

# VILLAGE OF EPHRAIM

FOUNDED 1853



## Physical Facilities/Utilities Agenda

Tuesday, September 1, 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 – August 4, 2026
4. Visitors' comments
5. Maintenance Manager Report
6. Discussion and Recommendation on Placement & Number of Trees on North End Path
7. Discussion and Recommendation on Placement of Solar Bollards on North End Path
8. Discussion and Consideration of Tree at Library
9. Update on Moravia Point
10. Discussion and Consideration of Newly Acquired Property North of Marina
11. New business for next meeting
12. Adjournment

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

<https://meet.goto.com/421964301>

**You can also dial in using your phone.**

Access Code: 421-964-301

United States: [+1 \(224\) 501-3412](tel:+12245013412)

*\*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>8/28/2026</u>                                                |
| <u>Andrea Collak, Clerk</u>      | <u>X</u> Village Administrative Office                               |
|                                  | <u>X</u> Visitors' Center                                            |
|                                  | <u>X</u> Post Office                                                 |
| <u>Kim Roberts, Deputy Clerk</u> | <u>X</u> Website: <a href="http://ephraim.wi.gov">ephraim.wi.gov</a> |
|                                  | <u>X</u> Emailed to WDOR/ Peninsula Pulse                            |

**VILLAGE OF EPHRAIM  
PHYSICAL FACILITIES & UTILITIES MINUTES  
WEDNESDAY, AUGUST 4, 2026, 8:00 AM  
9996 WATER STREET**



**Action Items:**

**Flottman moved, Lohman seconded to approve the minutes of June 3, 2026, all ayes.** Motion carried.

**Lohman moved, Flottman seconded to table the placement & number of trees on North End Path agenda item until Tom Wolfe can be present to meet with the PFU Committee, all ayes.** Motion carried.

**Lohman moved, Flottman seconded to table the placement of solar bollards on North End Path agenda item until Tom Wolfe can be present to meet with the PFU Committee, all ayes.** Motion carried.

**Lohman moved, Flottman seconded to wait one year for the grass to establish at the south end of Firehouse Marina and reevaluate the need for a tree at that time, all ayes.** Motion carried.

**Lohman moved to adjourn at 8:21 AM, Flottman seconded, all ayes.** Motion carried.

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

**Absent:** Brian Reinhardt.

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

**Guests online:** Kelsey Stone (EBC).

**Guests in person:** Bruce Nelson.

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 June 3, 2026, all ayes.** Motion carried.

4. **Visitors' Comments:** There were none.

5. **Maintenance Manager Report:**

MacDonald outlined ongoing summer operations including daily bathroom maintenance, lawn mowing, and watering. He reported that the department had undertaken a painting project covering the trim at the gazebo at Harborside Park and the Administrative office. Regarding the dump, MacDonald noted that daily monitoring continues. He further reported that an additional fence is being constructed at the dump to delineate the acceptable dumping area better, as signage alone has proven insufficient to deter improper dumping.

6. **Discussion and Recommendation on Placement & Number of Trees on North End Path:**

Bruce Nelson addressed the Committee, identifying himself as a resident of Church Street appearing on behalf of the Unitarian Universalist Fellowship of Door County, located at 3041 Water Street. He expressed that the congregation has consistently supported the North End Path project and noted anecdotally that the path appears to be well used, but they do have concerns about the loss of trees in the project area. He relayed recommendations from a contractor to plant a sugar maple just south of the Fellowship's driveway entrance onto Highway 42, and a white oak and a serviceberry staggered to the north of the driveway, noting that these are native species suited to the site.

A discussion was held regarding tree planting along the North End Path. Meacham explained that the intersection of tree placement and solar bollard installation was a key reason the Committee was

reviewing this item. He raised concerns that some trees proposed by Tom Wolf have large canopies that could interfere with solar charging efficiency. He additionally flagged root clearance as a concern given the significant investment in the path, noting that root growth from large trees could eventually damage the asphalt. Lohman agreed with those concerns, suggesting that larger trees such as maples and white oaks should be planted in areas with more room between the path and the right-of-way, while fruit trees could be placed in tighter areas. He also raised the point that mixing species would be beneficial. Fruit trees would provide faster growth and visual interest in spring and fall, while the slower-growing hardwoods would provide long-term canopy. Flottman echoed the concern about maple trees in particular, noting they tend to deteriorate all at once over time and require eventual replacement, and stressed the importance of voicing concerns about setbacks, shade, and potential path damage to whoever is making the planting recommendations. He noted that blacktop is more susceptible to root crowning than reinforced concrete. MacDonald noted that he had invited Tom Wolfe, the landscape professional who developed the tree proposal, to attend the meeting but that Wolfe was unavailable. MacDonald committed to reaching out with the next meeting date to ensure Wolfe could attend next month and explain his plan directly to the Committee.

**Lohman moved, Flottman seconded to table the placement & number of trees on North End Path agenda item until Tom Wolfe can be present to meet with the PFU Committee, all ayes.** Motion carried.

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

Meacham explained that without the functioning website, the meeting packet was not available to share with the Committee on the screen. Therefore, the plan sheets with bollard placement could not be reviewed. Tom Wolf was also not present to address tree placement questions. Meacham stated that AECOM's proposed bollard locations appeared largely appropriate, but that the primary concern remained the interaction between the proposed tree locations and the solar bollard placement, specifically, whether large-canopy trees would shade the bollards and reduce their effectiveness.

A discussion was held regarding solar bollard placement along the North End Path. Lohman acknowledged the concern but offered that solar technology has advanced considerably and that the bollards may not require full, unobstructed sun to function adequately. He also suggested that bollards could potentially be positioned at the perimeter of a tree's canopy rather than directly beneath it, or offset enough so as not to be significantly shaded. Meacham added a further concern about overhead power lines in the area, noting that if large trees are planted near lines, they may eventually be topped, resulting in an unattractive appearance. Flottman noted that the Committee has had positive experience with the solar bollards installed at the Cherry Tree steps, which are located in a clear, unshaded area, and expressed optimism that a professional with experience in these situations would be able to provide sound guidance on placement relative to trees. He also suggested that solar bollard technology has improved since those were installed approximately ten years ago. The Committee agreed that this item should also be tabled pending Tom Wolf's attendance at the next meeting.

**Lohman moved, Flottman seconded, to table the placement of solar bollards on North End Path agenda item until Tom Wolfe can be present to meet with the PFU Committee, all ayes.** Motion carried.

**8. Discussion and Recommendation on Tree for Southend of Marina:**

Meacham explained that a request had been made to discuss placing a tree at the south end of the marina where cedars had previously been removed. The area is also occupied by two picnic tables.

Flottman expressed his view that no action should be taken at this time, suggesting the Committee allow the area to settle and observe how use patterns develop before making any planting decisions, noting that a tree can always be planted later.

MacDonald indicated that the grass in the area is still coming in and agreed that waiting another year to allow it to fully establish would be reasonable. He suggested that a tree may be aesthetically appropriate there eventually but that the priority should be re-establishing the ground cover first.

**Lohman moved, Flottman seconded to wait one year for the grass to establish at the south end of Firehouse Marina and reevaluate the need for a tree at that time, all ayes.** Motion carried.

**9. New Business for the next meeting:**

- a. **Placement & Number of Trees on North End Path.**
- b. **Placement of Solar Bollards on North End Path.**

**10. Adjournment:**

**Lohman moved to adjourn at 8:21 AM, Flottman seconded, all ayes.** Motion carried.

*Recorded by, Kim Roberts – Deputy Clerk*

## **Village of Ephraim Physical Facilities/Utilities August Maintenance Manager Report**

### Work done in August:

- Daily Tasks (Bathroom Cleaning, Garbage collection, Flower Watering, Litter Pick-up)
- Lawn Mowing as needed
- Cleaning of Administration Building and Library.
- Set up and tear down of the Village Hall for various events and meetings
- Tilling of Beach as needed
- Watering Lawns as needed
- Pushed up Dump as needed
- Pressure Wash at Anderson Dock and at Harborside Gazebo
- Painted all outside Trim at Administration Office
- Set-up for Election on August 11<sup>th</sup>
- Repaired multiple old streetlights
- Northern Electric Installed outlet at Beach for Drinking Fountain
- Stripped down wing plows and had sent out for sandblasting and painting
- Trimmed up Trees and Bushes around Anderson Dock Parking Lot and Lot Lines
- Cleaned up Beach on newly acquired property north of marina
- Wet and Forget Marina Building
- Removed Sandbox at Administration Office
- Ditch mowing
- Cleaned carpet at Library during scheduled closure
- Weed pulling at various locations
- Assisted with Sweet Summer Send Off put on by EBC. Barricades and Cones
- Began working on 2027 Budget
- Highway Department finished all paving work and shouldering work on various streets and at Wastewater Facilities
- Clean gutters at Visitor Center
- Work with EBC on relocating Map at Visitor Center and taking down overhang

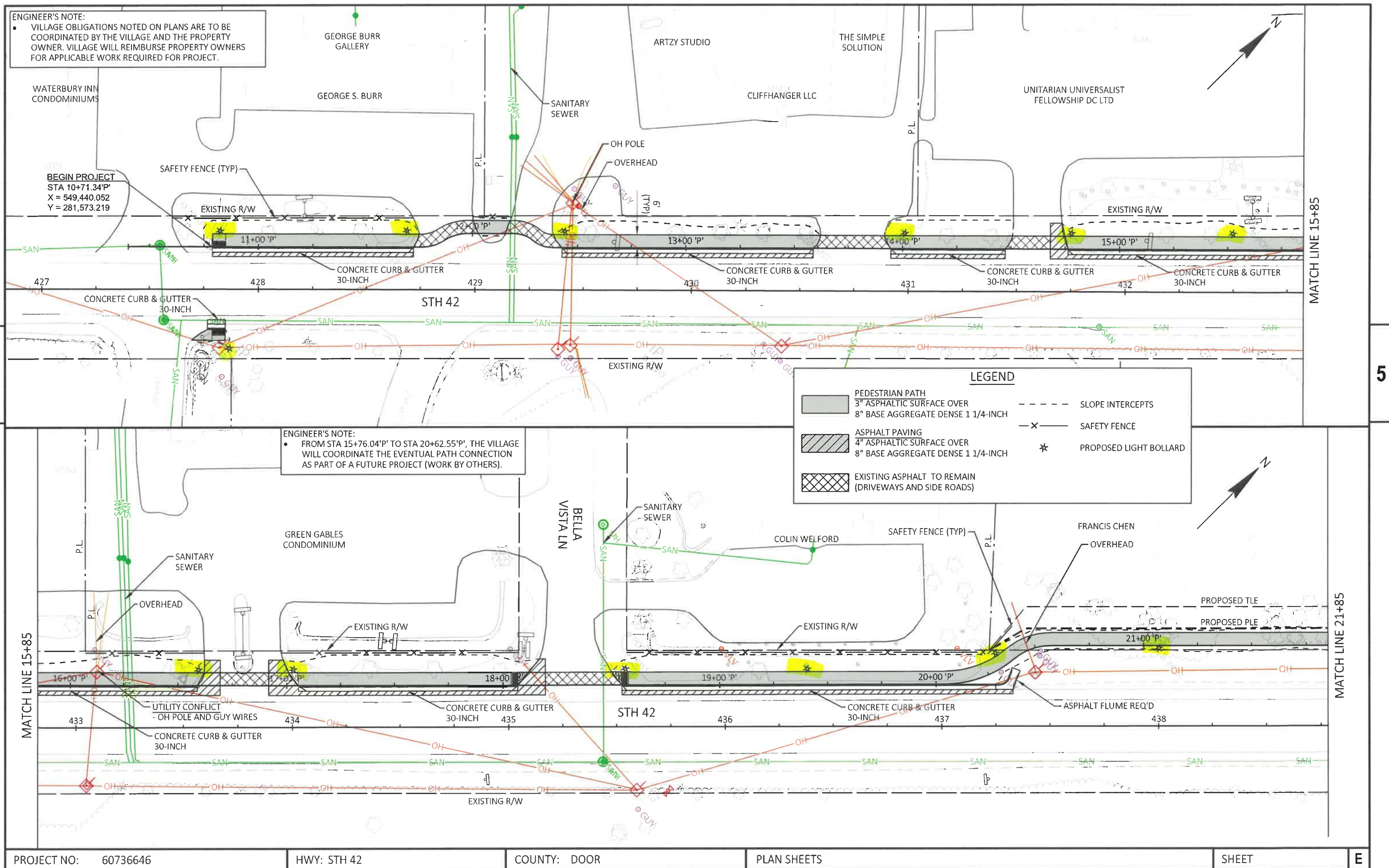
*Respectfully Submitted*  
*Justin MacDonald*  
*Maintenance Manager*  
[jmacdonald@ephraim.wi.gov](mailto:jmacdonald@ephraim.wi.gov)

# North Path Tree Proposal

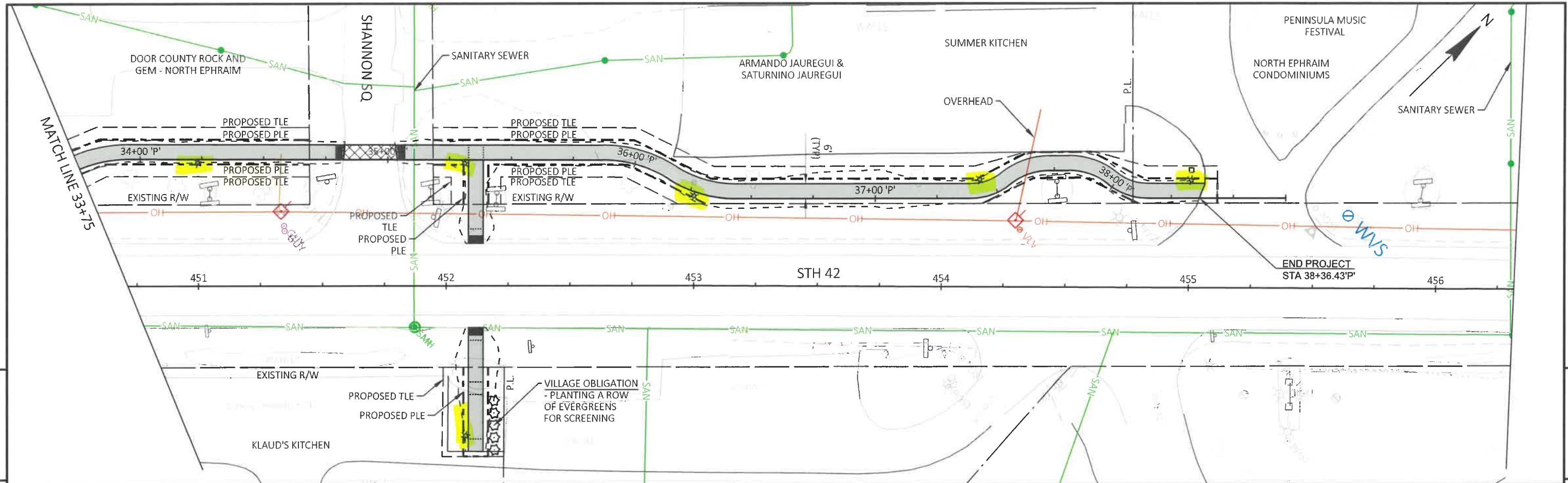
Tom Wolfe  
Wolfe Horticulture LLC

- Starting at the east end the Old Sled Dog property 130 ft
  - 5 Crabapples
    - o 3 Royal Raindrops, blooms deep red - 7 ft multi stemmed persistent red fruit all winter 15 ft height, 12 ft spread
    - o 2 Adirondack Crabapples, blooms white -2 in dia. persistent orange fruit 15-20 ft height, 20 ft spread
- Front of Green Gables and Universal Unitarians 230 ft
  - 11 Catalpa Trees 25 gal White Flower Yellow Autumn Color 40-50 ft height, 20 ft spread
- Front of 106-9 lodge/resale shop 100 ft.
  - 3 Sienna Glenn Maple 2 in dia., 40 ft height, 25 ft spread
- Front of George Burr Gallery 100 ft
  - 3 Crabapples
    - o 2 Royal Raindrops, blooms deep red - 7 ft multi stemmed persistent red fruit all winter 15 ft height, 12 ft spread
    - o 1 Adirondack Crabapples, blooms white -2 in dia. persistent orange fruit 15-20 ft height, 20 ft spread

**Delivery Planted Staked Mulched \$14,000.00**







**LEGEND**

|                                                                                    |                        |
|------------------------------------------------------------------------------------|------------------------|
| PEDESTRIAN PATH<br>3" ASPHALTIC SURFACE OVER<br>8" BASE AGGREGATE DENSE 1 1/4-INCH | SLOPE INTERCEPTS       |
| ASPHALT PAVING<br>4" ASPHALTIC SURFACE OVER<br>8" BASE AGGREGATE DENSE 1 1/4-INCH  | SAFETY FENCE           |
| EXISTING ASPHALT TO REMAIN<br>(DRIVEWAYS AND SIDE ROADS)                           | PROPOSED LIGHT BOLLARD |

**ENGINEER'S NOTE:**

- VILLAGE OBLIGATIONS NOTED ON PLANS ARE TO BE COORDINATED BY THE VILLAGE AND THE PROPERTY OWNER. VILLAGE WILL REIMBURSE PROPERTY OWNERS FOR APPLICABLE WORK REQUIRED FOR PROJECT.

**ENGINEER'S NOTE:**

- COORDINATION BETWEEN THE VILLAGE OF EPHRAIM AND THE VILLAGE OF SISTER BAY TO TAKE PLACE TO DETERMINE A FUTURE PATH CONNECTION AT THE INTERSECTION OF STH 42 AND TOWNLINE DR.

