

**VILLAGE OF EPHRAIM  
VILLAGE BOARD MEETING MINUTES  
TUESDAY, JANUARY 14, 2025 – 7:00 P.M.  
9996 WATER STREET- EPHRAIM VILLAGE HALL**



**Action Items:**

**Mulliken moved, K. Nelson seconded to approve the Closed Session minutes of December 10, 2024, all ayes. Motion carried.**

**Mulliken moved, K. Nelson seconded to approve the minutes of December 10, 2024, all ayes. Motion carried.**

**Mulliken moved, K. Nelson seconded to approve the Closed Session minutes of December 19, 2024, all ayes. Motion carried.**

**Mulliken moved, K. Nelson seconded to approve the Closed Session minutes of December 30, 2024, all ayes. Motion carried**

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

*The consensus of the Village Board Trustees present was to continue further evaluation regarding land purchase from WI DNR for Village public road purposes on Crystal Springs Road.*

*The consensus of the Village Board Trustees present was to edit the Peninsula Preschool letter to acknowledge receipt of their email, the deadline to vacate, and the request to obtain a dumpster for exit cleaning.*

**T. Nelson moved, Meacham seconded to adjourn at 8:15 PM, all ayes. Motion carried.**

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

**Absent:** Matt Meacham.

**Staff:** Brent Bristol -Village Administrator, and Kim Roberts - Deputy Clerk.

**Guests in person:** Maureen Ossyra (League of Women Voters), Sarah Martin (EBC), Missy LeBelle (EBC), and Lane Methner (EBC).

**Guests Online:** Kelly Claflin (Keller, Inc.), Kelly Raleigh Moses (WI DNR), Ann Hutchins, BD Thorp, Jane Larson, Kelsey Stone (EC), Kendall Koehler, and Melissa Hardin.

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1. **Call to Order:** McCutcheon called the meeting to order at 7:00 PM.
2. **Quorum:** A quorum was present for the meeting.
3. **Changes to the agenda:** Bristol recommended that 8(c) be moved up on the agenda as well as 9(c).
4. **Visitors' Comments:** There were no comments.
5. **Approval of Previous Minutes:**  
**Mulliken moved, K. Nelson seconded to approve the Closed Session minutes of December 10, 2024, all ayes. Motion carried.**  
**Mulliken moved, K. Nelson seconded to approve the minutes of December 10, 2024, all ayes. Motion carried.**  
**Mulliken moved, K. Nelson seconded to approve the Closed Session minutes of December 19, 2024, all ayes. Motion carried.**  
**Mulliken moved, K. Nelson seconded to approve the Closed Session minutes of December 30, 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, all ayes.** Motion carried.

8. **Administration:**

a. **Presentation of the quarterly report from Ephraim Business Council:**

Lane Methner of Ephraim Business Council “EBC” presented information about the end of 2024 and what the organization has planned for 2025. The Visitor Center had a door count of five thousand forty-nine (5,049) and a call count of three hundred and twenty-eight (328). Methner reviewed Christmas in the Village, the 60<sup>th</sup> Anniversary of Fyr Bal on June 21, 2025, 2025 plans for Evenings in Ephraim, Community Business Association monthly meetings, and the upcoming Smorgasbord event on February 23, 2025.

b. **Update regarding the North End Path Project:**

K. Nelson explained the project was still undergoing the review process with WisDOT. Spring construction is still the goal. He reviewed that AECOM is finishing up easements. Once approval is received from WisDOT, then the Village can proceed with meeting with property owners to obtain signatures.

c. **Discussion and consideration regarding land purchase from WI DNR for Village public road purposes on Crystal Springs Road:**

Kelly Raleigh Moses of the Wisconsin Department of Natural Resources “DNR” provided a recap of the efforts on behalf of the DNR for well over a decade to resolve access issues along Crystal Springs Road. The Department is seeking to grant the Village, in fee simple, the Crystal Springs Roadway, a sixty-six foot (66’) wide right-of-way “ROW” for one dollar (\$1.00). As shown on the survey, it contains, approximately 1.535 acres and it was surveyed in a manner to meet the Village Road requirements. The survey would need to be updated for it to be recorded, which will be completed with the surveyor as soon as Village approval is obtained. The actual sale would provide ultimate control to the Village of Crystal Springs Road ROW for management, maintenance, and future improvements. For the Department and all the involved landowners, it is a very simple means of addressing legal access issues for the five (5) landowners along Crystal Springs Road. Offers have been made to three (3) additional landowners for which an additional sale is required to provide them legal access outside the sixty -six foot (66’) ROW but it will be handled all together on one (1) transaction. She noted that she was looking for Board approval which is just one (1) step in the process before it would go to the Natural Resources Board and the Governor for approval. She explained that she was open to any questions, she may not know the answer today but would work to obtain the answers as soon as possible.

A discussion was held regarding the land purchase from the WI DNR. K. Nelson asked if the other three (3) properties had entered into an easement agreement. Kelly Raleigh Moses explained that offer letters had been sent to the three parcel owners (Lot 1, Lot 2, and Parks Edge Lake Shore Condominiums) and contact had been positive so far. K. Nelson discussed the width of the road at approximately ten feet (10’) or eleven feet (11’) of pavement which meanders in the ROW; it is very narrow. Halfway up the angular section, it gets very close to the proposed ROW by the State. He asked how we felt about having a public road that is only a single lane wide. If you drive the road there are a lot of trees and a lot of fall off away from the road; it would be very expensive to widen the road.

Bristol noted that this wasn’t something that required the Board’s approval at this meeting. He as well may not have all the answers to the questions posed but he would seek answers from maintenance staff or the Village attorney. Bristol agreed with K. Nelson that would be a question to be addressed. It was built as a road to provide access but it was not built by the Village. The Village does plow the road but beyond that, there is no maintenance we’ve done to his knowledge. From the condition of the road, it is not up to typical Village standards. It is a question to be addressed, what requirement would fall on the Village if we officially take ownership of the road?

McCutcheon inquired about typical closing costs. Kelly Raleigh Moses did not have a specific answer. She explained that closings are handled by the DNR closing officer but could obtain that information. She noted that the Department typically handles its own closing transactions the Village can hire its own closing company. She can get a definitive answer on closing costs. She added that the roadway had resurfaced in 1979, but she did not know how much work had been done since then. The WisDOT roadmaps show that the work was completed by the Village and the Village has been reporting that it maintains 0.22 miles of the roadway. She did not know if the Village is required to improve the roadway, it may be a decision for the Village. The Village has been reporting maintenance on the road for some time.

McCutcheon inquired about the survey. Kelly Raleigh Moses noted that it was her understanding that since it has been some time since the survey was completed, the survey will require work by the surveyor to produce the final stamped survey to be approved by the Village and recorded by the County.

Mulliken noted that the road abuts the park and asked if there would still be an expectation that it would still be an access point for DNR staff or if it would go away. Kelly Raleigh Moses stated her understanding was, but she would verify with the park staff, that it was not used often as access to the park, rather it is a maintenance entry that is gated off and not used often. She did not believe there was any intent to use that for public access of any sort.

T. Nelson asked how many of the shore properties have improvements within the ROW. Kelly Raleigh Moses responded that there are driveways but she didn't recall any built structures within the ROW. There was stabilization work completed particularly with lots six (6) and seven (7) but it would need to be verified through aerial photography or completing a site visit. There are really no improvements, just driveways.

T. Nelson discussed that the single-lane opens up a can of worms if it becomes a village road. Are we going to be required to bring it up to fire access standards, which could be a substantial expense? Is there any value in asking the property owners if they are interested in some sort of an association to buy that lot themselves and maintain a rural undeveloped access to their property?

T. Nelson asked Kelly Raleigh Moses if the DNR has approached the individual landowners with an offer to purchase and extend each property owner's lot lines to the proposed outlot one (1). Kelly Raleigh Moses noted that this is not an option that has been explored recently. Based on Village reporting which shows that it has been maintaining the roadway since 1979, we did not investigate granting the roadbed to the landowners. T. Nelson explained that also may be complicated because there is public access to the water along that road.

Bristol reviewed that at the end of the cul-de-sac, there are two (2) gates. Near the gates, there is a clean-out for the park clubhouse because they are connected to the Village sanitary sewer system. From a wastewater standpoint, the Village does not have infrastructure within the area of outlot one (1) or the ROW. There is a low-pressure force main that is close to the water in front of the houses, on the water side of the properties, not the access side. That is how the properties displayed on the plat are connected to the Village sanitary sewer system.

*The consensus of the Village Board Trustees present was to continue further evaluation regarding land purchase from WI DNR for Village public road purposes on Crystal Springs Road.*

The Village Board requested that Kelly Raleigh Moses get back to the Village with answers to the questions as soon as possible and that the Village would seek answers from the Fire Chief and the Village Attorney about requirements to bring the road up to standard and fire access.

K. Nelson noted Hoganson Lane was widened out during repaving to a two (2) lane road. He would be curious if the Village is committed if we take the road to make it a twenty-two foot (22') wide road. There will be considerable expense involved in that. MacDonald should review the roadway from an emergency perspective.

Bristol inquired about contour lines to get data points to attempt to put an overlay over the plat to see where the bluff lies. If the roadway is tight to the bluff on the one side that would have an impact on future improvements.

Kelly Raleigh Moses noted that she would check with their GIS staff but suggested that the County might be able to assist. She will ask if they can do an overlay of the plat area.

d. **Discussion regarding German Road parking lot operations:**

T. Nelson reviewed the Marinas and Moorings minutes from May 2024 wherein a Committee member listed concerns regarding moving the trailer parking from the Wastewater Treatment Plant to the newly created German Road parking lot. Concerns discussed during the May 2024 M&M meeting included:

- Who could park their trailers at the site, if proper planning had been completed to ensure successful use of the property,
- communication with those who use the property,
- allowable uses (transient, daily launch, seasonal slip holders, and mooring customers),
- recommendations that could be made from the M&M Committee to PFU,
- forwarding the list to the PFU Committee, and the layout of the property.

T. Nelson stressed that the questions and concerns have not been addressed to the PFU Committee. He explained that the questions might need to be answered through the process of the maintenance garage project. The trailer parking move was completed to allow for the rearrangement of the facility to accommodate the new maintenance garage. Among the items to be addressed are the completion of the gate, signage at the Wastewater Treatment Plant directing people to the new parking site, signage at the German Road site, marking trailer parking spots, and a need to have a plan about who can use the trailer parking.

A discussion was held regarding the German Road trailer parking. Bristol discussed that marina contracts that are due to go within the week. He noted that there would be a notification about where seasonal slip and mooring holders are allowed to park. The maps at the kiosk at the marina will also be updated as well. McCutcheon proposed discussing the agenda item in February. K. Nelson proposed a discussion during the Maintenance Building plan review to iron out the details of the parking lot operations.

e. **Discussion and consideration regarding Chapter 1 – General Government:**

McCutcheon asked that trustees review Chapter One of the Ephraim Code of Ordinances and send suggestions to Roberts to put together for the February meeting. K. Nelson explained that the idea of the review is to resolve incorrect or contradictory information that doesn't align with the rest of the ordinances.

A brief discussion was held regarding §1.07 of the Ephraim Code of Ordinances. It was determined that more research was required to have a discussion.

9. **Physical Facilities & Utilities:**

a. **Discussion and consideration regarding Peninsula Preschool Lease Termination:**

Bristol provided background regarding the Peninsula Preschool lease. A variety of circumstances such as COVID-19, free 4K programming, and licensing have impacted their ability to operate. The volunteer board has attempted to pivot and restart operations without success. We have enjoyed a thirty (30) year relationship with the organization; no one wants to see them go. We have received official notice that the Preschool will no longer operate or require a lease with the Village. Other organizations that can utilize the contents of the school have begun to clean out by taking what they can utilize for their programs. The PFU Committee has made a recommendation to the Village Board to set a firm date for them to be cleaned out and vacated and for them to reserve funds to obtain a dumpster to assist with the cleanout. He noted that a

letter had been drafted prior to receiving notice from the preschool and that it could be edited to set a deadline to vacate.

*The consensus of the Village Board Trustees present was to edit the Peninsula Preschool letter to acknowledge receipt of their email, the deadline to vacate, and the request to obtain a dumpster for exit cleaning.*

**b. Discussion and consideration regarding tree cutting on Moravia Point:**

A discussion was held regarding the proposed trees to be removed on Moravia Point. T. Nelson felt that trees on public property belong to everyone and their removal was not in the purview of the PFU Committee. The trees selected are six (6) to seven (7) trunks and approximately thirteen stalks in various degrees of health. The concern is there is no real plan and it seems that it would be a domino effect. T. Nelson also felt there should be more consideration of the trees in the Historic District. McCutcheon noted that there have been multiple plans over the last several years, and he would like to hear about the final plan from Meacham in February. Mulliken added that she would like to understand the goal, scrub clean-up would likely accomplish more. K. Nelson explained that Moravia Point has been discussed for the last six (6) to eight (8) years. He would like to see a plan and then have the Board agree on a plan. He did not want to just see trees cut. T. Nelson noted the last plan was to clear the underbrush and remove the invasives to allow it to look more civilized. He noted that tree removal is a Board decision, not PFUs. He discussed the trees in the ROW on Norway Street that need to be addressed as well as brushing that needs to be completed along South Coral Hill Road if the Committee is looking for something to cut.

**c. Discussion regarding the Maintenance Garage project and bidding:**

Kelly Claflin of Keller, Inc. provided an update on the Maintenance Garage project. He explained that the project plans were about fifty percent (50%) complete. Next week there will be another check set with all involved parties. The results of the test holes for the foundation were good; there will be no issue with the frost wall. Site engineer Stantec and Wisconsin Public Service report all needs for utilities check out. The next steps include completed plans coming to the Village Board on February 14, 2025, with an authorization to put the project out to bid on February 17, 2025, and a bid date of March 4, 2025. On March 11, 2025, the Board could receive recommendations from Keller on contractors. He noted that the solar proposal is in the works and should be received at any time. When received he will forward it on. Claflin noted that there were no surprises and they were still on track with the estimates provided to date.

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

**11. Visitors' Comments:** There were no comments.

**12. New Business for the Next Meeting:**

- a. Chapter One – General Government
- b. Maintenance Garage Project
- c. German Road Parking Operations as part of Maintenance Garage Project.
- d. Continued Discussion regarding land purchase from WI DNR for Village public road purposes on Crystal Springs Road.
- e. Moravia Point Tree Cutting.

**13. Adjournment:**

**T. Nelson moved, K. Nelson seconded to adjourn at 8:30 PM, all ayes. Motion carried.**

*Recorded by,  
Kim Roberts – Deputy Clerk*