

# CAPITAL IMPROVEMENTS PROGRAM



## OTSEGO COUNTY CAPITAL IMPROVEMENT PLAN 2012-2017

Approved by the Planning Commission on August 15, 2011  
Approved by the Board of Commissioners on August 23, 2011

## INTRODUCTION

The Michigan Planning Enabling Act requires local municipalities that have adopted a master plan to annually prepare a capital improvements program. This language is contained in Article IV, Section 65, subparts (1) and (2), which reads:

(1) To further the desirable future development of the local unit of government under the master plan, a planning commission, after adoption of a master plan, shall annually prepare a capital improvements program of public structures and improvements, unless the planning commission is exempted from this requirement by charter or otherwise. If the planning commission is exempted, the legislative body either shall prepare and adopt a capital improvements program, separate from or as a part of the annual budget, or shall delegate the preparation of the capital improvements program to the chief elected official or a nonelected administrative official, subject to final approval by the legislative body. 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. The capital improvements program shall be based upon the requirements of the local unit of government for all types of public structures and improvements. Consequently, each agency or department of the local unit of government with authority for public structures or improvements shall upon request furnish the planning commission with lists, plans, and estimates of time and cost of those public structures and improvements.

(2) Any township may prepare and adopt a capital improvement program. However, subsection (1) is only mandatory for a township if the township, alone or jointly with 1 or more other local units of government, owns or operates a water supply or sewage disposal system.

## CAPITAL IMPROVEMENTS

Capital Improvements are generally additions to the County's assets, including the construction or purchase of land, buildings or facilities or major renovations of the same, and involve a substantial investment and last a longtime. For purposes of this Capital Improvement Program (CIP), only the following type of projects that meet this definition of a capital improvement, are included in the program, such as:

- a. New and expanded physical facilities.
- b. The acquisition of land for a community facility.
- c. Large scale rehabilitation or replacement of existing facilities costing over \$200,000.

### **Limitation on Authority**

This CIP is not meant to appropriate the power of the Otsego County Board of Commissioners in their duty to regulate the expenditure of County funds, but merely to provide guidance and recommendations to projects that may have a long-term impact on the community. To that end, the following limitations on authority will be observed:

- a. The Otsego County Board, its departments, and agencies have every right and an obligation to make emergency repairs without prior comment from the Otsego County Planning Commission. Information on such emergency repairs, will however, be submitted as soon as practicable to the Chairperson of the Planning Commission.
- b. Grant Applications that are attempting to obtain funds for projects that would fall under the CIP guidelines will be presented to the Planning Commission as soon as practicable.

### **Procedures**

- a) The Capital Improvements Program Committee is charged with gathering project information for inclusion into the CIP. The Committee consists of the Chairperson of the Otsego County Planning Commission or his/her designee; the Otsego County Land Use Services Director; the Otsego County Board Chairperson or his/her designee, an additional representative of the Otsego County Planning Commission; and the Otsego County Administrator. The Otsego County Administrator will act as the CIP Coordinator, with the responsibility of coordinating data gathering.
- b) The CIP Committee will create a draft CIP.
- c) The draft CIP will be sent to the Otsego County Planning Commission for comment/changes by June 1 of each year.
- d) The Planning Commission will conduct a public hearing on the draft CIP by August 1 of each year.
- e) Planning Commission will forward draft CIP, along with recommendation, to the Otsego County Board by September 1 of each year.
- f) Otsego County Board will approve, modify, or reject with reasons, the CIP.
- g) The Capital Improvements Program Committee will annually update the CIP, and follow the above process.

## Project Prioritizing

Projects will be prioritized using the following categories:

a) Urgent (imperative, must do)

- Satisfies a legal obligation (legal mandate)
- Corrects a condition dangerous to public health or safety
- Alleviates an emergency service disruption or deficiency
- Prevents irreparable damage to a valuable public facility

b) Important (essential, should do)

- Rehabilitates or replaces an obsolete public facility or attachment to the facility
- Stimulates economic growth and private capital investment
- Reduces future operating and maintenance costs
- Leverages available state or federal funds

c) Desirable (important, could do)

- Provides a new or expanded level of service
- Promotes intergovernmental cooperation
- Enhances cultural or natural resources

## Projects

Project Title: **Gaylord Regional Airport Snow Removal Equipment (SRE) Building**

Agency: Otsego County

Project Type: New Construction

Year(s) of Project: 2012

Project Description:

The project consists of construction of a new 5,000 square foot pole barn style building to house the 2 larger snow removal vehicles (SRE Building).

Schedule:

The project will be constructed in the summer 2012

Estimated Cost: \$339,000

Basis of Cost Estimate: Preliminary Engineer Estimate

Alternative Financing:

FAA Non-primary Entitlement Grants (95.0% share): \$322,050

State Funds (2.5%): \$8,475

Local Funds (2.5%): \$8,475

Agency Reported Priority: Important

The existing facilities on the airport do not provide sufficient space or meet the needs and requirements of the Airport's snow removal equipment. Moreover, the construction of this facility will open up other areas for revenue generation. The project also leverages available federal funding.

Planning Commission Reported Priority: Important

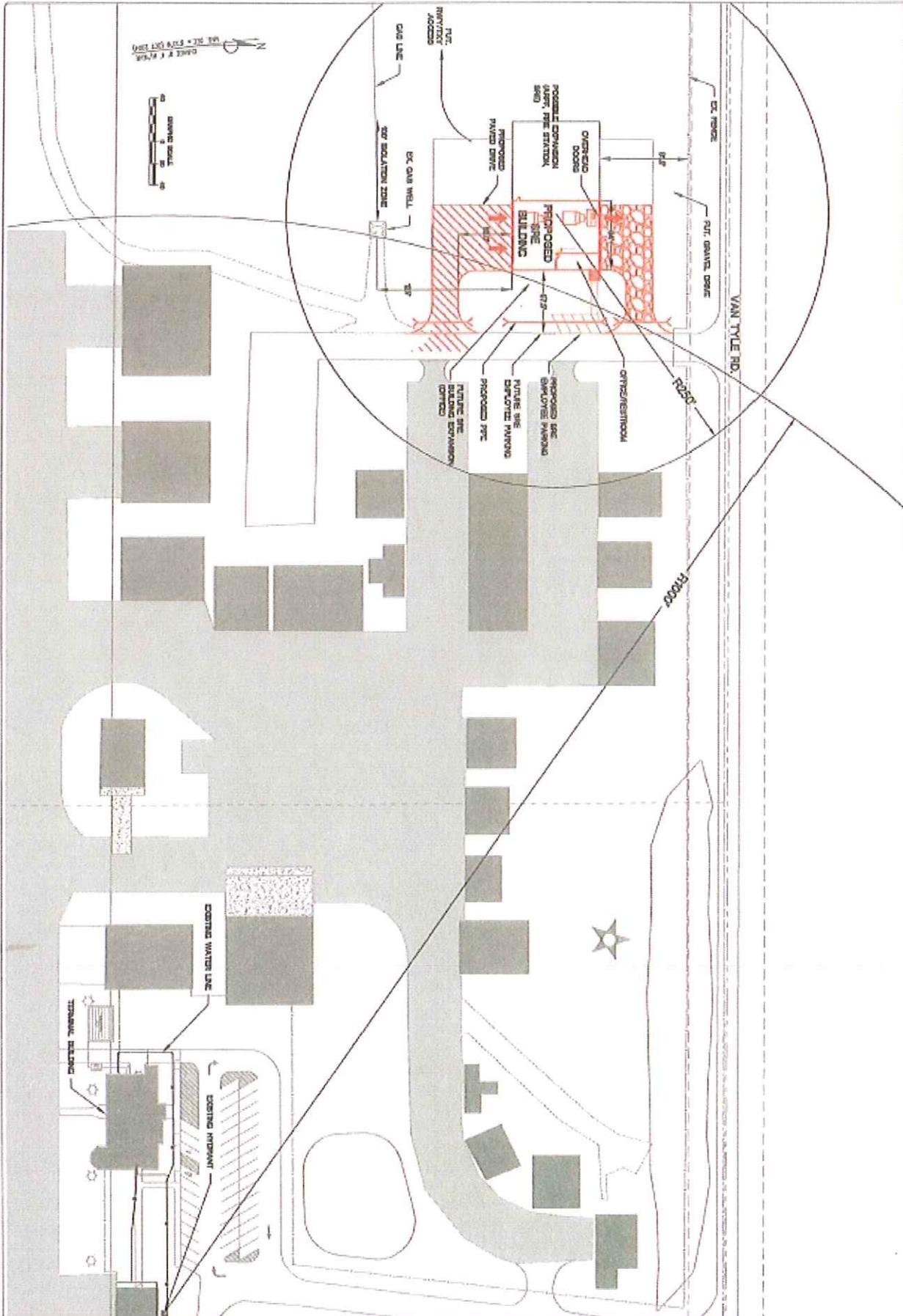


SRE Building Future Location



**SRE Building Location**  
Scale: 1" = 300'  
Date of Photography: Spring, 2010





12941040  
DRAWING  
2

**GAYLORD REGIONAL AIRPORT**  
AIRPORT LAYOUT PLAN  
FIRE LAYOUT  
GAYLORD, MICHIGAN



B/E #1			
PM #1			
DES #1			
EC #1			
N. BLANKO	SCALE	NOT AND DATE REVISION	DATE
IN CHARGE		DESIGNED FOR	



Project Title: **Information Center Purchase**

Agency: Otsego County

Project Type: Facility Acquisition

Year(s) of Project: 2012

Project Description:

The County would like to acquire the Chamber of Commerce Information Center building located at 125 S. Otsego. The building is located on County property that has been leased to the Gaylord/Otsego Chamber of Commerce. The County is considering various options for use of the space at the Information Center.

Schedule:

Acquisition would be desirable in 2012.

Estimated Cost: \$95,000

Basis of Cost Estimate: Purchase Agreement

Funding would come from the County's fund reserves.

Agency Reported Priority: Desirable

Planning Commission Reported Priority: Important



Information Center: 125 S. Otsego Avenue, Gaylord, Michigan

Project Title: **Louis M. Groen Nature Center at Echo Valley Resort**

Agency: Otsego County Parks and Recreation

Project Type: Land and Facilities Acquisition

Year(s) of Project: Phase 1: 2012  
Phase 2: Unknown

Project Description:

The Otsego County Parks and Recreation Department will be taking possession of approximately 755 acres by 2012 to be used as part of a nature preserve. An additional 25 acres, along with two homes and three barns, will eventually be added upon the passing away of the owner.

The 775 acres is currently broken into three properties with the following property identification numbers:  
69-021-016-200-005-01  
69-021-017-100-005-04  
69-021-017-100-005-05

Schedule:

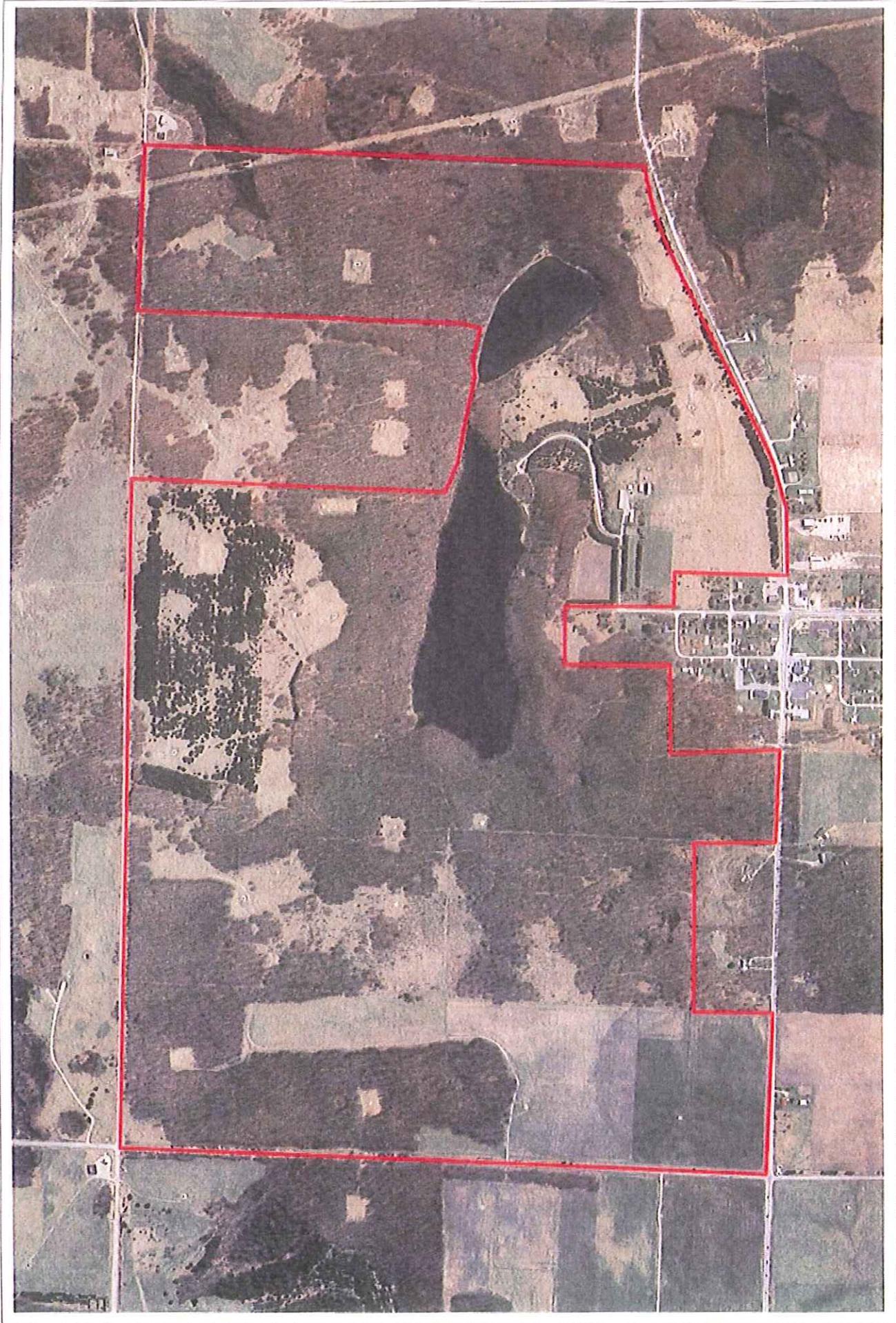
The intent is to hire a professional consultant to help for a plan of use for the property in its entirety as the transition eventually happens with the additional 25 acres. The additional 25 acres with its homes and barns will likely be required prior to conducting activities on the site. Anticipated uses of the property include limited recreational activities such as hiking, horseback riding, cross country skiing, and environmental classes.

Estimated Cost: Unknown

Basis of Cost Estimate: Internal Estimate

Alternative Financing: The Groen Trust will pay for costs of maintenance and improvements

Agency Reported Priority: Desirable



**Green Property**  
Scale: 1" = 1,000'  
Date of Photography: Spring, 2010



Project Title: **Otsego County Road Commission Poquette Road Reconstruction**

Agency: Otsego County Road Commission

Project Type: Major Renovation

Year(s) of Project: 2012

Project Description:

Work is scheduled on Poquette Road in 2012.

This project will reconstruct Poquette Road to an all-season classification with the use of federal road funds and local match dollars. The length of the project is 2.53 miles. Additional improvements will include lane widening, paved shoulders, the realignment of the Nowak Road and Poquette Road intersection, improved sight distance, surface and subsurface drainage improvements, and a possible culvert upgrade at the stream crossing.

Estimated Cost: \$1,405,000

Basis of Cost Estimate: Cost from Engineer

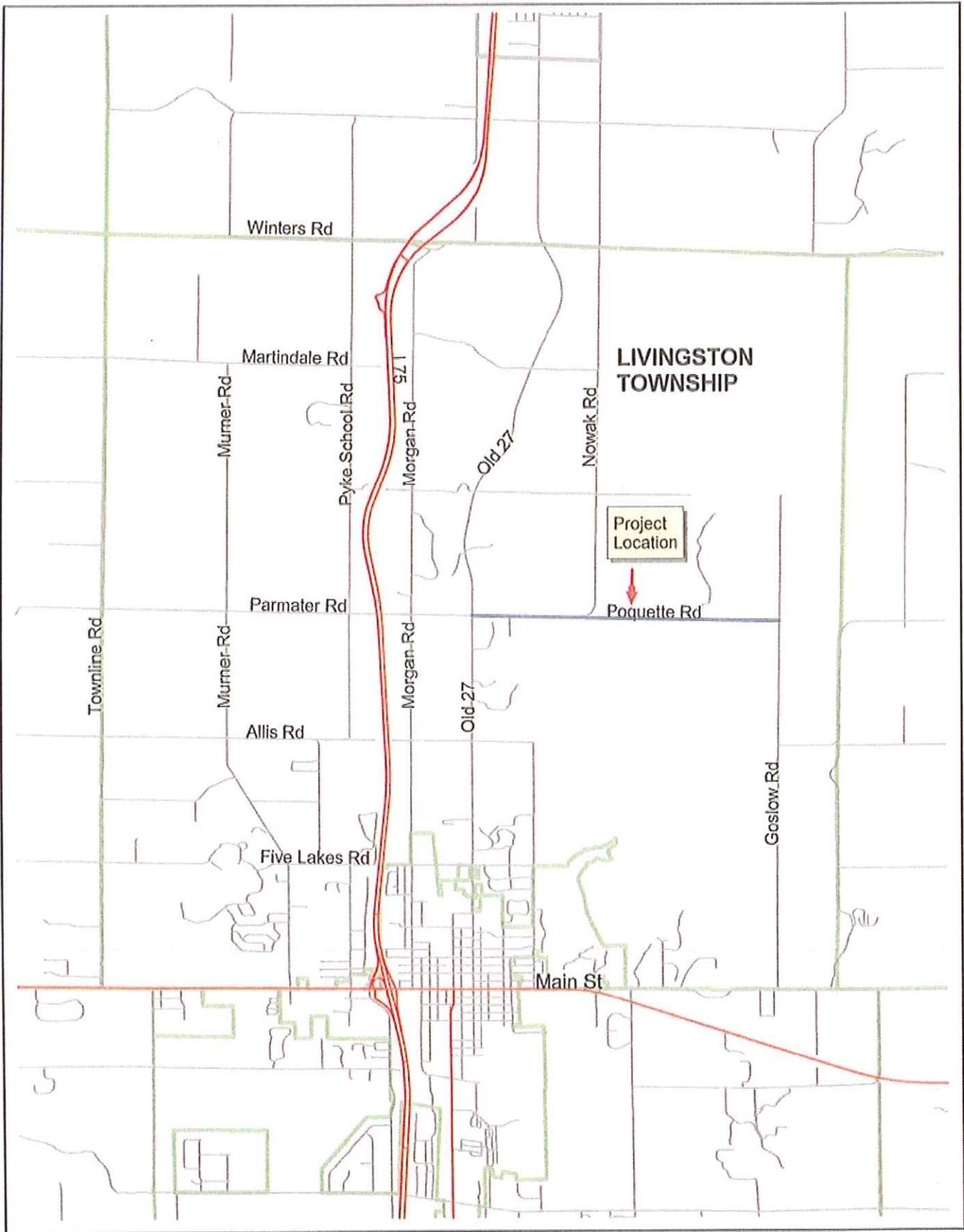
Alternative Financing:

Financing will include federal surface transportation funds (80% of construction costs) and a 20% local match provided by Livingston Township and the Otsego County Road Commission.

Agency Reported Priority: Important

This project will provide safety improvements to motorists using Poquette Road and reduce future maintenance costs to the Road Commission.

Planning Commission Reported Priority: Important



# Poquette Road Reconstruction

Scale: 1" = 1 Mile



Project Title: **Otsego County Road Commission East Sturgeon Valley**

Agency: Otsego County Road Commission

Project Type: Major Renovation

Year(s) of Project: 2014

Project Description:

Work is scheduled on East Sturgeon Valley Road in 2014.

This project will strengthen the aggregate base and resurface portions of East Sturgeon Valley Road east of Fontinalis Road. Additional improvements will include paved shoulders, culvert upgrades, and minor drainage work.

Estimated Cost: \$450,000

Basis of Cost Estimate: Cost from Engineer

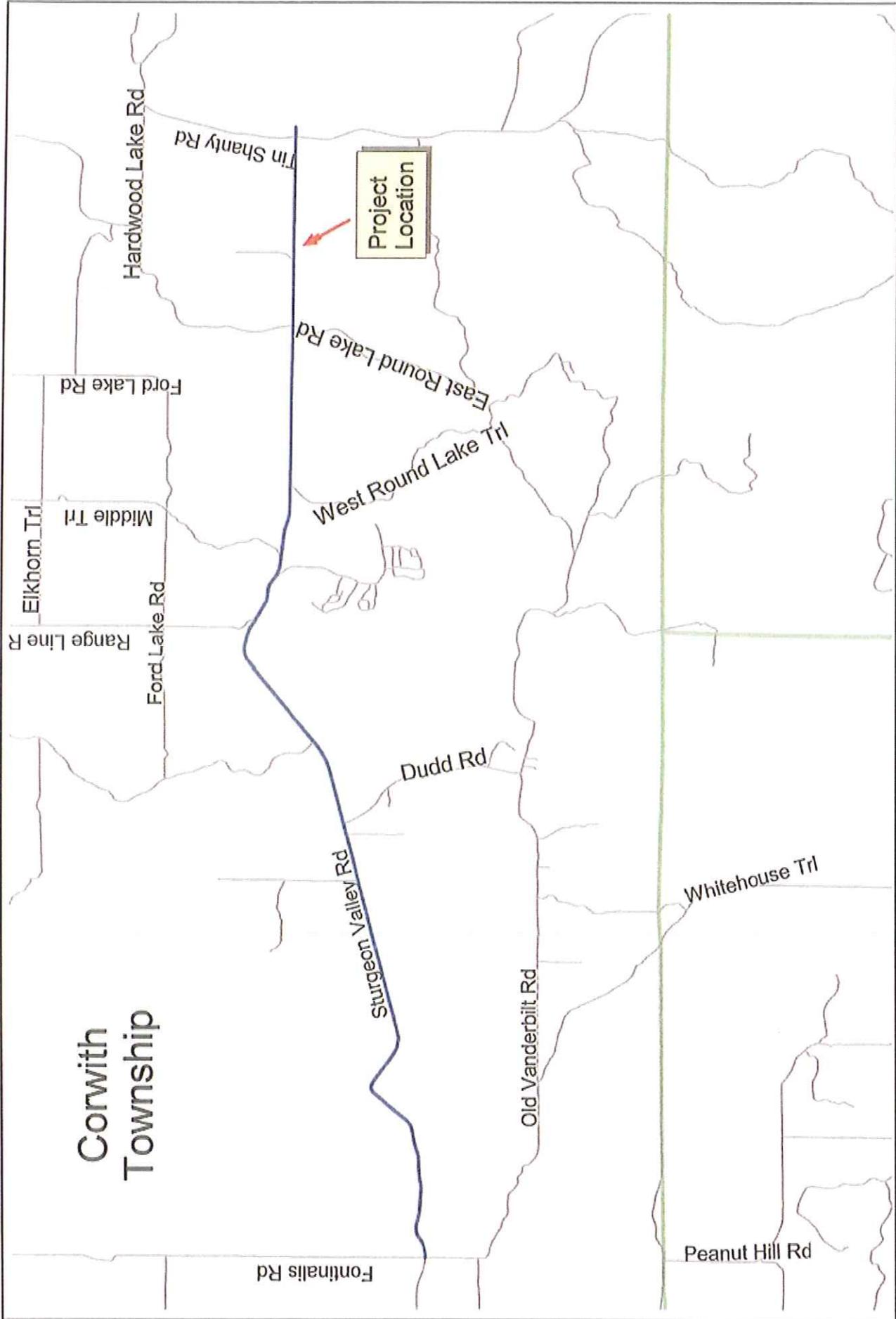
Alternative Financing:

Financing will include federal surface transportation funds (80% of construction costs) along with a 20% local match.

Agency Reported Priority: Important

This project will provide upgrades to address increasing commercial traffic. Future operating and maintenance costs will be reduced as well.

Planning Commission Reported Priority: Important



Corwith  
Township

Project  
Location



East Sturgeon Valley Road  
Scale: 1" = 1 Mile



Project Title: **Otsego County Road Commission Camp Ten Road**

Agency: Otsego County Road Commission

Project Type: Major Renovation

Year(s) of Project: 2015

Project Description:

Work is scheduled on Camp Ten Road in 2015.

This project will strengthen the aggregate base and resurface portions of Camp Ten Road, north of M-32 West, with hot mix asphalt. Additional upgrades will include pavement shoulders and surface drainage improvements.

Estimated Cost: \$555,000

Basis of Cost Estimate: Cost from Engineer

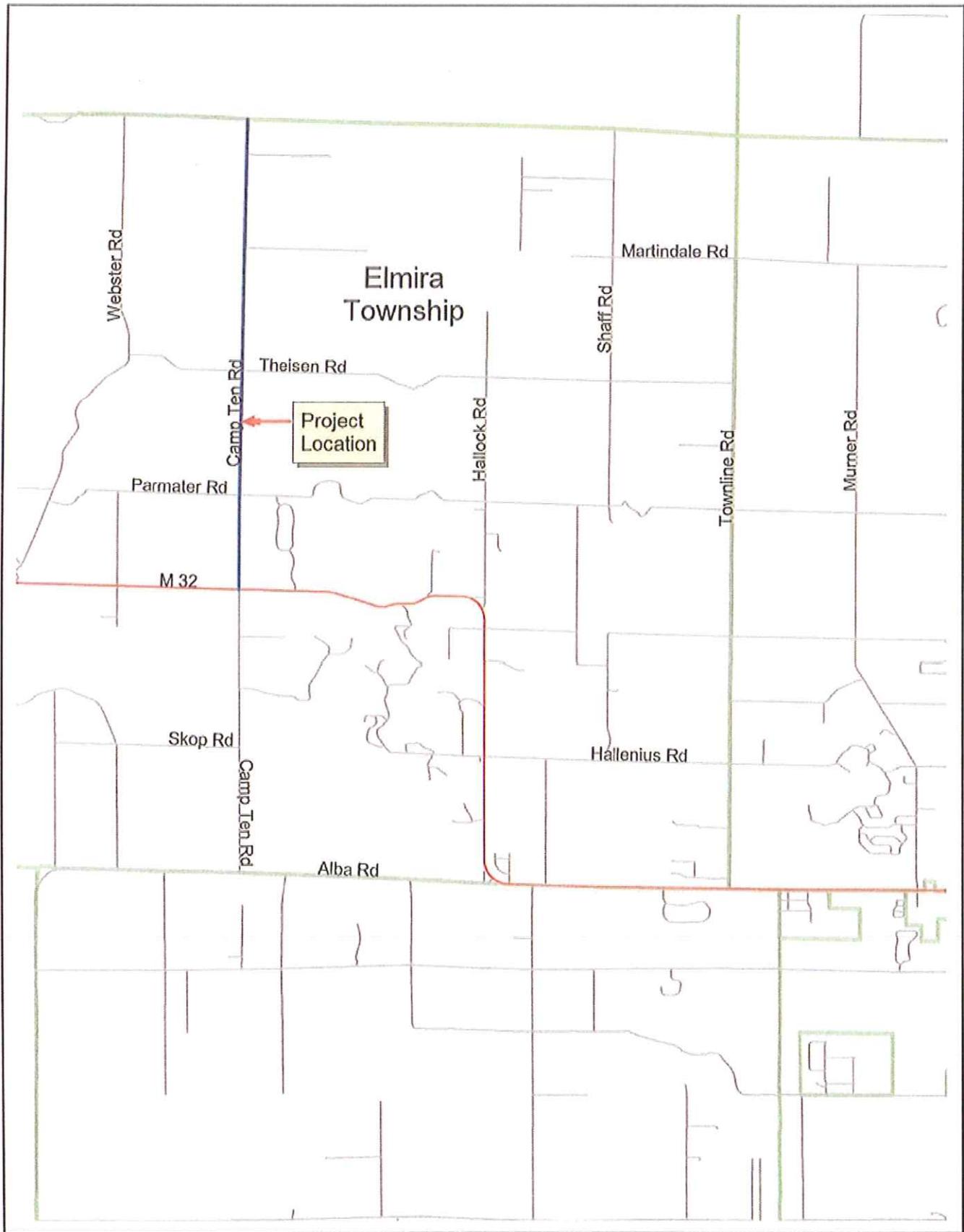
Alternative Financing:

Financing will include federal surface transportation funds (80% of construction costs) along with a 20% local match.

Agency Reported Priority: Important

This project will replace an aging road surface to all season status along with reducing future maintenance costs to the Road Commission.

Planning Commission Reported Priority: Important



Camp Ten Road  
Scale: 1" = 1 Mile



**Project Title: Otsego County Emergency Medical Services (EMS) Addition**

Agency: EMS Addition

Project Type: Facility Expansion

Year(s) of Project: 2013

Project Description: This project is for the expansion of the EMS Headquarters, at 100 McLouth Road, that will provide more on site storage (provide storage for Haz-Mat trailers, 50 Bed Care Unit, and rescue equipment for the county) and improve the crew quarters (larger kitchen, increase the bedroom from 8 staff to 12 staff with privacy, and larger exercise room). The expansion size will be a total of 8,750 sq ft.

Schedule:

It will take approximately one year to build.

Estimated Cost: \$560,000

Basis of Cost Estimate: Preliminary Estimate

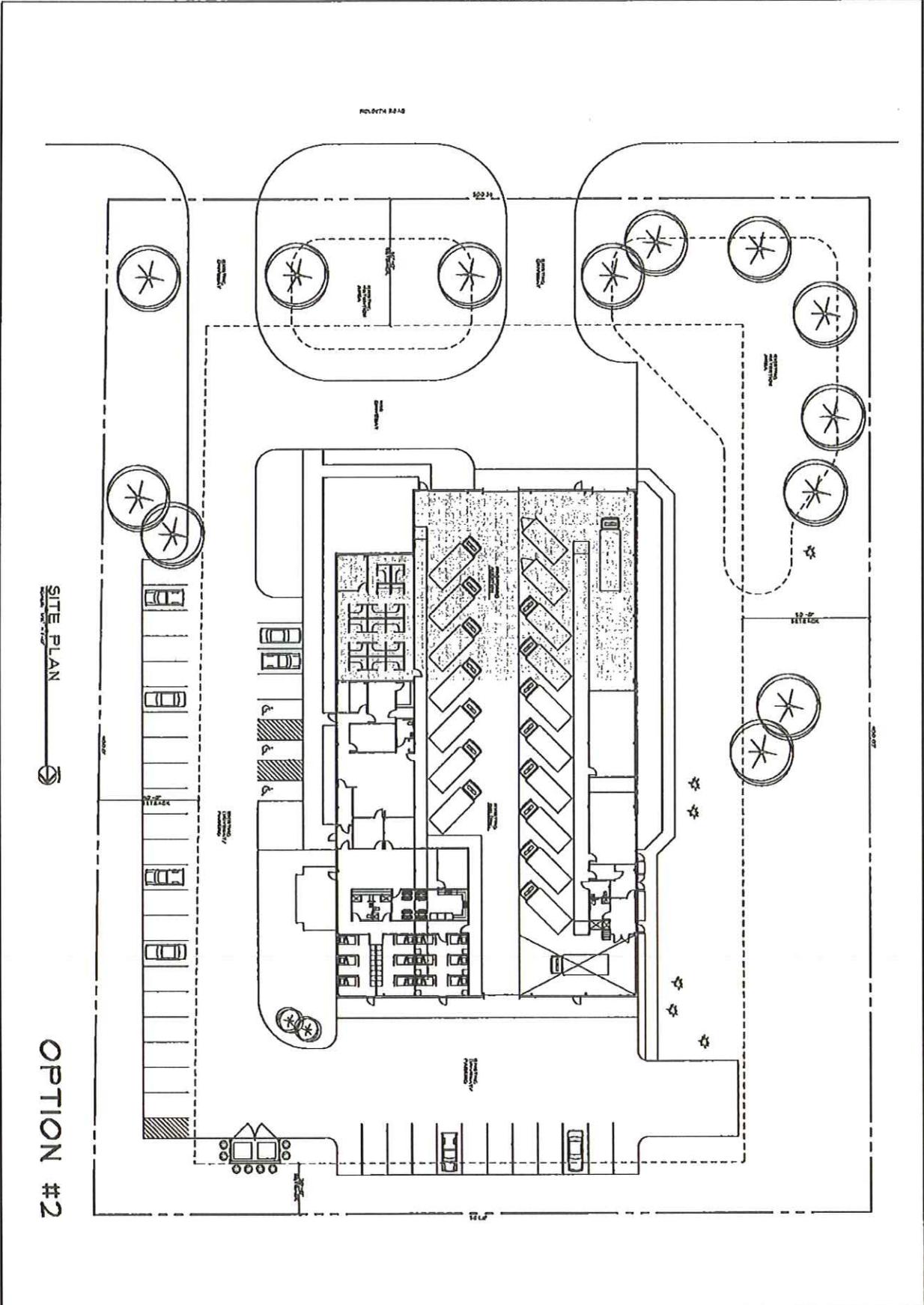
Alternative Funding: Federal grant money or USDA grant funding.

Agency Reported Priority: Urgent

The growth of the department has caught up with the building, resulting in the need for more space. Some of the equipment is being stored at the Otsego County Bus System (Haz-Mat trailers, snowmobiles, 50 bed care center) that should be closer to day to day operations in the case of an emergency. In addition, it is unknown how long the Bus System will be able to accommodate the equipment.

Day to day operations have increased and the crews living area is not large enough for the size of staff. Sleeping quarters are too tight and lack privacy.

Planning Commission Reported Priority: Desirable



SITE PLAN

OPTION #2

<p>SP</p>	<p>PROJECT NUMBER 04-053</p>	<p>PROJECT OTSEGO CO. EMS BUILDING BUILDING ADDITION GAYLORD, MICHIGAN 41133</p>	<p>DATE</p>	<p>1000 L ARCHITECT REXELL PROJECT</p>
			<p>SCALE</p>	



Otsego County EMS Building: 100 McLouth, Gaylord, Michigan

Project Title: **Otsego County Library Expansion**

Agency: Otsego County Library

Project Type: Facility Expansion

Year(s) of Project: To be determined based on funding.

Project Description:

The Otsego County Library is proposing a 15,700 foot expansion of its main library in the heart of the City of Gaylord at 700 S. Otsego Avenue. Total size of the property is 1.92 acres. Since 1985 the current facility has been a centerpiece of our rural county as a cultural and educational destination, but growth has far surpassed the original design population and space needs are critical. Library statistics consistently surpass state average, yet the 9,031 sq. ft. library is just half the recommended size for Otsego County's current census. The building program is based on a well-documented study which identified community needs through public input.

In 2003, voters turned down a proposal for a new building on Elm Street and community feedback indicated that citizens preferred expansion at the current location. Working with Bradley J. Butcher and Associates, a solution was developed to add a 2-story expansion to the back of the library, blending roof lines to keep the structure aesthetically pleasing. The expansion will take the library into the next 25 years with space for expanded collections and programs, new technologies, increased access to public computers, and training and group rooms. It will bring the community in line with per capital space allocation as recommended by the Library of Michigan's Quality Services Checklist and accommodate a level of service to meet needs of a growing number of families, students, small business owners, and jobseekers facing difficult times.

Schedule: The Library is hopeful that funding will be secured through a combination of grants, donations, and public financing for construction in 2013.

Estimated Cost: \$5,000,000

Basis of Cost Estimate: Architect Estimate

Alternative Financing:

\$500,000 from the Designated Building Fund.

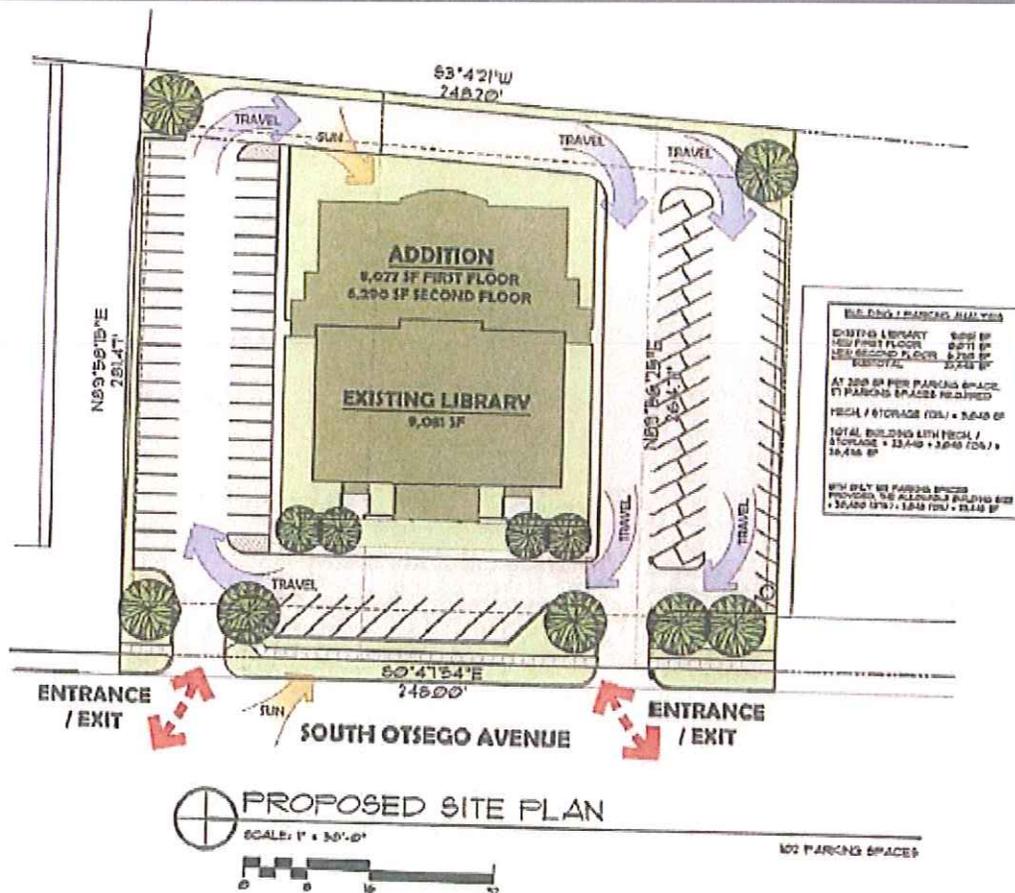
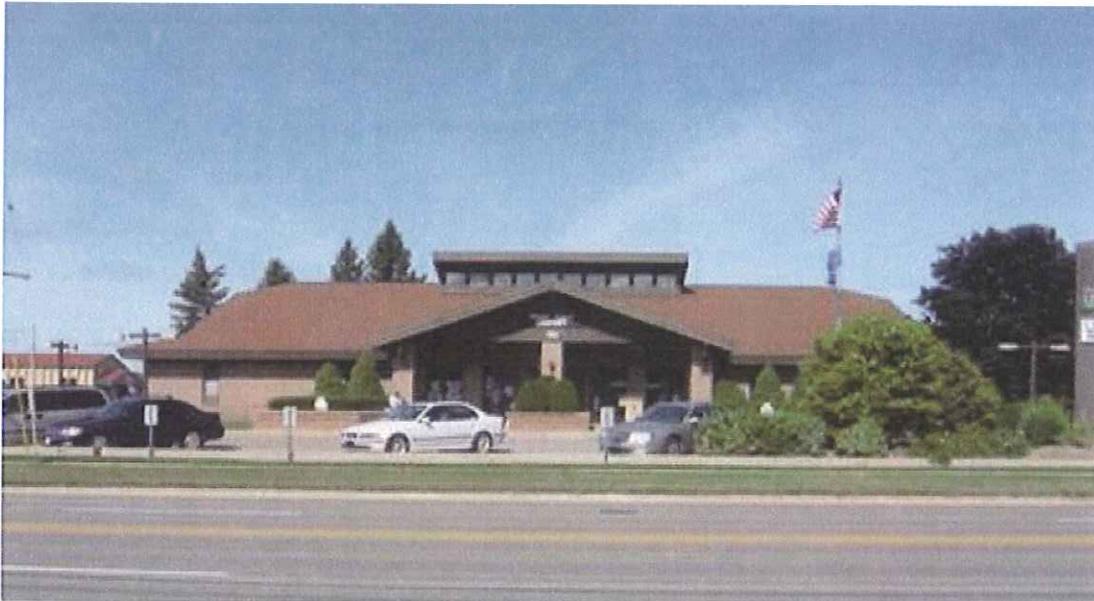
\$100,000 (estimate) Sale of building site on Elm Street

Potential funding sources for remainder:

Rural Communities Facilities Program (USDA)  
 Institute of Museums and Libraries – LSTA program  
 National Endowment for the Humanities Construction Grant  
 Kresge Foundation – Construction Grants

Agency Reported Priority: Important

Planning Commission Reported Priority: Important



Project Title: **Otsego County Jail**

Agency: Otsego County

Project Type: New Construction

Year(s) of Project: 2015

Project Description:

A new Jail facility will eventually need to be built to replace the current outdated facility located as part of the Courthouse in downtown Gaylord. The Jail Citizen Committee recommended building new 24,621 sq ft 68-bed jail at the former DNR property now owned by the County along Illinois Avenue when/if the Criminal Justice Coordinating Committee determines that jail alternative programs can no longer sufficiently alleviate overcrowding.

Schedule:

Construction will not happen until alternative jail programs can no longer sufficiently relieve the jail, and until a dedicated source of funding (millage) can be obtained. It is recommended tentatively for 2015 and will be pushed back as necessary.

Estimated Cost: \$7,800,000

Basis of Cost Estimate: Architect Estimate

Alternative Financing: Funding would likely have to come from a dedicated jail millage, which has not been passed at this time.

Agency Reported Priority: Important

Urgent: The facility will replace the current facility which is often too small to meet legal obligations. The current jail has a 34-bed capacity, while the jail population often reaches around 50 people. The Otsego County Work Camp and the Drug Court has routinely prevented another 20 – 40 people from being housed at the jail.

Planning Commission Reported Priority: Important



Option 3  
**PROPOSED NEW BUILDING SITE PLAN**

Not To Scale

Project Title: **Gaylord Property Acquisition**

Agency: Otsego County

Project Type: Land Acquisition

Year(s) of Project: 2017

Project Description:

The County currently own two adjacent lots in the city block bordered by First Street, Court Street, Second Street, and S. Otsego Avenue. These lots are currently used for overflow parking for the County. The County would like to eventually acquire more property within the block for possible future County uses.

Schedule:

There is no set timeline for property acquisition.

Estimated Cost: Unknown

Basis of Cost Estimate: Funding would come from the County's fund reserves.

Alternative Financing: Funding would come from the County's fund reserves.

Agency Reported Priority: Desirable

Planning Commission Reported Priority: Desirable



## Gaylord Property Acquisition

Scale: 1" = 100'

Date of Photography: Spring, 2010

 County-owned Property

Project Title: **Gaylord Regional Airport Taxilane Rehabilitation**

Agency: Otsego County

Project Type: New Construction

Year(s) of Project: 2017

Project Description:

The project consists of rehabilitating the existing airport taxilane to maintain the working condition of the taxilane.

Schedule:

The project will be constructed in the summer 2017

Estimated Cost: \$239,750

Basis of Cost Estimate: Preliminary Engineer Estimate

Alternative Financing:

FAA Non-primary Entitlement Grants (95.0% share): \$209,000

State Funds (2.5%): \$5,225

Local Funds (2.5%): \$5,225

Agency Reported Priority: Important

Planning Commission Reported Priority: Important

**APPENDIX A  
CAPITAL IMPROVEMENT PLAN  
PROJECT SPREADSHEET**

Otsego County Six Year Capital Improvement Plan - Appendix A

Project Name	Agency	Project Type	Funding Source(s)	Estimated Cost	P.C. Priority	2012 Cost	2013 Cost	2014 Cost	2015 Cost	2016 Cost	2017 Cost
Gaylord Regional Airport SRE Building	Otsego County	New Construction	95.0% Federal; 2.5% State; 2.5% Local	\$339,000	Important	\$339,000					
Information Center Purchase	Otsego County	Facility Acquisition	Fund Reserves	\$95,000	Important	\$95,000					
Louis M. Groen Nature Preserve at Echo Valley Resort	O.C. Parks and Recreation	Land Acquisition	Donation	Unknown	Desirable						
Otsego County Road Commission Road Projects	OC Road Commission	Major Renovation	Federal STP 80%; Local 20%	\$1,405,000	Important	\$1,405,000					
Poquette Road Reconstruction Project	OC Road Commission	Major Renovation	Federal STP 80%; Local 20%	\$450,000	Important		\$450,000				
East Sturgeon Valley Road Project	OC Road Commission	Major Renovation	Federal STP 80%; Local 20%	\$555,000	Important			\$555,000			
Camp Ten Road Project	OC Road Commission	Facility Expansion	Grants	\$560,000	Desirable	\$560,000					
EMS Building Addition	Otsego County EMS	Facility Expansion	Various	\$5,000,000	Important	\$5,000,000					
Otsego County Library Expansion	Otsego County Library	Facility Expansion	Potentially Jail Millage	\$7,800,000	Important	\$7,800,000					
Otsego County Jail	Otsego County	New Construction	Fund Reserves	Unknown	Desirable						Unknown
Gaylord Property Acquisition	Otsego County	Land Acquisition	95.0% Federal; 2.5% State; 2.5% Local	\$239,750	Important	\$239,750					\$239,750
Gaylord Regional Airport Taxilane Rehabilitation	Otsego County	Major Renovation									
<b>Total Costs by Year:</b>						\$2,399,000	\$5,000,000	\$450,000	\$8,355,000	\$0	\$239,750

APPENDIX A

**APPENDIX B**  
**2011 Project Update**  
**Road Commission Salt Storage Building**

Subsequent to the adoption of the Otsego County Capital Improvement Plan 2011-2016, the Road Commission decided to pursue the construction of a new 14,000 sq ft salt storage building and a 15,000 gallon above-ground waste water storage tank in 2011. The salt storage building is needed for the storage of salt used on local roads. The waste water storage tank would replace the current lagoon storage system, at the request of the Michigan Department of Environmental Quality. The construction would take place at the Road Commission property at 669 McCoy Road, Gaylord. The cost of construction is estimated at \$1,159,890.

The Planning Commission held a Regular Meeting on June 20, 2011 to review the project. The Planning Commission adopted the following Finding of Facts, prior to recommending approval of construction.

1. The current facility is aged to a point where it requires costly repairs.
2. The new facility would enhance the efficiency of the Road Commission.
3. It is not desirable to go into a shared facility with the State of Michigan.
4. New storage system will comply with DEQ requirements for the disposal of waste water.
5. Long term cost saving measure for the Road Commission
6. New facility will be used for equipment storage in the off season.
7. Otsego County Finance Director has determined that the Road Commission is financially able to repay the funds.
8. Proposed facility will enable the Road Commission to more efficiently serve the community

The Board of Commissioners approved proceeding with the project at their June 28, 2011 Board meeting. Construction should be completed by late 2011.

**APPENDIX C**  
**2011/2012 Project Update**  
**University Center Science Center**

The Otsego County 2011-2016 Capital Improvement Plan included the University Center Science Center facility expansion project. The intent of the project was to provide additional classroom and laboratory space thought to be needed from the expanded Science, Technology, Engineering and Mathematics (STEM) curriculum with Lake Superior State University. The University Center chose not to include the project in the 2012-2017 Capital Improvement Plan due to on-going changes to economic conditions and student demographics.