

**VILLAGE OF EPHRAIM
CAPITAL PROJECTS AD-HOC COMMITTEE MEETING MINUTES
WEDNESDAY, AUGUST 17, 2022 – 8:30 AM
9996 WATER STREET**



ACTION ITEMS:

Bridenhagen moved, Meacham seconded to approve the minutes of July 13th, 2022, all ayes.
Motion carried.

Meacham moved, Pearson seconded to approve the minutes of July 22nd, 2022, all ayes. Motion carried.

The consensus of the CPAC was to request that Keller join an upcoming meeting to review the committee's concerns about the size of the addition and to view examples of work done for similar communities that have been forward thinking and have done the project right. Salfi and Rasmussen, of the Village of Ephraim Maintenance Department, would join the meeting to explain their needs as well as provide a definition of the issues that are occurring to help facilitate discussion.

Pearson moved to adjourn, Meacham seconded at 10:09 AM, all ayes. Motion carried.

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

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

Guests in person: William Schult and Dr. Michael McCutcheon

1. **Call to Order:** The meeting was called to order by K. Nelson at 8:30 AM.
2. **Quorum:** A quorum of the Capital Projects Ad-Hoc "CPAC" committee was present.
3. **Approval of previous minutes:**
Bridenhagen moved, Meacham seconded to approve the minutes of July 13th, 2022, all ayes.
Motion carried.
Meacham moved, Pearson seconded to approve the minutes of July 22nd, 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 the Administrative Building project:**
Bristol noted that E.S. Olsson Construction had been on site to discuss and inspect the Administrative Building. He added that he was still waiting on the proposal. The following areas of concern were discussed: Roof, HVAC, storage, and window replacement. Pearson stressed it was important to think about alternatives. He recommended getting a good number for the repairs and then considering alternatives to provide staff with a productive working environment. K. Nelson suggested waiting for the proposal to have a discussion.
7. **Discussion regarding Fire Department Building project:**
Bristol reviewed the preliminary budget estimate for the Fire Station addition and remodel as furnished by Keller Construction. He explained that the proposal reviewed the history of how we got to this point, the Fire Department's needs/scope, and how the occupancy number was arrived at to satisfy the needs for meetings and elections as it relates to the multi-use meeting space. He went on to explain the two (2) additions. The North addition would house the proposed fire garage for the storage of fire equipment and apparatuses. The South addition would be for the proposed office and meeting space. Bristol went on to review what the Keller proposal includes: Design fees, conducting the public bidding process, construction engineering, and construction management

fees. To design and construct a new 5,600 square foot addition and remodel of 2,760 of existing space, a budget range of \$2.2-\$2.4 million was presented by Keller Construction.

Further discussion included the prospect of a fire district, the constraints created by waiting for a determination on a fire district, adding plans for village offices to create a campus, and if a campus is considered more attention to aesthetic design may be required. Pearson felt there was enough information to present to the Village Board. K. Nelson agreed and felt comfortable with the information to create a report to present the scope, budget, concerns, and assumptions. Bristol noted items to add as a footnote in the report such as the Administration Building, Fire District, and designated meeting space. He went on to say that since there is no quick turnaround in this process it may be time to invest in the Village Hall to improve the audio and video for meetings.

8. Discussion regarding Maintenance Building project:

Bristol provided the background and history of the Keller Construction proposal. The proposal was to be considered a starting point based on current needs; to design and construct a new 1,600 square foot addition and remodel a portion of the existing space into a breakroom and bathroom Keller had presented a budget range of \$425,000-\$490,000. In addition, there were additional add-on options to be considered for asphalt work which were based on work to be completed by NE Asphalt. He added that if the Village was patient, work could be completed with the county for cost savings.

A discussion was held regarding project priorities, efficiencies/organization, and department personnel retirement/leadership. Further discussion included if 1,600 square feet was adequate for the work undertaken by the Maintenance Department. M. Peterman felt that the design was inadequate as did Meacham. K. Nelson reminded everyone that maintenance staff was interviewed, equipment was inventoried and a plan was derived from that information. M. Peterman requested that Keller provide information regarding comparable projects for a similarly sized community. Bristol added that this project is harder to define than all the other projects that the CPAC was charged to look at. He suggested considering that the design should be tied to the work that the Maintenance Department was capable of doing and possibly what work that the Board would like them to do in the future. Pearson stated they had not received good definitions of the problems from the Maintenance Department. He requested that staff provide a list of problems with enough detail to define the issues that are occurring, as clearly as possible, to help facilitate future discussion in an organized approach.

The consensus of the CPAC was to request that Keller join an upcoming meeting to review the concerns about the size of the addition and to view examples of work done for similar communities that have been forward thinking and have done the project right. Salfi and Rasmussen, of the Village of Ephraim Maintenance Department, would join the meeting to explain their needs, as well as provide a definition of the issues that are occurring to help facilitate discussion.

9. Discussion of future meeting dates:

The next meeting of the CPAC is to be coordinated with Keller as an onsite meeting at 10285 Townline Drive. Potential dates were discussed, but nothing could be confirmed until coordinated with Keller.

10. Adjournment:

Pearson moved to adjourn, Meacham seconded at 10:09 AM, all ayes. Motion carried.

Recorded by, Kim Roberts – Deputy Clerk