

# VILLAGE OF EPHRAIM

FOUNDED 1853



## Capital Projects Ad-Hoc Committee Meeting Agenda

Wednesday, October 5, 2022 – 10:00 AM

**9996 Water Street – Village Hall**

**NOTE: THIS MEETING WILL BE SIMULTANEOUSLY HELD VIA TELECONFERENCING. STAFF, COMMITTEE MEMBERS AND THE PUBLIC ARE WELCOME TO PARTICIPATE IN THIS MANNER. TELECONFERENCING WILL BE AVAILABLE BY COMPUTER, PHONE, TABLET, OR DIAL-IN. CONNECTION INFORMATION BELOW:**

1. **Call to Order**
2. **Quorum**
3. **Approval of previous minutes**
4. **Changes in Agenda**
5. **Visitors' Comments**
6. **Discussion regarding Admin Building project report**
7. **Discussion regarding Fire Department project report**
8. **Discussion regarding future meeting dates**
9. **Adjournment**

**Please join my meeting from your computer, tablet or smartphone.**

<https://meet.goto.com/490995061>

**You can also dial in using your phone.**

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**Access Code:** 490-995-061

*\*\*\*Deviation from listed order may occur\*\*\**

There may be a quorum of the Village Board or another Village Committee present; no action will be taken by any committee other than the one listed on the agenda. Please note, that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information please contact Andrea Collak, Clerk Village of Ephraim, PO Box 138, Ephraim, WI 54211

	<b>Date: <u>10/4/2022</u></b>
<b>Andrea Collak, Clerk</b>	<b><u>X</u> Village Administrative Office</b>
	<b><u>X</u> Visitors' Center</b>
	<b><u>X</u> Post Office</b>
<b>Kim Roberts, Deputy Clerk</b>	<b><u>X</u> Website <a href="http://www.ephraim-wisconsin.com">www.ephraim-wisconsin.com</a></b>
	<b><u>X</u> Emailed to WDOR Radio</b>
	<b><u>X</u> Emailed to Peninsula Pulse</b>

**VILLAGE OF EPHRAIM  
CAPITAL PROJECTS CONVERSATION NOTES  
WEDNESDAY, AUGUST 24, 2022 – 8:30 AM**



**PARTICIPANTS:** Ken Nelson, Chuck Pearson, Buck Olsson of ES Olsson Construction, and Brynn Swanson of ES Olsson Construction.

**Staff:** Brent Bristol -Village Administrator, Justin MacDonald - Village Fire Chief, and Kim Roberts – Deputy Clerk.

**NOTES:**

Buck Olsson of ES Olsson Construction discussed the proposed list of items for the Administrative Building remodel.

The discussion began with the roof and ways to prevent ice damming. He noted that R-value needed to be added to the roof to provide a thermal transfer. K. Nelson noted that he did not want the repairs to be band-aid fixes. He suggested that since the Administrative Building was not in the historic district a metal roof should be considered. Olsson agreed and said that a metal roof would be good for directing water. Bristol asked if the flat sections of the roof would remain rubber. Olsson stated yes with a change in pitch and the right application, rubber can work. He added that it would be wise to reframe to direct water. He went on to advise that roof raking in the winter may still be required. Pearson stressed that thirty (30) year solutions should be considered; if the roof pitch needs to be changed it should be done so the project is done right.

The discussion moved on to HVAC. Ken Nelson shared his concern about drilling holes in the concrete floor. The discussion led to Bristol asking Olsson if the project had moved into needing State approval. Olsson was unsure but felt that there were no big alterations planned to the structure, the work would be completed around the existing structure.

Olsson shared his thoughts on the investment in the building. He felt that the roof and HVAC were going to be large expenses. He then asked, “Where will the building be in thirty (30) years?” and “How maintenance-free will it be?” In that time frame, he noted that the east bank of windows would likely need to be repaired and the stone façade would need sealing. He went on to share his concern about the roof in the main room and that there may not be enough room for spray insulation. He noted that he would like to get a look from inside the attic. Further discussion included expanding the gutter plan for the entire building.

Olsson described the work that was required in the bathrooms to make them ADA compliant. The concern with the reconfiguration was how much concrete would need to be removed to reconnect and meet state requirements. Olsson further recommended that Swanson begin a job spreadsheet that documents room by room the work to be completed.

Pearson suggested reviewing electrical and wiring as part of the process.

MacDonald stated that he felt that Administrative Offices should be added to the Firehouse.

Olsson discussed an average cost per square foot of three hundred dollars (\$300) and provided some off-the-cuff numbers for a remodel as opposed to new construction. Further discussion included the Northern Door Fire District. Chief MacDonald provided input from his notes from ten (10) to twelve (12) years ago. He stated if a Fire District was created, municipalities would still retain buildings as property; there will always be a fire station and trucks.

K. Nelson questioned the useful life of the current building. Buck Olsson inquired about an emotional attachment to the building. K. Nelson noted that the building was not historic and said it was a question of how to best invest the money and where the Village will be in thirty (30) years and what our needs will be. The goal at this point is to obtain accurate numbers for a thirty (30) year life. Pearson pointed out that there was an advantage to a campus addition as it would not disrupt Village operations.

Bristol noted that these are not cheap projects and would not be moving forward quickly. Time would be needed to digest the information, set priorities, and put aside funds.

K. Nelson suggested that before the final presentation to the Board, the group should discuss what they think the priorities should be. C. Pearson and Olsson agreed that other than the siding at Anderson Dock, there were no real emergencies. Bristol stressed that concrete patches were required. Olsson suggested making the concrete waterproof.

Bristol noted from prior conversations that if the Administration Offices were moved to the Fire House, the outside would need to be dressed up some. He added that they may be running out of space. K. Nelson agreed and said it would need to look less utilitarian.

K. Nelson suggested using the cost per square foot to see where the Board would like to go.

Further discussion was held about upgrades to the Village Hall audio system to improve meeting audio quality.

DRAFT



## **Administration Building Renovation**

**October 2022**

The Capital Projects Ad-Hoc Committee (CPAHC) worked with Village Administrator Brent Bristol regarding the issues and repairs needed at our existing Administration building located at 10005 Norway St. The building was constructed in 1948 and served as a schoolhouse until 1989 when it was deeded to the Village of Ephraim. Administrative offices moved into the structure in 1991. In 2003 the village constructed a small addition creating what was initially storage space. In 2012 this area was converted into what is presently Andrea's and Brent's offices. Windows in the main room were replaced in 2008.

Current building issues include:

- Inadequate climate-controlled storage/record retention space.
- Lack of proper HVAC in office space, basement, and records retention areas.
- Maintenance issues caused by a facility that is almost 75 years old, especially roof, insulation, and HVAC.

Prior to Covid, our Admin. Building was used for nearly all Village meetings. Moving meetings to the Village Hall opened the possibility to re-think and possibly re-purpose areas of the current Admin Building. In the current layout nearly all our required historical records for long term retention are kept in unconditioned space. Establishing a long-term home for meetings like the Village Hall or a multi-purpose addition to the Fire Station will afford us the opportunity to utilize more of the existing upstairs square footage for storage.

### **Scope of Work**

The Village contracted with ES Olsson Construction to investigate a preliminary cost estimate on repairs and renovation to the Admin. Building. That estimate includes:

- Remove existing cracked/damaged ceiling, re-insulate, and re-plaster the main meeting room area.
- Remove, replace, and reinsulate sheetrock in existing offices.
- Repair leaking flat/membrane roof.
- Exterior stonework and chimney repair.
- Installation of heat pump(s) for offices and basement.
- Repair damaged glass blocks and other water damage in basement.
- Bathroom and entry hallway renovation.

In conducting inspections of the building and upon meeting with the CPAHC additional areas of concern were raised when considering making a 30 year investment in the

building. While heat pumps are a viable improvement, a more complete HVAC overhaul may be a better long-term solution. Better ventilation and low temperature heating can be achieved with new furnaces. Second, ES Olsson expressed concern with the application of asphalt and membrane roofing in parts of the structure. The feeling is that many of leaking and ice damming issues we experience could be mitigated with use of metal roofing. Estimates on these changes are still being obtained.

### **Cost Estimate (2022 Dollars)**

The Cost Estimate for this work with contingency is \$125,000 \*

\*This number does not reflect the increases associated with full HVAC overhaul and metal roofing.

### **Assumptions/ Concerns**

1. The future viability of the Admin. Office is based largely on the continued and permanent rehoming of Village Meetings. We have made a financial commitment to improve the Village Hall for meetings leaving just elections requiring the larger public use of the Admin Building. Having the present upstairs square footage available to partially repurpose should provide the necessary square footage for many years.
2. In looking at the cost benefit of a renovation project to a 75-year-old building likely to exceed \$200,000 the committee additionally considered an alternative. In working with Keller on the Fire Station plans, consideration was given to the concept of including additional office space to that building project resulting in a single Administration/Fire Department building. Much additional effort would be necessary to complete a design relative to the square footage necessary to house both functions. Economies can likely be found in shared spaces that would reduce the overall square footage, however, from a conservative standpoint a cost estimate to reproduce the existing Administration office square footage in a new addition to the Fire Department building would be \$420,000.

### **Additional Supporting Documents**

1. ES Olsson Cost Estimate

ES Olsson Construction  
9901 Hwy 57  
Baileys Harbor, WI 54202  
[esolssonconstruction@gmail.com](mailto:esolssonconstruction@gmail.com)  
920.559.9666

Admin Building Remodel  
Aug 24, 2022

\*Please note that these are all rough estimates as we have not talked to our vendors about pricing. We can get more specific numbers if the Board wants to proceed.

Main Area - Cracking on ceiling

- Remove plaster lath to remedy cracking in meeting area - \$8,400
- Insulation company to install - \$2,000 allowance
- Disposal - \$1,000
- Rerock, plaster and touch ups including exterior windows- \$3,000
- Paint (labor & materials) - \$2,750

Offices

- Remove sheetrock & insulate three offices - \$1,120
- Materials - \$800
- Repaint - \$1,120

Leaking Issue

- Rubber membrane roof - \$12,000 **The group is concerned that the flat/membrane roof will always be an issue and is a design flaw. Expressed desire to make this a pitched roof if it would be the better fix. My question is will the new membrane roof with the change in drainage system be that long term fix?**
- Gutters - \$1,000
- Spray foam - \$3,500
  - Spray foam for R Value 2-3' from eaves
  - Insulate above windows depending on heel height
- Change drainage system - \$9,000

Exterior stonework & chimney - \$10,000 estimate depending on condition

HVAC

- One heat pump unit with three heads for offices - \$8,000
  - Add fourth head - \$2,000 **I am assuming the separate heads will allow for individual room control of the settings, correct? Two offices have openable windows, one does not. Only issue with the heat pump is that it does not allow for air exchange.**
- 

Basement

- Moisture stained tiles - pending future use of space
- See HVAC quote from Brent
- Blocks weeping & Cracked Glass blocks - retuck if at grade - \$3,000

Mechanical Room

- Mold remediation - \$1,500 pending allowance
- Hose bib - \$300

Bathrooms

- Relocation for ADA, replumb and tile floor - \$10,000 each **Would this include the hallways? Does this include re-rocking these walls (bathrooms and halls)?**

Roofing

- Asphalt shingles option - \$1,000 allowance

Kitchen Allowance - \$2,000 allowance not including installation of water heater

Electrical Allowance - \$5,000

Plumbing Allowance - \$3,000

Subtotal - \$101,490

Contingency - 20% - \$20,298

Total - \$121,788



## **Fire Station Expansion**

**October 2022**

The Capital Projects Ad-Hoc Committee (CPAHC) worked with Fire Chief Justin MacDonald to understand the shortcomings of our existing Fire Station at 10005 Norway St. The Fire Station is situated on Village property which is shared with the Administration Building. It was built in 1990. The following issues were identified:

- Inadequate fire fighter's dressing/ turnout area; currently next to equipment
- Lack of office space for officers; currently use Admin Building
- Lack of meeting space for regular meetings and training
- Rescue Boat stored off-site
- Tight space for existing equipment; especially considering need to accommodate future larger equipment
- Inadequate restrooms; only one for all
- Lack of shower facilities
- Lack of storage for equipment

Prior to Covid, our Admin. Building was used for virtually all our Village meetings. The space is tight, especially considering the size of recent meetings and the need to provide on-line capabilities. It was decided to add a large conference room in the Fire Station addition to accommodate Village meetings as well as the fire fighter's meetings and training.

An important consideration to this project is the on-going discussion for a northern Door County Fire District. If this comes to fruition, our existing Fire Station may suffice.

### **Scope of Work**

The Village contracted with Keller Planners/ Architects/ Builders to provide preliminary planning and design, as well as a cost estimate for the project. Their Plan is attached and includes a 3600 SF office space addition on the south side of the existing building, a 2000 SF addition for vehicles and equipment on the north side of the building and 2800 SF of renovated space within the existing building.

The office space addition includes a large conference room (approximately 30' x 40') that will accommodate all Village meetings. In addition, that space will include a large turnout gear room, bathrooms, shower rooms, kitchen, break room and offices for Fire Department use.

### **Cost Estimate (2022 Dollars)**

The Cost Estimate includes design, construction management fees, approvals and permits, bidding, building and site work plus a \$150,000 contingency. The cost estimate is \$2,200,000 - \$2,400,000.



An Option #1 would be to build the additional office space and renovate the space within the existing building. However, it would not include the 2000 SF addition on the north side of the existing building for additional vehicles and equipment. This option could be built while a decision is being made for a northern Door County Fire District. If the Fire District does not move forward, the 2000 SF addition to the garage could be made in the future. The cost estimate for Option #1 is \$1,800,000 - \$2,000,000..

### **Assumptions/ Concerns**

1. A major challenge is defining the future need for a fire station in Ephraim. If a Fire District is formed, what type of a facility will be needed in Ephraim? When will this decision be made? There is not a pressing need relative to our fire fighting capabilities for this project in the immediate future. However, Option #1 could be pursued to update our Fire Department and also add space for future Village meetings.

### **Additional Supporting Documents**

1. Keller Fire Station Addition Plans
2. Keller Design Memo and Cost Estimate



# Keller

Planners | Architects | Builders

Offices in Fox Cities, Madison,  
Milwaukee, & Wausau

## **Village of Ephraim – Proposed Fire Station Addition and Remodel** **Preliminary Budget Estimate**

Prepared 8/16/22

Keller Inc. is pleased to provide the Village of Ephraim Fire Department with preliminary plans and a Budget Estimate for an addition and remodel to their existing Fire Station. The proposed addition and remodel would be located at 10005 Norway St. The Proposed additions would be attached to the North and South Side of the Existing Fire Station. Keller Architect Jim Stojke and Project Manager Kelly Claflin initially met with the Fire Chief Justin MacDonald, Russ Salfi and Brad Rasmusson on Sept. 3, 2020 to determine needs for preliminary design. Subsequent meetings with Fire Chief MacDonald, Russ Salfi and Brad Rasmusson occurred on October 27, 2020 to present Preliminary plans for review and comment. The Village Board of Trustees prepared a Capital Improvement list of projects in December of 2020. Based on the list of projects and a heavy cost to do Village shoreline improvements the Fire Station project and Maintenance Building Addition and remodel were to be put on the shelf for a few years. In April of 2022 Chief MacDonald contacted Keller to inform them that the Ad Hoc Project Committee has now started the process of identifying which capital improvement projects to proceed with and would like to meet again to make a few changes to the previous plans.

Russ Salfi requested a meeting with Keller and the Ad Hoc Committee members on site on May 4, 2022 to review the scope of the project where left off and discuss plan changes for both the Fire Station project and Maintenance Building project. The Committee was going to review the comments of the meeting and meet internally to prioritize the project. Any recommended changes would be provided to Keller to update the plans and begin the budgeting process. Changes to the plans were then made and Keller was directed to prepare the Preliminary Budget estimate from those revised plans. The Preliminary Budget estimate is based on Preliminary drawings C1.0, A1.0, A2.0 dated 8/12/22 prepared by Keller, Inc.

It is important to note that this is a preliminary budget estimate. It is also very important to note that the Construction industry has experienced unprecedented cost increases in the past two years due to the pandemic and inflation. Volatile Price swings continue. If the Village of Ephraim decides to move forward with the project the Village would be required to prepare state approved design documents and issue for competitive bidding per State Statutes. Actual costs may be higher or lower and will not be known until bid date. The Budget was also prepared without Civil Engineering drawings. An experienced Keller Estimator budgeted the project as if we were pricing the project for Bidding. The remainder of the budget was prepared with assistance of subcontractors that Keller has used for similar projects. Quantity takeoffs for building materials and labor along with comparable similar projects designed and constructed recently by Keller were used to complete the budget estimate.

No definitive time frame has been established when the project would be approved. For budget estimating purposes however, it was assumed that the Design Process could start in November of 2022 and the earliest construction could start is Spring of 2023 and be completed by end of year 2023.

Should the project Design be started later than November 2022 the Budget would have to be adjusted accordingly based on market conditions.

**ADDRESS**

P.O. Box 620, Kaukauna, WI 54130-0620

**PHONE**

920-766-5795 1-800-236-2534

**FAX**

920-766-5004

**WEB SITE**

[www.kellerbuilds.com](http://www.kellerbuilds.com)



The Preliminary Budget estimate is intended to be all inclusive. Specifically included are State approved Architectural Design, Structural Design, Plumbing Design, HVAC Design Electrical Design, Civil Engineering and Construction Management fees, General Condition costs, State Plan approval and Permit fees, Building and Site work costs, and a construction contingency allowance of \$150,000.00

### **Project Scope**

- Excavate and Grading for building and site improvements
- Building and Site work staking
- Soil Borings
- Asphalt paving
- Building and Site Concrete
- Wood framed Rough carpentry
- Finish Carpentry
- Gypsum Board and Plaster
- Metal wall and Ceiling linear panel in Apparatus bays
- Cabinets and countertops
- Landscape allowance of \$2,000
- Insulation and Poly
- Asphalt roof Shingles
- Soffit & Fascia
- Interior Masonry Firewall
- Aluminum Entrances and Windows
- New Overhead doors with Operators
- Acoustical ceiling
- Interior Trim, Doors and Hardware
- Toilet Accessories
- Flooring
- Painted Drywall wall finish in offices
- HVAC
- Electrical
- Plumbing
- Turnout gear lockers and benches

Estimated Budget Range to Design and Construct a new 5,600 sq. ft. Addition and 2,760 sq. ft. remodel of existing space.

**Budget Range = \$2,200,000 - \$2,450,000**

Kelly Claflin  
Keller Construction Project Manager

**SHEET INDEX**

- C1.0 SITE PLAN
- A1.0 FLOOR PLAN
- A2.0 ELEVATIONS

**BUILDING CODE ANALYSIS**

**PROJECT ADDRESS**  
Street, City, State, Zip

**APPLICABLE CODES**  
2015 International Building Code (w/ WI Amendments)  
ASHRE Standard 90.1-2013  
2015 IEBC (Level # Alteration)

**OCCUPANCY**  
7.2  
Accessory Use  
Incidental Use  
High-Filed Combustible Storage YES/NO  
Hazardous Materials YES/NO  
Multiple Control Areas YES/NO

**HEIGHT & AREA**  
Building Height --- Maximum Allowed ---  
Number of Stories --- Maximum Allowed ---  
Total Building Area --- S.F. Maximum Allowed --- S.F.  
Total Fire Area --- S.F. Maximum Allowed --- S.F.  
Mixed/Separated Occupancies  
Unlimited Area Building YES/NO

**CONSTRUCTION TYPE**  
Construction Classification ?B  
Fire Separation Distance ---

**FIRE PROTECTION SYSTEMS**  
Assumed Sprinkler Type ---  
Fire Alarm System YES/NO

**MEANS OF EGRESS**  
Occupant Load ---  
Panic Hardware YES/NO

**STRUCTURAL DESIGN**  
Risk Category ---  
Roof Live Load --- psf  
Second Floor/Mezz Live Load --- psf  
Ground Snow Load --- psf Exposure Factor --- Thermal Factor ---  
Wind Load --- MPH Exposure Category ---  
Seismic Site Class ---

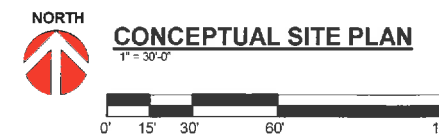
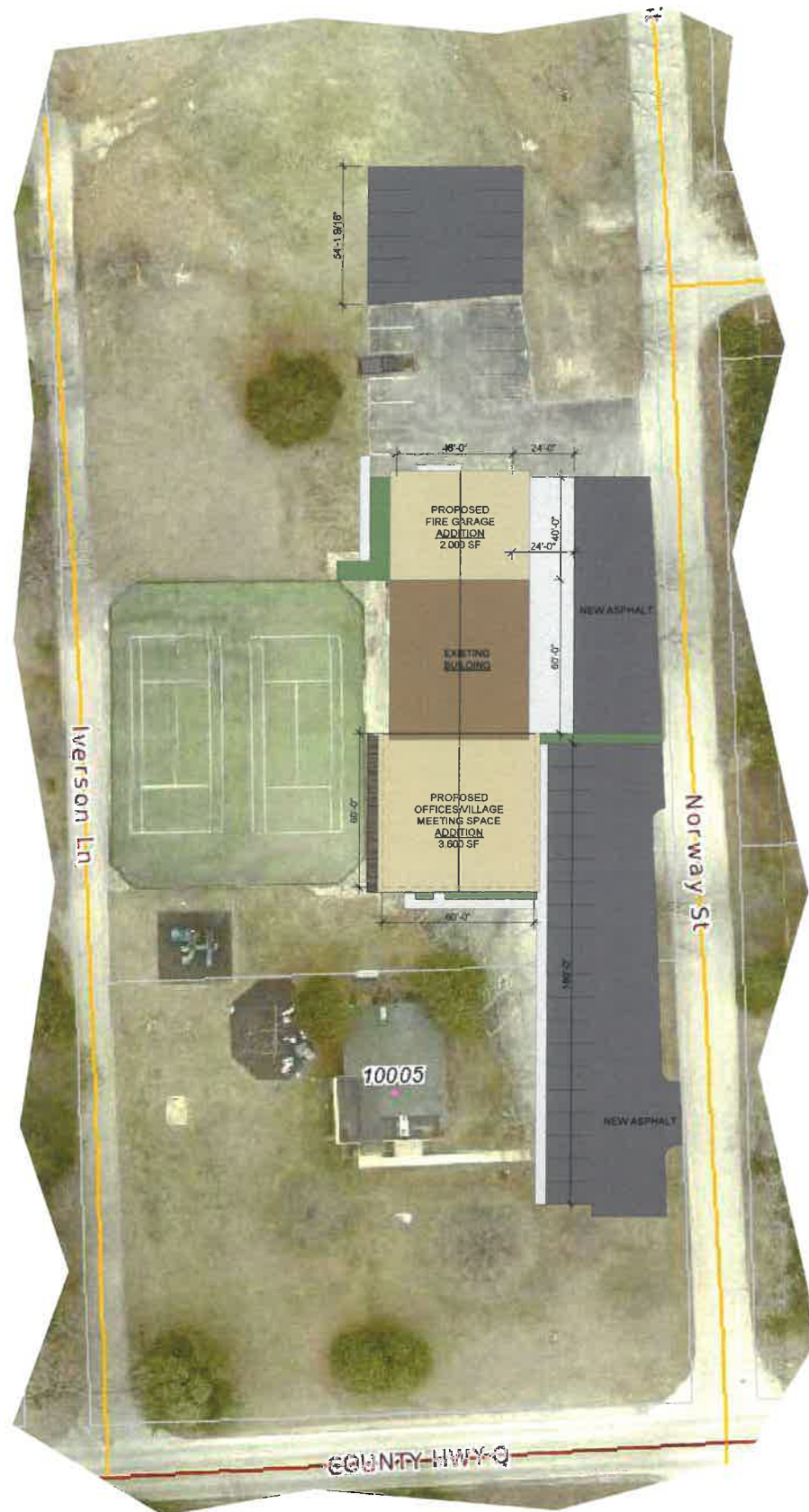
**PLUMBING SYSTEMS**  
Mens WC Required YES/NO  
Womens WC Required YES/NO  
Drinking Fountain YES/NO  
Other Source YES/NO

**MECHANICAL SYSTEMS**  
X

**SITE INFORMATION**

**SITE CONTENT**  
Building Size --- S.F. --- %  
Hard Surface --- S.F. --- %  
Green Space --- S.F. --- %  
Parcel Size (Approx.) --- S.F. --- Acres  
Parking Provided --- Stalls  
Area of Disturbance --- S.F.

**ZONING**  
Property Zoning ---  
Setbacks --- SY --- RY ---  
Hard Surface Setback ---  
Coverage Limit --- %  
Greenspace Requirement --- %  
Parking Required --- Stalls  
Refuse Enclosure YES/NO  
RTU SCREENING YES/NO



FIRE GARAGE ADDITION FOR:

# VILLAGE OF EPHRAIM

EPHRAIM

WISCONSIN



**Keller**

PLANNERS | ARCHITECTS | BUILDERS

**FOX CITIES**  
1216 Stone Road SS  
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FIRE GARAGE ADDITION FOR:  
**VILLAGE OF EPHRAIM**  
 EPHRAIM  
 WISCONSIN

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**PRELIMINARY - NOT FOR CONSTRUCTION**

REVISIONS	
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**PROJECT MANAGER:**  
K. CLAFLIN

**DESIGNER:**  
J. STOJKE

**DRAWN BY:**  
JHS

**EXPEDITOR:**  
.....

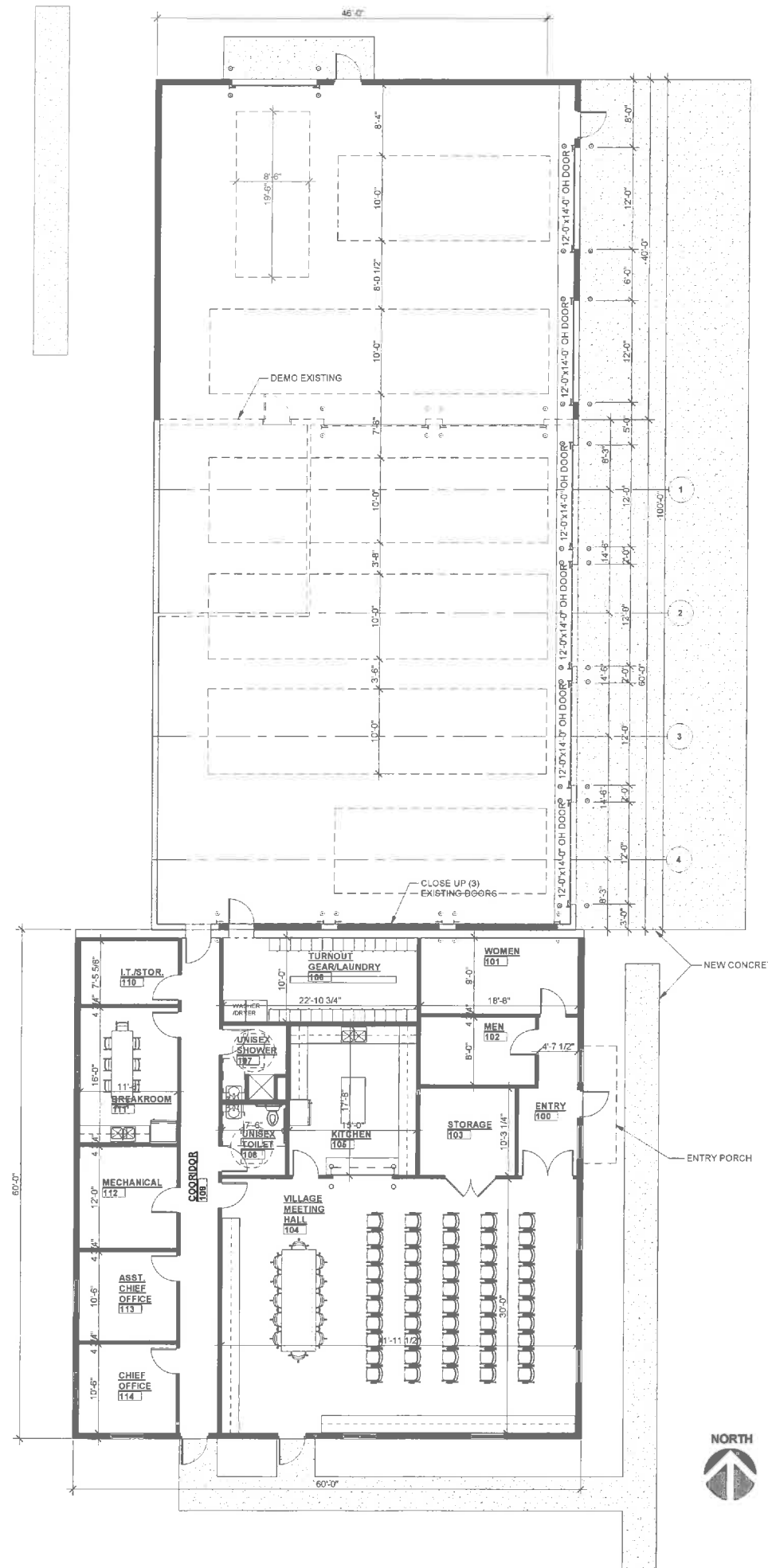
**SUPERVISOR:**  
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**PRELIMINARY NO:**  
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**CONTRACT NO:**  
.....

**DATE:**  
8.12.2022

**SHEET:**  
**C1.0**



**WALL KEY**

- NEW WALL/FURRING
- NEW MASONRY/VENEER WALL
- NEW COOLER/FREEZER WALLS
- NEW FOUNDATION WALL
- TYPICAL EXISTING WALL
- DEMO WALLS
- FIRE WALL OR FIRE BARRIER

**Keller**  
 PLANNERS | ARCHITECTS | BUILDERS

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FIRE GARAGE ADDITION FOR:

# VILLAGE OF EPHRAIM

WISCONSIN  
 EPHRAIM

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**PRELIMINARY - NOT FOR CONSTRUCTION**

**REVISIONS**

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**PROJECT MANAGER:** K. CLAFLIN  
**DESIGNER:** J. STOJKE  
**DRAWN BY:** JHS  
**EXPEDITOR:** .....  
**SUPERVISOR:** .....  
**PRELIMINARY NO:** .....  
**CONTRACT NO:** .....  
**DATE:** 8.12.2022  
**SHEET:** **A1.0**

**NORTH**  
  
**FLOOR PLAN**  
 1/8" = 1'-0"





# Keller

PLANNERS | ARCHITECTS | BUILDERS

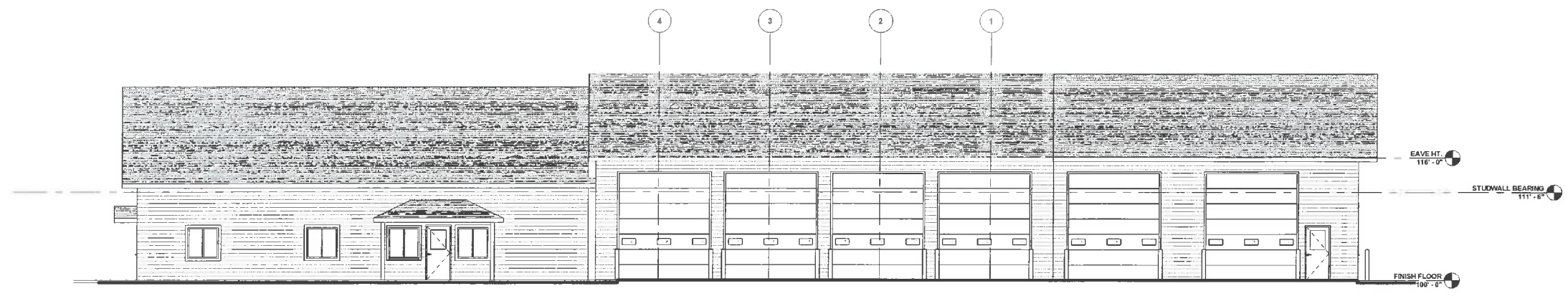
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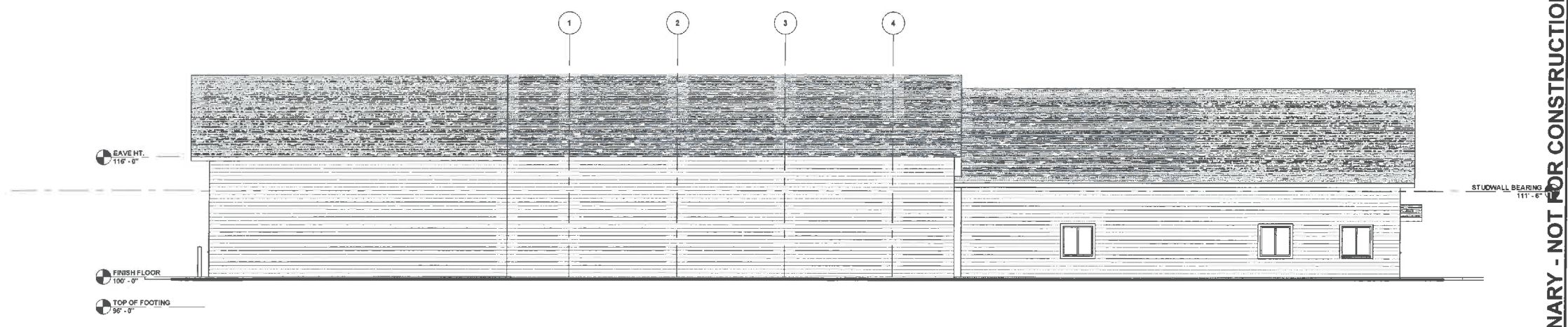
**EAST ELEVATION**  
1/8" = 1'-0"



**SOUTH ELEVATION**  
1/8" = 1'-0"



**NORTH ELEVATION**  
1/8" = 1'-0"



**WEST ELEVATION**  
1/8" = 1'-0"

**FIRE GARAGE ADDITION FOR:**  
**VILLAGE OF EPHRAIM**  
WISCONSIN  
EPHRAIM

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**REVISIONS**

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**PROJECT MANAGER:**  
K. CLAFLIN

**DESIGNER:**  
J. STOJKE

**DRAWN BY:**  
JHS

**EXPEDITOR:**  
---

**SUPERVISOR:**  
---

**PRELIMINARY NO.:**  
---

**CONTRACT NO.:**  
---

**DATE:**  
8.12.2022

**SHEET:**  
**A2.0**

**PRELIMINARY - NOT FOR CONSTRUCTION**