CORRECTED MARCH 5, 2026
Jackey Postuchow called the meeting to order on March 2, 2026 at 9:00 AM

Board members in attendance: Jona Eliason, Jackey Postuchow, and Kevin Rasmussen

Committee members present: Helen Bryner and Deb Seeger; Sue Govier called in

Guests: Representing the Plum Lake Women's Club: Kathy Jones, Ida Nemec and Meadow Lofy; and Shane Zaruba

Jona motioned to approve the agenda to be discussed in any order, second by Kevin. Motion approved.

Kevin motioned to approve minutes from February 2 and February 16, 2026, Jona second. Motion approved.

Discussion on item 6, recap of February 16 Donation Meeting, proposed letter and handling funds in a separate account. Helen and Teresa Arnold, town clerk, met and created a database to keep track of all donations. Both have access to the database. As donations come in Teresa will open envelopes and advise Helen of their receipt. Bob Klager, town treasurer, can also access database. Bob has paperwork to approve, Jona signed.

There was a meeting last week to create a new bank account for all town donations, not just for the FFP (grant). This new account was created so funds cannot drop into other town accounts and will not roll over into town accounts at the end of the year if not spent. Jona advised Bob will make a file, doesn't want just a donation account. Would like donations to come in as "Community Donations".

Shane Zaruba said checks should be written to TPL, Town of Plum Lake Donation Account. We will need to change the letter. Helen will do once confirmed with the bank on this latest verbiage.

Jackey will get changes made and verified today. Jona will go after this meeting to discuss with Bob and advise committee so changes can be made to the letter.

Kevin reviewed that every time there is a draw, it goes to Bob, then Helen, then to Sally, before onto federal. Is not a timely process.

Meadow Lofy asked why Bob is not at this meeting? Kevin response it was Bob's choice not to participate. Helen responded there is a lack of communication. Communication stops when Bob wants it stopped.

Jackey advised Grant Audit is due. Helen advised she emailed Bob, there has been no response. A simple audit is required and due. Kevin advised Gayle should be performing audits as required, she is our paid contract administrator. Either Gayle or Lori with REL process documents. Jackey will reach out to Gayle.

Shane asked the dates audits are required. Jackey said next one is March 17th. Helen advised someone is supposed to be coming here on March 17 to look at our processes. Jackey advised everything should be in writing, and appropriate people copied.

Jackey asked if audits Four and Five have been completed? Or are they part of a larger audit.

Jackey completed the monthly census audit. The last was completed in January, February is due soon. As we were talking she received the email request from the Department of Census on February's audit and she will complete. They want to know percent of construction completed. On the timeline we are close. Jackey said on census 15% complete, Kevin advised John says we are one quarter of the way, Sue advised Steve can tell us overall for construction.

Number 8 – Transition to Rec Center, Demolition of current Town Hall.

Jackey advised the Rec Center is closed for public access, it is no longer available to the public during the construction process. Town documents need to be secured, set up work space for employees, etc. Community members will not have free access to the rec building. If someone needs access they will need to be accompanied by a town employee.

Ida and other members of the Women's Club were asked will this work? Ida responded they will make it work. Meadow asked about keys. Current keys and or cards are being changed with no access.

Kevin advised if you require access to the rec center you will need to be through the double west side doors. No other doors should be used.

Plum Lake employee records, historical documents, and land documents are a few town documents that must be secured with no public access.

Ida advised the Women's Club plans to start moving their items from the town hall basement to the rec center assigned storage room on March 7 and 9th. Jackey advised they could contact Sade Seeger at Northland Pines High School for volunteer help from students.

Kevin will advise Jeremy and Keith of the move and the availability of a pallet mover if needed, and to have the entrance as clear of snow as possible.

Deb inquired about space for the April 7th Election, and need for a layout of who will be going where and what documents will be placed where. Fire Department will be getting the rest of their items out. Bob will need a separate space to secure documents. Kevin suggested moving the town offices for the clerk, treasurer and town board members to the EMS building for the duration. Discussed if the EMS building would work for the election. The meeting room is not large enough but if the garage area where the ambulance is, etc. are stored there should be enough space.

After discussion agreed the April 7th election will take place in the current town hall. Files and storage items will be moved as time permits. Offices could be moved as time permits with a final date to empty town hall to be determined.

The August election could take place in either the EMS building or rec center. The November election will be in the new town hall / community center.

Kevin advised contractors and inspectors are in agreement of feeding the lines for water, septic and electrical services from the new service.

Item 9A – budget review, per Kevin the 6th draw is on Steve's desk for approval. Fifth draw was completed two weeks ago.

Item 9B – procuring items – contract for facility to secure utilities, WiFi, etc. in the works. TV's need to be American made per the grant. This will include the stereo or sound system.

Discussing on the sound system for the large room. Sue asked someone to contact Boulder Junction regarding their large room if its one system and can be broken out for three rooms or just one large system? Kevin advised Van Ert, the electrical contractor to check government lists to get more details.

The tele-med room needs a desk, TV screen / monitor, speakers, chairs. Sue suggested one being a bariatric chair with one normal size guest chair. Shane asked about privacy. Jackey and Kevin responded this room is by reservation only for privacy and meets HIPPA requirements, should be no risk of a HIPPA violation or security issues. Room can only be used for this purpose.

Helen inquired who is procuring items for the rooms listed on the grant list i.e. medial cart, etc. Kevin responded we no longer need as much as we thought initially. He has discussed with Marshfield Clinic and Aspirus on their suggested requirements.

Sue asked about the kitchen appliances such as stove, dishwasher, convection oven, etc. Should be a discussion with Steve. If someone purchased a stove for the current rec center, can it be moved to the new building, answer yes. We had said we would try to reuse what we could.

Art Long has the Poles, which are paid for, he will work on as time permits, we can go and review progress if needed.

Jackey reiterated there is one contact person, whether this project or town business and its the head of the organization in this case it is her. Jackey is the only contact with this Federal agreement. People need to be aware not to step out of the box and not contact directly unless directly advised to do so. For this project items that go to Steve she is copied on. Jona will advise Bob he is not a point of contact.

Helen has created the receipt to donors, will use once the letter is changed on payment requirement. Jona will follow up and get resolved today. Will use the term "Community Donations" then have to keep funds separate.

This format will be used for all donations to the town not just for the new building. Donors and Helen / Teresa will need to indicate what donation is for. If for the new building then earmarked accordingly if donor designates, if not earmarked but noted for the new building the town board then decides what the funds will be used for. As an example could be for the new building, new memorial pavilion, or park, pickle balls courts etc. Records need to be kept clear.

Again need to be careful how its posted so funds do not roll over at year end. Will need to be very specific on record keeping, with checks and balances in place.

Shane suggested an account for donations, say 12 checks received a month, set up a binder copies made and indicate what everything is for. Can continually monitor. Jackey advised we will be going ahead with Workhorse and everything will be very transparent with the new software.

Helen there are several items on the FFP who will be procuring? For example, computers, printers accessories, support services, monitors, etc. Kevin had accumulated the date when the grant was being written and should have those details. Will see what we have to have a RFP for or can use the government contract list.

At the March 16 special meeting we should hammer out those details and include furniture, IT, PC, laptops or notebooks, for offices and the internet cafe. Shane advised we need to make sure we keep in mind yearly upgrades, repairs, and support services. Also look at cost to maintain building and equipment. Toner is ridiculously high, so not always best to pick the cheapest machine.

Reminder if over $25K we have to go out for bids and or use the state procurement process.

Jona advised Dirty Ducks is looking for guidance on time for demolition. Kevin will add to the list for the next construction meeting he thought was on March 11. He will confirm the following status:

Electrical 90% roughed in
Plumbing 50% complete
Louvers waiting on Greenheck
Drywall will start soon
Electrical panel is available
Windows are installed
Doors waiting on installation, we do have the doors in storage

Request was made to have tours during construction, we agreed not to do this.

Not sure if red trim selection has been finalized.

Deb asked if the state sponsored Audit Construction Training for March 5, if this was something we all need to participate in? Jona and Kevin will do the one hour session.

Under new business our address. Jackey will follow up with Kyle Larson from Vilas County. Can't use Lake Street. Since there are three buildings (garage, rec center and new community building) off the driveway, should be a private road and a fire number could be assigned. Jackey will contact Kyle for clarification so we can start changing documents.

To Recap:

- There will be a committee meeting on Monday, March 16, 2026 at 9:00AM in the EMS Building. Three topics on the agenda:
  - Furniture layout
  - Procurement of PC's, and other equipment
  - Project outline

- Jackey to follow up:
  - Gayle on audits, to make sure we are up to date
  - In person audit on March 17
  - Response to Census
  - Contact Kyle Larson for address and fire number

- Jona to follow up:
  - With Bob on account name
  - Checks written out to "Community Donations"

    - Verify with bank
    - Acronym TPL Donation Fund

- Deb to follow up:
    - Election for April 7
    - Agenda for March 16 special meeting

- Kevin follow up:
    - Fire Department items removed from rec center
    - Contact with Steve on electronics and kitchen appliances specifications
    - Plan for move after April 7, set up game plan

- Helen follow up:
    - Update donation letter
    - Coordinate with Jackey to publish
    - Update donation master list

Motion to adjourn by Debbie at 10:40AM, second Jackey, motioned approved.

Submitted By:

Deb Seeger