

VILLAGE OF EPHRAIM

FOUNDED 1853



Physical Facilities/Utilities Agenda
Tuesday, June 4, 2024 - 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 – May 7, 2024
4. Visitors' comments
5. Maintenance Manager Report
6. Discussion and Consideration on Moravia Point
7. Discussion and Consideration on Christmas Decorations
8. New business for next meeting
9. Adjournment

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

<https://meet.goto.com/706926757>

You can also dial in using your phone.

Access Code: 706-926-757

United States: [+1 \(872\) 240-3311](tel:+18722403311)

**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>5/31/2024</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 & UTILITIES MINUTES
TUESDAY, MAY 7, 2024 - 8:00 AM
9996 WATER STREET**



Action Items:

Peterman moved, Bridenhagen seconded to approve the minutes of April 2, 2024, all ayes. Motion carried.

Bridenhagen moved to adjourn at 9:12 AM, Flottman seconded, all ayes. Motion carried.

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

Absent: None.

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

Guests: Maggie Peterman, Lane Methner, Kelsey Stone, Duska Pearson, Dr. Michael McCutcheon, and Cindy Nelson.

Call to Order: Meeting called to order by Chair Meacham at 8:01 AM.

- 1. Quorum:** A quorum was present for this meeting.
- 2. Changes in Agenda:** There were none.
- 3. Visitors' Comments:** There were none.
- 4. Approval of Previous Minutes:**
Peterman moved, Bridenhagen seconded to approve the minutes of April 2, 2024, all ayes. Motion carried.
- 5. Maintenance Manager Report:**
MacDonald reviewed his April Report. He explained that the Maintenance Department has been resetting the Village for Spring and Summer.
- 6. Discussion and consideration of Moravia Point:**
A discussion was held regarding Moravia Point. Discussion included previous plans, what Sterling Landscape would create as part of the fee for design services, and creating parameters to provide Sterling Landscape with.

The Committee agreed on the following parameters as a starting point for design services for Moravia Point:

- Low maintenance.
- The wall needs to be made into something presentable.
- The conduit needs to be moved and covered up.
- A plan for the trees (extracted and replanted was suggested).
- Methods to control weeds (clover was suggested).
- Native plants/grasses

C. Nelson discussed having a naturalist, Jason Miller of Silver Creek Ecological Services, that has worked with the Crossroads come and look at the area to develop a plan as an alternative. She noted that he does not charge a design fee. He is a landscape architect with interesting ideas utilizing native plants.

Meacham asked that McDonald send the parameters to Sterling Landscape and invite Jason Miller to the next meeting in June.

7. Discussion and consideration of Christmas Decorations:

Duska Pearson presented two (2) estimates for Christmas Light Decorations. She noted that the difference between the two (2) estimates primarily was the difference of purchasing the lights and leasing the lights. Both plans would require the Village to install new electrical service needed for the lighting plan. She noted that it was designed to be a three (3) year plan.

A discussion was held regarding the plan estimates. Discussion included life expectancy of the lights, leasing versus purchasing the lights, tone and warmth of lights, annual cost, scaling back the plan, the unknown expense of adding additional electric service as called for in the plan estimates, how the proposed plan fit into the resident sentiment as provided in the PFU Christmas Decoration Survey.

McCutcheon offered a reminder that the plan would need to go to the Board for approval. He questioned those who came up with the plan if they had reviewed the Christmas Decoration Survey. He noted that the results of the survey showed that residents did not want more lights. He suggested that they review the survey results again and amend the plan to be in keeping with the survey responses.

Further discussion was held regarding Pearson's plan. She preferred to present the full concept to the Village Board at a cost of forty thousand dollars (\$40,000). MacDonald stressed that there was no line item in the PFU budget for Christmas Decorations. Meacham suggested that a plan with the lighting at Olson Park, the Gazebo, and the Crab Apples at Harborside Park be presented at a reduced cost of approximately six thousand five hundred dollars (\$6,500). Bridenhagen discussed community participation in funding the project.

The consensus of the committee was to present the full option and paired down option to the Village Board next month.

All committee members thanked Pearson for her efforts.

8. New Business for the next meeting:

- Silver Creek Ecological Services regarding Moravia Point
- Christmas Decorations/Lights

9. Adjournment:

Bridenhagen moved to adjourn at 9:12 AM, Flottman seconded, all ayes. Motion carried.

*Recorded by,
Kim Roberts – Deputy Clerk*

Village of Ephraim Physical Facilities/Utilities May Maintenance Manager Report

Work done in May:

- Cleaning of Administration Building, Library, and Village Hall.
- Oil Changes on F-350/550 and Tractor-in house.
- Began mowing operations for the season.
- Planted new several new Cedars at Beach and 1 Oak on Shorefront.
- Placed all Garbage Cans for season.
- Placed all picnic tables for season.
- Opened all Public Bathrooms for season.
- Began tilling Beach as needed.
- Cleaned up several downed trees from Severe Storm.
- Swept off several roadways of debris from storm.
- The generator ran for 6 hours during power outage resulting from storm. Oil Change and general maintenance was completed on generator following the storm.
- Installed fence in partnership with Southshore Pier and Olson Family to try and control goose population on shorefront.
- American Flags hung on streetlights.
- Changed several light bulbs in old streetlights that had burned out.
- County Highway Department paved Anderson Lane, Upper Cherry St. and Settlement Rd., along with installing a Culvert under N. Dane St. for better drainage.
 - The County also finished paving CTY Q. ****Center line striping will be done in a few weeks after the oils in the asphalt have time to come out****
- 2 Emergency call-ins for Trees blocking roads.
- Flowers purchased and placed out for season.
- Pressure Washed under Front of Village Hall.
- Repaired Toilet at Marina.

Respectfully Submitted

Justin MacDonald

Maintenance Manager

jmacdonald@ephrain.wi.gov

920-495-0039

LR Sterling Enterprises, LLC.,
6414 Emerald Dr.
Sturgeon Bay, Wi. 54235

Invoice

Date	Invoice #
4/4/2024	10292

Bill To

Village of Ephraim
PO Box 138
Ephraim, Wi. 54211

Terms	Due Date
Net 15	4/19/2024

Description	Amount
Design and Consultation Fee for area of Moravian Pt Road, Drone flyover and digitizing of photo into detailed cad drawing. (10) D size paper drawings, Digital copy of pdf file.	2,000.00

Thank you for your business.

Office # 920-746-0321

Subtotal	\$2,000.00
Sales Tax (5.5%)	\$0.00
Total	\$2,000.00
Payments/Credits	\$0.00
Balance Due	\$2,000.00

From: [Duska Pearson](#)
To: mmdcgolfer@yahoo.com; [Brent Bristol](#); [Village of Ephraim Office](#); [Justin MacDonald](#)
Subject: Ephraim Holiday Decorations- June 4 meeting
Date: Tuesday, May 28, 2024 1:14:09 PM
Attachments: [DLC QouteSheet.VillageofEphraim.HolidayLightingEstimate.04.24.2024.pdf](#)
[DLC. PhotoSamplesofHolidayLighting.2024 \(dragged\).pdf](#)
[DLC. PhotoSamplesofHolidayLighting.2024 \(dragged\) 2.pdf](#)
[PastedGraphic-1.pdf](#)

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

Thank you for taking the time to consider the Ephraim Holiday Decoration Plan. The following recommendation is a proposal for implementation for the 2024 Holiday Seasoning, beginning November 29th (the Friday after Thanksgiving) and concluding February 18th.

Lights would be removed by March 1st. In light of our previous presentations to the Physical Ph, the current recommendation is scaled back significantly from our previous proposal, with the hope that we can start the project this year, and build upon it's success.

1. Lighting of the following areas in the vicinity of downtown Ephraim near the Village Hall. Total Cost is \$14,055 for the leasing of lights, installation and maintenance for the 2024- 2025 holiday season. Greenery for the Village Hall and purchase of 2 artificial trees with lights for outside the village hall are included in this cost. The quote from Dream Lighting Company is provided below, after the pictures.

1.- Outline the gazebo and 3 medium size trees. (see below photo)(1750 for gazebo and \$2700 for 3 trees)

2.- Lighting of the Ephraim Village Hall with current large warm bulbs with the addition of greenery and 2 artificial trees with warm lights (see below photo)(\$1495 for greenery, lighting and 2 trees)

3.- Lighting of the Ephraim Firehouse Marina building. (see photo below) and one tree. (\$1945)

4. - lighting of 5 trees located in the vicinity of the large flag pole across from the village hall (see below photo) (\$3260)

5. _ lighting of 3 trees in the area next to chef's hat (\$2900)

2. Purchase of new red banners with white ink on 73 posts. The cost is \$3285 from FLS. (see quote below)

3. Continued lighting of the star on the Hardy Gallery Building in a warm white light. (no additional cost)

4. Continued lighting of the Village Hall with Large White Bulbs. (no additional cost)

5. Members of the the committee have met with Justin to discuss additional power sources. We discussed the addition of an electrical circuit 15 or 20 amp and the purchase of additional equipment that currently is used at either Chefs Hat location or the Gazebo when functions are held in Ephraim (FyrBal, concerts, etc). The follow up meeting with the electrician is Wednesday, May 29th. Clarification on the cost of electrical would be available by the

meeting on June 4th, but was not available at the time of submission.

In summary, the Holiday Decorating Committee is asking for \$14,055 plus \$3285 for banners in implement a tasteful holiday light display in Ephraim. The cost of the electrical source would be in addition, and will be provided upon receipt.

We believe this concept would be a terrific start and a great enhancement during the long winter months.

Thank you for your consideration. We look forward to discussing these items at the June 4th meeting.

Ephraim Holiday Decorating Committee

Duska Pearson
Diane Taillon
Maggie Peterman
Julie Watkins

Please note below are photoshopped pictures of what the lighting and greenery would look like. There is also an explanation of tightly wrapped, loosely wrapped trees.



Photo 1



Photo 2



Photo 3



Photo 4a and 4b



Photo 5



Loose Wrap on tree Branches Wide spacing



Tight Wrap





DREAM LIGHTING COMPANY

extraordinary event lighting

920.469.1030

www.DreamLightingCompany.com

Holiday Lighting Display Estimate

Prepared for Village of Ephraim,

April 24th 2024

(6) Trees Along Side walk \$3,260

LED 5mm 4" spacing light strands in Warm White

-Tight Wrap Branches 8-10ft ladder height install only

Harbor Office Building \$1,945

Custom Fitted c7 sockets for outline of gutter lines (roof line)

Chef's Hat Green Space Area \$2,900

(5) Custom tower trees & mix of lighted (8) orbs Choice of color

Commercial grade bulbs and wire for best results & brightness 5mm style light strands

Gazebo Roof Line \$1,750

Custom cut Wire Socket, c7 bulbs Choice of color

Commercial grade bulbs and wire for best results & brightness

shingle Tabs & outer perimeter of roof

(3) Crab Apple Trees \$2,700

Custom Cut Wire socket, C7 Larger bulb retro fit bulbs. Tight wrap lower tree trunks.

Loose wrap entire upper half of tree

Fire Station \$3,280

Custom fitted C7 size bulbs for lower overhang above garage door. Roof top line along

alum/metal cap. Outline 2 garage doors & service door facing street

Large Tree along water side \$ 3,720

Tight wrap larger tree in warm white lighting Up to 40 single strands. Ariel lift included.

50ft height

Travel Flat Rate Charge \$300

Expendables

To include, glue, zipties, cords, timers, electrical tape,

Holiday Display Estimate

Contract Notes: Above price includes leasing of all holiday lighting & supplies.

This estimate includes install, supplies, maintenance. Storage & Removal **Pricing is valid for 30 days due to ongoing inventory shortages & supplies. Colors and supplies are limited.**

Address: 9996 Water St. S Ephraim, WI

Client Name: Village of Ephrim

Contact:

Setup Date: TBD

Take Down:

Contract Agreement

Maintenance & Service Calls: Dream Lighting Company, Green Bay Holiday Lighting will provide maintenance calls upon customer request. There will be a \$35 service charge for changing out less than 4 burned out bulbs. We are not responsible for acts of god such as extreme weather events. Wind, sleet, heavy rain or vandalism, caused by squirrels, rabbits. We will always repair any display that does not function because of faulty lights, timers, or cords that we provided at no additional charge

Installation service: We will install the agreed upon Christmas display and guarantee our work through the end of December 24th. We will set the provided timers either upon the installation or on the date of your choice. We highly recommend early installations as we can work out any issues should they arise. We will light the display on the date of your choosing.

Materials: We provide all Commercial grade materials as we always use new lights & will know exactly how many lights, extension cords, and type of clips you will need. You are leasing the display for the holiday season up to Removal date. We will have all displays removed by April 15th unless other arrangements have been made or weather temperature has not been above 32 degrees

Power: We will do our best on the initial consultation to advise you on the type of display that is appropriate & safe for your electrical system. If an entire tree or holiday display is not working customer should double check all breakers & outdoor GFI outlets before calling for maintenance request.

Leasing Lighting & Décor: Client understands that all holiday supplies, extension cords, timers, lights &

all décor unless stated is a leased agreement & does not own such goods & materials. This agreement is based on a 2 year arrangement for material & labor. 2nd year rate would be 12% off the 1st year Total invoice with option to add additional lighting each year.

Client's Signature _____ Date _____
(approved signature)

Name _____ Address _____

City, State _____

Phone _____ Email _____

I agree in to the above terms and conditions.

Green Bay Holiday Lighting Services



FLS Banners

254 Louisiana Street
 Sturgeon Bay, WI 54235
 USA
 Tel: (920) 743- 3353 FAX: (920) 743- 5509
 Web: http://www.flsbanners.com

Estimate: 264365
Date: 5/21/24
 Page 1 of 1

Acct Rep	PO#:	ShipVia	Terms	Est. Ship Date	In Hand Date
Hervy Hodges			Net 30		

Bill To:

Village of Ephraim
 Attn: Duska Pearson
 PO Box 138
 Ephraim, WI 54211
 USA

Ship To:

Village of Ephraim
 Attn: Bristol, Brent
 PO Box 138
 Ephraim, WI 54211
 USA

		Quantity	Unit Price	Ext.
1	Product: Digital Print Description: Digital 4C Process Print <ul style="list-style-type: none"> • 73 pcs. - 24 in W x 51.25 in H Digital Print on 18 oz Blockout Material Pirnted 2 Sides • Finishing: Add a Trim To Size Hem.3 in. pole pocket : Top, Bottom, Add Grommets: Street Banner - 2.Additional Finishing: 	73	\$45.00	\$3,285.00
		Quantity	Unit Price	Ext.
2	Product: Shipping Description: Shipment - Customer Pick Up - <ul style="list-style-type: none"> • FOB: Factory • Shipping Via: Customer Pick Up - 	1	\$0.00	\$0.00

Estimate Accepted "As Is". Please proceed
 Changes required, please contact me.

SIGN: _____ Date: / /
 Other: _____



We put the power in your hands.

DATE: 05/30/2024

ATTENTION: Justin MacDonald, Village of Ephraim

REFERENCE: Electrical Proposal

Northern Electric, Inc. is pleased to submit this quotation for your consideration. The scopes of work is as follows:

- Furnish & install (1) permanent weather resistant power panel at Chefs Hat, fed from the existing outlet. Remove outlet, install junction box & wiring from box to new breaker box, mounted to treated timber, dug into the ground at the outlet location. Furnish & install (1) double outlet 60' away, located central to 3 trees, circuit trenched into the ground, outlet mounted to a treated timber. The cost for this work is \$4,224.00.
- Furnish & install (1) double outlet centrally located near 3 trees at the north end of the waterfront park. Outlet circuit dug into the ground, fed from the existing flagpole flood light, approximately 190' away. The cost for this work is \$6,389.00.
- Gazebo, remove existing surface mount single outlet on gazebo column, replace with a double outlet. Extend that circuit up, over, and down the opposite entry column, furnish & install an additional double outlet. The cost for this work is \$1,353.00
- Furnish and deliver (1) portable weather resistant, painted plywood mounted 8-circuit breaker box, with (6) dedicated weather resistant outlets, similar to the existing one, complete with 50-amp rated cord and cord end to match your existing site outlets. The cost for this work is \$2,683.00.

We assume all existing electrical and controls reused are code compliant and in condition to be reused, without any alteration. Tax was not included, if the work is subject to tax, it will be added to the invoice. The costs herein are based on the assumption we would have normal, non-froze, dirt trenching conditions, with code minimum depths able to be attained by trenching only. We include backfilling with trenched spoils & tamping the spoils. The remainder of restoration is to be completed by others. We assume the voltage for the flag flood light is 120 volts and has the capacity to be added to for the new outlets. This proposal is good for 15 days. If you have any questions regarding this quotation, please feel free to contact me.

Sincerely,

NORTHERN ELECTRIC, INC.

Bill Seronko

Bill Seronko

Project Manager | Estimator

*The Contractor shall not be held liable for errors or omissions in designs by others, nor inadequacies of materials and equipment specified or supplied by others. Equipment and materials supplied by the contractor are warranted only to the extent that the same are warranted by the manufacturer, or as specified. The Contractor shall not be liable for indirect loss or damage. Unless included in this proposal, all bonding and/or special insurance are supplied at additional cost. If a formal contract is required, its conditions must not deviate from this proposal without our permission. Anything (verbal or written) expressed or implied elsewhere, which is contrary to these conditions shall be null and void. This proposal is void if not accepted in writing within **15 days** after this date. No work shall commence until this proposal is returned to the contractor, signed below by the Customer. Information contained in this proposal, including part numbers, installation details, pricing information, and engineering drawings shall be considered Proprietary and Confidential, and shall not be duplicated or shared with persons other than the intended recipient(s) referenced above.*