



Town of Lake Mills, 1111 South Main Street, Lake Mills, WI 53551

Clerk's Office (920)648-5867 www.townoflakemills.org

TOWN OF LAKE MILLS

NOTICE OF APPOINTMENT TO AD HOC TOWN HALL FACILITY COMMITTEE

PLEASE TAKE NOTICE that the Town Board of Supervisors is looking to appoint town electors to an ad hoc Town Hall Facilities Committee to review the facility assessment, conceptual programmatic plan and strategic vision for the facility needs to best serve the Town of Lake Mills and the surrounding area.

PLEASE ALSO TAKE NOTICE that the Town Board is accepting letters from persons eligible as Town of Lake Mills electors, interested in being appointed to the ad hoc committee. The letter of interest should include a brief statement addressing: (1) the questions posed by the board (page 2) and (2) by addressing relevant work or life experience and/or prior experience in these fields:

- Financial management
- Sales or Marketing Management
- Facility Maintenance
- Engineering
- Communications
- General Construction Management

The Town of Lake Mills Ad Hoc Facility Committee will be charged with the following duties:

- Determining the need for a new Town Hall Building (Project)
- Assessing the fair market value of existing Town facilities and property
- Identifying means of selling existing properties and schedule timing with construction of a new facility
- Identifying properties for location of a new Town Hall facility which include:
 1. Listing the benefits and drawbacks of each proposed site
 2. Evaluating the cost of each site
 3. Assessing the property owners interest and timing of sale
 4. Assessing the timing of property purchase in relation to actual construction
 5. Working with architect(s) on site selection
- Determining the scale of the property (now and expansion capability)
- Working with the architect to refine project (schematic, preliminary and final plans)
- Assessing the economic impact on Town of Lake Mills residents
- Exploring the possibility of fund raisers and donation
- Educating the public as to Why there is a need for a new Town Hall
- Holding Public input meetings with the Town Board
- Determining the means of financing a Town Hall project

To be considered for this appointment, the letter must be delivered to the dropbox office of the Town Clerk (1111 South Main St. Lake Mills, WI 53551) or emailed to the Town Clerk at townoflakemillsclerk@gmail.com **before noon on Wednesday, June 2, 2021**. The Town Board will consider the appointment of persons who have submitted a statement of interest on June 8, 2021, at the monthly Board

meeting which begins at 7pm at the Town Hall. At this meeting, candidates may be given up to five (5) minutes to make a statement regarding their interest and qualifications, followed by any questions from the Town Board and the Town Clerk.

Dated this 14th of May, 2021.

Robin Untz,
Town Clerk

Questions for potential candidates

- Identify your previous work experience or present experiences that would make you a good candidate for this committee?
- Provide a brief description of yourself?
- How long have you resided in the Town of Lake Mills?
- What are your past experiences you may have had on other committees or boards?
- Why do you want to serve on this committee?