

# VILLAGE OF EPHRAIM

FOUNDED 1853



## VILLAGE OF EPHRAIM BOARD MEETING MINUTES TUESDAY, APRIL 10, 2018 –7:00 P.M.

Present: Mike McCutcheon- President, Tim Nelson, Cindy Nelson, Paul Roppuld

Absent: Jim Stollenwerk

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

Guests: Fred Bridenhagen, Martin Franke, Laurie Benatti, Breanna Holms, Amber Drewieske- Schenck Auditor, Gary Chaudoir, Russ Salfi- Treatment Plant Manager, Justin MacDonald- Fire Chief, Robert Moore, Ken Nelson, Marianne Roppuld, Matt Meacham, Elfe Johnson, Bruce Nelson, Tad Dukehart, Paul Wilson, Jackson Parr, Diane Taillon, Dick Van De Ven, Mike McCarthy,

Representative Joel Kitchens introduced himself and gave a brief presentation on things at the State level, he will come back in June.

1. **Call to Order:** Meeting called to order by President McCutcheon
2. **Quorum:** A quorum is present for this meeting
3. **Changes in Agenda:** None
4. **Review and Approve 2/13/2018 Board Minutes**

**Motion per T. Nelson to approve the February 13, 2018 meeting minutes as presented, seconded by Paul Roppuld, all ayes and motion carried.**

2<sup>nd</sup> page item h. Ballot order should be 1 & 2.

5. **Visitors' Comments:** Dick Van De Ven presented comments regarding the February 13<sup>th</sup> Board of Trustees meeting. Concerns about the RFP procedure for the Streetscape project were shared tonight, Mr. Van De Ven feels each portion of the project should be separated for bidding by the contractors and the Board should hold a referendum on each aspect of the project. Van De Ven proposed questions and asked for a Board response to same. McCutcheon again explained that this is not an Agenda item and the Board cannot discuss non agenda items per the open meetings law. McCutcheon added that perhaps this may be addressed on a future Agenda. A copy of Van De Ven's comments will be attached to the office copy of tonight's minutes and will be available for viewing at the Administrative Office.
6. **President's Comments:** McCutcheon congratulated Tim Nelson and Paul Roppuld on their re-election at the April Election.
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 (*Last Month and Current*)

**Motion per T. Nelson to approve the consent Agenda items as presented, seconded by Roppuld, all ayes and motion carried.**

8. **Community Protection**
  - a. **Presentation of Annual Fire Report:** MacDonald here to present his annual report and included a reading of the Mission Statement, a brief listing of department equipment, training that occurred

in 2017, over 1,300 hrs of training, Fire Inspections 66, Equipment and Station Maintenance 248.50 hrs. and Fire Prevention 83 hrs. There were 52 calls for service during 2017 of those 28 were in Ephraim. The department responded to 52 EMS calls. We have 25 Firefighters in the Ephraim Department. Ephraim's ISO rating for 2017 is 6 as compared to last year's rating of 7. MacDonald thanked the community for their support and interest in the Ephraim Fire Department. We have smoke detectors received from the Red Cross for distribution. McCutcheon stated that he is proud of Chief MacDonald's leadership.

- b. **Discussion regarding placement of violent sex offenders:** Roppuld introduced this item, he feels that the community does not want to be blindsided on this he inquired if the Board would like him to look into this item and report back to the Board. By consensus the Board charges him with this item.
- c. **Discussion and consideration regarding titling of 34' fire truck and possible transfer/sale to Ephraim Fire and Rescue Association:** MacDonald introduced this item, one of the trucks at the museum is owned by the Village and the Fire Rescue Association would like to take ownership and use it in parades etc. Roppuld suggests that the CPC look into this item. By consensus the Board agrees.

## 9. Airport

- a. **Presentation of Annual Airport Report:** Martin Franke from the Airport Commission presented the annual report. The Airport had one of the best years in several years of operation with an income total of \$86,056.43 in 2017 and a total Expense of \$ 80,922.54 leaving a profit of \$5,133.89 in 2017. In regards to brushing and tree trimming of properties both on and off the Airport property.  
Last spring they completed the brushing and tree cutting on the Airport property. The brushing and tree trimming on private property is another matter as some of the property owners want to be compensated. The commission spoke briefly with an attorney who felt we may have to go to court regarding this, however the State and the FAA believed that the ordinance was enforceable and would hold up in court. Both the Village Attorney and the Town of Gibraltar Attorney were then contacted and they felt that the ordinance is enforceable. Permission has been received from the property owners and brushing and tree cutting will commence. Roppuld commented that he felt the openness from the Commission in regard to the recent review. McCutcheon added that both the Village and the Town Boards have met in joint session to address issues relating to Town management of charges in regard to truck use. Franke continues to address this issue  
Gary Chaudior provided basic information on 3 items which are part of the Airport outreach-Friends of the Ephraim Gibraltar Airport, Chaudior provided highlights of their activities on behalf of the Airport. The Young Eagles program- pilots donate their time to give students a flight experience. Part of the WI Dept. of Transportation adopt a Highway program, removing trash from along highway 42. The Airport is working toward being a self-sustaining entity.

## 10. Administration

- a. **Presentation of Annual Audit Report:** Amber Drewieske our auditor from Schenck is here to present their report. The Board has received a bound report regarding the financials. Drewieske provided brief highlights of the contents of the report. General funds are stable. Reserve funds are also stable. Review of Wastewater operating revenues and expenditures. Overall operating cash increased. The Village is in stable financial condition with total fund balances of \$1,828.120 compared to the 2016 total of \$1,630.739. A copy of the Auditors report is available

for viewing at the Administrative Office.

- b. **Discussion and consideration regarding 2018 EBC/Fyr Bal road closure:** Lane Sauve presented the EBC request to close portions of Highway 42 during the June 16, 2018 FYR Bal celebration from 7:30 am-10:00 pm.

**Motion per T. Nelson to approve the request to close Highway 42 by the EBC on June 16, 2018 for the FYR Bal celebration, seconded by Roppuld, all ayes, motion carried.**

T. Nelson commented on a letter he received regarding the road closure and the effect on businesses in that area. Hopefully there has been improvement over last year. McCarthy made brief comments on the improvements they made over last year. Our focus has been to be more inclusive in the process. Explained the difference between a soft and a hard closing of the road.

- c. **Discussion and consideration regarding Streetscape Plan and progress report:** Ken Nelson presented a synopsis of the progress report received from AECOM. The project is on schedule, the borings have been completed and the soil report will be received by Friday. The Streetscape AD Hoc committee meets monthly with minutes available on the Web-Site. Clarified that AECOM is the engineer coordinating the bid packets, the individual aspect will be let for bid separately and the contractors will be approved by the Village not AECOM there will be 3 or 4 bid packages. Eventually the streetlight design will go before the HPC who will then make a recommendation to the Plan Committee who will decide on the lighting design. At the May meeting they would like the Board to decide if we will move forward with the lighting and utility burial. AECOM will be an agent of the Village watching over the contractors. Roppuld made comments regarding streetlights that are connected to private meters.
- d. **Discussion and consideration regarding State Municipal Agreement with DOT:** Bristol introduced this item and provided the highlights of this agreement, this is for work done outside of the 42 resurfacing, Cost \$69,376. This includes Parking Lane and Wide Shoulder Paving Costs \$46,710, Paving Areas Outside Highway Right of Way Cost \$14,854 and Pavement Marking cost 7,812

**Motion per T. Nelson to accept the March 8, 2018 State/Municipal Maintenance Agreement as presented, seconded by Roppuld, all ayes, motion carried.**

- e. **Discussion and consideration regarding Hwy 42 repairs needed prior to 2019 resurface:** Bristol has investigated this and he spoke with the DOT regarding the potholes currently on Highway 42. A month from now depending on whether they will come in with a mastic seal to fill these potholes which in practice lasts up to 5 years. Larger patches may be done if needed in the fall.
- f. **Discussion and consideration regarding Cherry Street Utility Burial Project:** Bristol spoke about the WPS contract that was received and was \$12,000 higher than their original proposal this was due to the time lapse between when they provided the quote and when we approved it, and the fact that they are now on winter rates. After removal of winter construction cost and temporary asphalt cost we are now down to \$7,000 in difference from the original quote. Bristol also spoke about a possible alternate route for the utility burial which could come in cheaper and would be much easier. The communication contractors have been contacted regarding relocating their services, we do not have the cost for those. We have an approved project and we need firm numbers. Bristol is optimistic that the alternate route will come in as a viable option. Roppuld

stated that typically there will be bumps and typically the Administrator has about a 10% leeway. By consensus the Board would like to have a special meeting when the final numbers do come in. This only affects the lower Cherry Street Step poles.

- g. **Discussion and consideration regarding Wisconsin Surplus Sale Items:** The sale closed today and a printout of the sale items was provided.

**Motion per T. Nelson to approve the sales as presented, seconded by Roppuld, all ayes and motion carried.**

- h. **Discussion and consideration regarding Ephraim Fire & Rescue Association – TEMPORARY CLASS “B” License/Fyr BAL:** This application was completed and received by the Clerk who has no issues with this application.

**Motion per T. Nelson to approve the Ephraim Fire & Rescue Association – TEMPORARY CLASS “B” License/Fyr BAL June 16, 2018, seconded by Roppuld, all ayes, motion carried.**

- i. **Discussion and consideration regarding EBC – TEMPORARY CLASS “B” License/Fyr BAL:** This application was completed and received by the Clerk who has no issues with this application.

**Motion per T. Nelson to approve the Ephraim Business Council – TEMPORARY CLASS “B” License/Fyr BAL June 16, 2018, seconded by Roppuld, all ayes, motion carried.**

- j. **Discussion and consideration regarding Clink! LLC – 10331 N. Water Street – CLASS “B” Retailer’s License:** This application was completed and received by the Clerk who has no issues with this application. This located by the Lodge Radio Station. Mike Webber and Courtney Jansen the business owners were to introduce themselves and explained the business. They are a do it yourself craft studio. 60% will be Studio and 40% on the location will be used as a lounge and kitchen.

**Motion per T. Nelson to approve the Clink LLC - CLASS “B” Retailer’s License from May 1, 2018 to June 30, 2018, seconded by Roppuld, all ayes, motion carried.**

- k. **Discussion and consideration regarding request from Senator Ron Johnson’s office for the use of our Village Hall as a mobile office:** Bristol read the communication received regarding this item. We have received a request from Senator Johnson’s office for a location for a 1 hour mobile office in Ephraim in May 15-17, 2018. This is not campaign related but this is to effect the contract between our residents and the existing Senator who represents them.

**Motion per T. Nelson to approve the request from Senator Johnson as requested, seconded by Roppuld, all ayes and motion carried.**

## 11. Wastewater

- a. **Discussion and consideration regarding installation of swing gates at receiving station:** Salfi introduced this item, this request was reviewed and approved by the Wastewater Committee for installation of 2 26’ swing gates at a cost of \$5,734 and will be installed on the east and west side of the receiving station hill at the Treatment Plant.

**Motion per T. Nelson to approve the installation of 2 26' swing gates for a cost not to exceed \$6,000 seconded by Roppuld, all ayes, motion carried.**

12. Committee Minutes for Review: no questions at this time
13. Correspondence: Reviewed
14. Visitors' Comments: None
15. New Business for Next Meeting: Review of firm pricing for burial of utilities at lower Cherry St. Steps.
16. Adjournment

**Motion per T. Nelson to adjourn this meeting of the Ephraim Board of Trustees, seconded by Roppuld, all ayes and motion carried.**

Recorded by,  
Susan Shallow- Deputy Clerk