

*Expected Year: 2022-2023*  
*Total Cost: \$76,000*  
*Funding Method: Grants, Lease Purchase, and Operating Revenue*

## **Street Project Requests**

### **East Jefferson Street Reconstruction**

In conjunction with the water main project, one lane of the road will be completely rebuilt to accommodate the water main and the other will be milled and an overlay put down.

*Expected Year: 2017-2018*  
*Total Cost: \$290,000*  
*Funding Method: Grants, Donations, Operating Revenue*

### **Grove Street Reconstruction**

Grove Street will be completely rebuilt with the addition of curb and storm sewer. This project will be completed in conjunction with the water main replacement.

*Expected Year: 2016-2017*  
*Total Cost: \$119,500*  
*Funding Method: Bonds and Operating Revenue*

### **Colfax/Fulton Reconstruction**

Fulton Street will be reconstructed from Orange Street to the newly reconstructed area from the 2015-2016 Fiscal Year. Colfax will see one lane reconstructed to allow the water main installation and the

other lane will be a mill and overlay. Curbs will be repaired as necessary.  
*Expected Year: 2017-2018*  
*Total Cost: \$200,000*  
*Funding Method: Grants, Bonds, and Operating Revenue*

### **Orange/Wood Rehabilitation**

On Orange Street, one lane will be rebuilt to allow for water main installation from Fulton to Wood, with a mill and overlay on the remaining area. Reconstruction is needed at the Liberty and Wood intersection to repair the area seeing water main/valving improvements.

*Expected Year: 2021-2022*  
*Total Cost: \$109,194*  
*Funding Method: Operating Revenue and Bonds*

### **Pleasant Street Rehabilitation**

Pleasant Street will be rebuilt from US-12 to Jefferson Street. The east and a portion of the west side of the road will see curb added. Storm sewer will be upgraded to increase capacity from US-12, which was removed from the US-12 Reconstruction.

*Expected Year: 2018-2019*  
*Total Cost: \$55,356*  
*Funding Method: Grants, Bonds, and Operating Revenue*

### **Hawley Street Reconstruction**

Hawley will be reconstructed from the end of a previous year's project to Brown Street. Storm sewer and curb will be added to the entire length.

*Expected Year: 2020-2021*  
*Total Cost: \$448,826*  
*Funding Method: Operating Revenue and Bonds*

### **West Jefferson Street Reconstruction**

Coupled with the water main upgrades, West Jefferson is in need of a complete

reconstruction. Storm sewer capacity needs to be reviewed and elevations changed to improve drainage at several areas.

*Expected Year: 2021-2022*

*Total Cost: \$625,000*

*Funding Method: Grants, Operating Revenue, Bonds*

### **Bennett Street Reconstruction**

Reconstruction of the road, including the addition of curb & gutter, to the entire length of the road. To be coordinated with water main replacement.

*Expected Year: 2019-2020*

*Total Cost: \$385,000*

*Funding Method: Grants, Bonds, and Operating Revenue*

### **Bond Street Reconstruction**

Reconstruction of the road, including the addition of curb & gutter, to the entire length of the road. To be coordinated with water main replacement.

*Expected Year: 2019-2020*

*Total Cost: \$385,000*

*Funding Method: Grants, Bonds, and Operating Revenue*

### **Depot Street Reconstruction**

Reconstruction of the road surface, to be coordinated with water main replacement and NE Block Redevelopment

*Expected Year: 2022-2023*

*Total Cost: \$33,000*

*Funding Method: Grants, Bonds, and Operating Revenue*

### **Brown Street Reconstruction**

Reconstruction of the road from Orange to Liberty, including the addition of curb & gutter and storm sewer. Coordination with the Railroad to address rail crossing is necessary.

*Expected Year: 2022-2023*

*Total Cost: \$165,324*

*Funding Method: Grants, Bonds, and Operating Revenue*

### **Wood Avenue Reconstruction**

Reconstruction of the road from Orange to Liberty, including the addition of curb & gutter and storm sewer.

*Expected Year: 2019-2020*

*Total Cost: \$142,264*

*Funding Method: Grants, Bonds, and Operating Revenue*

### **Broughton Street Reconstruction**

Reconstruction of entire street, including the addition of curb & gutter.

*Expected Year: 2019-2020*

*Total Cost: \$234,958*

*Funding Method: Grants, Act 51 Bonds, and Operating Revenue*

### **Church/Park Reconstruction**

Reconstruction of Church, from Cole to Park, including the addition of curb and gutter, to be coordinated with water main replacement. Reconstruction of Park from Main to Church, including the addition of curb & gutter. Coordination with linear path.

*Expected Year: 2018-2019*

*Total Cost: \$75,000*

*Funding Method: Grants, Act 51 Bonds, and Operating Revenue*

### **Fulton Street Reconstruction**

Reconstruction of the road, from Orange St to East Liberty St, including the addition of curb & gutter and storm sewer. To be coordinated with water main replacement.

*Expected Year: 2017-2018*

*Total Cost: \$225,000*

*Funding Method: RD Loan*

### **East Liberty Street Rehabilitation**

Due to water main upgrades, one lane will need to be reconstructed, with the other receiving a mill and overlay. Storm sewer capacity will need to be examined to determine if additional work is necessary.

*Expected Year: 2019-2020*

*Total Cost: \$385,000*

*Funding Method: Grants, Bonds, and Operating Revenue*

### **Berry Street Reconstruction**

Reconstruction of the road from Liberty to US-12, including the addition of curb & gutter and storm sewer.

*Expected Year: 2019-2020*

*Total Cost: \$424,622*

*Funding Method: Category F Grant, Act 51 Bond, and Operating Revenue*

### **West Liberty Reconstruction #1**

Reconstruction of the road, including the addition of curb & gutter, from Main Street to Berry Street.

*Expected Year: 2019-2020*

*Total Cost: \$517,080*

*Funding Method: Category F Grant, Act 51 Bond, and Operating Revenue*

### **West Liberty Reconstruction #2**

Reconstruction of the road from Berry Street to Beckwith Drive, including the addition of storm sewer and curb & gutter. To be coordinated with replacement of water main.

*Expected Year: 2021-2022*

*Total Cost: \$163,100*

*Funding Method: Grants, Bonds, and Operating Revenue*