

Shane called meeting to order at 9:15AM, followed by the Pledge of Allegiance and review of the agenda for January 9, 2025

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 in any order by Debbie, second Kevin, motion approved.

We are meeting briefly prior to Steve Jamroz from Blue Design Group and contractors arrival to finalize our thoughts.

Shane had handouts from the FFA (Flexible Facilities Program) Handbook Chapter 8. On financial reporting, items covered at last night's town board meeting. This hand out should help clarify some financial responsibilities. All members should review. Three pages were given to members. Pages 6, 7, and 12.

1. Allows funds incurred prior to October 7 for the grant even though the grant award was not finalized until December 7.
2. Grant execution is pending
3. Noting Steve's invoice from December 22, 2024 work has already been completed, schematic designs for \$51K. Drawings have been received, there have been two trips to Plum Lake, Steve and group are on track.
4. Item 6.3 from page 12 amend form and the State DOA has a backlog from the holiday break. We will not get agreement if we keep making changes and adding forms. Need to wait for approval than make change requests.
5. Jona advised to watch accounts, they know there will be price fluctuations.
6. Page 7 4.0 Grant Administration Costs, submit for reimbursement, there is a list of what is needed. DOA needs more detail. Also architect contract need details to make sure in good order.

Question on Environment Review, and who completes this task. Soil borings need to be done first to see what is there, then dependent on other actions. Steve should review this with us.

We will need to develop FAQ (frequently asked questions). The FAQ from training has not been posted at this time.

At 9:25AM Steve and his contractors arrived. They are:

- Brad Romportl from Larson Engineering
- Joel Ehrfurth from MachIV
- Mike Pasineau from MSA
- Ken Sorensen from MSA
- Jason Schnell from LGD

Steve advised Gayle Lindenberg from REL, our administrator, contacted them for documents needed for the quarterly report earlier in the week. Steve and Joel explained guidelines, for contractors not designers.

Environment review from FFP handbook, three columns of costs, completed review. May need to amend agreement to have others execute to abide by the state rules. We are proceeding forward. Steve completed introductions of contractors in attendance and what areas they are responsible for. Handed out project directory of key contacts and confirmed Kevin is our key contact and he will disperse documents to the committee.

The Milestone Schedule has been updated, roughly pushed back one month, but still in good shape for deadlines or getting bids and construction to start.

Our next meeting will be Thursday, February 20 at Blue Design Group offices in Hortonville at 10AM.

Discussed the site drawing indicating location, and need to work around some existing buildings.

Floor plan reviewed tele-med area, internet cafe and rest room that will be available 24/7.

Code related to all wood frame construction. Building not sprinklered and is one hour rated.

Elevations. Pointed out trusses and beams.

Tele-med room has a window and agreed to leave the window and will place window treatment on the window for privacy and gives flexibility for future use of the room. Room designed to offer remote service, for medical care and consultation. Flooring and specs will be to medical standards. Will need this room available for five years for the agreement.

Section 2 D Civil

Site Plan after survey indicated existing town hall stays.

Soil boring contract was approved at last night's town board meeting.

PARKING:

Parallel parking along tennis courts, right angle parking on trail to the west, old school road grass area. Stalls close to the playground and tennis courts. Two entrances off Lake Street where more traditional parking available.

Snowmobile trail will not run through the parking lot. Do not want pavement torn up by groomer or snowmobiles.

Discussion on pickle ball court expansion

Right now not in scope to demolish current town hall, could be a future addendum of this plan. Gives more parking availability.

Allocation of funds not included in current plans

Concern on one lane road between buildings

Will need to have a public vote by electors

Potential looking at another grant for demolition once new building is completed. Look at parking layout plan if building is gone. One way drive a safety concern.

April 15 or 17 is electors meeting for Plum Lake, plan for some discussion and update of grant progress.

Bollards are not in plans at this time

Plan for wider side walks with curb edge in front of buildings

Lighting in parking lot planned for four to six poles with down face LED lights. Need to review to make sure adequate lighting at night as right now there is not adequate lighting.

Goal is to keep existing BBQ pit, trout pond will be eliminated.

Septic for new building by old trout pond. Run off and filtration of storm water discharge all dependent on soil testing.

Town garage location on south end of parking. Discussion on moving to where new town garage is. Building currently stores lawn maintenance equipment which is needed at this location.

Should have a plaza / patio between the new building and rec building. Concrete based, with bike racks and a few tables. Concern to be addressed is water run off.

New building gutters only around doors, open ended gutters, crushed stone around perimeter. Should be a lot of room for snow banks.

Landscaping assumed in plans?

Section 2 E Plumbing:

Jason explained water, septic, drainage and well in NE corner, feeds to mechanical room.

Water softener system, a duplex system for consistency. Will have exterior hose bits.

Number 112 or 114 mechanical room either will work for his needs.

Full function kitchen with exterior grease interceptors, away from the building

Water softener is needed

Water filtration systems for quality drinking water. Drinking fountain to have bottle filler. Will be a high and low unit with bottle fillers.

If two, one would be on west wall by mechanical room and one internet cafe area. So at each end of the building.

Mop basin only in one mechanical room and not one in the kitchen.

Rest rooms move down, with mechanical room closer to the kitchen. Flip around with number three.

Steve will work on this suggestion.

Fixtures – toilets residential type, four set tanks with bladder, wall hung urinals with sensor operation.

Three standard height toilets and one ADA 18” high. Women’s first two stalls lower and third ADA 18” high.

Men’s room high and low urinal. One toilet low and one ADA height.

Hand wave towel dispenser. Paper towel specified by owner.

Changing station in both, wall mount in larger stall.

Hand wash, vanity with bowl, three sink wide, cultured marble or granite under mount sink. Steve will send us cut sheets to review.

Controls sensor or manual, could hard wire sensor

Tele-med room will need a stainless sink

Staff room 110 sink

Kitchen sinks four stainless sinks now required, with counter space on either side.

Move dishwasher, will need to be commercial washer with a hood.

Section 2 F – Structural Page S3.1 drawings

Brackets are decorative, two hour firewall

With flipping rest room column issue resolved

Change front design so doesn't look exactly like Boulder Junction community building. Steve will review.

Section 2 H Electrical

Generator for power outage to be natural gas. To cover the office, internet cafe, heating, well, power, internet, and security system.

Main corridor recessed lighting and rest room

Not three phase

Room 115 has ample room, include soft lights

Exterior parking lights, more lights better than less

Light module – kitchen and close to pavilion for outside usage

No EV charging station, run conduit for future expandibility to parking lot if ever needed

Potential exterior reader board (sign) extend power for this

Exterior lighting controls dusk to dawn

Use photo cell

Interior lighting use warm lighting

Meeting rooms (123, 136, and 128) sound system in separate zones

Three way switch at doors and close to kitchen, individual for each section

Architectural maintenance in future for main office and internet cafe

Maintenance rooms conventional lighting

Floor outlets in each meeting room, 123, 126, and 128

Security system with CCTV inside vestibule, down the side of buildings, run conduit.

Review insurance costs if impact on type of system

Key-less / combination

Town website software

Spectrum Fiber internet

Determine which doors

Section 2 G HVAC

Natural Gas

Single phase

Residential type system by zone

Several units will be needed, condensing units

No ceiling fans, ceiling heights not conducive

HVAC whole building

Multiple furnace units

Snow melt sidewalks at entrances, especially in front of the building

Question in floor heating in internet cafe and room 121, independent because of 24/7

Kitchen one hood with fire suppression. We need to layout kitchen, if we don't use a kitchen consultant. Smart phone control for thermostat.

Insulation discussion on spray foam. A cost factor may be used in bottom third. Potential contaminate in wood frame construction. Will keep as an option.

Ventilation / code / louvers / grill on walls with less penetration on the roof.

No other questions or discussion with engineers.

Debbie will provide a set of documents from Steve and Shane to Helen

Next meeting is Thursday, February 20, 2025 10:00AM at Blue Design Group Offices in Hortonville.

Motion to adjourn by Shane at 12:45PM and second by Jona. Motion carried.

Submitted Debbie Seeger