

Town of Springvale Town Hall Building Committee Report 3 October 8, 2024

This Report includes:

- 1. Committee recommendations to the Town Board for October 8 meeting, just below**
- 2. Proposed timeline for Springvale Town Board**

Committee recommendations to the Town Board for the October 8, 2024, town board meeting

- **Town Board hear** Town Hall Building Committee oral report
- **Town Board receive** presentation from the committee on Option A
- **Town Board receive** presentation from Jewell Associates on Options B-D
- **Town Board receive** presentation from the committee on the Study Report.
- **Town Board consider scheduling** an October 22 Open House and Public Hearing for residents to learn about the options, and for residents to give formal input to the Town Board
- **Town Board consider authorizing expenditure** of up to \$500 for mailing of post cards inviting public input.
- **Town Board consider formally calling** a November 12 Special Town Meeting immediately following November 12 town board meeting.
- **Town Board consider adopting** updated timeline attached, including a November 12 Special Town Meeting following the November 12 town board meeting to, for town electors to vote to approve improvements or 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.

Proposed timeline for Springvale Town Board

Regarding town hall improvement or replacement

(Timeline is a guide of sequence of events considering such things as regular town board meeting dates and the length of time for events such as for a bidding process. Dates are 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), town board received committee report
- August 29 (Thursday), study report due
- August 30 (Friday), committee meet and submit evaluation of study report to town board

September

- September 10 (Tuesday) Town Board received oral report by the committee

October

- **October 8 (Tuesday) Town Board receive briefing** by the committee and by the consultant on the Study Report and have discussion with the committee
- October 11 (Friday), if approved by Town Board, Town Hall Building Committee:
 - mail postcards to property owners and residents inviting them to October 22 and November 12 events
 - Post reports and analysis documents on town website
- October 22 (Tuesday)
 - 6 pm **Open House** for property owners and residents to learn about the options. Presentation and Q&A at 6:15
 - 7 pm **Public Hearing** for property owners and residents to give formal input to the **Town Board**

November

- **November 12 (Tuesday)** at town board meeting:
 - **Town Board receives** committee oral and written reports on input received, and on committee recommendations

- **Town Board receives** any further comments from property owners and residents during regular public comment period
- **Town Board considers selecting** a preferred improvements or construction option to recommend to town electors at Special Town Meeting immediately following town board meeting
- **November 12 Special Town Meeting**
 - **Town electors** consider approving, and possibly voting on, improvements or construction

DECEMBER

- **December 10 (Tuesday) Town Board receive** town board oral and written reports
 - Depending on actions, if any at the November 12 Special Town Meeting, **Town Board considers:**
 - Applying for changes to county comprehensive plan if required
 - Applying for zoning change if required
 - Approve plan change and zoning change application funds (application for actual zoning permit and building permit will take place later)
 - issue RFP for vendor to create detailed design and bid documents, due January 9 [4 weeks].
- December 11 (Wednesday):
 - If improvements or construction is approved at November 12 Special Town Meeting, and if approved at December 10 town board meeting:
 - Committee issue RFP (Request For Proposals) seeking vendor to create detailed design and bid documents, RFP responses due January 9 [4 weeks]
 - Apply for comprehensive zoning change and rezoning if required (See note 1)

JANUARY

- January 9 (Thursday) RFP responses due
- **January 14 Town Board consider:**
 - RFP responses and consider contracting with vendor to create detailed design and bid documents
 - Applying for borrowing pre-approval
- January 15 if approved at January 14 town board meeting, vendor contract signed to create detailed design and bid documents, [deliverables due March 5 [7 weeks].

FEBRUARY

- **February 11 (Tuesday) Town Board receive** town board oral and written reports
- [February 18 (Tuesday) Wisconsin Spring Primary Election Day]

MARCH

- March 5 (Wednesday) detailed design and bid documents due from vendor
- **March 11, (Tuesday)** at town board meeting
 - **Town Board receive** committee oral and written reports and have discussion with Committee on detailed design and bid documents, and on borrowing
 - **Town Board consider:**
 - Approving detailed design and bid documents. Vendor present.
 - Approving issuance of Request for Bids
 - Applying to borrow for improvements or construction
- March 12, if approved March 11 by town board:
 - vendor issue Request for Bids for improvements or construction work due May 7 [8 weeks]
 - apply for borrowing

APRIL

- [April 1 (Tuesday) Spring General Election Day]
- **April 8 (Tuesday) Town Board receive** town board oral and written reports

MAY

- May 7 (Wednesday) bids due for improvement or construction.
- **May 13 (Tuesday) Town Board consider** approving
 - Borrowing – note that it's important to have borrowing firmly confirmed by lender before awarding and signing contract for improvements or construction
 - Award to Lowest Responsible Bidder for improvements or construction work
 - Applying for permits -- zoning permit, building permit, sanitation permit, driveway permit, other as required (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.