



Capital Improvement Plan Task Force
Meeting Minutes
May 23, 2024 @ 5PM

Members:

Rick Weber, Development Board member — Present
Jerry Michael, Downtown Advisory Board — Present
Charlotte Lomino, Parks & Trails Advisory Board — Present
Trevor Jackson, Housing Task Force — Present
Jeremy Evans, Stakeholder — Present
Tammara Van Ryn, Stakeholder — Present
Trustee Brunette, Ex Officio — Present
Trustee Scollin, Ex Officio — Present
Patrick Murphy, VSL Treasurer — Present

Task Force's responsibilities:

- (1) an assessment of all capital needs,
- (2) an open and objective process for identifying and prioritizing projects,
- (3) a financing plan for each project,
- (4) a timeline for completion of priority projects,
- (5) a process for public input,
- (6) adoption by the Board of Trustees

Discussion:

Discussion was focused on development questions for the upcoming meeting with consultant Jeff Smith of Municipal Solutions.

Evaluation

- What methods do you recommend for a thorough assessment of our current infrastructure assets?

Criteria and Methodology

- What criteria should we use to objectively identify and prioritize projects?

- How can we ensure a transparent and unbiased prioritization process?

Funding Sources and Strategies

- Can you provide examples of financing strategies used by other municipalities?
- How can we balance the need for improvements with fiscal responsibility and budget constraints?

Project Scheduling

- How should we structure our timeline for the completion of priority projects?
- How can we accommodate flexibility for unforeseen challenges or opportunities?

Engagement Strategies

- What are effective strategies for engaging the public and gathering input on CIP projects?
- What methods can we use to transparently communicate progress and decisions to the public?

Approval Process

- What documentation and reporting should we prepare to facilitate the adoption process?
- What are the steps for presenting the CIP to the Board of Trustees for adoption?

Best Practices

- Can you provide an overview of the CIP process and highlight best practices from other municipalities that we could consider?
- Can you share examples of similar projects you've successfully completed and any lessons learned?
- How do you recommend we structure our Task Force meetings to maximize efficiency and effectiveness?

Next Steps:

Meet with consultant Jeff Smith, Municipal Solutions, on June 17th at 5pm.

Meeting adjourned:

6:15PM

For further reference, please find the Google Drive link:

https://drive.google.com/drive/folders/12KKF4zdliHDpnhsg5S-GbkYq4b1TzfPI?usp=share_link

Containing the minutes template, Comptroller's Capital Improvement Plan Guide, Village plans, other CIP examples, and additional resources.