

Jackey Postuchow called the meeting to order on January 5, 2026 at 9:05AM.

Board members in attendance: Jona Eliason, Jackey Postuchow and Kevin Rasmussen

Committee members present: Helen Bryner, Sue Govier and Deb Seeger

Guest: Justin Nelson, representative from Workhorse

Kevin gave background on our project and our need for an updated web based tool for accounting, payroll, and cemetery management to start.

Justin explained difference from Workhorse, that he represents and Town Web a different type of software package. Current Quick Books usage and its limitation, Workhorse is Municipality focused, with rigorous audit and accounting processes.

Company began in 1984, 42 years in business started with one owner who has sold recently to an employee, is Wisconsin based, up to last year only had clients in Wisconsin, does limited business now in Michigan. They align with Uniform Accounting practices for Wisconsin. Focus on small to medium size towns. Clients from 100 residents to approximately 1600 residents. Do not need to be an accountant to use their product, its very user friendly. Aligns forms for end of year. Customer focused and can adapt for their unique needs. Provided a list of current customers.

(Plum Lake Town Clerk sent out an inquiry to clerk association, received ten responses, Deb summarized those comments about Workhorse and gave to each member.)

Training: 1. online, schedule, shared screen shots; 2. come on site to Plum Lake, there is an additional charge for travel. Workhorse has a mini conference with users every other year. Next one is in 2027.

Currently 330 municipalities, closest Lakeland, Mercer, Land O'Lakes, Eagle River, and Tomahawk.

Justin showed a demo of ten modules, empathizing accounting and payroll. Users can have different access assigned by the town such as read only, run reports, make changes, a super user for everything, etc. Jackey asked for clarification on levels. Jona asked about access only or edit privileges, can run reports but cannot modify. Clerk would need to. No limit to number of people with various privileges. In the background it can be audited to see who has accessed and when.

Backs up data each day as someone logs in, goes to their mainframe at Workhorse. Jackey asked about back up to external hard drive, and can a back up be forced. Receivable take payments in, state funding, need receipts showing receipt of funds. Can do a report of checks received and what's paid.

Public Works, overtime, receipt, highway expenses, pay expenses can all be tracked. Can scan receipts into the digital file, rather than a hard copy file kept like today's system. Check can be attached into accounting file.

System has a budget process and year end processing module, can do W2's and 1099's. Can upload file to the state or IRS.

Quick Books has additional charges per employee where Workhorse does not.

Jackey inquired about editing mistakes, name corrections, payroll, can records be modified if errors? Yes. Tax withholding can be different from source. Example, municipality is in Wisconsin but employee resides in Illinois or Michigan. System uses correct tax base.

As changes to tax laws they update their systems accordingly. Workhorse can customize for benefits, and other unique deductions.

Jona asked about payroll reporting, weekly, monthly, quarterly etc. need to make sure correct before filing.

Jackey asked to move on to Cemetery Module. Can enter data, basic to start, and later finish the file. Can flow into accounting module optional, can break out track for plots, tie in with GPS where grave is located. Access and users can be set up edit only, full access, etc. Jackey has set up a google document to look at bare minimum, when she started had data in multiple locations and not always updated. Can record owner information, person buried, veteran, last address, type of burial, death certificate, DOB and DOD, maiden name, etc. Like any database need to keep up to date.

Can list or code by cemetery as we have a Plum Lake Cemetery and Star Lake Cemetery. Can indicate each cemetery in a field and sort accordingly.

Can customize views in database. Search for what plots are open, no owners, available sites. Only as good as data entered. Need to establish clear work instructions for future input and make sure its followed.

Justin showed print with cemetery spaces what's open, could be viewable to the public, to determine location available or not. Can give full report and minus payments. We would need to determine what we want available online for public to see. Time consuming to get data transferred in, compared to electronic transfer of accounting files.

Sue inquired about how donations handled? Go into a general fund, tax statement, Boulder Junction set up a community foundation, for records, goes into foundation account, not into general funds. Keeps separate for tax purposes and usage.

Justin explained going forward usually three months is the norm for transition. End of the year takes longer because of tax reporting and other end of year documentation required.

Quick Books transfers over, takes time, and needs clean up. Schedules on boarding, who and when. Milestones to get started, for example, end of the quarter, or we pick something unique.

Hardware requirements? Five people to access from Plum Lake town. Internally, where working, same office, network location, we are not installing to a server. In office, on all the time, via WiFi network, work at home or remote, host set up with internet access, cost approximately \$1200 per year.

Owner of the company can talk to us further about transition and answer any other questions.

Kevin asked for a list of costs, Justin will get him an updated document.

Jackey asked about who are other companies with a similar type product, Justin provided eight names who could be comparable. Need to know who to work with going forward. Municipality based is key.

Workhorse is a Wisconsin based company, support is top notch, programs work well, comfort level with end users. Not all other providers are municipal focused and need to break that information out.

Justin further explained because in business 42 years its unique, not all one way, will work with us if we have unique needs, always looking for what customers want. Example is on the new tax laws on government no tax on overtime. They were working on when news first came out, now tweaking based on government parameters.

Justin – future we need to come back with more questions as we think about this, test and play with the program. He can do another walk through and see what other hurdles we may have.

Suggests to run duplicate systems to start for a couple of months to make sure its working as we expect. Typically new customers come on board at the beginning of the year or at a quarter start.

To wrap up, this needs to go to the town board for approval, will determine when it will be presented. Discussion on payment, pr oration if mid year, will get Kevin specifics.

This portion of our meeting ended at 11:00AM after thanking Justin for his time and presentation.

At this time, Jackey returned to our regular meeting agenda. No citizens present.

Minutes from December 3, 2025 meeting Kevin motioned to accept, Jona second. Motion approved.

Item 6 - Workhorse demo today, no red flags comments from other users, Deb had sent out summary from those we received back, were Wisconsin based and only focus is municipalities. Support appears to be there. Programs better than some others looked at. Discussion on have we changed accounting procedures in past transitions of town clerk and or treasurer. None made from Sharon to Bob, just a learning curve as expected.

Internal discussion among us, need to change clerk and treasurer positions to appointed. Now easier to do with latest Wisconsin law change. Board will go forward on change.

Would like to see cemetery module in a database for individuals to look up information.

Will put on agenda for town board meeting, for Workhorse approval.

Jona said we need to clarify remote hosting is it \$1200 per year or \$1200 per computer?

Kevin motioned to bring up at next town board meeting to go with Workhorse, Deb second. Motion approved.

Item 7, Town Web demonstration. Kevin to schedule for February meeting. This will be via zoom, not in person. Town Web handles agendas, minutes, reservations to name a few options.

Communication - Jackey was approached why Phelps building is farther along then our building? She will call John Burgess from Wickman to see what is happening. At last construction meting only Sue and Johns representative, Shane were there. Need to get this project tied down and back on course.

Deb asked if pictures were being taken of slow process and little work being performed. No one is doing this.

Sue explained conversation three weeks ago with Steve Jamroz about lack of progress and he wasn't concerned yet. Jackey or Sue will follow up with him now to get his thoughts.

Concern with trusses laying out, wood exposed, tarps blowing off, piled up in the elements, snow piled up inside the building, all are very concerning.

Discussion on last P/L for 4th quarter report is due, Helen has been reviewing documents as they come in.

Kevin advised he needs to be present for building inspections.

Discussions on vacating existing town hall. Stop reservations as of February 15, 2026 for rec building and start relocation to the rec building for the duration of the construction. February primary election, if needed will be in current town hall. April election will be in the rec center. Kevin will stop all keys and access after February 15. Some doors will need to be physically closed and secured.

Sue asked about asbestos abatement schedule? Jackey will follow up again with John B on April time frame and with Gary contractor.

Sail boats on front of building can not be saved. Will come up with some options to replicate.

Sue and Helen are going to see Art Long after this meeting regarding totems, logs and procedures. Possible storage location for logs is garage behind town hall.

Deb and Sue provided update on donations. Handed out draft of donation recognition and letter to community. Sue explained an issue that has come up with cabinetry and some possible solutions. Helen has to talk further on ceiling tiles. Changed naming rights to over \$25,000. Jona knows a potential large donor. Discussed how to communicate to community.

Discussed status of pavilion and drawings. Jackey or Kevin will discuss with Steve on status.

Next meeting Monday, February 2, 2026 at 11:00AM back here in the EMS Building.

Jackey motioned at 11:45 to adjourn, Helen second. motion approved.

Submitted

Deb Seeger