

Minutes for Plum Lake Building Committee on November 18, 2024

Called to order at 9:08AM

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

Committee members present: Helen Bryner, Deb Seeger and Shane Zaruba; Sue Govier on teleconference.

Meeting was posted as required

Kevin Rasmussen motioned to approve agenda, second by Helen Bryner

A drop box file was forwarded to each of us from the town clerk received from Steve Jamroz with changes made from our meeting on November 15th. Code requires 25' set back from other buildings, Steve made the change. Location of new building would be in front of fire BBQ pit, south of current rec building with a patio between the two buildings with cement path and lighting.

Will need to monitor clearance during construction for work around the buildings. There should be plenty of room.

Shane asked to table approval of minutes from October 28, November 11, and November 15 meetings to our next meeting so there is enough time for everyone to review. Motioned by Shane, second by Kevin. Motion approved.

December 12th training with DOA will be our next meeting. Deb advised she would not be able to be in attendance and Kevin advised training should be available after the session.

The Risk Assessment is due by December 2, 2024. Our manuals, policies such as whistle blower policy etc. is to be included, Gayle is putting together, Jackey to review with Gayle then they will respond if we need to do anything else.

Brief discussion on our 17 required tasks for submittal acceptance.

1. Final acceptance letter is ready
 2. Copy of purchasing policy is complete
 3. The three contracts are ready: Blue Design Group, R E Lee, and Mach IV after our approval today
 4. Ownership agreement is done
 5. Financial paperwork is done
 6. Shane and Jackey signatures are required and will be complete today
 7. Along with 8, 9, 10 have been done, Bob Klager town Treasurer needs to provide document on the non-interest bearing affidavit. Sam's number UEI Kevin has
- 13, 14, and 15 Steve has completed

Today we submit the final package and acceptance documents.

Reviewed the Mach IV proposal, Kevin has no issues with the proposal. Number 1 on the proposal Steve provides, and will work through Steve. Deb mentioned odd the proposal has no business address, phone number or email, on document. Committee agreed this agreement with Mach IV is acceptable.

Shane asked where the funds come from for these first three contracts. Companies will bill us after services are rendered. Will be receiving our first invoice from Blue Design Group soon.

Motion made by Kevin, second by Helen to approve Mach IV contract, other contracts were previously approved. Motion passed.

Date on when we can draw funds, once approved should not be an issue. DOA understands every grant recipient is in the same situation as us with bills accruing. Will be spread out once we complete December 12 training and progress is made at different levels.

The December 12 meeting for training will take place at the EMS building so no interference with town staff. Training is 1:30 to 3:30 PM.

Waiting for confirmation from Steve on changing planning meetings to Monday's. Start time of 10 AM to cover their travel time.

At our next meeting we will have confirmation all documents went through and are correct. Documents are sent electronically and we will receive a confirmation upload. Next meeting is December 6 or 9, and then January 11, 2025.

We will meet at 9 AM to review committees pending items and Blue Design Group to arrive and meet at 10 AM.

Prior to that meeting each member should organize their thoughts on specifics for the design, then we present to the full group. At this time we reviewed the plans and commented on some things we potentially would like to see in the new building. I will include our comments below but will provide a list of those items for our next meeting. The more questions we can get answers and details spelled out the better the quote we receive when out for bids.

- Discussion on type of insulation in the new building. Shane prefers spray foam for better insulation and structural integrity.
- Shane - In floor heat is not preferred, it will be used at entrances and vestibules but not throughout the building
- Look at a hybrid flooring for certain areas
- Jona - Duct work in the restrooms and need to bring in outside air, restrooms are located on interior walls
- Shane – not sure on standards and requirements
- Create a list of questions for contractors
- Exterior colors still can be tweaked from what was tentatively agreed at last meeting. Brown and white more conspicuous versus green which blends in to the pine trees in the area
- Parking lot locations, number of spaces, including barrier free, and adequate lighting (current lots are way under lit)
- Decent size mechanical rooms
- Layout of internet cafe
- Only one access point for the kitchen
- Patio placement on two sides of the facility
- Improved exterior services

- Exterior western evaluation signage placement and what type
- Lighting for west entrance
- Bring up if need for grates at entrances for sand removal from footwear

At 9:42 AM Sue signed off.

Discussion on communication to the constituents so they are kept aware of the progress. Do we post an easel with graphic designs as we go along? Do we create a FAQ sheet to help them understand plans? A clear fact sheet? Have something on website besides in current building.

For our next meeting do we have citizen comments on the agenda? No for this next meeting.

Michael Brooks the IT manager for Vilas County who worked diligently on our broadband project had input on our computer technology plans. Server room for operation is planned. Number of computers and printers not solidly defined. Work in process as we move along. Maintenance of equipment when installed. Access control?

As we move along bear in mind minimizing future operating costs?

Current town hall is not registered as a historical building, it is currently approximately 1500 sq ft. Bob provided Shane a copy of the last three years of utility bills for the building.

Prior to closing meeting Steve confirmed with Kevin our next meeting with him and his Blue Design Group will be on Monday, December 9th at 10AM. We will have a committee meeting at 9:00 AM.

Motion to adjourn at 11:20 by Shane, second by Helen. Motion approved.

Submitted by
Deb Seeger Secretary