

VILLAGE OF EPHRAIM

FOUNDED 1853



Physical Facilities/Utilities Agenda
Tuesday, April 2, 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, tablet. Connection information is included below in this notice.

1. Call to order
2. Changes in Agenda
3. Previous minutes – February 6, 2024
4. Visitors' comments
5. Maintenance Manager Report
6. Discussion and Consideration on Moravia Point
7. Discussion and Recommendation on German Road property upgrades
8. Discussion and Recommendation on 2024 Road Paving
9. Discussion and Recommendation on Upper Cherry Street Drainage work
10. New business for next meeting
11. Adjournment

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

<https://meet.goto.com/187216893>

**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.*

	Date <u>3/28/2024</u>
Andrea Collak, Clerk	<u>X</u> Village Administrative Office
	<u>X</u> Visitors' Center
	<u>X</u> Post Office
Kim Roberts, Deputy Clerk	<u>X</u> Website: ephraim.wi.gov
	<u>X</u> Emailed to WDOR/ Peninsula Pulse

**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.

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 12th.

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

Village of Ephraim Physical Facilities/Utilities February Maintenance Manager Report

Work done in February:

- Cleaning of Administration Building, Library, and Village Hall.
- New Full-Time Employee Matt Bader started on February 12th.
- Rebuilt all 4 wooden picnic tables we still use.
- Rescreened and Painted Visitor Information Center outer doors.
- Met with Door County Highway Department regarding work on CTY Q.
- Picked up Skid-steer that was approved at the Board level.
- Conducted Snow & Ice Removal 2 Times
- Orientated and Conducted Snow Removal Training with new hire.
- Finished removing all Christmas Décor from Street Lights
- Re-piped water filtration system in the Administration Office
- Brushed trees in several parks.
- Began Road Brushing operations again.
- Removed 2 large Dead Ash Trees on Norway St. just north of Anderson Ln.

Respectfully Submitted

Justin MacDonald

Maintenance Manager

jmacdonald@ephrain.wi.gov

920-495-0039

Village of Ephraim Physical Facilities/Utilities March Maintenance Manager Report

Work done in March:

- Cleaning of Administration Building, Library, and Village Hall.
- Completed 1st Quarter Water Testing.
- Serviced both Lawn Mowers (new blades, oil changes).
- Deep Cleaning of Village Hall & Administration Building.
- Attended Fyr-Bal planning meeting.
- Door County Highway Department began work on CTY Q Storm sewer.
- Install handrail on Middle Step at Beach.
- Installed LED Lights in meeting room and all offices at Administration Office.
- Cleaned Carpets at Administration Office.
- Repaired several streetlights.
- Conducted Snow & Ice Removal 2 times during March.
- Skidsteer was sent to Green Bay for installation of Pin Connector to adapt our attachments to the unit.
- Cleaning of Storm Sewers along STH 42 was completed.
- Jetted drain on Upper Cherry St. steps.
- Swept German Road near dump for dredging trucks tracking mud out on road.
- Move L Dock at Marina for Dredging Operations.
- Hockers on-site to double grind wood chips.

Respectfully Submitted

Justin MacDonald

Maintenance Manager

jmacdonald@ephrain.wi.gov

920-495-0039

Boat Trailer Parking at 10285 Town Line Drive



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J.F. Construction, Inc.

12281 Blackberry Road

Ellison Bay, WI 54210

Cell 920-421-1101 Email – jfconstruction99@gmail.com

January 9, 2024

Proposal to:

Village of Ephraim

Matt Meacham, Trustee

Physical Facilities committee

Email – info@ephrain.wi.gov

Scope of Work: Construct driveway entrance approx. 120ft by 20ft wide and parking area approx. 150ft by 165ft -- German Road Property

(A) Strip topsoil from driveway and parking area. Topsoil used to construct berm to south area of future parking area.	\$1,675
(B) Supply and install 28ft wide by 12" diameter culvert at street entrance	\$1,325
(C) Supply and install 6" average depth breaker run base course to driveway only	\$1,350
(D) Supply and install 6" average depth ¾" road gravel to driveway only	\$1,485
(E) Supply and grade 4" of road gravel to balance of parking lot (350cy)	\$8,750
Total	\$14,585

Quote assumes bedrock is approx. 2"-4" from existing surface.

Parking area constructed by placing road gravel directly on bedrock.

Please review and call with any questions.

Thanks.

Mike Parent

Cell 920-495-4100

Email – mikeparent831@gmail.com

ESTIMATE

North Bay Services LLC
9165 sunset drive
Baileys Harbor, WI 54202

northbayservicesllc@gmail.com
(920) 421-0726



Justin MacDonald

Bill to

Justin MacDonald
Village of Ephraim
10005 Norway
Ephraim, WI 54211

Ship to

Justin MacDonald
Village of Ephraim
P. O. Box 138
Ephraim, WI 54211

Estimate details

Estimate date: 03/04/2024

#	Date	Product or service	SKU	Qty	Rate	Amount
1.		Culvert		1	\$765.00	\$765.00
2.		Breaker Run 3 loads			\$480.3666667	\$1,441.10
3.		Gravel 3/4" - 20 loads		1	\$9,770.60	\$9,770.60
4.		Site Preparation & Berm Construction		1	\$1,670.00	\$1,670.00
5.		Skid Steer		2	\$100.00	\$200.00
6.		Back Hoe		10	\$150.00	\$1,500.00
					Total	\$15,346.70