

VILLAGE OF KRONENWETTER
CAPITAL IMPROVEMENT PLAN
PROJECT WORKSHEET
PLANNING, DESIGN, AND CONSTRUCTION
revised March 19, 2024
(SAMPLE)

Entities Only: You may fill out Part One (only) and submit to Community Development & Public Works Programs as a preliminary project worksheet. If you do so, Planning and/or Public Works program staff will contact you to schedule a meeting to discuss your project and work to fill out parts Two, Three, and Four. You may also complete parts Two, Three, and Four on your own if you wish, and submit the entire worksheet to the Planning Program. (All parts must be completed in the final worksheet that is submitted.)

Departments, Entities, and Outside Agencies: Fill out Parts One, Two, Three, and Four, and submit all of them to the Community Development & Public Works Programs.

PART ONE: GENERAL INFORMATION / PRELIMINARY FORM

1.1. What kind of project is this? Check one. (Use other form for vehicle, equipment, or land purchases)

- | | |
|---|--|
| <input checked="" type="checkbox"/> Building or Facility (e.g., community center, gov't office, playground) | <input type="checkbox"/> Water Infrastructure (e.g., water lines) |
| <input type="checkbox"/> Housing (e.g., construction, rehabilitation) | <input type="checkbox"/> Wastewater Infrastructure (e.g., sewer connections) |
| <input type="checkbox"/> Livestock, Wildlife, Other Land Improvement (e.g., fencing) | <input type="checkbox"/> Drainage Infrastructure (e.g., drainage channel, flood control) |
| <input type="checkbox"/> Environmental Remediation (e.g., soil removal) | <input type="checkbox"/> Transportation Infrastructure (e.g., roads, bridges, trails) |
| <input type="checkbox"/> Drainage Infrastructure (e.g., repair, reservoir improvements) | <input type="checkbox"/> Gas, Electric, Energy, Telecommunications Infrastructure (e.g., wireless tower, solar panels) |

1.2. What is your title for the project?

Expanded Village Facilities Design & Construction

1.3. Who (department, entity, agency) is submitting this project (the "project sponsor")?

Village Administrator – Leonard Ludi

*For projects submitted directly by the VOK government, the department (not program) must be the sponsor. You may also make note of the program.

1.4. Who is authorized to discuss and approve the project on behalf of the project sponsor?

Name: Leonard Ludi
Home phone: NA
Cell phone: 715-432-2351
Work phone: 715-692-1731
E-mail: lludi@kronenwetter.org

1.5. Where will the project be located?

Please be detailed. List the area, describe the location, and include the official physical address if available. Provide a map.

Near the current Village Municipal Center (maps to be included...)

1.6. What do you plan to do? See the CIP policy and procedures regarding eligible projects. What is the overall scope of work for this project?

The Village of Kronenwetter has been experiencing growth in recent years, with and expansion of services in Police, Fire Station, Public Works and Village Utilities operations. Current facility layout for all government functions has exceeded capacity and need programed expansion. With out the needed facility expansion, municipal programs are limited in the services they provide to the Village of Kronenwetter. Additionally, capacity is needed to utilities maintenance and preventative maintenance program equipment. Emergency services cannot be expanded upon without adequate facilities and or infrastructure needed for those job functions.

1.6 Describe the work you will do in each of these project phases:

a. Planning (e.g., community/stakeholder input, prioritization, master planning, conceptual designs) Planning will be comprised of department head workshops that will evaluation current space programming challenges, while also forecasting future operation space programs. The process of determining a comprehensive space programing plan will be determined through collaboration of the Village Staff and Village Board, while being facilitated by the Public Works & Community Development Department.

b. Assessments, studies, reports, permits, clearances (building/infrastructure assessments, topography/drainage, geotechnical, environmental, cultural, utility, financial/business feasibility) Assessment of the strengths, weakness and opportunities of the facilities expansion on conjunction with Village Staff, Board, Community, while engaging the services of a licensed Architect/Engineer. The assessment report will encompass and in-depth study of expansion scenarios, while also determining the financial feasibility of the expansion. Cost estimates and O&M preliminary budgets will be determined at this time.

c. Land, right of way, easement (mapping, surveys, approvals) Included in the studies above, land acquisition, right of ways, easements and other land planning will work together with the Assessment phase of this project. Public comments will be factored into the final study, which will include a final preliminary cost estimate and recommendation to move forward in the design and construction phase of the project.

d. Design (engineering or architectural drawings/plans, specifications, estimates) RFP for Design and Engineering of the project will be awarded. Project Management by the Public Works department, the design team will work with all shareholder and work within the constraint of the project's preliminary budget. The design will follow a 30%, 60%, 90% and final 100% PS&E deliverable. This will include the Bid specs through construction award,

e. Construction (contracting, labor, purchase, installation, construction management) A project manual will be developed before construction phase and the construction will be awarded in accordance with Plans, specification and performance/budget measure incorporative into the project management of the project,

1.7. Why is the project needed? What problems would it help solve? What would the benefits of the project be? See the CIP policy and reference materials for a listing of potential benefits. Please note that information on these benefits is used to recommend projects for funding, so it is important to include all likely benefits.

Services in Police, Fire Station, Public Works and Village Utilities operations. Current facility layout for all government functions has exceeded capacity and need programed expansion.

1.8. Signature of authorized point of contact, and date: _____

Staff use only Date form submitted: _____

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N/A

PART TWO: PROJECT READINESS

2.1. What is the history of the project? For example: What other solutions to the problem have been tried but failed, and why did they fail? If the project was proposed a long time ago but never started, why not? If it was started but never completed, why not? If there have been major changes in the project scope, what were they and when did they occur? If this is a new project, state “new project.”

TBD

2.2 What planning has been done for this project? For example, what kind of community input, community prioritization, and sketches or conceptual designs have been done? Is this project included in a village comprehensive plan, approved Village of Kronenwetter plan, or other plan adopted by another entity or agency? Please provide any documents related to planning. Planning is part of “project readiness,” which affects recommendations for project funding.

TBD

2.3 What assessments, studies, reports, etc. have been done for this project? Please enter the date the study was completed. If the item listed is not applicable, enter “n/a.” Attach documents. Completed studies are part of “project readiness,” which affects recommendations for project funding. **Nothing has been done at this time.**

	Date	Date
Building assessment		Topographic survey/drainage study
Infrastructure assessment – water		Geotechnical study
Infrastructure assessment – wastewater		Preliminary engineering report (PER)
Infrastructure assessment – gas		Cultural resource study
Infrastructure assessment – electric		National Historic Preservation Act section 106
Infrastructure assessment - telecommunications		consultation
Infrastructure assessment - transportation		Environmental studies and forms
		Financial/business feasibility study

2.4 What clearances, approvals, and permits have been obtained for this project? Please enter the date of approval. If the item listed is not applicable, enter “n/a.” Attach documents. Clearances, approvals, and permits are part of “project readiness,” which affects recommendations for project funding.

	Date
Environmental clearance (CE or FONSI)	
404 permit	
Utility certifications (all)	
Other (please list)	

2.5 Is any land needed for this project (to expand a building, for a new site, for right of way or easement)? No Yes **TBD**

If yes, please enter the date the following tasks have been completed. If the item listed is not applicable, enter “n/a.” Attach documents. Land approvals are part of “project readiness,” which affects recommendations for project funding.

	Date
Mapping	
Surveying (boundary survey)	
Approval to use the land	

2.6 Has any design (architectural or engineering) work been done? No Yes

If so, what percent completion is the design (e.g., 30%, 90%)? _____

Please provide any design documents that have been completed.

2.7 Is this project associated with a new program (not already funded)? How many new employees be required? How have these positions been approved and funded? Provide details regarding who approved the positions and when. Ability to operate programs associated with the project is considered as part of “project readiness,” which affects recommendations for project funding.

This project will be meant to include addition future employees in key program areas.

2.8 Who else has been or will be involved in this project, and for what reasons? Coordination is considered when projects are recommended for funding through the CIP proceed in accordance with CIP Policy & Procedure

2.9 What are some potential negative impacts if the project does occur, and how will they be prevented or minimized?

Note that this does *not* refer to negative effects *if the project does not happen*. This is intended to show that project sponsors have thought through risks of projects and ways of reducing those risks. See the reference materials regarding some possible negative impacts. Adequate attention to possible negative impacts is considered when projects are recommended for funding.

The Village of Kronenwetter has been experiencing growth in recent years, with and expansion of services in Police, Fire Station, Public Works and Village Utilities operations. Current facility layout for all government functions has exceeded capacity and need programed expansion. With out the needed facility expansion, municipal programs are limited in the services they provide to the Village of Kronenwetter. Additionally, capacity is needed to utilities maintenance and preventative maintenance program equipment. Emergency services cannot be expanded upon without adequate facilities and or infrastructure needed for those job functions.

2.10 Are there any other capital projects associated with this project? For example, a project to renovate an irrigation diversion dam might be related to (though distinct from) a project to reconstruct wetlands in the same area, because the two projects could be completed together to save time and funding. Coordinating projects can affect funding leverage. Leverage is considered when projects are recommended for funding.

TBD

PART THREE: FUNDING

3.1 Please fill in the following table regarding costs and source of the estimate. Include the total cost for each relevant line item, regardless of its current funding status. (The total cost for the line item might include funds that have been spent already, funds that are available but not yet spent, and funds still needed.) See the reference materials regarding definitions for these line items.

<i>Phase: _____ (if the project has more than one phase)</i>	How much will/did this cost?	What is the source of this estimate?	Is this work fully complete (all funds spent)? Y/N
Planning	\$ 5,000		N
Assessments, studies, reports, permits, clearances	\$ 25,000		N
Land, right of way, easement (for site or right of way, not for a stand-alone land purchase)	\$ 10,000		N
Design (architecture/engineering)	\$ 250,000		N
Purchase of materials for construction (if separate from construction costs)	\$ 15,000		N
Construction			N
Contracted costs for materials and construction combined, or labor if materials purchased separately	\$ 2,500,000		N
Contingency	\$ 120,000		N
<i>Subtotal construction and contingency</i>	\$		
Tax (if applicable)	\$		

Other fee (if applicable)	\$		
<i>All construction costs</i>	\$		
Construction management		200,000	N
Project management for the entire project (not just construction)	\$	100,000	N
Contingency for the entire project (not just construction)	\$	25,000	N
TOTAL	\$	3,250,000	

*May be included with planning or design costs. See reference materials.

Please attach additional budget information, if available.

Revenue projection could be added to this section if appropriate.

If the project has more than one phase, please duplicate the table (or the page with the table), fill out the table for each phase, and enter the phase number into the top left cell of the table.

3.2. Does this project already have some funding available? No Yes

If yes, please answer the following questions: a) What is the funding source? b) How much is available? Include the total awarded or approved from this source for this project – do not subtract funds that have already been spent. c) If the funds are not available yet, when will they be made available? d) Are there any limitations on how the funding can be spent? For example, only for planning and design? e) Are additional funds still needed? **If there are multiple sources of available funding, please provide information on each source.**

TBD

3.3. Have any other applications for funding been submitted, but responses not received yet? No Yes

Please include funds which can reasonably be expected, for example, funds which available from federal or state agencies (e.g. DNR, BOR, State Fire Marshall, DOT) on a regular basis, but which have not yet been fully awarded, in your response to this question.

TBD

If yes, please answer the following questions: a) What is the proposed funding source? b) How much was requested? c) Are there any limitations on how the funding can be spent? For example, only for planning and design? d) When do you expect a decision from the funding source? e) If funds are awarded, when will they be available? f) If this funding is awarded, will additional funds still be needed? **If multiple applications have been submitted, please provide information on each.**

3.4.a Are you requesting funding through the Village of Kronenwetter? (through the CIP) No Yes

3.4.b If yes, for which phases are you requesting funding, and how much for each phase?

<input checked="" type="checkbox"/>	Planning	\$	5,000.00
<input checked="" type="checkbox"/>	Assessments, studies, reports, permits, clearances		25,000.00
<input checked="" type="checkbox"/>	Land, right of way, easement		10,000.00
<input type="checkbox"/>	Design (architecture/engineering)	\$	
<input type="checkbox"/>	Construction and associated costs (including materials purchase)	\$	
<input type="checkbox"/>	Other, please state: _____	\$	
TOTAL REQUEST TO VILLAGE BOARD:		\$	40,000.00

3.4.c If yes, how many projects are you (the project sponsor*) submitting for funding ? 1

3.4.d Out of all those projects, what priority or rank is this project? (1 = top rank) 1

*For projects submitted directly by the vok government, the department (not program) must be the sponsor.

3.5. Is there any in-kind funding or support available for the project? If yes, provide details. For example, the project sponsor may be requesting funding to purchase playground equipment and offering to install the equipment at no cost.

Grant funding will be looked into through the following (1) AXD , (2) Capital Outlay, ARPA, etc (SAMPLE ONLY)

3.6 Do you have ideas about other sources of funding for the project? List possible sources.

TBD

3.7.a Who will operate and maintain, and pay for the operations and maintenance (O&M), of this project when it is complete? Public Works and Administrator's Facility Budget

3.7.b Are there current O&M costs? (e.g., for an existing building or facility)? No Yes

3.7.b.1. If yes, what are the current annual costs? \$ 25,000.00

3.7.b.2. If yes, will existing operations and maintenance costs decrease (e.g., due to facility improvements), increase (e.g., due to an expansion), or stay the same? \$10,000.00

3.7.c What will the annual O&M costs be when the project is complete? \$30,000.00

PART FOUR: CERTIFICATION

4.0. As the authorized point of contact for the sponsor of this capital improvement project, I certify that this form represents the project to the best of my knowledge, and that we fully intend to proceed with the project as it is described in this form.

Leonard Ludi, Village Administrator

Printed Name and Title

Signature and Date

Staff use only Date form submitted: _____