

Jona Eliason called the meeting to order on August 11, 2025 at 2:00 PM

Board members present: Jona Eliason (Note: Jackey Postuchow, and Kevin Rasmussen were called out for an Emergency call)

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

Also present: Bob Klager Plum Lake Town Treasurer, Steve Jamroz from Blue Design Group, Gayle Lindenberg from REL, John Burgess from Wickman Construction. On the phone with us was Lori Reschkie from REL.

Gayle provided a handout for those present however it was the handout for Phelps and not Plum Lake.

Jona asked for introductions as there were new people present.

Deb motioned to approve the agenda to be discussed in any order, second by Helen. Motion approved.

Helen motioned to accept the minutes from July 7, second by Deb. Motion approved.

Moved to item 6A Review Budget on the agenda. Bob asked about the matching funds from the town and if an amendment is needed. Gayle advised funds can be transferred to and from accounts as we move along, auditing at the end. Bob said the accounts won't match.

Gayle said the budget was approved at higher amounts. DOA did not change documentation as was suggested. Closer to project end. We can move funds around with budget changes kept track in journals. Will work out at the end.

Bob advised as we move on gets more difficult to follow.

Gayle advised submitted number two only up to the budgeted amount for design and grant funding, we will get reimbursed of \$25K when funds are paid to Blue Design and REL, then to Plum Lake.

Helen asked for explanation on "match" funds. Gayle word defined as match, usually 40% in grant terms.

Sue asked about construction contingency, John replied yes, Bob needs to get through documentation.

Helen advised she is not seeing bills. Bob reason what has disbursed, didn't have anything to show.

Helen asked if there are line items being kept, to show hours and specifics for what Blue Design or REL has completed.

Gayle no line items, only invoice summary. We only budgeted \$10K on original contract will actually be just under \$25K. They perform around \$1000 work per month. They will not be over the \$25K as described in adjusted quote to Plum Lake.

Things like environmental fees that were unexpected and not part of original plan will be billed to Plum Lake.

Bob asked about when budget was submitted at \$10K, Gayle said at that time we were working with North Central Planning and that is the amount they submitted for Plum Lake to use.

Steve advised because of Wickman proposed cost savings, there may be funds available as we move along to cover those things. Steve and John concurred there could be \$300K under budget and is good for us to know.

Deb asked about updated document to replace Phelps document we received. Gayle will send and we will need to make sure Bob, Jackey, and Steve receive and send out to other members of the committee.

Deb asked about the project timeline. John advised these are discussed at the construction meeting and should be on schedule. John to provide full schedule. Still getting quotes and finalizing contractors.

Steve explained Gayle's procurement process, bids out over \$250K

Sue is working on per room pricing to help for donor process, and naming rights.

Helen asked about the logs for inside the building and how we get the wood, for wood working and or carvings. Are they log cuts, or wraparound? Helen said she is working on establishing the artist first and then getting into the details. John asked what we are looking for in the logs. They will not be structural, should be about 12". Helen is developing the scope of work, and how we would pay, or if there are donations?

John responded it may be better to plan in the middle of the logs, size could be 8' or 6' and not sure if at the top or middle until discussion with the artist.

Steve advised anything requires signed documents see FFP-03-03 (nine page document) must be inserted in the contracts, invoices attached, and will need a SAM number. John will send to Gayle to monitor.

No other questions on procurement.

Jona moved to item D on agenda, FFP requirements/paperwork. Gayle to put together and get to Steve. Apologized for the error in document and will get correct documents to us.

Conflict of Interest documentation (A), every supplier must sign, including subcontractors. John agreed to the process. Not sure on total number of contractors.

Item B nine page explains SAM.gov where each contractor needs a SAM number. Page seven of nine, number two labor payments, and page eight, fair wages with minimum of \$17.75 per hour. Gayle has a cheat sheet if needed for subcontractors. Wickman Construction needs to be attached to towns contract. All these guidelines were made clear in specs.

Item C Lobbying certificate form needed.

Item D Lobbying Activities certification, make sure Town of Plum Lake disclosure never needed unless lobbying.

Item E project site signs, already posted.

Items F and G, Gayle advised to put both together for Wis Dot payroll. She needs weekly documents even if not on site, complete Zero report. This will be for every week until finished.

John asked if owner / operators i.e. excavator if documents are required. Yes.

Item I, Affirmative Action if less than 50 employees not needed.

John has not secured all suppliers, had at least one back out. But has alternates.

Steve forms for draws need to go to John to Steve, Steve to send to town Board and Bob K, wait and board makes motion to approve vouchers as own line items, then to Steve and Gayle. John usually submit first of the month to Steve. Steve will turn around quickly, within thirty days.

Tel-health room, and digital continuity discussion needed with Kevin and Jackey.

Completion date of the building is September 1, 2026, gives one month for interior work and completion by October 30, 2026.

Steve asked if we need to break out numbers, Gayle advised no.

Asked if procurement can be made through Amazon and U Line, Lori will explore options for us, and let us know.

What if there is a surplus, what happens? Gayle said in grant agreement good reason to make addendum's, where we specified 20 pc's and 10 printers? Won't really need that many. Had down three digital projectors, in reality one. Need to match items to contract.

Steve advised we need to send contract from Wickman Construction for the town, to send to Gayle. Deb will advise Jackey of this requirement.

Next quarterly report is due October 7, 2025. Gayle and Lori work on it three weeks ahead of due date. John target September 1st to get his information submitted.

Will take three to four weeks to get Sam numbers.

Cannot have anything from China, see page 4 item 7, explains what you can't get from China.

Gayle will need a copy of the benefit packages to confirm information with wage rates.

Item C on Agenda – confirm gates locked and secured to keep people out.

Item E Status, John to send to Jona meeting recap for last week.

Footings are in now, working on framing. Wants walls and roof up before weather changes. Per John on project schedule.

Question on septic system and what is happening. Kevin has information on change order, RFI for lift station, waiting on an answer. County is looking for zoning permit. Need to get county septic permit, John working on. Will save about \$150K.

Jona advised county is aware permit needed with state approved plan. Plum Lake needs paperwork on file. A sanitary sewer number is needed. Rec building will have septic while this is happening.

Electrical contractor looks to be Van Ert, John is to hear today. Pieper also submitted a bid.

Discussion on future meetings, construction meetings moved to Wednesday's every other week. Looking at these committee meetings staying first Monday of the month other than September because of Labor Day, will push back one week.

Question asked about PPE, safety equipment, Gayle responded, “not needed for this type of project.”

At 3:20 Deb motioned to adjourn, second by Helen. Motion approved.

Submitted By
Deb Seeger