

Jackey Postuchow called the meeting to order on June 23, 2025 at 1:05PM.

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

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

Bob Klager Town of Plum Lake Treasurer was present.

John Bugless representing Wickman Construction was present.

There were no guests present.

Steve Jamroz from Blue Design was on the phone, and Gayle Lindenberg from REL called in during the meeting.

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

Meeting was scheduled to review the Milestone schedule and financial requirements.

Wickman Construction was awarded the contract to build the new community rec center / town hall. Discussion with John on the three alternate proposals they made. They were:

1. Demolition of existing Town Hall for \$71,000
2. Snow melt system for \$39,600
3. Asphalt work \$13,250

Discussion if other bidders offered alternate proposals?

Regarding the demolition discussion on removal of the foundation, filling and compacting dirt, removal of all debris, etc. Any unknowns such as finding asbestos and other clean up would be the towns responsibility.

Sue asked if there has been any inspections, Kevin replied none at this time. Only when the old town garage was taken down was there any inspections, but nothing for the town hall. Kevin will find those documents from that project.

Jackey raised a concern on Minocqua Grading quote and do we have to use them. Bob advised he has past experience with them and will talk to them and advise committee of findings.

Number 2 snow melt system Kevin motioned to not proceed with the snow melt system for the new building, second by Helen. Motion approved we will not install a snow melt system.

Number 3 – asphalt grading Kevin motion to include this and \$13,250, second by Jona. Motion passed.

Returned discussion to Number 1 demolition. Jackey asked John potential for a lower amount, Bob to contact Minocqua Grading as well as John. Also will discuss potential of using the towns sand / gravel for fill as we have an ample supply. John advised Howard Brothers quote was the same.

Jackey motioned to accept alternate bid 1 for demolition for \$71,000 or less, Kevin second. Motion passed.

Deb asked about confirming we have all the necessary permits for demolition. Kevin responded last time some mistakes were made and it was the towns fault not the contractors.

Steve asked about the operable sound partition and advised that another source is available and could save \$14,000, with a slight variation in sound absorption. John spoke to company who quoted, different installation, need to ask Gayle how this could affect the contract especially with changes and tax savings. This will be a future conversation with contractor. Steve questioned perception once contract is signed off.

Deb asked if Gayle should not be at these meetings, would make more sense to include her to answer questions, as we move along. Committee agreed she should be invited.

Steve brought up several items:

1. Alternate 1 for demolition will require additional discussion for more details.
2. Removal of existing septic system for \$155K he spoke to plumbing and engineering changes would be accepted. Its a WDNR issue not a WSPS issue.
3. Tax savings of \$86,588 Steve and John will need to discuss further; prices and materials versus POS compared to bid pricing. Overview sales tax, should have sales tax, do we need to facilitate tax exempt number as materials are ordered? Who owns the materials? Wickman owns until paid for.

Gayle called in at this point. Steve provided her an update and recommendation on contract amount bid and alternates, and not qualifying tax savings. Gayle replied only number allowed to accept in the bid. May award alternatives with only combination. Steve with construction with alternates one and three put down the tax savings. Concern with change orders and 15% markup for any change order. Value engineering due after the agreement.

Jackey asked what can we put into additional funding request? Gayle responded what was not in the original grant request, and community voted / approved like the demolition. Or items discovered during the design process that do not sound like expansion of the project.

Jackey will review what the plans were during the pre-design and construction, once awarded change order will be required. Awards as will be needed, other costs we already paid for, unforeseen complexities, the rec center borings that were completed and not planned for, etc. Gayle advised to put those numbers in and draft of Jackey's letter looks good.

Steve asked about the card readers, key fobs, push buttons etc. There has been great difficulty getting adequate information and a thorough plan has not been identified. Need to look in depth on keys to get into rooms, 20 plus doors on the proposal seem to high. Doors were planned to be wired in the proposal. We need to look at alternate sources.

Gayle was asked about attending meetings and she responded meetings like today she should be included in and would meet with us.

Deb returned to the security options and said we need to regroup and look in depth and what we really want, and why, our needs, and options. Discussion on installation and maintenance of security systems, need a clear path.

Jackey at this point moved on to other discussions. How to have contract ready for execution. Need a "Letter of Intent" from town, to get started. Steve said we are in a good position to proceed.

Ground breaking is this Friday, at noon, will get contract ready to be signed for Friday. John said Wickman will bring a truck, hard hats, shovels, etc. town will need to get dirt ready. Permits will need to be displayed at that time. Fencing to go up soon, preferably after the 4th. Water will be available as well as some chairs for seating. Jackey gave John the watershed permit to post.

Steve finished that Gayle should be included in all pre-construction meetings. Steve signed off at 1:50PM.

Milestone scheduling:

John complete contract

Create preliminary schedule

Construction sequence

Begin construction

Demolition schedule

Insurance certificate from Klinner

Start date

Subcontractors

Fencing

CCTV in area if needed

Jona asked about septic removal. No clear answer given.

John left meeting at 2:10PM

Helen and Bob discussed the format and process for our quarterly reports for the DOA. First quarter was done. Second is due this next week. At what point does Helen review bills?

Kevin advised there is new information on how this should work. Steve gets bills, reviews with quotes, verifies, Steve gives draw requests back to Jackey, they go to Gayle, to request reimbursement from the state, Bob and Helen sign off.

Bob asked will Steve and Gayle categorize line items? And other items as not reimbursable i.e. mileage, etc. Called Steve back reimbursable expenses he wasn't sure on, and items like Professional Services i.e. \$700 for plotting, \$1675 State Plan Review. Reimburse outside of contract as Plum Lake expenses. Travel, mileage, printing, State Plan Review are all expenses. Question for Gayle on coverage. Advised add into next grant request. Past invoices with these items were reimbursed by the state. Continue to file until they say not covered. Next quarterly report due July 7, 2025.

So far \$214,834 committed, \$3993 grant and \$210,841 other professional services. Gayle is categorizing like MAC-IV invoice, and extra work from county. DNR expenses goes to town not FFP.

Deb asked for clarification on checks and balances, with what Helen and Bob sign off on. Document reviewed for payment, to get reimbursed by DOA, Bob and Helen review, two out of three sign, but one cannot be Jackey. Quarterly reports Jackey signs. No one else needs to sign. Other documents, Payment Request Form, town treasurer and committee treasurer sign.

Current invoice from June DOA will only pay up to agreed amount. Gayle will split for the forms.

Next meeting July 7 at 1:00PM. Agenda items at this time, review minutes, budget, procurement items, naming rights, additional specifications.

Motion to adjourn by 3:00PM by Jackey, second Helen. Motion passed.

Submitted  
Deb Seeger