

**VILLAGE OF EPHRAIM
PHYSICAL FACILITIES AND UTILITIES MINUTES
TUESDAY, APRIL 2, 2024 – 8:00 AM
9996 Water Street- Ephraim Village Hall**



Action Items:

Peterman moved, Taillon seconded to approve the minutes of February 6, 2024, all ayes. Motion carried.

The consensus of committee members present was to obtain an official invoice for the proposal fee from Sterling Landscape and to have the contractor attend the May meeting.

Peterman moved, Taillon seconded to recommend approval of the German Road property upgrade for boat trailer parking to the Village Board, all ayes. Motion carried.

Peterman moved, Taillon seconded to recommend approval of the Door County Highway Department proposal for 2024 paving not to exceed one hundred ninety-six thousand dollars (\$196,000) to the Village Board, all ayes. Motion carried.

Taillon moved, Peterman seconded to recommend the Door County Highway Department proposal for Upper Cherry Street drainage work for six thousand four hundred and fifty-seven dollars (\$6,457) to the Village Board, all ayes. Motion carried.

Taillon moved, Peterman seconded to adjourn at 8:52 AM, all ayes. Motion carried.

Present: Fred Bridenhagen, Jim Peterman, Diane Taillon, and Matt Meacham - Chair.

Absent: Paul Flottman.

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

Guests in Person: Duska Pearson.

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:**
Peterman moved, Taillon seconded to approve the minutes of February 6, 2024, all ayes. Motion carried.
- 4. Visitors' Comments:** Duska Pearson discussed concepts for a three (3) year holiday decorating plan. She outlined the ideas from the Holiday Committee. Meacham requested that she submit the proposal to MacDonald so that the committee could review and take action in May.
- 5. Maintenance Manager Report:**
MacDonald reviewed the February and March Maintenance Manager reports. He noted that the new full-time employee began on February 12th. He discussed that in February the maintenance department rebuilt four (4) wooden picnic tables, rescreened and painted the Visitor Center outer doors, met with the Door County Highway Department regarding the CTH Q project, snow and ice removal, training of new hire, completed holiday decoration removal, re-piped the water filtration system at the Administrative Office, tree removal, and tree brushing.
MacDonald reviewed work completed in March: First quarter water testing, servicing of lawn mowers, deep cleaning of Village Hall and Administrative Building, Fyr-Bal planning, handrail installation at the beach, installation of LED lights at the Administrative Building, carpet cleaning at the Administrative Building, repair of several streetlights, storm sewer cleaning, drain jetted on upper Cherry Street steps, swept German Road due to dredging trucks tracking mud on the road, the "L" dock was moved at the marina so that dredging could occur, and wood chips were double ground by Hockers.
- 6. Discussion and Consideration on Moravia Point:**
A discussion was held regarding Moravia Point. MacDonald reviewed that Peterman and Taillon had met with

Sterling Landscape in February. The cost to create the landscaping plan is two thousand dollars (\$2,000). Discussion included creating a scope and parameters before Sterling Landscape creates a proposal, the difficulty of varying opinions on tree removal, a plan that is based on low to no maintenance, a plan created by Sterling Landscape will include options to be selected from, the need for the area to be a clean slate to execute the vision of the contractor, and previous plan proposals from other contractors.

Meacham explained that the committee would need an invoice for the committee to take action on Sterling Landscape creating a plan for Moravia Point for two thousand dollars (\$2,000). He suggested that Bridenhagen and MacDonald meet with Sterling Landscape.

Bridenhagen left the meeting at 8:38 AM.

The consensus of committee members present was to obtain an official invoice for the proposal fee from Sterling Landscape and to have the contractor attend the May meeting.

7. Discussion and Recommendation of German Road Property Upgrades:

A discussion was held regarding boat trailer parking and an upgrade to the German Road property. MacDonald reviewed the quotes received to complete the process of creating boat trailer parking at the German Road site. He explained that the Wastewater Plant was dealing with trailers being parked by those who are not using Village marina facilities. Bristol discussed that the Marina and Moorings committee understood the conversation and that the Board would ultimately decide how the project would be funded, if approved. Meacham noted the new boat trailer parking area would be marked and gated off. He felt that it would be helpful if a tag or sticker were required for the boat trailers so that we know who they belong to.

Peterman moved, Taillon seconded to recommend approval of the German Road property upgrade for boat trailer parking to the Village Board, all ayes. Motion carried.

8. Discussion and recommendation on 2024 Paving:

MacDonald reviewed the Door County Highway Department Proposal for paving Anderson Lane from STH 42 to Moravia Street, Anderson Lane from Moravia Street to Norway Street, Settlement Road from Norway Street to Town Line Drive, and Cherry Lane from South Dane West to the concrete pad. The total cost of the 2024 paving projects is one hundred ninety-five thousand seven hundred twelve dollars (\$195,712). MacDonald reviewed that there was three hundred sixty-nine thousand dollars (\$369,000) available to fund the project in Road Aids.

Peterman moved, Taillon seconded to recommend approval of the Door County Highway Department proposal for 2024 paving not to exceed one hundred ninety-six thousand dollars (\$196,000) to the Village Board, all ayes. Motion carried.

9. Discussion and recommendation on Upper Cherry Street drainage work:

A discussion was held regarding the Upper Cherry Street drainage work. MacDonald reviewed the proposal submitted by the Door County Highway Department to complete drainage work to alleviate the washout issues with the Upper Cherry Street steps. He explained that a trench drain would be installed to catch the water coming down Cherry Street so it doesn't get to the steps. Bristol explained the work incorporates a lot of the conversations with Ken Nelson and AECOM and is a solution that does not involve trying to make the water move in a different direction. This option provides a solution to collect and slow the water. Taillon asked if the trench would be the same as the lower Cherry Street steps because that was very effective. Bristol confirmed yes. Meacham commented that this has been a long-standing problem.

Taillon moved, Peterman seconded to recommend the Door County Highway Department proposal for Upper Cherry Street drainage work for six thousand four hundred and fifty-seven dollars (\$6,457) to the Village Board, all ayes. Motion carried.

10. New business for the next meeting: The next meeting will be held on May 7, 2024, at 8:00 AM.

- a. Holiday Decorations.
- b. Moravia Point

11. Adjournment:

Taillon moved, Peterman seconded to adjourn at 8:52 AM, all ayes. Motion carried.

Recorded by, Kim Roberts – Deputy Clerk