

CAPITAL IMPROVEMENTS PROGRAM



OTSEGO COUNTY CAPITAL IMPROVEMENT PLAN 2016-2021

Approved by the Planning Commission on
Adopted by the Board of Commissioners on

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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 long time. 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. Major Renovation or replacement of existing facilities costing over \$200,000.

Inclusion of a project in this Plan fulfills the requirements of MCL 125.3861.

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 each year.
- d) The Planning Commission will conduct a public hearing on the draft CIP each year.
- e) Planning Commission will forward draft CIP, along with recommendation, to the Otsego County Board each year.
- f) Otsego County Board will adopt, 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 Taxilane Extension**

Agency: Otsego County

Project Type: New Construction

Year(s) of Project: 2016

Project Description:

Construct a new taxilane from the west end of the terminal apron for future hangar construction.

Schedule:

The project will be constructed in the summer 2016

Estimated Cost: \$360,000

Basis of Cost Estimate: Preliminary Engineer Estimate

Alternative Financing:

FAA Non-primary Entitlement Grants (90.0% share): \$324,000

State Funds (5.0%): \$18,000

Local Funds (5.0%): \$18,000 to come from the Airport Capital Projects Fund.

Agency Reported Priority: Important

The new taxilane is needed to allow additional hangars to be built. The existing hangars are full and there is no available space for new hangars to be built without additional infrastructure.

Planning Commission Reported Priority: Important

Project Title: **Gaylord Regional Airport Box Hangar**

Agency: Otsego County

Project Type: New Construction

Year(s) of Project: 2019

Project Description:

The project consists of construction of a new 60' x 60' box hangar large enough to allow for storage of a Caravan, King Air, or Citation II plane.

Schedule:

The project will be constructed in the summer 2019

Estimated Cost: \$570,000

Basis of Cost Estimate: Preliminary Engineer Estimate

Alternative Financing:

FAA Non-primary Entitlement Grants (90.0% share): \$513,000

State Funds (5.0%): \$28,500

Local Funds (5.0%): \$28,500 to come from the Airport Capital Projects Fund.

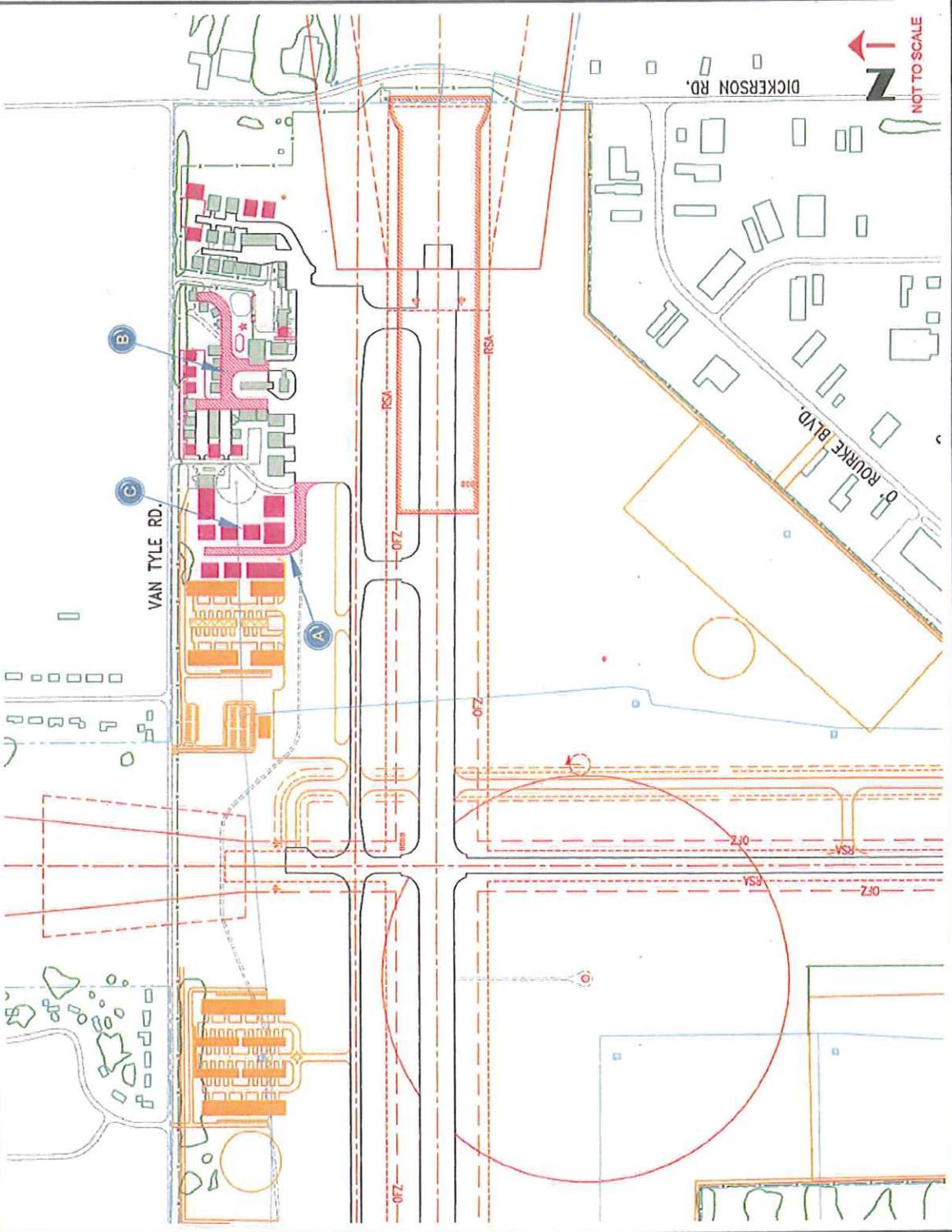
Agency Reported Priority: Important

The existing facilities at the airport do not allow for storage of larger airplanes, resulting in loss revenue from hangar rentals. More importantly is that the Airport has lost out on business opportunities due to a lack of adequately sized hangars. The 60' x 60' size will allow for storage of a Caravan, a King Air, or a Citation II.

Planning Commission Reported Priority: Important

AYLORD REGIONAL AIRPORT AYLORD, MICHIGAN

REPORT DEVELOPMENT PLAN - YEARS 2015 TO 2019



EAR - 2015
A DESIGN NEW TAXILANE
B CONSTRUCT TAXILANE RECONSTRUCTION

EAR - 2016
A CONSTRUCT NEW TAXILANE
 PAVEMENT MARKING AND CRACK SEALING

EAR - 2017
 CARRY FUNDS FORWARD FOR BOX HANGAR

EAR - 2018
C DESIGN BOX HANGAR

EAR - 2019
C CONSTRUCT BOX HANGAR
 PAVEMENT MARKING AND CRACK SEALING

Project Title: **Otsego County Jail**

Agency: Otsego County

Project Type: New Construction

Year(s) of Project: 2021

Project Description:

A new Jail facility will eventually be needed to replace the current outdated facility located as part of the Courthouse in downtown Gaylord. In 2008, the Jail Citizen Committee recommended building a new 24,621 sq ft 68-bed jail when/if the Criminal Justice Coordinating Committee determines that jail alternative programs can no longer sufficiently alleviate overcrowding. A location has not been decided.

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 2021 and will be pushed back as necessary.

Estimated Cost: \$7,800,000 (Costs will change once a final plan is adopted, and construction plans are prepared)

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 (will discuss): The facility will replace the current facility which is often too small to meet legal obligations. The current jail has a 34-bed capacity. The average occupancy of the jail for 2013, reported weekly, was 32 inmates, with the highest average weekly count being 38 inmates. The 32 inmate average for 2013 is down significantly from 39 average count in 2012. The reason for the decrease is unknown at this time. A serious safety issue that results from a high number of inmates is that they cannot be adequately separated by classification for their crime, as recommended by the National Institute of Corrections. The Work Camp has averaged almost 15 participants sentenced in-lieu of jail. Without the Work Camp, the jail would have likely averaged over 62 inmates in 2012. In addition, there are routinely 20-25 people participating in the County's drug court program, most of whom would be in jail if not enrolled. The size of the offender population has clearly outgrown the size of the current jail.

In conjunction with jail construction, existing jail alternative programs must continue to be utilized. Additionally, expanded programs such as a residential work camp should be incorporated.

Planning Commission Reported Priority: Important

Project Title: Otsego County Library Expansion

Agency: Otsego County Library

Project Type: Facility Expansion

Year(s) of Project: 2017 (To be determined based on funding)

Project Description:

The 9,300 sq. ft. library facility at 700 S. Otsego Avenue was built in 1985 and has been a centerpiece of our rural county as a cultural and educational destination. The interior was remodeled in 2010, but the past 30 years have taken a toll on the exterior and the building is in need of major renovations to its landscaping/façade, including replacement of crumbling brick planters, sidewalks, sprinkler system, plantings, exterior doors and lighting, and airlock. The back portion of the library was last re-shingled in 1991 and the south parking lot is overdue for resurfacing.

At the same time, Otsego County's current population of 24,164 (2010 census) has far surpassed the original design population and space needs are critical. Total square footage for all three libraries in our system is less than one-half the average for neighboring libraries in Boyne City, Charlevoix, Cheboygan, Crawford County, and Petoskey, all of which serve fewer residents. Our building is also much smaller than libraries with comparable populations statewide. The library's current building plan proposes a 15,700 square foot expansion to take the library into the next 25 years with space for expanded collections and programs, new technologies, increased access to public computers, and rooms for training and group study. This building program is based on a well-documented study which identified community needs through public input.

The library has delayed maintenance on the exterior of the building as long as possible knowing that the most cost-effective solution would be to incorporate them into the long-needed building expansion. The library's 2015-2020 Strategic Plan calls for "Right-Sizing Our Library" by updating data and ensuring our plan reflects the changes that have taken place in the county since the plan was adopted. We need to move the building plan forward now.

Schedule: The Library will complete its building plan review and seek funding through a combination of grants, donations and public financing.

Estimated Cost: \$2.5 million depending on final results of plan review

Basis of Cost Estimate: average building costs for public library buildings

Alternative Financing:

\$542,770 from the Designated Building Fund
\$100,000 (estimate) Sale of building site on Elm Street
\$120,000 from Library Fund/Otsego County Community Foundation
\$20,000 donation from Friends of the Otsego County Library
Potential funding sources for remainder:
Rural Communities Facilities Program (USDA)
National Endowment for the Humanities Construction Grant
Michigan Council for the Arts and Cultural Affairs Capital Improvement Program
Local Capital Campaign
Locally voted millage

Agency Reported Priority: **Important**

Planning Commission Reported Priority: Important



Project Title: **Otsego County Road Commission Meridian Line Road Safety Project**

Agency: Otsego County Road Commission

Project Type: Major Renovation

Year(s) of Project: 2016

Project Description:

Through earthwork improvements, this project will improve the sight distance and driving conditions at the intersection of Briley Road and Meridian Line Road. The total length of the project will be 0.27 miles (1,425'). Proposed improvements include a vertical alignment upgrade, new HMA pavement including lane widening, HMA paved shoulders and approach pavement, traffic sign upgrades and pavement markings.

Estimated Cost: \$380,000

Basis of Cost Estimate: Cost from Engineer

Alternative Financing:

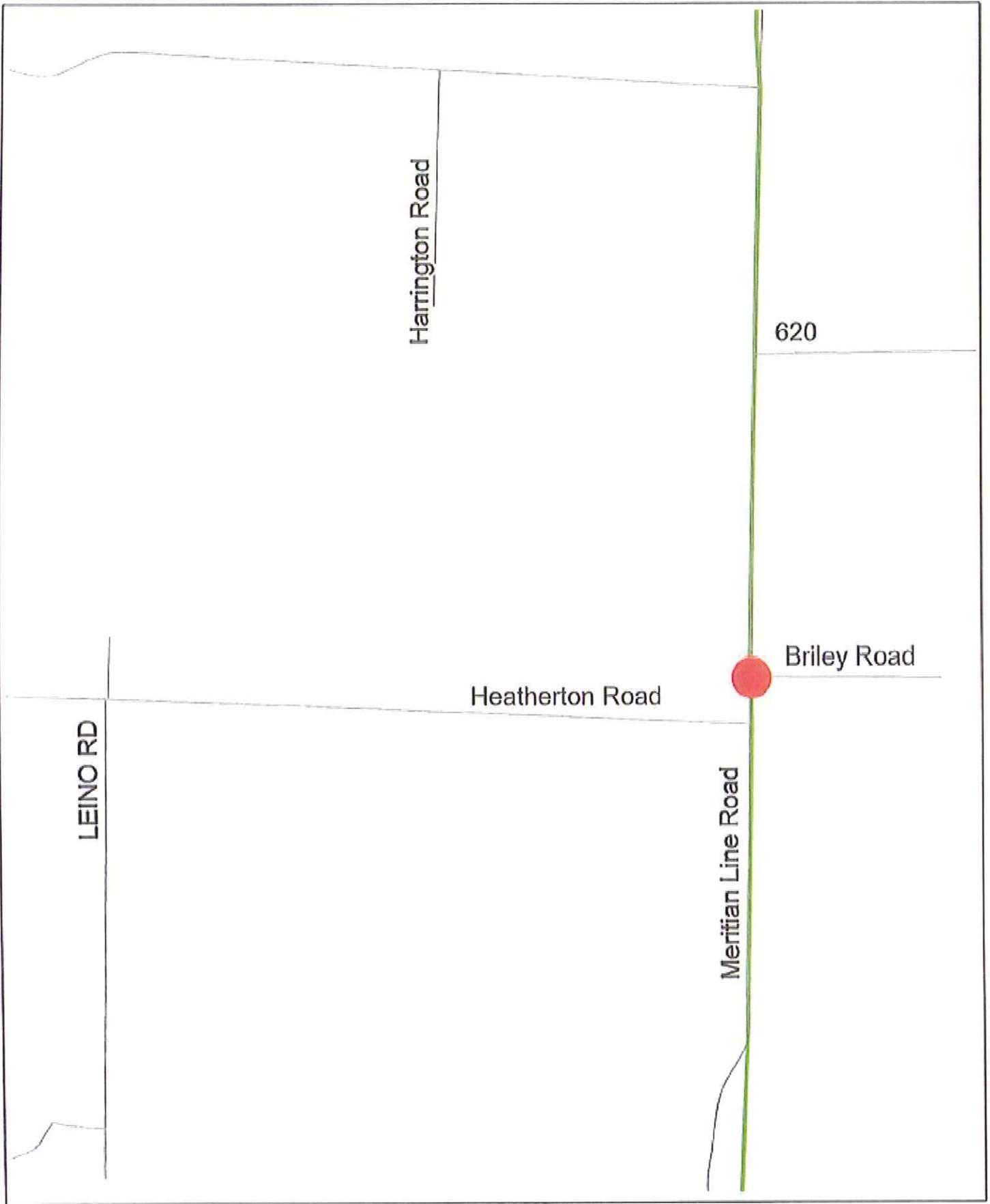
Financing will include the following cost breakdowns:

Federal:	\$304,000 (safety funds)
Local:	\$76,000

Agency Reported Priority: Important

This project will provide several safety features to motorists along with minimizing future maintenance costs to the Road Commission. In addition, this project will coordinate very well with future Meridian Road projects scheduled in 2017 and 2019.

Planning Commission Reported Priority: Important



Meridian Line Road Safety Project
Scale: 1" = 1,000'



Project Title: **Otsego County Road Commission Sparr Road Project**

Agency: Otsego County Road Commission

Project Type: Major Renovation

Year(s) of Project: 2016

Project Description:

Work will include an upgrade to all season status and will take place from Marquardt Road to Dover Road.

Estimated Cost: \$522,000

Basis of Cost Estimate: Cost from Engineer

Alternative Financing:

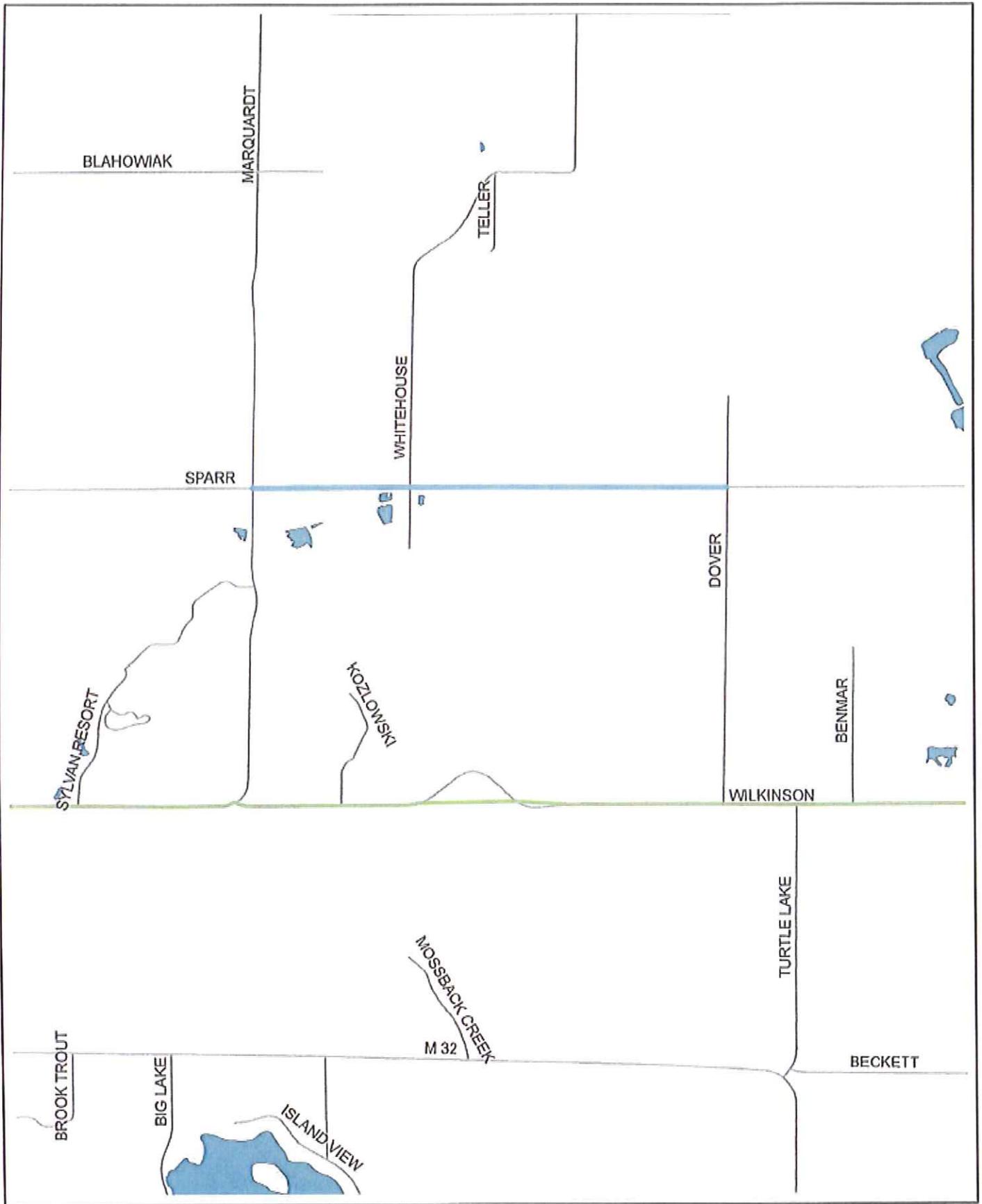
Financing will include the following cost breakdowns:

Federal: \$417,600

Local: \$104,400

Agency Reported Priority: Important

Planning Commission Reported Priority: Important



Sparr Road Project
 Scale: 1" = 2,000'



Project Title: **Otsego County Road Commission Meridian Line Road Project 1**

Agency: Otsego County Road Commission

Project Type: Major Renovation

Year(s) of Project: 2017

Project Description:

The Road Commission plans to reconstruct Meridian Line Road from Heatherton Road northerly 1.5 miles. This section of road will be brought to all season status. Improvements will include resurfacing with hot mix asphalt with wider lanes, paved shoulders, surface drainage upgrades, pavement markings, sign upgrades and slope restoration.

Estimated Cost: \$532,500

Basis of Cost Estimate: Cost from Engineer

Alternative Financing:

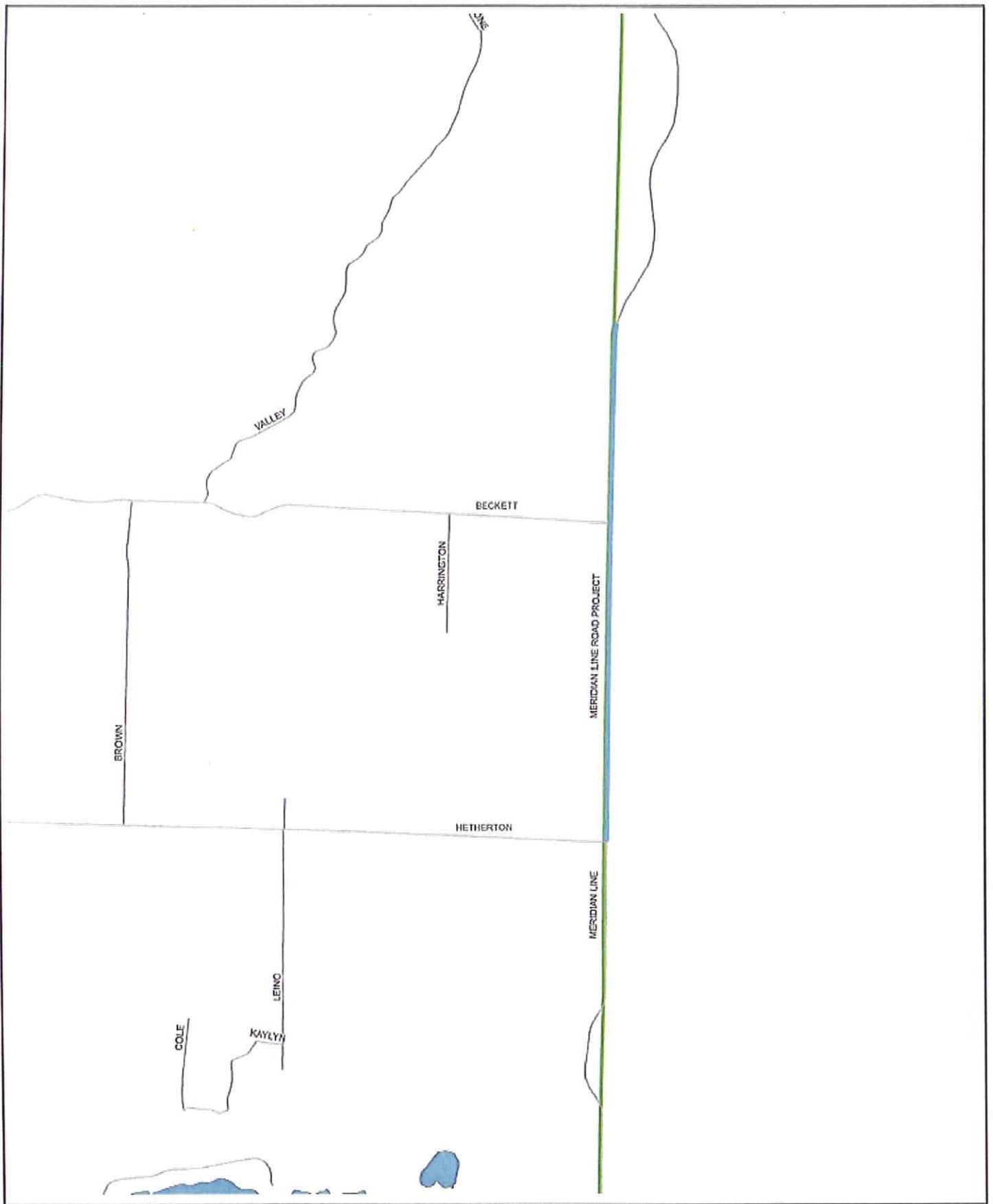
Financing will include the following cost breakdowns:

Federal:	\$426,000
Local:	\$106,500 (OCRC & Charlton Township)

Agency Reported Priority: Important

This project is important as it will upgrade and provide safety improvements to a public road on the border of Otsego and Montmorency Counties. It is important to note that intergovernmental cooperation will be a part of this project as the Road Commission will be partnering with Charlton Township on the local match. With widened paved shoulders and several other safety upgrades, this project will be constructed to all season status with a design life of twenty years. The Road Commission will benefit from a reduction of future maintenance costs with the completion of this project.

Planning Commission Reported Priority: Urgent



Meridian Line Road Project 1

Scale: 1" = 2,000'

Date of Photography: Spring, 2010



Project Title: **Otsego County Road Commission Seymore Road and Kujawa Road Project**

Agency: Otsego County Road Commission

Project Type: Major Renovation

Year(s) of Project: 2018

Project Description:

Work will include a crush and shape project with HMA resurfacing, additional improvements including guardrail installation, flattening of side slopes, lane widening, shoulder paving, drainage upgrades and slope restoration. Work will take place from Marquardt Road westerly to Goslow Road.

Estimated Cost: \$935,000

Basis of Cost Estimate: Cost from Engineer

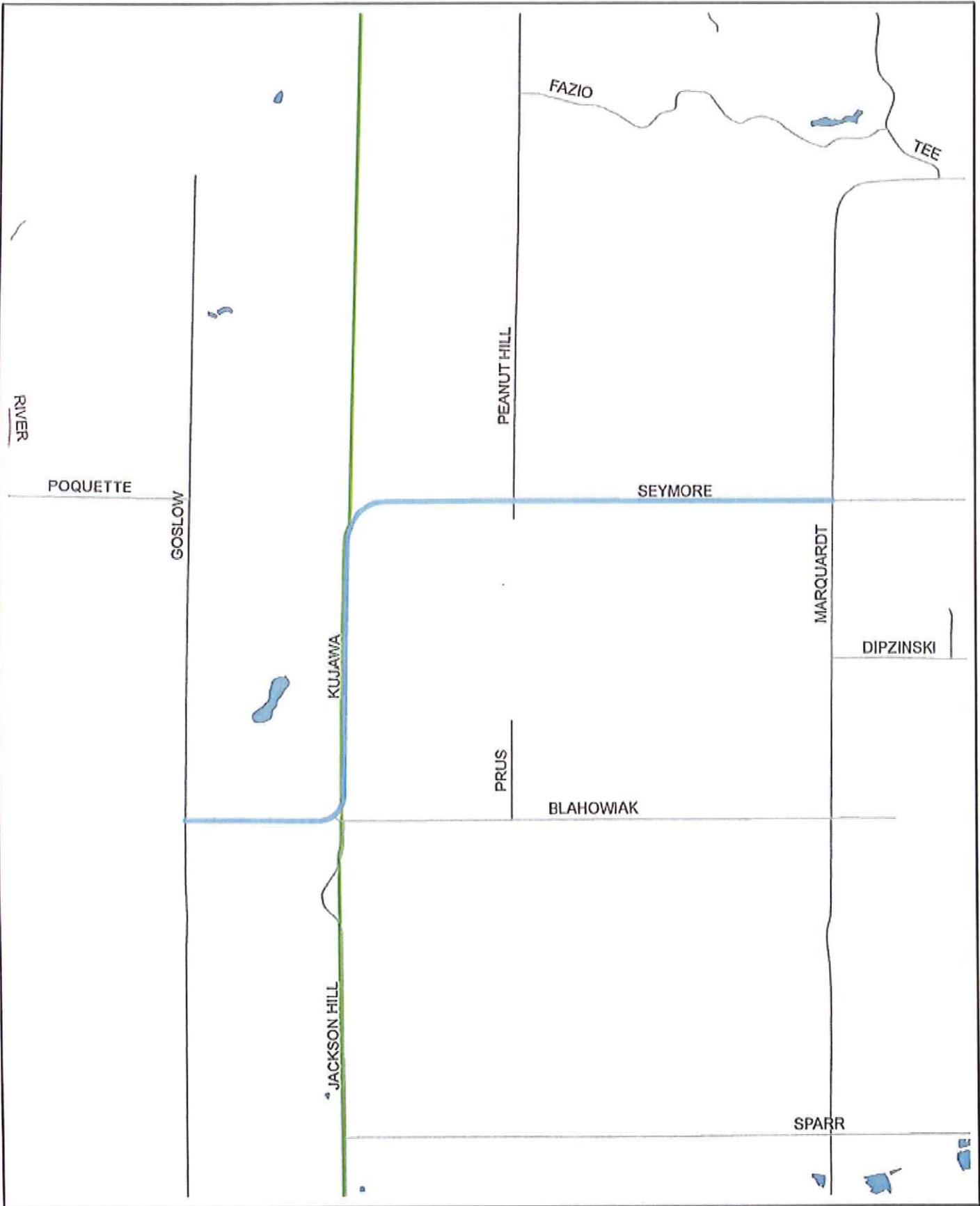
Alternative Financing:

Financing will include the following cost breakdowns:

Federal:	\$748,000
Local:	\$187,000

Agency Reported Priority: Important

Planning Commission Reported Priority: Important



Seymore Road and Kujawa Road Project

Scale: 1" = 2,000'



Project Title: **Otsego County Road Commission Meridian Line Road Project 2**

Agency: Otsego County Road Commission

Project Type: Major Renovation

Year(s) of Project: 2019

Project Description:

The Road Commission plans to reconstruct Meridian Line Road from Sparr Road southerly 2.6 miles. This section of road will be brought to all season status. Improvements will include resurfacing with hot mix asphalt with wider lanes, paved shoulders, surface drainage upgrades, pavement markings, sign upgrades and slope restoration.

Estimated Cost: \$941,250

Basis of Cost Estimate: Cost from Engineer

Alternative Financing:

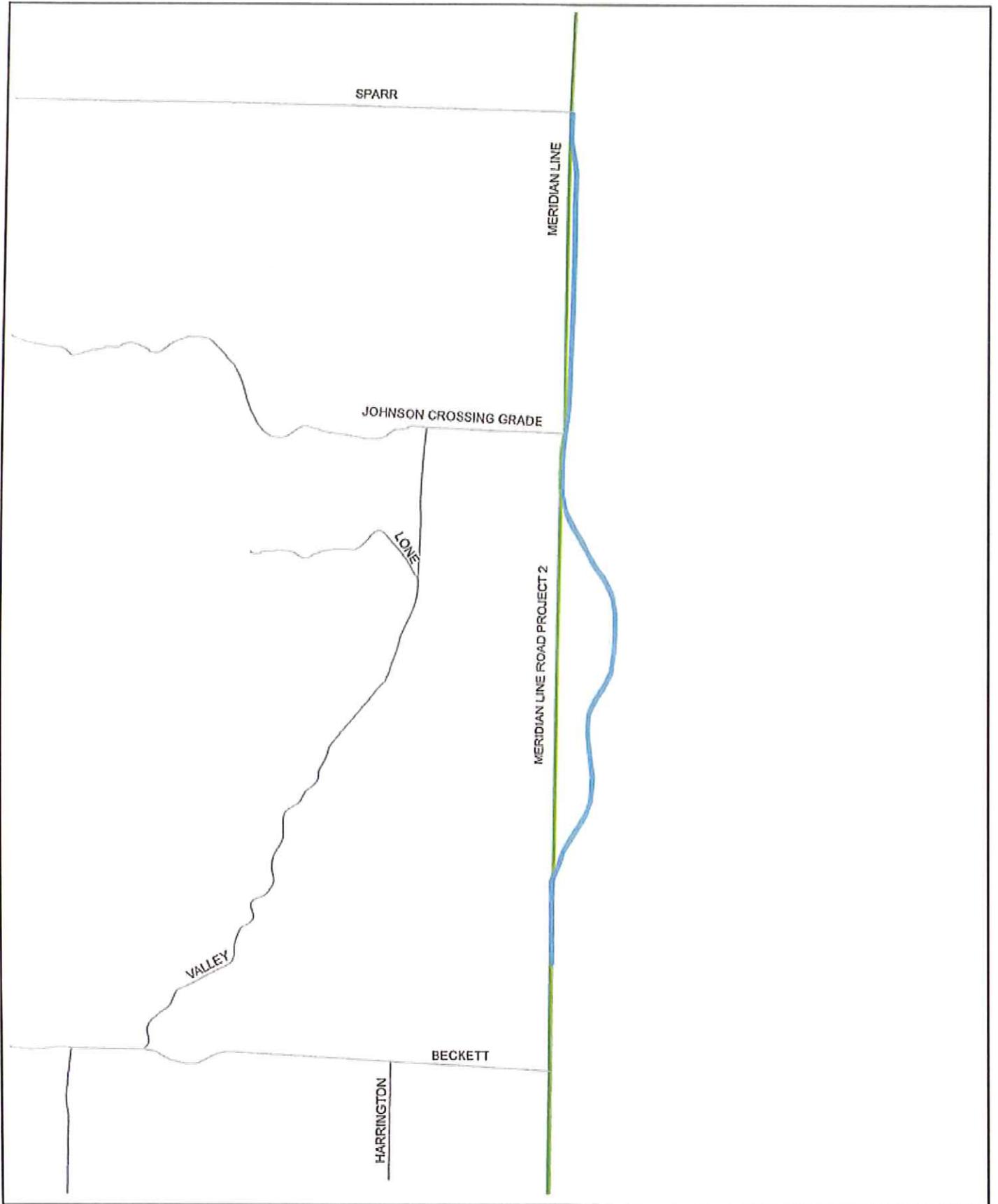
Financing will include the following cost breakdowns:

Federal:	\$753,000
Local:	\$188,250 (OCRC & Charlton Township)

Agency Reported Priority: Important

This project is important as it will upgrade and provide safety improvements to a public road on the border of Otsego and Montmorency Counties. It is important to note that intergovernmental cooperation will be a part of this project as the Road Commission will be partnering with Charlton Township on the local match. With widened paved shoulders and several other safety upgrades, this project will be constructed to all season status with a design life of twenty years. The Road Commission will benefit from a reduction of future maintenance costs with the completion of this project.

Planning Commission Reported Priority: Important



Meridian Line Road Project 2

Scale: 1" = 2,000'

Date of Photography: Spring, 2010



**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	2016	2017	2018	2019	2020	2021
Gaylord Regional Airport Taxi Lane Extension	Otsego County	New Construction	90% Federal; 5%State; 5% Local	\$350,000	Important	\$360,000					
Gaylord Regional Airport Box Hangar	Otsego County	New Construction	90% Federal; 5%State; 5% Local	\$520,000	Important				\$570,000		
Otsego County Jail	Otsego County	New Construction	Various	\$7,800,000	Important						\$7,800,000
Otsego County Library Expansion	Otsego County Library	Facility Expansion	Various	\$4,500,000	Important		\$2,500,000				
Otsego County Road Commission Road Projects	OC Road Commission										
Meridian Line Road Safety Project	OC Road Commission	Major Renovation	Federal STP 80%; Local 20%	\$380,000	Important	\$380,000					
Sparr Road Project	OC Road Commission	Major Renovation	Federal STP 80%; Local 20%	\$522,000	Important	\$522,000					
Meridian Line Road Project 1	OC Road Commission	Major Renovation	Federal STP 80%; Local 20%	\$532,500	Urgent		\$532,500				
Seymore Road and Kujawa Road Project	OC Road Commission	Major Renovation	Federal STP 80%; Local 20%	\$935,000	Important			\$935,000			
Meridian Line Road Project 2	OC Road Commission	Major Renovation	Federal STP 80%; Local 20%	\$941,250	Important				\$941,250		
Total Costs by Year:				\$16,480,750		\$1,262,000	\$3,032,500	\$935,000	\$1,511,250	\$0	\$7,800,000