

VILLAGE OF EPHRAIM BOARD MEETING MINUTES
MONDAY FEBRUARY 8, 2010 – 7:00 P.M.

Present: John Cox-President, Jane Olson, Kathy Kirkland, Tim Nelson, Sue Sherman
Absent: None

Staff: Charity Forsch- Administrator, Niles Weborg-Fire Chief, Dave Alberts-Plant
Manager, Brent Bristol-Zoning Administrator, Susan Shallow-Deputy Clerk

Visitors: Sal Jacobson, Debbie Krause, Rachel Willems,

1. **Call to Order-** Meeting called to order by President Cox at 7:01 p.m.
2. **Changes in Agenda:** Strike item #14
3. **Review and Approve January 11, 2010 Village Board Meeting Minutes:**
Correction to page 2 of six, 2nd paragraph, should read flow chart. Page 3 d.
doesn't have vermin, pare down the lights.

Motion per Tim Nelson to accept the January 11th 2010 meeting minutes as amended, seconded by Kathy Kirkland, Jane Olson abstains, Sue Sherman abstains, Kathy Kirkland aye, Tim Nelson aye, John Cox aye motion carried.

4. **Visitors' Comments :** None
5. **Administration:**

- a. **Discussion and consideration regarding Resolution 5-012110-** Resolution to Change the Date of the Annual Meeting of the Door County Tourism Zone Commission. Per an e-mail received from the Zone office.

Motion per Tim Nelson to approve resolution 5-012110 to change the date of the Annual Meeting of the Door County Tourism Zone Commission, seconded by Sue Sherman, all ayes, motion carried.

- b. **Discussion and consideration regarding fees for Ephraim Historical Foundation rent of Village Hall.** Sal Jacobson from the foundation is here tonight to discuss this item. A letter was received from Kelli Torpey program Director of the Foundation requesting that the Board waive set up and clean up fees for their rentals at the Village Hall. The foundation will do the set up themselves for all events, therefore no charge for set up by the Maintenance Department. In question tonight is waiving the clean-up fees. Charity Forsch gave some background on the new fees and what our maintenance men do for clean up. Sal Jacobson stated that she has checked with other communities and they do not charge their historical societies. The Sunday sing along is a quasi community event that draws 250 people to the hall in the summer. Board concern is that when volunteers from the audience assist in clean up damage to walls and equipment may occur. It is preferred that our maintenance staff do

clean-up.

Tim Nelson stated that the sing along benefits the community as a whole, and feels if the non profit is willing to set up by itself perhaps we should do the breakdown for the event. In the case where the non profit group can set up on its own, perhaps we can waive the fees both for the set up and clean up. John Cox agrees if the event is also open to the public. If a fee is charged for the event that is different and the set up and clean up fees will be charged. Board reserves the option to review each request for waiving of fees on an individual basis. If a group that does not want to set up, our guys will set up and the fee will be charged.

Motion per Jane Olson to waive the Village Hall Maintenance Department clean up and set-up fees for the Ephraim Historical Foundation, seconded by Tim Nelson, all ayes, motion carried.

- c. **Discussion and consideration regarding Event Procedures:** Zoning Administrator Brent Bristol has been working on a revised form and has developed some language suggestions. Brent and Charity have also looked on-line for alcohol ordinance language and could not find any appropriate. Charity stated that if there is a question about alcohol we could direct them to the State statutes on the application form. Brent reviewed some aspects of the new form and added that a coversheet may be added directing applicants to the proper authority concerning service of alcohol.

John Cox likes the attention Brent has given to parking inquiries; the triggers built into the form should alert both staff and applicant to additional questions. Tim Nelson would like a change to the title of "Public Facilities Event" to Events Involving Public Property. John Cox reminds all that we do not have any parking restrictions in our ordinances, therefore restricting parking is mute. Kathy Kirkland suggests that we can approach parking as a safety issue by restricting parking during events to one side of the road on narrow streets; State law prohibits the blocking of a street so as not to allow passage by a Fire Truck. Jane Olson added that even a private event may require some type of parking restriction. Questions 3, 4 and 5 on the new form trigger additional discussion.

Charity Forsch suggests that perhaps we need to leave current ordinance alone and write some parking restrictions such as parking on one side of the road in congested areas. Tim Nelson adds that the newsletter would be a good avenue to inform residents of parking restrictions; we have safety concerns, for visitors and residents. Dave Alberts asks that if we are going to put in restrictions will

we issue tickets, will we have enforcement? Brent clarified -so we are clear then that we are back under the umbrella of our festival, bazaars etc. Tim Nelson commented that if we had some kind of parking ordinance and signs in place that would take care of most instances, there should not be a lot of violations. Sue Sherman suggests that even Hall events should be addressed, we can do that as part of the application process if we have something in writing we should to hand out. John Cox asked if we should define festivals as something bigger than an event. We need to drive them to the Admin office to go thru the hoops necessary for a safe event. **Brent sums up that if it is not a public facility event they do not need a permit.** We can do it without being heavy handed. Kathy asked if music is covered yes in public nuisances.

- d. **Discussion and consideration regarding Nuisance Ordinance:** Board talked about this on several occasions stated Charity Forsch, so she has provided a copy of what is in State Stats as well as our ordinance for the Trustees to review. Kathy Kirkland has continuing issue with the Trollhagen Lodge plywood statue covers, suggests they paint them. Tim Nelson will not support an esthetic based visual nuisance ordinance. Jane Olson thinks we need to address enforcing our ordinances before we change our ordinances. Charity added that the Individual issue discussed previously will be addressed at a future closed session.
- e. **Discussion and consideration regarding Emergency Call-Ins, and On Call Compensation:** Draft of what the Board decided last month. Charity will run it by Village Attorney and bring it back to the Board for final approval before incorporating into the employee handbook.
- f. **Discussion and consideration regarding clean up of Moravia Point:** The sub committee met last week and Charity provided an up date for the Board, the sub committee has provided a recommendation for Board consideration.

Motion per Sue Sherman to authorize the Maintenance Department to clean-up of Moravia Point including removal of all underbrush, and dead landscaping items, then the Committee can take another look at the Point to determine what if any other trees should be removed, seconded by Tim Nelson, all ayes, motion carried.

- g. **Appointment: Board of Appeals Alternate 3 Yr Term:** Board will seek volunteers, *No action tonight*

h. Discussion and consideration regarding postponing Master Plan at Airport

Motion per Jane Olson to postpone the Master Plan at the Ephraim-Gibraltar Airport, seconded by Tim Nelson, all ayes, motion carried.

i. **Preliminary discussion of possible infrastructure improvements coinciding with the planned Highway 42 repaving in 2012.** Charity Forsch stated that The Highway project will start the first or second week of May, may not be done by FYR BAL, there may be a fee charged if they have to move their equipment out of the area for FYR BAL. John Cox thinks this is an opportunity to have storm sewer infrastructure work done, perhaps a bike path connecting to Sister Bay, Charity will look into possible grants and pricing for such work. John Cox suggests that the overhead wiring along German Road all the way to the Wetlands should be buried, suggests we get some preliminary cost estimates on getting this done. Kathy Kirkland agrees, Tim Nelson agrees, Sue Sherman agrees that estimates should be sought. Jane Olson suggests that Mittermann have a camera in the truck and take some pictures of storm sewer drains that need to be addressed. Tim Nelson added that the HWY Dept will only go on the right of way's.

j. Administrator/Clerk Report

Motion per Sue Sherman to approve the Administrator/Clerk Report as received, seconded by Tim Nelson, all ayes, and motion carried.

6. Zoning Administration

a. Monthly Zoning Administrator Report

Motion per Tim Nelson to approve the Zoning Administrator's Report as distributed, seconded by Kathy Kirkland, all ayes, and motion carried.

7. Wastewater/Water

a. Plant Manager's Report

Motion per Tim Nelson to approve the Plant Manager's Report as distributed, seconded by Sue Sherman, all ayes, and motion carried.

b. Approval to replace Clarifier Drive: Two bids received. The WW Committee makes recommendation to go with Lees Fabricating.

Motion per Jane Olson to authorize Wastewater to purchase a new Clarifier Drive for, \$9,400, seconded by Kathy Kirkland, all ayes, motion carried.

- c. **Approval of Grease Trap Ordinance changes:** Charity Forsch has contacted the state for names of types of licenses. Sue Sherman asked if B&B's are included no per Charity only if you are selling food to the public. Additional brief discussion by the Board regarding whether a public hearing is necessary for this type of Ordinance change, No per Forsch only changes to the Zoning ordinance require Public Hearing. Board decided to approve Ordinance change after slight language revision is made by Administrator.

Dave Alberts is here tonight and spoke of Reed Bed placement at the Treatment Plant; currently they haul it to Sturgeon Bay. This project is still in the investigative stage. Kathy Kirkland asked if this would be an opportunity to work with another community such as Sister Bay on a joint bed. Charity stated that there are restrictions from the DNR what goes in our bed must go thru our plant. Dave clarified that after the sludge has been in the Reed Bed it becomes a class "A" sludge and may become fertilizer. Dave is also looking into installing wind power out at the Plant.

Motion per Tim Nelson to approve the 13.4 Grease Interceptor, section of the Wastewater Ordinance changes as amended, seconded by Kathy Kirkland, all ayes, and motion carried.

Poll of Board Members, Sue Sherman aye, John Cox aye, Tim Nelson aye, Jane Olson aye, Kathy Kirkland aye.

John Cox asks the Board members if this is something we want to post and allow visitors to comment or question ordinance changes of this type. Brief discussion ensued. Suggests that changes like this should be posted, Tim feels that the Agenda itself should be clear enough to inform people about an issue, but posting it for public viewing and comment would be a good idea.

8. Community Protection

- a. **Fire Chief's Report:** Niles Weborg would like to receive an Agenda in the Mail. John Cox read a letter received from Liberty Grove with an invitation to meet on Feb 25th at 7PM and discuss forming a Fire District in Northern Door County. John Cox and Jane Olson will attend. Niles provided additional information, it is hoped this will save money for all Fire departments for equipment. A Fire Board or Commission would be formed that would run the departments. Niles believes establishment of a Fire District is about 5 years down the road. Niles is also concerned that sometime down the road we may not be able to secure volunteers and that to hire full time firefighters would be unbelievably expensive.

The Community Protection Committee last week, minutes were included in the Board packets, Niles Weborg added that they will be improving the tower currently on Washington Island. Niles reminds the Board that a new truck is on the horizon and they may need to add to the station to fit it in. John suggests that perhaps eliminating the current meeting room to make way for vehicle stalls and building a new office may be the way to go. All alternatives will be investigated; Tim Nelson asked Niles if the new truck will be able to maneuver the Village roads. Yes responded Niles. Niles stated that the Fire Department is looking into a Knox box installation at the option of the elderly residents but purchased by the Fire Association. GPS on cell phones is coming to the FD. Meeting Feb 24th of the Fire Truck selection committee. Niles noted that the Pillars at the old Fire Station museum are leaking.

Motion per Sue Sherman to approve the Fire Chief's Report as distributed, seconded by Jane Olson, all ayes, and motion carried.

- b. **Discussion and consideration regarding Conference Request:** Request received to allow Assistant Chief McDonald, Mike Meyer to attend the conference in Indianapolis; additionally Mike McCutcheon has now also requested to attend the conference. Cost for two representatives to attend would be approximately \$2,000. Tim Nelson feels that two Fire Fighters representing us are adequate.

Motion per Jane Olson to approve two people to attend this conference, seconded by Sue Sherman, all ayes, motion carried.

Mileage may be an additional expense. If they do not ride with the Gibraltar representatives they should take the Village vehicle added Tim Nelson.

9. Coastal Management

- a. Discussion and consideration of Port a Pier Contract for Dock Upgrades at Anderson Dock. Charity received a revised quote today, review by Board

Motion per Sue Sherman to award the contract for Dock Upgrades to Port a Pier, seconded by Kathy Kirkland, all ayes, motion carried.

10. Physical Facilities / Utilities

- a. Supervisor's Report

Motion per Jane Olson to approve the Maintenance Supervisor's Report as distributed, seconded by Sue Sherman, all ayes, and motion carried.

- b. **Discussion and consideration regarding Playground Upgrades:** Charity Forsch provided an update. Mike Mittermann has been working diligently on securing cost estimates from four different vendors. Mike thought that we could extend upgrade if we requested donations from the Peninsula Pre-School and the Fire Department. Charity explained the recommendation by the Physical Facilities Committee that a letter go out and that we place an article in the newsletter requesting donations to make it bigger and better. An example of a letter provided, will be adjusted. Tim Nelson is all for an improvement of the playground but it must be geared to pre-school age children and build it on an age appropriate scale to keep costs down. Tim is not in favor of one as big as the one downtown. *Item will be addressed after plan proposals are received. No letter soliciting donation may be necessary.*

11. Treasurer's Report

- a. Bills to be Paid

Motion per Tim Nelson to authorize payment of all bills presented tonight, seconded by Kathy Kirkland, Sue Sherman abstains, Kathy Kirkland aye, Jane Olson aye, Tim Nelson aye, John Cox aye, motion carried.

- b. Treasurer's Report

Motion per Tim Nelson to approve the Treasurer's Report as distributed, seconded by Sue Sherman, all ayes, and motion carried.

- 12. Communications / Correspondence:** Letter received from Mr. Gallagher regarding Stock Lane after brief discussion the Board determines that issues to be addressed by the Physical Facilities Committee.

- 13. Visitors' Comments:** None

- 14. New Business for Next Meeting:** John Cox asked if there was a Coastal Byways potential for Grant. detailed above

15. Adjournment

Motion per Tim Nelson to adjourn this meeting of the Ephraim Board of Trustees, seconded by Kathy Kirkland, all ayes, motion carried.

Respectfully submitted,
Susan Shallow-Deputy Clerk