

**Town of Springvale**  
**Town Hall Building Committee Report 2**  
**August 2, 2024**

**Committee recommendations to the Town Board for the August 6, 2024,  
town board meeting**

- **Town Board** hear Town Hall Building Committee oral report.
- **Town Board** discuss with the committee the alternatives and progress on the study.
- **Town Board** approve contract for vendor to perform soil survey and other underground excavation as needed, and report evaluation of site suitability.
  - Septic drain field soil survey at up to three sites. Soil survey will not be done if the Jewell site survey on August 7-8 finds that a site is unsuitable for septic or building.
  - Explore any potential subsurface problems on a per hour basis, if needed
  - Refill all excavations
  - Vendor \_\_\_\_\_. \$\_\_\_\_\_ per site. Committee will make vendor recommendation at the town board meeting.
- **Town Board** authorize expenditure of up to \$600 for mailing of post cards inviting public input.
- **Town Board** schedule Town Board meeting for Tuesday, September 3 for committee to brief the town board on the Study Results to be received by August 29.
- **Town Board** schedule a September 5 Open House and Public Hearing for residents to learn about the alternatives, and for residents to give formal input to the Town Board
- **Town Board** adopt updated timeline reflecting September 10 Special Town Meeting immediately following September 10 town board meeting, for town electors to vote to approve construction.
  - A vote at a Special Town Meeting is a vote of town electors present at the evening meeting and is not a daytime referendum vote held on an election day.
  - Who may vote:
    - Same as at an April Annual Town Meeting, all town residents eligible to vote in regular elections may vote, and do not need to be a registered voter.

- Property owners not eligible to vote in Springvale may speak but may not vote at a Special Town Meeting.
- **Town Board** formally call a September 10 Special Town Meeting immediately following September 10 town board meeting.

## **Proposed timeline for Springvale Town Board**

### **Regarding town hall improvement or replacement**

(subject to change as events unfold)

#### **June**

- June 11 (Tuesday), **Town Board** appointed town hall building committee at regular town board meeting 6/11/2024. **DONE June 11, 2024**

#### **July**

- July 16 (Tuesday), **Town Board** selects feasibility study vendor at regular (rescheduled from July 9) at regular (rescheduled) town board meeting, and sign contract (see Note 1) **DONE July 16, 2024**

#### **August**

- August 6 (Tuesday), regular town board meeting, see page 1 for recommended **Town Board** actions
- August 23 (Friday), Town Hall Building Committee mail postcards to property owners and residents inviting them to September 3 and September 10 events.
- August 29 (Thursday), feasibility study due
- August 30 (Friday), committee meet and submit evaluation to town board

#### **September**

- (September 2 is Labor Day)
- September 3 (Tuesday), **Town Board** receive briefing by the committee on the Study and have discussion with the committee; and conduct regular town business (may be too early in the month for bills)
- September 5 (Thursday),
  - 6 pm **Open House** for property owners and residents to learn about the alternative proposals
  - 7 pm **Public Hearing** for property owners and residents to give formal input to the **Town Board**

- September 10 (Tuesday)
  - **at town board meeting:**
    - **Town Board** receives any further comments from property owners and residents during regular public comment period
    - **Town Board** receive committee oral report, and have discussion with committee
    - **Town Board** selects preferred improvements or construction alternative to recommend to town electors at Special Town Meeting immediately following town board meeting
    - **Town Board** approves applying for zoning permit and approve permit application funds, contingent on Special Town Meeting approving construction. (See note 1)
    - **Town Board** conduct any town business not completed at its September 3 meeting.
  - **at Special Town Meeting:**
    - **town electors** vote to approve construction
- September 11 (Wednesday):
  - Committee issue RFP (Request For Proposals) seeking vendor to create detailed design and bid documents.
  - Committee seek lending offers
- September 26 (Thursday) RFP responses due

## October

- October 1 (Tuesday), **Town Board** select vendor to create detailed design and bid documents, and sign contract (see Note 1)
- October 8 (Tuesday) is regular town board meeting date, no town hall action on building matters planned at this time
- October 24 (Thursday) detailed design and bid documents due from vendor
- October 29, (Tuesday) at town board meeting
  - **Town Board** receive committee report and have discussion with Committee on detailed design and bid documents, and on borrowing
  - **Town Board** approve detailed design and bid documents. Vendor present.
  - **Town Board** approve committee applying to borrow for construction (See Note 1)
- October 30, (Wednesday) vendor issue Request for Bids for improvements or construction work

## November

- (November 5 (Tuesday) is election day.)

- November 12 is regular town board meeting, no town hall action on building matters planned at this time
- Bids due November 26 (Tuesday)
- (November 28 is Thanksgiving Day)

## December

- December 3 (Tuesday), at town board meeting:
  - **Town Board** receive Committee report and have discussion with Committee on bids received
  - **Town Board** select improvements or construction vendor, and sign contract (see Note 1)
  - **Town Board** approve borrowing (see Note 1)
  - **Town Board** apply for remaining needed permits -- water, sanitation, driveway, other. (See Note 1)

Note 1: A town board may delegate actions such as finalizing of details and signing of contracts. Per Wisconsin Towns Association Attorney Joe Ruth email July 3, 2024.

## Town Hall Building Committee history and activities

**Meetings:** June 17, June 19 (committee trip to Town of Scott building), June 24, June 26, July 1, July 3, July 11, July 15, July 18, July 22, July 26, July 30, August 2.

**Alternative 1.** The committee is developing a building improvement plan, site plan sketch, and cost estimate for:

- Alternative 1: Improve existing building without changing overall footprint of the building.

**Alternatives 2-4.** The committee is working with Jewell Associates in developing building sketches and site plan sketches and cost estimates for alternatives 2-4:

- Alternative 2: Remodel existing building.
- Alternative 3: Build replacement town hall on recycle site.
- Alternative 4: Build replacement town hall on vacant site across from recycle site

**Soil survey.** The committee is working on obtaining septic drain field soil surveys during August 2024.

Also see the Committee's first report dated July 13, 2024, for additional information on topics below.

**Site surveys and evaluation.** The committee is working with Jewell Associates to obtain site surveys and evaluation during August 2024.

**Land acquisitions or swaps.** The committee is working with Jewell Associates and neighboring property owners regarding possible land acquisitions or swaps to meet potential property line issues and space and side yard issues.

**Public information and input.** The committee is working to make all property owners and residents aware of opportunities to provide input by:

- Posting committee and town board meeting notices at town recycle site, on town hall door, and on town website.
- Handing out informational sheets at recycle site on Saturday, July 27, and possibly on future dates
- Posting committee documents on the town website
- Developing post card to announce to property owners and residents the September 3 Open House and Public Hearing and the September 10 Special Town Meeting.

**Borrowing and funding.** The committee has spoken to area banks as potential lenders to provide a long term loan for improvements or construction costs. The committee will also further evaluate how the increase in State Shared Revenue in 2024 and future years can fund the improvements or construction.