

VILLAGE OF EPHRAIM

FOUNDED 1853



Physical Facilities/Utilities Committee Minutes

Monday, November 21, 2011- 1:00 pm

Present: Sue Sherman-Chair, Diane Kirkland, Paul Flottman, Steve Sauter

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

Guests: None

1. Call to Order: Meeting called to order by Chair Sherman at 1:05 p.m. It is noted that a quorum is present for this meeting.
2. Changes in Agenda: None
3. Previous Minutes: November 8, 2011:

Motion per Flottman to approve the November 8, 2011 meeting minutes as presented, seconded by Sauter, all ayes, motion carried.

4. Visitors' Comments*: None
5. Discussion and recommendation regarding Administrative Office Remodel: Buhr presented and explained a drawing and associated cost for proposed project, projected costs includes manpower. Sauter clarified that the two issues driving this project are privacy and customer flow. Sauter likes the plan as do Sherman and Flottman. File room door will have a secure lock to protect files. Reception area will be completed first followed by the Administrator's and Zoning offices. Two headers will be installed in the 1935 wall. This will be a winter project for the Maintenance crew while maintaining their daily work schedule. Due to increased costs the window addition for the Zoning Administrator's office will not be a true divided light like the existing window but will cosmetically match the existing window on that side of the building.

Motion per Sauter to present this plan for the renovation of the Administrative offices, seconded by Flottman, all ayes, motion carried.

Motion per Kirkland that if the board would like to keep this building in a historically correct condition that they add \$1,500 to the budget for a true divided light window, seconded by Sauter, all ayes, motion carried.

6. Adjournment:

Motion per Sauter to adjourn this meeting of the Physical Facilities Committee, seconded by Flottman, all ayes, motion carried.

Recorded by
Susan Shallow- Deputy Clerk