

Jackey Postuchow called the meeting to order on April 6, 2026 at 9:05 AM

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

Committee members present: Helen Bryner and Deb Seeger

Sue Govier was absent

No guests were present.

Gayle Lindenberg from REL was to be on a conference call with us, made contact and advised she was running late and would join us in 20 to 30 minutes.

Motion by Kevin to approve the March 2, and March 18, 2026 minutes, Second by Helen. Motion approved.

While waiting Helen updated committee on donation status. There is a correction from TFR Siefert to Charles Seahafer on spreadsheet between Helen's and Bob's documents. Kevin explained Andy made a donation with an extra \$1000 to \$2000 that could be used for a mailing to communicate with Plum Lake Tax Payers. If we stay within three pages we would be fine for base postage. Helen will update the donation document for the committee to review so at the next meeting we can further discuss the mailing and have available at the annual meeting, April 21st as a handout.

An update was provided on Dirty Ducts time line for asbestos removal. Teresa, town clerk and Bob, town treasurer will move to the EMS building after the annual meeting and all items will be moved by April 27th for Dirty Ducts to start.

At 9:15 a special zoom meeting was had on Text My Gov by Jayden Eastman. This product would enable the town to communicate to residents as a mass alert, as an email or text. Could be by geographic area, advising of an unexpected road closure. Option two ability to send in questions to the town, which would notify the correct person. Or option three survey sent to the community.

Kevin explained costs are about \$1500 to \$2000, on annual basis. Jackey explained to Jayden our full time population is about 500 residents, with many seasonal residents. Kevin asked for a proposal to be sent to the town based on a population of 575. Jayden will do and explain how system can be customized.

Helen asked about the phone system in the new building. Kevin it will be upgraded to VoIP system with more than one line. Mass alerts will be from a five digit number they, Text My Gov, will provide, and is web based. Set up will take about 30 to 45 days. There will be two way communication for questions from residents. Jayden used the city of Spooner as a comparison to us.

They would provide posters and other communication options. Set up costs is 50% of yearly cost. Jayden explained the feedback process, and how technical issues would be handled. They have found there is very limited down time. Can be multiple users, communicates how we design protocols. Can be set up for generic responses, or a specific person, with one or two main users assigned full responsibility.

Emergency alerts, I Paws, set up with Vilas County Emergency Government if established we want this.

There are three levels and Jayden will send a brochure defining each and its usage. We thanked him for his flexibility at the last minute to jump in when our other call was delayed. He will get Kevin documents with in the next week.

At 9:27 Gayle called in and apologized for her tardiness.

Jackey recapped the communication breakdown we have seen, on Lori not responding, documents being sent in late, our not getting responses or acknowledgments. Gayle said this is on her not keeping better track of details. Her seeing the biggest single item was not getting the September document submitted on time, she has added reminders on her calendar so this does not happen again.

Briefly reviewed some of Sally's comments (DOA) on the audit, logo missing, missing two watermarks, DOA verbiage not accurate. She will get another email to us by end of business on April 7.

Jackey then discussed procurement procedures, firms we need to use based on project handout on Administration. Gayle responded on computers, explained Phelps issues and how they handled the bid package for everything. It was broken out in smaller sections, to ask for three bids. Three bids must be received. Regarding furniture bid can be specified brand equals, or specific, all American made products. Gayle wasn't sure on if that was on everything or not.

Kevin asked about using the state contract list, and negotiate. Gayle said that this should be run past the DOA to make sure it meets all the needs, but more than likely will be sufficient.

Jackey asked about putting together an RFP. Gayle explained how Phelps and Waupaca have put their packages together. She had previously sent Deb, last December, what Phelps did. Deb could not remember if she forwarded that to just Sue and Helen or the entire committee. She will resend to all later today or tomorrow. Gayle will send us the Waupaca information.

Jackey advised computers and furnishings are still pending. Helen advised Sue will know who to send information to on the government procurement side. If we go over budget will need to take money from Plum Lake's general fund.

Kevin said he can reach out to Michael Brooks, Vilas County's IT person who is a town resident and helped on the internet upgrade, and if he has any templates for RFP's.

Gayle ended her portion by asking when building will be completed. Deb advised she should know that as contract administrator. She signed off at 9:55AM.

Kevin said at construction meeting on Wednesday should have a better feel on where we stand and items from the audit that needed to be addressed.

Deb advised Sue has made a request to switch our meeting times back to 11:00AM. All agreed this would be doable.

Need purchase order written to get orders placed. Sue is working on completing detailed layouts. Helen and Sue are meeting Friday to review.

Discussion on placement of personnel in the new building, including a spot for town chair and supervisors. With town clerk up front and Bob being available after visitor checks in with the clerk.

We briefly discussed the Town Web software and where we were in the process. That information is not completed. Work Horse contract was signed and started survey. Jackey will contact them for an update and get this moving along.

Treasurer's computer is very slow and needs upgrading. This could be done sooner than later.

Prior to the move, staff is looking at retention schedules, updating documents, what they need immediate access to, etc.

Spectrum will be in the new building for internet with the VoIP for phones.

Line 6 on the agenda, donations looking at a new two sided flier, adding more details. Should mail to about 900 to 1100 tax payers. Flier will include a map of the facility, and anticipated pricing to furnish rooms or areas, for items not included in the FFP.

Tele-med room Kevin will get quote updated,

Sound system was included in the original request. A portable stage was not, and will be added to the wish list.

We need to have the master grant book near us for these meetings for ready access. Once clerk and treasurer move it will be here as we continue to meet in the EMS Building.

Kevin will talk to Michael Brooks and My Tech Services for assistance on such things as software updates, Adobe and other software. If under \$25,000 we do not need an RFP.

Deb will send documents from Gayle to all.

Big TV in town hall will be moved to new building.

Helen brought up conversation with Jessica from the Chamber on space. We had established they will have a display space but not an assigned office location. They can make a reservation for meeting time like anyone else.

Plum Lake Lions and Sayner Star Lake Lions are reviewing what they may donate funds towards for the kitchen.

Kevin updated all on construction progress:

- stone on exterior was started
- trim on windows started
- frost needs to be out to start on stoop
- waiting on lighting to arrive
- drywall started and waiting on additional delivery

By April 27 both Bob and Teresa will be in temporary quarters in the EMS building. Kevin reviewed the timeline for what is happening in the current town hall. He will send calendar list to send out. Dirty Ducts starts April 27, demolition could be May 6

Next meeting on April 20 will be at 11:00AM.

Recap:

- Kevin to work on computer quote
- Jackey email My Tech Services
- Helen and Sue updating donation documents
- Deb to send Gayle's information

At 11:05AM Jackey motioned to adjourn, second by Helen. Motion approved.

Submitted by

Debbie Seeger