



Village of  
**KINGSLEY**

*"A Little Bit of Paradise"*

# Village of Kinglsey Capital Improvement Plan

2025-2031



Adopted XXXX

**Table of Contents**

Overview..... 3

Mission Statement and Legal Basis..... 3

Schedule and Procedure..... 3

Types of Funding ..... 4

List of Capital Improvement Projects ..... 5

## Overview

This document represents the Village of Kingsley’s Capital Improvement Program for the fiscal years 2026 through 2031.

The Capital Improvement Plan (CIP) is a multi-year planning instrument used to identify needs and financing sources for public infrastructure improvements. The purpose of the CIP is to facilitate the orderly planning of infrastructure improvements; to maintain, preserve, and protect the Village of Kingsley’s existing infrastructure systems; and to provide for the acquisition or scheduled replacement of equipment to ensure the efficient delivery of services to the community. The CIP is also utilized to ensure that capital improvements are fiscally sound and consistent with the goals and policies of the Village. The CIP outlines how the Village will address capital needs over the next six years.

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

- Optimizes the use of revenue
- Focuses attention on community goals, needs, and capabilities
- Guides future growth and development
- Encourages efficient government
- Helps maintain a sound and stable financial program
- Enhances opportunities for participation in federal or state grant programs

## Mission Statement and Legal Basis

The Michigan Planning Enabling Act (PA 33 of 2008) requires the Planning Commission of a local unit to annually prepare a capital improvements program of public structures and improvements. The capital improvements program is a list of public structures and improvements to be done over the ensuing six-year period, organized by priority. Each agency or department of the local unit of government should furnish the Planning Commission with lists, plans, and estimates of the time and cost of public structures and improvements relevant to their agency or department. The plan should be revisited annually to make needed modifications and plan for the next period of six years.

## Explanation of Capital Improvement Terms

As used in the Village of Kingsley Capital Improvement Plan, a capital improvements project is defined as a major, nonrecurring expenditure that includes one or more of the following:

- Land and non-structural improvements
- New structures
- Major repairs - \$5,000 or more
- Major replacements - \$5,000 or more
- New equipment - \$5,000 or more
- Land acquisition
- Planning, engineering, feasibility, or design studies

Some projects can be done “in-house” through DPW staff, but others will be outsourced. When seeking bids, the Village will abide by the established purchase and bid policy.

## Schedule and Procedure

The preparation of the Capital Improvement Program should begin in October of each year. Final planning should be completed before the Village budget is adopted in February for the fiscal year beginning March 1<sup>st</sup>.

Each department of the Village submits items for inclusion in the CIP. The projects are divided into the following categories:

- Streets (Local & Major)
- Water
- Sewer
- Parks & Recreation
- General
- DDA

The projects are then assessed for inclusion in the CIP according to the following criteria:

- Necessity to fulfill any state or federal requirements
- Impact on community safety or public health
- Impact on community aesthetics
- Cost
- Availability of funding
- Relationship to community goals and policies, including, but not limited to, those outlined in the Village Master Plan and Parks and Recreation Plan

Each project is assigned a level of importance, a tentative funding source, and a total cost. Then, the projects are scheduled for the upcoming six-year period. Projects can be scheduled for one fiscal year or across multiple years.

The draft CIP is then created by Village staff and presented to the Planning Commission for comment and approval. The CIP itself does not commit or obligate the expenditure of funds by the Village. However, it should be used as a guide in preparing the annual budget. If it presents a realistic and orderly program for capital expenditure, it will help ensure that funds are budgeted in a timely manner and in proper sequence.

The Village of Kingsley Capital Improvements Program for 2026-2031 is the result of the process carried out by the Planning Commission and administrative branch of the Village government. The role of the Planning Commission in the CIP preparation is advisory to the Village Council, which has the responsibility of final approval. Note that a two-thirds vote of the entire Village Council is required to override Planning Commission denial of a proposed capital facility project.

## List of Capital Improvement Projects