



2020-2026

Alpine Township Capital Improvements Plan



Adopted by
Alpine Township Board
September ???, 2020

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2020 EXECUTIVE SUMMARY

2020 CAPITAL IMPROVEMENT PLAN COMMITTEE

Ron Cordes, Planning Commission	Lisa Frizzell, Planning Commission
Mike O'Malley, Planning Commission	Chuck Jakems, Planning Commission
Luke Arends, Planning Commission	Dawn Swafford, Planning Commission
	Steve Thome, Planning Commission

2019 CIP Project Updates:

- Lamoreaux and Netherfield sanitary sewer replacement: Completed
- Roadwork: Completed \$252,500 Twp. share per work orders and funds from Annual Budget. Walker (5 to 6 Mile), Brandywyne, Woodrush Dr. and Woodrush Ct.
- New Fire Station #1: Monies have been spent for architectural and civil plans
- Replace Medic #7 & Brush Truck #6: Completed.
- Sports Complex repairs and upgrades: The applied for two recreation grants were not awarded. Minor repairs were completed
- Demolish Former Fire Sta. #3: Completed

General Fund Revenues and Expenses:

- Taxable values on properties increased about 3.35% from last year, thus tax income has increased slightly. Beginning in 2016, Eligible Manufacturing Personal Property (EMPP) will be exempt from property taxes. In February 2020 the Township received \$14,755 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 annually, but the formula for calculating the amount will also change annually...presumably downward.
- State revenue sharing was projected to be approximately \$1,221,750 for Twp. FY 2020-2021; which does not reflect the impact of the COVID-19 pandemic on Michigan's economy. At the time of this writing, the Township Supervisor expects a negative impact of \$300K so that revenue would be approximately \$921,750.
- Through the *City, Village and Township Revenue Sharing* (CVTRS) program (formerly statutory revenue sharing), it is currently projected that the Township will receive approximately \$48,332 during FY 2020-2021. This number does not reflect any pandemic impacts that may occur.
- 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, 2019.

Fund Balance of the General Fund:

Per the audit, the unassigned fund balance within the General Fund as of June 30, 2019 was \$2,413,627 (page 5 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 \$2,262,580 (July 2019). That way, the Township is ensuring six months of operating expenses is available at all times. Six months of operating expenses is \$1,263,500 for the adopted 2020-2021 Annual Budget of \$2,527,000.

Unassigned fund balance (General Fund):	\$2,262,580
Minus 6 months operating expenses:	<u>-\$1,263,500</u>
	= \$ 999,080

\$999,080 is unassigned fund balance available (based upon projected revenues and expenses) for capital improvement projects or for any other purpose the Twp. Board desires.

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. Sewer rates were held at \$85 per REU for 2020

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 from the Fund Balance of the General Fund and prior to spending. The Township Board has previously committed (i.e. *internally restricted*) monies for the capital projects identified with 400 series Fund numbers seen in the table on a subsequent 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.

All other capital improvement projects will continue to be funded from Fund Balance monies of the General Fund. 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 four 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.

Fund #230	York Creek Drainage District per acre fee
Fund #231	Meijer/Wendy's Service Drive SAD
Fund #232	Fire Department Donations
Fund #233	Historical Committee Donations
Fund #234	Farmland Preservation

- 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 August 3, 2020	Additional \$ Proposed	Totals
411	Fire Truck Replace - County	198,586	<i>*plus \$50,000 in FY 20-21 annual budget</i>	
414	Fire Dept. SCBA and Turnout Gear	87,645	<i>*\$22,260 in FY20-21 annual budget</i>	109,905
430	Site Acquisitions	157,075		
431	Building/Land Improvements	97,894		
432	Equipment Needs	53,326		
433	Sidewalks, Roads & Storm Water Mgmt.	915,564		
436	Twp. Center storm water & sidewalk	52,447		
440	Cemetery Improvements	24,200		
445	Recreation Capital Outlay	172,000		
446	Recreation Matching Grant Funds	20,000		
460	Historical Capital Outlay	0		
470	Library Expansion	44,000		
	Totals	1,822,737		

NOTES: * These monies are temporarily accounted for in the annual budget and will be moved to these respective 400 series Fund numbers before the end of the fiscal year June 30th. The Clerk recommends these monies be moved into the CIP in **March** of each year so planning for the new annual budget is cleaner.

** 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.

PROPOSED 2020-2021 CAPITAL IMPROVEMENT PROJECTS

Project	Rank	Estimated Cost	Funding Source
Design work for replacing sewer in 6 Mile, Fruit Ridge lift station upgrades & tree clearing in Sec. 24	A	320,000	Fund #571 Sanitary Sewer
Roadwork: 4 Mile sidewalk, Westfield, 5 Mile, Baumhoff, Clark St. Alpenhorn Dr.	A	395,000	Fund #433 Sidewalks, Roads & SW & \$116K from Annual Budget
New bridge to Twp. Offices	A	25,000	Fund #433 Sidewalk, Roads & SW and KCRC contribution
Repair wood and repaint the Museum	A	30,000+	Fund #431 Building/Land Improvements
New Fire Station #1	A	3,509,000	Nov. 2020 millage request
Sports Complex repairs and upgrades	B	Various options	Fund #445 Recreation Capital Outlay
Survey work and Pine Grove & Alpine Center Cemeteries	B	unknown	Fund #440 Cemetery Improvements
Total Cost			\$4,279,000 and unknown

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.

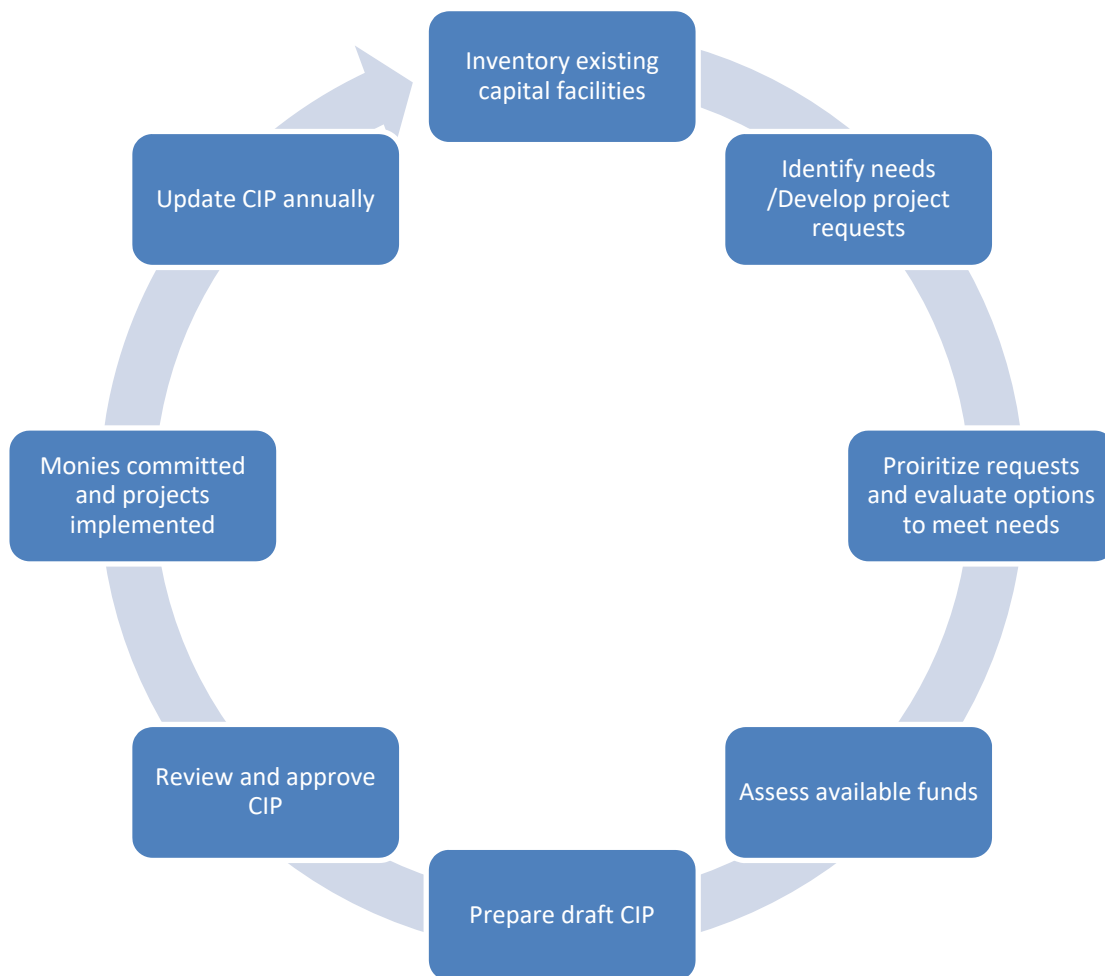
RELATIONSHIP BETWEEN THE CIP AND THE ANNUAL BUDGET

Funding for CIP projects primarily comes from the 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 and 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.

In subsequent years of the Capital Improvements Plan, 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 will be reviewed.

ALPINE TWP'S GOVERNMENTAL FUNDS

The Township has three governmental funds: General 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.

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. The Township Board has previously 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.

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.

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 four Special Revenue Funds for *externally restricted* monies the Township receives for a specific purpose.

Fund #230	York Creek Drainage District per acre fee
Fund #231	Meijer/Wendy's Service Drive SAD
Fund #232	Fire Department Donations
Fund #233	Historical Committee Donations

CHAPTER 3
PLANNED CAPITAL IMPROVEMENTS

CAPITAL IMPROVEMENT PROJECTS BY CATEGORY, 2020-2026

CAPITAL PROJECT FUNDS

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

Capital Improvement Projects by Category, 2020-2026	Comments	Rank	Estimated Project Cost	Twp. Funds Committed as 8-31-20	Other Funds	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
Fire Truck Replacement - County match vehicle				198,586							
Tender #2 HME Pumper/Tender ('88) replace 2018 \$275,000 Medic #15 Ford SUV ('01) replace 2021 \$52,000 Medic #1 Ford SUV ('14) replace 2024 \$52,000 Engine #3 Spartan Pumper ('96) replace 2026 \$460,000 Medic/Brush Truck #3 Chevy SUV ('20) replace 2030 \$65,000 Engine #10 Spartan CAFS Pumper/Tender ('01) replace 2031 \$500,000 Rescue #5 Crimson Heavy Rescue ('04) replace 2034 \$300,000 Engine #8 Spencer CAFS Pumper ('10) replace 2040 \$500,000 Tender #3 Spartan tender ('14) replace 2044 \$275,000 Engine #1 Rosenbauer Pumper ('18) replace 2048 \$460,000 <i>Represents 2018 estimated prices and excludes County's contribution on one vehicle every 18 years For a total of \$2,939,000 over the 30 years = \$98,000 annually</i>	Traditionally Twp. sets \$ aside in the annual budget for county match. TB (with FD input) to decide order of vehicle replacement. Monies yearly set aside in annual budget, move to #411 in March of FY	B	\$98,000 would have to be set aside annually for the next 30 years to cover this list		Twp. rotation for county match in 2029. Est. 165,000	50,000	50,000	50,000	50,000	50,000	50,000
Fire Dept. SCBA and Turnout Gear				87,645							
Firefighter turnout gear replacement, 30 sets	9,700 yearly set aside in annual budget, move to #414 in March of FY	A	96,886 in FY25-26		Covered in annual budget	Covered	Covered	Covered	Covered	Covered	Covered
SCBA replacement (self-contained breathing apparatus)	12,560 yearly set aside in annual budget, move to #414 in March of FY	A	188,473 in FY30-31		Covered in annual budget	Covered	Covered	Covered	Covered	Covered	Covered
Site Acquisitions				157,075							
Consider expanding the Sports Complex 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				97,894							
Establish a new Fire Station #1		A	3,509,000								
Create gateway treatments identifying the Township (2015 Master Plan Update, Goal 8, Obj. 7)		B									
Repair wood and repaint Historical Museum		A	20,000 repair + 10,000 paint								
Possibly extend headwalls of bridge at Twp. Center (i.e. expand bridge width for 2-way traffic)	Evaluate by traffic eng.	D									
Remodel Kitchen and new carpet at Community Center		D									
Equipment Needs				53,326							
Compile and Codify all Township general ordinances (not a fixed asset)		B	6 to 16,000								
Replace office equipment on a rotation basis (phones, computers, software, printers, copy machine, voting machines, etc.)		B	37,000 phones								
Work towards digital scanning and storage of Twp. documents (not a fixed asset)		C									

Capital Improvement Projects by Category, 2020-2026 • Page 2	Comments	Rank	Estimated Project Cost	Twp. Funds Committed	Other Funds	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
Sidewalks, Roads and Storm Water Management				915,564* Fund #433							
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 in Westgate & others as needed	A	465,000 Westgate Rds (Twp. costs at 2017 rates)	*These funds are in addition to the monies in the annual budget	County match		130,000	130,000	130,000	130,000	130,000
New bridge to Township Offices	KCRC and others too	A	25,000		KCRC						
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									
Sidewalk north side of 4 Mile from Hachmuth to Yorkland Dr.		C									
Sidewalk north side of Lamoreaux from Alpine to Westgate		C	180,000								
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									
Township Center Storm Water & Sidewalk				52,447 Fund #436							
Refresh landscaping around rear and side of Township office building		B									
Cemetery Improvements				24,200 Fund #440							
Re-gravel roads in Englishville and Pine Grove cemeteries		A									
Survey Pine Grove Cemetery to open new section for graves & survey Alpine Center Cemetery		B									
Recreation Capital Outlay				172,000 Fund #445							
Sports Complex: Play Area: expand, add play equip. & surface, plaza & walkways, and landscaping	Phase 1	B	239,239								
Sports Complex: Picnic Shelter, tables and grills	Phase 1	B	69,744								
Sports Complex: Move volleyball courts, add benches, improve drainage	Phase 1	C									
Sports Complex: Basketball Court	Phase 1	C	39,496								
Sports Complex: Parking lot improvements, restroom upgrades	Phase 1	C									
Sports Complex: Add splash pad	Phase 1	B									
Sports Complex: Northern soccer field: regrade, install irrigation and drainage, reorient & enlarge	Phase 2	C	454,677								
Sports Complex: Exercise Stations	Phase 4	C	46,450								
Sports Complex: Walking Path extensions	All Phases	C	139,503								
Sports Complex: Move U10 soccer north, move/realign all diamonds south, move 2 nd adult soccer north	Phases 2-4	C									
Recreation Matching Grant Funds				20,000 Fund #446							
Historic Capital Outlay				0 Fund #460							
Library Expansion				44,000 Fund #470							
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

**CAPITAL IMPROVEMENT PROJECTS, 2020-2026
WATER FUND #401**

The total Water Fund balance as of May 4, 2020 is \$376,557

Estimated Available Funding (from Water Fund Balance)

Water Fund	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26

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 2017, 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 water expenses Alpine Township incurs. In 2017, the Twp. paid \$20,353 for the hydrant assessment to Plainfield Township.

Plainfield Charter Township is financially responsible for future water capital improvements. Plainfield Charter Township will be completing an asset management plan of the entire water system in the spring of 2018. New priorities for the system are anticipated at that time.

Water Fund projects

Project	Estimated Project Cost	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Twp. Funding	Funding Source
Westgate water main replacement								0	Plainfield Twp. in 2025

**CAPITAL IMPROVEMENT PROJECTS, 2020-2026
SEWER FUND #571**

The total Sewer Fund balance as of May 4, 2020 is \$4,587,781. 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 2020 quarterly sewer rate is \$85 per R.E.U. and is set to rise \$0.50 annually beginning in 2022 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

Project	Estimated Project Cost	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26
6 Mile Road (2030 LF 8” sanitary) Alpine to Rusche	895,500*	\$70,000 for design work in 2021	\$1,000,000 for work in 2022 w/ KCRC resurface				
Electric system upgrade and wet well upgrade in the Fruit Ridge lift station (bid remaining construction work)		\$200,000 in 2020					
Mill Creek Trunk between 6 and 7 Mile Roads 8150 LF 15” sanitary trunkline and 28 manholes							
1. Clear trees (bid out work)		\$50,000 in 2020/21					
2. Televising missing 1,767 LF section		\$4,500 NKSA budget					
3. Review tapes, easement/title work		NKSA budget					
4. Repair or replace (bid out work)			Unknown, Year TBD				
Brambleberry Dr. backyards, line or replace 1810 LF 8” clay sanitary (bid out work) Approximately 900 LF needs lining at approx. \$60/LF					\$120,000 full lining, Year TBD		

2016 Cost estimate for full replacement costs

APPENDIX A

DESCRIPTIONS OF CAPITAL IMPROVEMENT REQUESTS

2014 COMMUNITY SURVEY RESULTS

As part of the 2015 Master Plan Update process, approximately 200 people responded to the community survey. 83% of respondents were homeowners and 54% of respondents had lived in the Township for greater than 25 years. 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 in the Township. Of the public services listed, by far the most dissatisfaction (30%) was expressed regarding road maintenance and repair.
- 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. The following were the significant responses related to capital improvements:

Supported Initiative	Percentage of respondents willing to pay additional taxes for the initiative.
Improve existing parks	52%
Additional road maintenance	55%

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

Business and Development. There were a great 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: Need for road maintenance in Westgate subdivision, more parallel service drives to Alpine Avenue, more sidewalks, and congestion mitigation on Alpine Ave. (M-37).

For more details, see the *2014 Community Survey Results Summary* within the *2015 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. The listed projects are non-water and non-sanitary sewer projects.

GENERAL 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

- Establish a new Fire Station #1
- 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 the size of one of the soccer fields at the Sports Complex to adult regulation size.

Building Official and Planning Director

- Have all Township general ordinances compiled and codified by a company specializing in that type of work. (not a fixed asset)
- Work towards digital scanning and storage of documents (not a fixed asset)
- New phone system

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

- Nothing specific

Recreation Committee

- Part-time Parks Director (not a CIP item)

Sports Complex Improvements (Master Plan that may take years to accomplish. 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 Complex Master Plan map on page 28.

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.

Fire Department

In order of importance per the Fire Chief

- New Fire Station #1
- 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 2018 dollars)
Twp. Utility Truck (<i>former Brush Truck #6</i>)	Station 3	1994	NA	
Tender #2 HME Pumper/Tender	Station 2	1988	2018	\$275,000
Medic #15 Ford SUV	Station 2	2001	2021	\$52,000
Medic #1 Ford SUV	Station 1	2014	2024	\$52,000
Engine #3 Spartan Pumper	Station 1	1996	2026	\$460,000
Engine #10 Spartan CAFS Pumper/Tender	Station 3	2001	2031	\$500,000
Rescue #5 Crimson Heavy Rescue	Station 1	2004	2034	\$300,000
Engine #8 Spencer CAFS Pumper	Station 2	2010	2040	\$500,000
Spec. Ops. 1 & 2 (ATVs & Trailer)	Station 3	2013		
Tender #3 Spartan Tender	Station 3	2014	2044	\$275,000
Engine #1 Rosenbauer Pumper	Station 1	2018	2048	\$460,000
Medic/Brush Truck #3 M Chevy Silverado	Station 3	2020	2030	\$65,000
Totals (\$98,000 annually for 30 years)			30 years	\$2,939,000

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.

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)

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 2020 construction season, the Township will have milled and filled 4.7 miles of the 7.8 miles of road in Westgate. At the 2017 rate of \$300,000 a mile to mill and fill a road, the cost for the remaining 3.1 miles would be \$930,000.

Without providing road maintenance to any other local public roads and maintaining the current Township budget rate of \$100,000 annually for road maintenance, it will take 5 years to mill and fill the remaining roads in the Westgate neighborhood. Milling and filling lasts about 20-25 years.

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.

2016-2022 Community Recreation Plan

Improve existing recreation facilities within Alpine Township parks (Goal 1, pg 51)

At the Sports Complex: 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
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

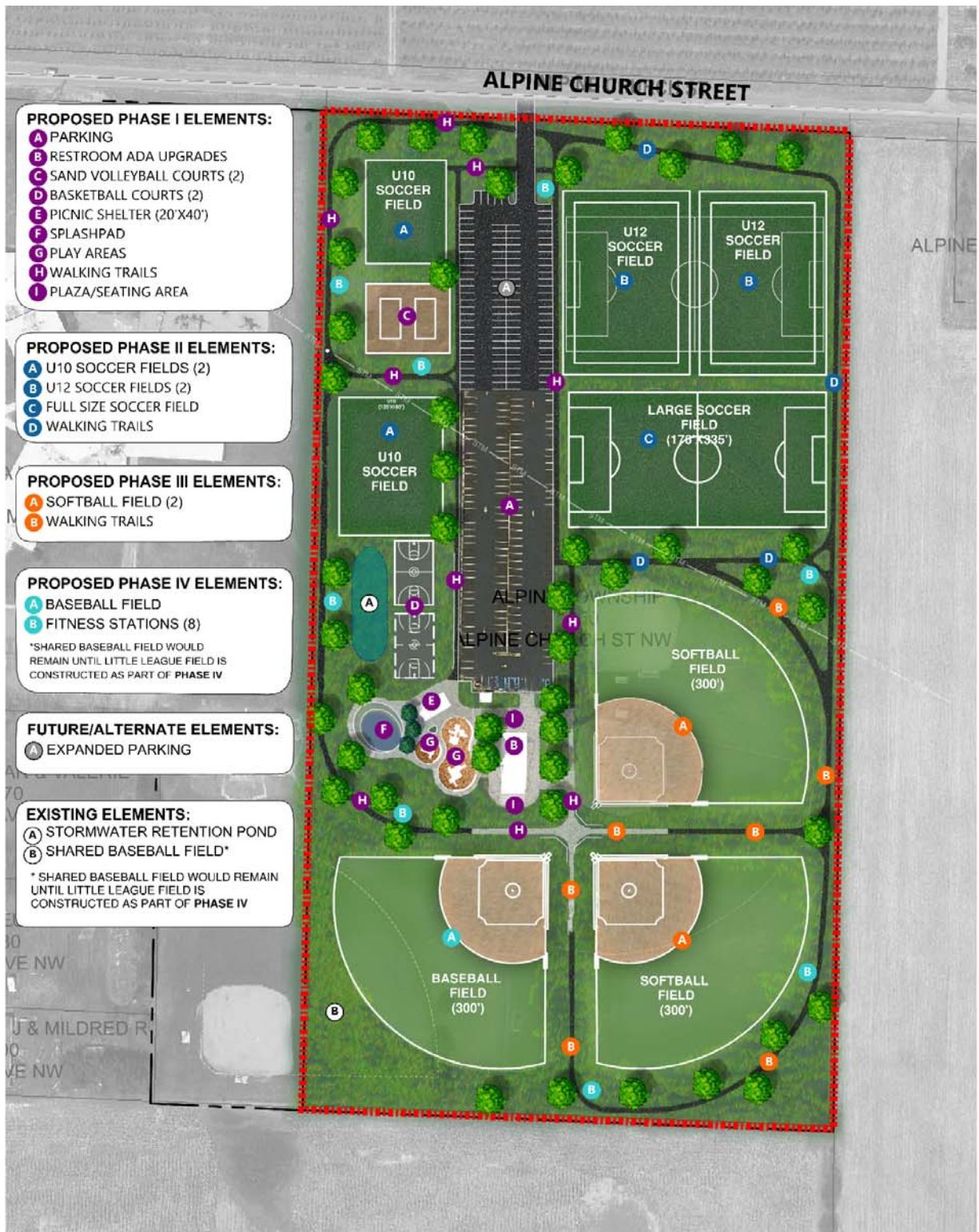
- Improve citizen access to pathways and trails that connect neighborhoods and community facilities. Pathways and trails should provide pedestrian friendly access to parks and community facilities (Goal 2, pg 51)
Coordinate with adjoining communities on pathway and trail connections
Enhance pedestrian 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 Complex 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 Complex 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 Complex Improvements: site engineering, topo update/ drainage, new soccer fields, irrigation system	Twp. funds MNRTF Other grants
Medium 3-5 years	2	Alpine Sports Complex Improvements: accessibility, signage, picnic areas, lighting, landscaping	Twp. funds MNRTF Private Donations
	3	Alpine Sports Complex 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 Complex 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



Alpine Sports Complex - MASTER PLAN



Alpine Township, Michigan | April 2019

progressive|ae

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 2019 Draft 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 6 phases in years 2020, 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. Repair items are listed in order of importance under each facility as determined by staff members. 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 8/31/20 by Planning Director

- Concrete in front of library door heaving and missing concrete and Twp. west door heaving
- Fix squeaky library front door
- Fit potholes and restripe parking lot
- Refresh/update the landscaping, plant two new trees on north side of building
- Exhaust mufflers on generator will need to be repaired
- Ask the Post Office to paint the blue mailboxes
- Replace bridge and sign it for one-way traffic

Township Technical Equipment & Software

Inventory updated by Planning Director 4/2019

- Replace servers every 3 to 5 years. Life expectancy of a printer is 5 years
- Copy machine purchased in 2018

Future Fire Station #1 on Henze Street

Exterior inspected 5/7/20 by Planning Director

- Remove storage barn
- Inventory contents and sell items not needed
- There are 4 wood picnic tables (one missing bench) all the wood needs attention
- Reuse basketball hoop elsewhere

Fire Station #1

Fire Station inspected 3/28/18 by Supervisor and Planning Director

- Roof drain pipe broken at foundation wall, eroding soil along north wall. Broken drain tile north of building eroding hillside. There is a plan for a fix.
- Paint front door and trim around it
- Carpet in passageway area in rough shape, use carpet squares
- Exterior mechanical room door needs replacing
- Improve garage door safety (automatic reverse if object in way, photo eyes and bumpers for 4 overhead doors)
- Rental Kitchen: laminate broken off front of kitchen counter
- 2 seals broken on Anderson windows in dayroom
- Firefighter chairs and chair mats worn
- According to the Fire Chief in the fall of 2013, the membrane roof (likely a membrane Duralast roof) looks good. However, there is a small leak in bay where roof is penetrated with equipment that needs repair.

Fire Station #2

Inspected 4/26/19 by Supervisor & Planning Dir. / Exterior inspected 5/7/20 by Plan. Dir.

- Paint metal flashing on the side of the west bay brown
- Fix emergency light in back hall
- Replace water damaged ceiling tiles in bathroom hallway
- Remove dead tree just west of basketball hoop
- New paint (walls, floor & ceiling) and lighting for two large bays
- Safety reverse switches for two large bay doors
- Fix window seals in center overhead door
- Replace basketball backboard, rim and net if it would be utilized
- Eventually replace windows in office portion of building
- New façade fascia treatment for sides of building to match front (aesthetic issue)
- New roof installed 2017

Saur-Cross Cemetery

Cemetery inspected 5/7/20 by Planning Director Nothing needed

Fire Station #3

Inspected 4/26/19 by Supervisor and Planning Director / Exterior 6/3/20 by Planning Dir.

- Install motion sensor light/fan switches in restrooms and community room chair closet
- Repair drinking fountain, too much pressure
- Parking lot cracks need to be sealed
- Twp. emblem on sign worn off
- Shower room: toilet leaked, drywall needs repair and paint
- Floor tile grout needs repair at entrance to community room
- Office: laminate off front of desk/counter
- Carpet in meeting room to be replaced in a couple of years
- Interior painted in 2016, new bay heater 2017

Historical Museum and Alpine Center Cemetery

Inspected 4/26/19 by Supervisor & Planning Dir. / Exterior inspected 5/7/20 by Plan. Dir.

- Replace ground-mounted light that shines on building & flag that was broken off
- Survey and permanently mark lot lines to prevent encroachments
- Repaint exterior
- Reinstall fallen shade at NW corner
- Restroom faucet needs an aerator
- Prune juniper shrubs near driveway entrance
- Grind apple tree stump near back door and landscape the area
- Repair historic marker posts and landscape with rocks so mower doesn't hit it
- New roof in 2016

Cemetery inspected 5/1/18 by Clerk and Planning Director

- Clean out squirrel leavings and repair squirrel damage to building
- Sort and evaluate Historical Committee contents before moving to new Storage Building
- Paint cemetery building

Community Center (Community Room and Historic Committee Offices)

Inspected 4/26/19 by Supervisor & Planning Dir. / Exterior inspected 5/7/20 by Plan. Dir.

- Eaves need painting
- Add mulch or groundcover around tree & wellhead
- New wall sign needed
- Caulk and repaint the exterior to match new Storage Building
- Figure out why exterior light above door is on during the day - fix
- Install motion sensor light switches in restrooms
- Fix hinges on steel door near Community Room kitchen
- Get first aid kit for kitchen
- Replace all boards on the picnic table
- Fix men's bathroom door closure
- Remodel kitchen and replace carpet in a couple of years with carpet squares

Storage Building inspected 5/7/20 by Planning Director

- Install window display backdrops

Township Sports Complex

Inspected 4/26/19 by Supervisor & Planning Dir. / Exterior inspected 5/7/20 by Plan. Dir.

- Kid's bench missing wood slats, replace
- Install dugout benches at shared softball field
- Remove fence separating field and school grounds, regrade
- Replace ripped off camera mounted at SW corner of building
- Crack seal the parking lot, deep
- Install motion sensor light switches in restrooms
- Ceiling at entrance to restrooms needs painting
- South soccer field, west end zone sinking
- South soccer field, put cookies under rear bleacher supports
- Volleyball court maintenance needed: weeding and new sand
- Move both sets of bleachers at shared diamond and put cookies under them after drainage improvements completed. Elevate home plate 2 inches
- Paint wood benches along walking trail, reset the bench closest to Alpine Church Street to level
- Trim trees as needed
- Replace picnic table boards as needed
- Could use a new field drag and two rakes
- Domed catch basin cover missing at SE corner of site
- Playground safety items in June 2013 Progressive AE report have been addressed, improved accessibility items have not
- Wooden benches at playground to be replaced in a few years due to weathering
- New roof in 2016, exterior repainted

Westgate Neighborhood Park

Park inspected 6/3/20 by Planning Director

- Asphalt milling path at far end eroding into creek due to nature and help by people. Need new path millings and bank needs to be shored up, rocks moved in creek and trees removed from in creek.
- Women's restroom sign removed / stolen
- Little Free Library window duct taped because broken
- Install "private property beyond this point" sign at far end of park by creek
- Large dead tree near baseball backstop
- Repair 2 areas green coating missing, courts need to be resurfaced soon.
- 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. Therefore, tennis court resurfacing will be due in the range of 2023 to 2028. For planning purposes, the 2013 surfacing cost was \$8,300.

Englishville Cemetery

Cemetery inspected 11/2016 by Planning Director and Dept. Assistant

- Gravel needed on entire drive

Pine Grove Cemetery

Cemetery inspected 6/3/20 by Planning Director

- Gravel needed on entire drive
- New fencing needed around “veteran square”/ flag pole. One of the concrete benches beginning to crumble since its protective seat coating has been missing
- Additional survey work is needed to open a new section of the cemetery

Fire Department Equipment:

- According to the Fire Chief, fire vehicles typically last 20-25 years based on usage. Alpine Township has 11 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.

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 (2019), 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

- Repair/replace fence along sidewalk east side of Alpine Ave. north of 4 Mile Rd.
- Public sidewalks inspected in the Summers of 2018 & 2019 by Building/Planning Assistant, completion of inspections to occur Summer 2020

APPENDIX C
ADOPTION INFORMATION
