

# VILLAGE OF EPHRAIM

FOUNDED 1853



Physical Facilities/Utilities Agenda  
Tuesday January 9, 2024 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 – December 5, 2023
4. Visitors' comments
5. Maintenance Manager Report
6. Discussion on Moravia Point
7. Discussion and consideration of Ephraim Wetlands
8. Discussion and consideration of Green Tier's Tree Seedling Program
9. New business for next meeting
10. Adjournment

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

<https://meet.goto.com/210949453>

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

Access Code: 210-949-453

United States: [+1 \(646\) 749-3122](tel:+16467493122)

*\*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.*

<hr/>	Date <u>12/28/2023</u>
<b>Andrea Collak, Clerk</b>	<u>X</u> Village Administrative Office
	<u>X</u> Visitors' Center
	<u>X</u> Post Office
<hr/>	<u>X</u> Website: <a href="http://ephrain.wi.gov">ephrain.wi.gov</a>
<b>Kim Roberts, Deputy Clerk</b>	<u>X</u> Emailed to WDOR/ Peninsula Pulse

**VILLAGE OF EPHRAIM  
PHYSICAL FACILITIES AND UTILITIES MINUTES  
TUESDAY, DECEMBER 5, 2023 – 8:00 AM  
9996 Water Street- Ephraim Village Hall**



**Action Items:**

**J. Peterman moved, Flottman seconded to approve the minutes of October 3, 2023, all ayes.** Motion carried.

**Flottman moved, J. Peterman seconded for the Physical Facilities Committee to support fifty percent (50%) of the total project cost of the Library carpet replacement project. The carpet replacement shall not exceed a total project cost of six thousand five hundred dollars (\$6,500), all ayes.** Motion carried.

*The consensus of the committee members present was that the Holiday Decoration Committee “HDC” would be created, advisory, and limited to five (5) members (Duska Pearson, Maggie Peterman, Emily Heidler, Julie Watkins, and Diane Taillon). The committee was instructed to bring a decoration plan to the PFU committee by the February 2024 meeting. Moreover, the HDC shall use the lighting proposal for individual light costs with approximately thirty-five (35) light poles as their budget.*

**Flottman moved, J. Peterman seconded to proceed with two (2) options for samples for an Anderson Dock banner from FLS containing a historical picture of the area. One (1) sample banner shall have block lettering (no ribbon) and the second shall have no wording, all ayes.** Motion carried.

**Flottman moved, Taillon seconded to adjourn at 8:42 AM, all ayes.** Motion carried.

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

**Absent:** Fred Bridenhagen.

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

**Guests in Person:** Kelsey Stone (EBC), Duska Pearson, Cindy and Bruce Nelson, and Maggie Peterman.

**Guests Online:** “Caller 01”.

**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 October 3, 2023, all ayes.** Motion carried.

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

**5. Maintenance Manager Report:**

MacDonald reviewed work done in November: Cleaning and maintenance of Village properties, installation of silt fence at the beach, yard waste hauled to the dump, fall cleanup of Village properties, navigational buoys moved to winter storage, installation of winter decorations, set up and maintenance of equipment for winter operations, and the first snow removal of the season.

J. Peterman requested an update on the application to discourage the goose population.

MacDonald explained that it had an unsatisfactory response. Research is underway to look at other options to deal with the goose population.

**6. Discussion / Statement of Use of Coal Tar Sealant**

A discussion was held regarding the Green Tier Committee’s request that PFU make a statement regarding the Village’s use of Coal Tar Sealants. C. Nelson, Chair of the Green Tier Committee, explained that the Village has not used the sealant in four (4) to five (5) years. While the risks of using Coal Tar Sealant is well documented, people don’t typically ask their contractors what product is being applied to their driveways. The Green Tier Committee would like to undertake a campaign to educate residents to ask what product is being used to ensure companies are not using Coal Tar Sealants within the Village. A consumer awareness campaign

of what not to use is what the Green Tier Committee would like to undertake. With the verification that the Village does not use Coal Tar Sealants, the campaign can get underway.

**7. Discussion and consideration of Library Contract:**

A discussion was held regarding the contract between the Village of Ephraim and the County of Door as it relates to the Door County Consolidated Library System. Meacham discussed the thirty (30) year old contract between the Village of Ephraim and the County of Door. He explained that some of the terms and language were outdated and could be updated. C. Nelson, Library Committee Chair explained that the contract is still in effect according to the county and there is no need to replace it. All library and municipal contracts are the same except for Sister Bay and Egg Harbor due to their new libraries which have resulted in new dates and new signatures but the terms are exactly the same. Bristol added that perhaps all contracts for all municipalities should be updated to reflect current library offerings and contents. C. Nelson agreed to go back to the county and request an updated agreement for all municipalities.

**8. Discussion and consideration of Library Replacement Carpet:**

A discussion was held regarding the need to replace the carpet at the Library. Meacham explained that the Library Committee has asked that the replacement cost of the carpeting be split with PFU 50/50. C. Nelson, Chair of the Library Committee, provided background on the age of the carpet, traffic areas, and the preferred bid on the replacement carpet. Flottman noted that the Village split the replacement cost of the flooring with Peninsula Preschool. Bristol concurred it was split 50/50 with the Preschool. Meacham asked MacDonald for an update on the leak in the Library. MacDonald noted that the roof is unwalkable and the leak has proved nearly impossible to track. He explained that there have not been any further leaks since the original issue but they will try and use the bucket truck to pinpoint broken tiles. C. Nelson added that the carpet would be replaced with tile squares to make it easier in the future to address smaller areas in need of replacement. She noted that with the inability to trace the leak, they would proceed with replacement instead of waiting until the leak was fixed.

**Flottman moved, J. Peterman seconded for the Physical Facilities Committee to support fifty percent (50%) of the total project cost of the Library carpet replacement project. The carpet replacement shall not exceed a total project cost of six thousand five hundred dollars (\$6,500), all ayes. Motion carried.**

**9. Discussion and consideration of house Village Lighting is Illuminated:**

Meacham provided an update on the current illumination schedule for Village lighting. He explained that the lights on the Anderson Warehouse building have been turned off so that the star is visible for the Christmas season. Village Hall lighting shuts off at 10 PM. The gazebo is off for the Christmas season so that the Christmas tree is visible.

**10. Discussion and consideration of Christmas Decorations:**

A discussion was held regarding Christmas decorations. Meacham introduced two (2) new options for the light poles; a post-over wreath or a side mount wreath. Taillon, J. Peterman, and Taillon asked that the Holiday Decoration Committee "HDC" be reconvened to create a decorating plan using the Village survey with a deadline to present a plan to the committee. Meacham stressed that the committee would have to be approved; it would be up to the Board.

Taillon suggested the following members for the Holiday Decoration Committee:

- Duska Pearson
- Emily Heidler
- Diane Taillon
- Maggie Peterman
- Julie Watkins

Meacham noted that there are approximately sixty-nine (69) light poles and the plan has been to do something on every other pole, therefore thirty-five (35) light poles would require decoration. The committee should use the proposed quote as a guidance for their budget. He noted that what is proposed may not be able to be completed in an annual budget; it may take more than one (1) year due to cost constraints.

M. Peterman asked who would be installing the decorations.

Meacham stated the maintenance staff would be installing the decorations.

*The consensus of the committee members present was that the Holiday Decoration Committee "HDC" would be created, advisory, and limited to five (5) members (Duska Pearson, Maggie Peterman, Emily Heidler, Julie Watkins, and Diane Taillon). The committee was instructed to bring a decoration plan to the PFU committee*

*by the February 2024 meeting. Moreover, the HDC shall use the lighting proposal for individual light costs with approximately thirty-five (35) light poles as their budget.*

**11. Discussion on Banners within the Village:**

Discussion continued on banners to be placed at historical points of interest in the Village.

**Flottman moved, J. Peterman seconded to proceed with two (2) options for a sample banner from FLS for Anderson Dock containing a historical picture of the area. One (1) sample banner shall have block lettering (no ribbon) and the second shall have no wording, all ayes.** Motion carried.

**New business for the next meeting:** The next meeting will be held on January 2, 2024, at 8:00 AM.

- a. Moravia Point.
- b. Ephraim Wetlands.
- c. Big Plant – PFU tree budget to support Green Tier.

**12. Adjournment:**

**Flottman moved, Taillon seconded to adjourn at 8:42 AM, all ayes.** Motion carried.

*Recorded by, Kim Roberts – Deputy Clerk*

DRAFT

## **Village of Ephraim Physical Facilities/Utilities December Maintenance Manager Report**

Work done in December:

- Cleaning of Administration Building and Library.
- Assist WW in Various Work as needed
- Haul 50 loads of Yard Waste to Dump
- Repaired Salt Spreader Clutch
- Obtained 1 Load of Salt from Door County Highway Department
- Repaired Multiple Banners that had come off
- Replace couple street signs that had gone missing
- Reset multiple GFI's that tripped on the Christmas Lights
- Conduct Snow/Ice Removal Operations 2 times during month
- Painted rear inside bathroom doors at Village Hall
- Assisted with Christmas in the Village
- Repaired Down spouts at Village Office
- Build covers for Window AC units at various spots
- Clean up area around Maintenance Building and Tall Grass of unused items
- Began process of Hiring a 3<sup>rd</sup> Maintenance employee
- Special Thanks to Dirk Madsen for Donating the Christmas Tree by the North End Sign.

*Respectfully Submitted*

*Justin MacDonald*

*Maintenance Manager*

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*920-495-0039*