

VILLAGE OF EPHRAIM

FOUNDED 1853



Physical Facilities/Utilities Agenda
Tuesday, October 6, 2026 - 8:00 AM
Village Hall, 9996 Water Street

NOTE: This Meeting of the Village Physical Facilities/Utilities Committee will also be held via teleconferencing. It will be available to the public to attend in person or by computer, phone, tablet, or dial-in. Connection information is included below in this notice.

1. Call to order
2. Changes in Agenda
3. Previous minutes – September 1, 2026
4. Visitors' comments
5. Maintenance Manager Report
6. Discussion and consideration of 2027 Budget
7. Walk-through on North End Path for Light Bollard & Tree Placement
8. New business for next meeting
9. Adjournment

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/171491045>

You can also dial in using your phone.

Access Code: 171-491-045

United States: [+1 \(571\) 317-3122](tel:+15713173122)

**It is possible that a quorum of the Village Board or other Village Committees may be present at the meeting. However, no action will be taken by any other Board or Committee unless specifically noticed.*

Date <u>10/02/2026</u>	
Andrea Collak, Clerk	<u>X</u> Village Administrative Office
	<u>X</u> Visitors' Center
Kim Roberts, Deputy Clerk	<u>X</u> Post Office
	<u>X</u> Website: ephraim.wi.gov
	<u>X</u> Emailed to WDOR/ Peninsula Pulse

**VILLAGE OF EPHRAIM
PHYSICAL FACILITIES & UTILITIES MINUTES
TUESDAY, SEPTEMBER 1, 2026, 8:00 AM
9996 WATER STREET**



Action Items:

Flottman moved, Lohman seconded to approve the minutes of August 4, 2026, all ayes. Motion carried.

The consensus of the Physical Facilities & Utilities Committee members present was that a walkthrough is warranted before making final recommendations with the PFU Committee meeting on site at its regularly scheduled time. The Committee discussed the logistics of the walkthrough. The PFU Committee will walk first to reach an internal consensus, then invite the Village Board to join later in the same morning—or at a minimum, have the Chair as board representative present findings. It was agreed that the October meeting would be held as a walking meeting on the path, beginning at 8:00 AM, with the tree and bollard placement to be assessed simultaneously.

Lohman moved to adjourn at 8:59 AM, Flottman seconded, all ayes. Motion carried.

Present: Paul Flottman, Scott Lohman, Brian Reinhardt, and Matt Meacham – Chair.

Absent: None.

Staff: Brent Bristol – Village Administrator, Justin MacDonald – Maintenance Manager/Fire Chief, and Kim Roberts - Deputy Clerk.

Guests online: Kelsey Stone (EBC).

Guests in person: Tom Wolffe, Bruce Nelson, John Held, and Carly Mulliken.

1. **Call to Order:** Meacham called the meeting to order at 8:00 AM. **Quorum:** A quorum was present for this meeting.

2. **Changes in Agenda:** There were none.

3. **Approval of Previous Minutes:**

Flottman moved, Lohman seconded to approve the minutes of August 4, 2026, all ayes. Motion carried.

4. **Visitors' Comments:**

John Held, addressed the Committee with concerns regarding the boat parking area on German Road. He noted that he regularly uses the green area for garbage disposal and has observed activity that appears inconsistent with the original design intent of the lot. Specifically, he observed boats being stored in the area, jet ski trailers present despite only one approved jet ski in the marina, and fewer than half of the trailers displaying a valid sticker authorizing use of the lot. He noted that his understanding of the original rules restricted the lot to trailers only, for those holding slips at the Firehouse Marina or Anderson Dock, or for transients. He asked whether the rules had changed, and if so, what they now are and who is responsible for enforcing them.

5. **Maintenance Manager Report:**

MacDonald provided the monthly report, noting that August activity was similar to prior years. Regular operations included bathroom cleaning, lawn mowing, and watering. Additional work completed during the period included:

- Multiple pressure washings of Anderson Dock and the gazebo at Harborside Park.
- Painting of all exterior trim at the village office prior to August 11th.
- Installation of an electrical outlet at the beach by Northern Electric to allow the drinking fountain to function properly.
- Tree trimming and brush clearing around Anderson Dock along the lot lines and parking lot.

- Beach cleanup on the newly acquired property north of the marina.
- Ditch mowing, carpet cleaning at the library, and assistance to the EBC with their "Sweet Summer Send Off" event.
- Completion of paving and shouldering work by the highway department on various streets and at the wastewater facility.
- Ongoing work with the EBC to relocate the map at the Visitor Center.

6. Discussion and Recommendation of tree at the Library:

Meacham provided background, noting that a tree at the library had been removed approximately two years prior, with the understanding that the Committee would later consider replacement. He observed that the area has since filled in with grass.

MacDonald cautioned that any replacement tree must not be permitted to grow above the roofline, as replacement tiles for the building's roof are no longer available. Any branch or limb fall onto the roof would necessitate an entirely new roof structure, making tree selection critical.

Carly Mulliken, Chair of the Library Committee, addressed the Committee. She noted that in 2025, the Library Committee had discussed and suggested a sugar maple as a replacement—acknowledging this runs counter to MacDonald's recommendation. She shared that she had spoken with Suzanne Ihrig, the librarian, who indicated that patrons seem to miss the shade tree and that the space is seeing less use without it. Mulliken acknowledged the limitations and the reason for the original removal, but conveyed the Committee's preference for a shade tree if feasible.

A discussion was held regarding a replacement tree at the library. Meacham inquired whether a picnic table or bench, rather than a shade tree, might improve utilization of the space. Mulliken responded that while it would not provide shade, it could make the area more functional and suggested trialing the picnic table to observe any change in usage. MacDonald noted that the Village does have a picnic table available and offered to bring it down.

The Committee agreed that MacDonald would bring the picnic table to the library area, and that the Library Committee would reconvene prior to next month's meeting—scheduled for the 10th—to discuss alternative tree suggestions and report back to the Committee.

7. Discussion and Recommendation on Placement & Number of Trees on North End Path

Tom Wolffe, presented a preliminary review of tree species options for the North End Path, with a focus on urban-tolerant plant material suitable for a roadside environment. He recommended crabapples, for their multi-season interest—flowering, fruit display, and winter habit. He also noted catalpa trees as a possibility, characterizing them as asymmetrical, urban-tolerant, and historically used as street trees in Milwaukee and Madison, though acknowledging they have fallen somewhat out of favor. He also discussed the Redmond Linden, a basswood variety originating from North Dakota, as a cold-hardy option with good fall color and winter habit, which he suggested would be well-suited for the area in front of Green Gables.

Wolffe emphasized that soil quality is a critical factor. He noted that the area likely contains construction rubble and glacial till, and he recommended digging large planting pits—referencing a prior project in Egg Harbor where 180 trees were planted using 8-foot by 4-foot, 35-inch deep pits filled with quality soil—to give trees the best possible start. He cautioned against placing an expensive tree in a poor planting hole. He also flagged road salt from Highway 42 as a concern, noting that airborne salt can suppress growth or burn one side of a tree, and suggested anti-transpirant spray treatments in the first year.

On watering, Wolffe outlined the general rule of thumb: The first year, the tree sleeps. The second year, it creeps. The third year, it leaps. He recommended at least one inch of supplemental water per week in the first year, using a mulch basin to facilitate efficient watering, and noted that after establishment, trees should generally manage with natural rainfall.

Meacham stated that he had walked the path the prior day and expressed concern that while the plan is strong in concept, conditions on the ground present practical challenges. He noted that in the area near the former Sled Dog property, there is already planted shrubs close to the path, leaving limited space. Similarly, in the Green Gables area, Welford has recently planted a row of trees between the parking lot and the path, further constraining available planting locations. Meacham expressed concern that adding more trees would appear crowded and aesthetically inconsistent.

Meacham identified the southern entrance area of the church as a potentially good location for a larger specimen tree such as a white oak or sugar maple, a suggestion that had been raised at the prior meeting by Bruce Nelson.

B. Nelson agreed, noting that the open area there would allow planting further from the path, reducing root-pavement conflict, and noted that he had worked with Bob Bultman for species recommendations. B. Nelson raised the general principle that planting a monoculture—a single species in a long row—creates vulnerability to pests and disease, referencing the emerald ash borer and beech beetle as examples, and suggested that greater species variation would be more prudent long-term.

Meacham noted that the area south of the Green Gables, in front of the George Burr Gallery, could accommodate some smaller ornamental trees such as crabapples. He also raised a concern relevant to both trees and the upcoming bollard discussion: Much of the north section of the path receives sun only from the east in the morning, with the canopy blocking afternoon sun after approximately noon to 1:00 PM. The area around the former Sled Dog property and toward the George Burr Gallery remains more open and better suited for sun-dependent plantings.

Bristol discussed the areas of the path that fall within the right-of-way—approximately 33 feet from the centerline—and that while the Village has the authority to plant within that zone without the property owner's consent, the Village had engaged with all adjacent property owners during construction. He acknowledged Welford's particular interest in the landscaping along his property and suggested it may be worth determining whether the property owners' preferences align with the Committee's plans.

MacDonald echoed Meacham's observations from their walk and seconded the recommendation for a walkthrough.

Flottman suggested a formal field trip or walking meeting to stake out potential tree locations in person, noting that mature tree canopy spreads are difficult to visualize on a map and that planning for long-term growth is essential.

The consensus of the Physical Facilities & Utilities Committee members present was that a walkthrough is warranted before making final recommendations with the PFU Committee meeting on site at its regularly scheduled time. The Committee discussed the logistics of the walkthrough. The PFU Committee will walk first to reach an internal consensus, then invite the Village Board to join later in the same morning—or at a minimum, have the Chair as board representative present findings. It was agreed that the October meeting would be held as a walking meeting on the path, beginning at 8:00 AM, with the tree and bollard placement to be assessed simultaneously.

8. Discussion and Recommendation on Placement of Solar Bollards on North End Path:

A discussion was held regarding placement of the solar bollards on the North End Path. Meacham presented the solar bollard placement plan as shown on the screen, walking through proposed locations from south to north. It was noted that at intersections where there is already Cobra Lighting, solar bollards may not need to be installed. Further, there are bollards shown on the curb side that would need to be moved to the opposite side of the path for consistency and to protect it from county snowplow operations. MacDonald reinforced this point, expressing concern that heavy, wet snow thrown by county plows traveling along Highway 42 at speed could knock the bollards off if placed on the highway-side edge. Meacham also flagged that a bollard shown further north falls within a heavily shaded area where it would receive limited sunlight—potentially only six hours at peak—due to the tree canopy. He

expressed doubt about whether that location would generate sufficient solar charge.

The Committee agreed that a physical walkthrough is necessary to finalize bollard placement, and that the installation contractor should ideally be present or consulted in connection with the walking meeting. Bristol noted that bollard placement and tree placement should be considered together, as digging for bollard installation could interfere with tree planting pits. He also noted that updated placement maps could be produced following the walkthrough for board review.

The Committee agreed to address this item at the October walking meeting, alongside the tree placement discussion.

9. Update on Moravia Point:

MacDonald reported that he had spoken with Bob Bultman the prior week. Bultman's plan was to complete a first herbicide spray treatment that week, followed by a second application in a few weeks. He anticipated burning the site sometime in late October or early November, with a first seeding to follow just before the first snowfall, depending on weather conditions. MacDonald noted that the project is proceeding as a prairie restoration, which is inherently a slow process, but that steps are materializing to move forward.

10. Discussion and consideration of newly acquired property north of the marina.

Meacham introduced the item, noting that the Village has acquired a parcel adjacent to the marina building and that some vegetation removal will be needed to clean up the site. He opened discussion on whether the Committee supports extending the sidewalk to connect through that property.

A discussion was held regarding the newly acquired Village property north of the marina. Flottman stated that extending the sidewalk seemed logical, as completing the connection to the marina area fills an obvious gap in the pedestrian network. Lohman asked whether the Marina Committee had considered using the property for a kayak or canoe launch. John Held and Bruce Nelson, members of the Marina Committee, were present and addressed the question. Held noted that the marina already has a kayak launch—a small pier referred to as the "green launch"—with a \$3 launch fee, though it is not heavily used. He stated that the Marina Committee was present to hear the PFU Committee's recommendations rather than to present their own, and that he anticipated the Marina Committee would be willing to develop ideas and bring them back for review.

B. Nelson outlined that the board had previously approved consideration of a widened shoulder along Highway 42 on that property, which could add a small number of parallel parking spots. He indicated the Marina Committee would be meeting the following day to discuss the parcel. He expressed support for extending the walkway to connect to the marina building and then to the crosswalk at the Firehouse Museum. He noted that the shoreline question—whether to install a rock wall, maintain a beach, and whether it would function as a swimming area—is a more complex discussion that the Committee has not yet engaged in depth, and suggested treating it as a separate conversation.

Lohman expressed agreement that the path extension makes sense and that cleaning up the overgrown vegetation should be a near-term priority, with end use of the parcel to be determined later.

Bristol noted that as Harbormaster, he sees the parcel as an exciting opportunity but that no master plan exists yet. He indicated that any significant marina expansion—additional slips, breakwater—would likely be a million-dollar-plus project requiring extensive dredging. On the shoulder and path extension, he noted that while a verbal indication of support from the DOT was received after the 2020 shoreline project, there has been a change of personnel at the DOT and that prior approval can no longer be assumed. He suggested that if the path is designed to remain off the right-of-way, DOT approval may not be required. He also noted the presence of an electrical transformer and communication equipment on the east side of the marina building that would need to be navigated depending on whether the path runs on the highway side or the water side.

Held clarified that the newly acquired property is not marina property, and expressed that the Marina Committee had come to hear the PFU Committee's recommendations, not to be tasked with developing the plan themselves, though he acknowledged the Marina Committee would be willing to bring forward ideas for review.

Meacham clarified that the intent was not to transfer responsibility but to be respectful of the Marina Committee's interests given the adjacency of the parcel.

Lohman affirmed that the Board would ultimately make the final decision, ideally informed by recommendations from both Committees.

B. Nelson agreed there is no time urgency, and suggested separating the discussion into two tracks: near-term cleanup and path/parking planning, and a longer-term conversation about the shoreline.

11. New Business for the next meeting:

- a. Meacham raised the issue of several properties in the Village with excessively high grass that needs to be cut. He noted the Village has an ordinance addressing noxious weeds and grass height.
- b. 2027 Budget

12. Adjournment:

Lohman moved to adjourn at 8:59 AM, Flottman seconded, all ayes. Motion carried.

Recorded by, Kim Roberts – Deputy Clerk

Maintneance Buildings	53322-309	Internet		\$ -					\$ 597.00	\$ 2,225.00	\$ 640.00	\$ 1,100.00
Maintneance Buildings	53322-350	Janitorial Supplies		\$ 4,000.00	\$ 3,737.18	\$ 4,500.00	\$ 3,945.48	\$ 5,000.00	\$ 4,472.10	\$ 5,000.00	\$ 2,320.67	\$ 5,000.00
Maintneance Buildings	53322-351	Hardware/Tools		\$ 1,775.00	\$ 611.06	\$ 1,700.00	\$ 1,192.39	\$ 1,700.00	\$ 925.04	\$ 1,500.00	\$ 1,074.24	\$ 1,500.00
Maintneance Buildings	53322-352	Equipment Rental		\$ 250.00	\$ 73.97	\$ 500.00	\$ 109.98	\$ 1,000.00	\$ 2,300.00	\$ 1,000.00	\$ -	\$ 1,000.00
Maintneance Buildings	53322-810	Equipment Outlay										
Maintneance Buildings	53322-820	Bldg Improvement Outlay	Gar. Upgrades	\$ 4,000.00	\$ 9,761.07	\$ 3,000.00	\$ -	\$ 3,000.00	\$ 2,920.65	\$ 3,000.00	\$ 536.32	\$ 3,000.00
Maintneance Buildings	53322-830	Other Improvement Outlay					\$ 50,000.00		\$ 1,955,112.90			
Old Fire House	53323-303	Electricity		\$ -								
Old Fire House	53323-308	Sewer Fees										
Old Fire House	53332-303	Electricity	Fire Museum	\$ -								
Street Lighting	53420-301	Facility Supplies	Street Lights	\$ 500.00	\$ 82.15	\$ 300.00	\$ 56.62	\$ 300.00	\$ 48.69	\$ 200.00	\$ 148.56	\$ 200.00
Street Lighting	53420-302	Facility Maintenance/Repair		\$ 500.00	\$ 248.58	\$ 500.00	\$ 669.70	\$ 400.00	\$ 5,346.39	\$ 400.00	\$ -	\$ 200.00
Street Lighting	53420-303	Electricity		\$ 15,000.00	\$ 16,963.49	\$ 16,000.00	\$ 18,417.57	\$ 18,000.00	\$ 17,521.92	\$ 18,000.00	\$ 12,137.81	\$ 18,000.00
Storm Sewers	53440-210	Other Contractual Services	Storm Sewer Cleaning	\$ 3,000.00	\$ -	\$ 2,000.00	\$ 1,520.00	\$ 2,000.00	\$ 303.00	\$ 2,000.00	\$ 669.50	\$ 2,000.00
Storm Sewers	53440-302	Facility Maintenance/Repair		\$ -	\$ 1,275.00							
Sanitation/Recycling	53620-210	Other Contractual Services	Recycling	\$ 6,000.00	\$ 8,492.30	\$ 6,500.00	\$ 10,665.51	\$ 8,000.00	\$ 10,227.21	\$ 8,500.00	\$ 5,406.82	\$ 10,000.00
Sanitation/Garbage	53621-210	Other Contractual Services	Garbage	\$ 2,600.00	\$ 3,572.03	\$ 2,500.00	\$ 5,042.88	\$ 3,000.00	\$ 3,040.56	\$ 3,000.00	\$ 1,877.54	\$ 3,000.00
Brush Removal	53630-210	Other Contractual Services		\$ -								
Weed and Nusiance Control	53640-210	Other Contractual Services	Weed Spraying all properties	\$ 1,700.00	\$ 2,996.59	\$ 3,200.00	\$ 3,483.27	\$ 4,000.00	\$ 3,398.00	\$ 4,000.00	\$ -	\$ 4,200.00
Parks and Grounds	55200-225	Mulch	Includes Tub Grinding	\$ 4,000.00	\$ 3,120.00	\$ 5,000.00	\$ 2,185.00	\$ 5,000.00	\$ 7,027.50	\$ 5,000.00	\$ 4,439.91	\$ 13,500.00
Parks and Grounds	55200-226	Dirt & Stone		\$ 1,000.00	\$ 1,114.04	\$ 1,000.00	\$ 493.77	\$ 2,000.00	\$ 7,543.98	\$ 4,000.00	\$ 828.53	\$ 4,000.00
Parks and Grounds	55200-227	Flowers		\$ 6,000.00	\$ 4,220.40	\$ 6,000.00	\$ 3,401.68	\$ 6,000.00	\$ 7,564.94	\$ 6,000.00	\$ 4,138.15	\$ 6,000.00
Parks and Grounds	55200-228	Tree Cutting	(GT \$500.00)	\$ 6,500.00	\$ 2,914.02	\$ 6,500.00	\$ 6,856.59	\$ 6,500.00	\$ 8,211.10	\$ 6,500.00	\$ 1,866.99	\$ 6,500.00
Parks and Grounds	55200-229	Plumbing		\$ 2,500.00	\$ 2,952.08	\$ 3,000.00	\$ 1,520.76	\$ 3,500.00	\$ 3,308.51	\$ 3,000.00	\$ 2,716.13	\$ 5,000.00
Parks and Grounds	55200-230	Electrical		\$ 750.00	\$ 29.74	\$ 500.00	\$ -	\$ 500.00	\$ 141.10	\$ 500.00	\$ 23.24	\$ 500.00
Parks and Grounds	55200-231	HVAC		\$ -	\$ -				\$ -			\$ 1,000.00
Parks and Grounds	55200-232	Concrete		\$ 500.00	\$ 443.01	\$ 300.00	\$ 449.55	\$ 500.00	\$ 975.39	\$ 500.00	\$ 15.98	\$ 500.00
Parks and Grounds	55200-300	Facility Equipment	Flags	\$ 1,000.00	\$ 3,822.19	\$ 1,000.00	\$ 1,090.00	\$ 1,500.00	\$ 2,021.49	\$ 1,800.00	\$ 4,457.98	\$ 1,500.00
Parks and Grounds	55200-302	Facility Maintenance/Repair	Parks	\$ 4,500.00	\$ 3,751.68	\$ 4,500.00	\$ 3,304.71	\$ 4,500.00	\$ 4,692.27	\$ 4,500.00	\$ 2,943.19	\$ 4,500.00
Parks and Grounds	55200-303	Electricity	Harborside/Wetlands	\$ 900.00	\$ 773.69	\$ 700.00	\$ 775.56	\$ 700.00	\$ 882.18	\$ 700.00	\$ 565.69	\$ 700.00
Parks and Grounds	55200-350	Janitorial Supplies	Covered under 53320-350	\$ -	\$ -							
Parks and Grounds	55200-353	Equipment Repair/Maintenance	Parks	\$ 2,300.00	\$ 9,577.07	\$ 2,500.00	\$ 834.78	\$ 2,500.00	\$ 1,031.98	\$ 2,500.00	\$ 1,144.45	\$ 2,000.00
Parks and Grounds	55200-810	Equipment Outlay										
Parks and Grounds	55200-820	Bldg Improvement Outlay										
Parks and Grounds	55200-830	Other Improvement Outlay		\$ 31,000.00	\$ 37,825.88	\$ 31,000.00	\$ 26,929.03	\$ 31,000.00	\$ 37,631.79	\$ 28,400.00	\$ 12,671.62	\$ 33,440.00
Parks and Grounds	55200-840	Project Outlay		\$ 5,000.00	\$ 6,054.90	\$ 5,000.00	\$ 34,745.49	\$ 5,000.00	\$ 141,974.66	\$ 5,000.00	\$ 18,563.68	\$ 5,000.00
Celebrations	55400-316	Recreation Expenses										
Tennis Courts	56401-830	Other Improvement Outlay		\$ -								
Beach	56420-303	Electricity	Beach	\$ -								
Beach	55420-304	LP Gas	Beach	\$ -								
Beach	55420-305	Well Tests	Beach	\$ -			\$ 150.00	\$ 120.00	\$ 150.00	\$ 120.00	\$ 30.00	\$ 150.00
Beach	55420-307	Water Treatment	Beach	\$ -								
Beach	55420-308	Sewer Fees		\$ 500.00	\$ 510.40	\$ 500.00	\$ 545.60	\$ 500.00	\$ 598.40	\$ 645.00	\$ 330.00	\$ 710.00
		Total Expense		\$ 386,366.10	\$ 536,964.54	\$ 451,302.59	\$ 809,306.79	\$ 473,012.88	\$ 2,824,952.12	\$ 497,260.94		\$ 514,463.69

3.45% increase

VILLAGE OF EPHRAIM

FOUNDED 1853



2027 Budget Requests for Other Improvement Outlay

-Line Stripper (parking lots, crosswalks, etc.)	\$ 5,000.00
-Sweeper Bucket & Gutter Kit	\$11,000.00
-Make Dump 2 lanes going in	\$17,440.00

Total	\$33,440.00
-------	-------------