

**VILLAGE OF EPHRAIM  
PHYSICAL FACILITIES AND UTILITIES MINUTES  
TUESDAY, FEBRUARY 6, 2024 – 8:00 AM  
9996 Water Street- Ephraim Village Hall**



**Action Items:**

**Flottman moved, Taillon seconded to approve the minutes of January 9, 2024, all ayes.** Motion carried.

**Flottman moved, J. Peterman seconded to approve the purchase by the Holiday Committee of the post-over wreath and installation to gather community feedback, all ayes.** Motion carried.

**Flottman moved, Taillon seconded to approve and recommend the purchase of the 2020 S64 skid steer as presented not to exceed forty-six thousand dollars (\$46,000), all ayes.** Motion carried.

**Flottman moved, Taillon seconded to adjourn at 8:35 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, Kim Roberts – Deputy Clerk, and Jake Bastian – Maintenance Staff.

**Guests in Person:** Maggie Peterman and Micheal McCutcheon.

**Guests Online:** Lane Methner (EBC) and Kelsey Stone (EBC).

- 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:**  
**Flottman moved, Taillon seconded to approve the minutes of January 9, 2024, all ayes.** Motion carried.
- 4. Visitors' Comments:** There were no comments in person or online.
- 5. Maintenance Manager Report:**  
MacDonald reviewed work done in January: Cleaning and maintenance of Village properties, assistance provided to the Wastewater Department, salt deliveries accepted from the County, brush piles were burned and readied for removal, thirty-seven (37) loads of snow were hauled from behind the Village Hall, Ice Melt was placed in the gutters at the Administrative building and the library to prevent ice damming, snow and ice control/removal, cleaning and routine maintenance of equipment, Eagle Mechanical completed maintenance of Village Hall heating units, F350 lighting issues were addressed that were caused by corrosion (repairs to be completed in spring), and replacement of two (2) solenoids on F350 dump bead, removal of Christmas decorations, and MacDonald completed seven (7) hours of continuing education training for his septage license. MacDonald noted that the third maintenance employee will start on February 12<sup>th</sup>.  
J. Peterman provided comment on the hire of the third maintenance employee. He felt that with the hire of the additional employee, the Village should minimize the use of outside contractors.
- 6. Discussion and consideration of Holiday Decorating Plan:**  
A discussion was held regarding the Holiday Decorating Plan. Meacham discussed that the Holiday Committee is in the process of buying one (1) post-over wreath to be installed to accept community, committee, and Board feedback. It was suggested that the wreath be installed near the Village Hall. MacDonald noted there was a streetlight in front of the library that would be a good location. Flottman inquired about the intermittent issues with the light strands wrapped on the poles. MacDonald noted that they would be checked upon removal and replaced if necessary.  
**Flottman moved, J. Peterman seconded to approve the purchase by the Holiday Committee of the post-over wreath and installation to gather community feedback, all ayes.** Motion carried.
- 7. Discussion and consideration of German Road Property Upgrades:**  
Meacham explained that he had obtained a quote from JF Construction and would request an updated quote from Hockers so that the agenda item could be discussed in March.

**8. Discussion and consideration of the Purchase of a 2020 Skid Steer:**

MacDonald provided a presentation regarding the purchase of a 2020 S64 skid steer that is for sale locally which included used and new comps. He explained that the wheeled machine will provide enhanced efficiencies across a wide variety of Village maintenance jobs. It has better lifting capacity than the tractor, easier loading and leveling, and other attachments can be rented in addition to the current tractor attachments matching up.

A discussion was held regarding the purchase of the skid steer. Discussion included where the funds were coming from for the purchase, the need for both a tractor and a skid steer, pending projects a committee member would like to see completed and prioritized when considering expenditures, the use of a skid steer for maintenance of future and pending projects, and the difference between room tax and PRAT revenues and how the funds can be used.

**Flottman moved, Taillon seconded to approve and recommend the purchase of the 2020 S64 skid steer as presented not to exceed forty-six thousand dollars (\$46,000), all ayes.** Motion carried.

**9. New business for the next meeting:** The next meeting will be held on March 5, 2024, at 8:00 AM.

- a. Moravia Point
- b. Holiday Lights for the Ephraim Visitor Center
- c. German Road property upgrades.

J. Peterman discussed Moravia Point and meeting with a new contractor to move the project forward.

Flottman stressed that J. Peterman needed to have a Village representative attend these types of meetings.

Meacham added that it was not unreasonable for a contractor to find a time in which everyone who needed to attend could be accommodated.

**10. Adjournment:**

**Flottman moved, Taillon seconded to adjourn at 8:35 AM, all ayes.** Motion carried.

*Recorded by, Kim Roberts – Deputy Clerk*