

**VILLAGE OF EPHRAIM
CAPITAL PROJECTS AD-HOC COMMITTEE MEETING MINUTES
WEDNESDAY, OCTOBER 5, 2022 – 10:00 AM
9996 WATER STREET**



ACTION ITEMS:

Pearson moved to adjourn, Meacham seconded at 11:14 AM, all ayes. Motion carried.

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

Absent: Fred Bridenhagen

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

Guests in person/online: There were no guests.

Call to Order: The meeting was called to order by K. Nelson at 10:00 AM.

1. **Quorum:** A quorum of the Capital Projects Ad-Hoc “CPAC” committee was present.

2. **Approval of previous minutes:**

There were no minutes to approve. At the next meeting of the Capital Projects Ad Hoc Committee the minutes of August 17th, 2022 and October 5th, 2022 will require approval.

3. **Changes to the agenda:** There were no changes to the agenda.

4. **Visitors’ Comments:** There were none.

5. **Discussion regarding the Administrative Building project:**

K. Nelson noted that E.S. Olsson Construction had been on site again to go into further detail for the roof and HVAC after the initial report. The intent of gathering further details was to ensure the improvements made withstand at least thirty (30) years so that the Village does not need to do work after five (5) to ten (10) years.

K. Nelson discussed the commitment shown by Buck Olsson of E.S. Olsson who has gone above and beyond the services he contracted to provide to the Village.

A discussion was held about the options to present to the Village Board for the Administration Building. One such option discussed was reproducing the approximately 1,200 ft² of office space at the Fire Station with the assumption that there would be shared spaces with the Fire Department such as the kitchen and meeting area.

Meacham felt that the current offices should be moved to a new building shared with the Fire Department just like Jacksonport.

6. **Discussion regarding Fire Department Building project:**

K. Nelson reviewed the current Keller plan for the Fire Department. He noted insurance for our residents depends on the Village having a Fire Department to respond to calls. If the Fire District were a great idea, it would have had more momentum. It has been on hold for a decade. He suggested a new option that would omit the garage expansion and renovate the existing garage (no north side of the project) as an alternative at a rough estimated cost of \$1.8-2.0 million.

Pearson expressed concern about the orientation of the service bays east to west. He suggested not tying together the office portion of the buildings and moving that portion west towards the tennis courts as a separate building. He stressed that he did not like rebuilding functioning buildings.

A discussion was held about the idea of separate buildings for the Fire Station and Village and Fire Administrative Offices. Meacham felt the Fire Department would gain extra room if the layout was reconfigured. Bristol felt it would allow for the phasing of the project. K. Nelson added that they

would need MacDonald's input from an operations standpoint. He offered to write up the option and asked Bristol to sketch it.

Pearson added that they were trying to do something for the operations of the Village and Fire Station.

K. Nelson added that the options provided a thirty (30) to fifty (50) year life for the buildings. Option one (1) would be for the Fire Station addition from Keller. Option two (2) would be the removed garage addition with two (2) new drawings to demonstrate the offices being moved to a separate building.

Pearson suggested dcreating a cover memorandum in order to document the principles utilized in the report to drive thinking. These were not random numbers; they reflect a real philosophy of how we got to where we arrived. If we get everyone to agree on the fundamentals, implementation becomes obvious.

The committee discussed principles to state as part of the memo for the final report:

1. Options are based on new buildings with a thirty (30) to fifty (50) year life.
2. There has been a focus on where work is accomplished for the Village.
3. Maximize dollars: Proposing the most efficient use of tax dollars.
4. Avoid patching problems – the focus has been on finding great long-term solutions.
5. Community focus – Design aesthetics to maintain the ambiance of Ephraim while modernizing.
6. Effective use of money for aesthetic design.
7. The most responsible tradeoff for the money invested and long-term impact on the Village.

K. Nelson noted that he would work on a draft memo for the final report as well as a prioritization framework as well as a spreadsheet with the estimated costs of each project.

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

October 26, 2022, at 9:00 AM.

8. **Adjournment:**

Pearson moved to adjourn, Meacham seconded at 11:14 AM, all ayes. Motion carried.

Recorded by, Kim Roberts – Deputy Clerk