

Shane called the Grant Committee meeting to order at 1:00PM on March 12, 2025

Board members present: Jona Eliason, Jackey Postuchow and Kevin Rasmussen

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

Quorum for the meeting is met. Meeting was posted as required.

Agenda approved to proceed in any order.

There were minutes to approve from four meetings, they were: January 6, January 9, February 14 and February 20, 2025. Motion to approve all by Shane, second by Kevin. Motion approved.

We have the signed agreement from the DOA, Jackey approved on February 25, and Diana from DOA approved February 28. The document is 34 pages without addendum's.

Shane provided a document he created titled "Grant Agreement Notations dated March 12, 2025" noting items we should be aware from the agreement.

Discussed exception agreement for subcontractors on page seven. Concern on hiring practices. REL is on top of agreement is watching documents and due dates we need to meet.

Page 32 re: security cameras, statement can not be produced by China, Huawei is a significant concern. Cameras must be non-Chinese made. Also on page 32 claw back, once five year agreement is met can we change how we use the facility at year six?

Sue brought up future of the building and if we can assess a cleaning fee for users. Concern also on filing income report. We should make a policy that over X number of people a cleaning fee will be assessed. In the future, we as a committee, should draft procedures.

Shane advised we should table to future discussion and create a chart for allowable charges, expectations etc. Concern on town crews ability to adequately clean and maintain new facility.

Jackey was asked what key topics does she want to discuss so she can leave when complete. She has concerns on sustainability plan, who has been contacted and what has been done to date. Kevin mentioned briefly looked at tele-med equipment.

Sue asked if anyone has been paid, Kevin responded Blue Design was the first draft, MachIV has been paid for the first boring samples. The second boring with Geiss is scheduled for March 20. REL concern on what's been billed to date.

Jackey reminded us we have to have \$25K minimum to make a draw. We agreed we will feel better when we get our first reimbursement.

Invoices go to REL, Gayle fills out paperwork, i.e. request form, Helen, Shane and Jackey all need to sign off for payment, then goes to DEHCR, then to DOA, from DOA to DOT (department of treasury). Kevin advised town is applying for a line of credit, as a bridge. Documents after Jackey approves as town chair, then requires two signatures which would be Helen and Shane. Copies then go in the master

binder in the clerks office. Jackey has been in contact with Gayle. DOA requires we file a quarterly report.

Moved discussion onto building design and specifications, referencing page A6.1 of plans. Sue explained as an example, Steve has specified which rooms will be hard floor, vinyl, cement, carpet etc. It is in our best interest to specify which type of flooring so when this goes out to bid it is not up to the contractor to decide and it may not be what we want. Steve has made the suggestions, we need define further. We will specify manufacturer names for bids, if we don't contractor would make an allowance which we would not want. For example in the computer room hard floor is planned, we are suggesting LSV Luxury Sheet Vinyl.

Sheet Vinyl to be used in the kitchen, tele-med room, rest rooms and internet cafe.

It was suggested we run electrical in rest rooms in the event someone wants to switch to electric blowers for hand drying. It is much easier to put the line in now under construction then after the fact. We did add an outlet for lactation needs.

Another option is to run a gas line to the kitchen, right now equipment is specified as electrical, but having the gas line run and capped off gives options in the future. Plumbing will also be stubbed outside the facility.

Brief discussion on naming rights to the rooms, or sell the right to have their name on a room. Clarification needs to be made with DOA what we can and cannot do.

Concern was raised about open meeting laws and when we meet as subgroups and when meetings need to be posted. Two thirds attendance rule would apply.

Discussed difference on flooring and we want to avoid, slips/fall, falls, etc. Floors need to be slip resistant.

Sue presented a number of samples today and has more coming, in particular for walk off carpet, which would handle the salt and water tracked in better, than a hard floor. This product holds up extremely well.

Reviewed exterior of the building looking at black siding, red accents, green roof, wall brackets, down lighting. Potential sell walk way bricks to the building for fundraising.

Discussed adding on the top section of the interior hallway natural wood posts such as, carved animal heads, or northern creatures to tie the north woods theme. Will explore local wood carvers on what can be done and how they could be mounted.

Looking at carpet tiles in office areas and large meeting rooms. Hard floors will cause excessive acoustic issues. Agreed one third of the large room would have hard floor, most likely closest to the kitchen area.

Specking wood doors for the interior, steel doors on the exterior. Chair rails along hallway, in a ship-lap horizontal design. Suggested to use wood plank in the aisle off the front entry. In the office area a wood grain laminate. Sue had made a document called "Plum Lake Community Center preliminary interior design discussion" we each were given to explain the details and options depicting flooring, lighting, ceiling, walls, etc.

With this beautiful building in the future need to discuss how this building will be maintained. Can it be done with current staff, hire an outside commercial cleaning company, not mom and pop firm to maintain the standards we will expect.

Discussion then changed to invoices and payments. Blue Design and MachIV have been paid. Committee has a concern on money handling referencing pages 24-26 on co-mingling funds and how posted. Very important with funds coming in and out, posting so paper trail is very clear when we are audited. There is a government sight to review postings. Need to wait 60 + days, interest will be Plum Lakes responsibility to cover. Once there is a one million dollar spend we will be audited plus, the grant requires a certified annual audit.

Shane suggested we go back to his handout each of us needs to review and get back to him with questions. Page 16 references timeline and pre-construction meeting and need to send out minutes to the DOA. Sue and Deb advised once bids have been awarded those meetings are considered pre-construction Normally happens when subcontractors are involved.

Geiss is scheduled to be here March 20, and this will be approved at the March 19 town board meeting. They will be doing environmental soil borings to make sure no pollution, contaminates, or damage is present in the proposed building site. In a perfect world they will find nothing then REL gets the notation off the deed. If things are found then remediation will be necessary, with X cubic yards to be removed and refilled with good soil. All we can do at this time is wait and see.

Jon brought all the research she has done on the street abandonment. She has talked with Sherry Bierman the Vilas County Register of Deeds. Its a plat, and a number of other actions come into play. Plum Lake will need to do a resolution to abandon alley way by the rec center, needed if within 40 years there has been no improvements made. Since Plum Lake owns the property in question and owns the property on either side should make this doable. We have to please the state, REL, and because of case law town can wave because we own two sides. Registered plat is okay, an aerial view may show a concern. This all started because we asked for a new building number.

Jona will provide more details as she finds more information. Right now wold recommend the governing body make a Resolution of Abandonment, which is doable but will take time. Plum Lake may need to go to the Circuit Court to approve resolution.

Discussion on who will be attending our April 3<sup>rd</sup> meeting at Blue Design in Hortonville. Shane may drive separately, Kevin will drive and Jona will go with, and hopefully Jackey will be able to go. Sue, Deb and Helen are planning to go but need to work out logistics.

We will need proof from Gayle, at REL, on all documents processed, and any executed documents. These should go to Shane who will process internally as needed.

Kevin advised for the April Electors meeting topic of the old existing town hall plans, this is only advisory if electors vote, and is non binding. Town Board can approve demolition. Electorates need to understand the current building is NOT ADA complaint. Rest rooms, electrical, HVAC, entrance, etc. are all not up to code and will need to be if building is not demolished.

Committee will meet next on April 2 at 1:00PM at the town hall, which is the day before we go to Blue Design in Hortonville for 10:30 meeting.

Discussion on number of laptops, pc's, keyboards and other computer equipment on original grant request. Kevin and Deb said those numbers are high and were arbitrary trying to get the full amount of the grant. Deb explained this is where, after bids are sent out we need to go through room by room and specify every detail we will need so we can begin to research and put plans together for interior completion.

Discussion on insurance policies and what is needed for Plum Lake to have. This will be discussed in the future.

Helen motioned at 3:10PM to adjourn and Kevin second. Motion approved.

Submitted by Deb Seeger