

Community Center FFP Committee Minutes
Approved 1/5/26

Jackey Postuchow called the meeting to order on December 1, 2025 at 9:15AM

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

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

Kevin motioned to approve minutes for November 3, 2025, Helen second. Motion approved.

Kevin inquired about setting up the Work Horse Demo at our next meeting on January 5, 2026. He reviewed some options for the demo and we agreed the following should be included:

- cemetery coordination
- municipal accounting
- municipal payroll
- fixed assets with inventory

There would be a base fee plus a yearly maintenance fee. Kevin to inquire what other towns use Work Horse and their thoughts. Town Clerk has a listing of other clerks to inquire their thoughts and other options available. Town calendar is another options we need to explore.

Several people will need to be trained to use programs, and procedures to cover turn over. Work Horse has a platform for online payments, Quick Books is not compatible.

Kevin then will set up a demo for Town Web for our February meeting.

7A - Budget Review was discussed next. Helen has not seen invoices since the first approval. Per Jackey they go to Steve, Gayle, Bob and then Bob should be reviewing all with Helen. Her, Helen's, signature is required on documents submitted. The third draw from the state has been completed. Four and five are in process.

Jackey advised of a memo received November 25, she will add Helen to the email chain for disbursement five. Helen again stated she has not seen any invoices since the first approval. Bob told Helen disbursement three is at state for processing. She did not sign off on documents. Jackey advised disbursement four is ready. Jackey then forwarded to Helen and Jona email to get Helen included and confirm her signature is on all disbursement requests.

Documentation to the state has a spot for both Bob as town treasurer and Helen as committee contact for payments. Jona will talk further with Bob on how documents are processed and requirement of Helen's signature on all submittals

7B – Procurement nothing a this time.

7C – Site Logistics, per Kevin, Wickman did hire Clint Kittelson which should help move things along. We are behind schedule. Plan once building enclosed the drywall will need portable heaters. Fire concern and proper use of equipment which will be Wickman responsibility. Kevin advised power is not to the building and will also pose an issue.

Deb asked if we have an updated timeline with new dates since things are running behind. Answer No and will discuss at this weeks construction meeting. Jona reminded us it is not our building until end of construction and any issues fall on Wickman. Items behind trusses, roof finished, electrical, plumbing, building enclosed, heat, drywall, muddying, entrance cement bases, still not poured. Kevin said around metal footings concrete is not done. When questioned why roof has not been finished advised equipment needed is at other sites.

Jackey advised must stay within funds planned and not to be exceeded. No change orders at our cost have been done to date.

Kevin reviewed other professional services, and P&L statement for reimbursement. Deb would like a copy for meeting on Friday with Helen, Sue, Gayle and herself.

Financially right now in good shape, concern if there is an audit if all our documentation is in order. Concern on last conversation with Gayle and her comment "not seeing all documents."

Helen asked if construction / contractors are all current? Jackey advised inspections are being performed as required and have past inspections. There are specific inspections after each phase needed. Kevin said inspectors have been here multiple times. Waiting on rafters and trusses completion for next set of inspections. Inspections are at local and state level. Again said we are two weeks behind.

Next construction update meeting is this Wednesday, December 3 and there items will be addressed. Helen advised need for General Contractor to be up to date. Concern with sheathing, building wrap, shingles etc. being completed in winter. Not good for the trusses and press plates to be exposed to weather this long. Still issue on septic system.

Kevin said we need to start setting up game plan for demolition. Need a more defined plan and updated timeline for completion.

Jackey advised Dirty Ducks, who has the asbestos abatement contract has contacted her on timeline. She gave them John's (Wickman) number. Confusion as we the committee believe from previous meetings and discussion demolition to start in April. Current timeline says July. April is the preferred target date.

Discussion on donations. Kevin advised Camp Highland will sponsor / donate one column, adding to possible Kazda's, Champney's, and Long's interest. Helen advised preliminary quote from Art Long is \$3,000 per pole, total of six poles equaling \$18,000. This would be under the \$25,000 out for bid requirements. Helen has not requested or explored other providers for the work.

Need to define how and where logs are? Do they go to Art at one time, or a couple at a time, etc. Helen will discuss with Art on how and when he wants them.

New Business – Helen asked if Steve is working on the proposed costs for the Pavilion? Per Kevin, Steve is doing the design work so Pavilion is ADA compliant. And will put together construction plans, etc. Kevin will follow up on status.

Deb mentioned concern on current building availability for the February and April elections based on timeline for asbestos abatement and demolition.

Kevin advised septic is failing and is not properly covered, could cave in if someone walks over it or drives over it. Will need to discuss at next construction meeting.

Deb asked about confirmation on snowmobile trail through and or around construction site. Kevin advised Barnstormers Snowmobile President has not returned his calls. Jeremy has made contact with him and came up with a plan, around property, to include fencing, and signage around ball park, re-routing to run through town. Would like chevron's posted with trail detours ahead especially on Smith Street.

Kevin to get confirmation from Work Horse and will send out information to committee. It was determined to have our next meeting at the EMS building at 2821 State Hwy 155 on Monday, January 5, 2026 at 9:00AM.

Kevin motioned to adjourn at 10:20AM, second by Jackey. Motion approved.

Submitted by

Deb Seeger