



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: January 27, 2025

TOPIC: Tax-Exempt Parcel and Right of Way Inventory and Mapping – Status Report

BACKGROUND BRIEF: McKenna was authorized to collect data, analyze, and inventory all tax-exempt parcels and rights-of-way within the Village. The deliverables to-date include a Village-wide map of all parcels and ROWs as well as a sample of site-specific maps and photos documenting encroachments / improvements on public property, along with a written report. The purpose of these deliverables is to demonstrate the potential issues relative to the extents of encroachments / improvements on public land (or bottomlands). This represents completion of Phase II of the project.

- Phase I – Data collection, draft Village map, and Village staff coordination.
- Phase II – Refine Village map, sample site inspections and documentation, draft site-specific maps, provide a report to Council outlining potential next steps.

McKenna was directed to chart a path forward for a comprehensive inventory and documentation of ALL Village-owned parcels and public rights-of-way, which is proposed within two additional phases and subject to Council review and authorization:

- Phase III – Comprehensive inventory, documentation, and analysis of all Village-owned parcels and rights-of-way, conduct public education and engagement, consult with Village staff, and provide a final report to the Council with potential corrective actions.
- Phase IV – Coordinate with Village staff, draft Implementation Plan with detailed, prioritized recommendations to address encroachment or occupation of public property.

Finally, upon further Council review and authorization, Village staff and consultants will work with residents and property owners to remedy concerns of encroachment or occupation of public land pertaining to public health, safety, and welfare, thereby minimizing future legal challenges.

- Phase V – Implementation of corrective actions over a multi-year period

PREVIOUS ACTION: To direct McKenna to carry out Phase II of the project.

COST: McKenna has proposed a scope of services for Phases III in the amount of \$15,700.

RECOMMENDED MOTION: To approve the documents received by McKenna and to authorize McKenna's proceeding with Phase III of the project.

OR

To place the proposal on [a future meeting date] for consideration

ATTACHMENTS:

MEMO – ROW Parcel Inventory 012125

Village Map – 012225

Site Inventory Maps with Pictures 012225