

Shane called meeting to order, followed by the pledge of allegiance and reviewed the agenda for January 6, 2025

Called to order at 9:03 AM

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

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

Motion to approve agenda by Debbie, second Jackey, motion approved.

Motion to approve the following minutes from: October 28, 2024, November 11, November 15 and November 18 was made by Kevin, Shane second, motion approved.

Shane started discussion of quarterly report that needs to be submitted to Sally at DOA tomorrow, January 7, 2025. Jackey has a concern with lack of response from the state and Gayle from REL. Grant application and other required documents were submitted and no response since December 18, 2024.

Twelve page quarterly report due, its unclear if Gayle was submitting or do we need to complete and submit ourselves. Technically we are under contract. Waiting for signed contract from Sally at DOA, who is out of the office until Monday, January 13, 2025. Our hurdles have been cleared with PDF documents submitted, state would not accept screen shots.

Not sure what Gayle has completed. Have not received an invoice from Gayle at REL for work completed. Did receive invoice from Steve at Blue Design. Plan for \$10,000 from REL and \$25,000 from Blue Design which is being accrued.

Sue suggested we contact Gayle while we are meeting to get an update. Jackey advised she has emailed three times with no response, other than an apology and will get back to us after the new year.

At 9:25AM Jackey called Gayle. Gayle advised her and Laurie Reschad from her office were meeting at 10AM today to complete the quarterly report. This first report is straight forward since little progress has been made. She requested a copy of the invoice from Blue Design which we have received but has not been paid. Will be paid after this weeks town board meeting on Wednesday, January 8. Gayle will get back to us if there is anything else she needs. A signature from Jackey will be needed, Gayle will forward once document is completed today.

Kevin advised for us to keep up to date the Sam document request for non competitive agreement is completed and must be renewed every December. He has made a note with the town Treasurer so this happens. Our UEI number is current, which is a federal number.

Sue asked about seeing updated preliminary agreement and drawings. We should have from Steve Thursday at our meeting.

Shane led discussion confirming REL will be completing documents for DOA agreement, and discussion on reimbursement. We have an invoice from Mach IV for the survey for \$2415, dated December 4, 2024. It will be approved at the next town board meeting this week. There is an invoice from Blue Design which includes schematics, design, and travel dated November 22, 2024 for \$51,906 also to be approved this week. Disbursement dates will be noted on the appropriate documents.

Discussion on the “Cash Control Register” from DOA which is a working document, and not part of the quarterly report.

Committee was comfortable Gayle will have documents to Jackey today for submission to DOA.

Jackey advised the documents for SAM she did not send to each of us and will forward now.

Next meeting is Thursday, January 9. At 9:00 committee will meet, followed at 10:00 with Steve and his key members. This was originally listed as a kick off meeting, but because of delays in approvals it was pushed back. Anticipating Steve will have a revised timeline for us.

Kevin thinks we are still in good shape, with updates and plans moving forward.

Shane asked if Steve will be responsible to get RFP's out and filtering data before presenting to committee. We will be required to put project phases out for bid.

Discussion on grant administrator fees as originally in grant application we budgeted \$10K, which is under actual numbers. Grant will pay the \$10K, town will need to cover balance. Hopefully there will be other places in under budget that funds could be used. Also look at items we can do rather than have Gayle complete for us. When application was put together we specified computer systems, servers, word and other IT related applications. There maybe some room there for funding. Difficult to project until we get more specifics.

Soil boring has not been completed.

New building should be as energy efficient as policy for long term savings. Things to consider zone heating, controlled lights, heat, and any other areas possible.

Is there a deadline on requesting reimbursements or a date where we can no longer request pay outs? We will need to stay on contractors to meet deadlines and not make changes as we move along.

Shane motioned to adjourn at 10:25, Kevin second. Motion carried.

Submitted

Deb Seeger, Secretary