

VILLAGE OF EPHRAIM (VOE)

FOUNDED 1853



Physical Facilities/Utilities Agenda
Tuesday October 4, 2022 8:00 AM
Village Hall 9996 Water Street

NOTE: This Meeting of the Village Physical Facilities/Utilities Committee will also be held via teleconferencing. It will be available to the public to attend in person or by computer, phone, tablet, or dial in. Connection information is included below in this notice.

1. Call to order
2. Changes in Agenda
3. Previous minutes – August 30, 2022
4. Visitors' comments
5. Public Works Supervisor OIC Report
6. Discussion and recommendation of the VOE Public Works 2023 fiscal budget.
7. Discussion and consideration of the Ephraim Wetlands.
8. Discussion and consideration of additional lighting at Harborside Park.
9. Discussion and consideration of Anderson Dock graffiti mitigation.
10. Discussion and consideration of VOE streets to repaired/repaved.
11. Visitors' comments
12. New business for next meeting
13. Adjournment

Please join the meeting from your computer, tablet or smartphone.

<https://meet.goto.com/677836933>

You can also dial in using your phone.

United States: [+1 \(872\) 240-3212](tel:+18722403212)

Access Code: 677-836-933

**It is possible that a quorum of the Village Board or other Village Committees may be present at the meeting. However, no action will be taken by any other Board or Committee unless specifically noticed.*

	Date: <u>9/30/2022</u>
<hr/> Andrea Collak, Clerk	<input checked="" type="checkbox"/> Village Administrative Office
	<input checked="" type="checkbox"/> Visitors' Center
	<input checked="" type="checkbox"/> Post Office
<hr/> Kim Roberts, Deputy Clerk	<input checked="" type="checkbox"/> Website www.ephraim-wisconsin.com
	<input checked="" type="checkbox"/> Emailed to WDOR/ Peninsula Pulse

**VILLAGE OF EPHRAIM
PHYSICAL FACILITIES & UTILITIES COMMITTEE MINUTES
TUESDAY, AUGUST 30, 2022 – 8:00 AM
9996 WATER STREET**



ACTION ITEMS:

J. Peterman moved, Flottman seconded to approve the minutes of August 2, 2022, all ayes. Motion carried.

Flottman moved, J. Peterman seconded to explore lighting every other pole and install banners on every third pole for holiday lighting, all ayes. Motion carried.

Flottman moved, J. Peterman seconded to adjourn at 8:23 AM, all ayes. Motion carried.

Present: Matt Meacham-Chair, J. Peterman, and Paul Flottman.

Absent: Fred Bridenhagen and Diane Taillon.

Staff: Russ Salfi - Public Works OIC, Brent Bristol - Village Administrator, and Kim Roberts - Deputy Clerk.

Guests: Ken Nelson, Lane Methner (Ephraim Business Council), and Kelsey Stone (Ephraim Business Council).

1. **Call to Order:** The meeting was called to order by Meacham at 8:00 AM. A quorum was present for this meeting.
2. **Changes to the agenda:** There were no changes to the agenda.
3. **Approval of the previous minutes:**
J. Peterman moved, Flottman seconded to approve the minutes of August 2, 2022, all ayes. Motion carried.
4. **Visitors' Comments:** There were no visitors' comments.
5. **Public Works OIC Report:**
Salfi reviewed the work completed in August: Lawn mowing, weed whipping, and the maintenance of Village facilities. Maintenance staff began installing an irrigation line for the arborvitae at the Village Beach, met with Martin Security to discuss a new Village Hall fire alarm system and staff met with the Capital Projects Ad Hoc Committee to discuss options with Keller, Inc. regarding the maintenance shop on Town Line Drive.

Salfi reviewed upcoming work for September: Installation of lighting on the Hardy Gallery with the same lighting that was installed at the Village Hall and JF Construction will begin work at the German Road property.
6. **Discussion and recommendation of additional parking lighting at Harborside Park.**
Meacham explained with the Village Hall being used for meetings there had been a request to address how dark Harborside Park was when late meetings finished. A discussion was held about trying brighter bulbs and installing and placement of additional bollards. Meacham asked committee members to visit the area at night and the committee would revisit the matter at the next meeting.
7. **Discussion and consideration of holiday lighting and signage on VOE street light poles.**
Meacham stated that there were issues with the holiday lighting last year. The poles that had a banner, which flapped in the wind caused a cut through the wiring of the lighting. He suggested lighting every other pole and installing banners on every third pole.

Flottman moved, J. Peterman seconded to explore lighting every other pole and install banners on every third pole for holiday lighting, all ayes. Motion carried.

8. **Visitors' Comments:**

A brief discussion was held about the wetlands. Bristol reported that he would be meeting with Peil. He outlined how the cost figures would need to work to move forward and be compliant with the grant.

9. **New business for the next meeting:**

- a. Wetlands.
- b. Moravia Point.
- c. German Road site.
- d. Lighting at Harborside Park.

10. **Adjournment:**

Flottman moved, J. Peterman seconded to adjourn at 8:32 AM, all ayes. Motion carried.

Recorded by,
Kim Roberts – Deputy Clerk

DRAFT

October 4, 2022
Village of Ephraim (VOE) Physical Facilities/Utilities
Public Works Supervisor Report



Village of Ephraim
www.ephraim-wisconsin.com

Russ Salfi
Public Works Supervisor
Operator In Charge

Office: (920) 854-4991
Cell: (920) 854-0154
E-mail: rsalfi@ephraim-wisconsin.com

10005 Norway
P.O. Box 138
Ephraim, WI 54211

10/04/22 PFUCM:

Work done in September:

Throughout the month lawn watering/mowing/weed whipping, maintenance of Village Facilities.

9/6 Architectural lighting installed on Hardy Gallery.

9/14 Take Lift Truck in for annual lift inspection, pickup back blade for tractor.

Week of 9/15-9/22

Installation of power supply conduit, meter box and down lighting to the north end VOE sign.

9/29 Install new holiday lighting on the Hardy Gallery star. Begin putting out Fall decorations.

For the upcoming month of October:

Install holiday lighting/banners on street lights, install holiday lighting on the Harborside Park gazebo.

Install snow/silt fence at the VOE Public Beach after which sand will be removed from the curb across from the Beach parking lot.

JF Construction to do work on VOE German Rd property.

Note: All contractors doing work for the Village that requires any digging (i.e. excavating, post holes etc.) must contact **Diggers Hotline:** Call 811 or (800) 242-8511 and obtain from them a start date for work to be done.

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VILLAGE OF EPHRAIM
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	CURRENT BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS</u>					
100-20-53000-100	SALARIES	8,356.81	77,295.93	114,709.10	37,413.17 67.4
100-20-53000-101	SS/MED	639.32	5,913.26	7,627.75	1,714.49 77.5
100-20-53000-102	RETIREMENT	510.94	4,806.73	6,730.36	1,923.63 71.4
100-20-53000-103	HEALTH INSURANCE	2,520.98	22,688.82	30,251.68	7,562.86 75.0
100-20-53000-104	DISABILITY INSURANCE	143.44	1,324.29	2,500.00	1,175.71 53.0
100-20-53000-105	WORKERS COMPENSATION	1,555.00	6,220.00	6,369.74	149.74 97.7
100-20-53000-110	PERSONNEL SERVICES	.00	.00	.00	.00 .0
100-20-53000-312	CELLPHONE	150.78	1,143.03	1,200.00	56.97 95.3
100-20-53000-320	TRAINING/CONFERENCES	.00	.00	600.00	600.00 .0
100-20-53000-333	OFFICE SUPPLIES/EXPENSES	99.00	266.10	1,000.00	733.90 26.6
100-20-53000-344	UNIFORMS	.00	206.90	1,000.00	793.10 20.7
100-20-53301-220	MOWING	.00	193.35	3,200.00	3,006.65 6.0
100-20-53301-221	SWEEPING/MARKING	1,178.17	3,078.17	6,000.00	2,921.83 51.3
100-20-53301-222	ROAD TRIMMING	.00	.00	2,000.00	2,000.00 .0
100-20-53301-223	SNOW REMOVAL	9,102.13	23,537.57	32,000.00	8,462.43 73.6
100-20-53301-300	FACILITY EQUIPMENT	.00	331.50	1,000.00	668.50 33.2
100-20-53301-302	FACILITY MAINT./REPAIR/STREET	1,538.65	7,169.03	6,000.00 (1,169.03) 119.5
100-20-53302-810	EQUIPMENT OUTLAY/STREET REC	.00	.00	.00	.00 .0
100-20-53302-820	OTHER IMPR. OUTLAY/STREET REC	2,708.00	9,095.71	.00 (9,095.71) .0
100-20-53302-830	OTHER IMPR. OUTLAY/DOT RESURFA	.00	131.03	.00 (131.03) .0
100-20-53302-840	PROJECT OUTLAY/STREET REC	.00	.00	.00	.00 .0
100-20-53310-310	VEHICLE FUEL	782.43	4,737.62	5,000.00	262.38 94.8
100-20-53310-311	VEHICLE MAINTENANCE	449.97	11,123.10	5,000.00 (6,123.10) 222.5
100-20-53310-340	VEHICLE INSURANCE	340.00	1,361.00	1,310.00 (51.00) 103.9
100-20-53310-810	NEW VEHICLE PURCHASE	.00	.00	.00	.00 .0
100-20-53321-211	PROPERTY INSURANCE/VISITOR CEN	.00	.00	200.00	200.00 .0
100-20-53321-303	ELECTRICITY/VISITOR CENTER	53.71	248.12	1,000.00	751.88 24.8
100-20-53321-304	LP GAS/VISITOR CENTER	.00	.00	.00	.00 .0
100-20-53321-305	WELL TESTS/VISITOR CENTER	.00	.00	.00	.00 .0
100-20-53321-306	PHONE/VISITOR CENTER	.00	.00	.00	.00 .0
100-20-53321-307	WATER TREATMENT/VISITOR C	.00	.00	.00	.00 .0
100-20-53321-308	SEWER FEES/VISITOR CENTER	.00	220.00	500.00	280.00 44.0
100-20-53321-309	INTERNET/VISITOR CENTER	.00	.00	.00	.00 .0
100-20-53322-210	OTHER CONTR. SERV./MAINT.BUILD	1,896.25	10,937.00	8,650.00 (2,287.00) 126.4
100-20-53322-211	PROPERTY INSURANCE/MAINT.BUILD	.00	3,613.02	3,798.08	185.06 95.1
100-20-53322-300	FACILITY EQUIPMENT/MAINT.BUILD	.00	75.00	.00 (75.00) .0
100-20-53322-301	FACILITY SUPPLIES/MAINT.BUILD	.00	537.03	3,000.00	2,462.97 17.9
100-20-53322-302	FACILITY MAINT./REPAIR/MAIN.B	1,952.65	9,544.17	17,000.00	7,455.83 56.1
100-20-53322-303	FACILITY SUPPLIES/MAINT.BUILD	.00	.00	.00	.00 .0
100-20-53322-304	LP GAS/MAINT.BUILD	.00	.00	500.00	500.00 .0
100-20-53322-305	WELL TESTS/MAINT.BUILD	.00	.00	248.00	248.00 .0
100-20-53322-306	PHONE/MAINT.BUILD	.00	.00	.00	.00 .0
100-20-53322-307	WATER TREATMENT/MAINT.BUILD	.00	.00	.00	.00 .0
100-20-53322-309	INTERNET/MAINT.BUILD	.00	.00	.00	.00 .0
100-20-53322-350	JANITORIAL SUPPLIES/MAINT.BUIL	831.61	2,179.03	4,000.00	1,820.97 54.5
100-20-53322-351	HARDWARE/TOOLS/MAINT.BUILD	36.07	1,664.26	1,775.00	110.74 93.8
100-20-53322-352	EQUIPMENT RENTAL	.00	30.00	250.00	220.00 12.0
100-20-53322-810	EQUIPMENT OUTLAY/MAINT.BUILD	.00	.00	.00	.00 .0
100-20-53322-820	BLDG IMPR. OUTLAY/MAINT.BUILD	1,750.00	3,625.00	4,000.00	375.00 90.6
100-20-53322-830	OTHER IMPR. OUTLAY/MAINT. BUILD	.00	.00	.00	.00 .0
100-20-53323-303	ELECTRICITY	.00	.00	.00	.00 .0

VILLAGE OF EPHRAIM
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2022

PR

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	CURRENT BUDGET	UNEXPENDED	PCNT
100-20-53323-308 SEWER FEES	.00	.00	.00	.00	.0
100-20-53332-303 ELECTRICITY/FIREHOUSE MUSEUM	.00	.00	.00	.00	.0
100-20-53420-301 FACILITY SUPPLIES/STREET LIGHT	.00	56.99	500.00	443.01	11.4
100-20-53420-302 FACILITY MAINT/REPAIR/STREET L	25.86	755.86	500.00	(255.86)	151.2
100-20-53420-303 ELECTRICITY/STREET LIGHT	769.38	10,739.97	15,000.00	4,260.03	71.6
100-20-53440-210 OTHER CONTR SERVICE/STORM SE	.00	4,880.00	3,000.00	(1,880.00)	162.7
100-20-53440-302 FACILITY MAINT/REPAIR/STORM SE	.00	5,685.88	.00	(5,685.88)	.0
100-20-53510-820 AIRPORT EXPENSE	.00	.00	.00	.00	.0
100-20-53620-210 OTHER CONTR SERVICE/RECYCLING	1,157.00	5,206.50	6,000.00	793.50	86.8
100-20-53621-210 OTHER CONTR SERVICE/GARBAGE	508.00	1,642.45	2,600.00	957.55	63.2
100-20-53630-210 OTHER CONTR SERVICE/BRUSH	.00	.00	.00	.00	.0
100-20-53640-210 OTHER CONTR SERVICES/WEED	.00	1,346.95	1,700.00	353.05	79.2
100-20-55200-225 MULCH	1,850.00	6,040.00	4,000.00	(2,040.00)	151.0
100-20-55200-226 DIRT & STONE	.00	310.00	1,000.00	690.00	31.0
100-20-55200-227 FLOWERS	214.99	1,464.30	4,000.00	2,535.70	36.6
100-20-55200-228 TREE CUTTING	.00	6,953.10	5,500.00	(1,453.10)	126.4
100-20-55200-229 PLUMBING	141.83	807.56	2,500.00	1,692.44	32.3
100-20-55200-230 ELECTRICAL/PARKS & GROUNDS	.00	1,076.22	750.00	(326.22)	143.5
100-20-55200-231 HVAC	.00	.00	.00	.00	.0
100-20-55200-232 CONCRETE	.00	.00	500.00	500.00	.0
100-20-55200-300 FACILITY EQUIPMENT/PARKS&GROU	99.91	2,085.59	1,000.00	(1,085.59)	208.6
100-20-55200-302 FACILITY MAINT/REPAIR/PARKS&GR	679.92	10,584.82	4,500.00	(6,084.82)	235.2
100-20-55200-303 ELECTRICITY/HARBORSIDE/WETLAN	393.87	2,196.75	900.00	(1,296.75)	244.1
100-20-55200-350 JANITORIAL SUPPLIES/PARKS&GROU	.00	.00	.00	.00	.0
100-20-55200-353 EQUIPMENT REPAIR/MAINT/PARKS	906.12	1,578.82	2,300.00	721.18	68.6
100-20-55200-810 EQUIPMENT OUTLAY/PARKS & GROU	.00	.00	.00	.00	.0
100-20-55200-820 BLDG IMPR OUTLAY/PARKS&GROUN	.00	.00	.00	.00	.0
100-20-55200-830 OTHER IMPR OUTLAY/PARKS/TREES	60.94	29,258.57	31,000.00	1,741.43	94.4
100-20-55200-840 PROJECT OUTLAY/PARKS&GROUNDS	.00	.00	5,000.00	5,000.00	.0
100-20-55400-316 RECREATION EXPENSES	.00	.00	.00	.00	.0
100-20-55401-830 OTHER IMPROVEMENT OUTLAY	.00	.00	.00	.00	.0
100-20-55420-303 ELECTRICITY	.00	.00	.00	.00	.0
100-20-55420-304 LP GAS	.00	.00	.00	.00	.0
100-20-55420-305 WELL TESTS/BEACH	.00	.00	.00	.00	.0
100-20-55420-307 WATER TREATMENT/BEACH	.00	.00	.00	.00	.0
100-20-55420-308 SEWER FEES/BEACH	.00	242.00	500.00	258.00	48.4
TOTAL PUBLIC WORKS	43,403.73	306,208.10	371,169.71	64,961.61	82.5
TOTAL FUND EXPENDITURES	43,403.73	306,208.10	371,169.71	64,961.61	82.5
NET REVENUE OVER EXPENDITURES	(43,403.73)	(306,208.10)	(371,169.71)	(64,961.61)	(82.5)