TOWNSHIP OF VEVAY
INGHAM COUNTY, MICHIGAN
RESOLUTION TO ADOPT THE CAPITAL IMPROVEMENT PLAN 2019-2025
RESOLUTION #19-09

At a regular meeting of the Township Board of Trustees of the Township of Vevay, Ingham County, Michigan, held in the Township Hall, 780 Eden Road, Mason, Michigan 48854 on the 14 day of October 2019.

PRESENT: Ramey, Lazet, Kean and Lacasse
ABSENT: Sherwood

The following Preamble and Resolution were offered by Ramey and supported by Lazet.

WHEREAS, a Capital Improvement Plan is a tool that can be used to implement the Township Master Plan; and

WHEREAS, the Capital Improvement Plan is a budgeting process used to determine public improvement needs over a 6-year period; and

WHEREAS, the Capital Improvement Plan will assist the Township in strategic and comprehensive planning; and

WHEREAS, the Capital Improvement Plan represents sound planning and management techniques that improves the efficiency and economy of local government; and

WHEREAS, the Capital Improvement Plan informs the public about the Township's investment in Capital Assets;

NOW, THEREFORE, be it resolved, that the Board of Trustees of Vevay Township adopts the 2019-2025 Capital Improvement Plan, as presented in Attachment A.

NOW, THEREFORE, BE IT RESOLVED that Resolution 19-09 is hereby adopted effective October 14, 2019.

Upon roll call vote, the following voted:

Ayes: Lazet, Ramey, Kean and Lacasse

Nays: none

Absent: Sherwood

The Supervisor declared the resolution adopted.

Jesse Ramey
Jesse Ramey, Supervisor
Township of Vevay

JoAnne Kean
JoAnne Kean, CMMC, Clerk
Township of Vevay

STATE OF MICHIGAN }
}ss
COUNTY OF INGHAM }

CERTIFICATE

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted at a regular meeting of the Vevay Township Board held at the Township Hall on Monday, October 9, 2019, that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 PA 267; that a quorum of the Board was present and voted in favor of said Resolution; and that minutes of said meeting were kept and will be or have been made available as required by said Open Meetings Act.

JoAnne Kean

JoAnne Kean, CMMC, Clerk
Township of Vevay

Attachment A

VEVAY TOWNSHIP
Capital Improvement Plan
Year 2019-2025

The Capital Improvement Plan (CIP)

The Capital Improvement Plan (CIP) is a multi-year schedule of public physical improvements. The CIP is a management tool intended to help the Township administration allocate its limited financial resources to purchase, replace, and rehabilitate Township Assets as defined in the Capital Asset Policy. The plan coordinates strategic planning, financial capacity, asset management and physical development.

Capital Asset Policy

A Capital Improvement typically includes purchase amounts in excess of $5,000.00. The long-term useful life is 5-40 years. Capital Improvement expenditures are of a non-recurring nature and add substantial value to the Township's fixed assets.

Benefits of Developing a Capital Improvement Plan

A Capital Improvement plan integrates the capital and operating budgets. The Plan identifies and prioritizes the financing of capital and maintenance expenditures while controlling asset management projects. It is a tool for the Township Administration that enhances strategic and comprehensive planning as well as informs the public about the Township's investment in capital assets.

Capital Improvement Plan Process

The CIP requirements have been taken from the Municipal Planning Act, Act 285 of 1931. Although this is the act that generally applies to cities and villages, the general requirements and procedure has been recommended to townships for use in Capital Asset Management. The CIP should be part of the regular budgetary process and reviewed annually.

The first step in the CIP process is to establish local criteria to develop a "Capital Needs" list. The Capital Needs list is a list of Capital Projects considered to be needed by the Township for the next six years. Capital Projects are defined as major, nonrecurring expenditures such as land purchases, construction, rehabilitation, major equipment, planning & feasibility costs and as defined in the Capital Asset Policy.

The Capital Needs List

Project Funding Years: The CIP is implemented in six-year increments. The Project Funding years list the first and last year of funding.

Committed Fund Classification: A classification within the general fund for the separation of committed fund balance.

Project: The project name can be either a descriptive name of the project or the item purchased.

Cost Estimate: This is an estimate of the total project cost. The costs may be listed either as a total project cost or a yearly on-going cost.

Completion Year: The year the project is finished, or item purchased.

Funding Sources: A listing of source revenues or budget. If multiple source, include all sources.

Notes: This should include any special conditions or needs of the project.

Review of the Capital Improvement Plan

Each Year the Capital Improvement Plan should be reviewed as part of the budget process. Projects that were not implemented in the previous year are reviewed for inclusion in the first year of the next Capital Improvement Plan.

Normally, the Capital Needs list will only include revisions to listed projects, with an additional year's projects added to complete the sixth year. The on-going nature of the process recognizes that some projects are not a one-time, one-year event. Some projects will need funding in several different years. Overall projects will be added based on their priority in relation to other projects, and the amount of money available.

8/15/19