

Jackey Postuchow called the meeting to order on March 18, 2026 at 9:05AM.

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

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

No guests were present.

Discussion began on Item 5 – Furniture Layouts for Offices and Meeting Rooms. Sue began with presenting options for the office layout. Jackey had a concern on space for the Treasurer and Clerk. Clerk should be in front. Sue explained the drawings show offices with hard walls as 8'x8' which is too small. If it was cubicles may be doable. Along the wall where three planned offices are could be better suited for two larger offices. Looking at moving the storage room to the corner and a private area to meet with constituents moved, Looking at moving Bob to room 107 identified on drawings.

Suggested at the Annual Meeting to present layouts of office space for transparency. Kevin suggested Sue, Helen and Deb present 2.0 update from last years presentation. Emphasizing thinking of the future and functionality.

“U” shaped work surface with upper cabinets in closed office space should work for quick meetings.

Sue suggested a flat file or hanging file cabinet in the corner for blueprint storage. This is the most efficient way to store prints for easy access and all in one location. Kevin said most of the documents are in a 36” container. A flat file may be better suited for town’s usage and ability to add items in drawers.

Discussion on doors and locks, key pads will be used. Kevin will need to look at spec book on original concepts.

Sue, Deb and Helen to make recommendations on colors for furnishings, including chairs.

Outside office to be a small conference room, will add a small table. In tele-med room will add a small table for four people. Med-cart is no longer needed? Will need to come up with a plan to record usage of the room.

Possible suggestion, once a month offer the room for service such as blood pressure readings, and other basic health evaluations. If we are under \$25K do not need to complete a RFP and can see whats available on the state contract. Sue has access to the state contract database.

Kevin said as furniture arrives it can be stored in the rec building until installation.

Internet cafe has six stations. Counter top level with a 36” round work table.

Chamber on board to purchase wall stand for internet cafe. The Chamber does not get a room, only access for brochure display. They can reserve a room as needed for meetings, cannot keep personal items in rooms. This is a government building and not for club storage.

Helen inquired what and who is actually going to be doing the purchasing? Kevin said town would buy from state contract list, need money pool to pay, unless a 90 day to pay off a purchase order is possible.

Jackey advised at the Board level they approved ability to borrow funds if needed.

Sue said listed through grant not through John Burgess from Wickman. Does any of this need to go through Gayle?

Sound system is specified through the grant for the three large rooms, VanErt and Pieper are working on now.

Computers are specified, only at amount listed. Helen asked about finalizing this list to get out for bid or purchase, Jackey responded this needs to be done soon.

Can we go to Walmart and buy computers, monitors, etc. Gayle question.

It will cost about \$1200 to do a mailing to town tax payers and organizations, to promote donations.

There are three binders in the town hall, committee needs to review for details on what has been specified, and not; then determine who will work on. Suggested to have the three binders at our next meeting on April 6th. There is a contingency / construction dollar amount spelled out in the binder and budget.

Jackey advised we need to be clear on furnishing, what and where. Discussed tables and chairs for the large room. Sue advised to get Mity Lite 21 – 60” round tables and 28 rectangular tables. These would be lite weight folding tables with a moving cart, and stacking chairs with a moving cart. Sue will get additional specs. If we do not have the funds to purchase we could use the white round and rectangular tables from rec building until funds available to purchase. Can also use the pink chairs from the town hall. But not use the metal folding chairs from the rec building. Committee prefers we be able to purchase new lite weight tables and chairs. Again people may donate towards these if we have to move in with the old tables and chairs when they see the condition in a brand new building. Room capacity is 288.

Kevin will update the kitchen plans and get to Deb to distribute. Should be under \$22K. Includes refrigerator, freezer, dishwasher, coffee brewers, stove, microwave, etc. Once updated list is available Helen will forward to the Sayner, Star Lake Lions and Plum Lake Lions who both have an interest in donating towards.

Kevin advised we are at \$178K, for the five percent hold back. Amount is down from \$190K.

Jackey will let Gayle know about our April 6th meeting and ask her to participate.

Discussion on Veteran’s photos and placement. Plan for in long hallway in prominent place by town offices. Want a “Wall of Honor” nothing but military and service members memorabilia. Should be in room #122.

Looking at old town hall original blue print to be framed and displayed in new building.

Sue reminded all there will be a dedication plaque, architectural plaque and others that need to be recognized. Locked bulletin board in vestibule.

Helen asked if there is any update on the Pavilion. Kevin said Steve has been super busy and has not been able to get to this. Kevin will remind him. Helen said she felt Women's Club was interested in donating for this not the kitchen, but was not positive.

Looking at a plaque outside kitchen listing all who donated towards furnishing.

Jackey advised to wrap up, future to do items:

- Securing the building

- Computer and other electronics, determine final number and locations

- Complete kitchen specs

- What town needs to cover costs versus included in grant

- Sue, Deb and Helen to finish furnishing list

- Gayle to participate in next meetings

- What town can charge for new building usage, i.e. businesses can be charged, citizens cannot

At 10:30 AM Jackey motioned to adjourn, second by Jona. Motion approved.

Submitted By:

Deb Seeger