

Minutes for Plum Lake Building Committee on November 11, 2024

Called to order at 9:03 AM

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

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

Citizens present: Chuck Rasmussen

Zoom present: Steve Jamroz from Blue Design Group and Gayle Lindenberg from REL

Shane called meeting to order, followed by the pledge of allegiance and reviewed the agenda. Advising the minutes approval was not a line item and will be approved at the next meeting. We will go through the 17 points for approval of the grant.

Discussion on the grant administrator agreement and the grant application. When grant was applied for \$10K was used for the administrator and the contract has come in for approximately \$25K (grant administrator) and \$5K (environmental report). What will happen if we are over budget, if something is uncovered and fees increase. Gayle explained we will likely be under budget in some areas and that could cover the increase admin fees. Won't know for sure until quotes come back. Jackey explained this is a flexible project form, and will review itemization as they come in and determine what's over and under proposed budget.

Shane asked if we can move line items around, can agreement be amended to protect town from having to pay out of pocket for funds. Jackey responded we will try to stick as close to the original plan, and if need be use built in contingency plan.

Gayle will bill as work is done throughout the project, we may first see a bill in January, and then probably every two months. Initial expenses will be to cover set up, rest of expenses will be spread out over time.

Shane cited page 4 of the ten page letter on failure to comply section, and we should err on the side of caution.

Gayle advised similar to a community block grant, that we still have so many unknowns right now, when construction numbers come in then we can make amendments.

Jackey will get each committee member documents so we all have.

Helen will need to keep track of budget numbers as we go along.

We will need to get signed documents to the state by November 21, 2024. Our next meeting is Friday, November 15th with a walk around of the property with Steve, and plan is to get documents in on Monday, November 18th. Should have no problem meeting deadline for acceptance on November 21st.

Gayle will fill out most of the forms as she has the information needed. Then on November 15th committee can approve.

Wednesday, November 13, the Plum Lake Town Board meets and approval of the contracts with Steve (Blue Design Group) and Gayle (REI) are on the agenda.

The committee then went through the 17 line items.

1. Jackey to approve and submit acceptance
2. Wednesday town board will approve
3. Contracts with Steve and Gayle and have documents back to us by Friday, November 15.
4. Acquisition section, answer is No for all questions, its ready to go and town can submitted
5. Completed form, Bob Klager town Treasurer to complete financial agreement and management contract.
6. Certification form, Jackey to sign on bottom, plus three others. At last meeting agreed those three are: Shane Zaruba, Helen Bryner and Bob Klager. This is to ask DOA for funds for reimbursement. CEO for town is Jackey as town chairperson.
- 7, 8, 9 and 11 – Bob to complete
10. DOA new supplier form, tax ID number, are needed as the Town of Plum Lake is new to the DOA, confirms we are a legit supplier to work with. DOA needs verification.
12. Kevin to assist Bob, UEI is active
- 13, 14, and 15 Steve sent email dated Wednesday, October 30, 2024 with answers and milestones. He also sent a copy of Gayle. Right now looks like over budget, and will adjust expenses as actual are available. Gayle will amend items 14 and 15. Gayle will submit a PDF, that is editable for approval and Jackey will sign. Plan is Jackey to send everything to Gayle for review. Gayle will copy all of us. DOA will accept 13, 14, ad 15 right away, and number 4 executed contract, all required signature documents. Gayle will handle all submissions, then get them to Sally at DOA. There will be one package to the state.
- 16 & 17 is a catchall, Gayle will confirm with Sally at DOA need for documentation.

Appears all items are covered at this time.

Kevin suggested we meet Friday at the EMS building, that was rescinded when we discussed doing a property walk around on Friday.

Kevin will verify with Bob all documents are ready.

Discussion among us on demolition of current town hall. This may make sense when discussing soil issues and aesthetics.

Chuck Rasmussen had questions for Gayle and Steve on soil boring, places to do boring, etc. Steve explained he has one plan where previously took some samples which could cut down number borings.

Building will be where planned at this time, concern on storm water, a little to the west and placement of previous well. Chuck responded previously two sites which is a concern if a survey was done on septic, topography drain field to get bearing capacity. There is a variation with the state on combining systems. Possibility of a new drain field, existing town hall impacts plans. No drain field where old town garage was. Will talk further Friday morning in detail. System does not hook into rec building and town hall building. Mark up plan if possible for Friday's meeting.

Chuck said 50 years ago, used coal mix, mixing area with no hazmat awareness. More evaluation is need. Old garage area was over excavated, not always the case, fill added and ground settled.

Chuck general question on new facility, security and rest room facilities. Will discuss when schematics are reviewed. Need to get floor plan established and main concepts.

Helen asked about the property on the corner of Highway N and Froelich Drive, ease of construction, and not needing to worry about old buildings and present a beautiful new facility. Shane agreed he thought about that also after our last meeting. Jackey explained the covenant for the property when purchased requires a 50' right-away of the land we could not touch and remove trees. Even if town sells the property the covenant stays in place. Committee agreed to continue to work with this site.

Jackey said it would be best to take down the current town hall, need to come up with costs to replace building, there would be additional costs involved. Electors would have to agree. Question need for current rec building to stay for pickle ball, basketball, dance classes, holiday parties and other events?

Look at synergy of the new building, bring area together, there is some merit to stay on site. Is current playground / park or ball diamond an option. Parking lot locations a concern.

Sue asked about when we ask the electors what they want? Kevin explained this was asked several years ago when planning for new garage and rec building / community center and electorates were in favor but when quotes came in costs were more than double what was anticipated. No need to do again. It was noted four of the seven members of this committee grew up in Plum Lake.

Discussion on temporary location of town hall offices if needed. Library space being one option. Shave explained this is a once in a lifetime opportunity for Plum Lake and we need to choose the best possible options. Gayle interjected if thinking old building demolition need to add that into costs. State may give extension but budget dollars will not change.

Steve, dollar of project add in demolition, parking lot all relates to the project, spend more money if available but still needs to be done by September 30, 2026. State takes into concern mother nature issues, time concerns, etc. but again funds stay the same.

Sue asked if we need parking centrally located for ball fields, rec building etc. To get parking off the street? Removal of town hall plays into that analysis. Once we get more defined plans, then put in front of electors, explaining need for accessible facility, maintenance costs, septic issues, HVAC, etc.

Chuck replied we need to be aware of the deadlines, design needed by the end of the year, and not be short sighted. Have a property Master Plan for the future on how we want this property to be viewed. Jackey responded this all came up so fast and we were very fortunate to be awarded this grant. Now we need to move on it.

Shane reminded we will be back here Friday to do a walk around. Jackey said to come up with ideas and thoughts, options for land owned by the town on this site. Are we where we need to be? Take down the building, practicality of where new building will be, and aesthetics of property. The new building should be the prominent building.

Steve and Gayle signed off at 10:25AM.

Shane asked for agenda items for discussion at the next meeting.

- Steve to have schematics and complete walk thru
- In spring bring up to electorates
- Friday approve October minutes and November 11th minutes if ready
- Prudent to have a Plan B
- Need for decisions i.e. where septic is, old garage building ground was filled in what else is there?
- Do what is best for Plum Lake
- Preserve from front of the town hall stone sculpture / icons of sailboats on the front facade
- Historical wood door at entrance, was the last piece from the old school house
- Naming rights for new building rooms

Shane mentioned on agreement it says “After five years close out” those five years will go fast.

Motion by Shane to adjourn at 10:20 AM, second by Jackey. Motion approved.

Submitted by:
Deb Seeger