



Report to Administrative Policy Committee (APC)

Agenda Item: Adopting 2025 Capital Improvement Plan Process

Meeting Date: March 27, 2024

Referring Body: Administrative Policy Committee (APC)

Committee Contact: Chris Voll, Chair

Staff Contact: Leonard Ludi, Village Administrator

Report Prepared by: Leonard Ludi, Village Administrator

OBJECTIVE(S): Adopting 2025 Capital Improvement Plan Process

HISTORY/BACKGROUND: Discussion has taken place regarding Village Administrators past involvement in a Capital Improvement Plan (CIP) process in a village this size and complexity of the Village of Kronenwetter. In that, CIP is a process of capital planning is meant to validate, vet and make recommendations annual in order for a village board to make informed decisions in long-term capital planning strategies. Through CIP policy, decisions are depends on an annual process administered by the village staff & village committee before recommendations are presented to the Village Board annually

Example: Capital Improvement Planning Policy, adopted August XX, 2024, by Resolution XX-XX (attached), states that “It shall be the policy of the Village of Kronenwetter that: 1. The Village Board shall adopt a Capital Improvement Plan (CIP) no later than August 31 of each year. 2. The CIP shall list all capital improvement projects proposed or underway that are managed by any Village governmental program or departments, entity, or that are managed by other organizations on Village of Kronenwetter lands, including projects currently in planning or design stages if the project is ultimately intended for construction”

Through the CIP process, Projects requesting funding from the Village of Kronenwetter through the CIP are ranked according to the criteria in the CIP Policy. A subcommittee of CIP technical committee members reviewed project worksheets for readiness for the phase of funding requested (e.g., if construction funding was requested, are planning and design complete)

PROPOSAL: The Village Board is being asked to authorize the Village Administrator to move forward with a village resolution adopting this Capital Improvement Plan. In that plan, each year the village develops the CIP based on the CIP policy. Key points in the planning process for the 2025 Capital Improvement Plan during 2024 are as follows:

- March - April: Community Development and Public Works Programs had individual Capital Improvement Planning workshops for the village officials and staff. The meetings covered CIP process, updating the participants on their past project submissions and current funded CIP projects.
- February 1 – Letters calling for capital projects and stating deadlines sent to village department heads, agency and entity representatives.
- February 17 – Capital Improvement Planning workshop for Village directors, agency and entity representatives by Community Development and Public Works Programs

- April – Distribution of worksheets completed in previous years and current CIP worksheet templates.
- March - May – Technical assistance to villages, VOK departments, and VOK entities that requested assistance by the Community Development and Public Works Programs.
- March 26 – Preliminary CIP forms due to Community Development and Public Works Programs.
- March 26 – Project affirmation forms for existing projects and preliminary forms for new or revised projects due to Community Development and Public Works Programs.
- May 28 – All completed full CIP project worksheets due to Community Development and Public Works Programs.
- June through July – projects are review, prioritizes and the subcommittee of CIP technical committee members form a recommendation for the following.
- By August 31, CIP is presented by village administrator and a village resolution is approved to fund or not the fund CIP for the following.

RECOMMENDED ACTION: Village Board to authorize Village Administrator to move forward in drafting and finalizing a village resolution adopting this Capital Improvement Plan.

FINANCIAL

Financial Consideration/Action: N/A

FUNDING SOURCE:

Account Number/Title:	#
Current Adopted Budget:	\$
Spent to Date:	\$
Remaining Budget:	\$
Requested Amount:	\$
Remainder of Budgeted Amount, if approved:	

ATTACHMENTS:

- Draft CIP Procedure
- Draft CIP Project Worksheet
- Draft CIP Project Report Form
- Draft CIP project worksheet affirmation –