



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: September 9, 2024

TOPIC Village Property Inventory and Mapping Project Phase II and Master Plan Strategic Action Plan

BACKGROUND BRIEF:

Administration is requesting that Village Council receive a presentation from McKenna on the findings of the Village Property Inventory and Mapping Phase I Project. Administration is also requesting that Council approve a budget amendment for the Phase II Village Property Inventory and Mapping Project. The budget amendment also includes an appropriation for the completion of the Master Plan Strategic Action Plan preparation work previously authorized by Council. If the budget amendment is approved, the Village Manager will authorize McKenna to complete the Phase II work.

The Phase II scope of work would involve determining what specific data points will be collected in the parcel inventory, conducting several field visits with the DPW Department to test the inventory, and then establishing a system with the DPW Department's software. Once Phase II is completed, McKenna will be able to provide a more detailed cost proposal for completing Phase III, which would involve providing for a complete land improvements inventory of Village properties.

SUMMARY OF PREVIOUS COUNCIL ACTION:

02/13/2023 - Council adopted its FY 2023-24 goals and objectives, including an objective to identify, classify, and determine use of all village-owned properties.

10/09/2023 – Council approved FY 2023-24 Budget amendment #BA-2024-101-721-01 to increase the budget appropriation from \$0 to \$4,000 to provide the necessary appropriation for village-owned property inventory and mapping services.

FINANCIAL IMPACT:

The Phase II data point determination and planning for the Village Property Inventory and Mapping Project will cost not more than \$1,500.00. A budget amendment is required to provide an appropriation for completion of this work.

RECOMMENDED MOTION:

To approve Budget Amendment BA-2025-101-721-01 to increase the General Fund – Planning and Zoning expenditures by \$6,300.00 to provide appropriations for the Phase II Village Property Inventory and Mapping Project (\$1,500) and completion of the Master Plan Strategic Action Plan (\$4,800).