

# VILLAGE OF EPHRAIM

FOUNDED 1853



## VILLAGE OF EPHRAIM BOARD MEETING MINUTES TUESDAY, AUGUST 8, 2017 - 7:00 P.M

**Present:** Jim Stollenwerk, Cindy Nelson, Tim Nelson, Paul Roppuld

**Absent:** Mike McCutcheon- President

**Staff:** Brent Bristol- Administrator, Susan Shallow- Deputy Clerk

**Guests:** Marianne Roppuld, Jim & Margaret Peterman, Diane Taillon, Russ Salfi-Wastewater Plant Manager, Bruce Nelson, Steve Eatough, Dick Christianson, Fred Bridenhagen, Dick Van de Ven, Chuck Pearson, Jackson Parr

1. **Call to Order:** Meeting called to order by Deputy Clerk Shallow who requested the Board appoint a temporary chair.

**Motion per C. Nelson to appoint Tim Nelson as temporary chair, seconded by Stollenwerk, motion unanimously carried.**

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

3. **Changes in Agenda:** None

4. **Review and Approve 7/11/2017, 7/25/2017 Board Minutes**

**Motion per C. Nelson to approve the July 11, 2017 6:30 and 7PM meeting minutes as presented, seconded by Stollenwerk, motion carried.**

**Motion per C. Nelson to approve the July 25, 2017 meeting minutes as presented, seconded by Stollenwerk, motion carried.**

5. **Visitors' Comments:** Nelson requested a maximum speaking time of 2 minutes per person. Van de Ven read a letter regarding the last minutes. Mr. Van de Ven was disappointed that his letter was not quoted in the minutes. Shallow explained that minutes should not be a verbatim transcript but a synopsis with intent stated within the motions and the Village follows Robert's rules or order. Mr. Van de Ven's current letter with comments concerning flood management and opposition to potential sidewalks will be attached to the office copy of the minutes. M. Roppuld asked why all letters to the Board are not included in the minutes, Shallow responded that general letters received in advance of a meeting are included in the Board packets under Correspondence, and therefore may be addressed by the Board. If a letter is received during a meeting it is attached to the original minutes but not quoted within the minutes per Robert's Rules of Order which state that minutes are to include motions made by the Board and action items in regard to the motions made by the Board. The Board can place it on the next Agenda. M. Peterman spoke concerning the items the Village has to have before the DOT meeting September 1, 2017, she would like clarification of what is needed.

6. **President's Comments:** None

7. **Consent Agenda Items**

- a. Administrator Report
- b. Clerk Report
- c. Maintenance Report
- d. Year to Date Financials
- e. Community Protection - Fire Chief's Report
- f. Wastewater Manager's Report
- g. Bills to be Paid

**Motion per C. Nelson to approve the consent agenda items as presented, seconded by Stollenwerk, motion unanimously carried.**

## 8. Administration

- a. **Discussion and consideration regarding streetscape plan:** Bristol introduced this item, no additional information for this meeting. Nelson is interested in storm water management and noted that the area from German Road to the front of Shorewood Village seems to be the area with the biggest drainage problem. We need to identify exactly where the sewer collection pipes are running in that area and that should be provided by the Wastewater department. Bristol responded that the location of the outfalls need to be clearly identified and that the Physical Facilities committee will be discussing this at their next meeting. There are as built plans for the sewer lines. Bristol inquired about the need for an amended priority list from the Board and also when would be a good time to have Nick Becker come in for a Board meeting. Regarding the priority list, Nelson feels this should be done at a public meeting.
- b. **Discussion and consideration regarding signing onto a letter to the Wisconsin Congressional Delegation** asking for relief from Wisconsin's strict and costly phosphorus standard set by DNR under the encouragement, guidance, and oversight of the EPA. Bristol introduced this item. Bristol noted that this item will also go before the Wastewater Committee for discussion and recommendation. The next WW meeting is Monday August 28, 2017.
- c. **Discussion and consideration regarding changes to personnel handbook relating to expense/meal reimbursement:** Bristol introduced this item the current Handbook does not specify the limits for meal expense reimbursement. Proposed changes include limits of \$10 Breakfast, \$15 Lunch and \$25 Dinner exceptions to these maximums can be allowed by the Administrator when the meals exceed the limit and are part of the event curriculum, e.g. conference banquet. No alcoholic beverages are reimbursable.

**Motion per C. Nelson to approve the changes to the employee handbook as presented, seconded by Stollenwerk, motion unanimously carried.**

- d. **Discussion and consideration regarding Ephraim Fire & Rescue Association – TEMPORARY CLASS “B” License.** This is a request for license to sell beer at the fall Conkurs event. Clerk has no issues with the application. C. Nelson noted that the top of the form is not complete. *Item tabled.*

## 9. Wastewater

- a. **Discussion and consideration regarding security system upgrades:** Committee has reviewed this item and recommend to the Board the proposal from Martin Security Systems for a security system at the Plant at a cost not to exceed \$ 952.50. Will cover the lab, vehicle room and the office noted Salfi. There is a \$27 monthly fee to monitor the system. Salfi also mentioned that the committee inquired about a fire alarm system at the Plant and he stated that a quote to add that system would be presented at a future meeting.

**Motion per Roppuld to approve the quote from Martin Security Systems for a security system at the Plant at a cost not to exceed \$952.50, seconded by C. Nelson, motion unanimously carried**

Roppuld commented that electronic monitoring the facility is necessary, prudent and reasonable.

- b. **Discussion and consideration regarding manhole inspections:** Committee has reviewed this item and recommend to the Board the quote from Sabel Mechanical dated 7/19/2017 for the inspection of 66 VOE risers, rings and covers along Hwy 42 for a cost not to exceed \$3,500.00. Salfi identified the location of the manholes and he would like them inspected and recommendations made to maintain them. Bristol inquired if this work would be done by the Wastewater department as regular maintenance anyway or if he is doing this in preparation of the highway project. Salfi replied that there will be no change in grade according to the DOT. Nelson suggests the Board discuss payment options further

**Motion per Stollenwerk to approve the quote from Sabel Mechanical for the inspection of 66 VOE risers, rings and covers along Hwy 42 for a cost not to exceed \$3,500.00, seconded by C. Nelson, motion unanimously carried**

## 10. Community Protection

- a. **Discussion and consideration regarding Ordinance 03-2017, Creation of New Chapter 9, Peace, Order, and Nuisance ordinance:** This item was brought forth at the July Board meeting where Roppuld distributed a copy of the CPC recommended changes to current Ordinance. Roppuld asked that the Board hear his comments as the chair of the CPC committee and not as a Board member. Roppuld added that the ordinance is driven by the residents and the proposed ordinance is provided as is. Roppuld commented on the timeline of this Ordinance re-write. We contacted several citizens for their input and spent 120 days consulting with them, the second phase was six months of research on other municipalities with such ordinances to incorporate into this proposed document. The next 90 days were spent in the committee cutting, pasting and rewriting and in the final days we rewrote the chapter. Everything in this Ordinance is enforceable in every aspect, traceable to the County Code or State law so it is enforceable by the Sheriff's department. Roppuld commended the committee for their work. Bristol noted that it can be passed and changed in the future if needed. Nelson suggested some changes to the document. This item to be put on the Boards agenda for the next few months. Nelson hesitant to pass it as it is, would like to look at some of the specific wording. Stollenwerk feels the big issue is enforcement. C. Nelson would like to take some time in reviewing the document closely and would like to table it for the moment. We can approach this in sections and discuss them on a weekly basis. By consensus the Board agrees to review section by section then approve the entire document. At the next Board meeting they will review sections 9.0-9.03.

## 11. Airport

- a. Discussion and consideration regarding approval of hanger lease and amendment: Gibraltar has forwarded a lease for James Rodrian along with a lease amendment for same.

**Motion per C. Nelson to approve the Hanger lease and amendment for James Rodrian as presented, seconded by Stollenwerk, motion unanimously carried.**

## 12. Physical Facilities

- a. **Discussion and consideration regarding Cherry Street steps:** Committee has reviewed this item and recommend to the Board that we pursue the Cherry Street Steps working with Pat and Paul Hockers one for the cement work and one for the drainage work. Stollenwerk introduced this item. No quotes have been received to date, Hockers to send quote by next Physical Facilities Committee meeting. Stollenwerk mentioned that a letter was received by a property owner near the Cherry Street Steps concerned with the proposed project.

- b. **Discussion and consideration regarding storm sewers and storm sewer sub-committee:** Committee members have reviewed this item and recommend that the Board establish a subcommittee of knowledgeable citizens to discuss and make recommendations for addressing drainage issues. Stollenwerk mentioned that Cox and Bridenhagen have volunteered to serve on this subcommittee. C. Nelson stated that both Baudhuin and McMahon have been contacted and they will submit quotes. Physical Facilities to name members of this sub-committee at their next meeting on the 28<sup>th</sup> of August.

**Motion per Stollenwerk to set up a sub-committee of members of the community to discuss drainage issues, seconded by C. Nelson, motion unanimously carried**

Roppuld inquired about why storm sewer drainage is not under the Wastewater umbrella. It would make sense if it was under their domain. Bristol responded that the Village has always seen them as separate entities. The sewer system runs thru the Treatment Plant and is treated prior to entry into the lake and storm water is not treated at the Plant, it feeds directly into the outfall into the lake. Nelson feels that more staff would be needed by that department if they were to take this duty. Currently payment for storm water repairs comes from the General Fund and not any Wastewater funds, therefore the Wastewater department cannot authorize payments from General. In order to combine sewer wastewater and storm water management the budget for that department would have to be expanded.

Nelson had a conversation with Rasmusson in Maintenance today regarding storm water drainage and the location of culverts and outfalls. The downstream end in both cases are unknown. Nelson recommended to Brad that he talk to Door County Septic Maintenance to run a tracer to locate where the 2 concrete culverts are located. Nelson thinks that one is located mid-way between the southerly side of Moravia and one is by the Fire House Museum on the south side.

Bridenhagen suggests we identify and put in new culverts rather than repairing the current ones and that we should also identify those drainage tiles that were crushed during the installation of the sewer line. T. Nelson noted that there are no easements for those and that can be discussed at a future meeting, we may decide to replace those culverts and put them in a new location to be more effective, therefore obtaining costly easements may not be necessary. Peterman feels a full study defining where our collection system truly is and a cost study should be done and then we can approach the property owners regarding easements. Bristol added that as we go on with this process these things will come together. Physical Facilities will move forward with getting some of this done. Expenditures for such studies need to be approved by the Board.

**Motion per Roppuld to hire Door County Septic Maintenance to define the horizontal and vertical sewer lines not to exceed \$2,500, seconded by C. Nelson, motion carried.**

- c. **Discussion and consideration regarding speed sign recommendation:** Committee members have reviewed this item and recommend that the Board send this topic to the Community Protection Committee.

**Motion per Stollenwerk to request that the Community Protection Committee consider and make recommendations concerning speed signs, seconded by C. Nelson, motion unanimously carried**

13. Committee Minutes for Review: No additional questions at this time
14. Correspondence: None
15. Visitors' Comments: Peterman would like to see us go forward on the Storm water system and he would like us to consider underground lines. Streetlights should be connected to Village Meters instead of being connected to private property meters.
16. New Business for Next Meeting: Review of proposed Ordinance Chapter 9 sections 9.0-9.03.
17. Adjournment:

**Motion per Stollenwerk to adjourn this meeting of the Ephraim Board of Trustees, seconded by C. Nelson, motion unanimously carried.**

Recorded by,  
Susan Shallow- Deputy Clerk