

# VILLAGE OF EPHRAIM

FOUNDED 1853



## Physical Facilities/Utilities Committee Minutes

Tuesday, March 7th, 2017 – 9:30 A.M.

10005 Norway St. Ephraim Admin Office

**Present:** Jim Stollenwerk- Chair, Theresa Weborg, Diane Kirkland

**Absent:** Steve Sauter, Paul Flottman

**Staff:** Brad Rasmusson- Maintenance Manager, Brent Bristol- Administrator, Susan Shallow- Deputy Clerk

**Guests:** Cindy Nelson, Diane Taillon

1. **Call to Order:** Meeting called to order by Chair Stollenwerk at 9:30 A.M., a quorum is present for this meeting.
2. **Changes in Agenda:** None
3. **Visitors' Comments:** None, Stollenwerk mentioned that we have made the restrooms unisex at the rear bathrooms at the Village Hall
4. **Previous Minutes** for Approval: 2/7/2017

**Motion per Kirkland to approve the February 7, 2017 meeting minutes as presented, seconded by Weborg, motion carried.**

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5. **Discussion and recommendation regarding Larson Lane, surveying, clean up, tree cutting:**  
Rasmusson reported that the DNR requires a permit for us to disturb the soil at the drainage ditch but we can remove trees and debris but we cannot remove the stumps, that is considered by the DNR to be a navigable water way.

If we rebuild that road we will need to remove some of the trees, the HWY Department recommended a clearance of 3-4 feet from the edge of the blacktop, wider if the road bed gets rebuilt and nothing higher than 16 feet. Rasmusson to get some quotes on cleaning out the ditch. We could start by having the road surveyed added Rasmusson. Kirkland suggested that Rasmusson look at the old sewer survey plans.

**Motion per Kirkland to recommend that we have installed the three culverts as proposed by John Kolodziej, seconded by Weborg, motion carried.**

6. **Discussion and recommendation regarding street lights, style, service, cost:** Rasmusson and Stollenwerk have looked at many types of lighting on line and there are hundreds to choose from. Rasmusson has contacted Focus on Energy and it sounds as thou there are grants available but we need to get estimates prior to applying. Stollenwerk provided information on different types of lights, strongly suggests down lighting. Full cut-off lights. Kirkland states it was about \$1,400 a piece to buy and install the current lights. We will try to get them on 5 or 6 Village meters. Cindy Nelson encourages the Committee members to look at Dark Sky for possible funding for new compliant lighting. Stollenwerk inquired if the concrete bases are in good condition. Rasmusson thinks they are in poor condition and does not think we can re-use the current bases. The new lights seem to be either aluminum or steel. Aluminum will be a little more expensive. Next step is for the Committee to determine height of lights. Suggests the lights with an arm so then they would have to be taller than 10 feet. Nelson stated that a representative from Dark Sky.Org would be willing to come and meet with the Committee at no cost to the Village and help the Committee determine what types of lights would work for Ephraim. Bristol suggests that we should invite a rep to the next meeting. Questions

concerning how many of the existing lights we should replace, some residents have requested that we not have a light in that location. Diane Taillon inquired if we would consider allowing people to donate a street light and putting a plaque on them. Stollenwerk suggests the Committee members start looking on line at the possibilities, and include posts where we can also put banners on for the next meeting.

7. **Discussion and recommendation regarding spruce trees in front of Village Hall:** Stollenwerk introduced the item, what we are looking for is a recommendation for maintenance to remove the two spruce trees in front of the Hall. Kirkland suggests we wait till Christmas time and use the tops as the Christmas tree for the Hall. Stollenwerk states it's time for them to go. Committee decided to wait until we get a more concrete Streetscape Plan.
8. **Discussion and recommendation regarding Old Firehouse Park:** Per Sauter's request Rasmusson located and provided a copy of the proposal to put an observation deck on top of the old Fire House. Rasmusson read a note from Sauter to suggest a recommendation to the Board to make an observation deck on top of the Firehouse Museum. Kirkland stated we would need a stairway that is ADA compliant.

**Motion per Weborg to recommend to the Board that we prepare a plan to add an observation deck to the top of the Firehouse Museum which would include cleaning up the view of the upper area above the building and would protect the roof of the firehouse and include an ADA required stair access, seconded by Kirkland, motion carried.**

9. **Discussion and recommendation regarding prioritization list of village buildings:** Rasmusson provided an update for the Committee and developed a list of what jobs can be done by the Maintenance staff and what may need to be farmed out. At the Anderson Marina maintenance requesting to re-paint the west side of the building, also suggests replacing the siding on the south side. Rasmusson thinks maintenance can tackle this themselves, but the observation deck would have to be out sourced. Visitor's center some wood work will have to be done, we should outsource that and then our staff would follow with re-staining. Stollenwerk suggests Rasmusson put a budget together to accomplish this and have it for the next meeting. We should start doing what are staff can do immediately and put the rest out to bid, before staff is caught up in doing their early spring duties.
10. **Discussion regarding village property maintenance plan and feedback:** The team has completed almost all of the street end signs. Schmitt is coming today or tomorrow to look at new bridges for the Wetlands Preserve.  
There may still be a problem with the well pump at the Hall noted Rasmusson.
11. **Next Meeting:** Stollenwerk leaving on the 15<sup>th</sup> of March, will return May 1<sup>st</sup>. Next meeting Tuesday May 2<sup>nd</sup> at 9:30 a.m.

12. Adjournment

**Motion per Weborg to adjourn this meeting of the Ephraim Physical Facilities Committee, seconded by Kirkland, motion carried.**

Recorded by,  
Susan Shallow- Deputy Clerk