

**VILLAGE OF EPHRAIM
PHYSICAL FACILITIES & UTILITIES MINUTES
TUESDAY, SEPTEMBER 3, 2024, 8:00 AM
9996 WATER STREET**



Action Items:

Flottman moved, Reinhardt seconded to approve the minutes of August 6, 2024, all ayes. Motion carried.

Flottman moved to adjourn at 8:24 AM, Reinhardt seconded, all ayes. Motion carried.

Present: Paul Flottman, Brian Reinhardt, and Matt Meacham - Chair.

Absent: Fred Bridenhagen and Rick Hoyerman.

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

Guests online: Lane Methner (EBC).

Guests in-person: Kelsey Stone (EBC), Dr. Michael McCutcheon, Windsor McCutcheon, Grace Held, Cindy Nelson, and Carly Mulliken.

1. **Call to Order:** The meeting was called to order by Chair Meacham at 8:00 AM.

2. **Quorum:** A quorum was present for this meeting.

3. **Changes in Agenda:** There were none.

4. **Visitors' Comments:**

Cindy Nelson of 3045 Church Street complimented the road project for Church Street/CTH Q that was completed earlier in the summer. She asked that the project's final step be completed with striping and parking signage replaced. She explained that without completing those two (2) items, people feel free to park anywhere, including blocking driveways. She requested that the striping and replacement of the parking signage be completed and placed on the project list. Further, she advised the committee that there may be PFU items from Green Tier in the future. She asked the committee to read Green Tier minutes or to contact her directly.

5. **Approval of Previous Minutes:**

Flottman moved, Reinhardt seconded to approve the minutes of August 6, 2024, all ayes. Motion carried.

6. **Maintenance Manager Report:**

MacDonald reviewed his August Report. He explained that the Maintenance Department continued with ongoing daily tasks such as cleaning Village properties and bathrooms, watering lawns, mowing, and tilling. He noted that the bridge at Brookside Lane had been repainted, a new toilet was installed at the Library, the beach bathroom had been pressure washed in preparation for painting, the marina building had been treated with Wet & Forget, gutters were cleaned at the Administration building, and thirty-nine (39) yards of yard waste had been hauled to the German Road dump.

7. **Discussion and consideration of Moravia Point:**

Meacham explained that Moravia Point has been discussed many times over the years. Bridenhagen asked that it be looked into again because we all agree that the area can be improved.

A discussion was held regarding Moravia Point. Flottman discussed that he sat through most of the conversations regarding Moravia Point over the last ten (10) years. Those discussions are very similar to what is being discussed currently. The main difference now is that there is more scrub and the trees are larger. Flottman felt that the best plan is still to kill the scrub, let it sit a season, and come back and kill what comes back the next season. Then look at the dead tree removal which is what has been the

sticking point all these years. We have to be cautious, but some certainly have to go. Then once there is a clean slate, look at native plantings to improve the look of the area with minimal maintenance. Meacham concurred but felt since Bridenhagen asked for the conversation, it should be discussed next month when he is in attendance.

8. Discussion and consideration of replacement windows and door at the Library:

Mulliken reviewed the current state of the windows and doors at the Library. She discussed estimates from Anderson and Kellan. She noted that the windows are from the 1960s, they are drafty and letting bugs in which are not great for a library. The front door, depending on wind direction, is either blown open or hard to open and is leaking as evidenced by the rust on the door. Mulliken discussed both quotes intended to maintain the look of the historic building.

A discussion was held regarding the Library replacement windows and door. Meacham noted that the item would have to go to the Historic Preservation Committee. Flottman requested a specific quote for Marvin windows and replacement door (ADA compliant) for next month. C. Nelson stressed that since budget planning is underway the committee needed to budget for the replacement windows and door for 2025; both are needed.

9. Discussion and consideration of the 2025 budget:

MacDonald reviewed the 2025 Budget. Items with increases included 53310-310 Vehicle Fuel, 53310-310 Vehicle Maintenance, and 53620-210 Other Contractual Services-Recycling. MacDonald proceeded to review 2025 items for 55200-830 Other Improvement Outlay: Garbage Disposal for the Village Hall, New Dishwasher for the Village Hall, Fencing around the wellhead at the Village Hall, a pull behind mower, a backpack blower, and repairs to the Village Hall interior.

A discussion was held regarding the 2025 budget. Meacham inquired about snow removal. MacDonald noted that he left the budget number the same for 2025. In 2024, four thousand four hundred dollars was used for snow removal. It was a lighter winter, the contractor was only used once, and the work was handled internally with Village equipment.

10. New Business for the next meeting:

- Moravia Point.
- 2025 Budget.
- Library replacement windows and door.
- Shorefront sprinkler systems.

11. Adjournment:

Flottman moved to adjourn at 8:24 AM, Reinhardt seconded, all ayes. Motion carried.

Recorded by, Kim Roberts – Deputy Clerk