



# Staff Report

<b>MEMO DATE:</b>	<b>August 11, 2022</b>
<b>TO:</b>	Village Board
<b>FROM:</b>	Matt Giese – Village Administrator
<b>RE:</b>	<b>Village Board Prioritization Process – Step 5 – Review Top Priorities</b>

## OVERVIEW

The Board has finalized the overall list of priorities. Staff has compiled existing performance goals/objectives and other current efforts that are taking place, which may align with the Board’s new list of priorities. This process will aid the Board in understanding the work that staff is already doing, which will help Board members determine how much additional effort may be needed to satisfy specific priorities.

Priorities up for discussion at this meeting: Parks and Recreation (ranked #4); Fire – EMS (#5); Transportation / Multi-use Paths (#6)

### **--Staff goals/objectives/efforts that may align with “Parks and Recreation”**

Work with Stand & Associates and contractors to design & construct the following projects:

- Red Hawk Park Phase 2 – construct inline hockey rink and open-air shelter.
- Westlawn 4<sup>th</sup> Addition Outlot Amenities – add concrete/blacktop paths to park benches and fishing pier.
- Bakken Park Skatepark & Pump Track – Design, bid and construct a 15,000 SQFT. skate park & pump track on the northeastern end of Bakken Park.
- Community Park Pickleball Court Construction – Design, bid and construct 4 pickleball courts.
- Community Park Playground Replacement – Design, bid & construct a new playground with poured in place surfacing.
- Report progress to the Parks, Recreation & Forestry Committee and the Village Board as needed.

ADA Park & Facility Improvements.

- Continue to progress towards total ADA compliance in parks.
- Specific project not yet determined.



#### Dog Park Planning & Implementation.

- Work with Committee and Village Board to develop rules, regulations and a fee structure for the dog park opening in 2023.

#### **--The following is what Board members submitted for "Parks and Recreation"**

**Parks and Recreation** - Continue to expand recreation opportunities including playgrounds, bicycling, playing courts; Continuing community recreation activities for residents of all ages; Improve park facilities (CS) **///** Parks & Rec- Making sure to continue promoting an active community with safe and well taken care of facilities (BB) **///** Continue to support, develop, and expand programs and facilities for residents of all ages and abilities. Considerations should be made to add accessible equipment at Bakken Park, begin planning for Shady Grove pocket park, planning for the new dog park, and increasing connectivity of our multi-use paths. (HM)

#### **--Staff goals/objectives/efforts that may align with "Fire - EMS"**

- Work with the Board and Legal Team to negotiate new DGEMS agreement (current agreement ends December 2022).
- Work with Board, staff, consultants and Joint Departments to begin implementation of Fire-EMS Study findings/recommendations.

#### **--The following is what Board members submitted for "Fire - EMS"**

**Fire - EMS** - Continue to implement recommendations from the recent studies. Make sure relationships with Fire and EMS are beneficial to the community and the districts they serve presently and for future growth. (BB) **///** Continue to provide the fire department with updated equipment (example: new handheld radios as well as radios for the trucks). Work with the department to create an asset management plan that includes replacement timeframes. Negotiate and finalize an updated agreement with the Town that is equitable for both municipalities. EMS Department - Gain a better understanding of the challenges the department faces. Work to bring 24/7 coverage to the Village. Partner with the Town of Cottage Grove and the Village of Deerfield to develop an equitable agreement all parties can agree on. (DP) **///** Complete EMS and Fire contracts (SV)



**--Staff goals/objectives/efforts that may align with "Transportation / Multi-use Paths"**

- Bike-Ped Plan – Status: in draft form
- Final phase of CTH N bike path project – Status: under construction
- Comprehensive Plan and Planning staff prioritize walking/biking paths and connectivity during all residential plat reviews.
  - In addition, staff looks for opportunities for connectivity with commercial developers as well
- Village staff has engaged Madison Metro, Dane County, and Amazon for potential transit opportunities.

**--The following is what Board members submitted for "Transportation / Multi-use Paths"**

**Transportation/Multi-Use Paths:** Continue to improve connectivity of multi-use paths throughout the Village and develop a Bike/Pedestrian Plan that includes future connectivity, sidewalk policies, and safety strategies, inclusive to all parts of the Village. Enhance beautification of the network to encourage residents and visitors to utilize alternative transportation which both encourages residents to support our local businesses and reduce their vehicle miles traveled. (HM) **///** Work with village staff and the community at large to solicit feedback and create a strategy and plan(s) to add to our ever growing network of bike paths in the Village. (DP)

**Questions to consider:**

- Are the current staff goals/objectives/efforts adequate to meet the Board's priority for this topic?
- Are there any initiatives/objectives/projects related to a top priority that the Board would like added to an agenda and addressed prior to establishing the up-coming budget (i.e. maybe there is an initiative that wouldn't cost much money or be a burden on the existing budget)?



## Next Steps

- **Step 6: Financial Management Plan (FMP) Update (September)**
  - Annual update to the Village's five – year comprehensive outlook, including: operating and capital budgets; projects to be borrowed for; tax levy planning; Tax Increment District cash flow projections.
    - Staff will draft the updated Plan in a way that factors in the Board's new priorities and balances against the financial realities/constraints that exist.
    - Board Members should propose adjustments to the Plan until the overall Board builds consensus and feels the Plan meets the Board's priorities/expectations.
- **Step 7: Annual Village Budget Review/Approval (October – December)**
  - Not every priority carries with it a significant need for financial backing, but many do. Ultimately, for most priorities to be implemented/acted on, there needs to be approval of funding in the budget.
    - Staff will draft a proposed budget that includes initiatives that address top priority areas (within the direction of the FMP adopted in September)
    - Any individual Board Member can submit a proposal for funding of a project in the Budget.