

**VILLAGE OF EPHRAIM  
CAPITAL PROJECTS AD-HOC COMMITTEE MEETING MINUTES  
WEDNESDAY, OCTOBER 28, 2022 – 9:00 AM  
9996 WATER STREET**



**ACTION ITEMS:**

**M. Peterman moved, Meacham seconded to approve the minutes of October 5, 2022, all ayes.**  
Motion carried.

**Meacham moved to adjourn, M. Peterman seconded at 10:11 AM, all ayes.** Motion carried.

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**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 9:00 AM.

1. **Quorum:** A quorum of the Capital Projects Ad-Hoc “CPAC” committee was present.
2. **Approval of previous minutes:**  
**M. Peterman moved, Meacham seconded to approve the minutes of October 5, 2022, all ayes.**  
Motion carried.
3. **Changes to the agenda:** There were no changes to the agenda.
4. **Visitors’ Comments:** There were none.
5. **Discussion regarding the Maintenance Garage Project Report:**

K. Nelson presented two (2) options as outlined in the reports provided by Keller. There is an option to demo the existing building and build a new five thousand square foot (5,000 ft<sup>2</sup>) building or remodel the existing building to include a break room and toilet room and add a two thousand five hundred square foot (2,500 ft<sup>2</sup>) addition. He noted that the two (2) existing buildings are approximately two thousand four hundred (2,400 ft<sup>2</sup>) square feet.

A discussion was held about the options presented by Keller. M. Peterman read a statement, “After serving nearly twelve (12) months on the Capital Projects Ad Hoc Committee I now know personally the cliché that one (1) person cannot buck City Hall. That was never my intent. With that being said I have listened to discussions and opinions from a variety of Ephraim and Door County residents. If the Ephraim Village Volunteer Fire Department is to continue into the future it should be located on a campus with the Ephraim Village Public Works Garage at 10285 Town Line Drive. When the discussions began about upgrading the Fire Department and the Public Works Garage, I did make this suggestion. Throughout the nearly twelve (12) months, it is now confirmed in my head and heart that this is a solid idea. If there is to be a redesign of the Public Works Campus, it should be done once and done right. Thank you for the opportunity to serve.”

Meacham supported the demolition of the existing building as the current building is not adequate. It is not well built but has served us well for the time being. From a cost standpoint, he said, it serves the taxpayers better by proceeding with a whole new building at approximately \$1.5 million as opposed to the addition/renovation at nine hundred sixty-five thousand dollars (\$965,000). The five hundred thousand dollars (\$500,000) difference makes no sense.

Pearson agreed and noted that we ought to spend money where people work. He supported building new; that is where we would get the most payback.

Further discussion was held about the presentation to the Board. The consensus of the committee was to present the two (2) building options along with the expansion of the pole building (cold storage). The CPAC would not recommend the expansion. What the CPAC would recommend is paving the floor of the pole building.

K. Nelson inquired about what could be done to move forward with paving the inside of the pole building to get it done. Bristol suggested a recommendation to the Board to look at funds currently available, such as room tax revenue, instead of waiting. K. Nelson stressed that it was such an obvious need; it should be done as soon as it can and felt the CPAC could serve as a conduit to do just that. Meacham suggested the item be added to the next Physical Facilities and Utilities Committee agenda.

**6. Discussion regarding Summary Report on all Capital Projects:**

K. Nelson reviewed the draft summary report to be presented to the Board. The fundamental principles were discussed which were used to evaluate the projects:

- Community Focus- considering the aesthetic that maintains the ambiance of Ephraim while providing modern solutions,
- Fiscal focus to develop options that maximize the efficient use of public funds,
- An employee focus to provide appropriate work environments for our employees,
- A maintenance focus to develop options that have a long life of thirty (30) plus years to minimize future maintenance, and
- Investment focus in which the Village would look for some payback over a period of time.

K. Nelson reviewed the projects and the options for each project.

A discussion was held about the prioritization of the projects to offer a recommendation to the Board. K. Nelson, Meacham, and Pearson felt that Anderson Dock should be set aside. It is a different project, it has a life of its own and its own funding possibilities. M. Peterman felt because it was the number one (1) priority from the resident survey, it has to be fixed. Meacham felt that because the maintenance building is used three hundred and sixty-five (365) days a year, it should be the first priority. Discussion continued about each project and where it should be ranked based on priority.

There was a brief discussion about interest rates, Room Tax, PRAT numbers, and finances.

K. Nelson noted he would continue to work on the final summary report and forward it to committee members for review and input.

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

There was no discussion of a date for the next meeting of the CPAC.

**8. Adjournment:**

**Meacham moved to adjourn, M. Peterman seconded at 10:11 AM, all ayes.** Motion carried.

*Recorded by, Kim Roberts – Deputy Clerk*