

Shane called the Grant Committee meeting to order at 8:45AM. February 14, 2025

Board member present: Kevin Rasmussen

Committee members present: Helen Bryner, Shane Zaruba and Deb Seeger

Agenda approved to proceed in any order. Motion by Shane, second Kevin. Motion approved.

Quorum for the meeting is met.

Kevin explained the two working binders Town Clerk Jane assembled for us, so all documents are in these locations.

One April 7, 2025 a sustainability plan including a finance report and a development of support services is due.

Issues have risen on a continuation of Sayner Avenue to the corner, on Vilas County documents, which also indicates the rec center is in the right away. Vilas County shows old garages still present on the property. No record of proper documentation for removal.

Gayle and Sherry Ward can request funds once the executed FFP grant agreement is finalized.

Environment Review is completed and certified. Need to submit to DEHCR?

Line of credit incurs interest and is non-refundable on the grant. We should be setting up payments on at least Net 60 days. For example, bill from Gayle REL, approved then to DOA, Shane and Helen will need to sign off on for payment.

There should be a separate account established, which there has been, and we will need to acquire more checks.

In Chapter Eight requests itemized statements from contractors for auditing.

Discussion on meeting at Blue Design in Hortonville on Thursday, February 20. Sue, Helen and Deb will drive together, and Shane, Kevin, Jona and Jackey together all leaving Sayner at 6:30AM.

Steve has some questions on kitchen design which we will discuss further on Thursday. Steve had been in contact with Kevin. Pro Clean is a contractor who wants to bid.

Contractors who were present at our January 6 meeting will be present in Hortonville. Steve will have lunch brought in at the meeting.

Schematic will be updated after our last meeting and discussion.

We will wait to approve the January 6 minutes until all are present, will discuss after Thursday's meeting. In addition to approval of the minutes we will set up dates for future internal meetings.

Will need to ask Gayle status on site evaluation report. Results should be done by end of February.

Wait until Jackey is available as she has been having discussions with Dave from Vilas County on the right of way issues.

Shane mentioned he reviewed minutes of town meetings from July 2021 about the demolition of the two buildings and Minocqua Grading was awarded the contract. They should have pulled permits. Kevin updated he had started permit process, then DNR was involved, a Wausau company found asbestos in two panels that needed abatement. Confusion and need to get permit for what was done. At one time there were elevated fuel tank, then buried underground had containment, but could not sample under one cement slab. Procedures were followed on what was removed and cleaned.

Kevin and Jona attended a town government meeting and asked Bob Swearingen questions on the grant process and if its frozen. There was not a satisfactory answer. They then asked Tom Tiffany who was also in attendance, and received the same word salad answer.

We should proceed as if we will get the funds.

At Wednesday, February 19 Plum Lake Town Board meeting it is on the agenda to approve the Blue Design invoice from November 2024. We will then take the check with us on Thursday.

Gayle from REL estimated a \$10K invoice of the anticipated \$25K. Will need to do a resolution to get the amount approved.

Overall the town is in good shape from a liquidity side.

Helen asked the likelihood of getting funds from the DOA? Shane advised all 28+ towns, etc. who were awarded these grants are in the same situation as we are. Should proceed as planned at this time. Uncertain of federal or state funding. Shane commented can we put contingency for reimbursement from the state?

Helen – have everything we need in Plan B, and have the preliminary work completed.

Kevin – DOA will need to extend Milestones, due dates and plans once given the go ahead. Sally had advised optimistic this will go ahead.

Helen – need to be fiscally responsible, to go forward and be able to cover loses if needed.

Kevin reminded Jackey is working with Villas County (Dave from zoning) addressing issues, 911 protocols, fire numbers being changed to include town name, property number and street name, and right of way issues with Sayner Avenue.

Future invoices from Blue Design shouldn't be so high over time. \$257,891 was budgeted for engineering services. Key to have a Plan B for all items including furnishings etc. with a clearer picture so adjustments can be made.

Will need to determine in the future when we can make adjustments to the budget.

Might be ideal now to purchase a laptop with the appropriate software for our use, to use as a work station to keep separate accounts from the Towns.

Kevin said we should schedule a meeting with Town Web for a demo on software that would be compatible for things like accounting functions, room reservations, facility usage, etc. Will Quick Books be the financial software? When we had the last demo more than a year ago he said it would take nine plus months for development. Additional discussion if there is another competitive source for this product.

Discussion if there are any other outstanding invoices right now? Blue Design is the only one at this time in hand. Two others will be coming one from REL and Giles for \$5056 for three borings completed this week.

Will wait to schedule our next committee meeting until after the February 20 meeting with Blue Design.

Environment review on past gas and diesel fuel tanks. Need to find more details on removal. Kevin will research further. He received an email from REL referencing five tanks, three storage tanks were listed and two for the fire department for foam which they have never used.

Plan B option is to build on the corner of the existing ball diamond, moving the ball diamond back into the property.

Meeting adjourned at 10:15AM

Submitted by Deb Seeger