

Village of Ellsworth  
**CAPITAL IMPROVEMENTS PROGRAM**  
2022 - 2028



*ADOPTED*

*March 12, 2018*

*Updated February 14, 2022*

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ELLSWORTH VILLAGE COUNCIL

RESOLUTION OF ADOPTION

VILLAGE OF ELLSWORTH CAPITAL IMPROVEMENT PROGRAM 2018 - 2023

Resolution Number 03122018

WHEREAS, the Village of Ellsworth has the responsibility and is empowered by the Michigan Planning Enabling Act, Act No. 33 of Public Acts of 2008, to make and adopt a Capital Improvement Program to further the desirable future development of the Village and to amend the Plan as needed from time-to-time, and

WHEREAS, the Village of Ellsworth has held a public hearing on its proposed new Capital Improvement Program for the Village on March 12, 2018 at the Ellsworth Village Hall,

NOW THEREFORE BE IT RESOLVED that the Village of Ellsworth hereby adopts this Capital Improvement Program for the Village of Ellsworth, dated March 12, 2018.

A motion to adopt the foregoing resolution was made by Lynn Spearings and seconded by Jenny Rasmussen

AYLS: Six

NAYS: Zero

ABSENT: One

RESOLUTION DECLARED ADOPTED THIS 12<sup>th</sup> DAY OF MARCH, 2018.

Clerk: Marlene Drenth  
Marlene Drenth

Village of Ellsworth

Notice of Public Hear on the Proposed Capital Improvements Program

Monday, March 12, 2018 at 7:00 PM

Notice is hereby given that the Village of Ellsworth will hold a public hearing at 6520 Center St., Ellsworth, Michigan 49729, on Monday, March 12, 2018 at 7:00PM, to receive comments regarding the proposed 2018—2023 Capital Improvement Program. Information regarding the Capital Improvement Program may be obtained by calling the Village Office at (231) 588-7411 or by emailing Claire Karner at [ckarner@bria2.com](mailto:ckarner@bria2.com). Written comments concerning this matter will be received until the time of the public hearing and will become a part of the official public hearing record.

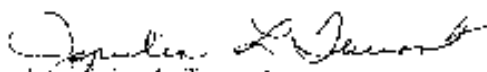
Hugh Campbell, Village President

**AFFIDAVIT OF PUBLICATION**

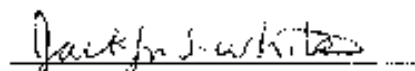
STATE OF MICHIGAN )

COUNTY OF ANTRIM )

Jacqueline L. Tarrant, Partner/General Manager of the Antrim Review hereby acknowledges that the Public Notice for Village of Ellsworth in the above entitled newspaper for the Weeks of February 22, 2018.

  
Jacqueline L. Tarrant

Subscribed and Sworn to on the 22nd Day of February, 2018

  
Jacklyn S. White  
Notary Public  
Antrim County, Michigan  
My Commission Expires: 01/22/21

JACKLYN S. WHITE  
NOTARY PUBLIC, ANTRIM COUNTY  
MY COMMISSION EXPIRES 1/22/21

**Village of Ellsworth**  
**Notice of Public Hear on the Proposed**  
**Capital Improvements Program**  
**Monday, March 12, 2018 at 7:00 PM**

Notice is hereby given that the village of Ellsworth will hold a public hearing at 6500 Cedar St., Ellsworth, Michigan 49729 on Monday, March 12, 2018 at 7:00 PM to receive comments regarding the proposed 2018-2023 Capital Improvement Program. Hearings regarding the Capital Improvement Program may be obtained by calling the Village Office at (231) 234-3333, or by emailing Claire Kemer at ckemer@ellevillage.net. Written comments concerning the program will be received by the Chair of the public hearing and become a part of the official public hearing record.

Hilmi S. Sabet Village President

## Administration Summary

### Introduction

A Capital Improvement Program is a budgetary tool for planning a community's capital expenditures. It coordinates planning, financial capacity, and physical development, and will be used as a management tool for the budget and planning processes. Upon adoption by the Village Council, the CIP becomes a statement of village policy regarding the timing, location, character, and funding of future capital projects. The CIP represents the Village's best judgment at that time; future needs, financial constraints, and grant opportunities may result in programmatic changes over the six-year period.

### Relationship between CIP and Master Plan

The Master Plan, as a whole, serves as a policy manual for the village. In turn, the CIP is used as a framework for the community to implement the Master Plan. According to the Michigan Planning Enabling Act (Public Act 33 of 2008), "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."

### Relationship Between CIP and Budget

The CIP makes capital spending more predictable and transparent. The CIP does not address all of the capital expenditures for the Village, but provides for large, physical improvements that are permanent in nature or major equipment purchases that have high cost and a longer useful life. Capital planning identifies purchases of physical assets or construction, major repair, reconstruction, or replacement of capital items, such as buildings, utility systems, roadways, bridges, parks, heavy equipment, motor vehicles, and extensive internal office and technology hardware or systems. The intent is to have the first year of the CIP represent the proposed capital budget for the current fiscal year. The remaining years of the CIP serve as a financial plan for capital investments.

### Policies

Capital projects and improvements are large expenditures that usually have a long economic life. For the Village of Ellsworth, the following CIP policies include:

1. Capital Improvements projects will be equal to or greater than \$5,000;
2. Projects will have an economic life greater than 5 years.
3. CIP projects will be focused on supporting the infrastructure needs of the Village, such as, water, sewer, streets, and parks and trails.
4. CIP projects will be used in support of, and leverage for, economic development-related projects that provide additional tax base and jobs to the community.

### Process

The preparation and adoption of the Capital Improvements Program follows the sequence of activities.

**STEP 1:** Projects are compiled by the Village staff and elected officials, in conjunction with the Village consultants.

STEP 2: The CIP is submitted to the Planning Commission for review and comment.

STEP 3: The Planning Commission submits to the Village Council its recommended CIP for Village Council consideration.

STEP 4: The Village Council, as part of the annual budget process, holds appropriate public hearings and adopts the CIP as part of the municipal budget process.

### Timeline

In August 2017, the Village initiated the CIP planning process. Village officials met with the consultant team to identify a list of capital projects that would need to be completed over the next 6 years. The team also reviewed pertinent documents to ensure consistency, including the 5-Year Parks and Recreation Plan, the Village Master Plan, and the Ellsworth + Atwood Strategic Vision. On January 11, 2018 the planning commission review the DRAFT CIP and passed a resolution recommending the CIP to the Village Council for formal adoption. On March 12, 2018, the Village Council held a public hearing on the DRAFT CIP. The CIP was officially adopted by the Council on March 12, 2018.

## Glossary

*Capital Budget* - The capital budget is the first-year budget of a capital improvements program. The capital budget will be funded in the community's annual budget

*Capital Improvement Program* - A tool to assess the long-term capital project requirements of a government agency. Capital project improvements are physical facilities which involve a substantial investment and last a long time. Examples include a village hall or fire station, municipal truck maintenance facility, park pavilion, new bridge, road, sidewalk or sewer line, and large pieces of equipment, like a ladder truck for the fire department.

*Capital Outlay* - A capital outlay is any non-major capital expenditure having a service life of 2 years or more and a value usually less than \$1,000. Examples include office equipment, small tools, etc.

*Capital Project* - A capital project is a major capital expenditure at least \$15,000, and having an economic life greater than 5 years, to acquire, develop, improve, and/or maintain a capital asset (such as land, buildings, parks, roads, water and sanitary sewer facilities).

*CIP* - This is an acronym for Capital Improvement Program.

*Operating Expenses* - These are normal annual expenditures for such items as pothole repair, gravel, office copy machine, and library books. Operating expenses are not capital improvements.



## Administrative Parameters

### Categories:

- (SW) Sewer/Water
- (PR) Parks/Recreation
- (TI) Transportation Infrastructure
- (B) Buildings
- (PS) Public Safety
- (MRT) Marketing

### Funding Sources:

- General Fund
- Equipment Pool
- Water Fund
- Local Street Fund
- State and Federal Grants

### Priority:

- (1) High
- (2) Medium
- (3) Low

### Timeframe:

- FY 2022 – 2023
- FY 2023 – 2024
- FY 2024 – 2025
- FY 2025 – 2026
- FY 2026 – 2027
- FY 2027 - 2028

## Project Summaries

### Project Sanitary Sewer System

CIP ID#: SW-1

Description of the Project: Install a community-wide sanitary sewer system

Useful Life: 50+ years

Cost TBD with results of Engineering Feasibility Study

Source of Funding: USDA Grants and Loans

Plan/Community Goal: Ellsworth+ Atwood Strategic Plan, 2017 Master Plan

Priority: High

### Project Repaint Water Tower

CIP ID#: SW - 3

Description of the Project: repaint inside and outside

Useful Life: 25 years

Cost: \$50,000

Source of Funding: Water Fund

Plan/Community Goal: Public safety and welfare

Priority: Low, complete in 5-10 years

### Project Community Square Phase 3, Restrooms

CIP ID#: PR -2

Description of the Project: Double restroom building, masonry block and wood, metal roof, with utility room. These will be installed after sanitary sewer is in place.

Useful Life: 25 years

Cost \$95,000

Source of Funding: General Fund

Plan/Community Goal: supported in the 2011-2016 Parks and Recreation Master Plan, builds on ideas identified in the 2017 Master Plan

Priority: Medium

### Project Universal Kayak Launch

CIP ID#: PR - 3

Description of the Project: Universally accessible kayak launch at Community Park

Useful Life: 10 years

Cost \$30,000

Source of Funding: MDNR Trust Fund

Plan/Community Goal: 2011-2016 Parks and Recreation Master Plan, Paddle Antrim Water Trail Development Plan

Priority: High

### Project Kayak Racks

CIP ID#: PR - 4

Description of the Project: 2 Kayak racks, one at each park

Useful Life: 10 years

Cost \$6,000

Source of Funding: MDNR Trust Fund

Plan/Community Goal: 2011-2016 Parks and Recreation Master Plan, Paddle Antrim Water Trail Development Plan

Priority: Medium

Project Playground Equipment

CIP ID#: PR - 5

Description of the Project: Add playground equipment to Sports Park, including an ADA composite play structure and an ADA swing-set.

Useful Life: 20 years

Cost: \$50,000

Source of Funding: MDNR Trust Fund

Plan/Community Goal: 2011-2016 Parks and Recreation Master Plan

Priority: Medium

Project Upgrade playground equipment at River Park

CIP ID#: PR - 6

Description of the Project: Upgrade playground equipment at River Park, exact upgrades TBD, all will be ADA compliant.

Useful Life: 20 years

Cost: \$50,000

Source of Funding: MDNR Trust Fund

Plan/Community Goal: 2011-2016 Parks and Recreation Master Plan

Priority: Medium

Project Sidewalk Repairs

CIP ID#: TI - 1

Description of the Project 3 blocks - replacement, plus repair of decorative sidewalk at 4-Corners intersection.

Useful Life: 40 years

Cost: \$46,000 (replacement), \$15,000 (4-Corners)

Source of Funding: Rural Task Force Program

Plan/Community Goal: 2017 Master Plan goals to support non-motorized infrastructure.

Priority: Medium

Project: New Sidewalks

CIP ID#: TI - 2

Description of the Project: 2-3 blocks on Main Street heading south

Useful Life: 40 years

Cost: \$46,000

Source of Funding: Local Street Fund

Plan/Community Goal: 2017 Master Plan goals to support non-motorized infrastructure.

Priority: High

Project: Repaving

CIP ID#: TI - 3

Description of the Project: Repave Center Street/Lake Street (2 blocks) and Essex Road from Village limit into downtown

Useful Life: 40 years

Cost: \$82,000

Source of Funding: Rural Task Force Program

Plan/Community Goal: 2017 Master Plan goals to improve roads

Priority: Medium

Project: Wayfinding signage

CIP ID#: MRK - 1

Description of the Project: Design and install 10 directional/informational signs that fit with the community brand

Useful Life: 15 years

Cost: \$15,000

Source of Funding: Grants TBD

Plan/Community Goal: 2017 Master Plan to leverage recreational assets for economic development

Priority: Medium

Project: Storage Building for DPW

CIP ID#: B - 1

Description of the Project: 1,500 square foot pole barn, police car storage and office

Useful Life: 50 years

Cost: \$40,000

Source of Funding: Water Fund

Plan/Community Goal: Supports public safety and property maintenance

Priority: High

## Projects by Category

### VILLAGE OF ELLSWORTH CAPITAL IMPROVEMENTS 2022 - 2028

	ID	Priority	2022	2023	2024	2025	2026	2027	Total
<b>Sewer &amp; Water</b>									
Sanitary Sewer	SW-1	High		TBD					TBD
Water Tower	SW-3	Low						\$50,000	\$50,000
<b>Sewer &amp; Water Total</b>			\$6,000					\$50,000	\$56,000
<b>Parks &amp; Rec</b>									
Square Phase 3	PR-2	Medium			\$60,000	\$35,000			\$95,000
Universal Launch	PR-3	High	\$30,000						\$30,000
Kayak Racks	PR-4	Medium		\$6,000					\$6,000
Sports Park	PR-5	Medium			\$50,000				\$50,000
River Park	PR-6	Low						\$50,000	\$50,000
<b>Parks &amp; Rec Total</b>			\$30,000	\$36,000	\$110,000	\$35,000		\$50,000	\$261,000
<b>Transportation</b>									
Sidewalk Repairs	TI-1	Medium				\$46,000	\$15,000		\$61,000
New Sidewalk	TI-2	High		\$46,000					\$46,000
Repaving	T-3	Medium			\$82,000				\$82,000
<b>Transportation Total</b>				\$46,000	\$82,000	\$46,000	\$15,000		\$189,000
<b>Buildings</b>									
DPW Storage	B-1	High	\$40,000						\$40,000
<b>Buildings Total</b>			\$40,000						\$40,000
<b>Marketing</b>									
Wayfinding	MRK-1	Medium					\$15,000		\$15,000
<b>Marketing Total</b>							\$15,000		\$15,000
<b>Grand Total</b>			\$76,000	\$82,000	\$192,000	\$81,000	\$40,000	\$100,000	\$571,000

## Expenditures and Sources

Category	2022	2023	2024	2025	2026	2027	Total
Sewer & Water	\$6,000	TBD				\$50,000	\$56,000
Parks & Rec	\$30,000	\$36,000	\$110,000	\$35,000		\$50,000	\$261,000
Transportation		\$46,000	\$82,000	\$46,000	\$15,000		\$189,000
Buildings	\$40,000						\$40,000
Public Safety					\$10,000		\$10,000
Marketing					\$15,000		\$15,000
<b>Expenditures Total</b>	<b>\$76,000</b>	<b>\$82,000</b>	<b>\$192,000</b>	<b>\$81,000</b>	<b>\$40,000</b>	<b>\$100,000</b>	<b>\$571,000</b>

Source	2022	2023	2024	2025	2026	2027	Total
<u>USDA Grants/Loans</u>		TBD					
General Fund		\$15,000	\$60,000	\$35,000			\$110,000
Water Fund	\$46,000					\$50,000	
Equipment Pool					\$10,000		\$60,000
Grants TBD		\$15,000			\$15,000		\$30,000
MDNR Trust Fund	\$30,000	\$6,000	\$50,000			\$50,000	\$136,000
Rural Task Force			\$82,000	\$46,000	15,000		\$143,000
Local Street Fund		\$46,000					\$46,000
<b>Sources Total</b>	<b>\$76,000</b>	<b>\$82,000</b>	<b>\$192,000</b>	<b>\$81,000</b>	<b>\$40,000</b>	<b>\$100,000</b>	<b>\$571,000</b>