

Village of Vicksburg Capital Improvement Plan

Capital Improvement Program

Introduction

The issue of taxes, state funding cuts, cap proposals (e.g. Proposal 'A'), and a potential reduction in the local revenue stream are major considerations that a community must address on an annual basis to balance the needs and wants of the residents, businesses, and visitors, the delivery of services, and the maintenance of its infrastructure. Governmental response to today's changing needs must be achieved within the limits of its available resources. Choosing priorities among competing needs becomes an important element in what is to be the ultimate response. Since it is often impossible to meet all the identified needs with the revenue available, requests for expenditures must be prioritized to enable decision makers to eliminate non-essential expenditures.

The Village of Vicksburg's Capital Improvement Program (CIP) is a planning tool, with a goal to identify and schedule capital improvements over a six-year period between fiscal years ending 2024-2029. The CIP serves as the Village's multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. Preparation of the CIP is performed under the authority of the Michigan Planning Enabling Act:

"The capital improvements program shall show those public structures and improvements, in the general order of their priority that in the Village Council's judgement 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."

The CIP is an opportunity to formulate strategic long-term policy decisions that extend beyond the 2024-2025 fiscal year (FY). Each year, The Village of Vicksburg invests significant time and resources to design, construct, and maintain the infrastructure and facilities needed to deliver municipal services to residents and businesses. Because of the high costs associated with building and maintaining capital assets, the Village must carefully balance the need for such assets with our requirements to sustain a strong financial position.

The Village Council has adopted a Capital Improvement Resolution that establishes guidelines for the reporting and tracking of capital expenditures. These are identified as those items having a value of more than \$5,000.00 per item and have a useful life of at least three years following the date of acquisition. Capital projects include design and construction, as well as acquisition of land and the purchase of capital assets. Maintenance-oriented, operational or continuous expenditures are not considered to be capital improvement.

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 the organized effort to strengthen the quality of public facilities and services; provide a framework

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for the realization of community goals and objectives; and provide a sound basis on which to build a healthy and vibrant community.

Some of the many benefits that the CIP provides the residents and stakeholders include:

- Prudent use of taxpayer dollars
- Focus attention on community goals, needs, and capabilities
- Prioritizing projects across the needs of the community
- Generating community support by inviting public input
- Promoting economic development
- Transparency in identification of high-priority projects
- Improve intergovernmental and regional cooperation
- Help maintain a sound and stable financial program
- Enhance opportunities for the participation in federal and/or state grant programs

CIP and Budget Process

The CIP process precedes the budget process and identifies projects for the CIP that will serve residents and anticipate the needs of an evolving and dynamic community. The following documents were considered in preparation of the CIP:

- Master Plan for Land Use
- Strategic Plan – Village Council 2023
- Water System Master Plan
- Results of Sewer Televising Studies
- Downtown Development Plan 2015 (Update 24/25 FY)
- Parks and Recreation Plan 2014-2024 (Update Parks and Recreation Plan 24/25 FY)
- Parking Lot Inventory and Analysis
- Sidewalk Prioritization – core downtown outward

The preparation of this Capital Improvement Plan was overseen by the Village Manager and staff. The staff developed the initial project needs, wants, and wishes projects list, developed project prioritization, sought input from the Village Council, Planning Commission, DDA, key external stakeholders and evaluated and refined projects to develop the final CIP.

Generally, the Village followed the following steps to develop the CIP:

1. Develop project wish list: January
2. Identify project cost: January/February
3. Educate and engage the public – surveys, virtual and public meetings Feb/Mar/April
4. Develop prioritization and project evaluation Mar/April
5. Village Manager prepares draft CIP for Planning Commission review May
6. Have draft available for public review and input May/June
7. Village Council Adoption June

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WHEREAS, the Village of Vicksburg is committed to investing in Capital Improvement Projects and Equipment and the priority option is to fund CIP with cash dollars saved; and

WHEREAS, the Village of Vicksburg deems it appropriate to assign the following amounts to the Assigned Fund Balance categories for purposes of funding CIP projects with cash funding (This will add to the assignment balances of each category); and

WHEREAS, The Village Council commits and assigns cash for future CIP funding each January, based on the previous FY audit, the following is the cash balances committed or assigned to CIP projects for 2025-2029: **Amount per audit June 2023 \$426,137.00**

204-441-977-011 Defined Benefit Pension Reserve	\$ 70,000.00*
204-441-977-011 DPW Capital Outlay Vehicle (Dump Plow/leaf Truck 24/25)	\$ 75,500.00*
204-441-977-011 DPW Capital Outlay Vehicle: (Heavy Equipment):	\$ 59,000.00
204-441-977-011 DPW Capital Outlay Vehicle (Crane Truck-37/38)	\$ 30,000.00
204-441-977-011 DPW Capital Outlay Vehicle: (Bobcat-26/27)	\$ 32,137.00*
204-441-977-011 DPW Capital Outlay Vehicle: (pickups-27/28)	\$ 34,000.00*
101-900-977-086 Police Capital Outlay Vehicle: (Patrol Vehicle-25/26)	\$ 30,000.00*
101-900-977-080 Police Capital Outlay Equip: (Weapon Systems)	\$ 10,000.00
101-900-977-083 Police Capital Outlay Equip: (Comms-Radios)	\$ 10,500.00
101-900-977-000 Village Hall Capital Outlay Equip: (Tech)	\$ 25,000.00
101-900-975-000 Parks and Rec: Park Improvements-Vet Memorial	\$ 30,000.00
101-900-975-000 Large Parking Lot Downtown (26/27)	\$115,000.00
101-900-977-100 Recreation Park – Parking Lot (25/26)	<u>\$ 25,000.00</u>
TOTAL: January 2024	\$536,137.00

The following CIP items have been approved by the Village Council for the 2024-2025 FY and will all be:

1. Village Roadwork	\$221,915.00
2. Village Wide Curbside Pickup	\$ 35,000.00
3. DPW: Plow Truck New Bed	\$ 28,500.00
4. DPW: Leaf Truck Replacement:	\$ 74,000.00
5. VPD: New In-Car and Body Camera Recording System	\$ 25,000.00
6. VPD: New Stationary Speed Radar Signs (4)	\$ 12,000.00
7. Angels Crossings Golf Course: Tee Mower	\$ 18,850.00

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A survey for the following 7 CIP designated projects were distributed to downtown business owners and building owners, organized neighborhoods, and all utility billing addresses (via quarterly newsletter). The survey questions were designed to rank the order of priority of each project.

The 7 CIP Projects are:

- A. New municipal parking lot behind S. Main St businesses to the West
- B. Construct a multi-purpose park with pickleball courts and skateboard park
- C. Resurfacing of the parking lot at the Recreation Park – Disc Golf Course
- D. Veterans Memorial
- E. Makeover of Clark Park
- F. Reconstruction of Sunset Lake Park
- G. Continuing non-motorized trail towards Village of Schoolcraft

The results of input ranked these CIP projects in the following order of priority to complete by the 2026-2027 FY and the (2nd column should be completed within 6 years, total %), the final column added the first 2 columns to determine the order of priority.

1. Multi-purpose park with kids playground equipment, pickleball courts and skateboard park:	51.22%	36.59%	87.81%
2. New municipal parking lot behind S. Main St businesses to the West:	43.90%	41.46	85.36%
3. Makeover of Clark Park:	34.15%	51.22%	85.37%
4. Reconstruction of Sunset Lake Park:	29.27%	51.22%	80.49%
5. Continuing non-motorized trail towards Village of Schoolcraft:	36.59%	34.15%	70.74%
6. Veterans Memorial:	24.39%	29.27%	53.66%
7. Recreation Park Parking Lot	0.00%	17.07%	17.07%

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Village of Vicksburg Capital Improvement Plan - Resolution 06242024-03 24/25 FY – 29/30 FY

WHEREAS, One of the most important purposes of planning is to anticipate is to anticipate the needs of a community for future facility improvements and to provide a stable base from which to work in order to achieve these needs. This is a function of the Capital Improvement Program (CIP), which can help the Village develop and implement a long-range policy for physical development; and,

WHEREAS, Capital Improvements are those major non-recurring expenditures for physical facilities of government or recurring expenditures for physical items which cost over \$5,000.00, such as equipment and vehicles or the installation of sewer and water mains, as well as the 2018 State of Michigan unfunded mandate to replace an average of 5% of the Village's total Lead Service Lines each year, with full 100% replacement in 20 years (2038) and have a useful life of at least three years after the date of acquisition. . A CIP is a six-year evaluation and forecast of priorities and provides an appropriate opportunity for review of a municipality's overall development for the near future; and,

WHEREAS, The benefits of the CIP process relate to fiscal stewardship and successfully implementing the Comprehensive Master Plan (May 2024). Other benefits past, present and future include:

- Implementing plans for new public works that are identified in the Master Plan
- Building new public facilities in locations identified within governmental processes (Master Plans, Public Meetings, Specific Needs Assessments) and consistent with Village policy
- Weighing costs of projects against each other to determine the greatest value and priority during any given FY
- Dividing projects into parts or phases (e.g. land acquisition, design, development, and maintenance)
- Identifying the total project costs of expensive facilities in enough time to secure adequate funding through grants, bonds, donations, special assessments, or the Village's first choice or preferred option which is funding a project or purchase with cash
- Spreading out capital debt over many years
- Helping make sure logical sequencing of events, or pairing of projects take place so that the water line is not replaced the year after the road is resurfaced
- Taking into account life expectancy of various municipal facilities and can plan for replacement in a future year
- Establishing an effective local system for financial planning and management over a longer timeframe than that of an individual project; and,

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WHEREAS, The Six (6) major advantages of a CIP are:

1. Coordinates community goals, needs and capabilities
2. Achieves optimum use of the taxpayer's dollars
3. Encourages a more efficient governmental administration
4. Maintain a sound and stable fiscal year
5. Serves wider community interests
6. Enhances opportunities for participation in federal and/or state grant-in aid program

And,

WHEREAS, The CIP is authorized by the Michigan Planning Enabling Act (MPEA), PA 33 of 2008, as amended, and is required by Redevelopment Ready Communities Certification by the Michigan Economic Development Corporation; and,

WHEREAS, The Vicksburg Planning Commission reviewed the CIP and made a favorable recommendation to adopt at their May 13th, 2024 regular meeting.

NOW, THEREFORE, BE IT RESOLVED THAT, the Village of Vicksburg approves and adopts the FY 2024/2025 – FY 2029/2030 CAPITAL IMPROVEMENT PROGRAM, dated June 24, 2024.

Council Members Present:

Ayes: Frisbie, Keller, Pheils, Wagner, Kissinger, Reisterer, Olson

Nayes:

Absent:

Motion Passed:

I Christian Wines, appointed Village Clerk of the Village of Vicksburg, County of Kalamazoo, State of Michigan, do hereby certify that the foregoing resolution was adopted by the Village of Vicksburg at their Special Council Meeting held on Monday, June 24, 2024.

Christian Wines

Christian Wines, Village Clerk

June 25, 2024

PROJECT	PROJECT COST	Year In This CIP	NOTES
Local Streets: Trillium Neighborhood Phase II Chip Seal Project	\$46,420.00	24/25	Final Year of 3-year Street Upgrade in Trillium Neighborhood
Local Streets: Centennial Neighborhood Phase I Chip Seal	\$91,590.00	24/25	Upgrading original 2004 streets in Centennial
Local Streets: Wellhouse Drive	\$18,716.00	24/25	Upgrading street due to use dropping off Sunset Students
Local Streets: Christian Ave	\$32,857.00	24/25	
Local Streets: Fraser Grove	\$32,252.00	24/25	
DPW: 3500 Chevrolet Dump-Bed Truck: Leaf Truck	\$75,000.00	24/25	Replacing 1990 Leaf Truck
DPW: Large Plow Truck Upgrade Dump-Bed	\$40,000.00	24/25	New Equipment on 2009 Used Bought from CoK
Police Department: New in Car & Body Camera Video System	\$27,500.00	24/25	Updating 6 year old in car and body camera system
Angels Crossing Golf Course: Green airfirer	\$42,500.00	24/25	Will address conditions of greens throughout golf season
New Parks and Recreation Plan	\$15,000.00	24/25	Last updated in 2015
New Downtown Development Plan	\$15,000.00	24/25	Last updated in 2015
2025-2026 Fiscal Year			
Major Street Projects	\$500,000.00	25/26	Streets identified in Spring of 2025 to be done after 7/1
Parks & Rec: Multi-Purpose Park Little League Property	\$1.8M	25/26	Submit St of Mich Grant Feb 10, 2025
Police Department: New Patrol Vehicle and Assoc Equipment	\$60,000.00	25/26	Assigned Dollars Saved
2026-2027 Fiscal Year			
Local Street Projects: Focus Neighborhood North of Middle School	\$150,000.00	26/27	Streets identified in Spring of 2026 to be done after 7/1
Parks & Recreation: Clark Park Makeover Park New Kids Equipment	\$300,000.00	26/27	Gen Fund \$75K/Fund Raise \$75K/MEDC \$75K/Foundation\$75K
Parks & Recreation: Sunset Lake Park Makeover Park	\$10,000.00		Move Play Equipment from Clark Park to Sunset Lake
2027-2028 Fiscal Year			
Major Street Projects	\$300,000.00	27/28	Streets identified in Spring of 2027 to be done after 7/1
Large Parking Lot Downtown	\$600,000.00	27/28	Underground utilities, dual facades, new storm
DPW: New 2500 Chevrolet Pickup Truck	\$75,000.00	27/28	Assigned Dollars Saved
2028-2029 Fiscal Year			
Local Street Projects: Focus Neighborhood North of Middle School	\$150,000.00	28/29	Streets identified in Spring of 2028 to be done after 7/1
Parks & Recreation: Veterans Memorial Historic Village	\$200,000.00	28/29	General Fund: \$50K, MEDC \$75K, Fund Raising \$75
Police Department: New Patrol Car and Assoc Equipment	\$75,000.00	28/29	Assigned Dollars Saved
2029-2030 Fiscal Year			
Major Street Projects	\$500,000.00	29/30	Streets identified in Spring of 2028 to be done after 7/1
Parks & Recreation: Recreation Park Parking Lot	\$100,000.00	29/30	

