

Mission Township Capital Planning Process



Adopted by Town Board: July 12, 2021, Regular Meeting

Key Points:

- Overall process began in December 2020, with initial identified potential projects
- Much work has been underway by the Town Board, Departments and Committees to further develop project plans:
 - Committed Reserves Funding proposal developed
 - Research conducted on various finance options (i.e. bonds vs. loans)
 - Submission of application to the DNR for proposed Park projects, recently approved
 - Development of specifications and design quotes obtained for the proposed Maintenance Building
 - Development of a grant proposal to the DNR for Mission Park Drive reclamation – submission to DNR in October if approved by Board
- Next steps in the process are to create a ranked list of all projects, with proposed timing, and develop a financing plan, particularly for projects in the first 2-3 years of the plan.

Month

Action

August 2021

priority ranking
and proposed timing

- ➡ Request Departments and Committees to create a
of their submitted projects, including rationale
for each, utilizing template

- Lists due by September 3, 2021

September 2021

Board

- ➡ Receive and compile lists with initial review at 9/7 Monthly
meeting

- Output is to identify any additional information

October 2021

priority list

- ➡ Schedule Special Board Meeting to create initial overall

- Include Department Managers and Committee Chairs
- Output is draft overall priority list, with special emphasis
on projects in the first two to three years of the plan

November 2021
needed

➔ Finalize initial priority list at 11/1 Monthly Board meeting if

Communication/Input: Send out Fall/Winter issue of Township Newsletter with list of projects and invitation to the Open House

December 2021

➔ Host Open House at Town Hall to overview priority projects

- Overview of projects & priority list
- Board members, Department managers & Committee Chairs available to answer questions and receive input

January 2022
and

➔ Town Board finalizes Priority list at Regular Monthly Meeting begins work on finance options for first 2-3 years of plan

February 2022
the

➔ Town Board continues work on finance options for projects in first 2-3 years of the plan

March 2022

Communication/Input: Send out Spring/Summer issue of Newsletter with list of projects and proposed financing for discussion at the Annual Meeting

➔ Some projects/proposals may require approval of electors (Maintenance Building & Capital Reserve

the Annual Meeting Fund)

April 2022
based

➔ Town Board may adjust the plan at Regular Monthly Meeting on input received at the Annual Meeting

Plan

➔ Town Board authorizes specific project work for Year 1 of

Assumptions:

- Given the significance of the projects and potential cost, every effort will be made to obtain as much input as feasible in developing the Capital Plan.
- For planning purposes, 2022 will be considered Year 1 of the Capital Plan.
- Park priority projects, as contained in the DNR Grant application recently approved by the DNR, are already approved by the Town Board and would be prioritized and financed for Year 1 of the Capital Plan.
- Should the Board approve the DNR Grant application for Mission Park Drive, and should it be approved by the DNR, that project would be prioritized and financed for Year 1 of the Capital Plan.
- The Board will utilize the 'Committed Reserves' approach proposed by Supervisor Steele in developing the financing portion of the Capital Plan.
- The Town Board will need to adopt a 'Project Management' process for the Capital Plan projects once they are approved and underway.