

**PHYSICAL FACILITIES/UTILITIES COMMITTEE MINUTES
THURSDAY, FEBRUARY 4, 2010 – 12:00 PM**

Present: Sue Sherman-Chair, Jane Olson, Diane Kirkland

Absent: Eric Kordon

Staff: Mike Mittermann-Maintenance Supervisor, Charity Forsch- Administrator/Clerk,
Susan Shallow-Deputy Clerk

Call to Order- Meeting called to order by chair Sue Sherman at 12:05 p.m.

Changes in Agenda: None

Previous Minutes: December 14, 2009

Motion per Diane Kirkland to approve the December minutes as distributed, seconded by Sue Sherman, all ayes, motion carried

Visitors' Comments*: No Visitors

Discussion and recommendation regarding 2009 Playground Upgrades: Four playground equipment vendors responded to Mike's bid requests, he met with all and provided the Committee members with suggestions. \$20,000 was budgeted by the Board for this equipment. Diane Kirkland asked about fence enclosures, which is not required for our application. No swing set will be placed in this area; equipment will be geared to a 5 year old. Diane asked about the handicapped accessibility requirement. The rubber costs about \$700 a ton, rubber mat is more expensive third alternative is shredded mulch or wood chips, which is what we will probably use shredded mulch. Mike has not heard back from the vendors regarding our budgeted amount to date. Mike has provided two possible letters requesting donations for additional equipment.

Motion per Diane Kirkland to suggest to the Board of Trustees that we send both letters soliciting donations, seconded by Sue Sherman, all ayes, motion carried.

Additional discussion among Committee members concerning donations and equipment. Sue Sherman withdraws second, Diane Kirkland withdraws motion.

Mike Mittermann suggested that perhaps the Fire Department and Preschool may be willing to donate toward equipment. A small plaque may be placed near the equipment thanking the Fire Department. Charity added that we have a large enough area to have a main piece of equipment and add pieces as we go. Jane Olson suggests that if we do more with this area that we did downtown we should consider separating into age usage groups. The older kids just don't see the little ones, and perhaps this could reduce possible accidents. Diane suggests the spring newsletter may be a place to write an article requesting donations for the upgrades.

New Motion

Motion per Diane Kirkland that we mail both letters to the Peninsula Pre-School and to the Fire Department and include an article in the spring newsletter requesting donations for playground equipment, seconded by Sue Sherman, all ayes, motion carried.

Charity informed the committee that work will commence on the Moravia Point for removal of underbrush and dead items then they will take another look to determine what trees need to be removed as part of the clean up. We will be doing the removal and clean-up.

Projects in Process: Mike will be working on replacing the siding on Anderson barn before the Moravia Point project begins. The two power lines have been taken down the poles will be removed as time and weather permits.

A dead tree down at the visitors needs to be removed. The back halls at the Village Hall have been painted the same beige color as the rest of the Hall. Charity notified the Committee that the Board did change the fee structure at the Hall, all non profits will need to pay the deposit and both set-up and cleaning fees, if a non profit group would like the fees waived they will have to come before the Board of Trustees. We have been spending at least four hours cleaning the Hall. Users have the option of doing their own set-ups. Diane believes that everyone will request waiving of fees. Waiving fees is up to the members of the Board, it is tax dollars that are paying for the cleaning. Brief discussion regarding AFT possible moving to the Auditorium for their fall productions. Jane Olson asked what we currently do if the Hall is left in poor condition. Charity shared our experience with AFT and the garbage left in the basement last year. We have a cleaning list posted at the hall and included in their rental packets and Charity suggested a cleaning checklist for the user to complete post rental.

The Administrative building bathrooms will not be painted after school lets out in summer. The Smith garage remodeling needs to go before the Board of Appeals for approval prior to beginning the project.

Diane Kirkland asked about the ice skating rink, both Charity and Mike shared that there was too much open water and slush this year and we did not encourage anyone to skate down there, at this point we will not be pursuing an ice rink.

Brodd Lane has not been on the Village road list but it will be included next year, Mike has spoken with Thad at the County Highway Department to improve, maintain and paint a white center line. Crosswalks there will be grinded by our Maintenance dept. winter silt fencing at the beach has helped retain the new sand.

The Board will be looking at the improvements that will be evident when the Hwy 42 project is completed in spring 2012, they hope to be completed prior to Fyr BAL but if the weather is not conducive they may not be done and 42 may be torn up. Charity explained how the Highway Dept did Egg Harbor last year. They will be doing from Fish Creek to Ephraim in 2012.

Charity shared that again this year we have budgeted for part-time summer help. Diane asked about unemployment compensation for the part timer, Charity explained procedures to avoid unemployment fees when possible. Salary for part time help will be the same as last year with a possible end of season bonus, add for position will be placed in early spring. Charity is confident we will find a good candidate and we learned a lot from last years experience.

Jane Olson asked in the maintenance department meetings are continuing, no per Charity there has been no need recently. We have been down to two guys a few times over the last few months due to injury and health issues. The guys have been addressing the "Chore List" Mike added that there are only a couple of items to still be addressed and he is working on them during bad weather conditions when they can not be outdoors. Mike let the Committee he will be gone a lot in March.

Next Meeting: March 3rd noon.

Adjournment:

Motion per Diane Kirkland to adjourn this meeting of the Physical Facilities Committee, seconded by Sue Sherman, all ayes, motion carried.

Respectfully submitted,

Susan Shallow- Deputy clerk