

City of St. Ignace

CAPITAL IMPROVEMENTS PLAN 2024-2029



Acknowledgements

Planning Commission

Betsy Dayrell-Hart, Chairperson

Jim Drazo, Vice Chairperson,

Tom Cronan, Secretary

Charlotte Doud

Mike Williford*

Rick Perry

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1 Introduction

What is a Capital Improvements Plan? (CIP)

A CIP is a multi-year planning document that identifies the city's needs and financing sources for public infrastructure improvements. The CIP facilitates the orderly planning of infrastructure improvements to maintain, preserve, protect, and/or expand St. Ignace's existing infrastructure system. It provides a schedule for the acquisition and replacement of equipment to ensure efficient service delivery to residents and businesses. The CIP shall also align with the city's Master Plan and other relevant planning documents to ensure that capital improvements are consistent with the community's goals and policies. A comprehensive CIP is an essential tool for the planning and development of the social, physical, and economic wellbeing of the community.

The CIP informs St. Ignace residents and stakeholders how the city plans to address significant capital needs over the next six years by detailing the timing, sequence, and location of capital projects. Due to the nature and scale of these projects, the CIP has tremendous influence on how the city grows since infrastructure capacity is foundational to new development.

Some of the many benefits that the CIP provides for the residents and stakeholders include the following:

- **Optimize use of revenues**
 - *Advanced planning and programming will help avoid crisis and the costly price of crisis recovery (i.e. preventing a pipe bursting unexpectedly due to deferred maintenance)*
- **Align with community goals, needs and capabilities**
 - *Keep projects in line with community objectives, anticipated growth, and guide desired growth using data and goals from the various adopted plans and policies (i.e. reviewing the master plan's action strategies routinely)*
- **Encourage efficient government services**

- *With a structured timeline, departments will reduce duplication of work and minimize disruption to other department's projects (i.e. fixing and underground pipe in conjunction with a road project).*
- ***Improve intergovernmental and regional cooperation***
 - *Discussion on how city departments and stakeholders can streamline processes and collaborate to share resources can result in savings (i.e. utilizing classroom space for recreation programs)*
- ***Maintain awareness of city's finances***
 - *With sufficient time for planning, the most economical means of financing each project can be selected that are within the financial capacity. This helps to preserve St. Ignace's credit rating (helps to reduce instances of borrowing at high interest rates).*
- ***Enhance opportunities for the participation in federal and/or state programs***
 - *When projects are planned, the city can search for grant and funding opportunities from higher levels of government (i.e. seeking grants on low interest loans from the appropriate agency).*

The Process

Preparation of the CIP is enabled by the Michigan Planning Enabling Act (PA 33 of 2008). Under this act, the Planning Commission, or the legislative body, depending on the city's charter, is responsible for creating a CIP annually. The CIP program is a living document that continues to develop over time as new features arise that improve quality and efficiency of service provision.

In 2021, to prepare the CIP, St. Ignace's city departments filled out an application that explained basic characteristics of the proposed project (i.e. quantity, useful life, cost) and a justification for its need (see application in the appendix). Once all the applications were submitted, they were compiled and department heads were asked the four following questions as an exercise to prioritize all the proposed projects:

- Is this project legally obligated?
- Is it a community priority?
- Does it align with planning documents?
- Is it essential for public health and safety?

The responses were given a weighted score, along with an additional figure for the project's urgency to calculate a total to rank the projects by year. With this information, a draft CIP was presented to the Planning Commission on May 10, 2021 for its review and a public hearing was held on June 7 2021 and received no public comment. City Council approved the CIP on June 8, 2021.

Every year all projects included within the CIP should be reviewed, a call for new projects made, and adjustments to existing projects based on changes in funding required, conditions, or timeline. A new year of programing is added each year to replace the year funded in the annual operating budget.

The CIP plays a significant role in the implementation of a Master Plan as the bridge between planning and budgeting for capital projects. It is noted in the Master Plan that any plans for development and population growth are contingent up major infrastructure upgrades found in the CIP. Yet, approval of the CIP does not mean that City Council grants final approval for all projects contained within the plan. Rather, by approving the CIP, City Council acknowledges that these projects are reasonable expectations of the community's upcoming needs.

The plan prioritizes six-year investments in public infrastructure and improvements, as recommended by the city's departments and the Planning Commission to City Council.

Funding Source Legend

202: Major Street Fund

509: Community Center Fund

590: Wastewater Fund

591: Water Fund

RR&I: R

USDA: United States Department of
Agriculture]

EGLE: Michigan Department of
Environment, Great Lakes, & Energy

MDOT: Michigan Department of
Transportation

2024 Investment

Total:

Total from City:

WATER/WASTEWATER

2024 – 24-02

Project Name: Replace Water Mains (591 RR&I)

Water mains are past repair and need replacement. Danger of freezing water mains, irreparable/costly damage, loss of water supply.

South State St. WM—Bertrand to Ferry Lane	\$411,000
South State St. WM—Ferry Lane South to New 8 th	\$176,000
Graham WM—Church to South State	\$967,000
Dock 3 WM—Paro to South State	\$792,00
ROW WM—Fitch to Keightley	\$74,000
Keightley WM—Connection East of Church	\$103,000
Spring Street WM—Collins to West Spring	\$645,000

Quantity: 7	Cost: \$3,168,000
Outside Funding Source:	Amount: \$
Useful life: 50 years	Score: 98

2024 – 24-05

Project Name: Paint Storage Tanks (591 RR&I)

The Second Street Elevated Tank, the Marley Street Standpipe, and the Evergreen Shores Elevated Tank need to be repainted due to regular wear & tear from weather and longevity.

Quantity: 3	Cost: \$470,000
Outside Funding Source:	Amount: \$
Useful life: 30 years	Score: 52

2024 – 24-04

Project Name: Rehabilitate Water Treatment Plant Equipment (591 RR&I)

This equipment at the Water Plant is due to be replaced. Replacement will prevent costly repairs of outdated equipment and make operations more efficient. Pumps need to be replaced every 10-15 years.

Low Service Pumps	\$45,000
Surface Wash Pump	\$8,000
Flocculator Drives	\$44,000
Streaming Current Monitor	\$17,500
Soda Ash Pumps	\$20,000
High Service Pump VFD	\$80,000

Quantity:	Cost: \$214,000
Outside Funding Source:	Amount: \$
Useful life: 15 years	Score: 120

2024 – 24-33

Project Name: Sludge Removal Ponds 4A & 4B

Weed growth has become an issue in Ponds 4A and 4B which in turn affect the Ultraviolet System.

Quantity: 1	Cost: \$75,000
Outside Funding Source:	Amount: \$75,000
Useful life: 30 years	Score: 121

2024 – 24-34

Project Name: New Flow Metering

The current meters are outdated and inaccurate. It is imperative that we have accurate measurements for reporting on NPDES permit.

Quantity: 1	Cost: \$15,000+
Outside Funding Source:	Amount: \$15,000+
Useful life: 30 years	Score: 129

EQUIPMENT

2024 – 24-03

Project Name: Mower Attachment for Bobcat (641)

An attachment that will allow another piece of equipment to mow. The City does not currently own this piece of equipment, so it would be another way to efficiently mow City property. It would save time of the crew, and limit wear & tear of other mowing equipment.

Quantity: 1	Cost: \$10,000
Outside Funding Source:	Amount: \$10,000
Useful life: 10 years	Score: 42

STREETS

2024 – 24-06

Project Name: Resurface Ferry Lane (202 & MDOT)

Ferry Lane is past repair, and needs to be resurfaced.

	\$1,000,000
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Quantity: 1	Cost: \$1,000,000
Outside Funding Source:	Amount: \$
Useful life: 30 years	Score: 119

COMMUNITY DEVELOPMENT

2024 – 24-01

Project Name: Tennis Court Renovation (509 & State Grants)

Resurface, repair, and repaint to spur tennis and pickleball participation. There are currently dangerous cracks and uneven surfaces, there are safety and liability concerns.

Quantity: 1	Cost: \$60,000
Outside Funding Source:	Amount: \$60,000
Useful life: 15 years	Score: 70

DDA

2024 – 24-08

Project Name: Boardwalk Repair & Replacement

Sections of the boardwalk need maintenance and repair. Repair and replacements points would be from Kiwanis Park to Chief Wawatam Park. Access and walkability is an important attraction for St. Ignace residents and visitors.

Boardwalk Repair	\$20,000
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Quantity: 1	Cost: \$20,000
Outside Funding Source:	Amount: \$
Useful life: 15 years	Score: 117

POLICE DEPARTMENT

2024 – 24-09

Project Name: Police Department Server Equipment Replacement

The current server is 15 years old and is showing signs of impending failure.

Server Replacement	\$15,000
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Quantity: 1	Cost: \$15,000
Outside Funding Source:	Amount: \$
Useful life: 15 years	Score: 110

2024 – 24-30

Project Name: Police Department Patrol Car Purchase

The police department is seeking to purchase a new patrol vehicle to replace one of the older police vehicles.

Patrol Vehicle	\$43,000
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Quantity: 1	Cost: \$43,000
Outside Funding Source:	Amount: \$
Useful life: 15 years	Score:

LITTLE BEAR EAST ARENA & COMMUNITY CENTER

2024 – 24-10

Project Name: Little Bear East Arena & Community Center Security Upgrade

New/updated security system for the entire LBE facility is outdated and offers very limited capacity to monitor the facility as whole. New security equipment was recommended by contractor.

Security System	\$18,360
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Quantity: 1	Cost: \$9,180
Outside Funding Source: YES	Amount: \$9180
Useful life: 15 years	Score: 80

2024 – 24-11

Project Name: Little Bear East Arena & Community Center Softball Field Upgrade

The fill dirt that was initially used for outfield is presenting a safety issue sharp debris that has worked to the surface. The upgrade would include clay dirt to mix with a base coat of mixed gravel, more soil and seeded.

Field Upgrade	\$10,000
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Quantity: 1	Cost: \$4,000
Outside Funding Source: YES	Amount: \$6000
Useful life: 15 years	Score: 85

2024 – 24-12

Project Name: Little Bear East Arena & Community Center AC Unit Replacement

LBE AC unity is 25+ years old and is in constant state of repair. The system is dated which results in hard-to-find parts for repairs.

AC Unit	\$18,968
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Quantity: 1	Cost: \$18,968
Outside Funding Source:	Amount: \$
Useful life: 15 years	Score: 98

2024 – 24-07

Project Name: Reseal Little Bear Parking Lot (509)

The parking lots is starting to crack & crumble; sealing it will prolong its life.

Parking Lot Reseal	\$30,000
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Quantity: 1	Cost: \$30,000
Outside Funding Source:	Amount: \$
Useful life: 10 years	Score: 59

WATER/WASTEWATER

2025 – 25-14

Project Name: Aeration System Repairs (590)

The aeration system requires repair as the runs have come apart and/or are broken.

Quantity: 1	Cost: \$TBD
Outside Funding Source:	Amount: \$
Useful life: 10 years	Score: 117

**2025
Projects**

2025 – 24-31

Project Name: Communication Equipment for Lift Stations (590)

All lift stations have communication equipment that communicates with the computer at the Water Treatment Plant. The support for the current equipment at these stations ended in 2008 and needs to be renewed.

Quantity: 1	Cost: \$TBD
Outside Funding Source:	Amount: \$
Useful life: 10 years	Score: 129

2025 – 24-32

Project Name: Rehabilitate Water Treatment Plant Equipment (591 RR&I)

This equipment at the Water Plant is due to be replaced. Replacement will prevent costly repairs of outdated equipment and make operations more efficient. Pumps need to be replaced every 10-15 years.

Complete Filter No. 2/4 Rebuild	\$125,000
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Quantity: 1	Cost: \$125,000
Outside Funding Source:	Amount: \$
Useful life: 10 years	Score: 120

DDA

2025 – 24-13

Project Name: Boardwalk Repair & Replacement

Sections of the boardwalk need maintenance and repair. Repair and replacements points would be from Kiwanis Park to Chief Wawatam Park. Access and walkability is an important attraction for St. Ignace residents and visitors.

Quantity: 1	Cost: \$10,000
Outside Funding Source:	Amount: \$
Useful life: 15 years	Score: 117

COMMUNITY DEVELOPMENT

2025 – 24-15

Project Name: Remove & Replace City Hall Stairs & Walkway (101)

The back stairs and walkway at City Hall are getting old. The wood is rotting and there are safety concerns.

Quantity: 1	Cost: \$30,000
Outside Funding Source:	Amount: \$
Useful life: 30 years	Score: 110

LITTLE BEAR EAST ARENA & COMMUNITY CENTER

2025 – 24-16

Project Name: Little Bear East Arena & Community Center Building Maintenance & Repairs

Yearly maintenance and upkeep as the building is 20+ years old. The roof, ceiling, all mechanicals, flooring, windows, and any necessary building improvements.

	\$10,000
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Quantity: 1	Cost: \$10,000
Outside Funding Source:	Amount: \$
Useful life:	Score: 85

2026 Projects

WATER/WASTEWATER

2026 – 24-17

Project Name: Rehabilitate Water Treatment Plant Equipment (591 RR&I)

This equipment at the Water Plant is due to be replaced. Replacement will prevent costly repairs of outdated equipment and make operations more efficient. Pumps need to be replaced every 10-15 years.

Low Service Pump VFD	\$55,000
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Quantity: 1	Cost: \$55,000
Outside Funding Source:	Amount: \$
Useful life:	Score: 120

2026 – 24-35

Project Name: New Huron Street Lift Station

The current lift station is in disrepair. The control system is on the verge of failure and needed replacement. The current system is no longer supported by the manufacturer. The pumps in this lift station are bolted to the structure which make repairs very difficult.

Quantity: 1	Cost: \$100,000
Outside Funding Source:	Amount: \$
Useful life:	Score: 129

POLICE DEPARTMENT

2026 – 24-19

Project Name: PD Office Remodel/Relocate (101)

New office space of 2500 square feet with a 2-stall garage/secure vehicle area. Needed to accommodate a better environment for office and vehicle storage and upkeep. Current office leaks water and electric is not sufficient.

Quantity: 1	Cost: \$200,000
Outside Funding Source:	Amount: \$
Useful life: 30 years	Score: 98

LITTLE BEAR EAST ARENA & COMMUNITY CENTER

2026 – 24-20

Project Name: Little Bear East Arena & Community Center Building Maintenance & Repairs

Yearly maintenance and upkeep as the building is 20+ years old. The roof, ceiling, all mechanicals, flooring, windows, and any necessary building improvements.

	\$10,000
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Quantity: 1	Cost: \$10,000
Outside Funding Source:	Amount: \$
Useful life:	Score: 85

2027 Projects

WATER/WASTEWATER

2027 – 24-22

Project Name: Replace Water Mains (591 RR&I)

Water mains are past repair and need replacement. Danger of freezing water mains, irreparable/costly damage, loss of water supply.

Second Street WM—Collins to West Spring	\$645,000
Hillcrest WM—Marley to Dolsey	\$250,000
McCann WM—Chambers to Dickenson	\$308,000
Truckey WM—Marley to I-75	\$147,000
Antoine WM—East of North Side	\$147,000

Quantity: 5	Cost: \$1,497,000
Outside Funding Source:	Amount: \$
Useful life: 10 years	Score: 98

2027 – 24-22

Project Name: Replace Water Mains (591 RR&I)

Water mains are past repair and need replacement. Danger of freezing water mains, irreparable/costly damage, loss of water supply.

Second Street WM—Collins to West Spring	\$645,000
Hillcrest WM—Marley to Dolsey	\$250,000
McCann WM—Chambers to Dickenson	\$308,000
Truckey WM—Marley to I-75	\$147,000
Antoine WM—East of North Side	\$147,000

Quantity: 5	Cost: \$1,497,000
Outside Funding Source:	Amount: \$
Useful life: 10 years	Score: 98

2027 – 24-24

Project Name: Rehabilitate Water Treatment Plant Equipment (591 RR&I)

High Service Pumps	\$75,000
Backwash Pump	\$12,000

Quantity:	Cost: \$87,000
Outside Funding Source:	Amount: \$
Useful life: 15 years	Score: 120

DDA

2027 – 24-21

Project Name: Boardwalk Repair & Replacement

Sections of the boardwalk need maintenance and repair. Repair and replacements points would be from Kiwanis Park to Chief Wawatam Park. Access and walkability are an important attraction for St. Ignace residents and visitors.

Quantity: 1	Cost: \$10,000
Outside Funding Source:	Amount: \$
Useful life: 15 years	Score: 117

LITTLE BEAR EAST ARENA & COMMUNITY CENTER

2027 – 24-23

Project Name: Little Bear East Arena & Community Center Building Maintenance & Repairs

Yearly maintenance and upkeep as the building is 20+ years old. The roof, ceiling, all mechanicals, flooring, windows, and any necessary building improvements.

	\$10,000
Quantity: 1	Cost: \$10,000
Useful life:	Score: 85

2028 Projects

WATER/WASTEWATER

2028 – 24-26

Project Name: Marley Street High-Capacity Pump (591 RR&I)

Replace pump

Quantity: 1	Cost: \$75,000
Outside Funding Source:	Amount: \$
Useful life: 15 years	Score: 123

2028 – 24-25

Project Name: American Legion Park Swing set

DDA would like to build an enclosed swing set as the park currently does not have swings.

Swing Set	\$20,127.31
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Quantity: 1	Cost: \$20,127.31
Outside Funding Source:	Amount: \$
Useful life: 15 years	Score: 71

2029 Projects

LITTLE BEAR EAST ARENA & COMMUNITY CENTER

2029 – 24-28

Project Name: Little Bear East Arena & Community Center Building Maintenance & Repairs

The fill dirt that was initially used for outfield is presenting a safety issue sharp debris that has worked to the surface. The upgrade would include clay dirt to mix with a base coat of mixed gravel, more soil and seeded.

	\$10,000
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Quantity: 1	Cost: \$10,000
Outside Funding Source:	Amount: \$
Useful life:	Score: 85

DDA

2029 – 24-29

Project Name: Boardwalk Repair & Replacement

Sections of the boardwalk need maintenance and repair. Repair and replacements points would be from Kiwanis Park to Chief Wawatam Park. Access and walkability are an important attraction for St. Ignace residents and visitors.

Boardwalk Repair	\$10,000
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Quantity: 1	Cost: \$10,000
Outside Funding Source:	Amount: \$
Useful life:	Score: 117

3 Appendix

Scoring Process
Project Form
Score Sheet

Policy Group 2024:

Council: Councilmember Williford, Councilmember Eyre

City Manager: Scott Marshall

Mayor: William LaLonde

Planning Commission Sub-Committee and one or more other commissioner: Betsy Dayrell-Hart, Charlotte Doud, Thomas Cronan

Municipal Clerk Treasurer: Andrea Insley

City Assessor: Nick Couture

Building Inspector: Brian Olsen

Department of Public Works Supervisor: Bill Fraser

Police Chief: Kevin James

Fire Chief: Nick Montie

Recreation Director: Cathy Lamb

Marina Director: Joe Stearns

Golf Course Manager: Kurt Ney

St. Ignace Public Library Director: Sharon Crotser-Toy

Sault Tribe Representative: Bridget Sorenson

DDA Director: Ryan Sigmon

Scoring Process

The CIP will include CITY OF ST IGNACE projects:

- A. Capital Improvements projects will be equal to or greater than \$10,000.00
- B. Projects will have an economic life greater than 5 years.
- C. CIP projects will be focused on supporting the infrastructure needs of the city, such as, water, sewer, streets, and parks and trails.
- D. CIP projects will be used in support of, and leverage for, economic development-related projects that provide additional tax base and jobs to the community

For each project request, the rater scores the project on each of the 9 criteria in Column 1, then multiplies each score by the weight listed in Column 2 and writes that number in Total Points Column 3.

The grand total of Column 3 is the project final score. The score helps to compare various projects with reference to the criteria.

Other considerations apply to CIP project priority - some projects are fully funded by departmental restricted funds, so the highest score may not necessarily be the project chosen as first to initiate. Some projects may be of very high priority, but may not be initiated until funding is secured. Projects can be delayed and moved to a subsequent year on the yearly CIP update. Even though delayed, a listed project remains on the CIP as a reminder that the project is of benefit to the community and that the community continues to seek funding for it.

Policy Group:

City Manager

Mayor

2 or more members of City Council

2 or more members of the Planning Commission

Department Heads or their designees, including: DPW, Police, Fire, Recreation Departments

DDA Director

Building Inspector

City Assessor

Municipal Treasurer and Clerk

2 Representatives of the community for example Library Director, representative from the Sault Tribe of Chippewa Indians, or other groups

City of Saint Ignace

CAPITAL IMPROVEMENT PROGRAM PROJECT REQUEST FORM FOR FY 2020-2025

Department: _____

Date Prepared: _____

Project Title:

Project Description: Provide a complete description of the project being proposed. Provide basic information about the project, such as size, acreage, floor area, capacity, etc.

Justification: Indicate the need for the project and what it is expected to accomplish.

Location/Site Status: Is the site owned? If so, provide the address. Has a site location been determined, if not, provide a general location.

Schedule: Indicate the year funding is requested, or if the project will take several years to complete, outline the schedule. If applicable, be sure to include work done in prior years, including studies or other planning.

Coordination: If the project is dependent upon one or more other CIP projects, identify them and indicate what the relationship among the projects is. If the project is not dependent upon, but should be linked to one or more other CIP projects, identify them and indicate what the relationship among the projects is.

Project Priority: Indicate the project priority. The highest priority does not have to occur in the nearest year, and priorities do not necessarily follow in chronological order. It may be that your most important project may not be needed or be ready for action in the nearest year.

_____ Priority within departmental requests

Cost Estimate: It is extremely important that the cost data provided be as accurate and complete as possible. For projects that will take more than one year, list each year separately and then show total.

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>Total</u>
1. Environmental study						
2. Site Acquisition						
3. Site Improvements						
4. Construction Costs						
5. Utility Connection						
6. Equipment/Furnishing						
7. Telecommunications						
8. Architectural/Engr/legal 16% of lines 3 thru 7						
9. Constr. Management 4% of lines 1 thru 8						
TOTAL= \$						

Basis of Cost Estimate: Check one of the following. If you want to provide more detail on the estimate, do so with a narrative after indicating the type of estimate.

Cost of comparable facility or equipment

From cost estimate from engineer or architect or vendor

From bids received

“Preliminary” estimate, (e.g. no other basis for estimate, guesstimate)

Recommended Source of Financing: Indicate any suggestions for sources of financing, such as federal or state grants, contributions, donations, etc.

Impact on On-going Operating Costs/Personnel Requirements: Explain the effect of this project on the operating costs, such as personnel, purchase of services, materials and supplies, equipment purchases, maintenance and utilities.

Impact if Project is not completed: Provide a brief statement regarding the impact should the project not be funded/completed within requested time frame.

Prepared By: _____

Signature: _____ Date _____

Score Sheet

Project Name:			
Department:		Score Date:	
Rater Name			
	Rater Score	Weight	Total Points
Contributes to Health, Safety & Welfare 0 = no impact 1=minimally contributes 3 = materially contributes or eliminates a potential hazard 5 = eliminates a known hazard		5	
Needed to comply with local, state, or federal law 0=no 5 = yes		5	
Implements Master Plan 0=no 1=minimally 3=moderately 5=maximally		4	
Remediates a known or projected deficiency 0=no 3= partial remedy 5 = complete remedy		3	
Reduces future costs 0=no 3= yes		3	
Protects Natural Resources 0=no 1=minimally 3 =moderately 5=maximally		3	
Supports Local Economy 0= no 1= minimally 3 =moderately 5 = maximally		2	
Delivers level of service expected by community 0= no 1= minimally 3=moderately 5=maximally		2	
Generates revenue for the CITY 0=no 1=minimally 3=moderately 5=maximally		2	
Grand Total			