



2023-2029

Alpine Township Capital Improvements Plan



Adopted by
Alpine Township Board
June 19, 2023

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Planning Director

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2023 EXECUTIVE SUMMARY

2023 CAPITAL IMPROVEMENT PLAN COMMITTEE

Ron Cordes, Planning Commission
Lisa Frizzell, Planning Commission
Tom Griswold, Planning Commission

Gary Potter, Planning Commission
Dawn Swafford, Planning Commission
Steve Thome, Planning Commission
Matt Wenzel, Planning Commission

2022 CIP Project Updates:

- **Sewer System:**
 - Replacing sewer in 6 Mile Rd. (Alpine to Rusche): Completed
- **Transportation:**
 - Roadwork: Hattus Ave., Baumhoff (7-8 Mile), Peach Ridge (4-6 Mile), 8 Mile (Peach to Bristol): Completed
- **New Fire Station #1:** Completed
- **Township Offices:**
 - New larger server: Completed
- **Sports Park:**
 - Repave parking lot: Completed
 - Picnic shelter: Construction started mid-April 2023 along with installation of four pickleball courts
 - Move volleyball & add basketball: Not done
- **Pine Grove & Alpine Center Cemetery survey work:** Not done
- **Community Building:** Convert all exterior lights to LED, add digital timer: Not done

General Fund Revenues and Expenses:

- All taxable values statewide increased by the maximum allowable 5% (the actual Consumer Price index is 7.9%) for the 2023 assessment year. The total taxable value on properties in Alpine Twp. increased 5.97% over the 2022 values. However, due to multiple tax tribunal decisions, the projected actual increase in taxable values is only 0.89% over 2022 tax revenue amounts.
- Constitutional Revenue Sharing is projected to be approximately \$1,537,354 for Twp. FY 2023-2024.
- Through the *City, Village and Township Revenue Sharing* (CVTRS) program (formerly statutory revenue sharing), it is currently projected that the Township will receive approximately \$50,981 during Twp. FY 2023-2024.
- In February 2023, the Township received \$10,190 from the state for the loss of dollars due to the personal property tax phase out. Indications are that we will continue to receive reimbursement for loss of personal property taxes, but the formula for calculating the amount will change annually in a downward trajectory.
- Estimated FY 2022-2023 Township Tax Revenue: Alpine Township's Operating Millage for FY23-24 is 1.8560. The FY23-24 estimated property tax revenue will be \$969,419.
- The Township has received \$1,463,300 through the federal *American Rescue Plan Act* (ARPA). The Township Board has spent thus far:
 - \$75,000 New Medic #7
 - \$36,575 Fire Station #3 roof
 - \$5,326 Floor scrubber for Fire Station #1
 - \$120,000 Twp. Center HVAC equipment replacement
 - \$236,901 in total has been spent thus far
- Information that is more detailed can be found in the *Management's Discussion and Analysis* section of the auditor's report for fiscal year ended June 30, 2022.

Fund Balance of the General Fund:

Per the audit, the unassigned fund balance within the General Fund as of June 30, 2022 was \$3,234,749 (page 6 of audit). To be conservative, the Township decided to use the balance within the General Fund at its lowest point in the year instead; which is \$3,034,164 (Nov. 2022). That way, the Township is ensuring nine months of operating expenses is available at all times. Nine months of operating expenses is \$2,286,142 for the **draft** 2023-2024 Annual Budget of \$3,048,190.

Unassigned fund balance (General Fund):	\$3,034,164
Minus 9 months operating expenses:	<u>-\$2,286,142</u>
	=\$ 748,022

\$748,022 is unassigned fund balance available (based upon projected revenues and expenses) for capital improvement projects or for any other purpose the Twp. Board desires.

Fire Fund Revenues and Expenses:

- With the approval of the Fire Millage in November 2020, the General Fund Annual Budget and Fund Balance of the General Fund will no longer be the funding sources for Fire Department capital improvements as the Fire Millage is an original source of funding. Fund #206, a Special Revenue Fund, has been established to hold Fire Millage revenues.
- Estimated FY 2022-2023 Township Fire Millage Revenue: Alpine Township's Fire Millage for FY23-24 is 2.9812. The FY23-24 estimated Fire Millage revenue will be \$1,557,129. The entire millage is collected on the winter tax bill due in mid-February each year.

Water and Sewer Funds Revenues and Expenses:

- The revenue from the current Water capital charge rate of \$25 per parcel will help fund future water needs that Plainfield Township Water Department is unable to address and pay for water expenses Alpine Township incurs.
- The sewer system asset management plan along with the financial tools created to develop an annual sewer O&M budget and set user rate changes is being used for capital improvement planning for the Sewer Fund. The sewer rate increased \$1.50 per REU for 2023 to \$87.00 and is set to rise \$0.50 annually to cover anticipated capital improvement costs

Township Accounting Practices:

- Capital Project Funds: The Capital Project Funds are not an original source of monies for public improvement projects, but holding places for project monies once committed or assigned and prior to spending. The Township Board has committed (i.e. *internally restricted*) monies for the capital projects identified with 400 series Fund numbers shown in the table on the next page.

A mandated capital improvement project is one that is required by state or federal law or regulation. An example of a mandated capital improvement project would be firefighter-breathing equipment since it is life/safety equipment that is required to be replaced per the National Fire Protection Association standards. Annual installments of monies for mandated capital improvement projects are temporarily accounted for within the annual budget to ensure the necessary funds will be saved towards these projects. This is capital improvement **planning**; planning to save money. Before the end of the fiscal year June 30, these monies will be moved out of the annual budget and into the respective Capital Project Funds by the Board committing them. According to our auditor, doing so is fine and the Township does not have to evaluate the financial activity for the year before doing so.

Monies that are committed by the Township Board or assigned by the Township Supervisor out of Fund Balance for public improvements will be moved into the respective Capital Project Funds.

- Special Revenue Funds: There are six Special Revenue Funds for *externally restricted* monies the Township receives for a specific purpose. In the future, any non-water/sanitary sewer special assessment district project likely will have its own Special Revenue Fund.

		Balance as of Apr. 14, 2023
Fund #206	Fire Millage Fund	2,680,531
Fund #230	York Creek Drainage District per acre fee	152,342
Fund #231	Meijer/Wendy's Service Drive SAD	36,934
Fund #232	Fire Department Donations	13,032
Fund #233	Historical Committee Donations	19,946
Fund #234	Farmland Preservation	6,000

- Fund Balance Policy: The Township's adopted Fund Balance Policy (Policy #13-02) addresses the requirements of *Governmental Accounting Standards Board (GASB) Statement #54* and states how to report fund balances for different types of Funds and provides the order of operations for which Funds to utilize monies from first for a given project (i.e. use monies with the most strings attached first).

MONIES COMMITTED TO CAPITAL PROJECT FUNDS (non-water & sanitary sewer)				
Fund #	Capital Project Fund	Balance as of Ap. 30, 2023	Proposed Additional \$	Totals
406	Fire Dept. Capital Improvements	62,855	0 <i>from Fund #206</i>	62,855
411	Fire Truck Replacement	448,586	50,000 <i>from Fund #206</i>	498,586
414	Fire Dept. SCBA and Turnout Gear	154,425	22,260 <i>from Fund #206</i>	176,685
430	Site Acquisitions	172,075	0	172,075
431	Building/Land Improvements	349,587	100,000	449,587
432	Equipment Needs	203,326	50,000	253,326
433	Sidewalks, Roads & Storm Water Mgmt.	1,403,285	200,000	1,603,285
436	Twp. Center storm water & sidewalk	52,447	0	52,447
440	Cemetery Improvements	26,061	75,000	101,061
445	Recreation Capital Outlay	432,000	150,000	582,000
446	Recreation Matching Grant Funds	75,000	25,000	100,000
460	Historical Capital Outlay	10,000	0	10,000
470	Library Building Fund	106,000	10,000	116,000
	Totals	3,495,647	72,260 from Fire Fund #206 610,000 from unassigned Fund Balance of General Fund	4,177,907

*The 2020-2021 Annual Budget was the last Annual Budget that the Fire Dept. SCBA, Turnout Gear and Fire Truck monies were accounted for in the Annual Budget. In all subsequent years, monies for such will originate from Fund #206, which are proceeds from the 2020 Fire Millage.

** Per the auditor, all other proposed CIP monies should be moved over from unassigned fund balance into their respective CIP funds **before June 30th** each year. The Clerk typically monies into the listed funds in March each year, following the adoption of the CIP the previous summer.

*** Unless stated otherwise, monies are from the Fund Balance of the General Fund

CAPITAL IMPROVEMENT PROJECTS			
Fiscal Year 2023-2024			
Project	Rank	Cost	Funding Source
Roadwork: sealcoat 5 Mile (Kenowa to Fruit Ridge), and 9 Mile (Baumhoff to M-37), Hayes (Vinton to Division)	A	410,000	Fund #433 Sidewalks, Roads & SW & \$ from Annual Budget
Picnic shelter & four Pickleball courts at Sports Park	A	466,811 (w/o engineering)	\$70K federal CDBG grant \$25K from Fund #446 Rec Match Grant Funds Balance from Fund #445 Recreation Capital Outlay or ARPA
Community Building: remodel community room and hallway	A	19,260	Fund #431 Building/Land Improvements
Sports Park repairs and upgrades Move volleyball & add basketball	A	Various options B-ball 62,438	Fund #445 Recreation Capital Outlay & State Rec. Passport applied for
Survey work at Pine Grove & Alpine Center Cemeteries	A	Unknown	Fund #440 Cemetery Improvements
Fiscal Year 2024-2025			
Project	Rank	Cost	Funding Source
Baumhoff (8 to 10) pave & chipseal, Kittery Dr. & Ct. and other Westgate Sub. with Plainfield Water	A	300,000+/-?	Fund #433 & \$ from Annual Budget
Reconstruct Alpine Church St. (Cordes to Alpine)	A	400,000+	Fund \$433 Sidewalks, Roads & SW
Bekinshire lining, Lamoreaux/Clark lining. Misc. I&I improvements	A	75,000	Fund #571 Sanitary Sewer
Replace parking lot and add catch basins at Twp. Center	B	80,000 +/-?	Fund #431 & Fund #436
Repair parking lot at Fire Sta. #3	B		Fund #206 Fire Millage
Fiscal Year 2025-2026			
Roadwork: Westgate Sub. with Plainfield	A	Unknown	Fund #433 & \$ from Annual Budget
4 Mile Rd. sidewalk Hachmuth - Yorkland	B	170,000	Fund #433 Sidewalks, Roads & SW & \$119K TAP grant money
Fruit Ridge Sidewalk north of 4 Mile Rd	B	200,000	Fund #433 Sidewalks, Roads & SW & \$140K TAP grant money
Fiscal Year 2026-2027			
Roadwork: Stowell Terrace w/ Plainfield	A	Unknown	Fund #433 & \$ from Annual Budget
30 sets of Firefighter Turnout Gear	A	97,000	Fund #414
Fiscal Year 2027-2028			
Sewer replace Alpine Ave. b/w 6 & 7 Mile (east side), capacity improvements	A	2,000,000	Fund #571 Sanitary Sewer
Fiscal Year 2027-2028			
Roadwork: Stowell Terrace w/ Plainfield	A	Unknown	Fund #433 & \$ from Annual Budget
Fiscal Year 2028-2029			
Roadwork: Westgate Sub. w/ Plainfield	A	Unknown	Fund #433 & \$ from Annual Budget

CHAPTER 1

ABOUT CAPITAL IMPROVEMENTS PLANNING

INTRODUCTION AND LEGAL BASIS

Planning for the inevitable acquisition, construction and/or replacement of the Township's basic facilities needed for the functioning of the community is an important element in maintaining and preserving a high quality of life. Like many communities, Alpine Township does not have enough money for all of the projects it would like to do. Therefore, the Township is faced with the problem of trying to meet the needs of its residents for public services and facilities in the midst of declining revenues and the increasing costs of providing needed services and facilities. Whether to develop a new park, extend sewer to an existing neighborhood, repair an aging sanitary sewer line or replace a fire truck are difficult decisions when choices have to be made between them. This means that Alpine Township must have a method of setting project priorities and a means to ensure its revenues are being spent wisely, efficiently and in a manner consistent with the Township's long-range objectives. The Capital Improvement Plan (CIP) accomplishes these goals.

The annual preparation of a Capital Improvements Plan by the Township is required under by the Michigan Planning Enabling Act (PA 33 of 2008). Section 65 of the Act states that *"a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements..."* The Act further states that *"the capital improvements program shall show those public structures and improvements, in the general order of their priority, that in the commission's judgment will be needed or desirable and can be undertaken within the ensuing 6-year period."*

This document provides a framework for identifying potential capital investments and analyzing the effects of each project on operating budgets, project scheduling and coordination, and community impacts.

WHAT ARE CAPITAL IMPROVEMENTS?

Capital improvements are public improvements that involve the expenditure of public funds over and above annual operating expenses: for the purchase, construction or replacement of physical facilities of the community. Capital improvements have a relatively high cost and a long lifespan. They involve expenditures of a nonrecurring nature; in other words, routine maintenance is not part of capital improvements/planning, but rather is incorporated into the annual operating budget. **In Alpine Township, a *capital improvement project* has been defined as a project that is:**

- 1. Costs a minimum of \$10,000**
- 2. Has a useful life of at least 5 years**
- 3. Results in a fixed asset or the revitalization of a fixed asset**

WHAT ARE THE BENEFITS OF A CAPITAL IMPROVEMENTS PLAN?

Most of the benefits relate to good fiscal stewardship and the successful implementation of the Master Plan. The major benefits are further explained below:

Focusing attention on community goals, needs and capabilities: The CIP is an important tool for implementing the goals, policies and objectives set forth in the Township's Master Plan. The CIP helps bring capital improvement projects in line with the community's objectives, anticipated growth and financial capabilities.

Using taxpayers' dollars wisely: Advance planning and scheduling of public improvements can help avoid costly mistakes and aids the Township Board in making sound annual budget decisions. The CIP provides a guide for improving the community's assets, allowing well-planned investments to be made in advance rather than managing capital improvement projects on an emergency or ad hoc basis.

The effort put into deliberate assessment of the need for repair, replacement or expansion of existing public facilities, as well as careful evaluation of the need and timing of new facilities can provide many cost savings. Coordination of several construction projects may create cost savings. For example, a newly paved street may not have to be torn up to replace utility lines).

Finally, not every proposed project is a good idea, and some that are good ideas cost more than their benefits in light of other public facility needs. This usually becomes apparent through the CIP process.

More efficient governmental administration: The CIP provides a cohesive improvement schedule, which will allow projects to be planned and constructed in a cost effective manner. Coordination of capital improvements planning by township, county and state agencies can reduce scheduling problems, conflicts and overlapping of projects.

Maintaining a sound and stable financial program: When there is ample time for planning, the most economical means of financing each project can be selected in advance. Long-term expenditures can be averaged out so that major debt is not incurred all at once. Keeping projects within the financial capacity of a community helps to preserve its credit and bond rating and makes the area more attractive to business and industry.

Developing awareness of all the capital needs: The planning process forces each department to examine their CIP needs and future operating costs. In turn, each department becomes aware of the broader picture and how capital improvement projects are prioritized.

Encouraging economic development: Typically, a business considering expansion or relocation is attracted to a community that has well planned and well managed facilities in place. In addition, a CIP allows private investors to understand a community's tax loads

and service costs, and reflects the fact that the community has done some advance planning to minimize the costs of capital improvements.

Enhancing opportunities for participation in federal and state grant programs: A CIP places the community in a better position to take advantage of federal and states grant programs, because plans can be made far enough in advance to establish matching funds. In addition, most grant/loan programs require prior facilities planning and the project for which funds are being sought for to be well documented with a clear statement of goals and objectives. This documentation has already been developed in the CIP.

Improving intergovernmental and regional cooperation: It may be possible to share needed facilities between local units of governments or between the municipality and a school district. Examples may include fire facilities and equipment, classroom or field space for recreational programs.

Leadership development is enhanced: The Township depends on many volunteers and interested citizens to serve on committees, boards and commissions, which are a source of future leaders to run for elective office. The CIP process develops understanding of Township issues and encourages leadership.

WHAT IS THE RELATIONSHIP BETWEEN THE MASTER PLAN AND THE CIP?

The CIP is an important tool for implementing the goals, policies and objectives set forth in the Township's Master Plan.

There is a strong link between land use and needed capital facilities. Different types of land uses have different capital improvement needs. For example, more pavement and buildings increases the need for larger and more sophisticated storm water management facilities. Additional examples include certain types of industrial uses may require specialized sanitary sewage treatment, taller buildings require fire equipment that can reach the upper floors, future land use recommendations for new areas of residential and commercial development may necessitate extensions and/or upgrades to roads and water and sewer utilities.

The Capital Improvement Planning process provides an important feedback loop for the Land Use Planning process. Namely, a CIP Plan may show that some land should not be planned for a particular use because it is too expensive to provide the necessary infrastructure. It is important to note that the Master Plan has a much longer time horizon than the CIP, therefore costs for infrastructure should be considered over the long term.

To further ensure compliance with the Master Plan, the Planning Commission reviews and approves public projects (streets, parks, utilities, public buildings, etc.) prior to projects being approved for construction as required in Section 61 of PA 33 of 2008.

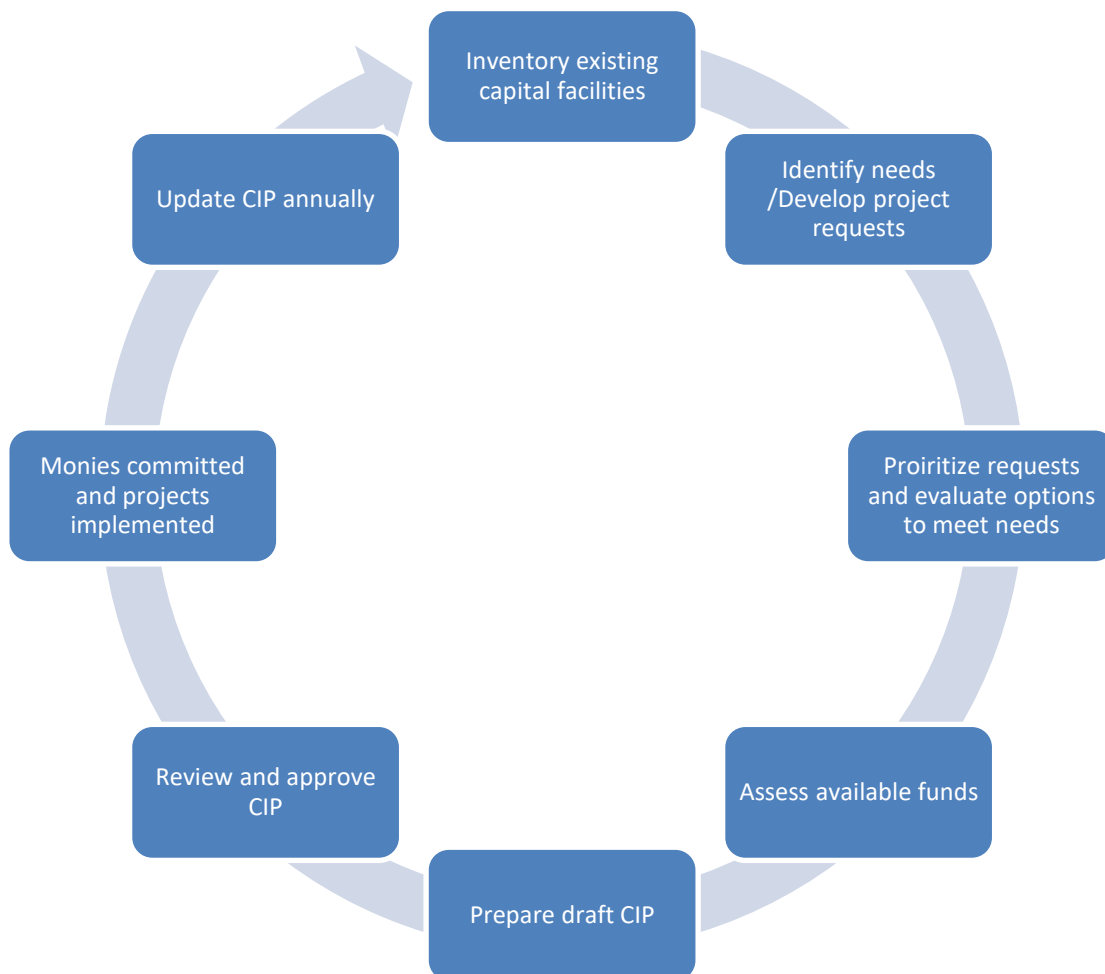
RELATIONSHIP BETWEEN THE CIP AND THE ANNUAL BUDGET

Funding for CIP projects primarily comes from Fund Balance: which is comprised of monies that have accumulated over time. Annually, after all of the revenues and expenses for a specific fiscal year have been accounted for (i.e. the annual budget) any remaining money becomes part of the Fund Balance. After the Annual Budget is set, the Township Board commits some of the Fund Balance monies to specific projects or categories for capital improvement projects.

Funding for CIP projects may also be accounted for in the Annual Budget process and transferred from the Annual Budget immediately or before the end of the fiscal year to the appropriate Capital Project Funds.

ALPINE TOWNSHIP'S CAPITAL IMPROVEMENT PLANNING PROCESS

The CIP planning process is distinct from the Township's Annual Budget process; however, both processes start in the spring of each year and are inherently interwoven. The Annual Budget is usually adopted just prior to the start of the next fiscal year on July 1. The CIP is adopted at the same time as the Annual Budget. In general, the CIP planning process looks like this:



In Alpine Township, the specific steps are as follows:

Step 1: Organize the process

The Planning Director lays out the timetable and gathers any necessary information. The CIP Advisory Committee is established with 3 Twp. Board members, 3 Planning Commissioners and 1 at-large citizen member. All meetings of the CIP Advisory Committee are posted in compliance with the Open Meetings Act. Citizens are encouraged to attend.

Step 2: Inventory existing capital facilities (asset management)

Perform field inspections of Township properties and facilities. Review any pertinent documentation such as insurance schedules, annual audit reports and utility system studies. Determine if facilities need to be repaired, replaced or retired.

Step 3: Prepare capital improvement project requests

Department heads submit capital improvement requests to Planning Director. Planning Director gathers planned capital improvements identified through other planning processes such as the Master Plan, Storm Water Master Plan, Water and Sewer System studies, Recreation Plan, adopted equipment replacement policies, etc.

Step 4: Compile list of capital improvement projects

Compile list of proposed projects including costs, justification and financing options.

Step 5: Evaluate and rank projects by priority

The CIP Advisory Committee ranks and prioritizes the projects after any necessary additional explanations from Department Heads about their requested projects.

Step 6: Assess available funds for CIP projects

Staff assesses what funds are available for CIP projects. CIP Advisory Committee makes recommendations on funding amounts.

Step 7: Prepare draft CIP document

The Planning Director prepares the draft CIP document. CIP Advisory Committee to review the draft document.

Step 8: Joint work session to review project priorities

The Planning Commission and Township Board have a joint work session to review the CIP Advisory Committee's recommended priorities.

Step 9: Review and Recommend Approval of CIP by Planning Commission

Public Hearing

Step 10: Approval of CIP by Township Board & Fund Balance monies committed

The Township Board commits Fund Balance monies or Annual Budget monies to the various Capital Project Funds categories and specific projects.

Step 11: CIP projects are implemented

PROJECT EVALUATION AND PRIORITIZATION

In order to compare the relative merits of project requests for consideration in the CIP and prioritize them, the CIP Advisory Committee initially reviews the impacts of the proposed projects without regards to funding, utilizing the objective criteria below. Staff will provide input on whether a project is part of a systematic replacement program or if the timing of project can be coordinated with another project, thereby achieving cost efficiencies. Initial project evaluation criteria:

- a) Whether state or federal law or regulation mandates the project.
- b) Whether the project addresses an immediate threat to public health or safety.
- c) Whether the project advances community goals and policies contained in the Township Master Plan, the Parks and Recreation Plan, an adopted Utility Plan or other adopted policy document.
- d) Whether the project replaces or rehabilitates an existing deteriorated facility or prevents an existing facility from becoming over capacity.
- e) Whether completion of the project will result in a reduction in annual operation and maintenance costs.
- f) Whether the project results in the equitable provision of services or facilities to a part of the population with special needs.
- g) Whether the project promotes economic development and job creation in the community.

Next, known project costs and anticipated funding sources are discussed and the projects are ranked and placed into the appropriate priority group as described below:

Priority A: Urgent

- Urgent, high-priority projects that should be done if possible. These include projects that are required to complete a major public improvement; projects that would address an emergency, or remedy a condition dangerous to public health, welfare, and safety; projects that would provide facilities for a critically needed community program; projects needed to correct an inequitable distribution of public improvements in the past and projects vital to the economic stability of the Township. A special effort is made to find sufficient funding for all of the projects in this group.

Priority B: High Priority

- High-priority projects that should be done as funding becomes available. These include projects that would benefit the community, and projects whose validity of planning and validity of timing have been established.

Priority C: Worthwhile

- Worthwhile projects to be considered if funding is available. These are projects that are adequately planned, but not absolutely required, and should be deferred to a subsequent year if budget reductions are necessary.

Priority D: Low Priority

- Low-priority projects which are desirable but not essential and can be postponed without detriment to present services.

ANNUAL UPDATE OF THE CAPITAL IMPROVEMENTS PLAN

The CIP is updated annually in order to reflect changing economic conditions, current project costs, altered priorities and additional projects as needed.

It is important to note that the inclusion of a project in the Capital Improvements Plan does not represent a binding commitment on the Township's part to fund and accomplish the project. During the annual update of the Capital Improvements Plan, changes in revenue and expenditure trends along with the Township's current needs and priorities will be taken into consideration. After review of such information, projects will be added or deleted and completion timeframes adjusted.

CHAPTER 2

FUNDING OF CAPITAL IMPROVEMENTS

To be the most useful as a financial planning tool, the 6-year CIP should be based upon realistic expectations of future funding availability for capital improvement projects.

Projections of future funding based upon historical trends in the Township's taxable and assessed value, historical data concerning State revenue sharing payments, and data concerning the Township's past operating expenditures and revenues are reviewed and summarized in the Executive Summary.

ALPINE TWP'S GOVERNMENTAL FUNDS

The Township has four governmental funds: General Fund, Fire Fund, Water Fund and Sewer Fund. Within each fund there ideally should be a Fund Balance, which are remaining monies that have accumulated over time after all revenues and expenses have been accounted for. Fund Balance monies are primarily used to pay for Capital Improvement Projects.

General Fund (101): This fund is used to account for all financial resources except those required to be accounted for in another fund. The fund includes the general operating expenditures of Alpine Township. Revenues are derived primarily from state-shared revenues, property taxes, interest and charges for services.

Fire Fund (206): This Special Revenue Fund accounts for all financial resources to be used for all operational expenditures of the Alpine Township Fire Department. Revenues are derived from the Fire Millage approved in November 2020. The Annual Budget of the General Fund and Fund Balance of the General Fund will no longer be the funding sources for Fire Department capital improvements as the Fire Millage is an original source of funding. A portion of the revenue will be devoted to Fire Dept. capital improvements needs such fire truck replacement, turnout gear, SCBA equipment and building improvements for all three fire stations.

Water Fund (401): This fund is used to account for financial resources to be used for the acquisition or construction of major facilities and public improvements involving the water system within the Township. Alpine Township is a retail customer of Plainfield Charter Township's water system.

Sewer Fund (571): This fund is used to account for financial resources to be used for construction of major facilities and public improvements, operation and upkeep of the sanitary sewer system within the Township. Alpine Township is a member of the North Kent Sewer Authority made up of five communities working together to provide quality sewer service.

OTHER FUNDING SOURCES FOR CIP PROJECTS

Federal or State Funds: In the form of low interest loans or grants, which requires the Township to have its own matching funds or low interest loans.

Millages: Voter-approved taxes which are earmarked for a particular capital improvement project. In 2020, voters approved a 20-year Fire Millage to financially support the construction of a new Fire Station #1 and support the operations of the Fire Department.

Special Assessments: Is a method of raising money from properties that receive a special benefit from a particular capital improvement.

Borrowing: Typically, borrowing occurs in the form of **bonds**. When the Township sells bonds, the purchasers are in effect lending money to the Township. The money is repaid with interest from taxes or fees over a period of time. The state imposes allowed debt limits. There are various types of bonds, including General Obligation Bonds and Revenue Bonds.

Private Sources: Private grant sources and private donations. In addition, sometimes capital improvements are needed to service new development. Where funding is not available from the Township to construct improvements, developers may agree to voluntarily contribute their share or to install the improvements themselves so the development can be constructed.

Special Revenue Funds: There are six Special Revenue Funds of *externally restricted* monies the Township receives for a specific purpose. See page 6 for a list of the Special Revenue Funds.

CAPITAL PROJECT FUNDS

Capital Project Funds (400 series): The Capital Project Funds are not an original source of monies for public improvement projects, but holding places for project monies once committed or assigned from Fund Balance of the General Fund or Fund Balance of the Fire Fund. The Township Board has committed (i.e. *internally restricted*) monies for the capital projects in the Capital Project Funds.

A mandated capital improvement project is one that is required by state or federal law or regulation. Mandated capital improvement projects are temporarily accounted for within the annual budget to ensure the necessary funds will be saved towards these projects. Before the end of the fiscal year June 30, these monies will be moved out of the annual budget and into the respective Capital Project Funds by the Board committing them.

Capital Project Fund #406 was created in 2021 to hold bond proceeds for the construction of new Fire Station #1. Construction is complete, so Fund #406 will now be used for Fire Station #1, #2 and #3 building and land capital improvements.

CHAPTER 3

PLANNED CAPITAL IMPROVEMENTS

**GENERAL CAPITAL IMPROVEMENT PROJECTS
CAPITAL PROJECT FUNDS**

Ranking Key: A: Urgent - A project that fills a high priority need that should be met if at all possible C: Worthwhile – A project to be done if funding is available (but project may be deferred)
 B: High Priority – A project that should be done as funding becomes available D: Low Priority – A project that is desirable, but not essential

General Capital Improvement Projects	Comments	Rank	Estimated Cost	Twp. Funds Committed as 4-30-23	Other Funds	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29
Site Acquisitions				172,075 Fund #430		0					
Consider expanding the Sports Park to accommodate larger soccer field (2016 Recreation Plan)		C									
Consider purchasing the Mabel Laman Trust Property for a “neighborhood level park”, 13 acres of woods at the end of Westnedge Avenue (2016 Recreation Plan)		D									
Seek parkland acquisition within master planned growth areas (2015 Master Plan Update, Goal 8, Obj. 3)		D									
Establish a Senior Center with other partners (may not be a fixed asset)		D									
Building / Land Improvements				349,587 Fund #431		100,000					
Convert all exterior lighting at Community Bldg. to LED & some interior, add digital timer		A									
Entirely redo Twp. Center parking lot and add storm catch basins		A									
Community Room: new frig & stove, and new chairs		A									
Create gateway treatments identifying the Township (2015 Master Plan Update, Goal 8, Obj. 7)		B									
Replace all furnaces & AC units at Twp. Center (4 of 10 furnaces & 4 of 9 AC units have been replaced as of April 2023)		C									
Equipment Needs				203,326 Fund #432		50,000					
Replace office equip. on a rotation basis (phones, computers, software, printers, copier, voting equip.)		A									
Larger server at Twp. offices, hold scanned documents, email push notifications		A	11,000+								
Compile and Codify all Township general ordinances (not a fixed asset)		B	6 to 16,000								
Sidewalks, Roads and Storm Water Management				*1,403,285 Fund #433		200,000					
Public Roads: traditionally the Twp. sets monies aside in the annual budget for road improvements. A large project would need to be a capital improvement project. (2015 Master Plan Update, Goal 3, Obj. 5)	Mill & fill roads as needed	A	930,000 Westgate (Twp. \$ at 2021 rates)	*In addition to the monies in the annual budget	County match		130,000	130,000	130,000	130,000	130,000
Sidewalk north side of 4 Mile from Hachmuth Dr. to Yorkland Dr.	TAP grant in 2025	B	170,000		119,000			119,000			
Sidewalk east side of Fruit Ridge Ave. from 3940 Fruit Ridge to 4 Mile Rd.	TAP grant in 2025	B	200,000		140,000			140,000			
Sidewalk north side of Lamoreaux from Alpine Ave. to Westgate Dr.		C	180,000								
Sidewalk east side of Alpine Ave. 6 Mile Rd. to Alpine Church St. extended											
Link CIP expenditures & grants to the transportation master plan (2015 MP Update, Goal 3, Obj. 5)		B/C									
Make Strawberry Creek a County Drain, bank stabilization within Westgate Subdivision and creation of regional ponds (2003 Storm Water Master Plan)		C									
Create a regional storm water pond west of M-37 along the Fresheter Drain to help erosion issues in Marway Plat (2003 Storm Water Master Plan)		C	200,000 (*02 fig Eng./ con.no land)								
Ensure pedestrian access along 4 Mile Road (2015 Master Plan Update, Goal 3, Objective 10)		C									
Enhance pedestrian connections to Dwight Lydell park where possible (2016 Rec. Plan, Goal 2, pg 51)		C									
Improve citizen access to pathways & trails that connect neighborhoods, parks & community facilities (2016 Recreation Plan, Goal 2, pg 51)		C									
Construct 4 Mile Road connector between Fruit Ridge and Alpine Ave. wide enough to accommodate 2-way pedestrian and bicycle traffic (2016 Recreation Plan, Goal 2)		C/D									
Connect business and industrial areas with walkways and bicycle paths to allow alternative ways for employees to travel to work (2015 Master Plan Update, Goal 4, Obj. 4)		D									
Evaluate storage capacity around Hopkins Lake to appropriately size new culvert under Hendershot Ave. prior to installation (2003 Storm Water Master Plan)		D									
Create two regional ponds along Alpine-Walker/York Creek Drain, one just east of M-37 and one north of 4 Mile Rd and west of York View Drive (2003 Storm Water Master Plan)		D									

General Capital Improvement Projects • Page 2	Comments	Rank	Estimated Cost	Twp. Funds Committed	Other Funds	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29
Township Center Storm Water & Sidewalk				52,447 Fund #436		0					
Refresh landscaping around rear and side of Township office building		B									
Cemetery Improvements				26,061 Fund #440		75,000					
Repair metal roof or reroof Pine Grove Cemetery building		A									
Re-gravel roads in Englishville and Pine Grove cemeteries		A									
Survey Pine Grove Cemetery to open new section for graves & survey Alpine Center Cemetery		A									
Install columbarium at Pine Grove Cemetery		A									
Recreation Capital Outlay				432,000 Fund #445		150,000					
Sports Park: Expand restrooms		A									
Sports Park: New maintenance building after separating restrooms and maintenance building		A									
Sports Park: Play Area: expand, add play equip. & surface, plaza & walkways, and landscaping	Phase 1	B	267,938								
Sports Park: Move volleyball courts, add benches, improve drainage	Phase 1	A									
Sports Park: Basketball Court	Phase 1	A	62,438								
Sports Park: Restroom upgrades, field lighting	Phase 1	B									
Sports Park: Add splash pad	Phase 1	B									
Sports Park: Northern soccer field: regrade, install irrigation and drainage, reorient & enlarge	Phase 2	C	534,645								
Sports Park: Exercise Stations	Phase 4	B	46,450								
Sports Park: Walking Path extensions	All Phases	C	310,750								
Sports Park: Move U10 soccer north, move/realign all diamonds south, move 2 nd adult soccer north	Phases 2-4	C									
Recreation Matching Grant Funds				75,000 Fund #446		25,000					
Historic Capital Outlay				10,000 Fund #460		0					
Library Building Fund				106,000 Fund #470		10,000					
Expand existing building for additional Library space or find a new location and construct a larger library. (Set seed monies aside, would move up in priority if Comstock Park library branch closed)	Set aside \$ annually	B/C					2,000	2,000	2,000	2,000	2,000
Cumulative Total by Year				2,829,781		610,000 from Gen. Fund unassigned fund balance for FY22-23					

FIRE DEPARTMENT CAPITAL IMPROVEMENT PROJECTS

FIRE FUND #206 (funding source)

Ranking Key:

A: Urgent - A project that fills a high priority need that should be met if at all possible
B: High Priority – A project that should be done as funding becomes available

C: Worthwhile – A project to be done if funding is available (but project may be deferred)
D: Low Priority – A project that is desirable, but not essential

Fire Dept. Capital Improvement Projects	Comments	Rank	Estimated Cost	Twp. Funds Committed as 4-30-23	Other Funds	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29
Fire Station Bldg. & Land Improvements (formerly Fire Station #1 Construction)				62,855 Fund #406		0					
Fix parking lots Fire Sta. #3	\$ from Fire Millage	B									
Fire Truck Replacement - County match vehicle				448,586 Fund #411							
Tender #2 HME Pumper/Tender ('88) replace 2018 Medic #15 Ford SUV ('01) replace 2021 Dept. vehicle Ford SUV (former Medic #1) ('14) replace 2024 Engine #3 Spartan Pumper ('96) replace 2026 Medic/Brush Truck #3 Chevy SUV ('20) replace 2030 Engine #10 Spartan CAFS Pumper/Tender ('01) replace 2031 Rescue #5 Crimson Heavy Rescue ('04) replace 2034 Engine #8 Spencer CAFS Pumper ('10) replace 2040 Tender #3 Spartan tender ('14) replace 2044 Engine #1 Rosenbauer Pumper ('18) replace 2048 Command vehicle Chevy Silverado ('23) replace 2043 Medic #1 Chevy Silverado ('23) replace 2043 <i>Represents estimated 2023 prices and excludes County's contribution on one vehicle every 18 yrs A total of \$5,450,0000 - \$448,586 saved = \$5,001,414 over next 25 years (2023-2048) = \$200,056 annually</i>	\$525,000 \$85,000 \$60,000 \$725,000 \$85,000 \$725,000 \$575,000 \$725,000 \$525,000 \$725,000 \$85,000 \$85,000										
		B	200,000 would have to be set aside annually for the next 25 years to cover this list		Twp. rotation for county match in 2029. Est. 165,000	50,000					
Fire Dept. SCBA and Turnout Gear				154,425 Fund #414							
Firefighter turnout gear replacement, 30 sets	\$ from Fire Millage	A	96,886 in FY25-26			9,700	9,700	9,700	9,700	New amount	New amount
SCBA replacement (self-contained breathing apparatus)	\$ from Fire Millage	A	188,473 in FY30-31			12,560	12,560	12,560	12,560	12,560	12,560
Cumulative Total by Year				665,866		72,260 from Fire Fund unassigned fund balance for FY22-23					

**CAPITAL IMPROVEMENT PROJECTS
WATER FUND #401**

The total Water Fund balance as of April 30, 2023 is \$364,849

Estimated Available Funding (from Water Fund Balance)

Water Fund	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29

There is a Capital Water Charge on the winter tax bills for capital improvement water system costs funded by Alpine Township (Res. #97-26 & increased in Oct. 2002). In 2021, the Capital Water Charge for a single-family home is \$25 and is greater for other uses based upon the size of the water meter. The revenue (approximately \$53,000 annually) will help fund future water needs that Plainfield Township Water Department is unable to address and pay for public water expenses Alpine Township incurs. In 2021, the Twp. paid \$21,038 for the hydrant assessment to Plainfield Township.

Plainfield Charter Township is financially responsible for future water capital improvements. Plainfield Charter Township completed an asset management plan of the entire water system in the spring of 2018. .

Water Fund Projects	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	Funding Sources
Westgate water main replacement		2024				2028	Plainfield Twp. (Alpine Twp. & KCRC for roads)
Stowell Terrace Water main replacement			2025		2027		Plainfield Twp. (Alpine Twp. & KCRC for roads)
Westgate water tower replacement			2025				Plainfield Twp.

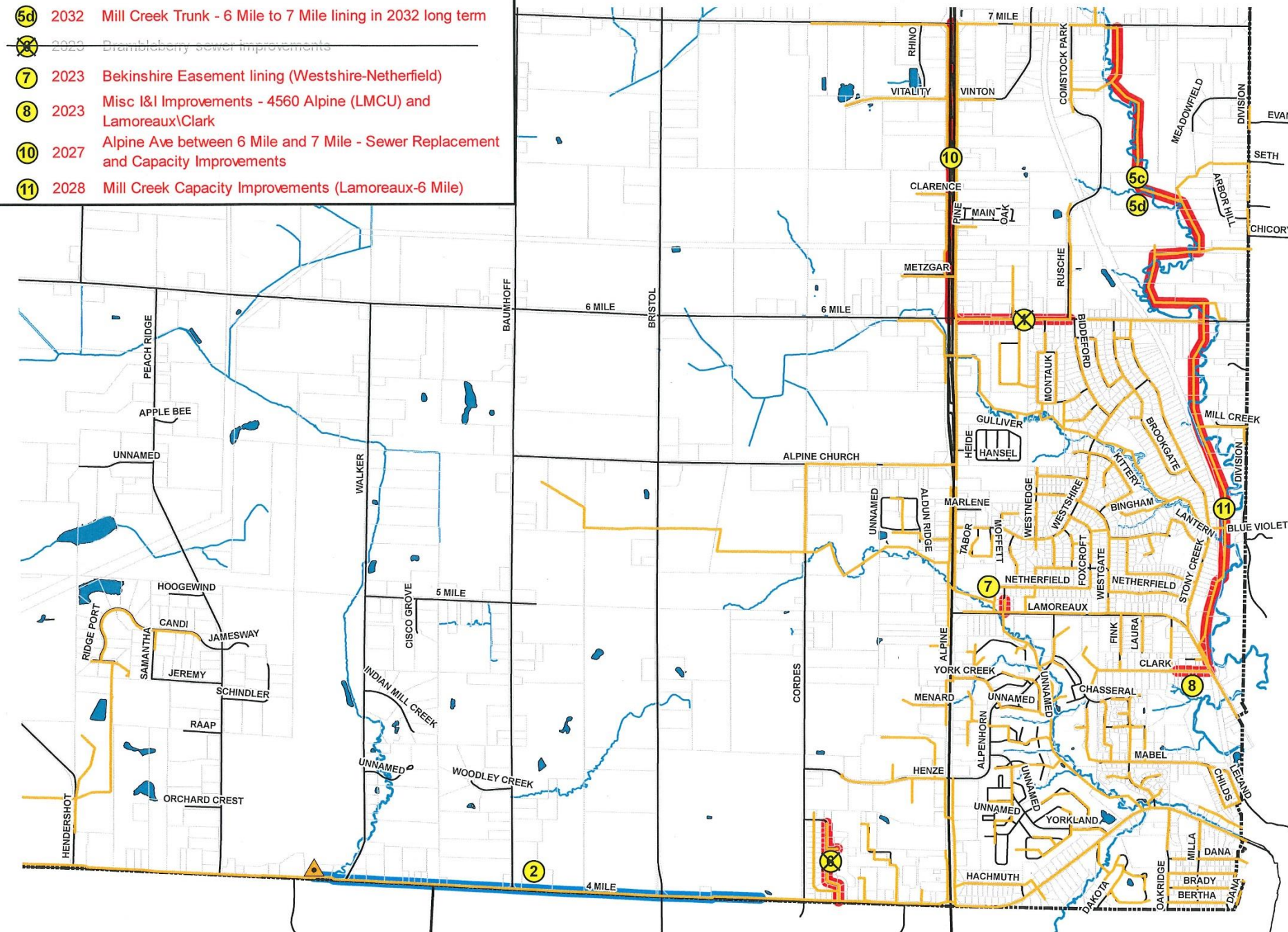
CAPITAL IMPROVEMENT PROJECTS SEWER FUND #571

The total Sewer Fund balance as of April 30, 2023 is \$4,674,816. In May 2017, the Township completed an asset management plan and financial plan for the Township's sewer system. The plans have been used to develop an annual sewer system Operation & Maintenance budget, set quarterly user rate charges and to create a detailed capital improvement plan for the sewer system.

When setting the quarterly sewer rates per R.E.U. for the year, the Township Board considers numerous factors including anticipated revenues, anticipated expenses and the amount of money it would like to set aside annually for sewer capital improvements. Therefore, the quarterly sewer bill has a capital improvement component built into it. The 2023 quarterly sewer rate is \$87.00 per R.E.U. and will rise \$0.50 annually to cover anticipated capital improvement costs. During the development of the financial plan for the Sewer Fund, the Board decided to establish a policy to keep 2-years' worth of operating expenses on hand in reserve. The Township will utilize NKSA annual budget monies for as many capital improvement items as possible.

	Sanitary Sewer Fund Projects	Est. Project Cost	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29
7	Bekinshire Easement lining (Westshire-Netherfield) (televis first)	50,000	50,000					
8	Misc. I&I Improvements - 4560 Alpine (LMCU) and Lamoreaux\Clark (televis first)	25,000	25,000					
10	Alpine Ave between 6 and 7 Mile Road - Sewer Replacement and Capacity Improvements (east side)	2,000,000					2,000,000	
11	Mill Creek Capacity Improvements (Lamoreaux to 6 Mile)	3,000,000						3,000,000
5	Mill Creek Trunk - 6 Mile to 7 Mile							
	c) Jetting (just prior to lining)	10,000						
	d) Lining in 2032	1,000,000+						
2	4 Mile Rd. gravity sewer (Gracewil Lift Station to midway b/w Bristol and Cordes)	3,250,000						
	Alpine Church Street lining (replacement 830,000+)	Unknown						
	Totals	10,165,000	75,000	0	0	0	2,000,000	3,000,000

Year	Project
2022	6 Mile Road (2,000 lf 8 inch sanitary) Alpine to Rusche
2032	4 Mile Rd. gravity sewer (Gracewil LS to midway b/w Bristol and Cordes) Long term
2031	Mill Creek Trunk - 6 Mile to 7 Mile (Jetting)
2032	Mill Creek Trunk - 6 Mile to 7 Mile lining in 2032 long term
2029	Drambleberry sewer improvements
2023	Bekinsire Easement lining (Westshire-Netherfield)
2023	Misc I&I Improvements - 4560 Alpine (LMCU) and Lamoreaux\Clark
2027	Alpine Ave between 6 Mile and 7 Mile - Sewer Replacement and Capacity Improvements
2028	Mill Creek Capacity Improvements (Lamoreaux-6 Mile)



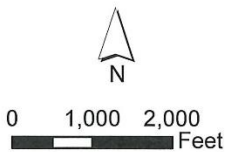
ALPINE TOWNSHIP
KENT COUNTY, MI
**SANITARY SEWER SYSTEM
20 YEAR CAPITAL IMPROVEMENT PLAN**
2023 EDITION

LEGEND

- Sewer Mains
- ▲ = Lift Station
- = Short Term Projects (2023 - 2028)
- = Long Term Projects (2029 - 2040)



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1 in = 2,000 ft

APPENDIX A

DESCRIPTIONS OF CAPITAL IMPROVEMENT REQUESTS

2021 COMMUNITY SURVEY RESULTS

As part of the 2023 Master Plan Update process, 447 people responded to the community survey. 86% are homeowners; 52% have lived in the Twp. for more than 25 years; 65% are 60 years of age or older; and 70% live in the 49321 zip code. The following highlights the respondent's priorities as they relate to capital improvements:

- Residents and business owners were asked to rate their satisfaction with a number of different public services offered. Of the public services listed, some dissatisfaction was expressed regarding road maintenance & repair and water utility services.
- Residents and business owners were asked how important it is for the Township to develop or improve various listed initiatives and whether or not respondents were willing to pay additional taxes for the initiatives. In order of importance, the following were the significant responses related to capital improvements:

Supported Initiative	Were respondents willing to pay additional taxes for the initiative?
Additional road maintenance	yes
Improve existing parks	
Increased availability of public water or sanitary sewer	
More sidewalks along major streets	
Establish a senior center	close
More sidewalks in residential subdivisions	
Larger library	

- Residents and business owners were asked: *What would make Alpine Township an even better place to live or do business?* Of the responses, three of the basic themes pertained to capital improvements:

Business and Development: There were a many comments pertaining to what types (i.e. residential, commercial, industrial, etc.) of development are or are not desired and where. The implication being the Township needs to ensure there is enough water pressure, sewer capacity and necessary regional storm water capacity in locations planned for additional development.

Transportation: Desire for congestion mitigation on Alpine Ave. (M-37), need for road maintenance and more sidewalks.

Culture and Recreation: Desire to improve existing parks, add a senior center, add dedicated pickleball courts and add a dog park.

For more details, see the *2021 Community Survey Results Summary* within the *2023 Master Plan Update* document.

DESCRIPTIONS OF CAPITAL IMPROVEMENT REQUESTS

The following pages describe capital improvement requests have been submitted or identified through other planning processes.

GENERAL FUND PROJECTS

2015 Master Plan Update

- Continue to link CIP expenditures and grant opportunities to the transportation master plan (Goal 3, Obj. 5)
- Annually set aside a sufficient consistent amount of funds for public road maintenance (Goal 3, Obj. 5)
- Ensure pedestrian access along 4 Mile Road (Goal 3, Obj. 10)
- Continue to link CIP expenditures and grant opportunities to the public utility master plans (Goal 4, Obj. 1)
- Connect business and industrial areas with sidewalks and bicycle paths/lanes to allow alternative ways for employees to travel to work (Goal 4, Obj. 4)
- Seek parkland acquisition within master planned growth areas (Goal 8, Obj. 3)
- Create gateway treatments identifying the Township at key entrance locations (Goal 8, Obj. 7)

Township Supervisor

- Expand library or acquire land to do so in the future.
- Establish a senior center with other partnering municipalities or agencies and provide funds for operation (not a fixed asset)
- Increase size of one of the soccer fields at the Sports Park to adult regulation size.

Township Clerk

- Columbarium at Pine Grove Cemetery

Building Official and Planning Director

- All Township general ordinances compiled and codified by a company specializing in that type of work (not a fixed asset)

Planning Director

- Refresh landscaping around sides and rear of Township Office building

Kent District Library

- Expand existing building for additional space or find a new location for larger library

Historical Committee

- Signage at the Community Center / Historical Office

Local Public Road Maintenance

Alpine Township is responsible for 50% of the maintenance costs associated with 67 miles of paved local public roads. The Kent County Road Commission contributes the remaining 50% of the cost.

Each year the KCRC asks the Township how much money it anticipates spending on roads during the next construction season and which roads need attention. It is more important to KCRC that the Township budget a consistent amount from year to year than the actual dollar figure so that the KCRC can plan and have a consistent maintenance schedule.

The recommendation for upcoming roadwork would be to continue the multi-year plan to mill and fill all the streets in the Westgate neighborhood. After the 2021 construction season, the Township will have milled and filled 4.7 miles of the 7.8 miles of road in Westgate. At the 2021 rate of \$300,000 a mile to mill and fill a road, the cost for the remaining 3.1 miles would be \$930,000. Milling and filling lasts about 20-25 years. The Township's annual road maintenance budget was recently increased as a result of the passage of the Fire Millage.

2003 Storm Water Master Plan

Meeting between Drain Commissioner, Deputy Drain Commissioner, Senior Staff Engineer, Township Planning Director and Township Engineer on 9/8/11

Based upon the *2003 Alpine Township Storm Water Master Plan* recommendations and updated information, the priority storm water projects, in order, as laid out by the Drain Commissioner's Office are as follows:

1. Create a regional storm water pond on the west side of M-37 along the Fresheter Drain. The pond would alleviate the erosion issues within the Marway Plat and provide storage. (2002 figure of \$200,000 for engineering and construction, excluding land costs)
3. The culvert that crosses Hendershot Ave. within the Hopkins Drain is undersized. Evaluate existing available storage capacity around Hopkins Lake and monitor any flooding issues at the road or upstream to appropriately size a new culvert.
4. Make Strawberry Creek a county drain, which would involve bank stabilization within the Westgate subdivision and the creation of storm water detention ponds to decrease the creek's flashiness.
5. Create two regional storm water ponds along the Alpine-Walker/York Creek Drain, one just east of M-37 and one north of 4 Mile Road and west of York View Drive.

Recreation Committee

- Part-time Parks Director (not a CIP item)
- Field lighting
- Explore corporate funding sponsors
- A new maintenance garage placed away from the playground and picnic tables because maintenance equipment is loud

Sports Park Improvements: The Park's Master Plan was developed by a landscape architect and approved by the Parks & Recreation Committee and adopted by the Township Board on February 18, 2019. Consensus was to move towards a slightly modified Concept B layout that has all the similar sports fields grouped together. Having similar sports fields grouped together is an efficient use of space, creates easier access for users, is ideal for tournaments, and makes it easier to comply with ADA rules. The Park's Master Plan may take years to accomplish. The Committee realizes it will be expensive, but believes strongly the long-term success of the park depends upon it. Phasing items may shift over time. See the Sports Park Master Plan map on pages 28-29.

Phase 1

- Move sand volleyball courts, add benches, improve drainage
- Construct picnic shelter, add picnic tables & grills
- Expand play area: add play equip., add plaza and walkways and landscaping
- Parking lot improvements, restroom ADA upgrades
- Expand walking trails
- Add basketball courts (2)
- Add splash pad

Phase 2

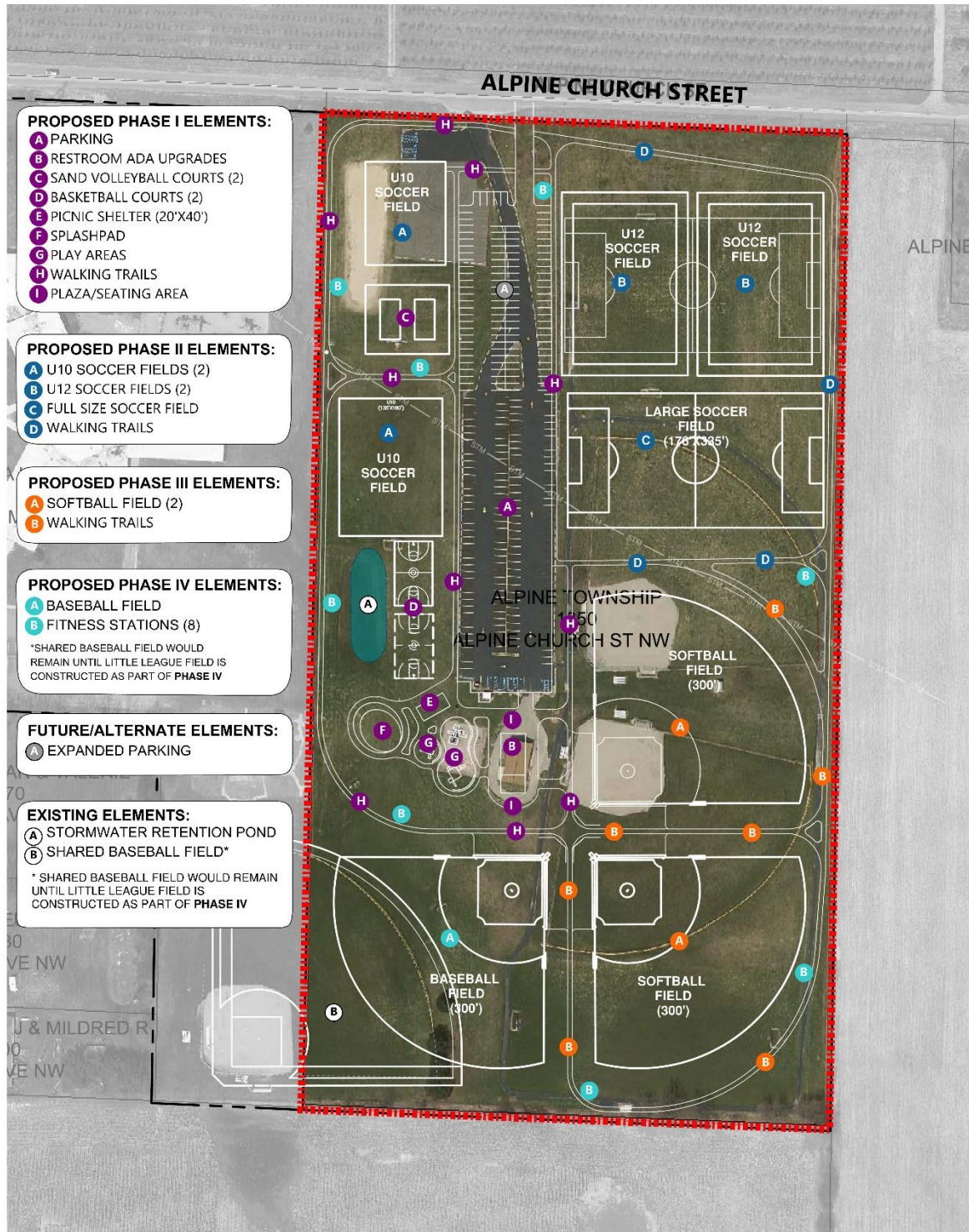
- Northern soccer field: regrade, install irrigation & drainage, reorient & enlarge
- Southern soccer field: remove and replace to the NE corner, irrigate and drain
- Expand walking trails
- Construct 2 U10 soccer fields
- Provide stripes and goals for 2 U12 soccer fields on one adult soccer field

Phase 3

- Remove and replace 2 softball fields to southeast corner
- Add associated walking trails

Phase 4

- Remove and replace baseball field to southwest corner onto Twp. property entirely
- Add fitness stations around walking trails.

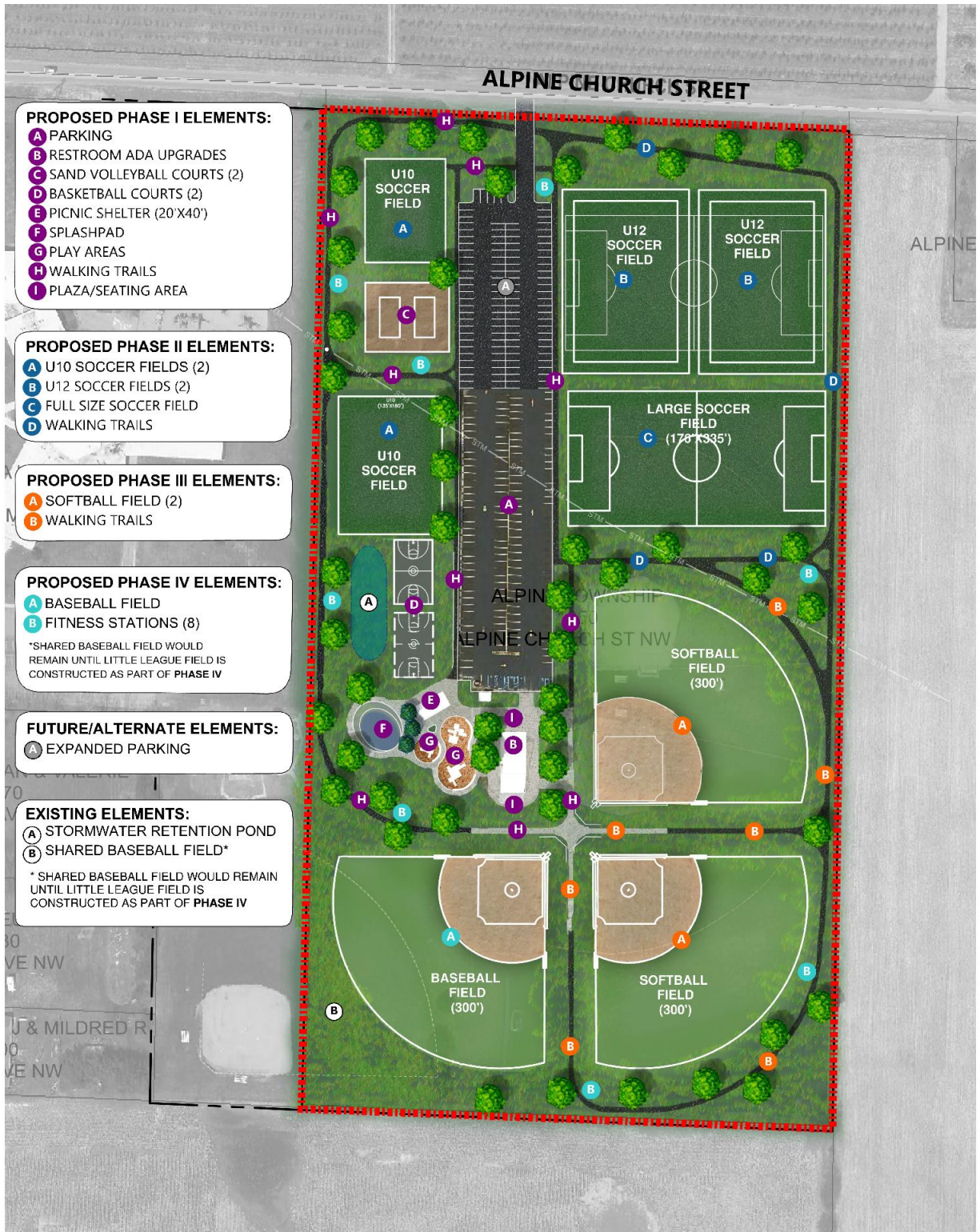


Alpine Sports Complex - MASTER PLAN



Alpine Township, Michigan | April 2019

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Alpine Sports Complex - MASTER PLAN



Alpine Township, Michigan | April 2019

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2016-2022 Community Recreation Plan

- Improve existing recreation facilities within Alpine Township parks (Goal 1, pg. 51)
 - At the Sports Park: improve irrigation and drainage, increase the size of smaller soccer fields, add benches and/or picnic tables near playground or under trees, consider installing a replaceable bag system to be able to change distances between bases, and consider adding fitness stations and widening the walking path, and add additional lighting where appropriate
 - Marry the Township's agricultural heritage with recreation activities (hop farm bike tours, etc.) or through landscaping or public art
- Improve citizen access to pathways and trails that connect neighborhoods and community facilities. Pathways and trails should provide pedestrian friendly access to parks and community facilities (Goal 2, pg. 51)
 - Coordinate with adjoining communities on pathway and trail connections
 - Enhance pedestrian connections to Dwight Lydell Park where possible
 - Make the connector on 4 Mile Road between Alpine and Fruit Ridge Avenues wide enough to accommodate 2-way pedestrian and bicycle traffic.
- Acquire additional land for local park and recreation uses, especially those that contain significant natural features (Goal 3, pg. 51)
 - Consider expanding the Sports Park to accommodate larger soccer fields
 - Strongly consider potential properties that could also provide local or regional storm water management advantages
 - Determine which natural areas are worth targeting for protection and pursue purchasing such property as the property and funding becomes available
- Project #1, Sports Park Facility Improvements in 3 phases (pg. 53)
 - Grading and drainage improvements
 - Add irrigation to several of the playing fields
 - Add additional lighting to the parking lot, concession building, and light a ballfield where appropriate
 - Altering an existing soccer field to full size and the addition of one 3-on-3/practice soccer field on the parkland
 - Improve ADA access and conformance to current use and safety standards
 - Streamline posted signage
 - Add a shelter, picnic tables and grills
 - Add additional playground equipment
 - Add benches near the playground or under shade trees
 - Expand walkways to provide ADA-compliant access to all use areas
 - Add landscape plantings of primarily large trees in green areas and in the proposed picnic area
- Project #2, Land Acquisition of the Mabel Laman Trust Property for a "neighborhood level park" (pg. 55) 13 acres of woods at the end of Westnedge (#41-09-25-177-016)

From the 2016-2022 Community Recreation Plan (pg. 57)

Parks and Recreation Implementation Plan			
Term	Priority #	Project	Potential Funding Sources
Short 1-2 yrs.	1	Alpine Sports Park Improvements: site engineering, topo update/ drainage, new soccer fields, irrigation system	Twp. funds MNRTF Other grants
Medium 3-5 years	2	Alpine Sports Park Improvements: accessibility, signage, picnic areas, lighting, landscaping	Twp. funds MNRTF Private Donations
	3	Alpine Sports Park Improvements: Playground equip., landscaping, walkways	Twp. funds MNRTF & Other Private Donations
Long > 5 yrs.	4	Consider development of Mabel Laman site as a neighborhood park	Twp. funds MNRTF & Other Private Donations
Term	Priority #	Project	Potential Funding Sources
Long	1	Consider expanding the Sports Park to accommodate larger soccer fields	Twp. funds MNRTF & LWCF
	2	Consider purchase of Mabel Laman property for future park development	Twp. funds MNRTF & LWCF
	3	General opportunistic land acquisition(s)	Twp. funds

MNRTF = Michigan Natural Resources Trust Fund

LWCF = Land and Water Conservation Fund

FIRE MILLAGE FUND PROJECTS

Fire Department

Repair, refurbish or replace fire vehicles per the rotation below as needed

Fire Apparatus

Fire Dept. Apparatus	Station Location	Chassis Age	Anticipated Year to Replace	Replacement Value (in 2023 dollars)
Tender #2 HME Pumper/Tender	Station 2	1988	2018	\$525,000
Medic #15 Ford SUV	Station 2	2001	2021	\$85,000
Dept. vehicle(former Medic #1) Ford SUV	Station 1	2014	2024	\$60,000
Engine #3 Spartan Pumper	Station 1	1996	2026	\$725,000
Medic/Brush Truck #3 M Chevy Silverado	Station 3	2020	2030	\$85,000
Engine #10 Spartan CAFS Pumper/Tender	Station 3	2001	2031	\$725,000
Rescue #5 Crimson Heavy Rescue	Station 1	2004	2034	\$575,000
Engine #8 Spencer CAFS Pumper	Station 2	2010	2040	\$725,000
Spec. Ops. 1 & 2 (ATVs & Trailer)	Station 3	2013		
Tender #3 Spartan Tender	Station 3	2014	2044	\$525,000
Engine #1 Rosenbauer Pumper	Station 1	2018	2048	\$725,000
Command vehicle, Chevy Silverado	Station 1	2023	2043	\$85,000
Medic #1 Chevy Silverado	Station 1	2023	2043	\$85,000
Totals (\$200,056 annually for 25 years)			25 years (2023 to 2048)	\$5,450,000

The Township is eligible for a fire vehicle county match in 2029 (every 18 years). The match money is comprised of Township annual dues it pays to the County Fire Commission. Since 2018, the replacement cost estimates for apparatus has really jumped. For instance, the replacement cost for a Tender in 2018 was \$275,000 and \$525,000 in 2023. Large increases are also evident in medic trucks, engines, and heavy rescue apparatus.

Replacement Rotation of Turnout Gear

Turnout gear (helmet, hood, jacket, gloves, pants and boots) must be replaced every 10 years per National Fire Protection Association (NFPA) standards. The figures below assume 30 sets of new turn out gear will need to be purchased in 2025.

Cost per turnout gear set (2015 dollars)	= \$2,690
Cost of 30 sets of turnout gear	= \$80,700
Total cost divided by 10 years	= \$8,070
Add 4% annual cost increases	
Total anticipated cost in 2025 to purchase 30 sets	= \$96,886
Divide by 10 years	
Annually set aside \$9,690 for turnout gear replacement cost (rounded up)	

Replacement Rotation of S.C.B.A (Self-Contained Breathing Apparatus)

Self-contained breathing apparatus (SCBA) consists of a facemask, backpack and bottle and must be replaced every 15 years per National Fire Protection Association (NFPA) standards. New SCBA equipment was purchased in 2015 for all 30 firefighters.

SCBA	2015 Cost per unit	2015 Total Cost
24 Backpack/2-Bottle/Face piece Combinations (not 30 combinations because 24 is the anticipated maximum number of firefighters at a fire scene)	\$5,240	\$125,760
10 Face pieces (7 face pieces for the remaining firefighters plus 3 spares in small, medium and large each)	\$570	\$5,700
4 Spare Battery Packs	\$182	\$728
3 RIT-PAK (Rapid Intervention Team pack; which is an emergency auxiliary breathing pack)	\$3,000	\$9,000
Total Cost		\$141,188

Cost of SCBA equipment replacement = \$141,188

Total cost divided by 15 years = \$9,412

Add 4% annual cost increases

Total anticipated cost in 2030 to purchase new SCBA = \$188,473

Divide by 15 years

Annually set aside \$12,570 for SCBA replacement cost (rounded up)

WATER FUND PROJECTS

Plainfield Charter Township maintains the water lines within Alpine Township. Alpine Township's responsibility is to assist in planning for system capacity. The following information was derived from the original Alpine Township CIP and the 2021 Water System Capital Improvements Plan.

Westgate Elevated Water Tank. The plan is to rehab or replace the existing 200,000-gallon tank with a new 500,000 gallon tank at the new location in 2025.

Westgate and Stowell Terrace Neighborhoods. There are plans in place to continue to replace remaining cast iron mains in both of these neighborhoods. Water main replacements within the Westgate subdivision are planned in 5 phases in years 2022, 2024, 2028, 2036 and 2037. Stowell Terrace neighborhood water main replacements are planned for 2025 and 2027.

East / West Water Main Loops. Alpine Township constructed a water main to Kenowa Hills Middle and High School buildings and Alpine Meadows Mobile Home Park in 1997. The Township Engineers have indicated that additional looping needs to be undertaken along this long main on 4 Mile Road to improve fire flow safety and overall efficiency of the system. Loops along Alpine Church Street to Bristol and/or Baumhoff Avenues have been master planned. A loop to Baumhoff Avenue would also bring public water to Alpine Elementary School, which is a need that Kenowa Hills Public School District Administration has cited. Some of these loops may be developer driven.

Marway Plat. In 1999, Alpine Township's Engineers completed a survey and study to submit a request for funding a water and sewer project to Marway Plat. This study was undertaken after the Township received petitions from residents in the area and, with the cooperation of Kent County Health Department, recognized a high number of failed septic systems and/or drain fields within the last twenty years of the plat's existence. The Township initiated the study to determine the eligibility for a project here using low interest funding from the State Revolving Fund. (2-3% loan funds) Since the State has had a high need for low interest funding in urban areas where sewer and water systems need complete reconstruction, the project was not a high priority. Although there are some instances of high nitrate levels in random sampling of homes and the creek in that area, it is not at a critical point of action or condemnation. The Township will need to continue monitoring this area for future needs.

SEWER FUND PROJECTS

Alpine Township owns all of the sanitary sewer lines within Alpine Township. The North Kent Sewer Authority, which Alpine Township is a part of, owns the common large sewer mains; however, none lie within Alpine Township. It is the Township's responsibility to plan for system capacity and improvements.

The Township entered a 10-year contract beginning October 1, 2012 with the North Kent Sewer Authority to maintain the North Kent Sewer System. The following information was derived from the original Alpine Township CIP and meetings with the North Kent Sewer Authority staff and Township Engineers (last updated in 2019).

Asset Management Plan.

In May 2017, the Township completed an asset management and financial plans for the Township's sewer system. The asset management and financial plans have been used to develop an annual sewer system Operation & Maintenance budget, set user rate charges and to create a detailed capital improvement plan for the sewer system. The initial focus of the capital improvement plan will be reducing major sources of Infiltration and inflow.

Manhole Rehabilitation (Lining). Based on age and location, there may be manholes that have reached critical age and/or condition. Preventive action may be required to help reduce inflow and infiltration.

Other Recommendations:

- Clean mains on a 5-year cycle and televise mains on a regular cycle.
- Work with Alpine Meadows Mobile Home Park to identify and eliminate infiltration and inflow. (In process since 2017)
- Remove brush from sewer easements on a regular 5-year cyclical basis for ease of sewer main access and maintenance. (Trees and brush were removed in 2012 over the York Creek and Strawberry Creek trunk mains and the Mill Creek trunk main south of 6 Mile Road; it is critical to maintain a clear working path over these sewers).
- Replace clay pipe, especially pipe that sits in wet conditions

Marway Plat. In 1999, Alpine Township's Engineers completed a survey and study to submit a request for funding a water and sewer project to Marway Plat. This study was undertaken after the Township received petitions from residents in the area and, with the cooperation of Kent County Health Department, recognized a high number of failed septic systems and/or drain fields within the last twenty years of the plat's existence. The Township initiated the study to determine the eligibility for a project here using low interest funding from the State Revolving Fund. (2-3% loan funds) Since the State has had a high need for low interest funding in urban areas where sewer and water systems need complete reconstruction, the project was not a high priority. Although there are some instances of high nitrate levels in random sampling of homes and the creek in that area, it is not at a critical point of action or condemnation. The Township will need to continue monitoring this area for future needs.

A note about Future Development. Since the Township has such heavy clay soils, the number of traditional septic systems within a given area directly impacts our density and growth. Based on our current Master Plan and potential buildout, the Township cannot extend sewer to other areas of the Township without building trunk lines to accommodate the increased flow that would be generated by allowing more development and sewer connections. In addition, there are sewer service district limits set in the Township.

APPENDIX B

INVENTORY OF ALPINE TWP. FACILITIES AND CAPITAL ASSETS

The following inventory includes items that were observed in need of repair and capital improvement items that are desired / needed in the future. In subsequent years of the Capital Improvements Plan, the following inventory is expected to become more comprehensive and include scheduled replacement rotations of assets. As a result of the inspections, a separate listing of needed repair items that are not capital improvements was generated and shared with appropriate staff.

Alpine Township Center (Township Offices and District Library)

Inspected 4/6/23 by Planning Director and Twp. Maintenance Person

- Building reconstructed in 1997
- Concrete in front of library door heaving & missing concrete. Twp. west door heaving
- Fix potholes and restripe parking lot. Per Supervisor, couple years more of patching & saving money to install catch basins and redo entire parking lot (2024/2025). Included in discussion of expanding the library.
- Replace furnaces and AC units on a rotation, 4 of the 10 furnaces and 4 of the 9 AC units have been replaced so far
- Replace broken electrical outlets in the east offices, may involve replacing entire wall panels as the outlets are integrated into the panels.
- Refresh/update the landscaping, plant two new trees on north side, 2 in the front
- Plant one shade tree next to patio and remove all the weeds and upgrade landscaping around patio
- Cut back the ivy on the north side of the build (treat as an invasive species and dispose in dumpster) and tame the vinca vine groundcover south of west door
- General heavy duty weed control
- Exhaust mufflers on generator will need to be repaired, new generator may be needed
- Ask the Post Office to paint the blue mailboxes
- Add heat to the library bathrooms (there are no heat registers). HVAC work needed
- Stain patio benches and picnic table by storm pond
- Put LED wall packs on the east and west walls to light the parking lots, or change the bulbs in the parking lot lights. Parking lots have a lot of dark areas now.
- New blinds in the building
- Need no-parking sign in front of the bike rack
- Carpet cleaning in the library
- Re-attach the toilet paper holder in the library men's bathroom
- HVAC ducts cleaned
- Dead bugs in women's restroom ceiling light

- Twp. Utility Truck (former Brush Truck #6) 1994 Ford F250 at Fire Sta. #3 in winter
- New roof in 201___, new AED 2022

Township Technical Equipment & Software

Inventory updated by Planning Director 4/5/22

- Replace servers every 3 to 5 years. Life expectancy of a printer is 5 years.
- Copy machine purchased in 2018
- New phones and system 2021
- New larger server installed April 2022

Fire Station #1:

- Building built in 2022
- Community room table and chair storage room paint touch up

Fire Station #2

Inspected 4/4/23 by Planning Director and Twp. Maintenance Person

- Building built in 1970
- Paint metal exterior person door and two larger overhead doors
- Add cap to 8-inch chimney stack
- Replace emergency light in back hall (ideally replace other one too)
- New paint (walls, floor & ceiling) and lighting for two large bays
- Safety reverse switches for two large bay doors
- Remove basketball backboard
- Eventually replace windows in office portion of building
- Dead bugs in ceiling light fixture in bathroom hallway
- Replace damaged ceiling tiles in bathroom hallway
- Four ceiling lights burned out in two large bays, 6-foot tubes
- Trim evergreen tree at SE corner away from the brick
- Outdoor rear faucet handle broken; however, don't really need
- Need new laminated KCRC map, 3x3 water map too
- New roof installed 2017

Fire Station #3

Inspected 4/4/23 by Planning Director and Twp. Maintenance Person

- Building built in 2001
- Parking lot cracks need to be sealed and restriped
- Adjust irrigation head so it doesn't hit generator and continue to rust it out
- Twp. emblem on sign worn off, fix
- Replace all 12 bathroom ceiling tiles, all are yellow
- Bugs in ceiling light fixture by the outside door
- Vacuum out ceiling vent in meeting room and both bathrooms
- Replace ceiling light fixtures with LED fixtures
- "Old English" the scratches in the doors to the table/chair closet
- Replace kitchen cupboard corner bumpers with new silicone or felt ones

- Star-nose mole problem
- Repaint yellow stripe along top of concrete step in bay
- Paint all exterior person doors
- Paint all 7 interior steel doors
- Eventually needs new chairs and tables in gray tones to coordinate with carpet
- Need new laminated KCRC map, 3x3 water map too
- Interior painted in 2016, new bay heater 2017, new stove and frig spring 2022, new roof 2022, new meeting room carpet 2023, new AED installed 2022

Fire Department Equipment:

- According to the Fire Chief, fire vehicles typically last 20-25 years based on usage. Alpine Township has 12 fire vehicles.
- Turn-out gear (helmet, hood, jacket, gloves, pants and boots) must be replaced every 10 years per National Fire Protection Association (NFPA) standards.
- S.C.B.A. (self-contained breathing apparatus consisting of a facemask, backpack and bottle) must be replaced every 15 years per National Fire Protection Association (NFPA) standards.

Community Center (Community Room and Historic Committee Offices)

Inspected 4/4/23 by Planning Director and Twp. Maintenance Person

- Building built as Wheeler School in 1957
- Fix concrete sill on window that is pulling away from the building
- Exterior wall sign needed
- Replace avocado stackable chairs with dark gray ones (have light gray tables)
- Replace two ceiling tiles in Historical Office that holes in them
- Replace both bathroom faucets
- Replace all five exterior lights with LED fixtures
- Replace exterior light fixture timer
- Clean dead bugs out of ceiling lights
- Paint interior steel doors if not included in remodel
- Restripe parking lot
- Kill weeds in horseshoe pits, add sand if necessary
- Paint horseshoe post numbers
- Trim tree
- Investigate lack of heat in Women's bathroom issue
- Paint hall coatrack gray to match new color scheme
- Community room in 2023 new carpet (previous 2013), vinyl flooring, cupboards, countertop, frig, stove, paint, ceiling tiles, LED light fixtures, new AED 2022

Storage Building

Inspected 4/4/23 by Planning Director and Twp. Maintenance Person

- Building built 2018
- Install window display backdrops (black curtains)
- Professionally caulk / foam seams of building to keep flies out. Install fly tape
- Fire extinguisher from old Fire Station #3 is here and has not been tested

Historical Museum

Inspected 4/4/23 by Planning Director and Twp. Maintenance Person

- Building built 1860
- Survey and permanently mark lot lines with fencing to prevent encroachments
- Restripe parking lot
- Restroom faucet needs an aerator
- Replace exterior light over back door with LED fixture
- Replace entryway and restroom flooring, rip out old flooring first
- Replace entryway and bathroom lights with an LED fixtures
- New roof in 2016, vinyl siding 2021, new interior paint 2022

Township Sports Park

Inspected 4/6/23 by Planning Director and Twp. Maintenance Person

- For fence separating field and school grounds, regrade and seed as needed after pavement goes in
- Need replacement security cameras. Need internet service for cameras.
- Patch and crack seal the walking path
- Add second bench at playground
- Pressure wash the base of the building
- Repaint building to match new picnic shelter
- New epoxy needed on the floors of the both bathrooms
- Men's bathroom fan not working
- One new ADA parking sign needed
- Weed killing on infield of shared ball diamond needed
- Sand and paint the soccer goal posts
- Remove blue barrels from behind building (recycle or use elsewhere)
- South soccer field, west end zone sinking
- South soccer field, put cookies under rear bleacher supports
- Move and reconfigure Volleyball court
- New wood and stain for all benches along walking trail, reset the bench closest to Alpine Church Street and at the SE corner to level. Or replace with plastic "wood" slats
- Stain all wood dugout benches
- Replace dying trees along pathway. New landscaping throughout Park.
- Domed catch basin cover missing at SE corner of site, replace castings others so can mow over them
- There are playground equipment parts that need replacing by the manufacturer. Playground safety items in June 2013 Progressive AE report have been addressed, improved accessibility items have not.
- New sign for new name of park
- Add woodchips around trees and signs. Rake woodchips under swings.
- Repair damaged cabinet shelves in the concession stand
- New roof in 2016, parking lot repaved 2022, new picnic shelter and pickleball courts 2023

Westgate Neighborhood Park

Park inspected 4/6/23 by Planning Director and Twp. Maintenance Person

- Restripe parking lot
- Need new path millings in spots
- Need 3 replacement cameras installed
- Stain picnic tables
- Pressure wash playground equipment and base of building
- Paint the exterior of the building in the near future
- Install 8 x 18-foot painted marine plywood tennis backstop on the fence for solo tennis practice (check size against other tennis facilities)
- Tennis nets should be stored inside in the winter
- Tennis courts must be resurfaced every 10 to 15 years. For planning purposes, the 2013 surfacing cost was \$8,300 and the 2021 resurfacing cost was \$_____

Alpine Center Cemetery

Inspected 4/4/23 by Planning Director and Twp. Maintenance Person

- Clean out squirrel leavings and repair squirrel damage to building
- Paint cemetery building or put siding on it
- Survey the cemetery
- Professionally fix broken headstones and tip up ones that have fallen over

Englishville Cemetery

Inspected 4/4/23 by Planning Director and Twp. Maintenance Person

- Gravel needed on entire drive
- Trash bin with lid needed, tie to tree so it doesn't blow away
- Trim tree located near northwest corner at the bend in the driveway
- Scrub lichen off sign with brush (not pressure washer), paint white background as necessary
- Professionally fix broken headstones and tip up ones that have fallen over

Pine Grove Cemetery

Inspected 4/4/23 by Planning Director and Twp. Maintenance Person

- Building built prior to 1984 per aerial photos
- Repair leaks in metal roof if possible, replace roof if not possible
- Gravel needed on entire drive, but especially in the rear muddy areas
- New fencing needed around "veteran square"/ flag pole.
- Additional survey work is needed to open a new section of the cemetery
- Professionally fix broken headstones and tip up ones that have fallen over
- Dispose of the old table saw
- Fire extinguisher hasn't been inspected since 2017
- Bend entrance sign back flat again
- Erect two posts with cable across it to prevent yard waste dumping
- Figure out a better scenario for trash management

Saur-Cross Cemetery

Inspected 4/4/23 by Planning Director and Twp. Maintenance Person

- Power wash cemetery fence and trim bottom off so mower doesn't hit it

Local Public Roads

- Alpine Township is responsible for 50% of the maintenance costs associated with 67 miles of paved local public roads.
- According to the most recent PASER road conditions survey (2022), most local roads in Alpine Township are in poor to fair condition.
- The recommendation is to continue a multi-year plan to mill and fill all 7.8 miles of streets in the Westgate neighborhood. To be coordinated with any needed utility repairs or replacement.

Public Sidewalks

- Public sidewalks inspected in the summers 2018-2020 by Building & Planning Assistant. One contract to fix the various minor issues needs to be drafted for repair as an option for property owners if they chose not to have their own contractor do the work.

APPENDIX C

ADOPTION INFORMATION

ALPINE TOWNSHIP
KENT COUNTY, MICHIGAN
RESOLUTION #23-06

**A RESOLUTION TO ADOPT THE
ALPINE TOWNSHIP CAPITAL IMPROVEMENT PLAN, 2023-2029**

WHEREAS, the Michigan Planning Enabling Act, Public Act 33, of the Michigan Public Acts of 2008, as amended, requires the Planning Commission to annually prepare a capital improvement plan of public structures and improvements in the township, in general order of their priority, that will be needed or desired and can be undertaken within the next 6 years; and

WHEREAS, the Planning Commission has prepared such a plan, including tables and descriptive matter dated June 2023; and

WHEREAS, in the preparation of the Capital Improvements Plan, the Planning Commission has made careful comprehensive studies and analyses of present conditions and future needs of the township; and

WHEREAS, the Planning Commission, on June 15, 2023 held a public hearing; and

WHEREAS, the Planning Commission has considered all comments at the public hearing and discussed in detail each concern raised by the public; and

WHEREAS, the Planning Commission unanimously recommended approval of the *Alpine Township Capital Improvements Plan, 2023-2029* at their June 15, 2023 meeting.

NOW THEREFORE BE IT RESOLVED THAT, the Board of Trustees of Alpine Township, Kent County, Michigan hereby adopts the *Alpine Township Capital Improvements Plan, 2023-2029*, dated June 2023, in its entirety.

BE IT FURTHER RESOLVED THAT the Board of Trustees of Alpine Township, Kent County, Michigan hereby commits monies (\$72,260) from the Fire Millage Fund (Fund #206) for the capital improvement projects as outlined in the document and commits monies (\$610,000) from the General Fund's unassigned Fund Balance for the capital improvement projects as outlined in the document.

At a regular meeting of the Alpine Township Board of Trustees held on Monday, June 19, 2023, a motion was offered by Schweitzer, supported by Cordes, to approve the foregoing resolution.

AYE: Scheidel, Cordes, Symko, Madura, Alt, Schweitzer
NAY: None
ABSENT: Wahlfield


Emily Symko, Clerk

RESOLUTION #23-06 WAS DECLARED ADOPTED.

I hereby certify the above to be a true copy of the Resolution #23-06 adopted by the Alpine Township Board at a regular meeting held at the Alpine Township Hall on Monday, June 19, 2023 pursuant to the required statutory procedures.

Dated: June 19, 2023


Emily Symko
Alpine Township Clerk