

VILLAGE OF SUSSEX
SUSSEX, WISCONSIN

Minutes of the Community Development Authority held on August 18, 2016.

Village President, Gregory Goetz called the CDA meeting to order at 5:30 p.m.

Members Present: Heather Pfalz, Monica Frantl, Greg Goetz, Matt Carran, John Schneider and Ralph Benka.

Members Absent: Jennifer Bell

Staff present: Jeremy Smith – Village Administrator, Casey Griffiths - Administrative Services Director and Kasey Fluet – Assistant Development Director.

Consideration and possible action on minutes of the CDA meeting held of March 17, 2016.

A motion by Goetz, seconded by Carran, to approve the minutes of the CDA meeting of March 17, 2016.
Motion carried.

Comments from citizens: None.

Consideration and possible action on the holiday decorations.

Mr. Griffiths reviewed the memo (copy attached). It was the consensus of the CDA to order LED decorations and not the incandescent.

A motion by Pfalz, seconded by Frantl to recommend the Village Board to order 53 of the LED Cascade Snowflake design by Northern Lights Display LLC and 201 seasonal banners from Northern Lights Display LLC.
Motion carried.

A motion by Carran, seconded by Benka, to adjourn the meeting at 5:45 p.m. Motion Carried.

Respectfully submitted,
Kasey Fluet, Assistant Development Director



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MEMORANDUM

To: Community Development Authority

From: Casey Griffiths, Administrative Services Director

Re: Holiday Décor for Main Street and Light Pole Banners

Date: August 10, 2016

After reviewing comments regarding Holiday décor for Main Street, staff has brought forth options for snowflake shaped holiday decorations for Main Street. The current stock of the Village's holiday décor consists for 14 pole mounted snowflake lights. Once Main Street construction is completed there are 67 new poles that will need decorations. This includes all of the new poles located on Main Street, as well as light poles on the Civic Campus. The total of 67 new light poles includes Phases 1 and 2 of the Main Street project. With the existing 14 snowflake decorations being used, the Village will need to purchase 53 new decorations. The next three pages attached to this memo include images, size information and pricing for 12 different styles (4 from each of the 3 possible vendors) of snowflake decoration design. Each snowflake style is available in either an LED or incandescent bulb option. The decorations with LED lights are more expensive than the decorations with incandescent lights. However, LED lights offer a long term savings on energy and bulb replacement costs. Also, included on this sheet, located on the right hand side of the page, are images of the Village's existing snowflake decorations.

The fourth page includes staff recommendation for Main Street banners. Upon receiving comments, it was determined that the best option for banners would be to purchase them from Northern Lights Display, LLC. These banners were the most cost effective for the style of banner as compared to other companies. The Village will only need to buy banners for three seasons, as it was determined that banners for the winter months would not be necessary.

The final page provides cost estimates for the snowflake decorations. Included on the sheet is the individual cost for each style, the total cost to purchase 53 decorations in each style and light option and estimated shipping costs for each decoration style. The choice of decoration does not necessarily have to be uniform, as the CDA may determine that different styles of decorations work together. The table is for a general reference of costs.

Please feel free to contact me with any questions.

Temple Displays, LDT: 844-321-7951



Silhouette Snowflake

LED Price per unit - \$418

Incandescent - \$252

Mounting hardware is included.

Shipping: 10- \$231, 25- \$442, 35- \$557, 50- \$744

Size: 5'

Item Number: P-654



Presidential Snowflake

LED Price per unit - \$433

Incandescent - \$307

Mounting hardware is included.

Shipping: 10- \$231, 25- \$442, 35- \$557, 50- \$744

Size: 5'

Item Number: P-699



Winterfest Snowflake

LED Price per unit - \$398

Incandescent - \$290

Mounting hardware is included.

Shipping: 10- \$231, 25- \$442, 35- \$557, 50- \$744

Size: 5'

Item Number: PWW-530



Diamond Snowflake

LED Price per unit - \$342

Incandescent - \$265

Mounting hardware is included.

Shipping: 10- \$231, 25- \$442, 35- \$557, 50- \$744

Size: 5"

Item Number—PWW-525

Existing snowflake lights:

4 of triangle end - 5.5' x 5'

10 of the straight end - 5' x 4.5'

As we get new we are currently replacing the incandescent bulbs with LED bulbs.



Northern Lights Display LLC: 877-974-3205



Deluxe Spiral

LED Price per unit - \$593
Incandescent - \$503
Mounting hardware is included.
Shipping is about \$189 per 12 units.
Size: 5'
ID# PMSGMD60S



Deluxe Forked

LED Price per unit - \$355 (only 35 left)
Incandescent - n/a
Mounting hardware is included.
Shipping is about \$189 per 12 units.
Size: 6'
ID# PMSFD60S



Cascade Snowflake

LED Price per unit - \$599
Incandescent - \$503
Mounting hardware is included.
Shipping is about \$189 per 12 units.
Size: 5'
ID# PMSFCA60S



Artic Star

LED Price per unit - \$599
Incandescent - \$503
Mounting hardware is included.
Shipping is about \$189 per 12 units.
Size: 5'
ID# PMSFAST60S

Existing snowflake lights:

4 of triangle end - 5.5' x 5'

10 of the straight end - 5' x 4.5'

As we get new we are currently replacing the incandescent bulbs with LED bulbs.



Bronner's Commercial Display: 800-544-6635



Winterfest Snowflake

LED Price per unit - \$610

Incandescent - \$430

Mounting hardware is included.

Shipping is about \$325 per dozen.

Size: 5'

Item# 1099270



Spiral Snowflake

LED Price per unit - \$665

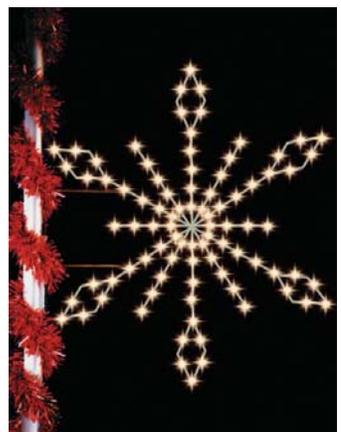
Incandescent - \$445

Mounting hardware is included.

Shipping is about \$325 per dozen.

Size: 5'

Item# 1125673



Diamond Snowflake

LED Price per unit - \$515

Incandescent - \$390

Mounting hardware is included.

Shipping is about \$325 per dozen.

Size: 5'

Item# 1118911



Snowflake Cascade

LED Price per unit - \$995

Incandescent - \$710

Mounting hardware is included.

Shipping is about \$325 per dozen.

Size: 4.5' x 8"

Item# 1047865

Existing snowflake lights:

4 of triangle end - 5.5' x 5'

10 of the straight end - 5' x 4.5'

As we get new we are currently replacing the incandescent bulbs with LED bulbs.



Northern Lights Display LLC: 877-974-3205

Digital Print Banners

18" x 36"

67 banners x 3 seasons = 201 banners @ \$18 each = \$3,618

Shipping cost for 201 banners : \$180

Total Estimated Cost: \$3798.00

- Constructed on heavy duty 22 oz. block out vinyl
- Printed on both sides with UV stabilized inks
- NO set up fee - NO art fee
- 3 year warranty, of continuous use
- Unlimited color with photographic like detail
- Can utilize photos from Sussex

