

VILLAGE OF EPHRAIM

FOUNDED 1853



Physical Facilities/Utilities Agenda
Tuesday, December 5, 2023 - 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 – October 3, 2023
4. Visitors' comments
5. Maintenance Manager Report
6. Discussion/Statement of Use of Coal Tar Sealant
7. Discussion and consideration of Library Contract
8. Discussion and consideration of Library Replacement Carpet
9. Discussion and consideration of Hours Village Lighting is illuminated
10. Discussion and consideration of Christmas Decorations
11. Discussion and consideration of Village Banners
12. New business for the next meeting
13. Adjournment

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

<https://meet.goto.com/215833733>

You can also dial in using your phone.

Access Code: 215-833-733

United States: [+1 \(571\) 317-3112](tel:+15713173112)

**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>12/1/2023</u>
<hr/> Andrea Collak, Clerk	<input checked="" type="checkbox"/> Village Administrative Office
	<input checked="" type="checkbox"/> Visitors' Center
	<input checked="" type="checkbox"/> Post Office
<hr/> Kim Roberts, Deputy Clerk	<input checked="" type="checkbox"/> Website: ephrain.wi.gov
	<input checked="" type="checkbox"/> Emailed to WDOR/ Peninsula Pulse

**VILLAGE OF EPHRAIM
PHYSICAL FACILITIES AND UTILITIES MINUTES
TUESDAY, OCTOBER 3, 2023 – 8:00 AM
9996 Water Street- Ephraim Village Hall**



Action Items:

Flottman moved, Taillon seconded to approve the minutes of August 1, 2023, all ayes. Motion carried.

Bridenhagen moved, Flottman seconded to approve and recommend the proposed 2024 Public Works budget to the Village of Ephraim Board of Trustees, all ayes. Motion carried.

The consensus of committee members present was to provide draft mockups of the Village Hall banner for the November meeting for the committee to select one (1) banner to put into production, install, and gather feedback.

Flottman moved, Bridenhagen seconded to adjourn at 8:38 AM, all ayes. Motion carried.

Present:, Fred Bridenhagen, Paul Flottman, Diane Taillon, and Matt Meacham - Chair.

Absent: Jim Peterman.

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

Guests: Lane Methner (EBC).

- 1. Call to Order:** The meeting was called to order by Meacham at 8:00 AM. A quorum was present for the meeting.
- 2. Changes to the agenda:** There were no changes to the agenda.
- 3. Approval of the previous minutes:**
Flottman moved, Taillon seconded to approve the minutes of August 1, 2023, all ayes. Motion carried.
- 4. Visitors' Comments:** There were none.
- 5. Maintenance Manager Report:**
MacDonald reviewed work done in August and September: Daily maintenance tasks, lawn mowing, cleaning of village facilities, beach tilling, speed board placement, repainting of parking lines at the Administrative Building, repair post washout of Cherry Street steps, and ongoing patching of potholes. Assistance was provided to the Wastewater Department, removal of flags, roadside chipping, preparation for pole barn for paving, water testing, and 2024 budget preparation.
MacDonald noted that October work would include: mowing, water testing, roadside brushing, installation of posts for beach silt fence, fall cleanup of Village properties, removal of launch dock at the marina, and the preparation of snow removal equipment including maintenance and inspection.
Taillon inquired if MacDonald had been able to make contact with the gentleman in Oshkosh who may have a geese solution.
MacDonald stated that he had been emailing with the gentleman and would report back.
Meacham asked when the locks would be installed on the Village Hall.
MacDonald stated they would be installed on October 20.
- 6. Discussion and consideration of the 2024 Budget:**
A discussion was held regarding the 2024 budget. Meacham noted that the proposed budget does not include salaries. He requested information on line item 5300-302 Facility Maintenance/Repair which included an allocated amount of five thousand dollars (\$5,000) for surveying. Bristol explained that the allocation began seven (7) or eight (8) years ago when Wilder Road (shared with the Town of Gibraltar) required verification of road right of way (ROW). At that time, the Board decided they wanted a recurring budget item to slowly survey Village roads.

Bristol discussed the contractor who had been cleaning Village bathrooms for the last ten (10) years, who is retiring; MacDonald had obtained estimates for services to replace the current contractor. MacDonald explained that only one (1) contractor had been interested in putting forth an estimate for services which was

approximately fifty-five thousand dollars (\$55,000). Bristol walked the committee through the possibility of adding another full-time employee whose responsibilities would include bathroom cleaning in consideration and comparison of the cost of the estimated cleaning services proposed by the contractor. Bristol reviewed areas from the budget that could assist with paying for an additional employee, ultimately the decision will be up to the Board.

Bridenhagen moved, Flottman seconded to approve and recommend the proposed 2024 Public Works budget to the Village of Ephraim Board of Trustees, all ayes. Motion carried.

7. Discussion and consideration of Christmas Decorations:

A discussion was held regarding Christmas decorations. Meacham outlined that the committee had engaged in an ongoing discussion, conducted a Village survey, and had come to the conclusion that they would like to continue with the same ambient light currently installed throughout the Village but needed to decide on the type of decorations. Flottman felt that the survey showed that residents were pretty happy with the current decorations but thought we could entertain decorating the light poles by keeping things simple. He cautioned that funding is an issue and perhaps we should stick with what we have for now. Taillon felt that the survey showed that the decorations should be expanded with what was started on the street poles.

Further discussion was held regarding an advisory group that was created several years ago to create concepts for the committee to consider concerning Christmas decorations. The group has continued beyond their presentation of concepts to the committee. Bridenhagen asked who sanctioned the committee to meet. Taillon stated that she attends and that Cody Schreck, from the Ephraim Historical Foundation, has taken over the committee. Meacham explained that he was not aware that the Christmas Committee was still around, he thought it had been disbanded as there had been no contact. Flottman added that Schreck had not been asked to come up with suggestions but he was willing to look into ideas to see if they fit in the Village. Bridenhagen expressed concern about two (2) committees working on decorations and the possibility of wasted time and conflicting ideas.

The committee further discussed budget issues, light color/temperature, picking out decorations so they are ready to order if the budget allows for next year, and phrasing for a decorating theme (traditional versus historical). Meacham concluded that considerations for lights on the light poles should follow the current village lights in ambience and color and if anything is purchased it will not be purchased all at once. He asked members to come back ready to discuss a plan for the next meeting and noted he would be open to Schreck attending and offering his opinion. The goal is to pick out three (3) lights to review so that they can be ready for next year if the budget provides for the funding. Taillon asked that everyone review the survey again.

Meacham requested that the survey, options for lighting including illuminated color and temperature, lead time, durability, and information on whether the light selection(s) were compatible with the poles be included in the next meeting packet.

8. Discussion on Banners within the Village:

A discussion was held regarding banners in the Village. Bristol reviewed the estimate provided by FLS to put a high-resolution historical image on a banner. Flottman encouraged the committee to mock one (1) example up to install and obtain feedback. Bristol explained that the Village Hall would be the best location to pursue because it would be easy to look at and has more photos to choose from. Bridenhagen stated that he didn't like the idea and felt they would distract from the historical beauty.

The consensus of committee members present was to provide draft mockups of the Village Hall banner for the November meeting for the committee to select one (1) banner to put into production, install, and gather feedback.

New business for the next meeting: The next meeting will be held on November 7, 2023, at 8:00 AM.

- a. **Banners within the Village**
- b. **Christmas Decorations**
- c. **Hours in which Village lighting is illuminated.**

9. Adjournment:

Flottman moved, Bridenhagen seconded to adjourn at 8:38 AM, all ayes. Motion carried.

Recorded by, Kim Roberts – Deputy Clerk

Village of Ephraim Physical Facilities/Utilities November Maintenance Manager Report

Work done in November:

- Cleaning of Administration Building and Library.
- Assist WW in Various Work as needed
- Installation of Silt Fence on Beach
- Haul 28 loads of Yard Waste to Dump
- Fall Clean ups on all properties
 - Leaf Collection
 - Trimming plantings back
- Move Navigational Buoys and Mooring Equipment to storage for winter
- Put up Winter Decorations
 - Lights on Street Lights
 - Anderson Dock Star
 - Front of Village Hall
 - Harbor Side Park
 - Banners on Street Lights
 - Christmas Tree up in Village Hall
- Set-up Trucks for Winter Operations
 - Oil Change, Fuel Filter & Spark Plug on both Salt Spreaders
 - Check over and Change Oil in Plows
 - Check over and Mount Wings on Trucks
- Conduct Snow Removal Operations 1 time during month

Respectfully Submitted

Justin MacDonald
Maintenance Manager
jmacdonald@ephrain.wi.gov
920-495-0039

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DOOR COUNTY CONSOLIDATED LIBRARY SYSTEM
AGREEMENT - VILLAGE OF EPHRAIM

AGREEMENT made this 4th day of September, 1990 between County of Door and the Village of Ephraim:

WHEREAS, the Door County library system will be called the Door County Consolidated Library System in compliance with Wisconsin Statutes Chapter 43.

WHEREAS, ever since the Ephraim branch was established it has provided a multi purpose building to house the branch library and has maintained the facility. County of Door has provided the staff and books for the library.

WHEREAS, it is the intent of the parties to execute a written agreement to conform to the requirements of a consolidated library system and Wisconsin Statutes Chapter 43.

IT IS HEREBY mutually agreed as follows:

1. That in consideration for County of Door providing a branch library in the Village of Ephraim, the Village of Ephraim will provide a facility to house the library. It will pay the cost of utilities, janitorial services, insurance, maintenance and repair and related supplies of the building and its contents, and will provide grounds maintenance.

2. That County of Door will pay the costs of operating the library including the salaries of the librarians, purchase of books, magazines, video cassettes, microfiche reader, computers, film projectors, P.A. system, camera, rewinders, and typewriters. It may add to or delete from the library furnishings, equipment, books and publications at any time.

3. That the consolidated library system will operate in compliance with any lawful statutory or administrative requirements of the State of Wisconsin or its agencies.

4. That the parties agree to work cooperatively to further improve public library service for the residents, guests and visitors of Door County.

5. That this Agreement shall continue in force until it is terminated by either party upon provision of six (6) months written notice of termination and in accordance with Chapter 43 of the Wisconsin Statutes.

Dated as of the date first written above.


COUNTY OF DOOR

VILLAGE OF EPHRAIM

By,

By,

Lyle R. Hill, Chairman
County Board Supervisors



Village President

Nancy Bemann
County Clerk/Admin. Coordinator



Door County Carpet One & Flooring Outlet by Carpet One

6124 State Highway 57, Jacksonport; 6978 WI-42 Sturgeon Bay WI 54235
920-823-2137

Order Number:

Date: Jul 20, 2023 6:30 PM

Bill To: Ephraim library Carly Mulliken
9996 Water St S
Ephraim WI 54211
6082155323

Ship To: Ephraim library Carly Mulliken
9996 Water St S
Ephraim WI 54211
6082155323
ekmulliken@gmail.com

ekmulliken@gmail.com

Item

Furniture Moving

2x2' Patcraft Level 1a: Natural Form

Glue Down Carpet Install

Gluedown Carpet Take up and disposal

4" Johnsonite Vinyl Base color black CB40

Materials: \$3,046.40

Services: \$3,254.00

Total: \$6,300.40

Terms and Conditions:

50% down payment and balance on completion.

Date: Jul 20, 2023

Proposal

Customer: Ephraim library Carly Mulliken
Page 1

Terms and Conditions (continued):

DISCLAIMER: This proposal is limited exclusively to the material and services listed above. Any additional work not outlined above may incur further charges which will be the responsibility of the customer. Such additional costs can only be determined on-site such as sub floor preparation materials and labor.



Door County Carpet One & Flooring Outlet by Carpet One

6124 State Highway 57, Jacksonport; 6978 WI-42 Sturgeon Bay WI 54235
920-823-2137

Order Number:

Date: Jul 20, 2023 6:29 PM

Bill To: Ephraim library Carly Mulliken
9996 Water St S
Ephraim WI 54211
6082155323

Ship To: Ephraim library Carly Mulliken
9996 Water St S
Ephraim WI 54211
6082155323
ekmulliken@gmail.com

ekmulliken@gmail.com

Item

Furniture Moving

Glue Down Carpet Install

Gluedown Carpet Take up and disposal

4" Johnsonite Vinyl Base color black CB40

2x2' Patcraft Level 2a: Easy On The Eyes

Materials: \$3,793.92

Services: \$3,198.00

Total: \$6,991.92

Terms and Conditions:

50% down payment and balance on completion.

Date: Jul 20, 2023

Proposal

Customer: Ephraim library Carly Mulliken
Page 1

Terms and Conditions (continued):

DISCLAIMER: This proposal is limited exclusively to the material and services listed above. Any additional work not outlined above may incur further charges which will be the responsibility of the customer. Such additional costs can only be determined on-site such as sub floor preparation materials and labor.

ES383446

QUOTE

Sold To	Ship To
EMILY MULIKEN EPHRAIM LIBRARY 9996 SOUTH WATER STREET EPHRAIM, WI 54211	EMILY MULIKEN EPHRAIM LIBRARY 9996 SOUTH WATER STREET EPHRAIM, WI 54211

Quote Date	Tele #1	PO Number	Quote Number
08/15/23	920-854-2014		ES383446

Style/Item	Color/Description	Extension
CARPET REPLACEMENT	PER VISIT	0.00
<p>CARPET REMOVAL: COST TO REMOVE EXISTING CARPET AND ADHESIVE DISPOSING INTO OWNER SUPPLIED DUMPSTER. ADD \$1,260.00 IF MACCO'S TO PROVIDE DUMPSTER- ADD \$750.00 TO QUOTE.</p> <p>CARPET INSTALL: COST TO SUPPLY AND INSTALL INTERFACE CARPET TILE WITH A SQUARE YARD ALLOWANCE OF \$30.00- ADHESIVE AND FREIGHT INCLUDED. ADD \$6,460.00 TO QUOTE.</p> <p>VINYL BASE: COST TO SUPPLY AND INSTALL TARKETT 4" TRADITIONAL COVERED VINYL BASE IN THE COLOR BLACK TO MATCH EXISTING. ADD \$580.00 TO QUOTE.</p> <p>FURNITURE MOVING: COST TO MOVE SHELVES IN MIDDLE OF AREA THAT ARE ABLE TO MOVE. ADD \$500.00 TO QUOTE.</p>		

QUOTE IS FIGURED FOR WEEKDAY, DAY TIME HOURS MONDAY THRU THURSDAY
 SALES TAX IS NOT INCLUDED
 TYPICAL FLOOR PREP IS INCLUDED
 FLOOR CLEANING AND PROTECTION BY OTHERS
 QUOTED PRICE IS GOOD FOR 45 DAYS.

— 08/15/23 — 1:01PM —
 Sales Representative(s): ROZMARYNOSKI, ANDREW

Material: 0.00
 Service: 0.00
 Misc. Charges: 0.00
 Sales Tax: 0.00
 Misc. Tax: 0.00

QUOTE TOTAL: \$0.00



POST OVER WREATHS

[Home](#) › [Pole Mount Christmas Decorations](#) › [Pine Wreath Pole Decorations](#) › Post Over Wreaths



ADD TO
QUOTE REQUEST

Additional Information

Quantity

Add to Quote

[VIEW QUOTE REQUEST](#)

Description

Product Description

Great for vintage and low level light poles. These wreaths can feature a "collar" bracket for a secure fit or compress with ideal bands. Can be customized to fit any light pole. Standard with C7 LED Warm White Bulbs but any lighting option available. Includes mounting hardware. Bows are interchangeable

Add ornaments for additional pop

Lighting Available: 5mm Wide Angle LED or C7 LED

[Bow Options \(https://www.downtowndecorations.com/product-category/holiday_bows/\)](https://www.downtowndecorations.com/product-category/holiday_bows/)

Standard Sizes:

- 50"
- 60"
- Custom

Like what you see?

Or don't see exactly what you're looking for? Either way, let us know! Fill out the Request a Quote form with just a few simple details about yourself and your upcoming projects and a member of our sales team will get in touch with you shortly.

Get Your Quote

[General Information \(/general-information\)](/general-information) | [Privacy Policy \(/privacy-policy\)](/privacy-policy) | [Site Map \(/site-map\)](/site-map) |

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SIDE POLE MOUNT WREATHS

[Home](#) > [Pole Mount Christmas Decorations](#) > [Pine Wreath Pole Decorations](#) > Side Pole Mount Wreaths

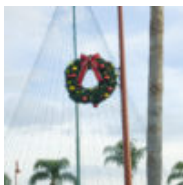
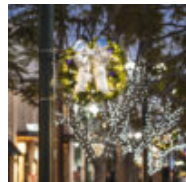
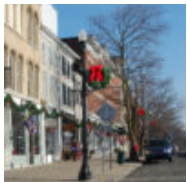
ADD TO
QUOTE REQUEST

Additional Information

Quantity

Add to Quote

[VIEW QUOTE REQUEST](#)



Product Description

Side Mount Wreaths are great for poles large and small. Wreath is made of lush Mountain Pine UV resistant garland. All Hardware Included

Add ornaments for additional pop

Lighting Available: 5mm Wide Angle LED or C7 LED

Bow Options (https://www.downtowndecorations.com/product-category/holiday_bows/)

Sizes Available:

- 36"
- 50"
- 60"
- Custom

Like what you see?

Or don't see exactly what you're looking for? Either way, let us know! Fill out the Request a Quote form with just a few simple details about yourself and your upcoming projects and a member of our sales team will get in touch with you shortly.

Get Your Quote

From: [Jimmy Alexander](#)
To: [Village of Ephraim Office](#)
Subject: Side Mount Wreaths
Date: Monday, October 9, 2023 9:41:51 AM

You don't often get email from jalexander@downtowndecorations.com. [Learn why this is important](#)

Kim,

Thank you for stopping by the opportunity to work with you on your holiday décor project, I enjoyed speaking with you earlier. **Downtown Decorations** (www.downtowndecorations.com) is a leading supplier of commercial holiday décor and we can provide many customer references from all across North America that will speak to the quality of our products, as well as our outstanding customer service and product support. We are active members of the **National Main Street, International Downtown Association, International Council of Shopping Centers**, and many more. Your budget pricing as discussed:

Qty: (1) 36" Double sided side-mount wreath with UV rated DDI Mountain Pine foliage, lit with 4 Coaxial 70L 5mm LED mini lights (280 lights). Hardware Included.....\$569 ea.

Qty: (1) 18" Red Nylon 3D Structural 4-Loop Bow.....\$49 ea. (optional)

Qty: (1) Ornamentation package for 36" Double sided side-mount wreath.....\$80 ea. (optional)

Shipping not included (shipping has been running around 7%-8% of the product cost)

These are all very high quality commercial grade décor pieces that your community will be proud of for years to come and as we discussed, this represents your budget pricing and I'll reach out to you in the early season (Jan. Feb. Mar.) to discuss a possible early season purchase where there is some additional discounting.

Please let me know if you have any questions, or if there is anything additional that I can do to help. I look forward to hopefully working with you on your project.

Thanks so much,

Jimmy

Jimmy Alexander
Account Representative
Downtown Decorations, Inc.

712 Agave Ct.

Fredericksburg, TX 78624

830-307-9117 Direct

877-369-6332 ext.454

jalexander@downtowndecorations.com

www.downtowndecorations.com

<https://downtownbanners.com/>

HISTORIC EPHRAIM



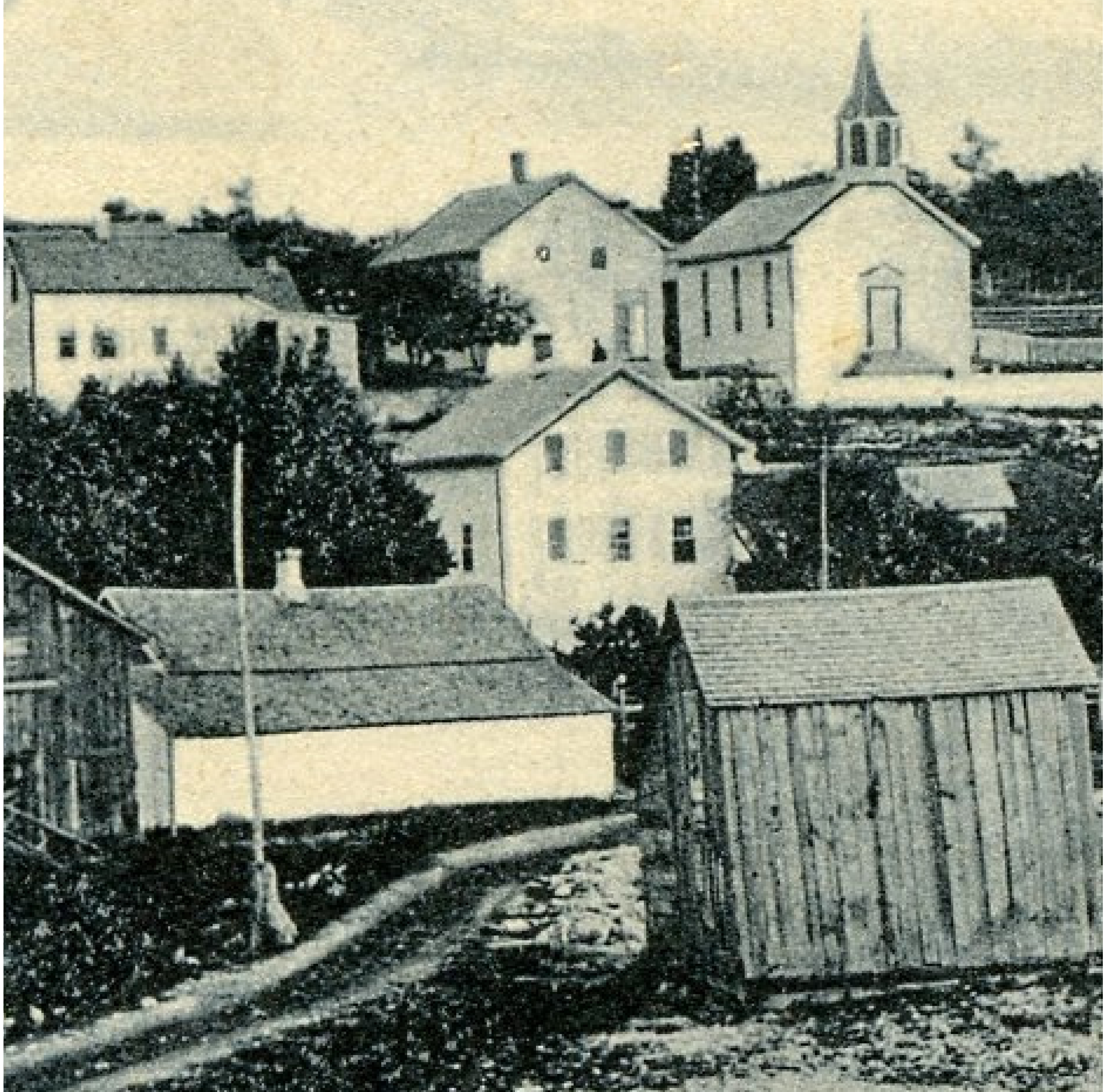
ANDERSON DOCK

HISTORIC EPHRAIM



VILLAGE HALL

HISTORIC EPHRAIM



WATER STREET

HISTORIC EPHRAIM



EPHRAIM BEACH



HISTORIC EPHRAIM



EPHRAIM BEACH