



Village of Three Oaks

Capital Improvement Plan

Effective Date: February 15th, 2018

Section 1 – Summary

The Capital Improvement Plan (CIP) is a document that reviews the equipment, infrastructure and facility improvements needed over the next five (5) years to ensure the most efficient use of municipal money and resources. A CIP is the replacement or purchase of equipment that is worth \$5,000 or more and has a life greater than five (5) years. The CIP will include: priorities, cost estimates, and financing methods.

Having a CIP in place allows the Village to prioritize projects which are necessary and will optimize the use of Village financial resources. The “pay as you go” strategy allows the Village to pay for projects with funds currently available therefore avoiding additional costs that accompany borrowing of funds. Not all projects can be paid for with the “pay as you go” strategy and bonding may be necessary from time to time. It is also important to make comprehensive improvements. For example: if the Village is reconstructing a street, it would be prudent to see if any sewer, water, or storm sewer lines need replacing at that time.

Some projects can be done “in house” through our staff but other will have to be outsourced. When seeking bids, the Village will abide by the established purchase and bid policy (adopted: 7/14/2010). Each CIP item is listed and detailed in this document.

As unforeseen issues arise, or certain grants become available, the projects may change. This is a living document which needs to be changed and updated as the needs within the Village change.

The plan should be updated on an annual basis during the budget adoption.

Section 2 – Developing the Plan

A draft CIP is created by Village staff for presentation to the Village Council for comment and approval. The following criterion was used when creating the Village CIP:

- Necessity to fill any State or Federal requirements
- Relationship to other projects
- Asset management criteria
- Operational cost
- Availability of funding
- Relationship to Community and Council goals
- Ensuring savings and proper planning

Each Department of the Village contributes wants and needs in the developing process and they are then taken into consideration against the previously listed criteria. The Departments (funds) are broken down to *Streets (Local, Municipal, and Major), Water, Sewer, and General.*

Section 3 – Financing

There are many tools available to fund municipal projects and assist in the community needs.

3.1 Bonds

General Obligation Bonds (GO Bonds): Go Bonds are backed by the Villages ability to tax residents. GO Bonds must have a time of referendum for the public before the bond can be issues. Limited GO Bonds are available without referendum and obligate delinquent taxes and tax sale revenue.

Revenue Bonds: These bonds are backed by an alternative source of revenue other than taxes. They can be used for improvements that would generate revenue on their own. Sewer and water improvements would be eligible for revenue bonds because there is a source of revenue that is collected to pay back the bond. For example: in the Village’s water ordinance it specifically mentions “no free service” because those revenues are dedicated to paying off the revenue bonds. The charges must be significant enough to cover operational costs and bond repayment costs as well.

Pay as You Go: This option is the simplest form of financing a project and requires the Village to budget and plan for capital improvements until sufficient fund balance is built up to pay for the project. This also saves on interest payments the Village would encounter from a bond type financing.

Installment Purchase Agreements (IPAs): IPAs are allowed for purchased not exceeding 15 years or the useful life of the property, whichever is shorter. These agreements can be entered without referendum of the public.

Section 4 – Projects

The following projects are listed based on estimated project year. For funding breakdown please view the projects individual sheet.

4.1 Fiscal Year 2017-18

- Renovations to Police Department Office
 - Estimated cost: \$5,000
- Water Treatment Plant Facility Upgrade
 - Estimated cost: \$31,000
- Sewer Treatment Plant Facility Upgrade
 - Estimated cost: \$27,500
- Sewer Treatment Plant Upgrade
 - Estimated cost: TBD
- Dredging of Lagoon #1
 - Estimated cost: \$207,000
- Electric Utility Box
 - Estimated cost: \$5,000
- Municipal Parking Lot – Central / Generations
 - Estimated cost: \$67,000

4.2 Fiscal Year 2018-19

- Renovations to DPW Building
 - Estimated cost: \$10,000
- Public Restrooms
 - Estimated cost: \$100,000

- US-12 Water Main Replacement
 - Estimated cost: \$240,000
- Oak Street – Water Line & Road
 - Estimated cost: \$847,000
- Sherwood Avenue – Water Line & Road
 - Estimated cost: \$680,000
- Enterprise Park – Water / Sewer Lines
 - Estimated cost: \$512,000
- Water Treatment Plant Facility Upgrade – Part 2
 - Estimated cost: \$10,000
- Sewer Treatment Plant Facility Upgrade – Part 2
 - Estimated cost: \$60,000

4.2 Fiscal Year 2019-20

- Dredging of Lagoon #2
 - Estimated cost: \$110,000

4.3 Fiscal Year 2020-21

- Police Department Vehicle
 - Estimated cost: \$40,000

4.4 Fiscal Year 2021-22

- Dredging of Lagoon #3
 - Estimated cost: \$160,000

4.5 Fiscal Year 2022-23

- Energy Efficient Village
 - Estimated cost: TBD

4.6 Timetable not yet determined

- DPW Vehicle
 - Estimated cost: \$40,000
- Water & Sewer Vehicle
 - Estimated cost: \$40,000
- Elm Street Reconstruction
 - Estimated cost: \$345,000
- 500 feet of Roadway
 - Estimated cost: \$260,500

RENOVATIONS TO POLICE DEPARTMENT

Project Contact(s)		Chief Dennis Bueller			Project Status		On Hold	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost	\$5,000							
Project Description		Renovations to police department.						
Project Deliverables		<ul style="list-style-type: none"> • Renovate existing police department office as requested by Police Chief and staff. <ul style="list-style-type: none"> ○ New flooring ○ New (small) hot water heater 						
Project Funding		<ul style="list-style-type: none"> • General Fund – Fund Balance 						
Project Status Description								
<ul style="list-style-type: none"> • N/A 								

WATER TREATMENT PLANT FACILITY UPGRADE

Project Contact(s)		Bruce Hauch			Project Status		On Hold	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost	\$31,000	\$10,000						
Project Description		Upgrade the water treatment plant facility to upgrade and replace aging infrastructure.						
Project Deliverables		<ul style="list-style-type: none"> New building roof. Replace heating & cooling system. Tank room dehumidifier. New hot water heater. Replace entry door & frames (two). Mill & repave entry road & parking area.* 						
Project Cost Breakdown		<ul style="list-style-type: none"> New building roof: \$12,000 Replace heating & cooling system: \$8,000 Tank room dehumidifier: \$6,000 New hot water heater: \$1,000 Replace entry door & frames (two): \$4,000 Mill & repave entry road & parking area (split cost with sewer department): \$10,000* - Completed during the Sherwood Ave. Project TOTAL COST: \$41,000 						
Project Funding		<ul style="list-style-type: none"> Water Fund 						
Project Status Description								
<ul style="list-style-type: none"> N/A 								

SEWER TREATMENT PLANT FACILITY UPGRADE

Project Contact(s)		Mike Greene & Bruce Hauch			Project Status		On Hold	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost	\$27,500	\$60,000						
Project Description		Upgrade the sewer treatment plant facility to upgrade and replace aging and failing infrastructure.						
Project Deliverables		<ul style="list-style-type: none"> New building roof at storage garage. New building roof at lagoon pump house. New aux over flow pump at lagoons. New furnace at storage garage. Repair elevator to pump access. New entry door & frame at storage garage. Mill & repave storage garage parking (split cost with water department)* New restroom facility at lagoon pump building. 						
Project Cost Breakdown		<ul style="list-style-type: none"> New building roof at storage garage: \$10,000 New building roof at lagoon pump house: \$5,000 New aux over flow pump at lagoons: \$50,000** New furnace at storage garage: \$3,000 Repair elevator to pump access: \$6,000 New entry door & frame at storage garage: \$1,500 Mill & repave storage garage parking (split cost with water department): \$10,000* - Completed during the Sherwood Ave. Project New restroom facility at lagoon pump building: \$2,000 TOTAL COST: \$87,500 						
Project Funding		<ul style="list-style-type: none"> Sewer Fund 						
Project Status Description								
<ul style="list-style-type: none"> N/A 								

SEWER TREATMENT PLANT UPGRADE

Project Contact(s)		Mike Greene & Bruce Hauch			Project Status		In Progress	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost	TBD							
Project Description		Upgrade the sewer treatment plant to handle current flow and loadings and potential Three Oaks expansion.						
Project Deliverables		<ul style="list-style-type: none"> • Review and determine what the capacity of the plant should be in terms of flow and loadings. • Determine possible treatment alternative(s) and associated capital cost estimates. • Determine alternatives for funding. • Initiate plant upgrade. 						
Project Cost Breakdown		<ul style="list-style-type: none"> • More & Bruggink Study: \$29,500 • KAR Laboratories Sampling: \$6,000 • Plant Upgrade: TBD 						
Project Funding		<ul style="list-style-type: none"> • Sewer Fund • TBD 						
Project Status Description								
<ul style="list-style-type: none"> • Contracted with Moore & Bruggink, INC to conduct a study on the current sewer treatment plan and provide recommendations on how the Village should move forward. • KAR Laboratory sampling complete and data provided to Moore & Bruggink for analysis. 								

DREDGING OF LAGOON #1

Project Contact(s)		Mike Greene & Bruce Hauch			Project Status		In Progress	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost	\$207,000							
Project Description		Remove and dispose of sludge from lagoon #1 to allow for greater capacity.						
Project Deliverables		<ul style="list-style-type: none"> • Review sludge removal proposals. • Determine possible treatment alternative(s) and associated capital cost estimates. • Contract with a sludge removal organization. • Determine alternatives for funding. • Initiate sludge removal and disposal. 						
Project Funding		<ul style="list-style-type: none"> • Sewer Fund 						

Project Status Description

- Contracted with Gro America in August 2017.
- Project was delayed until the Spring/Summer 2018 due to inclement weather in Fall 2017.

MUNICIPAL PARKING LOT – ELECTRIC UTILITY BOX

Project Contact(s)		Mike Greene & DDA			Project Status		On Hold	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost	\$5,000							
Project Description		Install an electric utility box (transformer) adjacent to the municipal parking lot at 3 South Elm Street.						
Project Deliverables		<ul style="list-style-type: none"> Provide a much-requested amenity that can be utilized during events to address the lack of efficient electrical energy. 						
Project Funding		<ul style="list-style-type: none"> General Fund – Fund Balance DDA – Fund Balance 						
Project Status Description								
<ul style="list-style-type: none"> Project cost is pending Indiana Michigan Power site analysis. 								

MUNICIPAL PUBLIC PARKING LOT – CENTRAL / GENERATIONS

Project Contact(s)		Mike Greene & Edgewater			Project Status		On Hold	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost	\$67,000							
Project Description		Seal municipal parking lot on the corner of Central Ave. and Generations Drive.						
Project Deliverables		<ul style="list-style-type: none"> Install storm sewer collection system and connect to alley system. Grade existing millings. Install curb and gutter. Place asphalt. Stripe lot. 						
Project Funding		<ul style="list-style-type: none"> General Fund – Fund Balance 						
Project Status Description								
<ul style="list-style-type: none"> N/A 								

RENOVATIONS TO DEPARTMENT OF PUBLIC WORKS

Project Contact(s)		Clay Ackerman			Project Status		On Hold	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost		\$10,000						
Project Description		Renovations to DPW building.						
Project Deliverables		<ul style="list-style-type: none"> • Renovate existing DPW office as requested by DPW superintendent and staff. <ul style="list-style-type: none"> ○ Replace office ceiling ○ Update lighting ○ New organizational tools (i.e. tool boxes, work benches, bins) 						
Project Funding		<ul style="list-style-type: none"> • DPW Budget • General Fund – Fund Balance 						
Project Status Description								
<ul style="list-style-type: none"> • N/A 								

PUBLIC RESTROOMS

Project Contact(s)		Mike Greene, DDA, & Parks & Recreation			Project Status		On Hold	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost		\$100,000						
Project Description		Design and install a public restroom in the downtown district.						
Project Deliverables		<ul style="list-style-type: none"> • Provide a much-requested public amenity to citizens and visitors in a central location that is beneficial to our park system and downtown core. 						
Project Funding		<ul style="list-style-type: none"> • General Fund – Fund Balance • MEDC Crowdfunding • The Pokagon Fund 						
Project Status Description								
<ul style="list-style-type: none"> • N/A 								

US-12 WATER MAIN REPLACEMENT

Project Contact(s)		Mike Greene & Edgewater			Project Status		On Hold	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost		\$239,400						
Project Description		Design, permit, and construct water main on US-12 from Hickory Street to Tulip Street.						
Project Deliverables		<ul style="list-style-type: none"> Repair Westbound lane of US-12 from Tulip St. to the Hickory St intersection for the transfer of water services from the old main to the new main. Replace water main and services from Tulip St. to Hickory St. Replace adjacent driveways from the curb to the property line. Replace Curb and Gutter on N. Side of US-12 as necessary for water services. Replace Sidewalk on S. Side of US-12. Repair/replace landscaping as needed for installation of water main in easement. 						
Project Cost Breakdown		<ul style="list-style-type: none"> Water Fund: \$92,500 Road Fund: \$98,000 Contingency: \$19,000 Easement Survey: \$2,400 Design Engineering: \$13,000 Construction Engineering \$14,500 						
Project Funding		<ul style="list-style-type: none"> Water Fund Major Streets Bonding 						
Project Status Description								
<ul style="list-style-type: none"> N/A 								

OAK STREET – WATER LINES & ROAD

Project Contact(s)		Mike Greene & Edgewater			Project Status		On Hold	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost		\$847,000						
Project Description		Design, permit, and construct updated water/sewer lines and road from the corner of US-12 and Oak Street to the end of Oak Street.						
Project Deliverables		<ul style="list-style-type: none"> Reconstruct roadway from the S. side of US-12 to the S. side of the Michigan St. Replace water main and services from US-12 to Michigan St. Replace adjacent driveways from the curb to the property line. Replace Curb and Gutter. Replace Sidewalk on both sides of the road. 						
Project Cost Breakdown		<ul style="list-style-type: none"> Water Fund: \$195,000 Road: \$700,000 Contingency: \$90,000 Design Engineering: \$54,000 Construction Engineering: \$55,000 						
Project Funding		<ul style="list-style-type: none"> Street(s) Fund Water Fund Bonding 						
Project Status Description								
<ul style="list-style-type: none"> N/A 								

SHERWOOD – WATER LINES & ROAD

Project Contact(s)		Mike Greene & Edgewater			Project Status		On Hold	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost		\$677,700						
Project Description		Design, permit, and construct updated water/sewer lines and road from the corner Sherwood Avenue and Palm Street to Indiana Street.						
Project Deliverables		<ul style="list-style-type: none"> • Reconstruct roadway from the south side of Locust St to the south side of Indiana St • Replace adjacent driveways from the curb to the property line. • Replace Curb and Gutter • Replace Sidewalk on both sides of the road • Install water main between Orange and Palm 						
Project Cost Breakdown		<ul style="list-style-type: none"> • Water Fund: \$105,000 • Road: \$449,000 • Contingency: \$55,500 • Design Engineering: \$33,200 • Construction Engineering: \$35,000 						
Project Funding		<ul style="list-style-type: none"> • Water Fund • Street(s) Fund • Bonding 						
Project Status Description								
<ul style="list-style-type: none"> • N/A 								

WATER / SEWER LINES TO ENTERPRISE PARK

Project Contact(s)		Mike Greene & Edgewater			Project Status		On Hold	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost							\$512,200	
Project Description		Design, permit, and construct water and sewer lines from Village limits to the Three Oaks Enterprise Park.						
Project Deliverables		<ul style="list-style-type: none"> Extend 12" Water Main along US-12 on N. Side Bore and Jack Water Main under US-12 Extend Sanitary Sewer on North Side of US-12 Install Lift Station and Force Main Bore and Jack Sanitary Sewer Under US-12 						
Project Cost Breakdown		<ul style="list-style-type: none"> Water Fund: \$161,000 Sewer Fund: \$250,000 Contingency: \$40,000 Design Engineering: \$28,200 Construction Engineering: \$33,000 						
Project Funding		<ul style="list-style-type: none"> Water Fund Sewer Fund Private Investment Grants Bonding 						
Project Status Description								
<ul style="list-style-type: none"> N/A 								

DREDGING OF LAGOON #2

Project Contact(s)		Mike Greene & Bruce Hauch			Project Status		In Progress	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost			\$110,000					
Project Description		Remove and dispose of sludge from lagoon #2 to allow for greater capacity.						
Project Deliverables		<ul style="list-style-type: none"> • Review sludge removal proposals. • Determine possible treatment alternative(s) and associated capital cost estimates. • Contract with a sludge removal organization. • Determine alternatives for funding. • Initiate sludge removal and disposal. 						
Project Funding		<ul style="list-style-type: none"> • Sewer Fund 						

Project Status Description

- N/A

POLICE DEPARTMENT VEHICLE

Project Contact(s)		Mike Greene & Chief Bueller			Project Status		On Hold	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost				\$40,000				
Project Description		Purchase new police vehicle to update aging fleet.						
Project Deliverables		<ul style="list-style-type: none"> Place RFPs for new vehicle. Select bid and purchase new vehicle. Install all proper equipment and lettering. 						
Project Funding		<ul style="list-style-type: none"> General Fund – Police Vehicle Reserve 						

Project Status Description

<ul style="list-style-type: none"> N/A 	
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DREDGING OF LAGOON #3

Project Contact(s)		Mike Greene & Bruce Hauch			Project Status		In Progress	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost					\$160,000			
Project Description		Remove and dispose of sludge from lagoon #3 to allow for greater capacity.						
Project Deliverables		<ul style="list-style-type: none"> • Review sludge removal proposals. • Determine possible treatment alternative(s) and associated capital cost estimates. • Contract with a sludge removal organization. • Determine alternatives for funding. • Initiate sludge removal and disposal. 						
Project Funding		<ul style="list-style-type: none"> • Sewer Fund 						

Project Status Description

- N/A

ENERGY EFFICIENT VILLAGE

Project Contact(s)		Mike Greene			Project Status		On Hold	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost						TBD		
Project Description		Evaluate the County's existing facilities and see if there are opportunities to upgrade our systems, save taxpayers money at no additional cost.						
Project Deliverables		<ul style="list-style-type: none"> Have a better understanding of utility costs and needs for all facilities. Have third-party provider locate opportunities for cost savings in utilities. Review cost savings and if appropriate select a company to provide services. Upgrade facilities and lower operating cost. 						
Project Cost		<ul style="list-style-type: none"> Street Lights: \$850 – \$1,250 per Internal building lighting: TBD 						
Project Funding		<ul style="list-style-type: none"> Upfront cost would be provided by the general fund and street(s) fund – fund balance and repaid through energy savings. 						
Project Year		<ul style="list-style-type: none"> Fiscal Year 2022-23 						
Project Status Description								
<ul style="list-style-type: none"> N/A 								

DEPARTMENT OF PUBLIC WORKS VEHICLE

Project Contact(s)		Mike Greene & Clay Ackerman			Project Status		On Hold	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost							\$40,000	
Project Description		Purchase new DPW vehicle to update aging fleet.						
Project Deliverables		<ul style="list-style-type: none"> Place RFPs for new vehicle. Select bid and purchase new vehicle. Install all proper equipment and lettering. 						
Project Funding		<ul style="list-style-type: none"> General Fund – DPW Vehicle Reserve 						

Project Status Description

- Project year is projected at 2023-24. One of the DPW trucks will be ten (10) years old at that time. If truck is still in great condition, funds can be diverted to larger equipment.

WATER & SEWER DEPARTMENT VEHICLE

Project Contact(s)		Mike Greene & Bruce Hauch			Project Status		On Hold	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost							\$40,000	
Project Description		Purchase new water & sewer vehicle to update aging fleet.						
Project Deliverables		<ul style="list-style-type: none"> Place RFPs for new vehicle. Select bid and purchase new vehicle. Install all proper equipment and lettering. 						
Project Funding		<ul style="list-style-type: none"> Water Fund – Vehicle Reserve Sewer Fund – Vehicle Reserve 						
Project Status Description								
<ul style="list-style-type: none"> Project year is projected at 2023-24. Water and sewer van will be ten (10) years old at that time. If van is still in great condition, funds can be diverted to larger equipment. 								

ELM STREET RECONSTRUCTION

Project Contact(s)		Mike Greene & Edgewater			Project Status		On Hold	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost							\$346,100	
Project Description		Design, permit, and construct new roadway on Elm Street from US-12 to the Amtrak railway.						
Project Deliverables		<ul style="list-style-type: none"> Reconstruct roadway from the south side of Locust St to the south side of Indiana St. Replace sidewalks at intersections only. Replace Curb and Gutter. 						
Project Cost Breakdown		<ul style="list-style-type: none"> Major Streets: \$266,000 Contingency: \$27,000 Design Engineering: \$18,600 Construction Engineering: \$34,500 						
Project Funding		<ul style="list-style-type: none"> Major Streets – Fund Balance MDOT 						
Project Status Description								
<ul style="list-style-type: none"> N/A 								

500 FEET OF ROADWAY

Project Contact(s)		Mike Greene & Edgewater			Project Status		On Hold	
FY Year	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	TBD	
Est. Cost							\$260,500	
Project Description		Resurface 500 feet of roadway.						
Project Deliverables		<ul style="list-style-type: none"> • Mill, pave, and install curb and gutter for 500 feet of roadway. 						
Project Cost Breakdown		<ul style="list-style-type: none"> • Street(s): \$212,000 • Contingency: \$21,000 • Design Engineering: \$13,000 • Construction Engineering: \$14,500 						
Project Funding		<ul style="list-style-type: none"> • Street(s) • 						
Project Status Description								
<ul style="list-style-type: none"> • N/A 								