

**VILLAGE OF EPHRAIM  
VILLAGE BOARD MEETING MINUTES  
TUESDAY, NOVEMBER 12, 2024 – 7:00 P.M.  
9996 WATER STREET- EPHRAIM VILLAGE HALL**



**Action Items:**

**Mulliken moved, Meacham seconded to approve the Closed Session minutes of October 8, 2024, all ayes. Motion carried.**

**Mulliken moved, Meacham seconded to approve the minutes of October 8, 2024, all ayes. Motion carried.**

**Mulliken moved, Meacham seconded to approve the minutes of October 17, 2024, all ayes. Motion carried.**

**Mulliken moved, Meacham seconded to approve the Closed Session minutes of November 7, 2024, all ayes. Motion carried.**

**K. Nelson moved, Mulliken seconded to approve the consent agenda as presented, T. Nelson abstained. Motion carried.**

**K. Nelson moved, T. Nelson seconded to approve REU change for Parcel#: 121-01-24312723J1/ 9868 Hidden Spring Road from 1.0 REU to 1.5 REU, as presented, all ayes. Motion carried.**

**T. Nelson moved, Meacham seconded to purchase a Hach DR3900 Spectrophotometer and equipment at a cost not to exceed thirteen thousand five hundred dollars (\$13,500), all ayes. Motion carried.**

**K. Nelson moved, Mulliken seconded to approve the 2025 (General, Auto, Liability, Crime, Boiler, & Workers Compensation) Insurance package as presented, all ayes. Motion carried.**

**K. Nelson moved, T. Nelson seconded to approve the 2025 Fee Schedule as presented, all ayes. Motion carried.**

**K. Nelson moved, Meacham seconded to approve the 2025 Village of Ephraim Budget as presented, all ayes. Motion carried.**

**K. Nelson moved, T. Nelson seconded to approve Resolution 06-2024 – Funds Appropriation for Fiscal Year 2025, all ayes. Motion carried.**

**K. Nelson moved, Meacham seconded to approve three (3) bathroom signs as presented by Ephraim Business Council, all ayes. Motion carried.**

*The consensus of the Village Board of Trustees was to extend the North End Path all the way to Town Line Drive.*

**T. Nelson moved, Meacham seconded to adjourn at 7:50 PM, all ayes. Motion carried.**

---

**Present:** Matt Meacham, Carly Mulliken, Ken Nelson, Tim Nelson, and Dr. Michael McCutcheon - President.

**Staff:** Brent Bristol -Village Administrator, Brad Rasmusson- Wastewater OIC, and Kim Roberts - Deputy Clerk.

**Guests in person:** Maggie Peterman, Karen McMurtry, Bruce and Cindy Nelson, Maureen Ossyra (League of Women Voters), Laird Hart, John Held, and Kelsey Stone (Ephraim Business Council).

1. **Call to Order:** McCutcheon called the meeting to order at 7:01 PM.
2. **Quorum:** A quorum was present for the meeting.
3. **Changes to the agenda:** There were no changes to the agenda.
4. **Visitors' Comments:** There were no comments.

5. **Approval of Previous Minutes:**

**Mulliken moved, Meacham seconded to approve the Closed Session minutes of October 8, 2024, all ayes.** Motion carried.

**Mulliken moved, Meacham seconded to approve the minutes of October 8, 2024, all ayes.** Motion carried.

**Mulliken moved, Meacham seconded to approve the minutes of October 17, 2024, all ayes.** Motion carried.

**Mulliken moved, Meacham seconded to approve the Closed Session minutes of November 7, 2024, all ayes.** Motion carried.

6. **President's Comments:** There were no comments.

7. **Consent Agenda:**

**K. Nelson moved, Mulliken seconded to approve the consent agenda as presented, T. Nelson abstained.** Motion carried.

8. **Wastewater:**

a. **Discussion and consideration regarding REU status assignment for property 121-01-24312723J1:**

Rasmusson provided background on the request to increase the REU for parcel 121-01-24312723J1/ 9868 Hidden Spring Road. He noted the second cottage dwelling on the parcel was recently remodeled and added to the STR license. The cottage was previously used for storage but now that it is available for rental the property should be assigned a REU of 1.5.

**K. Nelson moved, T. Nelson seconded to approve REU change for Parcel#: 121-01-24312723J1/ 9868 Hidden Spring Road from 1.0 REU to 1.5 REU, as presented, all ayes.** Motion carried.

b. **Discussion and consideration regarding purchasing a Hach DR3900 Spectrophotometer and equipment:**

Rasmusson explained that with the proposed spectrophotometer the Wastewater Plant could expand the lab services and testing to accept Nitrate and Ammonia samples and expedite the Phosphorous testing from two (2) days to a couple hours. He noted with the new equipment they would no longer need the autoclave.

A discussion was held regarding the purchase of the spectrophotometer. Mulliken discussed the timing of the purchase with the need to replace the current equipment. Rasmusson noted that the equipment being replaced was at least fifteen (15) years old. Further discussion was held regarding the lab's capacity to take on further testing.

**T. Nelson moved, Meacham seconded to purchase a Hach DR3900 Spectrophotometer and equipment at a cost not to exceed thirteen thousand five hundred dollars (\$13,500), all ayes.** Motion carried.

9. **Administration:**

a. **Discussion and consideration regarding 2025 (General, Auto, Liability, Crime, Boiler, & Workers Compensation) Insurance:**

A discussion was held regarding the 2025 Village insurance premiums. Mulliken inquired about the accuracy of the values stated. Bristol noted that this was part of the audit process to ensure proper coverage.

**K. Nelson moved, Mulliken seconded to approve the 2025 (General, Auto, Liability, Crime, Boiler, & Workers Compensation) Insurance package as presented, all ayes.** Motion carried.

b. **Discussion and consideration regarding the 2025 Fee Schedule:**

Bristol reviewed the changes to the 2025 fee schedule as a result of budget discussions: Physical Facilities and Utilities "PFU" – an increase to hall rental fees, Marinas and Moorings - an increase to transient fees, Wastewater - fees increased ten percent (10%), and airport fees were updated as a result of information from the Airport Commission.

**K. Nelson moved, T. Nelson seconded to approve the 2025 Fee Schedule as presented, all ayes.**  
Motion carried.

**c. Discussion and consideration regarding the 2025 Budget:**

McCutcheon opened the public hearing regarding the 2025 Budget.

There were no comments or questions regarding the 2025 Budget.

McCutcheon closed the public hearing.

Bristol reviewed the three hundred and twenty-eight dollars (\$328.00) increase to the tax levy which was a result of increased revenues from interest income and increased transportation and share revenue state aid. All of which helped offset increases in the budget.

**K. Nelson moved, Meacham seconded to approve the 2025 Village of Ephraim Budget as presented, all ayes.** Motion carried.

**d. Discussion and consideration regarding resolution 06-2024 – Funds Appropriation for Fiscal Year 2025:**

Bristol explained that the resolution was a formality to levy taxes based on the approved 2025 budget.

**K. Nelson moved, T. Nelson seconded to approve Resolution 06-2024 – Funds Appropriation for Fiscal Year 2025, all ayes.** Motion carried.

**e. Discussion regarding EBC bathroom signage recommendation:**

Kelsey Stone of Ephraim Business Council provided bathroom directional signage as a follow-up to a discussion from a previous Village Board meeting. She explained that there would be three (3) posting sites: Village Hall, Harborside Park, and Ephraim Visitor Information Center. She noted that each map is the same except for where the star is located, which helped the viewer know where they were located. She further explained the maps would be available seasonally during the times bathrooms are available to the public.

**K. Nelson moved, Meacham seconded to approve the three (3) bathroom signs as presented by Ephraim Business Council, all ayes.** Motion carried.

**f. Update regarding the North End Path project:**

K. Nelson explained that AECOM has presented the engineering to WisDOT to review the portion of the path that will exist in the right-of-way “ROW”, the two (2) public streets that the path crosses, and a review of handicap standards. He noted that there were two (2) exceptions to be considered by WisDOT which are the two (2) areas where the path will be in the ROW and require curb and gutter (10325 Water Street and 10329-10331 Water Street).

K. Nelson suggested the Board consider having the path continue all the way to Town Line Drive as it would be better to bid it as part of the project all at once.

*The consensus of the Village Board of Trustees was to extend the North End Path all the way to Town Line Drive.*

**g. Update regarding the Anderson Dock project:**

Bristol provided an update on the Anderson Dock project. AECOM engineers are confirming and collecting data so that concerns and limitations can be considered to determine what the best fix for the area will be. He noted that data will dictate the project components such as elevations which will create positive drainage away from the building and will determine the height of the building.

**h. Discussion regarding Anderson Dock pressure washing and painting:**

T. Nelson updated the Board that they could expect to see an initial graffiti removal contract, a regular graffiti cleaning contract for the 2025 season, and a painting contract for Anderson Dock for consideration at an upcoming meeting. He noted that the environmentally friendly removal

product has not caused any concern with the Department of Natural Resources “DNR” as long as the Village takes measures to keep it out of the bay.

A discussion was held regarding Anderson Dock's graffiti removal. McCutcheon inquired why removal was needed when the Village would be pouring a new cement cap for the dock. T. Nelson explained that post graffiti removal the Village needs to experiment with sealers to fight future graffiti. Secondly, the removal will teach visitors what happens when graffiti occurs in places that it should not be, serving as an educational component. T. Nelson praised the local volunteer who has been painting inappropriate graffiti on the warehouse. McCutcheon agreed that the building looked so much better and thanked the local volunteer for his time and efforts.

**i. Discussion regarding the Anderson Dock project cost split with Marina:**

T. Nelson reviewed projects specific to Marinas and Moorings that are part of the larger Anderson Dock project: A utility trench on the south side of the shore, improved electrical service to deal with the future possibility of rechargeable boats, and possible updates to the existing utility trench.

A discussion was held regarding project costs and cost-sharing between the Village and the Marinas and Moorings Committee. The trustees discussed cost sharing of the engineering contract with AECOM, renovation of the bathrooms, the percentage of the public versus marina customers that utilize the Anderson Dock bathroom facilities, codes for the marina bathrooms as a tool to prevent graffiti in the bathrooms, and if it was necessary to have a shower facility for marina customers.

John Held, a Marina Committee member posed questions to the Board as to why the Marinas and Moorings “M&M” committee needed to participate financially in the Anderson Dock project. Anderson Dock, similar to Firehouse Marina, has a marina and public shared use. Firehouse Marina receives no general fund support but Held questioned whether or not the M&M Committee should participate financially with the project.

**10. Committee Minutes for review:** There were no comments.

**11. Visitors’ Comments:** There were no visitors’ comments.

**12. New Business for the Next Meeting:** No items were noted for new business for the next meeting.

**13. Adjournment:**

**T. Nelson moved, Meacham seconded to adjourn at 7:50 PM, all ayes.** Motion carried.

*Recorded by,  
Kim Roberts – Deputy Clerk*