

Jackey Postuchow called the meeting to order on February 2, 2026 at 2:00PM.

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

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

Guests: Jim and Phyllis Schnettler, and on zoom Jelena Slovokbit and Paulo Angelo Cenar from Town Web.

Jelena and Paulo were present to give the committee a demonstration on Town Web, discuss what we like and do not like from our current system / website.

Kevin advised we are looking for the ability to reserve rooms, and or buildings on a website with push notification. Our current system is cumbersome.

Jelena advised Town Web can be customized. Agendas and minutes are one of their prime uses. Software can be streamlined with quick links and then directed to the appropriate page. Laptop views are available. Ability to access news and notices, reservations online along with municipalities calendar. Agendas can be attached, with notes and minutes entered after. Question on cost and how much space is available. She was not sure on the number or size and will get back to us.

Dashboard – notice is posted, subscribers can access. System uses a lot of AI. We used the example of the Barnstormers chili dump, once posted residents notified by text, email, Facebook, or website using their preferred way to communicate.

Sue asked who edits prior to posting? Subscriber list can create own posts, proof, then send. Once credentials are established, is not part of original community. Can restrict who has access to site.

Alerts – 1. Emergency – red banner, triggered by cause of emergency i.e. a snow emergency, tornado etc. option to send to subscribers can be turned on and off.

2. Regular notice as important information not an emergency i.e. office is open or closed, voting information, etc. Jackey asked if there has to be an account for Hey Gov for this? Town Web uses Hey Gov as part of the digital tools, can have Town Web with or without these tools.

Digital Government for online payments, online reservations, We currently do not offer online payments, with this program can download. Their tech teams does the work, creates departments between us and then to connect to a bank and have multiple accounts or banks available.

Permission levels: 1. Admin Full Access, 2. Department Admin only, and 3. Department Member with limited access.

Taxes, forms, licenses, donations are available and can start right away or add later on.

“Payment Fee” is on each transaction, goes to the provider, not us (Plum Lake) or Town Web. Can except with card reader in person, or accept cash or check option available.

Workhorse integrates with Town Web.

Jackey asked about the ability to play with the site to see how it works. Not available, but they can send a list of clients for us to reach out to.

Jelena was not sure on QuickBooks integration, will have to check and get back to us.

Jona asked about credit card fees. Jelena 2.9% plus 30 cents, with card reader 2.8% plus 25 cents.

Jackey asked what are the highlights we need to know for Town Web to make a decision?

Paulo advised Town Web is an all in one system, to interact with agendas, minutes and reservations.

Timeline to go live? Four to six weeks is usual. Who works with us? Online team for them, works on content and migration to onboard for integration.

Calendar with different icons and colors for rooms, or buildings. Click on date and see options. Tel-health reserve without payment, yes based on terms and condition. Rules and guidelines will need to be created. Can set up requirement to pay a fee to reserve, we cannot accept payment for five years on the new building.

Jona – on security – whom on your team can access credit card information? Protected, support can access our system when contacted for a situation. Needs permission from us to access, we would send an email on what the issue is, then tech support responds. Can't access on there end without our request.

Kevin or Teresa will reach out to them if we have more questions and Paulo will communicate back. They had previously sent information to Teresa. Will update data. They will get info to us for February 10th town board meeting.

Paulo asked if we record town board meetings, we do not. For agenda on the system, will need to record to integrate data. In the future we may record. It can be added down the road.

At 2:50 PM we signed off with Jelena and Paulo from Town Web, to begin our regular FFP committee meeting.

Jona motioned to approve the January 5, 2026 minutes, second by Jackey. Motion approved.

Discussion among committee. Kevin likes the calendar features on Town Web. Nice to add information on frequency of how and when roads are plowed to be able to search the system. We stopped recording board meetings because of open record regulations.

Sue advised we are at a point we need to meet more frequently than once a month. There are too many things we need to discuss and resolve. Suggestion to meet twice a month, maybe first and third Monday's. Time meetings to an hour or less. Have specific topics for discussion at each meeting.

AI is a good tool but needs further review.

Discussed to add to the town board agenda for February 10th discussion on Town Web and Workhorse. Jackey will also research if there are other companies we should be considering. Has to be under \$25K so no RFP is required.

Do we eliminate QuickBooks or not? There are issues right now with QuickBooks.

Two different companies we are looking at Town Web and Workhorse. What are set up fees, design fees, implementation, support, etc. Will need to set up a board member to review processes, time and who users would be. Possibility also to add EMS for one billing and maybe add PayPal and Venmo?

Need to clarify support from both companies, integration process, data entry, etc. to establish how to and what is best for Plum Lake.

Need for a specific list of what we want and need. Kevin motioned to take to the next town board meeting on February 10th, second by Helen. Motion approved. Will add engagement of software companies to agenda.

“Poster” and “payer” signs, Workhorse cannot use federal funds, can use for procurement process. Jona asked about writing a RFP capable of full integration with Workhorse.

Hey Gov is part of Town Web and talks to town gov. Workhorse accounting software use to enter data in the books.

Jim Schnettler asked if someone can donate funds to cover this expense?

Looking at information gathered looks as if software would be about \$27800. Need to redefine quotes. Teresa or Kevin to get Deb the information and she will create a document to compare Workhorse and Town Web.

Looking to manage Lions Razorback Ridge building, rec center, new town hall and rooms. Part of the plan was in the initial grant but not everything.

Discussion on donations and how we handle. It is causing frustration without clear guidelines. The proposed letter and attachment may be too complicated to send to the community and organizations. Need to simplify and make understandable. This would be a specific topic for the next meeting.

Jim S asked again about a donation now for the committee, especially with Workhorse not part of the grant. He would consider donating \$30K to help support this and get it up and running. Make the initial donation for the software and if funds left over keep separated for future software upgrades, renewals etc. Not to be used for other areas of the building project. Jackey responded with \$30K we can get a full start on say Workhorse and have funds to pay future expenses for the software. This is not a matching fund requirement.

Deb will refine the next agenda for donation guidelines.

We will meet the first and third Monday for the next few months at 9:00AM in the EMS building. To cover specific areas to get the new building open and operational.

Kevin advised we have reached the one million dollar mark and that triggers an audit by the DOA. Discussed if Helen is seeing all financial documents from Town Treasurer, Bob Klager. There appears to still be a gap in communication.

Deb asked about information on receiving donations if information is being passed on. It has to be. There is or was, she believes a \$50 cash donation made that needs to be posted on the books and recorded for future recognition. This has been for past month or two. Donations funds not part of the FFP.

Jackey advised if the town receives other grants in the future, there needs to be better accounting procedures.

Payment Five is with Gayle. Helen to follow up for her approval. Kevin advised we are at \$1.4 million now on draws.

At 3:50PM Kevin motioned to adjourn, Jona second. Motion Approved.

Submitted

Deb Seeger