

**VILLAGE OF EPHRAIM
PHYSICAL FACILITIES AND UTILITIES MINUTES
TUESDAY, JANUARY 9, 2024 – 8:00 AM
9996 Water Street- Ephraim Village Hall**



Action Items:

J. Peterman moved, Flottman seconded to approve the minutes of December 5, 2023, all ayes. Motion carried.

J. Peterman moved, Flottman seconded to accept the quote from Custom Manufacturing, Inc. for forty-nine thousand nine hundred ninety dollars (\$49,990) to complete the Ephraim Wetlands Boardwalk project, all ayes. Motion carried.

Flottman moved, J. Peterman seconded to make a contribution of one hundred and fifty dollars (\$150) to the Green Tier Committee's Tree Seedling Program, all ayes. Motion carried.

Flottman moved, J. Peterman seconded to adjourn at 8:18 AM, all ayes. Motion carried.

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

Absent: Diane Taillon and Fred Bridenhagen.

Staff: Brent Bristol – Village Administrator, Justin MacDonald – Maintenance Manager/Fire Chief, and Kim Roberts – Deputy Clerk.

Guests in Person: Maggie Peterman.

Guests Online: Cindy Nelson.

- 1. Call to Order:** The meeting was called to order by Meacham at 8:00 AM. A quorum was present for the 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 December 5, 2023, all ayes. Motion carried.
- 4. Visitors' Comments:** There were none.
- 5. Maintenance Manager Report:**

MacDonald reviewed work done in December: Cleaning and maintenance of Village properties, assistance provided to the Wastewater Department, fifty (50) loads of yard waste hauled to the dump, repair of salters, delivery of salt, repairs to banners, replacement of street signs, reset GFI's on Christmas lights, snow removal, salting, painting of rear bathroom doors at the Village Hall, provided assistance for Christmas in the Village, built covers for AC units, clean up around the maintenance building, and commenced the process of hiring a third maintenance employee. MacDonald gave special thanks to Dirk Madsen for the donation of the Christmas tree for the North End sign.

A brief discussion was held regarding the consideration of ductless HVAC systems to replace the three (3) window AC units at the Administrative Building, Library, and Maintenance Shop. Meacham thought it would be a worthwhile investment if renovations were not to be considered in the near future.
- 6. Discussion on Moravia Point:**

J. Peterman provided an update on Moravia Point. He explained that he had not heard back from Jason Feldman therefore the assumption is that he does not want to do the project. He has spoken with another contractor who is willing to come look at the area and provide an estimate. Meacham insisted that any meeting with the contractor must involve MacDonald.
- 7. Discussion and consideration of Ephraim Wetlands:**

Bristol reviewed the Wisconsin Coastal Management grant application process which included a federal step in the process because it is a wetland project; it has been a very long process. The agreed-upon process with the Village Board at the outset of the application process was if we could find volunteer labor or matching funds, the Village Board agreed to move forward with the grant application. He explained that we are nearing the end of the window to get this project done by June; if the Village is going to complete the project, now is the time

if we are still going to get money from the state. Bristol provided background on the recently completed Newport State Park boardwalk. The contractor who completed the project with the assistance of volunteer labor has provided the Village with a quote. The second quote includes materials and labor and would eliminate the need to oversee and document volunteer labor. The company has a manufacturing warehouse where they can turn out the component pieces of the boardwalk. The second quote is a turnkey price for which they show up and do everything for forty-nine thousand nine hundred ninety dollars (\$49,990). There may be some site prep work that may be needed to assist with the work being completed. The upside of the second quote is that it eliminates the hours and hours of administrative oversight to document volunteer labor. Additionally, at less than fifty thousand dollars (\$50,000) it becomes a 50/50 matching grant; we can get twenty-five thousand dollars (\$25,000) from the state with only having to spend twenty-five thousand (\$25,000). With the first quote, to get our twenty-six thousand dollars (\$26,000), we would have to spend or match in kind with volunteer labor, thirty-seven thousand dollars (\$37,000). The fact that the second quote fell under fifty thousand dollars (\$50,000) makes it pretty attractive.

Bristol explained that the item was on the next Village Board agenda. With the previous stipulation of no Village money going towards this project, to get the project completed and take advantage of the grant funding that was approved for the Village, a recommendation from this committee with a request that the Village Board match the funds with room tax revenue would be helpful.

J. Peterman discussed the second quote and that it was a good deal, especially in comparison to the first quote. He felt the Village should move forward. He requested that MacDonald observe the installation so that he would have a basis for maintenance moving forward. Otherwise, J. Peterman stressed, the Ephraim Wetlands should be closed so it is not a liability to the Village.

Flottman felt it was a very viable option; it makes sense to have a company complete the project from start to finish.

J. Peterman moved, Flottman seconded to accept the quote from Custom Manufacturing, Inc. for forty-nine thousand nine hundred ninety dollars (\$49,990) to complete the Ephraim Wetlands Boardwalk project, all ayes. Motion carried.

J. Peterman noted that there still may be a couple of people who may be willing to contribute toward the project.

8. Discussion and consideration of Green Tier's Tree Seedling Program:

A discussion was held regarding a request from the Green Tier committee to contribute one hundred and fifty dollars (\$150) towards their Tree Seedling Program. Meacham explained that he had no problem with the amount requested but did not want to commit to an annual contribution. Both Flottman and J. Peterman were in support of the request.

Flottman moved, J. Peterman seconded to make a contribution of one hundred and fifty dollars (\$150) to the Green Tier Committee's Tree Seedling Program, all ayes. Motion carried.

9. New business for the next meeting: The next meeting will be held on February 6, 2024, at 8:00 AM.

- a. Moravia Point
- b. Holiday decoration plan.

10. Adjournment:

Flottman moved, J. Peterman seconded to adjourn at 8:18 AM, all ayes. Motion carried.

Recorded by, Kim Roberts – Deputy Clerk