CHAPTER 6.0-CAPITAL IMPROVEMENTS PLAN

6.8 Preparing a CIP continued

Administrative Team

This group is responsible for the final scoring of the project requests and the crafting of the capital improvements plan to present to the planning commission. This group should consist of managers or supervisors and the director of finance. When all of these positions do not exist in the township, look for a team that understands the goals and direction of growth in the township, the priorities for spending in the township and the township's finances.

Planning Commission

The planning commission is given responsibility by the act to adopt the capital improvement plan after the adoption of the master plan. It is recommended that at least two commissioners are involved in the process from start to finish. The planning commission must fully understand the value and process of the capital improvement program. Once a draft is complete, the planning commission should hold a working session open to the public to review the CIP draft and give the project leader and the administrative team their final edits. After these edits have been incorporated, the planning commission adopts the CIP in an open meeting.

Township Board

The Township should use the capital improvement plan to aid in the adoption of the township's annual budget. This is most effective when the governing body fully understands the benefits and process of the CIP. It is recommended that one elected official be a part of the CIP process from start to finish. The township board is expected to adopt the CIP after the planning commission adopts it, but before the budget is adopted.

Set a schedule

Once the roles have been identified, it's important to set a schedule that clearly outlines the process by times needed. For example, the township board needs to have the capital improvements plan adopted before the adoption of the annual budget. The schedule can work backwards to allow enough time for the entire capital improvement program to follow a comfortable pace. In the end, the schedule may look something like this:

CIP 2019 Schedule (example)

2/5/2019 ***The Township Supervisor approves the schedule***

3/5/2019 ***Policy group reviews criteria prepared by project leader and makes recommendation to the Planning Commission for adoption.***

4/1/2019 ***Planning Commission adopts criteria***

CHAPTER 6.0-CAPITAL IMPROVEMENTS PLAN

6.8 Preparing a CIP continued

5/20/2019 ***Project application forms are distributed to all department heads. A project form should be filled out for each project.***

6/20/2019 ***Project applications are submitted to each member of the policy group along with the appropriate amount of score sheets. Projects are ranked, scored and submitted to the administrative team. The administrative team drafts the capital improvements plan based on the priority of the projects for the township and available funds. The length of the plan will depend on the number of projects, the years projected out and the capacity of the township.***

7/25/2019 ***The administrative team presents a draft CIP to the planning commission. Ideally, this is during a working session which allows the planning commission to give input and feedback and hear public comment before it is adopted by the planning commission.***

8/3/2019 ***The planning commission reviews during a public hearing and adopts the final CIP and the plan goes to the township board for final adoption.***

9/10/2019 ***The township board adopts the CIP for inclusion in the Township's annual budget.***

CIP 2019 Work/Spreadsheet (example: prepared in Excel)

6.8 Preparing a CIP continued

Humboldt Township: Capital Improvement Possibilities - 2019

Type of Improvement		2019	2020	2021	2022	2023	2024	
								Totals
Bike/Ped./Snow/ATV Paths								
	New ROWs							
	Exist Rd Shldr							
	Engineer.							
	Construct.							
Fire Dept.								
	Trucks							
	Other							
Public Water System								
Road Improvements								
Recreation Facilities								
Township Hall								
Cemetery								
Totals								

CHAPTER 6.0-CAPITAL IMPROVEMENTS PLAN

6.8 Preparing a CIP continued

Updating a CIP

- ***The MPEA requires the PC to annually review and update the CIP.***

- ***The annual review should follow the CIP process.***
  - ***For townships with two-year budgets, the second year is a simple update.***
  - ***Costs, funding sources, timing should be updated, extending out for a six-year period.***

6.9 Creating a Priority System for Project Selection

A key role of the Planning Commission is to highlight the importance of projects that implement the Township's Master Plan. Below are some considerations for creating a priority system for project selection.

- Projects mandated by state and or federal law will likely receive the highest priority.
- Projects essential to public health or safety or a saving in operating costs often receive priority.
- Projects may be prioritized as: "Urgent", "Important", or "Desirable".
- Basic priorities:
  - Contributes to health, safety and welfare
  - Needs to comply with local, state or federal law
  - Conforms to an adopted program policy or plan
- Remediates an existing projected deficiency.
- Reduces future costs.
- Contributes to the long-term needs and desires of the community.
- Protects or conserves sensitive natural features or natural resources, or air or water quality.
- Reduces energy needs and/or lifecycle costs.
- Improves resiliency to extreme weather events.
- Delivers desired level of service to the community.
- Many communities develop their own priorities and assign weights.

- **6.10 Funding**

6.10 Funding

The CIP needs to also include:

- Revenue projections/estimates
- Expenditure projections/estimates
- Discussion of alternative financing mechanisms
- An aim to identify specific, realistic funding sources

6.11 Public Engagement

- Remember to provide transparency and accountability in the process
- Demonstrate that you are listening
- Open the process
- Ideally, the public hearing is not the first opportunity for public participation

6.12 Issues and Opportunities

- The Township has a fairly limited number of capital facilities.
- A Capital Improvements Planning process will help make the Township's investments in capital facilities more transparent to its citizens.
- A Capital Improvements Plan should help the Township plan, implement and track a long-term strategy of capital investments.
- If the Eagle Mining operation comes to a close in 5-years the Township's revenues may be affected. The CIP process could also be used to project those impacts.

CHAPTER 7.0-TRANSPORTATION

7.1 Introduction

The basic objective of a road system is to facilitate the safe and efficient movement of vehicles. Communities depend on the safe and effective movement of people and goods to sustain a functioning economy. Transportation efficiency is a key factor in decisions affecting land use and development.

Physical barriers such as rivers, lakes, swamps and rugged terrain greatly influence the location of roads and other transportation systems. Therefore, transportation routes were generally established where physical features offered the least resistance. The existing transportation facilities within Humboldt Township, along with a discussion of future transportation facilities and services are discussed in this chapter.

The Humboldt Township "Road Improvement and Prioritization Plan" (5/22/17) is incorporated into this Master Plan by reference. This document updates various elements of this Chapter.

7.2 Act 51 Road System

Michigan Public Act 51 of 1951 requires that all counties and incorporated cities and villages establish and maintain road systems under their jurisdiction, as distinct from state jurisdiction. Counties, cities and villages receive approximately 61 percent of the funding allocated through Act 51 for local roads. State highways under the jurisdiction of the Michigan Department of Transportation (MDOT) receive the remaining 39 percent. The roadways within Marquette County fall into one of three general classifications: State Trunklines, County Roads or City Streets. The MDOT maintains two categories of trunklines that run through Marquette County: US Highways and regular "M" (Michigan) State Trunklines.

State Trunkline Highway

The State Trunkline System includes State and Federal Highways that connect communities to other areas within the same County, State and other States. These roadways provide the highest level of traffic mobility for the traveling public. While the highway system carries more than half the total statewide traffic, Michigan has a highway network of nearly 120,000 linear miles. While the Michigan highway network represents about 10,000 miles, approximately 8 percent of the lane miles currently fall under the jurisdiction of the MDOT and these roads carry nearly 50 percent of the total vehicle miles traveled in Michigan each year. (The remaining roads are under county or local jurisdiction). State and Federal Highways are designated by the prefixes "M", "US" and "I" respectively. Act 51 requires that the state transportation department bear all maintenance costs consistent with department standards and specifications for all state highways including those within incorporated communities.

There are two State Trunklines that traverse Humboldt Township, representing a total of 13.67 miles. US-41 travels in an east-west direction throughout the northern portion of the Township. M-95 traverses north-south intersecting in the north with M-41.

7.2 Act 51 Road System continued

County Road System (Primary and Local)

County roads are classified as either Primary or Local. Road funding is based on the mileage of each road system. Primary roads facilitate the movement of traffic from areas of smaller population to larger population centers within the county. The Primary Road System serves as an important supportive road network for the Trunkline System. Primary and Local roads are shown on Map 7-1, Base Map. There are 11.64 miles of county primary roads and 56.64 miles of county local roads in Humboldt Township.

7.3 Seasonal Roads

A Seasonal Road System was established in Marquette County by resolution of the Marquette Board of Road Commissioners on November 12, 1990. The County Road Commission has defined a seasonal road as being a County Road, or a portion thereof, which, during the months of November through April, has minimal use by motor vehicles, does not provide sole access to a building which is used as a principal residence during the months of November through April, and is not normally maintained or snowplowed by the Marquette County Road Commission (MCRC) during the months of November through April. Humboldt Township's Seasonal Roads, totaling approximately 27.7 miles, are shown in Table 7-1, Seasonal Roads, Humboldt Township.

Map 7-1 Base Map

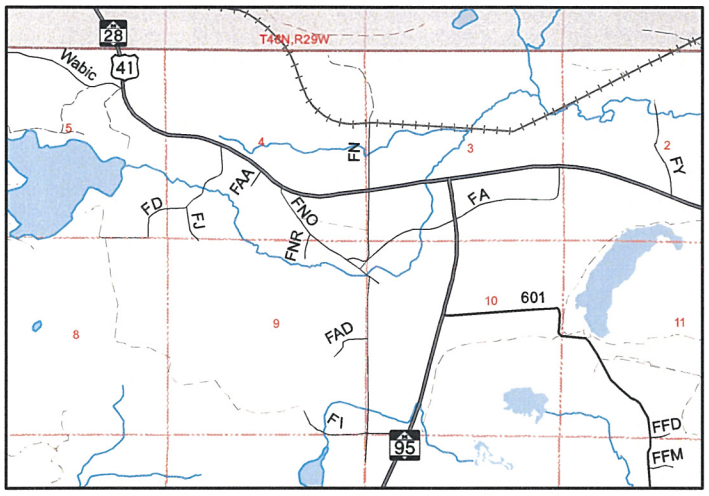
Legend

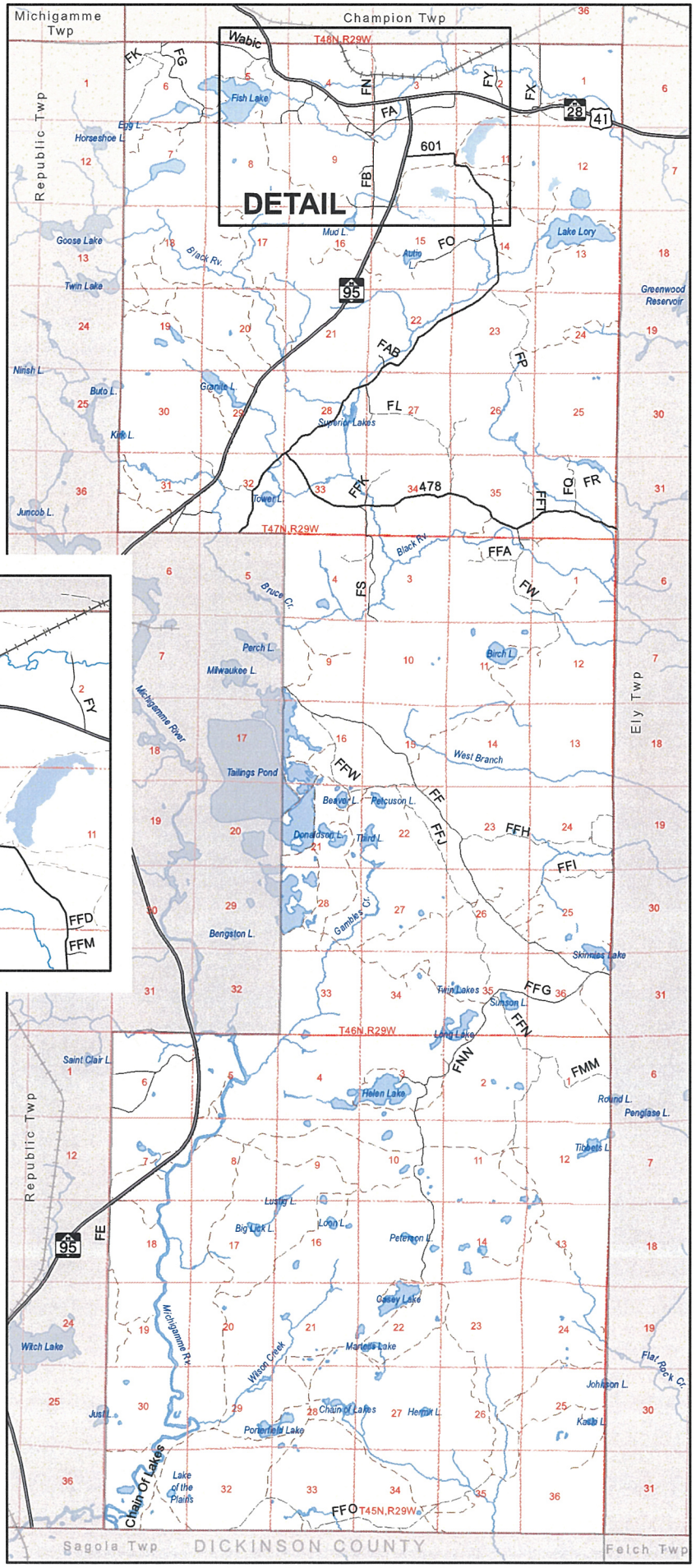
- Township/Range Line
- Sections
- Water
- Rail Line

Road Classification

- State Trunk Line
- County Primary
- County Local
- County Seasonal
- Not County

DETAIL



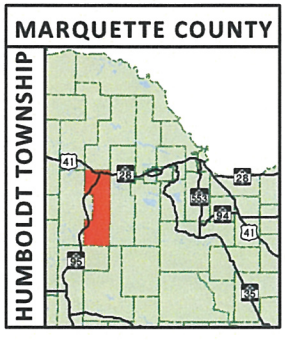


0 0.25 0.5 1
Miles

N

0 0.5 1 2
Miles

"The information and data provided herewith has been compiled from various sources, and is used by the County of Marquette for its own general purposes. The County does not warrant or guarantee that this information and data is accurate or current, nor does the County warrant or guarantee that this information and data is fit for any particular use or purpose. More specifically, the County warns that this information and data is not intended to be, and should not be, used to determine individual ownership, lot lines, or lines of occupation with respect to real estate. Any recipient of this information and data should independently verify its accuracy before relying on it for any purpose. The County of Marquette and its officers, agents, employees, boards, and commissions shall not be liable for any inaccuracy or omission in this information and data."



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MP Base Map 5.18.12

CHAPTER 7.0-TRANSPORTATION

7.3 Seasonal Roads continued

Table 7-1
Seasonal Roads, Humboldt Township

Name	Length	Town-Range	Sections	Descriptions
FBB	0.40	47-29	5	Entire
FD	0.36	47-29	5,8	West End
FFA	0.20	46-29	2	Entire
FFE	0.30	46-29	1,2	Entire
FFH	2.20	46-29	23,24	Entire
FFI	0.70	46-29	24,25	Entire
FFJ	3.00	46-29	22,26,35	Entire
FFK	0.55	47-29	34	North End
FFL	0.50	47-29	27,26	Entire
FFN	2.40	46-29/45-29	35/1,2,11	Entire
FFO	5.00	45-29	1,2,11	Entire
FFQ	0.20	47-29	27,28	Entire
FFS	0.10	47-29	35,26	Entire
FFT	0.34	47-29	35,36	North End
FFW	2.00	46-29	15,16,21,22	Entire
FH	0.10	47-29	10,15	East of M-95
FK	0.63	47-29	6	South End
FK *Abandoned 0.07 in 2.07	0.56	47-29	6	South End
FL	1.75	47-29	27,34,35	All Except North 0.35 mi
FM	0.10	47-29	1	Entire
FMM	1.00	45-29	1	Entire
FN	0.30	47-29	3,4	North End
FNP	0.15	47-29	2	Entire
FNQ	0.30	47-29	2	Entire
FP	1.70	47-29	23,26	Entire
FQ	0.55	47-29	36	Entire
FR	0.60	47-29	36	Entire
FT	0.50	46-29	3,4	Entire
FU	1.50	47-29	30,31,32	Entire
FW *Adjustment -0.60, 8.98	1.80	46-29	1,2	Black River South
FZ	0.80	47-29	6	Entire

Source: Marquette County Road Commission, 2011.

CHAPTER 7.0-TRANSPORTATION

7.4 Private Roads

The development and maintenance of all Private Roads located in Humboldt Township are provided for in accordance with the requirements set forth in **Article IV, Section 414, II** of the Humboldt Township Zoning Ordinance, which outlines the responsibilities of property owners located and/or residing along these roads. The Marquette County Road Commission (MCRC) may plow Private Roads, parking lots and driveways on a contractual basis, charging the private owners the cost for time and overhead.

7.5 Bridges

There are two MDOT bridges and five MCRC bridges in Humboldt Township. Approximate bridge locations for MDOT and MCRC bridges are listed in Table 7-2, Bridges, Humboldt Township.

Table 7-2
Bridges, Humboldt Township

Road	Owner	River	General Location
US-41	MDOT	W. Branch Escanaba	T47N, R29W, Section 1, 2.2 miles east of M-95
US-41	MDOT	Halfway Creek	T47N, R29W, Section 3, slightly west of M-95
County Road FX	MCRC	W. Branch Escanaba	T47N, R29W, Section 1, 0.2 miles north of US-41
County Road FNO	MCRC	Halfway Creek	T47N, R29W, Section 9, 0.75 mile south of US-41
County Road G01	MCRC	Lake Lory Outlet	T47N, R29W, Section 14, 3 miles south of M-95
County Road 478	MCRC	Black River	T47N, R29W, Section 34, 1.2 miles east of CR601
County Road FW	MCRC	Black River	T46N, R29W, Section 2, 0.3 miles south of CR478

Source: Humboldt Township, 2011.

7.6 Road Condition Evaluation

Roads under the jurisdiction of the Michigan Department of Transportation (MDOT) are evaluated on the basis of pavement condition, ride quality, friction and rutting. Surface conditions are determined by the amount of deterioration such as cracking, faulting, wheel tracking, patching, etc. Determining ride quality is subjective, but is based on the degree of comfort experienced by drivers and passengers.