

**VILLAGE OF EPHRAIM  
CAPITAL PROJECTS AD-HOC COMMITTEE MEETING MINUTES  
WEDNESDAY, MAY 4, 2022 – 9:30 AM  
9996 WATER STREET**



**ACTION ITEMS:**

**C. Pearson moved, Bridenhagen seconded to approve the minutes of April 20<sup>th</sup>, 2022, all ayes.**  
Motion carried.

**K. Nelson moved, C. Pearson seconded to appoint Bridenhagen Chair for the field portion of the meeting for the on-site review of the Maintenance Shop, all ayes.** Motion carried.

**Pearson moved to adjourn, M. Peterman seconded, all ayes.** Motion carried.

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**Present:** Ken Nelson-Chair, Maggie Peterman, Fred Bridenhagen, and Chuck Pearson.

**Absent:** Matt Meacham and Dick Christensen (non-voting member).

**Staff:** Brent Bristol- Village Administrator and Kim Roberts- Deputy Clerk.

**Guests:** Bill Schult, Steve Sauter (Hardy Gallery), Sarah Zamecnik (Hardy Gallery), and Rob Davis.

1. **Call to Order:** The meeting was called to order by K. Nelson at 9:30 AM.
2. **Quorum:** A quorum of the Capital Projects Ad-Hoc Committee was present.
3. **Approval of previous minutes:**  
**C. Pearson moved, Bridenhagen seconded to approve the minutes of April 20<sup>th</sup>, 2022, all ayes.**  
Motion carried.
4. **Changes to the agenda:** There were no changes to the agenda.
5. **Visitors' Comments:** There were none.
6. **Discussion regarding Anderson Dock project and proposals from Laib and ES Olson:**  
K. Nelson provided an update with respect to the proposals from Laib and ES Olson. He noted that the Village Board had held a special meeting to approve both contracts. The hope was that both contractors would be able to be on-site in May, but if that does not happen with the Laib schedule, Hardy Gallery has said that there is no issue with Laib coming in after they open.  
  
K. Nelson suggested for the next meeting that the Committee meet at Anderson Dock and take a look inside the Warehouse building. He hoped to get someone to meet with them onsite to discuss the artificial turf as it would require additional surface and drainage work.
7. **Discussion regarding on-site discussion from the last meeting of Administration Building and the Fire Station and proposals from ES Olson and Keller.**  
K. Nelson noted that the original proposal from Keller included the opportunity to make modifications at no additional cost. He reviewed what was talked about in the field for the Administration Building at the last meeting. He stated that he had noted the following: Main roof leaks (top roof), attic insulation, flat roof (entrance and new addition for three (3) additional offices), wall insulation, HVAC system, and basement windows.

Bridenhagen noted there was discussion on the status of the preschool. He added that there was discussion that the Administration Building could become part of the Fire Station if there is excessive work to be done.

Pearson stated that ventilation, windows, and insulation needed to be examined. He further suggested reviewing storage areas to ensure dry storage areas. He felt that the whole building needed to be thoroughly gone through to know how to make it work for the management of the Village.

Bristol stated that Olson asked for permission because the building is stone, to make holes inside to thoroughly explore and then fix the holes.

M. Peterman discussed considering a whole new campus with an Administration Building at the Wastewater Plant. She noted that the Administration Building needs a lot of work.

K. Nelson stated that the committee needed to get their arms around what it would take to fix the Administration Building and Fire Station. He noted his goal was to get the five (5) projects defined with cost estimates and then the Board will decide how to move forward.

A discussion was held about Gibraltar School offering 4-K and where Peninsula Preschool might be headed. K. Nelson asked Bristol to reach out to the Preschool chair. Further discussion included possible asbestos in the building, it was concluded that ES Olson had the tools to properly examine the property. Depending on schedules, the goal of the committee was to shoot for early June to obtain information from ES Olson regarding the Administration Building.

K. Nelson moved on to the Fire Station on-site visit from the last meeting. He reviewed that the committee noted that the bathrooms needed to be enlarged with the inclusion of showers as well as a multi-use conference room to be built to conduct online meetings.

Bristol suggested a break room to remove the kitchen appliances from a future conference room.

Bridenhagen brought up the possibility of combined Fire Departments in the future and how that could impact the needs of the Fire Department. He felt that it would cost less to build a new campus to include a new Administration building with the Fire Department than it would be to repair the existing Administration Building. He added that the Administration Building belongs in Ephraim proper.

Pearson felt the tennis courts should be moved to expand the Fire Station and create a campus.

M. Peterman felt that it should be determined if a district fire department will be created before we expand our Fire Department.

K. Nelson noted that we would continue to finalize the scope and obtain cost estimates for the Fire Department. The Village Board will talk about a potential fire district and if that would impact priorities. He gave the committee instructions for the onsite walkthrough of the Maintenance Facility and the Fire Station.

**8. Discussion of future meeting dates:**

The next meeting of the Capital Projects Ad Hoc Committee was set for June 8<sup>th</sup>, 2022 at 9:30 AM.

**9. Onsite walk-thru of Maintenance Shop and Fire Department. Group will adjourn, leave the Village Hall and meet at 10285 Townline (Maintenance Shop) and then meet at 10005 Norway (Fire Station):**

**K. Nelson moved, C. Pearson seconded to appoint Bridenhagen Chair for the field portion of the meeting for the onsite review of the Maintenance Shop and Fire Department, all ayes.**

Motion carried.

*The meeting was adjourned to conduct a walking session. The purpose of the onsite portion of this meeting is to see the buildings mentioned firsthand as it relates to the facility problems/issues established by department heads. It is a discussion-only topic that will facilitate conversation of future capital improvements at subsequent meetings of the Capital Projects Committee.*

**10. Adjournment:**

**Pearson moved to adjourn, M. Peterman seconded, all ayes. Motion carried.**

*Recorded by,  
Kim Roberts – Deputy Clerk*