

Minutes from Community Center Committee on October 28, 2024

Called to Order at 9:05AM

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

Committee members present: Sue Govier, Deb Seeger, Shane Zaruba and Helen Bryner on zoom. Steve from Blue Design and Gayle from REL.

Citizens present: Ida Nemec, Joyce Helz, and Chuck Rasmussen

Joyce Helz asked to speak and commented if the current rec building is part of this plan. The kitchen is rodent infested, with evidence on floors, counters and throughout the building. This building needs a lot of renovation and improvements. Rest rooms need upgrading. It's a "need" not a want. Kevin explained it is not part of the grant and could be looked at in the future but not at this time. Jackey aware of some issues, it's an old building and will be used for sports when new building is completed.

Steve advised the current rec building has a capacity of 300 people, the new building when meeting room dividers are open capacity of 288. The new building will have a kitchen and storage. Storage upstairs in current rec building will be eliminated when new building is complete. New kitchen will be on an exterior wall. Plans still need to be fine tuned.

Jackey advised the group needs to establish officers, the three town supervisors can not be in those positions. Appointed Shane Zaruba Chair, Secretary Deb Seeger, Vice Chair Sue Govier and Helen Bryner Treasurer.

The new building is slated to be approximately 10,700 sq. ft.

Steve will coordinate architectural design and items 13, 14 and 15 of the Department of Administration (DOA) 17 step plan. Gayle has a contract pending with Plum Lake to guide us through the process, she is doing a similar project for Phelps. The grant does allow the option for outside management.

Sue asked for a copy of the grant to review and look at restrictions. Jackey will send all documents to each person.

The first step is to accept and approve the grant. Town board and treasurer are working on those documents.

There has been no formal floor plan submitted and exterior footprint. Three key areas to meet:

1. Schematics by November 15
2. Design development December 6 thru January 17
3. Bids March 17 thru April 8

These are key dates we need to be aware of and stay on top of. Gayle will be the resource for details and make sure we are in a good position to complete. Verbal acceptance due November 21st.

On Page 3 of grant recommended we don't sign acceptance, wait until we have everything lined up. Gayle advised on December 12, there is a training session and at least one person needs to participate. Kevin will set up a webinar for all to participate.

Next meeting November 11 at 9:00AM then schedule December 12 meeting and training.

Environmental requirements REL (Gayle) can help with, and it must be completed before construction.

Page 5 Acquisition and Relocation - good we own all the property. Labor standards, grant administrator will oversee, no prevailing wage issues.

Page 6 Plum Lake cannot make income off the grant, must have a non-interest bearing account, and be in a supplemental account from all other town accounts. Town Treasurer has started process. Most payments will be draws and not actual checks written. Dual signatures will be required. No other grants can be with these accounts.

Jackey asked for guidance from Gayle on staying within parameters. Yes and will be part of the budget we set, starting with contractor estimates. She will engage with contractors and see where costs are trending. We will need to send for bids April 25, 2025, start May 25. Question on road limits? Will make sure aware of dates. Start construction July 1, 2025. There is a little flexibility to cover implementation and administration through DOA.

Currently there are two thirds of the states schools in referendum, we shouldn't be competing with them for contractors as our building will be a wood frame, much different from school construction and different sources. Will work with general contractors local to this area, meaning Rhinelander, Eagle River, or others in proximity. Need better drawings to get better quotes.

Shane clarified first we need to accept grant award, then proceed to 17 steps, there is nothing that we can edit from. This followed discussion on when we can actually sign agreement. Our homework as a group is review the 17 steps, number 12 is mostly done already. Followed by numbers 13, 14, and 15 Steve will handle.

1. Jackey to sign acceptance
2. There needs to be a current purchasing ordinance in place. Kevin wasn't sure how old Plum Lake's document is. He will research and get a copy to Gayle to review. Per Gayle needs to include Purchasing Policy, financial caps on checks, and procurement of professional services.
3. Contracts Report – Steve's contract is pending and contract with Gayle as grant administrator will be started. Gayle will get Jackey preliminary contract.
4. We own the land need to provide proof of right a way, a civil engineer had proposed in 2017 when rec building was quoted, and prior to garage being demolished. Will look at working with previous documents to go ahead.

Chuck Rasmussen suggested we get all contractors bids put together, real estate, plotted streets, as one public street has an encroachment and should be reviewed. Survey should be completed to see what is found.

Soil boring, drain fields and storm water were covered when the garage was torn down. There should be a partial site survey. Should be under \$5000.

Per Kevin, Camp Highland is currently having this done. He will see if the contractor can also do the towns request. Hopefully one company can do both. Not sure on disruption of any other utilities in the area. Question on parking lot with drainage field longevity.

Steve asked what happens with current town hall and maintenance of the facility. It will be town's expense if issues found, any damages will be towns expense. Drain field has collapsed once before, and town fixed.

Shane questioned if the Froelich Drive property would be an option? The new building here solves the rest room issues for the ball diamond and playground. It would need to be proved we need to move elsewhere. If there is discovery during the grant can site be moved?

3. This is a living document whoever is under contract at the time, add other contractors as signed.

4. Show ownership

5. Treasurer of the town

6. Sign / Signers would be the town chair, who must sign off on who can approve. Should be three board members, community members administrator through town chair. Helen and Shane are financial management from committee.

7, 8 and 9. Town Treasurer

10. Jackey will followup on new supplier form for approval

11. Town Treasurer

12. Kevin Rasmussen

13, 14 and 15. Steve

16 and 17 Gayle as a catch all for DOA

Jackey will contact Sally at DOA on who can develop. Jackey has been the contact and has been talking to Sally at DOA to answer questions.

Gayle will get grant agreement and environment reports, her firm can review. Any other final agreements they can also coordinate. \$4.25 million is the total not anything more. DOA has amendment process for July 1, 2025 and September 30, 2026 dates. Need to hold fast, may be some flexibility. Gayle will clarify what is minimum requirements for the dates.

Shane asked what our minimal costs are now? Professional services. Key Contacts:

Blue Design Group – Steve

REL (Robert E Lee) – Gayle

Plum Lake Board – Jackey

Community Chair – Shane

Jackey will work on website update. Shane will be responsible for submitting agenda to be posted.

Proposal to the electorates on the current building as to what to do. Will Women's Club get back for a penny, are there other service clubs interested, what about sharing among organizations. Whoever takes over must be solvent to handle the expense, bring up to date, etc.

Sue asked about building this beautiful brand new building behind two old buildings, doesn't make sense. Perception is not right. Pickle-ball, tennis court space is that space available? Are there other sites available? Feasibility of moving the ball diamond?

Steve to meet in person on November 15 with schematics, design, where, building is, location, sections, outside of the building. Friday the 15th at 10:00 AM for one to two hours.

At 10:30 Steve and Helen disconnected.

Shane recapped need for boring, soil testing, perk test and drain field analysis.

Jackey recapped need to get executed agreement. No outlay of funds upfront, can wait until after we sign agreement.

We cannot build around new building, cannot attach to existing buildings, various code requirements. We cannot use existing septic and wells. The new building will need to be a standalone building. We should not let existing streets sway plans, abandon roads? Need access for property owners to get in. The house in the corner had no permits, or zoning for shed on town property but will need road access. First rights not sole rights.

Goals for November 11th.

- All members comfortable with 17 points
- Steve to get us his information
- Steve will be contact with boring company
- Sign off
- Make sure Bob, Treasurer has accounts set up
- Town Board meets November 12 contracts approved for Steve and Gayle
- Jackey to do agenda for the 11th
- Kevin to send electronic copies of drawings to Deb to disperse
- Jackey to send all other copies to all

Meeting adjourned 11:07AM
Submitted Deb Seeger

