

**Village of Merrilan  
Jackson County, Wisconsin  
Five Year Capital  
Improvement Plan**

**2008-2012**

MSA Project No. 00154003

February 2008  
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Prepared by:  
MSA Professional Services, Inc.  
1230 South Boulevard  
Baraboo, Wisconsin 53913

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## TABLE OF CONTENTS

	<u>Page</u>
I. INTRODUCTION .....	1
II. THE CIP PROCESS .....	2
III. CAPITAL IMPROVEMENT PLAN .....	4
IV. PROJECT FUNDING SUMMARY .....	15
V. MUNICIPAL FUNDING OPTIONS FOR LOCAL GOVERNMENT .....	25

## **I. INTRODUCTION**

Communities today are faced with the difficult task of allocating limited resources among a seemingly unlimited number of demands and needs for public services. In many instances, local officials must determine the merits of one project over another without the benefit of comparison, which may result in misjudgment and further limit the community's ability to act precisely on major budget allocation decisions. One method available to local units of government to help manage and systematize the budget allocation process is a Capital Improvement Program.

Capital Improvement Programming (CIP) is simply an ongoing, systematic approach to identify, schedule, and efficiently allocate public dollars to needed capital projects. Typically, a CIP schedules needed municipal projects over a period of five years. Projects, including cost estimates and funding sources, are assigned a date for completion based on community needs and revenues. Each year the program is updated and extended one year to stay responsible to the community's changing needs. CIP will eliminate "crises" or reactive financial management.

A carefully developed CIP allows a community to anticipate its facility needs and to schedule improvements according to project needs and its local financial capabilities. The CIP process offers several additional benefits to a community.

1. Aid in the task of effectively allocating limited resources among a seemingly unlimited number of demands and needs for public service;
2. Improve communications and cooperation among various interests in the community;
3. Provide continuity in financial decisions by linking long-term planning to the programming and budgeting of major projects;
4. Stabilize local tax rates by more effectively relating expenditures to financial capacity in a given time frame; and
5. Improve local ability to use state and federal grant-in-aid programs.

## **II. THE CIP PROCESS**

While the process may vary from community to community, a typical CIP procedure will include the following steps:

- A. Analyze Community Facility Needs
- B. Prepare Project Descriptions
- C. Analyze Fiscal Capacity
- D. Set Project Priorities
- E. Develop and Adopt CIP
- F. Update CIP Annually

1. Analyze Community Facility Needs - A community begins by analyzing its community facilities and the services it provides with an emphasis on its adequacy to serve the people and identify future capital improvement needs. The analysis will typically include municipal facilities such as public water and sewer systems, streets and sidewalks, municipal protection facilities, recreational facilities, and certain economic development related interests of the community.
2. Prepare Project Descriptions - After determining the need for capital improvements, it is necessary to collect details on the project so that its implementation priority can be accurately and equitably assigned. Cost estimates, project schedule, locations, and potential funding sources are listed for each project.
3. Analyze Fiscal Capacity - The next step is to analyze the community's financial capacity to fund capital improvements. The financial analyses examines projected operating revenues and expenses for each year of the programming period. The amount of financing available for capital projects equals the surplus of projected operating revenues over expenditures. The analysis must also consider debt servicing as an alternate form of financing.
4. Set Project Priorities - Since a community will often identify more projects than can be funded, priorities must be established. By doing so, priorities can be established so that limited financial resources are allocated efficiently. To accomplish this task, criteria is set to provide some objective standards in establishing priorities.
5. Develop and Adopt CIP - The final CIP combines the individual project descriptions, priorities, and financial analyses into a recommended schedule of capital projects. Upon general consensus of local officials, the CIP should be adopted by resolution supporting the recommended program.

6. Implementation and Updating - It should be emphasized that the CIP is a flexible and dynamic document that is updated annually to reflect changing needs and new priorities. Each year the community will identify new projects, monitor fiscal capacity and set new priorities for the upcoming year. Through annual review and updating, the CIP will reflect the most current goals and priorities of the community.

**III. CAPITAL IMPROVEMENT PLAN**

<u>Department or Budget</u>	<u>Project</u>	<u>Project Description</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013&gt;</u>
<b><u>Parks</u></b>	● Gile Park	➤ Replace some tables	\$500	\$500	\$500	\$500		
		➤ Electrical repairs	\$1,000					
		➤ Improve path from bridge to park	\$2,500					
		➤ Repair gazebo		\$1,000				
		➤ Chain link fence around outfield of diamond		\$5,000				
		➤ Ballpark lights			\$10,000			
		➤ Bathroom and shower				\$35,000		
		➤ Playground equipment					\$40,000	
		➤ Skateboard Park					\$25,000	
	● Oakwood Dam Park	➤ Purchase Mill Building			\$30,000			
	● Wayside Park	➤ Add picnic tables	\$1,000					

<u>Department or Budget</u>	<u>Project</u>	<u>Project Description</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013&gt;</u>
<b>Parks (Cont'd)</b>	• Lower Lake Circle Park	➤ Add some parking spaces	\$2,000					
	• Lower Lake Beach Park	➤ Repair/replace benches	\$1,000					
		➤ Replace bathroom		\$25,000				
		➤ Handicapped Fishing Pier			\$6,000			
		➤ Replace Boat Landing			\$3,000			
	<b>Parks Total</b>			<b>\$8,000</b>	<b>\$31,500</b>	<b>\$49,500</b>	<b>\$35,500</b>	<b>\$65,000</b>

<u>Department or Budget</u>	<u>Project</u>	<u>Project Description</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013&gt;</u>
<b>Trails</b>	• ATV/Snowmobile Trails	➤	\$500	\$500	\$500	\$500	\$500	
	• Bike and Walking Trail	➤ DAK Housing from Downtown			\$10,000			
	• Bike and Walking Trail	➤ Lower Lake from Downtown				\$40,000		
	•	➤						
	•	➤						
	•	➤						
	•	➤						
	•	➤						
	•	➤						
<b>Trails Total</b>			<b>\$500</b>	<b>\$500</b>	<b>\$10,500</b>	<b>\$40,500</b>	<b>\$500</b>	

<u>Department or Budget</u>	<u>Project</u>	<u>Project Description</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013&gt;</u>
<b>Sewer</b>	• Lagoons	➤ Sludge removal				\$12,000		
	• Northend	➤ Jackson to McBride Loop				\$130,000		
	• Sewer Plant	➤ Upgrade ?						\$100,000
	• East Pearl	➤ Hayden to Hwy K						\$90,000
	• Oakwood Place, Finn Street & RR Crossing	➤ Sewer Interceptor and Main Replacement			\$225,000			
	• Charles Street, Loomis Street, and Gile Park	➤ Sewer Improvements			\$125,000			
	• Hammond Street	➤ Sewer Lining			\$75,000			
	•	➤						
	•	➤						
<b>Sewer Total</b>					<b>\$425,000</b>	<b>\$142,000</b>		<b>\$190,000</b>

<u>Department or Budget</u>	<u>Project</u>	<u>Project Description</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013&gt;</u>
<b>Water</b>	• Hydrant Replacement	➤		\$8,000				
	• Northend	➤ Jackson to McBride					\$120,000	
	• Backup Well	➤						\$85,000
	• East Pearl	➤ Hayden to Hwy K						\$80,000
	• Well House Controls	➤ Radio Control Wells & Tower			\$10,000			
	• Charles Street & Railroad Street	➤ Watermain Loop			\$185,000			
	• Hammond Street & Loomis Street	➤ Watermain Replacement			\$220,000			
	• Washinton Street	➤ Watermain Lowering			\$120,000			
	• Gile Park	➤ Septage Elimination Project			\$30,000			
<b>Water Total</b>				<b>\$8,000</b>	<b>\$565,000</b>		<b>\$120,000</b>	<b>\$165,000</b>

<u>Department or Budget</u>	<u>Project</u>	<u>Project Description</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013&gt;</u>
<b>Electric</b>	• Efficiency Maintenance	➤	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
	• Pole and Line Replacement	➤	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
	• Replace Line truck-used	➤		\$45,000				
	• Capacity Increase	➤ (600KW)				??		
	•	➤						
	•	➤						
<b>Electric Total</b>			<b>\$3,000</b>	<b>\$48,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	

<u>Department or Budget</u>	<u>Project</u>	<u>Project Description</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013&gt;</u>
<b>Streets</b>	• Loomis	➤ S. Hayden to East Street (50% LRIP grant)	\$10,000					
	• Cemetery	➤ Grind and replace		\$15,000				
	• Lincoln/Hwy 12 intersection	➤		\$7,000				
	• South Hayden	➤ Resurface			\$20,000			
	• North Hayden	➤ Resurface					\$18,000	
	• Center Street	➤ To Mill Street New construction						\$40,000
	• Jackson	➤ North Intersection to Wisconsin New construction						\$60,000
<b>Streets Total</b>			<b>\$10,000</b>	<b>\$22,000</b>	<b>\$20,000</b>		<b>\$18,000</b>	<b>\$100,000</b>

<u>Department or Budget</u>	<u>Project</u>	<u>Project Description</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013&gt;</u>
<u>Police</u>	• Vehicle replacement	➤		\$23,000				
	• Security cameras	➤			\$9,000			
	•	➤						
	•	➤						
<b>Police Department Total</b>				<b>\$23,000</b>	<b>\$9,000</b>			

<u>Department or Budget</u>	<u>Project</u>	<u>Project Description</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013&gt;</u>	
<b>Fire &amp; EMS</b>	• Brush Truck	➤ Replacement				\$8,000			
	• Tanker	➤ Inspect and repaint tank		\$7,000					
	•	➤							
	•	➤							
	•	➤							
	•	➤							
	•	➤							
	•	➤							
	•	➤							
		➤							
<b>Fire and EMS Total</b>				<b>\$7,000</b>		<b>\$8,000</b>			

<u>Department or Budget</u>	<u>Project</u>	<u>Project Description</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013&gt;</u>
<b>General Government</b>	• Warning Siren	➤ Purchase and install	\$6,000					
	• Office Desks	➤ Replace	\$1,200					
	• Village Hall	➤ Flooring		\$3,000				
	• Lawnmower	➤			\$15,000			
	• Dump Truck	➤ Replace			\$55,000			
	• End-loader/used	➤ Replace					\$65,000	
	•	➤						
	•	➤						
	•	➤						
	<b>General Government Total</b>			<b>\$7,200</b>	<b>\$3,000</b>	<b>\$70,000</b>		<b>\$65,000</b>

<u>Department or Budget</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013&gt;</u>	<u>Dept. Totals</u>
Parks	\$8,000	\$31,500	\$49,500	\$35,500	\$65,000	\$0	\$189,500
Trails	\$500	\$500	\$10,500	\$40,500	\$500	\$0	\$52,500
Sewer	\$0	\$0	\$425,000	\$142,000	\$0	\$190,000	\$242,000
Water	\$0	\$8,000	\$565,000	\$0	\$120,000	\$165,000	\$858,000
Electric	\$3,000	\$43,000	\$3,000	\$3,000	\$3,000	\$0	\$55,000
Streets	\$10,000	\$22,000	\$20,000	\$0	\$18,000	\$100,000	\$903,000
Police	\$0	\$23,000	\$9,000	\$0	\$0	\$0	\$32,000
Fire/EMS	\$0	\$7,000	\$0	\$8,000	\$0	\$0	\$15,000
General Government	\$7,200	\$3,000	\$55,000	\$0	\$20,000	\$0	\$85,200
<b>CIP TOTAL</b>	<b>\$28,700</b>	<b>\$138,000</b>	<b>\$1,137,000</b>	<b>\$229,000</b>	<b>\$226,500</b>	<b>\$455,000</b>	<b>\$2,214,200</b>