

Special Town Board Meeting of May 28, 2020

Meeting was held at the Town Hall in Sayner. Meeting was called to order at 4:00 pm by Chairman Maines. Chairman Maines noted that this Special Meeting of the Town of Plum Lake Board of Supervisors was held at the Town Hall in Sayner on Thursday, May 28th, 2020. The meeting was duly called with notice posted at the Town Hall in Sayner, the Sayner Post Office, and the Star Lake Post Office, and notice given to the Vilas County News-Review, The Lakeland Times, WRJO and WERL. Supervisor Schmidt and Clerk Brooker were also present and one other person.

Blue Design Recommendations for Approved Building Project Procedures:

Chairman Maines asked Steve Jamroz from the Blue Design Group (via Conference Call) to explain what they would be doing and what should the Town be doing regarding the Sand/Salt Shed. Steve said that he would be providing the Town with a list of appropriate vendors to reach out to and that Blue Design Group would help guide the Town through the entire process as it was included in their original deal. Clerk Brooker asked if they would help with putting bid specs together. He said yes, they would help, but said the individual vendors would have specs based on different sized buildings, so basically the Town need only to give the vendors the size of what the Sand/Salt shed will be. Steve mentioned the price could go up or down, based on how much volume will be stored in the shed. Steve said he had provided the Town with a complete building document with a fully engineered process for the Rec Building and Town Garage. He said it was a fully designed set of documents including plumbing, electrical and structural details. All contractors given these plans would be able to bid from the exact same set of plans provided by the Blue Design Group. This will make it easier for the Town to compare the different bids they will receive from Contractors. Steve provided the Town with a Milestone Document which was formatted to help guide the Town through the process. Moving forward, Steve said the first thing the Town needed to do was to have two Site Surveys done of the location of the town garage and the rec building. Next step after that would be to get Soil Borings done, which will cost between \$2,500 to \$3,000. After those steps are done, the Town needs to go through the design plans and convey to Blue Design Group any desired changes they wish to make to the plans. At this point, Blue Design will make the adjustments requested and figure out any price adjustments due to the changes. The engineers will weigh in last with their thoughts during the design development period with any things they may need to move around. The scheduled plan is to take June and July to finish defining the plans and put those plans out for Bids in August, and at the end of August, choose the contractor. Early September they should be able to get footings and foundations in the ground. Steve said once the steel buildings are ordered, it could take anywhere from 12 to 16 months for them to be delivered. Steve suggested the Town start the Town Garage Project first and when that was done, to go ahead and tear down the old Town Garage and build the new Rec Building and when that is done, the old Rec Building can be torn down. The Sand/Salt Shed can pretty much be started any time. Some other things discussed were site layout, Clerk Brooker to check on cost to get Natural Gas to site, Mach 4 was the survey company recommended by Steve, Fixed Consultant Fees will be around \$110,000, which will be billed as each step of the building process is completed. The Town will most likely need to put out RFP's to hire an Architect. Chairman Maines will check with the Towns Association to see what the Town needs to do legally. Need to publish RFP's ASAP. Clerk Brooker will check if she can get them published in the papers even if the deadline is past. Steve will provide Clerk Brooker with Mach 4 contact information along with a sample RFP for hiring a surveyor.

Supervisor Schmidt made a motion that Chairman Maines hire a surveyor as soon as possible once he has the information he needs. Chairman Maines seconded; motion carried.

The Board spent a little more time looking at an old plot map of the Town Properties and decided that the Recycling area was still the best place for the town garage. Chairman Maines mentioned concern about possible vandalism due to the remoteness of the site, but it was suggested gates and cameras could take care of that threat. Chairman Maines is also going to look into which newspaper is considered the "Towns Newspaper".

Approve Vouchers:

Both Chairman Maines and Supervisor Schmidt said they had looked over the vouchers. Supervisor Schmidt made a motion to approve payment of the vouchers in the amount of \$87,103.95. Chairman Maines seconded; motion carried.

Meeting adjourned at 5:00 pm.

A voice recording of this meeting is available in the Clerk's office.

These minutes were taken at the Special Town Board Meeting of the Town of Plum Lake held on the 28th day of May 2020 and were entered in this Record Book by: