



Report to Village Board

Agenda Item: Capital Improvement Plan Process (2025)

Meeting Date: April 22, 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): Approval for the Village Administrator to continue development of the 2025 Capital Improvement Plan Process for adoption of the Village Board.

HISTORY/BACKGROUND: Discussion has taken place regarding the Village Administrator's past involvement in a Capital Improvement Plan (CIP) process in a village the size and complexity of the Village of Kronenwetter. CIP is a process of capital planning that is meant to vet, validate, and make recommendations annually in order for a village board to make informed decisions regarding long-term capital planning strategies. Through CIP policy, decisions are dependent on an annual process developed by village staff & village committees before recommendations are presented to the Village Board for review and approval. The CIP process would be performed annually.

Example: *Capital Improvement Planning Policy, adopted August XX, 202X, 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 purchases and improvement projects proposed for the upcoming budget year that will be managed by any Village governmental program or department, including projects currently in planning or design stages if the project is ultimately intended for construction"*

Note: Sewer & water, public works, police, fire, and municipal government will be required to individually prepare CIPs for their department. Also understanding that the sewer/water programs will go through the same CIP process separately since these programs are not part of the Village's budget.

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. **(Option 1)** A subcommittee of CIP technical committee members would review and rank proposed CIP projects, based on readiness worksheet submittals and planning and design status reviews, if construction funding was requested. **(Option 2)** Projects are reviewed and prioritized by the Village President & Village Administrator.

In the next step in the development of the CIP process, Ruckert & Mielke, Inc. will be retained to assist the Village of Kronenwetter relative to their experience in working with other Wisconsin village CIP programs of similar size. Their services will support the Village Administrator to formalize a CIP process & policy and establish means for APC to approve and the Village Board adopt as an annual program.

PROPOSAL: The Village Board is being asked to authorize the Village Administrator to move forward and formalize a CIP process & policy to start on January 2025. In that plan, each year the Village would develop the CIP based on the CIP policy & procedure. Examples of key milestones in the annual planning process for a Capital Improvement Plan would be as follows:

- March - April: (Part 1) Community Development and Public Works Programs conduct individual Capital Improvement Planning workshops for village officials and staff. The meetings covered CIP process, updating the participants on their past project submissions and current funded CIP projects. (Part 2) Workshop are also conducted with the Water & Sewer Utility village officials and staff.
- February 1 – Letters calling for capital projects and stating deadlines sent to village department heads.
- February 17 – Capital Improvement Planning workshop for village department heads and village officials 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 department heads and village officials that request assistance.
- 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 reviewed and prioritized by (**Option 1**) CIP technical committee members or (**Option 2**) Village President & Village Administrator.
- By August 31, CIP is presented by village administrator to the appropriate Village Committees and Village Board for review and for action to be taken.

RECOMMENDED: I recommend that the Village Board authorize the Village Administrator to move forward in drafting and finalizing a Capital Improvement Plan and Program for the Village of Kronenwetter. The CIP will start target is January 2025.

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:

- Village of Weston CIP Adoption
- Draft CIP Procedure
- Draft CIP Project Worksheet
- Draft CIP Project Report Form
- Draft CIP project worksheet affirmation –

- Ruekert Mielke CIP Assistance Scope of Work
- Ruekert Mielke Grant Support Services Scope of Work