

# Capital Improvements Plan

2013-2018

**Watertown Charter Township | Clinton County, Michigan**

Adopted October 3, 2012  
Amended February 6, 2013  
Amended April 1, 2015  
Amended May 3, 2017

***Watertown Charter Township Planning Commission***

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Keri Kittmann, Chair  
Ron Overton, Vice-Chair  
Jessie Stipcak, Secretary  
Donald Hartwick, ZBA Representative  
Beth Ball  
John Maahs  
Charles Openlander  
Richard Turcotte

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***Watertown Charter Township Staff***

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Jennifer Tubbs, Township Manager  
Andrea Polverento, Planning Director  
Amy Kinney, Planning & Zoning Assistant

# Capital Improvements Plan

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2013-2018

## Overview

The 2013-2018 Capital Improvement Plan (CIP) will serve as a tool to guide and assist the Township's Board of Trustees, management and staff in turning long-range planning into actual improvements. This six-year plan, updated annually, is a requirement of the Township under the Michigan Planning Enabling Act of 2008. The following report identifies the major capital improvements that are necessary for the community, the timeline for the implementation of these improvements, and the budget and revenue sources that will make these improvements a reality.

A CIP is a six-year schedule of public physical improvements which identify the need for major infrastructure improvements and the sources of funding for such improvements. It provides a schedule of expenditures for constructing, maintaining, upgrading and/or replacing a community's physical inventory. The CIP, therefore, is a tool to assess the long-term capital project requirements for Watertown Charter Township. Since capital improvements are spread across many community needs (fire protection, sewer and water, parks and recreation, municipal administration, etc.) the CIP helps to prioritize these projects over time.

## What makes a project a capital improvement?

Capital improvements are major, infrequent expenditures, such as construction of a new facility, a major rehabilitation or repair to an existing facility, or the purchase of major equipment. Capital improvements are non-recurring expenditures that tend to be both large in physical size and cost, and have a longer useful life. Examples of capital projects include:

- Construction of a new township hall or fire station
- Major road construction, such as bridge replacement or repaving
- Extension of a sewer and/or water line
- Purchase of a new fire truck
- Major repairs and/or renovations to township hall or fire station
- Creation of a new township park

The following projects are examples of expenditures that would be categorized as operating expenses, and would not usually constitute a capital improvement project:

- Purchase of new office furniture

- ❑ Purchase of new/used small equipment (lawn mowers, copiers, individual computers, etc.)
- ❑ Recurring maintenance of existing facilities
- ❑ Minor repairs to buildings or equipment
- ❑ Minor improvements to existing buildings (carpeting, painting, fixtures, etc.)

### What is Watertown Charter Township’s Capital Improvement Policy?

The term “major expenditure” is relative – what is major to Watertown Township may be minor to another. The following section describes Watertown Charter Township’s policy for determining how a capital improvement is defined.

A capital improvement is a major, non-recurring expenditure that meets one or more of the following criteria:

- ❑ Any acquisition of land for a public purpose which costs \$15,000 or more.
- ❑ Any construction of a new facility (township building, water or sewer lines, parks), or any addition to an existing public facility, the cost of which equals \$15,000 or more and has a useful life of five or more years.
- ❑ A non-recurring rehabilitation (not including annual/recurring maintenance) of a building, its grounds, a facility or equipment, the cost of said rehabilitation being \$15,000 or more with a useful life of five or more years.
- ❑ Purchase of major equipment which, individually or in total, cost \$15,000 or more with a useful life of five or more years.
- ❑ Planning, feasibility, engineering or design studies related to an individual capital improvement project with a cost of \$15,000 or more.

### Why is Watertown Charter Township preparing a CIP now?

In 2007, a six-year CIP was developed and adopted by the Planning Commission. This plan expires in 2012 and a comprehensive update must be completed. The Michigan Planning Enabling Act of 2008 requires that a CIP be prepared and annually updated for any township which has a master plan, and for any township that owns and/or operates its own water supply and/or sewer system. Because Watertown Charter Township has both an adopted master plan and is co-owner of a sanitary sewer system, adopting and annually updating a CIP is a requirement under state law. [MCL125.3865]

## What are the benefits of preparing and adopting a CIP?

The CIP is more than just a state law requirement, it is an essential planning tool in addition to a statement of budgetary policy. It informs the taxpayers of Watertown Charter Township how the township plans to prioritize, schedule, and coordinate capital improvement projects over the next six years. The benefits of creating and annually updating the CIP include, but are not limited to:

- ❑ Transparent and prudent use of taxpayer dollars;
- ❑ Focusing expenditures on the needs of the community;
- ❑ Prioritizing projects across the needs of the community;
- ❑ Generating support by seeking public input;
- ❑ Promoting economic development;
- ❑ Improving eligibility for state and federal grants;
- ❑ Providing an implementation tool for the goals and objectives of the township's master plan and non-motorized transportation plan.

## Who plays a role in the CIP process?

The Township Planning Commission is required by state law to take the lead role in the CIP planning process. This ensures that the goals and objectives of the master plan are fully recognized throughout the process. The Township Board of Trustees and Department Heads who have budgetary responsibilities play roles in the CIP process, by proposing projects which will affect their departments. As capital improvement projects are likely to use public funds, it is also important that the residents of the township play a role in developing the CIP. Local agency representatives, such as the local sewer authority or road commission, may also play a role by proposing projects which may need to take place within the CIP's timeframe.

## How are CIP projects evaluated and prioritized?

CIP projects will be evaluated and prioritized at several levels prior to adoption of the plan. Those who propose projects will self-evaluate and prioritize their submission(s). Next, the CIP co-coordinators will review the proposed projects and make preliminary recommendations to the Township's Planning Commission. The Planning Commission will use the criteria outlined in Appendix A to evaluate each project. A public hearing will be advertised and held by the Planning Commission for the public to review the proposed CIP plan and projects. The Planning Commission's final recommendations will be forwarded to the Board of Trustees for final review and adoption.

**Individual Project Proposal**

*Description | Justification*

Prepared by: \_\_\_\_\_

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

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

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

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**Project Description:** Give a brief (1-2 paragraph) description of the proposed project. Provide basic information, such as the location, size, acreage, floor area, capacity, etc.

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**CIP Evaluation Criteria:** Review the criteria set forth in attachment A of this document (e.g., risk to public health, safety or welfare, state/federal law requirements, implementation of master plan action item, etc.). Write a brief description of how this proposed project meets as many of the criteria as may be applicable.

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**Schedule:** This project must be slated for commencement within the next five years. If the project will take more than one year to complete, outline the schedule here. If applicable, include work done in previous years, including studies or general planning.

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**Dependencies:** If the project is dependent on one or more other CIP projects, identify them and note their relationship to the proposed project. If the proposed project is not dependent upon, but could be linked to one or more other CIP projects, identify those linkages and their relationship.

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**Project Priority:** Review the prioritization schedule set forth in attachment A of this document and write a brief description of the priority and priority year of this proposed project. (Note: the highest priority does not have to occur in the current year, and priorities may not necessarily follow in chronological order. It may be that your most important project may not be needed or ready for action until a few years from now.)

**Circle one:**                      **Urgent**                                      **Important**                                      **Desirable**

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**Estimated Cost:** (In 2012 dollars) \$ \_\_\_\_\_

For projects that will take more than one year, list each year separately and show total.

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**Basis of cost estimate:** Check one of the following:

- Cost of comparable facility or equipment
- Unit costs
- From cost estimate from engineer, architect, vendor, etc.
- From bids received
- "Preliminary estimate" - no other basis for cost estimate, "guesstimate."

If you wish to provide additional detail, please describe below or provide attachments. Number of attachments, in pages \_\_\_\_\_

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**Alternative Financing:** Include an amount and source here only if it is a source other than the general fund or reserve/restricted/revolving fund. Complete this section only if you know of a specific source, such as a state or federal grant or reliable private funding.

# Attachment A

## Evaluation Criteria Schedule

When considering the project proposal, ask yourself the following questions:

### *Is the proposed project:*

- Addressing a risk to health, safety and/or welfare?
- Required and/or mandated by state or federal law?
- Implementation of a master plan action item?
- Necessary due to a prior commitment of funds, and/or the next step in a sequence of steps to complete a project that in progress?
- Promoting joint use of facilities or a regional approach to services?
- A means to leverage private, state, federal or grant funds?
- Improving efficiency of operating and/or maintenance costs?
- Other, please describe \_\_\_\_\_

## Prioritization Criteria Schedule

When assigning a priority to the project proposal, please consider the following:

### *Is the proposed project:*

- Urgent** – The project requires immediate action due to a health, safety or welfare concern, the building or facility is deteriorating and/or unsafe, or state or federal law requires the project be completed. The project cannot be reasonably postponed. Any project needed to address an emergency situation.
- Important** – The project should be carried out within the next few years to meet the anticipated needs of a current township service, or to replace unsatisfactory facilities.
- Desirable** – Projects which are necessary for expansion of a service, which would be ideal for operational improvement. They can be postponed without detriment to present services.
- Not ranked** – Projects which were proposed but do not meet the evaluation or prioritization criteria at this time. There may not be enough information available for recommending funding, the proposed project was vague, or the responsibilities for implementation are outside the jurisdiction of the township. Not ranked projects can be resubmitted in future years if more information becomes available or greater need is presented. These proposed but unranked projects will be included with the CIP as an appendix only.

# Approved Capital Improvement Projects

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Amended February 6, 2013, Reviewed January 8, 2014, Amended April 1, 2015,  
Reviewed March 2, 2016, Amended May 3, 2017

## Project No. 1. Sewer Infrastructure Improvements

**Project summary:** Planning for a sewer line extension on Lowell Road from State Road south to Grand River Avenue, and west along Grand River Avenue with pump station and manhole improvements is currently underway. This project will also install a new pump station which is intended to alleviate pressure on pump station No. 402. A deteriorating manhole will also be repaired as part of this project.

Within the next five years, it is expected that improvements will be necessary at pump station No. 401 as well. Facility improvements will be necessary due to the age of the pump station, and improvements in technology.

*Pump station No. 401* is located adjacent to the Fox Brothers property on the south side of Grand River Avenue, west of Airport Road. This facility was constructed in 1984, and although mechanical and electrical components have reached their useful life, the pumps and other equipment have been very dependable.

*Pump station No. 402* is located on Grand River Avenue in the northwest of Section 34. The location of this pump station is not favorable, and there is currently no standby power. Overall, the station is in poor condition and its location is not ideal to serve prime development properties.

The new proposed pump station will be located on Grand River Avenue further east of existing pump station No. 402, south of the Marathon facility.

**Evaluation criteria and priority level:** Per the evaluation criteria schedule, this project addresses a risk to health, safety, and/or welfare. In addition, the expected upgrades will likely result in improved efficiency, operational and maintenance costs. The pump station upgrades are recommended as part of the Township's 2007 Sewer Master Plan. The upgrades to pump station No. 401 are important, and the upgrades to pump station No. 402 are urgent. The proposed project to establish a new pump station and thus alleviate pressure on pump station No. 402 and repair the manhole are urgent.

**Cost:** Up to \$1,500,000.

**Funding:** Funding for these projects will be covered by federal Community Development Block Grant funds, (\$1,400,000) and the Township's sewer fund (approximately \$170,000).

## **Project No. 2. Fire Equipment Needs**

**Project summary:** The Looking Glass Regional Fire Authority expects that within the next six years, their Tanker #1, KME Pumper/Tanker will need to be replaced. The Authority's depreciation schedule shows that by 2018, a replacement will be necessary. The tanker dates to the time the Authority was established in 2002.

**Evaluation criteria and priority level:** Per the evaluation criteria schedule, this project addresses a risk to health, safety, and/or welfare. Its priority level at this time is important, but it is expected that level will rise to urgent during the course of this plan.

**Cost:** The total cost, as estimated by the Looking Glass Regional Fire Authority, is anticipated to be up to \$275,000.

Watertown Township's share of this expenditure is expected to be up to \$178,750.

**Funding:** Funding for these projects would likely be covered by the Township's general fund. Watertown Township would be responsible for 65% of the costs of capital outlay, as per our agreement with Eagle Township and Delta Charter Township. As a result of our multi-township contract, we may have higher eligibility for grants.

## **Project No. 3. Watertown Parkway Property Improvements**

**Project summary:** The Township has owned more than 100 acres of property south of I-69 along Watertown Parkway since 1990. The property consists of an existing residential structure and open space.

To develop this property into a public park, with limited walking trails and passive recreation opportunities, several projects would need to be completed:

- Create and adopt a plan for the development of the property
- Demolish the residential structure
- Improve entrance and establish parking facilities
- Develop walking trails
- Purchase property on Lowell Road for alternate access

**Evaluation criteria and priority level:** Per the evaluation criteria schedule, this project addresses a master plan implementation item. The project is classified as desirable.

**Cost:** Up to \$300,000.

Plan development would be the least expensive portion of this project, likely being conducted in house or with limited consulting services, for approximately \$5,000. Demolition of the house, depending on the method of demolition, is likely to cost approximately \$25,000. Improving the entrance and parking facilities will depend on the materials used. Gravel facilities would be substantially less than asphalt, but an overall cost is estimated to be \$50,000. Trail development would be the costliest portion of this project, with an expected cost of up to \$150,000. Property acquisition on Lowell Road would be based on market factors at the time of purchase and the size of the property.

**Funding:** Funding for these projects would likely be covered by grant, and by the Township's general fund. Adopting the Township's 5-Year Parks and Recreation Plan would make the Township eligible for grant funding from the Michigan Department of Natural Resources.

#### **Project No. 4. Zoning Ordinance Update**

**Project summary:** Over the past several years, Watertown Charter Township has been working with a zoning ordinance that was codified during 2006-2010. Prior to the ordinance being codified, the zoning ordinance was last fully updated in 2001, with several amendments being adopted since that time. Many state law changes and court decisions have taken effect and need to be incorporated into the ordinance. In addition, various new uses and clarifications to existing uses would greatly improve the ordinance. Incorporating the zoning map within the document and linking it to uses and requirements would also be a substantial improvement.

**Evaluation criteria and priority level:** Per the evaluation criteria schedule, this project addresses a master plan implementation item, and will likely improve efficiency and operating and/or maintenance costs over time. The project is classified as important.

**Cost:** Up to \$30,000.

Consulting services will need to be retained due to the technical requirements.

**Funding:** Funding for this project will be through the Township's general fund. The Planning and Zoning Department has saved over the past several years to fund this project.

### **Project No. 5. Paved Shoulders**

**Project summary:** The Township's adopted Non-Motorized Transportation Plan encourages paved shoulders to be established on roadways in areas where pedestrians are likely to receive benefit, specifically in the Wacousta area, and on the east side of the Township in areas where the subdivisions may benefit from this type of pedestrian connection in lieu of, or in addition to, sidewalks.

**Evaluation criteria and priority level:** Per the evaluation criteria schedule, this project addresses a master plan implementation item, and would be ideal for operational improvement. It can be postponed without detriment to present services. The project is classified as desirable.

**Cost:** Up to \$100,000. Costs are expected to vary based on the current roadway conditions, roadside topography and material costs.

**Funding:** Funding for this project will be through the federal and state transportation dollars, including potential state and federal grants, as well as the Township's general fund.

### **Project No. 6. Looking Glass Valley Park Pavilion**

**Project summary:** Due to its location in the floodplain, many factors have contributed to safety concerns with the Looking Glass Valley Park pavilion. Demolition of the existing structure and construction of a new pavilion outside of the floodplain is necessary at this time.

**Evaluation criteria and priority level:** Per the evaluation criteria schedule, this project addresses a risk to health, safety and/or welfare. The project requires immediate action due to a health, safety or welfare concern and the building is deteriorating and/or unsafe. The project cannot be reasonably postponed. The project is classified as urgent.

**Cost:** Up to \$50,000. Costs are expected to vary based on the construction materials, permitting costs and other factors.

**Funding:** Funding for this project will be through the Township's general fund.

## **Project No. 7. Improvements to Drainfield at Township Hall & Gym**

**Project summary:** The drainfield that serves the township hall and gym facilities is in need of replacement.

**Evaluation criteria and priority level:** Per the evaluation criteria schedule, this project addresses a risk to public health, safety and/or welfare. The project requires immediate action due to a health, safety or welfare concern, the building or facility is deteriorating and/or unsafe, or state or federal law requires the project be completed. The project cannot be reasonably postponed. The project is classified as urgent.

**Cost:** Up to \$50,000. Costs may vary based on possible locations for replacement.

**Funding:** Funding for this project will be through the Township's general fund.

# Appendix A

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## Public Hearing Notice & Resolution of Adoption

Notice of public hearing was published on the township's website and in the Grand Ledge Independent, DeWitt-Bath Review and Delta-Waverly News on Sunday, September 2, 2012.

**WATERTOWN CHARTER TOWNSHIP PLANNING COMMISSION  
NOTICE OF PUBLIC HEARING ON THE PROPOSED  
2013-2018 CAPITAL IMPROVEMENTS PLAN**

**TUESDAY, SEPTEMBER 18, 2012, 7:00 PM  
WATERTOWN CHARTER TOWNSHIP HALL  
12803 S. Wacousta Road, Grand Ledge, MI 48837**

Notice is hereby given that the Watertown Charter Township Planning Commission will hold a public hearing at 12803 South Wacousta Road, Grand Ledge, MI 48837, on Tuesday, September 18, 2012 at 7:00 PM, to receive comments regarding the proposed 2013-2018 Capital Improvements Plan.

Information regarding the 2013-2018 Capital Improvements Plan may be obtained from the Planning & Zoning Department during regular business hours of 9:00 AM – 5:00 PM, Monday through Friday, or by calling (517) 626-6593. Information will also be available on the Township's website at [www.watertowntownship.com](http://www.watertowntownship.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.

Keri Kittmann, Planning Commission Chair

*Individuals with disabilities needing special accommodations to fully participate in the meeting may contact the Clerk to request the necessary assistance. This request must be made at least two days prior to the public hearing.*

**WATERTOWN CHARTER TOWNSHIP PLANNING COMMISSION  
CLINTON COUNTY, MICHIGAN**

**RESOLUTION OF ADOPTION  
CAPITAL IMPROVEMENTS PLAN 2013-2018**

**WHEREAS**, the Watertown Charter Township Planning Commission 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 Improvements Plan to further the desirable future development of the Township and to amend the Plan as needed from time-to-time, and

**WHEREAS**, the Watertown Charter Township Planning Commission has held a public hearing on its proposed new Capital Improvements Plan for the Township on September 18, 2012 at the Watertown Charter Township Hall,

**NOW THEREFORE BE IT RESOLVED** that the Watertown Charter Planning Commission hereby adopts this Capital Improvements Plan for Watertown Charter Township, dated October 3, 2012.

A motion to adopt the foregoing resolution was made by Overton and seconded by Turcotte.

AYES: Hartwick, Kittmann, Stipcak, Ball, Overton, Maahs, Openlander, Turcotte

NAYS: None

ABSENT: None

RESOLUTION DECLARED ADOPTED THIS 3<sup>rd</sup> DAY OF OCTOBER, 2012.

Signed original in official file

Keri Kittmann, Chair  
Watertown Charter Township Planning Commission