

# VILLAGE OF EPHRAIM

FOUNDED 1853



**VILLAGE OF EPHRAIM BOARD MEETING AGENDA**  
**TUESDAY, JANUARY 14, 2025, 7:00 PM**  
**9996 Water Street- Village Hall**

**NOTE: THIS MEETING WILL BE SIMULTANEOUSLY HELD VIA TELECONFERENCING. STAFF, COMMITTEE MEMBERS, AND THE PUBLIC ARE WELCOME TO PARTICIPATE IN THIS MANNER. TELECONFERENCING WILL BE AVAILABLE BY COMPUTER, PHONE, TABLET, OR DIAL-IN. CONNECTION INFORMATION BELOW:**

1. **Call to Order:**
2. **Quorum:**
3. **Changes in Agenda:**
4. **Visitors' Comments:**
5. **Approval of Previous Minutes:**
6. **President's Comments:**
7. **Consent Agenda Items:**
8. **Administration:**
  - a. Presentation of quarterly report from Ephraim Business Council
  - b. Update regarding North Path project
  - c. Discussion and consideration regarding land purchase from WiDNR for Village public road purposes on Crystal Springs Rd
  - d. Discussion and consideration regarding German Rd parking lot operations
  - e. Discussion and consideration regarding Chapter 1
9. **Physical Facilities**
  - a. Discussion and Consideration regarding Peninsula Preschool lease termination
  - b. Discussion and Consideration regarding tree cutting on Moravia Point
  - c. Discussion regarding Maintenance Garage project and bidding
10. **Committee Minutes for review:**
11. **Visitors' Comments:**
12. **New Business for Next Meeting:**
13. **Adjournment:**

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

<https://meet.goto.com/666609237>

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

**Access Code: 666-609-237**

**United States: [+1 \(312\) 757-3121](tel:+13127573121)**

**Date: 1 / 10 /2025**

**Andrea Collak, Clerk**

**Village Administrative Office**

**Visitors' Center**

**Post Office**

**Kim Roberts, Deputy Clerk**

**Website: ephraim.wi.gov**

**Emailed to WDOR Radio**

**Emailed to Peninsula Pulse**

**\*\*Deviation from the listed order may occur\*\***

Please note, that upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information please contact Andrea Collak, Clerk Village of Ephraim, PO Box 138, Ephraim, WI 54211

**VILLAGE OF EPHRAIM BOARD MEETING MINUTES  
CLOSED SESSION  
TUESDAY, DECEMBER 10, 2024 – 6:45 PM  
9996 WATER STREET – VILLAGE HALL**



**Present:** Matt Meacham, Carly Mulliken, Ken Nelson, Tim Nelson, and Michael McCutcheon – Chair.

**Absent:** None.

**Staff:** Brent Bristol – Village Administrator.

1. **Call to Order:** The meeting was called to order by Chairman McCutcheon at 6:45 PM.
2. **Quorum:** A quorum was present for this meeting.
3. **T. Nelson moved, K. Nelson seconded to convene into closed session per §19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. *For the purpose of discussing the letter received.***

**A roll call vote was taken: Mulliken aye, K. Nelson aye, T. Nelson aye, and McCutcheon aye. Motion carried.**

4. **Please take notice pursuant to §19.85(2) Wis. Stats, the Village Board may entertain a motion and reconvene in open session and may address the matters considered in closed session and all other matters on the agenda.**

**T. Nelson moved, Meacham seconded to reconvene into open session.**

**A roll call vote was taken: Mulliken aye, K. Nelson aye, T. Nelson aye, and McCutcheon aye. Motion carried.**

**T. Nelson moved, Mulliken seconded to proceed as discussed, all ayes. Motion carried.**

5. **Adjournment:**

**T. Nelson moved, Meacham seconded to adjourn at 6:54 PM, all ayes. Motion carried.**

*Recorded by,  
Kim Roberts – Deputy Clerk*

**VILLAGE OF EPHRAIM  
VILLAGE BOARD MEETING MINUTES  
TUESDAY, DECEMBER 10, 2024 – 7:00 P.M.  
9996 WATER STREET- EPHRAIM VILLAGE HALL**



**Action Items:**

**K. Nelson moved, T. Nelson seconded to approve the Closed Session minutes of November 7, 2024, all ayes. Motion carried.**

**K. Nelson moved, Mulliken seconded to approve the Closed Session minutes of November 12, 2024, all ayes. Motion carried.**

**K. Nelson moved, Mulliken seconded to approve the minutes of November 12, 2024, all ayes. Motion carried.**

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

**T. Nelson moved, Meacham seconded to waive the right of first refusal for hangar A-7, all ayes. Motion carried.**

**T. Nelson moved, Meacham seconded to approve the lease for hangar A-7 with Scott Pearson, all ayes. Motion carried.**

**K. Nelson moved, Meacham seconded to approve the short-term loan request from the Ephraim Gibraltar Airport Commission in the amount of fifty-seven thousand dollars (\$57,000) with a contract of understanding to be drafted to include terms of repayment (no interest and repayment in full by year-end 2025) with funds coming from the Airport Capital Reserve assigned fund balance, all ayes. Motion carried.**

**K. Nelson moved, T. Nelson seconded to approve the request for the residential through-the-fence access request at 9624 CTH A, all ayes. Motion carried.**

**Meacham moved, T. Nelson seconded to approve the bids as presented for items currently listed on Wisconsin Surplus (2001 Ford 150 \$3,700.00, 2011 DR Pro XL Leaf Vacuum \$655.00, 2- 1500 Gallon Poly Tanks \$66.50/each, and Lot of 2 Stihl Pole Saws \$155), all ayes. Motion carried.**

**K. Nelson moved, T. Nelson seconded to move forward with applying for a Community Investment Fund Grant "CIF" for construction costs related to the North Ephraim Path Project by the deadline of December 23, all ayes. Motion carried.**

**T. Nelson moved, Meacham seconded to approve Ordinance 06-2024, an amendment to the Short Term Rental Ordinance §12.08 as previously discussed pending review by legal counsel, all ayes. Motion carried.**

**K. Nelson moved, Meacham seconded to establish the Ephraim Village Board as the Broadband Committee, all ayes. Motion carried.**

**Meacham moved, Mulliken seconded to appoint Sophie Nelson to the Green Tier Ad Hoc Committee, T. Nelson abstained. Motion carried.**

**Meacham moved, K. Nelson seconded to enter into a consulting agreement with Death's Door Design and Development, Inc. not to exceed ten (10) hours at a rate of one hundred and fifty dollars (\$150) per hour with funding coming directly from the marinas and moorings budget. If necessary, survey work shall be completed with a total project cost not to exceed two thousand five hundred dollars (\$2,500), all ayes. Motion carried.**

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

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

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

**Guests in person:** Maureen Ossyra (League of Women Voters), Cindy and Bruce Nelson, Maggie Peterman, Scott Pearson, and Charles and Marcia Ellis.

**Guests Online:** Kelsey Stone (EBC), Lane Methner (EBC), Martin Franke, Jeff Drajesk, and Jane Larson.

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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:** There were no changes to the agenda.
4. **Visitors' Comments:** There were no comments.
5. **Approval of Previous Minutes:**

**K. Nelson moved, T. Nelson seconded to approve the Closed Session minutes of November 7, 2024, all ayes.** Motion carried.

**K. Nelson moved, Mulliken seconded to approve the Closed Session minutes of November 12, 2024, all ayes.** Motion carried.

**K. Nelson moved, Mulliken seconded to approve the minutes of November 12, 2024, all ayes.** Motion carried.

Mulliken noted that the November 12, 2024, Closed Session minutes required a correction to the day of the week in the header.
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. **Airport:**
  - a. **Discussion and consideration regarding waiving right of first refusal on hangar A-7:**

**T. Nelson moved, Meacham seconded to waive the right of first refusal for hangar A-7, all ayes.** Motion carried.
  - b. **Discussion and consideration regarding sale of hangar A-7 to Scott Pearson:**

**T. Nelson moved, Meacham seconded to approve the sale of hangar A-7 to Scott Pearson, all ayes.** Motion carried.
  - c. **Discussion and consideration regarding lease for hangar A-7 with Scott Pearson.**

**T. Nelson moved, Meacham seconded to approve the lease for hangar A-7 with Scott Pearson, all ayes.** Motion carried.
  - d. **Discussion and consideration regarding the airport commission request for a short-term loan of \$57,000:**

Martin Franke of the Ephraim Gibraltar Airport Commission explained the loan request. He noted that there are many projects on the horizon (land purchases and the construction of five (5) more hangars with lease commitments already in place). Franke noted that he had completed cash flow projections and was concerned that the airport would have a cash flow shortage in 2025. The request is for a short-term loan of fifty-seven thousand dollars (\$57,000) so that the airport has the funds needed if required. The loan would be paid in full by year-end 2025 with no interest.

A discussion was held regarding the airport loan request. K. Nelson suggested that a loan document be prepared to commit to writing the terms of the loan (no interest and to be paid in full by year-end 2025). There was a brief discussion regarding interest. K. Nelson noted that the property was half-owned by the Village, therefore there was no sense in considering interest on the loan. Franke stressed that the projects will generate more money in the long term for the airport. Jeff Drajesk added that the Town of Gibraltar approved the loan and would also be drawing funds from designated airport capital reserve funds.

**K. Nelson moved, Meacham seconded to approve the short-term loan request from the Ephraim Gibraltar Airport Commission in the amount of fifty-seven thousand dollars (\$57,000) with a contract of understanding to be drafted to include terms of repayment (no interest and repayment in full by year-end 2025) with funds coming from the Airport Capital Reserve assigned fund balance, all ayes. Motion carried.**

**e. Discussion and consideration regarding residential through-the-fence access request at 9624 CTH A:**

Jeff Drajesk explained the request for residential through-the-fence access at 9624 CTH A. He will be building a storage building and a taxiway onto the airport property. He reviewed previous precedents, the Town and the Village had to be in agreement, fees, and the twenty (20) year agreement. He stressed that there would be no cost to the airport, he would be responsible for maintenance, and did not see any further risk in liability with access as a public government-funded airport.

**K. Nelson moved, T. Nelson seconded to approve the request for the residential through-the-fence access request at 9624 CTH A, all ayes. Motion carried.**

**9. Administration:**

**a. Presentation of 2024 Green Tier Ad-Hoc Committee Report:**

Cindy Nelson, Chair of the Village of Ephraim Green Tier Ad Hoc Committee presented the 2024 report. C. Nelson reviewed the committee members, the Green Tier mission, goals with maintaining the Green Tier Legacy Status with the Wisconsin Department of Natural Resources "DNR", and accomplishments to date.

C. Nelson reviewed goals that after research was completed better solutions were found, the benefits of being a member of the Door County Green Tier Consortium, and the challenges the Green Tier Committee faces. She went on to review the goals of the Green Tier Committee and the 7Rs of recycling. In conclusion, C. Nelson discussed the future of the Green Tier Ad Hoc Committee.

A discussion was held regarding how the Green Tier Ad Hoc Committee should continue into the future. McCutcheon thanked the committee for their work. He stressed that the committee had accomplished a great deal as an Ad Hoc Committee and could continue that way. He expressed concern that in time, the Green Tier Committee will be told what to do by the DNR. C. Nelson explained that we will always be able to do what we want but we might earn fewer points on the scorecard. Meacham did not see the need for Green Tier to be a standing committee; it works well as it is. T. Nelson agreed that Green Tier breaks the Ad Hoc rule because they are typically temporary with a singular focus but didn't want to see another committee because the current structure works well. Mulliken felt Green Tier was important and wanted to understand the situation more and what it means to support the committee's mission. K. Nelson also agreed that the committee was not an Ad Hoc Committee due to its lack of singular focus but also felt it was not a standing committee due to its larger reach in comparison to other committees. He suggested considering alternatives such as an Advisory Committee in Chapter 1 of the Ephraim Code of Ordinances and working on a small budget for annual events. C. Nelson explained that she didn't expect an answer this evening but hoped the discussion would continue. McCutcheon noted that the Board will continue to look at the options that would be best for the committee's functionality and ability to continue to benefit the community.

**b. Discussion and consideration regarding approval of sale item currently listed on Wisconsin Surplus:**

Bristol reviewed the following sale items that were currently listed on Wisconsin Surplus and their closing bids for approval by the Village Board:

- 2001 Ford 150 \$3,700.00
- 2011 DR Pro XL Leaf Vacuum \$655.00

- 2-1500 Gallon Poly Tanks \$66.50/each
- Lot of 2 Stihl Pole Saws \$155

**Meacham moved, T. Nelson seconded to approve the bids as presented for items currently listed on Wisconsin Surplus (2001 Ford 150 \$3,700.00, 2011 DR Pro XL Leaf Vacuum \$655.00, 2-1500 Gallon Poly Tanks \$66.50/each, and Lot of 2 Stihl Pole Saws \$155), all ayes.** Motion carried.

**c. Update regarding North Path Project:**

K. Nelson provided an update on the North End Path Project. He explained that AECOM, WisDOT, Bristol, and himself would be meeting tomorrow. He spoke about the advancement of the project with detailed preliminary plans, easements, and construction targeted for the Spring of 2025. He noted the next step is WisDOT signoff.

**d. Discussion and consideration regarding CIF grant submittal for North Path:**

A discussion was held regarding the Village's intention to submit a Community Investment Fund "CIF" grant application for construction costs for the North Ephraim Path Project. Bristol noted that construction cost estimates are due shortly for the project in which case we can work towards the 12/23 deadline for the CIF grant.

**K. Nelson moved, T. Nelson seconded to move forward with applying for a Community Investment Fund Grant "CIF" for construction costs related to the North Ephraim Path Project by the deadline of December 23, all ayes.** Motion carried.

**e. Discussion and consideration regarding Ordinance 06-2024, Amendment to the Short Term Rental Ordinance:**

Bristol reviewed the sections to be amended in Chapter 12 of the Ephraim Code of Ordinances.

- ***New Definition-*** (h) Emergency. Any condition or use of an STR, that, in the discretion of the Village Administrator, Sheriff's Department, or Fire Chief, causes or is likely to cause risk of damage to persons or property, a violation of law, or a breach of the peace.
- 12.08 (2)(e)(i) amended to read, "The following items must always be posted in a conspicuous area within the property:"
- 12.08(2)(d)(ii) amended to read, "The Owner or Designated Agent must reside within 100 miles of the licensed STR."
- ***New Section: 12.08(5) - SOURCE.*** This section was drafted to provide for licensing of STRs as provided by Wis. Stats § 66.0104 and is intended to be interpreted in a manner consistent with that enabling provision.
- ***New Section: 12.08(6) - SEVERABILITY.*** If any portion of this section is ruled by a court of competent jurisdiction to be invalid or unenforceable, the remaining portion of this section shall continue to be in full force and effect.

**T. Nelson moved, Meacham seconded to approve Ordinance 06-2024, an amendment to the Short Term Rental Ordinance §12.08 as previously discussed pending review by legal counsel, all ayes.** Motion carried.

**f. Discussion and consideration regarding establishing the Village Board as Village Broadband Committee:**

Bristol reviewed the information in his administrator report regarding establishing the Village Board as the Village Broadband Committee. He explained that this was a housekeeping item brought to his attention by the County. There are county grant monies available should the Village ever pursue fiber to every home. To keep eligibility available, the Board needs to formalize the formation of the Broadband Committee by motion. There is no commitment to bring fiber but the establishment of the committee leaves the door open for future discussions.

**K. Nelson moved, Meacham seconded to establish the Ephraim Village Board as the Broadband Committee, all ayes.** Motion carried.

Bristol noted that there is more discussion to come regarding broadband. He made an offer to the community at large if anyone had expertise with broadband and wanted to offer their technical expertise, it would be greatly valued. Those interested should reach out to the Village office to get in touch with Bristol.

**g. Discussion and consideration regarding committee appointments:**

**Meacham moved, Mulliken seconded to appoint Sophie Nelson to the Green Tier Ad Hoc Committee, T. Nelson abstained.** Motion carried.

**10. Marina:**

**a. Discussion and consideration regarding Anderson Dock breakwater design work:**

T. Nelson provided background regarding the Anderson Dock breakwater. It was constructed in 2005 to solve issues with rough water and exposure to maintain a stable harbor. The project was limited by property owners' riparian rights and their lack of desire to have any structure invading those rights to the south and shallow water with hard bedrock that would have been extremely difficult to break up. There was a desire to do more but limitations stood in the way.

Currently, there is a lot of wave action to the detriment of the boats and piers from the prevailing southwest winds. The best boating days end up being the most challenging, often dangerous, days to enter or exit the marina and get on your boat from the pier.

There is an opportunity to revisit the breakwater with the owners to the south open to discuss their riparian rights and Kahr is willing to consult to provide ideas for potential solutions. Nelson proposed a consulting contract with Kahr for ten (10) hours at a rate of one hundred and fifty dollars (\$150) an hour with survey work as an additional cost if required. He stressed that the Marinas and Moorings Committee did recommend the consultation work, however it was not unanimous.

**Meacham moved, K. Nelson seconded to enter into a consulting agreement with Death's Door Design and Development, Inc. not to exceed ten (10) hours at a rate of one hundred and fifty dollars (\$150) per hour with funding coming directly from the marinas and moorings budget. If necessary, survey work shall be completed with a total project cost not to exceed two thousand five hundred dollars (\$2,500), all ayes.** Motion carried.

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

**12. Visitors' Comments:**

Maggie Peterman inquired about the number of hangars at the airport, and if there was a maximum number that could be constructed.

McCutcheon said there were approximately forty (40) to forty-two (42) hangars currently and to his knowledge there were no maximums.

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

**14. Adjournment:**

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

*Recorded by,*

*Kim Roberts – Deputy Clerk*



**VILLAGE OF EPHRAIM BOARD MEETING MINUTES  
CLOSED SESSION  
THURSDAY DECEMBER 19, 2024 – 9:00 AM  
9996 WATER STREET – VILLAGE HALL**



**Present:** Matt Meacham, Carly Mulliken, Ken Nelson, Tim Nelson, and Michael McCutcheon – Chair.

**Absent:** None.

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

- 1. Call to Order:** The meeting was called to order by Chairman McCutcheon at 9:00 AM.
- 2. Quorum:** A quorum was present for this meeting.
- 3. T. Nelson moved, Meacham seconded to convene into closed session per §19.85(1)(e) Wis. Stats. Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session. *For the purpose of discussing grant application.***

**A roll call vote was taken: Meacham, aye, Mulliken aye, K. Nelson aye, T. Nelson aye, and McCutcheon aye. Motion carried.**

- 4. Please take notice pursuant to §19.85(2) Wis. Stats, the Village Board may entertain a motion and reconvene in open session and may address the matters considered in closed session and all other matters on the agenda.**

**T. Nelson moved, K. Nelson seconded to reconvene into open session.**

**A roll call vote was taken: Meacham aye, Mulliken aye, K. Nelson aye, T. Nelson aye, and McCutcheon aye. Motion carried.**

**T. Nelson moved, K. Nelson seconded to proceed as discussed, all ayes. Motion carried.**

- 5. Adjournment:**

**T. Nelson moved, Meacham seconded to adjourn at 9:41 AM, all ayes. Motion carried.**

*Recorded by,  
Kim Roberts – Deputy Clerk*



**VILLAGE OF EPHRAIM BOARD MEETING MINUTES  
CLOSED SESSION  
MONDAY, DECEMBER 30, 2024 – 8:00 AM  
9996 WATER STREET – VILLAGE HALL**



**Present:** Matt Meacham, Carly Mulliken, Ken Nelson, Tim Nelson, and Michael McCutcheon – Chair.

**Absent:** None.

**Staff:** Brent Bristol – Village Administrator.

- 1. Call to Order:** Chairman McCutcheon called the meeting to order at 8:00 AM.
- 2. Quorum:** A quorum was present for this meeting.
- 3. T. Nelson moved, K. Nelson seconded to convene into closed session per §19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.**

**A roll call vote was taken: Meacham, aye, Mulliken aye, K. Nelson aye, T. Nelson aye, and McCutcheon aye. Motion carried.**

- 4. Please take notice pursuant to §19.85(2) Wis. Stats, the Village Board may entertain a motion and reconvene in open session and may address the matters considered in closed session and all other matters on the agenda.**

**Meacham moved, T. Nelson seconded to reconvene into open session.**

**A roll call vote was taken: Meacham aye, Mulliken aye, K. Nelson aye, T. Nelson aye, and McCutcheon aye. Motion carried.**

**T. Nelson moved, K. Nelson seconded to proceed as discussed, all ayes. Motion carried.**

- 5. Adjournment:**

**T. Nelson moved, Meacham seconded to adjourn at 9:20 AM, all ayes. Motion carried.**

*Recorded by,*

*Kim Roberts – Deputy Clerk*

# VILLAGE OF EPHRAIM

FOUNDED 1853



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## INTEROFFICE MEMORANDUM

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TO: VILLAGE BOARD  
FROM: CLERK  
SUBJECT: CLERK'S REPORT  
JANUARY 14, 2025

In December, I submitted the Municipal Levy Limit Worksheet and Statement of Taxes to the Department of Revenue. I was busy reporting tax collection into our accounting software. I have prepared and sent the January Settlement of Taxes for the Village of Ephraim to the County, Gibraltar Area School, and NWTC before January 15th, 2025.

I have finalized our 2024 payroll and sent out W2s. I have also finalized 1099 NECs and sent those out to our vendors. The information was reported to the IRS and the state. I am in the process of issuing dog licenses for 2025 and getting ready for the 2025 Elections. The candidates for public office in our Village came and filed their nomination papers to get their names on the ballot. They were filed in compliance with statutory and other legal requirements.

We are expecting the final audit with CLA representatives on February 12th, 2025. We have been sending items for the preliminary audit throughout December 2024 and the beginning of January 2025.

Kim Roberts reported there is one extension and one remaining STR to be renewed. Kim has been in contact with the one remaining property— it was a mailing issue. The original application was returned to the sender due to an addressing error. Additionally, there is a new property being permitted in 2025 in the newly established Valveare development which will bring the total STR licenses to 77.

Green Tier Scorecard: Due to the potential importance of the DNR Green Tier Scorecard to possible grants for Wastewater, Kim has been working on compiling 2024 data regarding electricity use, propane gallons, fuel gallons, Salt tons, building square footage data, solid waste data, voter turnout data, and volunteer data. Along with all the data, Kim has been working on updating the narratives to include successes, goals, and challenges from 2024.

Kim also reported that the North End Trail CIF Grant Application was completed and submitted.

I have taken minutes for the Historical Preservation Committee, Planning Committee, and Wastewater Committee meetings and entered invoices for payment. I also processed payroll and all the necessary government reports as well as reconciled the bank and General Ledger.

If you should have any questions, please feel free to contact me.

Happy and Healthy 2025! Sincerely, Andrea Collak Clerk-Treasurer

VILLAGE OF EPHRAIM  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>ADMINISTRATION</u>					
100-10-41110 GENERAL PROPERTY TAXES	.00	1,336,375.88	1,336,375.31	( .57)	100.0
100-10-41150 MANAGED FOREST LANDS	.00	40.52	8.00	( 32.52)	506.5
100-10-41210 ROOM TAXES	130,420.02	377,524.69	320,000.00	( 57,524.69)	118.0
100-10-41220 ROOM TAX GRANT	.00	40,652.69	36,000.00	( 4,652.69)	112.9
100-10-41223 PRAT	.00	156,128.01	150,000.00	( 6,128.01)	104.1
100-10-41800 INTEREST ON TAXES	.00	735.22	300.00	( 435.22)	245.1
100-10-43410 STATE - SHARED REVENUE	.00	42,009.68	6,161.00	( 35,848.68)	681.9
100-10-43430 EXEMPT COMPUTER AID	.00	142.37	142.00	( .37)	100.3
100-10-43530 STATE TRANSPORTATION AIDS	.00	77,994.70	44,593.72	( 33,400.98)	174.9
100-10-43650 STATE AID - FOREST CROP	.00	( 1.89)	1,000.00	1,001.89	( .2)
100-10-43660 STATE PAYMENT IN LIEU OF TAXES	.00	7,315.78	2,000.00	( 5,315.78)	365.8
100-10-43690 STATE-VIDEO SERVICE PROVIDER	.00	2,773.44	2,773.00	( .44)	100.0
100-10-44100 CABLE FRANCHISE FEES	.00	14,172.99	13,000.00	( 1,172.99)	109.0
100-10-44110 LIQUOR LICENSES	.00	2,620.00	2,000.00	( 620.00)	131.0
100-10-44111 OPERATOR LICENSE	.00	1,020.00	500.00	( 520.00)	204.0
100-10-44112 PICNIC LICENSE	.00	140.00	20.00	( 120.00)	700.0
100-10-44113 SHORT TERM RENTAL LICENSE	3,000.00	12,950.00	5,000.00	( 7,950.00)	259.0
100-10-44114 MOBILE FOOD ESTAB LICENSE	.00	400.00	.00	( 400.00)	.0
100-10-44200 DOG LICENSES	.00	100.25	8.00	( 92.25)	1253.1
100-10-44300 BUILDING & SIGN PERMITS	.00	981.40	2,500.00	1,518.60	39.3
100-10-44310 BUILDING INSPECTION FEES	( 1,220.50)	( 2,252.40)	.00	2,252.40	.0
100-10-46100 SALES OF COPIES/PLATS ETC	.00	20.00	.00	( 20.00)	.0
100-10-46101 ASSESSMENT LETTERS	125.00	1,250.00	1,000.00	( 250.00)	125.0
100-10-46730 TENNIS COURT FEES	.00	1,385.50	1,000.00	( 385.50)	138.6
100-10-46840 PERSONNEL SERV PAYMENTS	.00	.00	19,900.00	19,900.00	.0
100-10-46900 OTHER REVENUE	.00	1,096.21	2,000.00	903.79	54.8
100-10-48100 INTEREST INCOME/GENL	16,437.57	210,843.27	100,000.00	( 110,843.27)	210.8
100-10-48200 RENTALS OF VILLAGE PROPERTIES	.00	5,285.09	7,000.00	1,714.91	75.5
100-10-48307 SALE OF RECYCLABLE MATERIALS	.00	2,053.67	2,000.00	( 53.67)	102.7
100-10-48500 DONATIONS	.00	10,000.00	.00	( 10,000.00)	.0
<b>TOTAL ADMINISTRATION</b>	<b>148,762.09</b>	<b>2,303,757.07</b>	<b>2,055,281.03</b>	<b>( 248,476.04)</b>	<b>112.1</b>
<u>PUBLIC WORKS</u>					
100-20-48330 SALE OF OTHER EQUIP AND PROP	810.00	810.00	.00	( 810.00)	.0
<b>TOTAL PUBLIC WORKS</b>	<b>810.00</b>	<b>810.00</b>	<b>.00</b>	<b>( 810.00)</b>	<b>.0</b>
<u>FIRE</u>					
100-50-43420 STATE - FIRE DUES	.00	17,162.30	11,000.00	( 6,162.30)	156.0
<b>TOTAL FIRE</b>	<b>.00</b>	<b>17,162.30</b>	<b>11,000.00</b>	<b>( 6,162.30)</b>	<b>156.0</b>
<b>TOTAL FUND REVENUE</b>	<b>149,572.09</b>	<b>2,321,729.37</b>	<b>2,066,281.03</b>	<b>( 255,448.34)</b>	<b>112.4</b>

VILLAGE OF EPHRAIM  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
100-10-51100-100 SALARIES	1,500.00	18,000.00	18,000.00	.00	100.0
100-10-51100-101 SS/MED	114.75	1,377.00	1,377.00	.00	100.0
100-10-51100-320 TRAINING/CONFERENCES	.00	20.00	200.00	180.00	10.0
100-10-51300-200 LEGAL FEES	.00	17,689.00	30,000.00	12,311.00	59.0
100-10-51400-100 SALARIES	16,369.48	145,028.08	139,678.35	( 5,349.73)	103.8
100-10-51400-101 SS/MED	1,166.90	9,916.12	10,685.39	769.27	92.8
100-10-51400-102 RETIREMENT	1,129.48	10,006.83	9,498.13	( 508.70)	105.4
100-10-51400-103 HEALTH INSURANCE	3,860.92	43,597.54	43,349.27	( 248.27)	100.6
100-10-51400-104 DISABILITY INSURANCE	306.97	3,376.67	2,800.00	( 576.67)	120.6
100-10-51400-105 WORKERS COMPENSATION	.00	312.24	649.60	337.36	48.1
100-10-51400-310 VEHICLE FUEL	21.82	206.78	600.00	393.22	34.5
100-10-51400-311 VEHICLE MAINTENANCE	.00	61.49	500.00	438.51	12.3
100-10-51400-312 CELLPHONE	182.50	1,568.38	1,750.00	181.62	89.6
100-10-51400-320 TRAINING/CONFERENCES	.00	1,312.14	2,000.00	687.86	65.6
100-10-51400-330 BANK FEES	65.15	610.58	500.00	( 110.58)	122.1
100-10-51400-331 POSTAGE	1,305.63	5,153.27	3,500.00	( 1,653.27)	147.2
100-10-51400-332 OFFICE EQUIPMENT	.00	.00	3,000.00	3,000.00	.0
100-10-51400-333 OFFICE SUPPLIES/EXPENCES	396.13	4,323.29	5,000.00	676.71	86.5
100-10-51400-334 COMPUTER SUPPLIES/EXPENCES	1,087.82	17,555.76	5,000.00	( 12,555.76)	351.1
100-10-51400-335 PROFESSIONAL DUES/EXPENCES	3,563.27	4,058.27	1,500.00	( 2,558.27)	270.6
100-10-51400-336 LEGAL NOTICES/ADDS	41.39	701.85	500.00	( 201.85)	140.4
100-10-51400-339 PRINTING COSTS	462.00	4,072.62	1,000.00	( 3,072.62)	407.3
100-10-51400-340 VEHICLE INSURANCE	.00	315.64	357.58	41.94	88.3
100-10-51400-342 COMMITTEE/WORKER EXPENSE	.00	.00	220.00	220.00	.0
100-10-51400-343 CONTINGENCY	.00	3,217.71	3,500.00	282.29	91.9
100-10-51400-344 UNIFORMS	.00	.00	300.00	300.00	.0
100-10-51400-710 CHARITABLE DONATIONS	.00	1,000.00	1,000.00	.00	100.0
100-10-51440-316 SUPPLIES/EXPENCES	1,457.32	1,815.84	500.00	( 1,315.84)	363.2
100-10-51440-320 TRAINING/CONFERENCES	.00	462.50	500.00	37.50	92.5
100-10-51440-342 COMMITTEE/WORKER EXPENSE	.00	2,169.50	2,500.00	330.50	86.8
100-10-51500-100 SALARIES	4,330.08	34,626.24	32,890.33	( 1,735.91)	105.3
100-10-51500-101 SS/MED	310.50	2,361.49	2,516.11	154.62	93.9
100-10-51500-102 RETIREMENT	298.78	2,389.27	2,236.54	( 152.73)	106.8
100-10-51500-103 HEALTH INSURANCE	939.14	10,604.84	10,544.42	( 60.42)	100.6
100-10-51500-300 AUDITING EXPENSES	.00	15,257.77	11,000.00	( 4,257.77)	138.7
100-10-51530-210 OTHER CONTRACTUAL SERVICE	707.53	8,490.40	67,200.00	58,709.60	12.6
100-10-51600-211 PROPERTY INSURANCE	.00	1,130.00	1,151.36	21.36	98.1
100-10-51600-303 ELECTRICITY	592.10	6,864.44	6,500.00	( 364.44)	105.6
100-10-51600-304 LP GAS	460.31	1,438.90	1,500.00	61.10	95.9
100-10-51600-305 WELL TESTS	.00	240.00	.00	( 240.00)	.0
100-10-51600-306 PHONE	317.21	4,288.83	4,000.00	( 288.83)	107.2
100-10-51600-309 INTERNET	89.99	1,534.23	675.00	( 859.23)	227.3
100-10-51601-210 OTHER CONTRACTUAL SERVICES	9,574.00	10,774.00	10,000.00	( 774.00)	107.7
100-10-51601-211 PROPERTY INSURANCE	.00	2,992.00	3,047.42	55.42	98.2
100-10-51601-303 ELECTRICITY	238.33	3,429.88	3,500.00	70.12	98.0
100-10-51601-304 LP GAS	1,376.57	6,872.43	6,000.00	( 872.43)	114.5
100-10-51601-305 WELL TESTS	.00	120.00	.00	( 120.00)	.0
100-10-51601-308 SEWER FEES	467.48	1,869.92	1,500.00	( 369.92)	124.7
100-10-51601-309 INTERNET	189.98	2,292.87	1,700.00	( 592.87)	134.9
100-10-51910-730 MISC EXPENSE	.00	15,829.83	3,800.00	( 12,029.83)	416.6
100-10-51930-212 LIABILITY INSURANCE	.00	8,852.00	5,500.00	( 3,352.00)	161.0
100-10-52400-100 SALARIES	1,011.20	9,527.36	9,244.74	( 282.62)	103.1

VILLAGE OF EPHRAIM  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
100-10-52400-101 SS/MED	72.31	659.85	707.22	47.37	93.3
100-10-52400-102 RETIREMENT	69.78	657.48	628.64	( 28.84)	104.6
100-10-52400-103 HEALTH INSURANCE	208.70	2,356.56	2,343.20	( 13.36)	100.6
100-10-52400-333 OFFICE SUPPLIES/EXPENSESES	.00	2.23	.00	( 2.23)	.0
100-10-53510-210 OTHER CONTRACTUAL SERVICE	.00	.00	500.00	500.00	.0
100-10-55300-316 SUPPLIES/EXPENSES	7,504.52	10,772.55	2,600.00	( 8,172.55)	414.3
100-10-56400-100 SALARIES	2,528.00	23,818.40	23,111.85	( 706.55)	103.1
100-10-56400-101 SS/MED	180.76	1,649.69	1,768.06	118.37	93.3
100-10-56400-102 RETIREMENT	174.43	1,643.44	1,571.61	( 71.83)	104.6
100-10-56400-103 HEALTH INSURANCE	521.74	5,891.72	5,858.01	( 33.71)	100.6
100-10-56400-333 OFFICE SUPPLIES/EXPENSES	.00	.00	500.00	500.00	.0
100-10-56700-720 SUBSIDY TO ORGANIZATION	.00	40,652.69	.00	( 40,652.69)	.0
100-10-56701-210 ROOM TAX EXPENSES	.00	.00	36,000.00	36,000.00	.0
100-10-58100-600 PRINCIPAL	.00	210,000.00	210,000.00	.00	100.0
100-10-58200-601 INTEREST	.00	136,418.76	136,419.00	.24	100.0
<b>TOTAL ADMINISTRATION</b>	<b>65,194.97</b>	<b>884,239.17</b>	<b>896,478.83</b>	<b>12,239.66</b>	<b>98.6</b>

VILLAGE OF EPHRAIM  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS</u>					
100-20-53000-100	SALARIES	15,305.76	143,969.47	152,878.97	8,909.50 94.2
100-20-53000-101	SS/MED	1,088.05	9,756.70	11,695.24	1,938.54 83.4
100-20-53000-102	RETIREMENT	1,056.10	9,938.91	10,350.77	411.86 96.0
100-20-53000-103	HEALTH INSURANCE	4,035.85	48,459.68	56,371.14	7,911.46 86.0
100-20-53000-104	DISABILITY INSURANCE	210.22	2,759.02	2,500.00	( 259.02) 110.4
100-20-53000-105	WORKERS COMPENSATION	.00	5,223.16	9,504.13	4,280.97 55.0
100-20-53000-312	CELLPHONE	63.63	875.67	1,000.00	124.33 87.6
100-20-53000-320	TRAINING/CONFERENCES	.00	83.35	600.00	516.65 13.9
100-20-53000-333	OFFICE SUPPLIES/EXPENSES	.00	416.74	1,000.00	583.26 41.7
100-20-53000-344	UNIFORMS	268.69	720.55	1,500.00	779.45 48.0
100-20-53301-220	MOWING	.00	375.00	2,500.00	2,125.00 15.0
100-20-53301-221	SWEEPING/MARKING	.00	9,554.59	6,000.00	( 3,554.59) 159.2
100-20-53301-222	ROAD TRIMMING	.00	.00	2,000.00	2,000.00 .0
100-20-53301-223	SNOW REMOVAL	2,363.29	9,706.93	34,000.00	24,293.07 28.6
100-20-53301-300	FACILITY EQUIPMENT	.00	.00	1,000.00	1,000.00 .0
100-20-53301-302	FACILITY MAINT./REPAIR/STREET	.00	.00	5,000.00	5,000.00 .0
100-20-53302-810	EQUIPMENT OUTLAY/STREET REC	.00	49,153.61	.00	( 49,153.61) .0
100-20-53302-820	OTHER IMPR. OUTLAY/STREET REC	37,384.64	97,046.87	.00	( 97,046.87) .0
100-20-53302-830	OTHER IMPR.OUTLAY/DOT RESURFA	760.52	199,541.07	.00	( 199,541.07) .0
100-20-53310-310	VEHICLE FUEL	570.69	8,160.44	6,500.00	( 1,660.44) 125.6
100-20-53310-311	VEHICLE MAINTENANCE	388.04	5,444.98	10,000.00	4,555.02 54.5
100-20-53310-340	VEHICLE INSURANCE	.00	1,244.64	1,410.08	165.44 88.3
100-20-53321-303	ELECTRICITY/VISITOR CENTER	( 153.37)	38.37	800.00	761.63 4.8
100-20-53321-305	WELL TESTS/VISITOR CENTER	.00	150.00	.00	( 150.00) .0
100-20-53321-308	SEWER FEES/VISITOR CENTER	124.00	496.00	500.00	4.00 99.2
100-20-53322-210	OTHER CONTR. SERV./MAINT.BUILD	.00	1,628.40	1,500.00	( 128.40) 108.6
100-20-53322-211	PROPERTY INSURANCE/MAINT.BUILD	.00	4,215.00	4,292.26	77.26 98.2
100-20-53322-301	FACILITY SUPPLIES/MAINT.BUILD	170.50	1,349.89	2,000.00	650.11 67.5
100-20-53322-302	FACILITY MAINT/REPAIR/MAIN.B	2,242.46	13,146.13	17,000.00	3,853.87 77.3
100-20-53322-304	LP GAS/MAINT.BUILD	405.31	1,652.81	1,000.00	( 652.81) 165.3
100-20-53322-305	WELL TESTS/MAINT.BUILD	.00	210.00	.00	( 210.00) .0
100-20-53322-350	JANITORIAL SUPPLIES/MAINT.BUIL	172.32	3,945.48	4,500.00	554.52 87.7
100-20-53322-351	HARDWARE/TOOLS/MAINT.BUILD	130.82	1,192.39	1,700.00	507.61 70.1
100-20-53322-352	EQUIPMENT RENTAL	.00	109.98	500.00	390.02 22.0
100-20-53322-820	BLDG IMPR.OUTLAY/MAINT.BUILD	.00	.00	3,000.00	3,000.00 .0
100-20-53322-830	OTHER IMPR.OUTLAY/MAINT.BUILD	.00	50,000.00	.00	( 50,000.00) .0
100-20-53420-301	FACILITY SUPPLIES/STREET LIGHT	12.99	56.62	300.00	243.38 18.9
100-20-53420-302	FACILITY MAINT/REPAIR/STREET L	160.00	669.70	500.00	( 169.70) 133.9
100-20-53420-303	ELECTRICITY/STREET LIGHT	1,632.25	18,417.57	16,000.00	( 2,417.57) 115.1
100-20-53440-210	OTHER CONTR SERVICE/STORM SE	.00	1,520.00	2,000.00	480.00 76.0
100-20-53620-210	OTHER CONTR SERVICE/RECYCLING	1,721.50	10,665.51	6,500.00	( 4,165.51) 164.1
100-20-53621-210	OTHER CONTR SERVICE/GARBAGE	391.63	5,042.88	2,500.00	( 2,542.88) 201.7
100-20-53640-210	OTHER CONTR SERVICES/WEEED	.00	3,483.27	3,200.00	( 283.27) 108.9
100-20-55200-225	MULCH	.00	2,185.00	5,000.00	2,815.00 43.7
100-20-55200-226	DIRT & STONE	152.55	493.77	1,000.00	506.23 49.4
100-20-55200-227	FLOWERS	.00	3,401.68	6,000.00	2,598.32 56.7
100-20-55200-228	TREE CUTTING	2,550.00	6,856.59	6,500.00	( 356.59) 105.5
100-20-55200-229	PLUMBING	103.28	1,520.79	3,000.00	1,479.21 50.7
100-20-55200-230	ELECTRICAL/PARKS & GROUNDS	.00	.00	500.00	500.00 .0
100-20-55200-232	CONCRETE	.00	449.55	300.00	( 149.55) 149.9
100-20-55200-300	FACILITY EQUIPMENT/PARKS&GROU	.00	1,090.00	1,000.00	( 90.00) 109.0
100-20-55200-302	FACILITY MAINT/REPAIR/PARKS&GR	178.87	3,304.71	4,500.00	1,195.29 73.4

VILLAGE OF EPHRAIM  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
100-20-55200-303	ELECTRICITY/HARBORSIDE/WETLAN	72.94	775.56	700.00	( 75.56)	110.8
100-20-55200-353	EQUIPMENT REPAIR/MAINT/PARKS	89.75	834.78	2,500.00	1,665.22	33.4
100-20-55200-830	OTHER IMPR OUTLAY/PARKS/TREES	22,097.50	26,929.63	31,000.00	4,070.37	86.9
100-20-55200-840	PROJECT OUTLAY/PARKS&GROUNDS	6,118.11	34,745.49	5,000.00	( 29,745.49)	694.9
100-20-55420-305	WELL TESTS/BEACH	.00	150.00	.00	( 150.00)	.0
100-20-55420-308	SEWER FEES/BEACH	136.40	545.60	500.00	( 45.60)	109.1
	<b>TOTAL PUBLIC WORKS</b>	<b>102,005.29</b>	<b>803,704.53</b>	<b>451,102.59</b>	<b>( 352,601.94)</b>	<b>178.2</b>
	<b>FIRE</b>					
100-50-52100-301	LAW ENFORCEMENT	36.88	36.88	5,000.00	4,963.12	.7
100-50-52200-100	SALARIES	1,520.84	18,250.08	19,500.00	1,249.92	93.6
100-50-52200-101	SS/MED	( 386.92)	3,750.19	5,000.00	1,249.81	75.0
100-50-52200-102	RETIREMENT	110.82	1,336.74	800.00	( 536.74)	167.1
100-50-52200-103	HEALTH INSURANCE	136.41	1,882.58	3,000.00	1,117.42	62.8
100-50-52200-105	WORKERS COMPENSATION	.00	536.56	1,000.00	463.44	53.7
100-50-52200-106	LOSA (AD)	180.00	180.00	8,000.00	7,820.00	2.3
100-50-52200-211	PROPERTY INSURANCE	.00	701.00	713.95	12.95	98.2
100-50-52200-302	FACILITY MAINTENANCE/REPAIR	114.99	2,328.26	7,000.00	4,671.74	33.3
100-50-52200-304	LP GAS	.00	691.94	1,400.00	708.06	49.4
100-50-52200-310	VEHICLE FUEL	118.80	2,968.67	5,500.00	2,531.33	54.0
100-50-52200-312	CELLPHONE	99.06	592.75	800.00	207.25	74.1
100-50-52200-320	TRAINING/CONFERENCES	.00	6,885.47	13,000.00	6,114.53	53.0
100-50-52200-333	OFFICE SUPPLIES/EXPENCES	.00	83.60	300.00	216.40	27.9
100-50-52200-335	PROFESSIONAL DUES/EXPENCES	150.00	1,124.10	700.00	( 424.10)	160.6
100-50-52200-340	VEHICLE INSURANCE	.00	5,293.44	5,996.98	703.54	88.3
100-50-52200-353	EQUIPMENT REPAIR/MAINTENANCE	930.13	24,989.55	27,000.00	2,010.45	92.6
100-50-52200-368	PREVENTION MATERIALS (AD)	.00	.00	300.00	300.00	.0
100-50-52200-369	FIRE NUMBER IMPROVEMENTS	.00	509.24	.00	( 509.24)	.0
100-50-52200-370	PAGER MAINTENANCE	299.43	341.88	500.00	158.12	68.4
100-50-52200-371	EQUIPMENT	879.34	35,721.80	40,000.00	4,278.20	89.3
100-50-52200-372	EPHRAIM FIRE CALLS	144.00	5,294.00	7,000.00	1,706.00	75.6
100-50-52200-373	MID DOOR FIRE CALLS	.00	253.00	.00	( 253.00)	.0
100-50-52200-374	MUTUAL AID FIRE CALLS	936.00	10,752.00	8,500.00	( 2,252.00)	126.5
100-50-52200-375	EPHRAIM FIRE MTGS	1,416.00	15,756.50	23,000.00	7,243.50	68.5
100-50-52200-376	MID DOOR FIRE MTGS	.00	.00	2,000.00	2,000.00	.0
100-50-52200-378	EPHRAIM EVENT CALLS	.00	333.25	475.00	141.75	70.2
100-50-52200-379	INSPECTION/DATA ENTRY (AD)	.00	1,365.25	3,500.00	2,134.75	39.0
100-50-52200-810	EQUIPMENT OUTLAY	634.23	1,891.33	4,000.00	2,108.67	47.3
100-50-52300-377	FIRST RESPONDER EXPENCES	.00	11,134.40	8,000.00	( 3,134.40)	139.2
	<b>TOTAL FIRE</b>	<b>7,320.01</b>	<b>154,984.46</b>	<b>201,985.93</b>	<b>47,001.47</b>	<b>76.7</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>174,520.27</b>	<b>1,842,928.16</b>	<b>1,549,567.35</b>	<b>( 293,360.81)</b>	<b>118.9</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 24,948.18)</b>	<b>478,801.21</b>	<b>516,713.68</b>	<b>37,912.47</b>	<b>92.7</b>



VILLAGE OF EPHRAIM  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

WATER FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
	<u>PUBLIC WORKS</u>					
201-20-46410	WATER TEST REVENUE	4,913.90	47,945.15	36,100.00	( 11,845.15)	132.8
201-20-48100	WATER ACCOUNT INTEREST	80.61	907.87	.00	( 907.87)	.0
	<b>TOTAL PUBLIC WORKS</b>	<u>4,994.51</u>	<u>48,853.02</u>	<u>36,100.00</u>	<u>( 12,753.02)</u>	<u>135.3</u>
	<b>TOTAL FUND REVENUE</b>	<u>4,994.51</u>	<u>48,853.02</u>	<u>36,100.00</u>	<u>( 12,753.02)</u>	<u>135.3</u>

VILLAGE OF EPHRAIM  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WASTEWATER</u>					
201-30-53700-110 PERSONNEL SERVICES	.00	.00	1,000.00	1,000.00	.0
201-30-53700-210 OTHER CONTRACTUAL SERVICE	.00	.00	9,000.00	9,000.00	.0
201-30-53700-331 POSTAGE	5.50	595.98	1,000.00	404.02	59.6
201-30-53700-335 PROFESSIONAL DUES/EXPENSES	.00	596.00	400.00	( 196.00)	149.0
201-30-53700-397 WATER TESTING COSTS	44.60	12,442.57	12,800.00	357.43	97.2
201-30-53700-398 WATER TESTING OPERATIONS EXP	112.55	8,091.10	8,400.00	308.90	96.3
201-30-53700-400 VEHICLE REPLACEMENT	.00	.00	3,500.00	3,500.00	.0
<b>TOTAL WASTEWATER</b>	<b>162.65</b>	<b>21,725.65</b>	<b>36,100.00</b>	<b>14,374.35</b>	<b>60.2</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>162.65</b>	<b>21,725.65</b>	<b>36,100.00</b>	<b>14,374.35</b>	<b>60.2</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>4,831.86</b>	<b>27,127.37</b>	<b>.00</b>	<b>( 27,127.37)</b>	<b>.0</b>

VILLAGE OF EPHRAIM  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

DOCKS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DOCKS</u>					
202-40-46751	MOORINGS	.00	9,528.84	10,000.00	471.16 95.3
202-40-46752	SEASONAL SLIPS	.00	84,407.62	82,000.00 ( 2,407.62)	102.9
202-40-46753	LAUNCHING FEES	.00	10,780.00	10,000.00 ( 780.00)	107.8
202-40-46754	TRANSIENT FEES	.00	23,904.71	15,000.00 ( 8,904.71)	159.4
202-40-46755	SEASONAL DINGHY FEES	.00	943.91	1,500.00	556.09 62.9
202-40-46756	SEASONAL LAUNCH FEES	.00	1,575.00	2,000.00	425.00 78.8
202-40-48100	INTEREST INCOME	613.48	6,630.99	500.00 ( 6,130.99)	1326.2
	<b>TOTAL DOCKS</b>	<b>613.48</b>	<b>137,771.07</b>	<b>121,000.00 ( 16,771.07)</b>	<b>113.9</b>
	<b>TOTAL FUND REVENUE</b>	<b>613.48</b>	<b>137,771.07</b>	<b>121,000.00 ( 16,771.07)</b>	<b>113.9</b>

VILLAGE OF EPHRAIM  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

DOCKS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DOCKS</u>					
202-40-55430-100 SALARIES	.00	18,052.78	27,000.00	8,947.22	66.9
202-40-55430-101 SS/MED	.00	1,381.06	900.00	( 481.06)	153.5
202-40-55430-105 WORKERS COMPENSATION	.00	317.24	660.02	342.78	48.1
202-40-55430-110 PERSONEL SERVICES	.00	.00	19,900.00	19,900.00	.0
202-40-55430-211 PROPERTY INSURANCE	.00	5,300.00	5,398.20	98.20	98.2
202-40-55430-303 ELECTRICITY	197.92	2,084.15	1,800.00	( 284.15)	115.8
202-40-55430-305 WELL TESTS	.00	210.00	.00	( 210.00)	.0
202-40-55430-307 WATER TREATMENT	.00	.00	1,000.00	1,000.00	.0
202-40-55430-308 SEWER FEES	124.00	496.00	496.00	.00	100.0
202-40-55430-309 INTERNET	114.99	1,330.86	1,000.00	( 330.86)	133.1
202-40-55430-312 CELLPHONE	45.52	271.51	600.00	328.49	45.3
202-40-55430-331 POSTAGE	.00	82.48	175.00	92.52	47.1
202-40-55430-333 OFFICE SUPPLIES/EXPESES	.00	514.77	1,200.00	685.23	42.9
202-40-55430-334 COMPUTER SUPPLIES/EXPENCES	.00	3,588.00	2,000.00	( 1,588.00)	179.4
202-40-55430-335 PROPERTY TAXES/CHRISTOFF.DOCK	3,365.54	3,365.54	.00	( 3,365.54)	.0
202-40-55431-240 BUOYS & PLACEMENT	13,308.00	13,554.73	7,500.00	( 6,054.73)	180.7
202-40-55431-360 DOCK REPAIR	.00	1,014.92	8,000.00	6,985.08	12.7
202-40-55431-361 DOCK EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
202-40-55431-362 MINOR PROJECTS	34.99	14,657.43	10,000.00	( 4,657.43)	146.6
202-40-55431-810 EQUIPMENT OUTLAY	4,139.20	33,639.20	31,870.78	( 1,768.42)	105.6
<b>TOTAL DOCKS</b>	<b>21,330.16</b>	<b>99,860.67</b>	<b>121,000.00</b>	<b>21,139.33</b>	<b>82.5</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>21,330.16</b>	<b>99,860.67</b>	<b>121,000.00</b>	<b>21,139.33</b>	<b>82.5</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 20,716.68)</b>	<b>37,910.40</b>	<b>.00</b>	<b>( 37,910.40)</b>	<b>.0</b>

VILLAGE OF EPHRAIM  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WASTEWATER</u>					
610-30-41900 MISC NONOPERATING INCOME/TAX	.00	128,059.00	128,059.00	.00	100.0
610-30-44900 CONNECT/HT PERMIT FEES	15,600.00	19,500.00	.00	( 19,500.00)	.0
610-30-45190 0.045 LATE CHARGE-SEWERED CUS	53.39	134.99	1,500.00	1,365.01	9.0
610-30-46410 SEWER CHARGES	94,448.32	376,847.28	376,669.00	( 178.28)	100.1
610-30-46411 HOLDING TANK/SEPTIC CHARGES	2,275.07	26,989.39	24,000.00	( 2,989.39)	112.5
610-30-46730 MISC RENTALS/SERVICES	.00	.00	1,000.00	1,000.00	.0
610-30-48100 INTEREST ON INVESTMENTS	2,227.73	31,485.06	.00	( 31,485.06)	.0
610-30-48400 MISC INCOME/LAWSUIT SETTLEMEN	.00	.00	1,400.00	1,400.00	.0
610-30-48410 WATER TEST LABOR INCOME	.00	.00	9,000.00	9,000.00	.0
610-30-49200 TRANSFERS IN OTHER FUNDS - WW	.00	.00	3,500.00	3,500.00	.0
TOTAL WASTEWATER	114,604.51	583,015.72	545,128.00	( 37,887.72)	107.0
TOTAL FUND REVENUE	114,604.51	583,015.72	545,128.00	( 37,887.72)	107.0

VILLAGE OF EPHRAIM  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 12 MONTHS ENDING DECEMBER 31, 2024

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET		UNEXPENDED	PCNT
<u>WASTEWATER</u>						
610-30-54270-601	.00	3,173.82	.00	(	3,173.82)	.0
610-30-57401-100	19,621.88	162,277.68	148,201.38	(	14,076.30)	109.5
610-30-57401-101	1,394.30	11,117.37	11,337.41		220.04	98.1
610-30-57401-102	1,353.91	11,197.05	10,077.69	(	1,119.36)	111.1
610-30-57401-103	4,515.40	45,777.86	41,140.31	(	4,637.55)	111.3
610-30-57401-104	148.19	1,778.28	2,000.00		221.72	88.9
610-30-57401-105	.00	4,992.80	9,024.86		4,032.06	55.3
610-30-57401-200	.00	.00	1,000.00		1,000.00	.0
610-30-57401-211	.00	7,334.00	7,468.66		134.66	98.2
610-30-57401-306	419.92	4,686.58	3,600.00	(	1,086.58)	130.2
610-30-57401-310	248.46	2,495.67	2,500.00		4.33	99.8
610-30-57401-311	357.34	3,538.28	4,000.00		461.72	88.5
610-30-57401-312	295.52	1,299.34	600.00	(	699.34)	216.6
610-30-57401-320	260.48	2,769.35	8,000.00		5,230.65	34.6
610-30-57401-331	.00	84.35	500.00		415.65	16.9
610-30-57401-333	.00	77.50	250.00		172.50	31.0
610-30-57401-334	80.99	1,686.16	1,500.00	(	186.16)	112.4
610-30-57401-335	.00	2,361.07	4,000.00		1,638.93	59.0
610-30-57401-337	.00	6,358.08	5,000.00	(	1,358.08)	127.2
610-30-57401-340	.00	1,430.28	1,620.35		190.07	88.3
610-30-57401-343	.00	120.12	1,500.00		1,379.88	8.0
610-30-57401-344	.00	.00	450.00		450.00	.0
610-30-57401-387	213.12	480.32	500.00		19.68	96.1
610-30-57401-389	.00	935.79	1,000.00		64.21	93.6
610-30-57402-210	71.87	1,924.01	2,000.00		75.99	96.2
610-30-57402-303	1,887.08	27,001.75	27,000.00	(	1.75)	100.0
610-30-57402-304	619.00	2,400.65	1,500.00	(	900.65)	160.0
610-30-57402-351	80.02	856.28	1,300.00		443.72	65.9
610-30-57402-380	.00	8,071.96	9,000.00		928.04	89.7
610-30-57402-381	291.14	1,894.83	3,000.00		1,105.17	63.2
610-30-57402-382	.00	5,474.09	2,000.00	(	3,474.09)	273.7
610-30-57402-383	4,595.95	26,448.70	20,000.00	(	6,448.70)	132.2
610-30-57402-385	1,715.90	11,497.93	10,000.00	(	1,497.93)	115.0
610-30-57402-386	.00	4,233.31	2,600.00	(	1,633.31)	162.8
610-30-57402-390	.00	3,698.40	4,500.00		801.60	82.2
610-30-57402-810	.00	20,807.20	7,500.00	(	13,307.20)	277.4
610-30-57403-303	461.38	7,500.35	7,200.00	(	300.35)	104.2
610-30-57403-304	.00	.00	1,000.00		1,000.00	.0
610-30-57403-384	2,500.00	11,926.08	12,500.00		573.92	95.4
610-30-57404-810	11,839.34	182,209.68	10,698.33	(	171,511.35)	1703.2
TOTAL WASTEWATER	52,971.19	591,916.97	387,068.99	(	204,847.98)	152.9
TOTAL FUND EXPENDITURES	52,971.19	591,916.97	387,068.99	(	204,847.98)	152.9
NET REVENUE OVER EXPENDITURES	61,633.32	( 8,901.25)	158,059.01		166,960.26	( 5.6)



**Ephraim Fire Department  
P.O. Box 138, Ephraim, WI 54211  
Fire Chief Justin MacDonald**

**EPHRAIM RUNS: 0**

**EPHRAIM EMR CALLS: 3**

**MUTUAL AID (MA) AUTO AID (AA) or MABAS RUNS: 1**

12-14-24 1224 S Shore Dr. WIFD (AA) 4 Firefighters

Chimney Fire/Cancelled at station

**YEAR TO DATE FIRE CALLS: 58 YEAR TO DATE EMS CALLS: 61**

**TRAINING COMPLETED:**

**Ephraim Home Meeting:**

Our 1<sup>st</sup> home meeting was held on December 5<sup>th</sup> and was Haz Mat Training. Firefighters refreshed on how to use Haz Mat Guidebook, App on Phone, Gas Detector operations and general Haz mat type calls that could occur in our area. Discussion of recent calls and cold weather operations was done during the business meeting portion of the evening. 10 Firefighters participated in this training.

**2<sup>nd</sup> Ephraim Meeting:**

There was no 2<sup>nd</sup> meeting for December due to winter weather.

**Other Training:**

- EMR's attended their monthly training in Sister Bay
- Firefighters Matt Bader & Jake Bastian completed the initial 80-hour EMR training that was held in Sturgeon Bay, they are now going thru the State Licensing Process.

**Other:**

- Firefighters conducted truck checks and did any minor repairs that were needed.
- Fire Inspector Jason Rockwell finished up the 2024 Fire Inspections.
- Chief MacDonald attended the Christmas Eve Candlelight Church Services at Ephraim Moravian Church for the Purposes of Fire Protection.

*Respectfully Submitted  
Justin MacDonald  
Fire Chief  
Ephraim Fire Department*



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

Work done in December:

- Weekly Cleaning of Administration Office & Library along with Set-up and Tear Down of Village Hall as needed
- Wulf Brothers & Northern Electric Installed Split Unit at Library
- Finished placing Christmas Decor
- Reset Multiple GFI's on Streetlights with Christmas Lights on them
- Changed Multiple Streetlight bulbs in Old Streetlights
- Began work in Village Hall
  - Moving of Speakers
  - Repairs of Cracks
  - Patching various holes
  - Scraping of loose paint
  - Prepping areas for paint
  - Repairing of various issues that were found
- Townline Timber assisted with Digging Test holes near Storage building to assist with Soil Depth measurements for possible site of new Maintenance Building
- Cleaned up area by beach of Sand that had blown across the roadway (multiple times) possibly looking at second silt fence for next year
- Removed decals, radio, and cleaned Wastewater F-150 that was sold
- Cleaned up maintenance yard for snow removal
- Obtained 1 load of salt from Door County Highway Department
- Shoveled and Salted walkways at Harbor Side Park for Christmas in the Village
- Conducted Snow & Ice Control 7 times during month (all in house)
- Swept sidewalk several times
- Maintenance of Snow Removal Equipment
  - Greasing of Plows, Salters and lubrication of chain on spreaders
- Closed Spruce Street for Winter

*Respectfully Submitted*

*Justin MacDonald*

*Maintenance Manager*

[jmacdonald@ephrain.wi.gov](mailto:jmacdonald@ephrain.wi.gov)

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
<b>13 FRONTIER</b>									
262-159-073	1	Phone Charges-WW 262-159-0737	Invoice	12/25/2024	01/15/2025	421.12		421.12	610-30-5740
Total 262-159-0737-12-24:						421.12	.00	421.12	
Total 13 FRONTIER:						421.12	.00	421.12	
<b>24 WISCONSIN PUBLIC SERVICE</b>									
0403256491-	1	Streetlights	Invoice	12/27/2024	01/15/2025	660.40		660.40	100-20-5342
Total 0403256491-22-12-24:						660.40	.00	660.40	
Total 24 WISCONSIN PUBLIC SERVICE:						660.40	.00	660.40	
<b>56 GIBALTAR AREA SCHOOLS</b>									
JANUARY20	1	January Tax Settlement-2024 Tax Roll	Invoice	01/01/2025	01/15/2025	363,207.92		363,207.92	100-12000
Total JANUARY2025:						363,207.92	.00	363,207.92	
Total 56 GIBALTAR AREA SCHOOLS:						363,207.92	.00	363,207.92	
<b>58 MARCO TECHNOLOGIES LLC</b>									
INV1333914	1	Contract Base Charge 12/31/24-3/30/2	Invoice	12/26/2024	01/15/2025	374.69		374.69	100-10-5140
INV1333914	2	Contract Usage Charge 9/30-12/30/202	Invoice	12/26/2024	01/15/2025	81.07		81.07	100-10-5140
INV1333914	3	Supply Freight	Invoice	12/26/2024	01/15/2025	15.00		15.00	100-10-5140
Total INV13339141:						470.76	.00	470.76	
Total 58 MARCO TECHNOLOGIES LLC:						470.76	.00	470.76	
<b>70 HYDROCLEAN EQUIPMENT INC.</b>									
27854-1	1	Coastal Graffiti Striper/Cleaner	Invoice	10/10/2024	01/15/2025	108.00		108.00	202-40-5543
Total 27854-1:						108.00	.00	108.00	
28247-1	1	Repair on Steam Cleaner	Invoice	11/06/2024	01/15/2025	353.10		353.10	610-30-5740
Total 28247-1:						353.10	.00	353.10	
Total 70 HYDROCLEAN EQUIPMENT INC.:						461.10	.00	461.10	
<b>138 COUNTY OF DOOR - RYAN SCHLEY</b>									
JANUARY20	1	January Tax Settlement-2024 Tax Roll	Invoice	01/01/2025	01/15/2025	339,807.78		339,807.78	100-12000
Total JANUARY2025:						339,807.78	.00	339,807.78	
Total 138 COUNTY OF DOOR - RYAN SCHLEY:						339,807.78	.00	339,807.78	
<b>195 AECOM TECHNICAL SERVICES INC</b>									
2000960515	1	Anderson Dock	Invoice	11/28/2024	01/15/2025	16,474.43		16,474.43	100-20-5520
Total 2000960515:						16,474.43	.00	16,474.43	
2000971297	1	Anderson Dock	Invoice	12/31/2024	01/15/2025	6,021.50		6,021.50	100-20-5520

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 2000971297:						6,021.50	.00	6,021.50	
Total 195 AECOM TECHNICAL SERVICES INC:						22,495.93	.00	22,495.93	
<b>822 NAPA AUTO PARTS</b>									
296423	1	NAPA The Legent Professional & Core	Invoice	12/31/2024	01/15/2025	435.98		435.98	100-50-5220
Total 296423:						435.98	.00	435.98	
Total 822 NAPA AUTO PARTS:						435.98	.00	435.98	
<b>830 DOOR COUNTY HUMANE SOCIETY</b>									
2025	1	2025 Donation	Invoice	01/01/2025	01/15/2025	500.00		500.00	100-10-5140
Total 2025:						500.00	.00	500.00	
Total 830 DOOR COUNTY HUMANE SOCIETY:						500.00	.00	500.00	
<b>1064 KIM ROBERTS</b>									
JANUARY20	1	Phone Reimbursement-January 2025	Invoice	01/01/2025	01/15/2025	15.00		15.00	100-10-5140
Total JANUARY2025:						15.00	.00	15.00	
Total 1064 KIM ROBERTS:						15.00	.00	15.00	
<b>1190 DANIEL OAKLEY</b>									
JANUARY20	1	Cell Phone Reimbursement-January 20	Invoice	01/01/2025	01/15/2025	15.00		15.00	610-30-5740
Total JANUARY2025:						15.00	.00	15.00	
Total 1190 DANIEL OAKLEY:						15.00	.00	15.00	
<b>1257 JAKE BASTIAN</b>									
JANUARY20	1	Phone Reimbursement-January 2025	Invoice	01/01/2025	01/15/2025	15.00		15.00	100-20-5300
Total JANUARY2025:						15.00	.00	15.00	
Total 1257 JAKE BASTIAN:						15.00	.00	15.00	
<b>1265 WISCONSIN BUILDING SUPPLY</b>									
2949905	1	1/4 x4x8 3 Ply ACx-VH	Invoice	12/31/2024	01/15/2025	10.20		10.20	100-20-5332
Total 2949905:						10.20	.00	10.20	
Total 1265 WISCONSIN BUILDING SUPPLY:						10.20	.00	10.20	
<b>1274 STANTEC CONSULTING SERVICES INC</b>									
2311140	1	Eagle Harbor Mooring-Preliminary Map	Invoice	11/12/2024	01/15/2025	500.00		500.00	202-40-5543
Total 2311140:						500.00	.00	500.00	
Total 1274 STANTEC CONSULTING SERVICES INC:						500.00	.00	500.00	
<b>1285 ACE HARDWARE SISTER BAY</b>									
9792	1	Paint Edger-VH	Invoice	12/31/2024	01/15/2025	6.99		6.99	100-20-5332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 9792:						6.99	.00	6.99	
9866	1	Paint Pad	Invoice	12/31/2024	01/15/2025	4.99		4.99	100-20-5332
Total 9866:						4.99	.00	4.99	
Total 1285 ACE HARDWARE SISTER BAY:						11.98	.00	11.98	
<b>1288 DOOR COUNTY COASTAL BYWAY</b>									
2025	1	2025 Contributions	Invoice	01/01/2025	01/15/2025	500.00		500.00	100-10-5140
Total 2025:						500.00	.00	500.00	
Total 1288 DOOR COUNTY COASTAL BYWAY:						500.00	.00	500.00	
<b>9039 NWTC -- taxes</b>									
JANUARY20	1	January Tax Settlement - 2024 Tax Roll	Invoice	01/01/2025	01/15/2025	78,934.45		78,934.45	100-12000
Total JANUARY2025:						78,934.45	.00	78,934.45	
Total 9039 NWTC -- taxes:						78,934.45	.00	78,934.45	
<b>9075 MICHAEL MCCUTCHEON</b>									
PHONE2025	1	2025 Phone Reimbursement	Invoice	01/01/2025	01/15/2025	60.00		60.00	100-10-5140
Total PHONE2025:						60.00	.00	60.00	
Total 9075 MICHAEL MCCUTCHEON:						60.00	.00	60.00	
<b>9186 ASSOCIATED APPRAISALCONSULTANTS INC</b>									
178068	1	Assessor Fees	Invoice	01/01/2025	01/15/2025	715.83		715.83	100-10-5153
178068	2	2025 Revaluation Program	Invoice	01/01/2025	01/15/2025	6,412.50		6,412.50	100-10-5153
Total 178068:						7,128.33	.00	7,128.33	
Total 9186 ASSOCIATED APPRAISALCONSULTANTS INC:						7,128.33	.00	7,128.33	
<b>9260 WEST MARINE PRO</b>									
0005983	1	Switch	Invoice	12/28/2024	01/15/2025	26.14		26.14	100-50-5220
Total 0005983:						26.14	.00	26.14	
Total 9260 WEST MARINE PRO:						26.14	.00	26.14	
<b>9263 A-1 ELEVATOR SALES &amp; SERVICE</b>									
23247	1	2025 Annual Elevator Service-Admin &	Invoice	01/03/2025	01/15/2025	348.00		348.00	100-20-5332
Total 23247:						348.00	.00	348.00	
Total 9263 A-1 ELEVATOR SALES & SERVICE:						348.00	.00	348.00	
<b>9290 ANDREA COLLAK</b>									
JANUARY20	1	Cell Phone Reimbursement-January 20	Invoice	01/01/2025	01/15/2025	30.00		30.00	100-10-5140
Total JANUARY2025:						30.00	.00	30.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 9290 ANDREA COLLAK:						30.00	.00	30.00	
<b>9310 SISTER BAY &amp; LIBERTY GROVE FIRE DEP</b>									
01012025	1	EMR Coverage Jan-Dec 2024	Invoice	12/31/2024	01/15/2025	5,708.84		5,708.84	100-50-5230
Total 01012025:						5,708.84	.00	5,708.84	
Total 9310 SISTER BAY & LIBERTY GROVE FIRE DEP:						5,708.84	.00	5,708.84	
Total :						821,763.93	.00	821,763.93	
Grand Totals:						821,763.93	.00	821,763.93	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-10-51400-312	105.00	.00	105.00
100-10-51400-339	470.76	.00	470.76
100-10-51400-710	1,000.00	.00	1,000.00
100-10-51530-210	7,128.33	.00	7,128.33
100-12000	781,950.15	.00	781,950.15
100-20-53000-312	15.00	.00	15.00
100-20-53322-302	370.18	.00	370.18
100-20-53420-303	660.40	.00	660.40
100-20-55200-840	22,495.93	.00	22,495.93
100-50-52200-353	462.12	.00	462.12
100-50-52300-377	5,708.84	.00	5,708.84
202-40-55430-333	500.00	.00	500.00
202-40-55431-362	108.00	.00	108.00
610-30-57401-306	421.12	.00	421.12
610-30-57401-312	15.00	.00	15.00
610-30-57402-385	353.10	.00	353.10
Grand Totals:	821,763.93	.00	821,763.93

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
13/24	30,731.69	.00	30,731.69
01/25	791,032.24	.00	791,032.24
Grand Totals:	821,763.93	.00	821,763.93

E P H R A I M  
B U S I N E S S C O U N C I L



January 2025  
Presentation to  
the Ephraim  
Village Board

# Visitor Information Center: May - October

- 2024 Visitor Count : 5,049
- 2024 Call Count: 328







- Festive event on December 7 that was well attended
- Ten businesses participated in the “Spot the Snowmen” activity
- 2025 event will be December 6





- Celebrating the 60<sup>th</sup> festival on June 21, 2025







- Activities will continue Mondays,  
June 16 – August 25, in 2025
- Bondemarked will be 3:30-6:30
- Concerts will be 6:00-8:00



# Community Business Association Collaboration

- Monthly Meetings
- “Support the Door” Drives
- Food Pantry Magnets



# Smörgåsbord

- Date to be determined
- In collaboration with the Ephraim Historical Foundation
- Celebrating the community and the Scandinavian heritage of the Village



THANK YOU  
FOR YOUR CONTINUED  
SUPPORT!



State of Wisconsin  
DEPARTMENT OF NATURAL RESOURCES  
2984 Shawano Avenue  
Green Bay WI 54313-6727

Tony Evers, Governor

Telephone 608-266-2621  
Toll Free 1-888-936-7463  
TTY Access via relay - 711



December 23, 2024

Village of Ephraim  
PO Box 138  
Ephraim WI 54211

RE: Offer for Department Land Purchase, Peninsula State Park, Village of Ephraim, Door County, WI

Dear Village President McCutcheon and Zoning Administrator Bristol:

The Wisconsin Department of Natural Resources would like offer for sale 1.535 acres of land owned by the Department, identified on the enclosed map as Outlot 1, for village public road purposes as Crystal Springs Road. Outlot 1 has been laid out in accordance with state statues, village subdivision ordinance design standards, and in consultation with Brent Bristol, Village Zoning Administrator. The Department's minimum sale price is \$1.00 for the approximate 1.535 acres of land.

Enclosed with this offer letter is the Sale Agreement contract. If you decide to accept the Department's offer, please review the terms of the sale agreement and sign before a notary. In the event you accept this offer the Department will proceed with the next steps for obtaining the remainder of the governmental approvals and closing the transaction. Upon receipt of your signed, notarized sale agreement, I will compile materials for the next-scheduled Wisconsin Natural Resources Board meeting. Assuming approval by the Natural Resources Board the documents will be sent to the Governor's Office for final authorization. You will then be notified by mail when the transaction has received the Governor's approval. Finally, upon receipt of all the required approvals, the Department Real Estate Closing Officer, Aubrey Johnson, will contact you with instructions to complete the final closing details.

Thank you for your time and consideration of the Department's offer. If you have any questions, please call me at 920-662-5138 or email at [Kelly.RaleighMoses@wisconsin.gov](mailto:Kelly.RaleighMoses@wisconsin.gov).

Sincerely,

*Kelly L. Raleigh Moses*

Kelly L. Raleigh Moses  
Real Estate Land Agent – Bureau of Facilities and Lands  
Wisconsin Department of Natural Resources  
2984 Shawano Avenue, Green Bay, WI 54313  
920-662-5138  
[Kelly.RaleighMoses@wisconsin.gov](mailto:Kelly.RaleighMoses@wisconsin.gov)

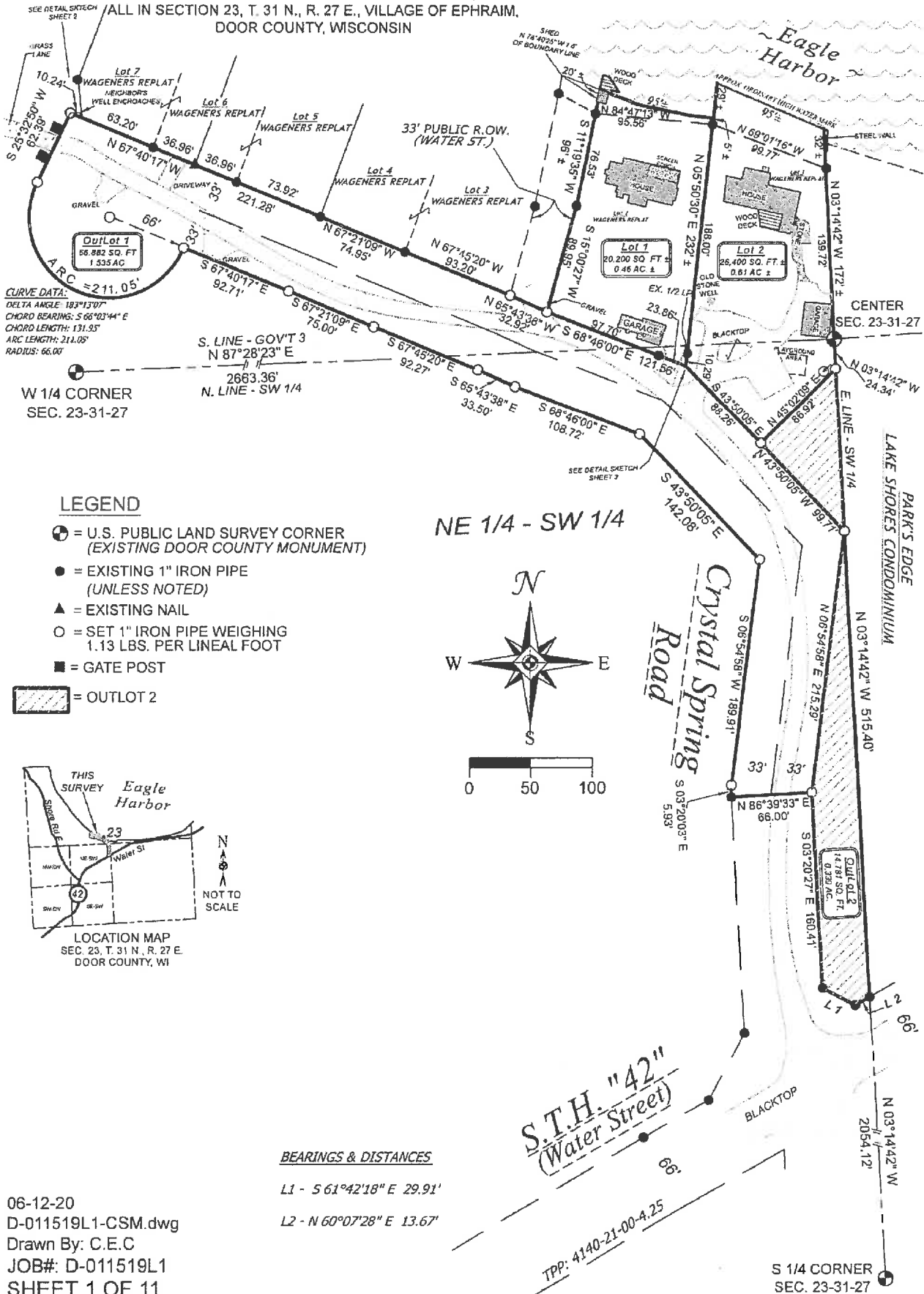
Enc.

E-copy: Kaylin Helm, Eric Hyde – WI DNR



**LOCATED PARTLY IN:**

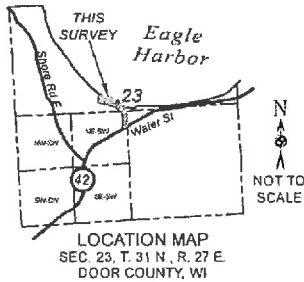
GOV'T LOT 3 AND IN THE NE 1/4 OF THE SW 1/4,  
ALL IN SECTION 23, T. 31 N., R. 27 E., VILLAGE OF EPHRAIM,  
DOOR COUNTY, WISCONSIN



**CURVE DATA:**  
DELTA ANGLE: 183°13'07"  
CHORD BEARINGS: S 66°02'44" E  
CHORD LENGTH: 131.95'  
ARC LENGTH: 211.05'  
RADIUS: 66.00'

**LEGEND**

- ⊙ = U.S. PUBLIC LAND SURVEY CORNER (EXISTING DOOR COUNTY MONUMENT)
- = EXISTING 1" IRON PIPE (UNLESS NOTED)
- ▲ = EXISTING NAIL
- = SET 1" IRON PIPE WEIGHING 1.13 LBS. PER LINEAL FOOT
- = GATE POST
- ▨ = OUTLOT 2



**BEARINGS & DISTANCES**

- L1 - S 61°42'18" E 29.91'
- L2 - N 60°07'28" E 13.67'

06-12-20  
D-011519L1-CSM.dwg  
Drawn By: C.E.C  
JOB#: D-011519L1  
SHEET 1 OF 11

S.T.H. "42"  
(Water Street)

TPP: 4140-21-00-4.25

S 1/4 CORNER  
SEC. 23-31-27

State of Wisconsin  
Department of Natural Resources  
Box 7921  
Madison, WI 53707

**SALE AGREEMENT**

Wis. Stat. s. 23.15  
Rev. 05/2021

**THIS SALE AGREEMENT** (“Agreement”) is made by and between the Village of Ephraim, a municipal corporation (“Buyer”) who wishes to purchase property from the State of Wisconsin Department of Natural Resources (“Seller”).

**RECITALS**

**WHEREAS**, Seller is the fee simple owner of record of certain real property (“Property”) at 9795 Water Street and 9890 E. Shore Drive, all being part of Peninsula State Park located in Door County, Wisconsin, the legal description of which is:

**Part of Government Lot 3 and NE ¼ of the SW ¼ of Section 23, Township 31 North, Range 27 East, Village of Ephraim, Door County, Wisconsin, and described as follows in the attached Exhibit A;**

**and WHEREAS**, Seller and the Buyer have come to an agreement for the sale of the Property in accordance with the terms set forth below.

**NOW, THEREFORE**, for good and valuable consideration of the mutual promises contained in this Sales Agreement, the receipt and sufficiency of which is hereby acknowledged by the parties, Buyer and Seller covenant and agree as follows:

1. **Purchase Price.** The price shall be **One and 00/100 Dollars (\$1.00)**. The purchase price shall be due and payable in cash, certified check or wire transfer at closing.
2. **Closing Costs.** Buyer agrees to pay for closing costs, including but not limited to a survey, title insurance, transfer fees, filing fees and title company closing charges (if any). Seller and Buyer are responsible for his/her/its own attorney fees.
3. **Exercise of the Agreement.** This Agreement, once executed by both the Seller and Buyer, shall constitute a binding contract upon the Seller to convey and the Buyer to purchase the Property identified above, subject to the contingency that the sale of the Property is subject to approval by the Seller’s Administration, Natural Resource Board and Governor. In the event the Seller’s Administration, Natural Resource Board or Governor does not approve the sale of the Property, this Agreement shall become null and void and neither party shall have any other liability, obligation or duty to the other pursuant to this Agreement. In the event that the sale has not been either approved or is denied within 120 days following the execution of this Agreement, the Buyer may at any time thereafter, at Buyer’s discretion, terminate this Agreement.
4. **Title Insurance Policy.** The Seller will supply a Letter Report for the Buyer’s review. A title insurance commitment may be ordered, supplied to the Seller for review, and paid for by the Buyer within 15 days of the acceptance of this Agreement. If the title commitment shows that there are any defects in title, the Seller,

Recording Area

Return: Department of Natural Resources  
Bureau of Facilities & Lands – LF/6  
P.O. Box 7921  
Madison, Wisconsin 53707-7921  
Attn: Aubrey Johnson

Parcel Identification Number (PIN):

Part of 1210123312731  
Part of 1210123312723

at its discretion, shall have 120 days to cure said defects to the satisfaction of the Buyer; and if the Seller fails to do so, either party may terminate this Agreement.

5. **Survey.** If deemed necessary for closing, Buyer shall obtain, at Buyer's sole cost and expense, a survey of the Property, together with certification of the surveyor as may reasonably be required. Seller makes no warranties or representations as to the total acreage of the parcel or the location of the legal boundaries of the Property.
6. **Acceptance.** Buyer agrees to accept the Property "As Is, Where Is".
7. **Closing Procedures.** Buyer shall be solely responsible for any real estate taxes that will be assessed on the Property after the date of closing. The Closing shall occur within 120 days after Seller obtains approvals by the Seller's Administration, Natural Resources Board and the Governor, or upon such other date as Seller and Buyer mutually agree.
8. **Additional Transaction Costs.** Miscellaneous expenses necessary to conclude this transaction or as requested by Buyer, shall be at the sole expense of the Buyer.
9. **Mineral Rights Reservation.** The Seller reserves any and all of its mineral rights in the Property including the right to enter and occupy the Property in any manner necessary and convenient for the removal of such mineral from such lands in order to exercise such mineral rights. Nothing contained herein shall be construed to provide for the continued ownership in the State of stone used for noncommercial building purposes nor of any sand or gravel.
10. **Miscellaneous.** The terms Seller and Buyer when used herein shall mean either singular or plural, masculine or feminine as the case may be, and the provisions of this Agreement shall bind the parties mutually, their heirs, successors, personal representatives and assigns. Buyer shall have no right to assign this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin. The terms and conditions of this agreement shall survive Closing and termination of this Agreement.
11. **Additional Conditions.** Additional Terms and Conditions specifically pertinent to this Agreement will be valid if enumerated below:

**UPON THE RECORDING OF SAID QUIT CLAIM DEED FROM SELLER TO BUYER THIS AGREEMENT SHALL AUTOMATICALLY BE DEEMED SATISFIED IN FULL AND RELEASED FROM THE TITLE TO THE PROPERTY.**

END OF TERMS AND CONDITIONS

IN WITNESS WHEREOF, the Seller enters into this Agreement and has caused this instrument to be executed on its behalf this \_\_\_\_\_ day \_\_\_\_\_, 20\_\_.

SELLER: State of Wisconsin  
Department of Natural Resources  
For the Secretary

By \_\_\_\_\_ (SEAL)  
Terry H. Bay  
Bureau Director, Facilities and Lands

State of Wisconsin )  
                                  ) ss.  
County of Dane        )

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, the above named Terry H. Bay, Bureau Director, Facilities and Lands, to me known to be the person who executed the foregoing instrument and acknowledged that he executed and delivered the same as for the act and deed of said Department of Natural Resources.

\_\_\_\_\_  
\*  
Notary Public, State of Wisconsin  
My Commission (expires)(is) \_\_\_\_\_

IN WITNESS WHEREOF, the Buyer has entered into this Agreement and has caused this instrument to be executed on their behalf this \_\_\_\_\_ day \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
\* \_\_\_\_\_, Buyer  
It's \_\_\_\_\_, Village of Ephraim

State of Wisconsin        )  
  ) ss.  
County of Door            )

Personally came before me this \_\_\_\_\_ day \_\_\_\_\_, 20\_\_, the above-named \_\_\_\_\_ to me known to be the person who executed the foregoing instrument and acknowledged the same.

\_\_\_\_\_  
\*  
Notary Public, State of Wisconsin  
My commission (expires)(is)\_\_\_\_\_

\*please print name

This instrument was drafted by:

**EXHIBIT "A"**

**Part of Government Lot 3 and NE ¼ of the SW ¼ of Section 23, Township 31 North, Range 27 East, Village of Ephraim, Door County, Wisconsin, and described as follows:**

Outlot 1 of a Certified Survey Map prepared by Brian D. Frisque, Wisconsin Land Surveyor S-2429, dated June 12, 2020, containing 1.535 acres.

And also described as follows:

Being part of a tract of land including Lot 1, Lot 2 and Water Street as depicted in Wageners Replat located in Government Lot 3 and in the NE ¼ of the SW ¼, all in Section 23, T.31N., R.27E., Village of Ephraim, Door County, Wisconsin and described as follows:

Commencing at the West one-quarter corner of said Section 23, thence N87°28'23"E along the north line of said Southwest one-quarter (SW ¼) a distance of 2663.36 feet to the Center of said Section 23; thence S03°14'42"E along the east line of the said SW ¼, a distance of 539.74 feet; thence S60°07'28"W, a distance of 13.67 feet; thence N61°42'18"W, a distance of 29.91 feet; thence N03°20'27"W, a distance of 160.41 feet to the Point of Beginning; thence N06°54'58"W, a distance of 189.91 feet; thence N43°50'05"W 99.71 feet; N43°50'05"W, a distance of 88.26 feet; thence N68°46'00"W, a distance of 121.56 feet; thence N65°43'38"W, a distance of 32.92 feet; thence N67°45'20"W, a distance of 93.20 feet; thence N67°21'09"W, a distance of 74.95 feet; thence N67°40'17"W, a distance of 221.28 feet; thence S25°32'50"W, a distance of 62.39 feet; thence 211.05 feet along the arc of a curve to the left with a radius of 66.00 feet whose chord bears S66°03'44"E a distance of 131.95 feet; thence S67°40'17"E a distance of 92.71 feet; thence S67°21'09"E a distance of 75.00 feet; thence S67°45'20"E a distance of 92.27 feet; thence S65°45'38"E a distance of 33.50 feet; thence S68°46'00"E a distance of 108.72 feet; thence S43°50'05"E a distance of 142.08 feet; thence S06°54'58"W a distance of 189.91 feet; thence S03°20'03"E a distance of 5.93 feet; thence N86°39'33"E a distance of 66.00 feet to the Point of Beginning.

**CHAPTER 1**  
**GENERAL GOVERNMENT**

**LAST UPDATE**  
**7/11/2017 1.35**  
**5/9/23 1.40**

**GENERAL PROVISIONS AS TO OFFICIALS**

- 1.01 Elected Officials
- 1.02 Appointed Officials
- 1.03 Hired Personnel
- 1.04 Oaths and Bonds
- 1.05 Removals
- 1.06 Vacancies
- 1.07 Salaries
- 1.08 Receipt of Gifts and Gratuities
- 1.09 Defense of Officials
- 1.10 Code of Ethics
- 1.11 Disposal of Surplus Municipal Property

**OFFICIALS**

- 1.15 Village President and Trustees
- 1.151 Powers of The Village President
- 1.152 Powers of The Village Board
- 1.16 Zoning Administrator
- 1.17 Emergency Government Director
- 1.18 Health Officer
- 1.19 Assessor
- 1.20 Fire Chief and Fire Inspector
- 1.21 Special Police Officers

**BOARDS AND COMMITTEES**

- 1.30 Board of Review
- 1.31 Plan Committee
- 1.32 Board of Appeals
- 1.33 Library Committee
- 1.34 Airport Committee
- 1.35 Parks And Recreation Committee
- 1.36 Physical Utilities Committee
- 1.37 Community Protection Committee
- ~~1.38 Water Rescue Committee~~
- 1.39 Finance Committee
- 1.40 Historic Preservation Committee
- 1.41 Personnel Committee
- 1.42 Wastewater Committee
- 1.43 Special Committees
- 1.44 Term Limits

**ELECTIONS**

- 1.45 Qualification
- 1.46 Election Officials
- 1.47 Registration
- 1.48 Violations and Penalties

# **GENERAL PROVISIONS AS TO OFFICIALS**

## **1.01 ELECTED OFFICIALS.**

The elected officials of the Village shall be five (5) Trustees, one (1) of whom shall be the Village President, the Village President, and two (2) Trustees shall be elected in odd-numbered years and the other two (2) Trustees shall be elected in even-numbered years. All elected officials shall serve two (2) year terms.

## **1.02 APPOINTED OFFICIALS.**

The following shall be the appointed officials of the Village who shall be appointed in the manner and for the term indicated below.

<u>Official</u>	<u>How Appointed</u>	<u>Term</u>
Health Officer	Village Board	2 years
Fire Chief/Fire Inspector	Village Board	2 years
Assistant Fire Chief (s)	Fire Chief	2 years
Board of Appeals	Village Board	3 years in rotation
Appeals Chairman	Village President	2 years

## **1.03 HIRED PERSONNEL.**

The Village Board is responsible for hiring general personnel over and above those listed above as appointed officials, including Village Clerk, Treasurer, Administrator/Zoning Administrator, Maintenance, or other personnel as necessary. The Wastewater Committee is responsible for hiring personnel for the Wastewater Treatment Plant operations.

## **1.04 OATHS AND BONDS.**

Elected and appointed officials shall take and file the official oath within five (5) days of notice of their election or appointment as provided in §61.21 Wisc. Stats., and shall execute and file the official bond as required by State Statute and this Municipal Code.

## **1.05 REMOVALS.**

- 1) Elected Officials. Elected officials may be removed by the Village Board as provided in §17.13(2) Wisc. Stats., or by the judge of the Circuit Court for cause pursuant to §17.13(3) Wisc. Stats. or as provided by §17.16, Wisc. Stats.
- 2) Appointed Officials. Appointed officials may be removed as provided in §17.13(1), §17.13(3), and §17.16 Wisc. Stats.

## **1.06 VACANCIES.**

- 1) How Occurring. Vacancies in elective and appointed positions are caused as provided in §17.03 and §17.035, Wisc. Stats.
- 2) How Filled.
  - a. Elected officials. A vacancy in any elective office shall be filled by appointment of a majority of members of the Village Board. A trustee may be appointed to fill an unexpired term of a vacating Village President.



- b. Appointed officials. A vacancy in the appointed office shall be filled in the same manner as the original appointment to such office.

## **1.07 SALARIES.**

The salaries of all elected and appointed officials, including members of Boards and Commissions, shall be determined by the Village Board from time to time, provided the salary of the President and members of the Board shall not be increased or decreased during their terms of office (see §66.196 Wisc. Stats.).

## **1.08 RECEIPT OF GIFTS AND GRATUITIES - RESTRICTED.**

No Village employee or official shall receive or offer to receive, either directly or indirectly, any gift, gratuity, or other thing of value which he is not authorized to receive from any person who:

- 1) Has or is seeking to obtain contractual or other business or financial relationships with the Village or Village Board;
- 2) Conducts operations or activities which are regulated by the Village or Village Board; or
- 3) Have interests which may be substantially affected by the Village or Village Board.

## **1.09 DEFENSE OF OFFICIALS.**

The Village board may, by resolution, authorize the Village Attorney to defend actions brought against any officer or employee or any board or commission growing out of acts done in the course of their employment or of any alleged breach of duty as such officer or employee, excepting any actions brought to determine the right of such officer or employee to hold or retain his office or position and excepting also actions brought by the Village against any officer or employee thereof.

## **1.10 CODE OF ETHICS.**

1. Applicability. This Code of Ethics shall apply to all officials and employees of the Village.
2. Conflict Of Interest.
  - a. No elected or appointed official of the Village shall sell or tender goods or services to the Village in excess of two thousand five hundred dollars (\$2,500) in any calendar year.
  - b. Exclusive of salary or wages paid for regular employment, no Village employee shall sell or tender goods or services to the Village in excess of two thousand five hundred dollars (\$2,500) in any calendar year.
  - c. No elected or appointed official shall deliberate or vote upon any Village property acquisitions, projects, services, Village ordinance changes, zoning amendments, or any Village matter in which he or she has a direct economic interest. Nor shall they address orally or in writing any Village meeting, sub-committee, or body on any subject in which they have a direct economic interest unless they disclose said interest and emphasize, they are speaking as a private citizen.
  - d. Self-Recusal. In the interests of good government, any appointed or elected official shall recuse themselves from any decision-making process if they believe their

participation will have the appearance of impropriety. No official need to state the reason for self-recusal.

- e. Mandatory Recusal. Any elected or appointed official wishing to address - in the public hearing portion of a meeting - the body to which he or she is appointed or elected on any matter in which he or she has a direct economic interest shall recuse themselves forty-eight (48) hours prior to the meeting, by notice to the Chair or if they are the Chair, another presiding officer.
- f. Elected and appointed officials are expected to live up to the trust placed in them by the citizens of the Village. They are expected to uphold and enforce the ordinances of the Village, as well as county and State law.
- g. Any alleged violation of this ordinance shall be referred to the Village Attorney, who shall determine whether probable cause exists to proceed.

### **1.11 Disposal of Surplus Municipal Property.** *(Passed April 11, 2005)*

- 1) Property which is determined by the department supervisor and, as appropriate, the Wastewater Committee, Coastal Management Committee, or Village Board to be of such character or condition as to have a market or commercial value of less than one thousand dollars (\$1,000) and to be surplus, excess or otherwise unsuited for that department or other Village departments' purposes shall be sold on the basis of posting in the three locations used for meeting posting and on the website for a period of two weeks prior to disposal.
- 2) Property satisfying the other criteria above but which is determined to have a market or commercial value of one thousand dollars (\$1,000) or more shall be disposed of by the method above and, in addition, publication in the Door County Advocate, Door Reminder, or appropriate trade paper after approval of the Village Board.
- 3) The proceeds of any sale under this section shall be deposited by the Village treasurer to the respective departmental accounts, and notification of sale along with a description of the property, date, and method of sale, and consideration received shall be given to the Village Administrator/Clerk for proper accounting.

## **OFFICIALS**

### **1.15 VILLAGE PRESIDENT AND TRUSTEES.**

- 1) Village Board. The Village Board shall consist of five (5) Trustees, one (1) of whom shall be the Village President (see §61.20(4), Wisc. Stats.).

### **1.151 POWERS OF THE VILLAGE PRESIDENT.**

The President shall be by virtue of his office a Trustee and preside at all meetings of the Board and have a vote as Trustee, sign all ordinances, rules, bylaws, regulations, commissions, licenses, and permits adopted or authorized by the Board, and all orders drawn on the treasury except as provided by §66.0607 Wisc. Stats. He shall maintain peace and good order, see that the ordinances are faithfully obeyed, and in case of disturbance, riot, or other apparent necessity, appoint as many special marshals as he shall deem necessary (§61.24 Wisc. Stats). He may not perform any official duty while absent from the Village (State ex rel. Emberson v. Byrne).

## **1.152 POWERS OF THE VILLAGE BOARD.**

Except as otherwise provided by law, the Village Board shall have the power and authority to manage and control Village property, services, and all public functions pertaining to the health, welfare, and convenience of its citizens, and to that end, it shall be responsible for the enforcement of the laws and regulations of the State and of this Code of Ordinances (see §92.115 Wisc. Stats.). Other Board duties as regards finances, property acquisition, etc. as designated in §92.115 Wisc. Stats. shall be included herein by reference.

## **1.16 ZONING ADMINISTRATOR.**

See Chapters 14, 17, and 18 of this Code of Ordinances for duties and responsibilities.

## **1.17 EMERGENCY GOVERNMENT DIRECTOR.**

The Emergency Government Director shall work with the corresponding officers of the County and State. (See Chapter §166, Wisc. Stats.)

## **1.18 HEALTH OFFICER.**

See Chapter 11 of this code of Ordinances for duties and responsibilities.

## **1.19 ASSESSOR.**

Pursuant to §61.195, §61.197(1)(F), and §66.01, Wisc. Stats., the Village elects not to be governed by those portions of §61.9 and §61.23, Wis. Stats., relating to the selection and tenure of the Assessor and which are in conflict with this section. Section §61.27, Wisc. Stats. shall control the selection.

## **1.20 FIRE CHIEF AND FIRE INSPECTOR.**

- 1) Appointment. The Fire Chief shall be appointed for a two (2) year term, subject to removal for cause by a 3/4 vote of the members of the Village Board unless his services are sooner terminated by resignation, death, or change of residence to outside the Village limits.
  - a. The Fire Chief shall notify his assistant of the time and possible duration of any contemplated absence from the Village.

## **1.21 SPECIAL POLICE OFFICERS.**

- 1) Members Of the Village Board. The Village President and Trustees shall have and exercise the powers of peace officers and may summarily suppress any riotous or disorderly conduct in the streets or public places of the Village per §61.31(1) Wisc. Stats.
- 2) Chief And Assistant Chiefs Of The Fire Department. The Chief and Assistant Chiefs of the Fire Department shall have the authority to suppress any tumult or disorder to order all individuals to leave the neighborhood of any fire and to command from all inhabitants of the Village all needful assistance for the suppression of fire (per §213.095 Wisc. Stats.).

## **BOARDS, COMMITTEES, AND COMMISSIONS**

\* Note that where "citizens" or "citizen members" are mentioned, this shall be interpreted as property taxpayers and/or registered voters. From time to time as deemed necessary and because of specific expertise, non-citizens may be asked to join a committee or focus group but will act as ad hoc, non-voting members. Wherever possible, the majority of members on each committee shall be registered voters.

### **1.30 BOARD OF REVIEW.**

- 1) How Constituted. The Board of Review shall be composed of 7 members as follows: the Village President, four (4) Trustees, Treasurer and Clerk. The Village President, by virtue of his office, shall be chairman of the Board of Review. The Village Clerk, by virtue of his/her office, shall be the recording secretary.
- 2) Assessor. The Village Assessor shall not be a member of the Board of Review but shall attend its meetings.
- 3) Quorum. Five (5) members of the Board of Review shall be a quorum of the Board.
- 4) Powers And Duties. See Section §3.02(3) of this Code.

### **1.31 PLAN COMMITTEE.** *(makeup is by Wisc. Stats.)*

- 1) Composition And Terms.
  - a. The Plan Committee shall consist of the Village President, who shall be its presiding officer, a trustee, and five (5) citizens. The Committee at all times shall have at least seven (7) members.
  - b. The trustee member shall be elected by a 2/3 vote of the Village Board upon creation of the Committee and each May thereafter.
  - c. Citizen members shall be persons of recognized experience and qualifications. One citizen member shall be appointed by the President in May of each year to a three-year term.
- 2) Powers And Duties. The Committee shall have the powers and duties prescribed in §62.23 Wisc. Stats., and in this Municipal Code and other such powers and duties as shall be vested in them from time to time by law or the Village Board.

They shall also have the responsibility of affirming the goals of the Village-adopted plan, including the Coastal Management Plan of 1985, Comprehensive Plan of 1998, Mead & Hunt Engineering Plan, and the Smart Growth Plan through appropriate actions within the Plan Committee and in coordination with other Village committees and commissions.

### **1.32 BOARD OF APPEALS.** *(Makeup is by Wisc. Stats.)*

- 1) How Constituted. The Board of Appeals shall consist of five (5) members and two (2) alternates. One (1) shall be chairman. All shall be permanent residents of the Village.
- 2) Appointment. At the May session of the Village Board, successors to the members whose terms expire in that year shall be appointed by the Village Board to serve terms beginning the succeeding first day of June.

- 3) Powers And Duties. As described in §62.23(7)(e), Wisc. Stats.

### **1.33 LIBRARY COMMITTEE.**

- 1) How Constituted. The Library Committee shall consist of *at least* five (5) citizen members, one (1) of which shall be the Ephraim Librarian. One (1) shall serve as Chairman. All shall serve a three (3) year term. *Amended 08/13/07*
- 2) Appointment. At the May session of the Village Board, successors to the members whose terms expire in that year shall be appointed by the Board to serve terms beginning the succeeding first day of June. ***The representatives appointed will also serve as the appointees to the Village of Ephraim Library Fund, Inc. (5/2012)***
- 3) Powers and duties. Their powers and duties shall include, in addition to internal Library responsibilities, coordination of the Village's contractual obligations with the Village Physical Properties Committee, and making budgetary requests to that Committee by September 1 of each year. ***The representatives will carry out all duties outlined in the Village of Ephraim Library Fund, Inc. Bylaws. (5/2012)***

### **1.34 AIRPORT COMMITTEE.**

- 1) How Constituted. The Ephraim-Gibraltar Airport is administered-jointly by the Ephraim and Gibraltar Boards, there also being an Ephraim-Gibraltar Commission consisting of four (4) members appointed for three (3) years each, each municipality being represented by two (2) members.
- 2) Appointment. At the May session of the Village and Town Boards, successors to the members whose terms expire in that year shall be appointed to serve terms beginning the succeeding first day of June.
- 3) Powers And Duties. Their powers and duties shall include, among other responsibilities, making budgetary recommendations to the Ephraim and Gibraltar Boards by September 1 of each year.

### **1.35 MARINAS & MOORINGS.** *(renamed from Coastal Management).*

- 1) How Constituted. The Marinas & Moorings Committee shall consist of five (5) members, the chairman and one (1) other member of which may be a Village Trustee. The remaining members shall be citizens. Citizen members shall serve a three (3) year term; for continuity, Trustee members may serve up to the term limits as noted below.
- 2) Appointment. At the May session of the Village Board, successors to the members whose terms expire in that year shall be appointed by the Village Board to serve terms beginning the succeeding first day of June.
- 3) Powers And Duties. The Committee shall have responsibility for marina operations at Firehouse and Anderson Dock slips, the Village mooring area, dredging, and waterways. Their duties shall also include recommendation and implementation regarding the observance of Village or National celebrations, including cooperation with other Village organizations.  
Their powers and duties shall include making budgetary recommendations to the Village Board by September 1 of each year.

### **1.36 PHYSICAL FACILITIES AND UTILITIES.**

- 1) How Constituted. The Physical Facilities and Utilities Committee shall consist of five (5) members, the chairman and one (1) other member of which shall be Village Trustees. The remaining members shall be citizens. Citizen members shall serve a three (3) year term; for continuity, Trustee members may serve up to the term limits as noted below.
- 2) Appointment. At the May session of the Village Board, successors to the members whose terms expire in that year shall be appointed by the Village Board to serve terms beginning the succeeding first day of June.
- 3) Powers And Duties. The Committee shall have responsibility for Village Park and recreation properties and facilities, including but not limited to the Wetland preserve, the Village beach, Village Hall Park, Olson Park, Village-owned tennis courts and playground areas, Visitor's center beach area, bicycle and walking paths, and waysides. Village-owned buildings as to maintenance, repair, and upkeep, as well as the direction of road upkeep and repair, brush and snow removal, reconstruction of roads and bridges, and street signage.

They shall also have the responsibility of overseeing dump and recycling services and recommendations regarding utilities owned by others but operating within the Village (cable service, cell phone service, phone and electric) as it may apply to contracts, underground facilities, and location of pedestals, towers or other service facilities. Their powers and duties also include making budgetary recommendations to the Village Board by September 1 of each year.

### **1.37 COMMUNITY PROTECTION COMMITTEE.**

- 1) How Constituted. The Community Protection Committee shall consist of five (5) members, including the Fire Chief. The chairman of the committee shall be a Village Trustee.
- 2) Appointment. At the May session of the Village Board, successors to the members whose terms expire in that year shall be appointed by the Village Board to serve terms beginning the succeeding first day of June.
- 3) Powers And Duties. The Community Protection Committee shall have under its responsibility the Volunteer Fire Department, any public or Village safety concerns, and shall make budgetary recommendations to the Village Board by September 1 of each year. This committee shall have the responsibility of overseeing the Water Rescue program within the Village. It shall make recommendations to them for the allocation of Fire Funds for financing and maintaining the program. *(Passed 8/10/09)*

### **1.38 WATER RESCUE COMMITTEE.**

- 1) ~~HOW CONSTITUTED.~~ The Water Rescue Committee shall consist of four members, including the Fire Chief and Village Harbormaster.
- 2) ~~APPOINTMENT.~~ At the May session of the Village Board, successors to the members whose terms expire in that year shall be appointed by the Village Board to serve terms beginning the succeeding first day of June.
- 3) ~~POWERS AND DUTIES.~~ This committee shall have the responsibility of overseeing the Water Rescue program within the Village. It shall coordinate its activities with the Community

~~Protection Committee and make recommendations to them for the allocation of Fire Funds for financing and maintaining the program. (Removed from Ordinance 8/10 2009)~~

### **1.39 FINANCE COMMITTEE.**

- 1) How Constituted. The Finance Committee shall consist of the members of the Village Board. Ad Hoc members of the Committee shall be the Village Treasurer and Village Clerk by virtue of their statutory responsibilities.
- 2) Powers And Duties. The Finance Committee/Board shall discuss on a quarterly basis the overseeing of Village investments, indebtedness, and general financial direction of Village funds. They shall receive by September 15 of each year proposed budgets for the upcoming year, and after consultation with Village committee chairs responsible for said recommendations, with an overall recommendation by October 30 of each year. See Chapter 3, Finance and Taxation, for further delineation of their duties.

### **1.40 HISTORIC PRESERVATION COMMITTEE**

- 1) How Constituted. ~~The Historic Preservation Committee shall consist of 5 citizen members, one of which shall be a member of the Plan Committee. Other members shall be as described in Chapter 13, 17.15(13)(d)(2)(b) Historic Preservation Committee.~~ *Added 08/13/07*

The Historic Preservation Committee shall consist of five (5) citizen members. At least three (3) members shall be permanent residents of the Village, of which one (1) shall be a member of the Plan Committee. One (1) member may be a representative from the Ephraim Historical Foundation. One (1) member may be from outside of the Village but must be a permanent resident of the county and have a vested interest in the Village. Other members shall be as described in Chapter 13, §17.26(2)(b) Historic Preservation Committee. (5/9/2023)

The Chairperson shall be appointed by the Village President with confirmation by the Village Board. The Committee composition is further detailed in §17.26(2)(b).

- 2) Appointment. ~~At the May session of the Village Board, successors to the members whose terms expire in that year shall be appointed by the Village Board to serve terms beginning the succeeding first day of June.~~ At the May session of the Village Board, successors to the members whose terms expire in that year shall be appointed by the Village Board to serve terms beginning the succeeding first day of June. Terms shall be for three (3) years, and appointments shall be such that the terms are staggered. If a vacancy exists, new members will be appointed to finish the term of the outgoing member. (5/9/2023)
- 3) Powers And Duties. As delineated in §17.26(3), Historic Preservation Committee Powers and Duties.

### **1.41 PERSONNEL COMMITTEE.**

- 1) How Constituted. The Committee shall consist of five (5) members of the Ephraim Village Board.
- 2) Powers And Duties. The Personnel Committee has the responsibility of overseeing the administration of the Personnel Handbook as it relates to policies, procedures, employee discipline, and grievances. Their duties shall also include changes in personnel policy and benefits, salary ranges, and other Village personnel-related issues. (6/03)

#### **1.42 WASTEWATER COMMITTEE.**

See Municipal Utilities, [13.02 Wastewater Utility Committee.](#)

#### **1.43 SPECIAL COMMITTEES.**

Special committees or shorter-term focus groups may be appointed from time to time to investigate, study, and report on any matter in which the Village Board is interested. They may include property owners who are not electors in the Village in cases where they may be specially qualified in the subject under investigation. The terms of office shall be determined by the Village Board at the time of the creation of each such committee.

#### **1.44 TERM LIMITS.**

~~In order to sustain the vitality and a fresh perspective of committees,~~ The service of any one (1) individual shall be limited to ~~six consecutive years~~ *two (2) terms* on any given committee; ~~under extraordinary circumstances,~~ a committee member may be reappointed ~~for one additional term~~ *only* by  $\frac{3}{4}$  vote of the Village Board. *(Amended 08/13/07)*

### **ELECTIONS**

#### **1.45 QUALIFICATION.**

The qualifications for voting in the Village shall be those set forth in §6.02-~~6-22~~, §6.25, Wis. Stats., and those sections are hereby adopted by reference as part of this Code of Ordinances. A copy of such sections of the Wisconsin Statutes shall be posted in the polling place. *(Amended 09/11/06)*

#### **1.46 ELECTION OFFICIALS.**

Election officials shall familiarize themselves with the statutory provisions in ~~4-30~~ §6.30 Wisc, Stats. *(Amended 09/11/06)*

#### **1.47 REGISTRATION.**

- 1) The Village Board elects to require registration of qualified electors for all primaries and elections.
- 2) Electors shall register by mail no later than the 2<sup>nd</sup> Wednesday 20<sup>th</sup> day preceding an election if they are registering for the first time. New electors may register in person at the office of the Village Clerk or at the polling place through the closing of the polls at 8 p.m. on the day of the election ~~or at any other location designated by him not later than 5 p.m.~~ *(Amended 09/11/06)*

#### **1.48 VIOLATIONS AND PENALTIES.** See §12.60, Wisc. Stats.



# VILLAGE OF EPHRAIM

FOUNDED 1853



January 7, 2025

Peninsula Preschool  
C/O Ms. Sarah Myers  
PO BOX 486  
Ephraim, WI 54211

Re: Peninsula Preschool Lease – Notice of Default on Lease Agreement

Dear Ms. Myers,

This Notice of Default is in reference to the Peninsula Preschool Lease Agreement effective September 10, 2019, by and between the Village of Ephraim “Landlord” and the Peninsula Preschool “Tenant”.

This notice is being issued due to a violation of Section 14 “Default” of the lease agreement. The tenant has not renewed the lease that expired in 2023 nor has the tenant paid rent due by September 1, annually. The last rent invoice was issued on January 2, 2024, for 2023-4 rent and has gone unpaid. Under the terms of the lease, the landlord may declare the terms of this lease terminated.

The Ephraim Village Board of Trustees will require that The Peninsula Preschool vacate the premises “Lower Level of the Ephraim Administrative Building located at 10005 Norway Street – Lease Premises” no later than **Monday, March 31, 2025**.

Further, the Village Board requests that funding for a waste dumpster be reserved out of the remaining preschool budgetary funds to address the volume of operational fixtures, furniture, and educational games and materials remaining on the leased premises. We wholeheartedly hope that after a nearly two (2) decade relationship, the Preschool will leave the premises ready for its next use without significant effort or expense to the Village to rectify exit cleaning or remaining equipment to be dealt with.

The Door County community and the Village of Ephraim sincerely appreciate all the wonderful educational and social opportunities provided to families and children since 1984.

Sincerely,

Michael E. McCutcheon M.D President,  
Ephraim Board of Trustees

Brent Bristol, Village Administrator

# Moravia Point 2



04/12/2023

**VILLAGE OF EPHRAIM HISTORIC PRESERVATION COMMITTEE  
WORKING SESSION MEETING MINUTES  
TUESDAY, DECEMBER 17, 2024 - 12:00 PM  
9996 WATER STREET**



**Present:** Kathy Pentler, Amy Russell, Cody Schreck, and Ken Nelson – Chair.

**Absent:** Marilyn Cushing.

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

**Guests in person:** Dr. Michael McCutcheon and John Held.

**Guests online:** None.

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**Call to Order:** K. Nelson called the working session to order at 12:02 PM.

K. Nelson reviewed the topics for discussion for the working session: Materials and colors, fences, Snow/Sand Fences, Roofing, and Solar Panels. He suggested commencing the discussion with materials and colors. The applicable sections of the zoning ordinance were noted as §17.15(13)(c) Site Development Standards/Design Review – Building Color and §17.26(11)(d) Historic District – Colors. It was noted that the Historic District Ordinance was more restrictive with colors and materials.

A discussion was held regarding materials and colors. Included in the discussion was adding to the historic district ordinance in §17.26(11)(d) door, shutter, and fence to the language. K. Nelson felt that it was interesting that the physical door was omitted because typically that is where you would see color.

*Existing §17.26(11)(d) Color. White has been the distinctive building color in the district. It makes the Village stand out against the green of the bluff. White and naturally weathered wood are traditional. House trim, sash, window and door frames, and porch trim color shall be compatible with the character of the Historic District; fluorescent and bright colors are prohibited. In all buildings painted white which are designated by the Village as historically significant and which appear on the inventory of historic buildings, the owner or owners must obtain permission from the Planning Committee to initiate a change in color.*

Proposed §17.26(11)(d) Color. White has been the distinctive building color in the district. It makes the Village stand out against the green of the bluff. White and naturally weathered wood are traditional. House trim, sash, window and door frames, **doors, shutters, fences**, and porch trim color shall be compatible with the character of the Historic District; fluorescent and bright colors are prohibited. In all buildings painted white which are designated by the Village as historically significant and which appear on the inventory of historic buildings, the owner or owners must obtain permission from the Planning Committee to initiate a change in color.

A discussion was held regarding §17.15(c) – Building Color. The Committee noted that design review was always part of the approval process where colors could be addressed with the applicant. The Committee felt they would like to make the changes outlined below and get feedback from the Plan Committee and the Village Board.

*Existing §17.15(c) – Building Color. White has been the distinctive color of the Village’s central business area. Greens, browns, the grays of weathered wood, and other earth tones are acceptable for roofs and exterior walls to help them blend into the landscape.*

Proposed §17.15(c) – Building Color. White has been the distinctive color of the Village’s ~~central business area~~. Greens, browns, the grays of weathered wood, and other earth tones are acceptable for roofs and exterior walls to help them blend into the landscape.

The Committee discussed fences in both the standard zoning code and within the Historic District code. Russell reminded the Committee that the ordinance encourages natural boundaries as an alternate way to achieve privacy. Pentler felt that fences divide a community; natural boundaries are much more desirable. K. Nelson felt that Bristol could emphasize natural boundaries as encouragement when people come to apply for a fence. Wrought iron and whether it was historic or not was discussed as well as whether the color made a difference (black or white) was discussed. Pentler felt it was ironic that the Village Hall had a black metal railing. Schreck noted that it was a product of the building being constructed before the historic ordinance was in place. K. Nelson reminded

the Committee they also had compatible infill as a tool. He added that we allow modern materials in the Historic District that have a wooden and historic look. Schreck discussed wrought iron and thought that it first appeared in Ephraim in the 1920s, perhaps earlier. It was not common, nor significant, and not a defining characteristic of Ephraim's architecture. Bristol reminded the Committee to differentiate between railing, handrails, and fences. K. Nelson said it is in our ordinance, §17.26((11)(g)), that fences are to have a wooden look. He added that everyone is supposed to come in with samples, perhaps we need to hold people to that. If they don't bring a sample (in full dimension, not a picture), they will need to come back to the next meeting for approval.

The Committee discussed temporary snow and sand fencing. K. Nelson stressed the use of snow and sand fencing was temporary. He read a portion of a letter from John Held that suggested establishing an in-and-out timetable to coincide with the docks to match the visual impacts. K. Nelson discussed the recent gale storm that resulted in sand from the low water exposing more of the beach being blown onto properties across the street. Held explained that the piece of plywood was helping the situation, although some sand did go over the plywood. McCutcheon noted that he has addressed complaints about the plywood against the split rail fence in that the effort has made a difference compared to other areas along the shoreline. Held reviewed the other properties that are making similar efforts to keep sand from traveling across the street and protect beaches and property (Bay Breeze, Village Beach, Roppuld, and Old Post Office).

K. Nelson asked that there be a focus on the temporary time frame to solve a problem. Both Held and the Village are experimenting with ways to keep the roadway safer and clearer. It is an off-season priority to protect property and maintain safe roads. Russell felt timing should be important; November 1 through May 1. K. Nelson explained that the Plan Committee could address timing, elevation, and materials through ordinance creation.

The Committee discussed items for the next working meeting:

1. Roofing.
2. Solar Panels.
3. Holiday Lighting/ Dark Sky.
4. Recognition of Historic Sites with markers / Maritime Trail Marker on Anderson Warehouse.
5. Boundary review of the Historic District.
6. Railings.

The meeting adjourned at 1:15 PM.

*Recorded by, Kim Roberts – Deputy Clerk*



**VILLAGE OF EPHRAIM  
PHYSICAL FACILITIES & UTILITIES MINUTES  
TUESDAY, JANUARY 7, 2025, 8:00 AM  
9996 WATER STREET**



**Action Items:**

**Flottman moved, Hoyerman seconded to approve the minutes of September 30, 2024, all ayes.** Motion carried.

*The consensus of the Physical Facilities and Utilities Committee members present was to proceed with the removal of the first group of trees at Moravia Point to the south of the Fire Station Museum as presented and reviewed by the Committee.*

**Hoyerman moved, Reinhardt seconded to recommend to the Ephraim Village Board of Trustees that a letter be sent to the Peninsula Preschool since the lease has been terminated due to lack of renewal. The letter shall set a deadline of March 31, 2025, for Peninsula Preschool to vacate the premises. The letter should also request that the Preschool shall also reserve funds to have a dumpster delivered to remove all belongings from the premises to meet the March 31, 2025 deadline, all ayes.** Motion carried.

**Flottman moved to adjourn, Hoyerman seconded, all ayes.** Motion carried.

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**Present:** Paul Flottman, Rick Hoyerman, Brian Reinhardt, and Matt Meacham - Chair.

**Absent:** Fred Bridenhagen

**Staff:** Justin MacDonald – Maintenance Manager/Fire Chief and Kim Roberts - Deputy Clerk.

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

**Guests in-person:** None.

1. **Call to Order:** Chairman Meacham called the meeting to order at 8:00 AM.

2. **Quorum:** A quorum was present for this meeting.

3. **Changes in Agenda:** There were none.

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

5. **Approval of Previous Minutes:**

**Flottman moved, Hoyerman seconded to approve the minutes of September 30, 2024, all ayes.**  
Motion carried.

6. **Maintenance Manager Report:**

MacDonald reviewed his December Management Report. He explained that the split unit was installed in the Library. Work related to Christmas decorations and lighting was completed in December. Repairs to the Village Hall commenced: Speaker relocation, crack repair, hole patching, scraping, prepping, and floor maintenance/repair. Soil depth measurement tests were taken for the potential site of the new maintenance building. MacDonald noted that the results of the tests showed that there would be no issue with the depth for frost walls. Sand cleanup by the beach and sidewalk sweeping have been ongoing. He noted that depending on water levels next year, a second silt fence may be added in that area to slow sand spread down. Snow and ice control were performed by maintenance staff seven (7) times in December. Maintenance for Christmas in the Village was completed at Harborside Park to provide clear walkways. Spruce Street was closed for the winter.

A brief discussion was held regarding the building lights in the eaves of the Anderson Warehouse. Flottman asked when the lights would be turned back on. MacDonald noted that for the last two (2) years they have been turned back on in the Spring. They are off during the winter to discourage

visitation in the dark due to ice conditions on the dock. Flottman requested that they be turned back on to see if the star disappears and if there is any feedback.

**7. Discussion and consideration on Moravia Point:**

A discussion was held regarding Moravia Point. MacDonald stressed that this has been an ongoing conversation over many, many meetings. The idea is to start south of the Fire Museum and clear the first small group of trees. Then the Committee can reassess and look at the next group for removal. He noted that this work can be completed in-house in the next month or two (2) as staff commences work on brushing. Hoyerman said he couldn't think of any argument to save the current trees. Flottman suggested cleaning some of the scrub to get a glimpse of what the area could look like.

*The consensus of the Physical Facilities and Utilities Committee members present was to proceed with the removal of the first group of trees at Moravia Point to the south of the Fire Station Museum as presented and reviewed by the Committee.*

**8. Discussion and recommendation of Peninsula Preschool Lease:**

A discussion was held regarding the Peninsula Preschool Lease. MacDonald reviewed the history of the lease and the licensing that had lapsed for the Preschool with the State. He explained that they would now not be able to be licensed as a Preschool due to the lack of ADA accessibility to the basement level. Lease payment invoices have been unpaid with the Preschool essentially vacating operations while leaving the contents of the preschool in place. MacDonald added that Bristol has made ongoing attempts to get a final determination from the Preschool Board that they will no longer operate. The United Way has connected some in-home care providers with the preschool to come and gather supplies to support their operations. While quite a bit has been removed, there is still a long way to go to get the basement cleaned out. MacDonald requested that the Committee set a deadline for the Preschool to vacate the building and that the Preschool reserve money remaining in the funds to have a dumpster delivered so that they can complete the clean-up process.

Hoyerman stressed that the lease is in default. There is no question. They did not renew their lease. He suggested that the Board write a letter since Peninsula Preschool has no intent to run a preschool any longer giving the Preschool a firm, accommodating deadline to vacate and clean up.

**Hoyerman moved, Reinhardt seconded to recommend to the Ephraim Village Board of Trustees that a letter be sent to the Peninsula Preschool since the lease has been terminated due to lack of renewal. The letter shall set a deadline of March 31, 2025, for Peninsula Preschool to vacate the premises. The letter should also request that the Preschool shall also reserve funds to have a dumpster delivered to remove all belongings from the premises to meet the March 31, 2025 deadline, all ayes.** Motion carried.

9. **New Business for the next meeting:** There was no new business discussed.

**10. Adjournment:**

**Flottman moved to adjourn, Hoyerman seconded, all ayes.** Motion carried.

*Recorded by, Kim Roberts – Deputy Clerk*

**VILLAGE OF EPHRAIM  
MARINAS AND MOORINGS MINUTES  
WEDNESDAY, JANUARY 8, 2025 – 8:00 AM  
9996 Water Street- Ephraim Village Hall**



**Action Items:**

**B. Nelson moved, Thorp seconded to approve the minutes of December 4, 2024, as presented, all ayes.**  
Motion carried.

*The consensus of the Marinas and Moorings Committee members present was if ice forms between now and the next meeting at Firehouse Dock, Somerset Marine should be contacted first, then Biwer Welding LLC to get the hole on the North side of the main dock repaired if the ice formation will support the work. There is a short window of opportunity with the drop in water levels and ice formation, if the work is not completed by the next meeting, the repair shall be discussed at the February meeting.*

**Thorp moved, Plansky seconded to adjourn at 9:22 AM, all ayes. Motion carried.**

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**Present:** John Held, Bruce Nelson, BD Thorp, Robert Plansky, and Tim Nelson - Chair.

**Guests:** None.

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

- 1. Call to Order:** The meeting was called to order by T. Nelson at 8:00 AM.
- 2. Changes to the agenda:** There were no changes.
- 3. Visitors' Comments:** There were no comments.
- 4. Approval of the previous minutes:**  
**B. Nelson moved, Thorp seconded to approve the minutes of December 4, 2024, as presented, all ayes.** Motion carried.

**5. Discussion and consideration regarding Anderson Dock Breakwater:**

T. Nelson provided the Committee with an update regarding the Anderson Dock Breakwater. He reviewed that the Village Board approved the consulting agreement with Death's Door Design and Development at a cost not to exceed two thousand five hundred dollars (\$2,500) with funding coming from the Marinas and Moorings budget. He explained that he sent an email to current Anderson Dock slip holders requesting their experience with current conditions at Anderson Dock. He noted that the responses were what you would expect and that the letters would go to the Village Board for reference. Once we have something from Kahr they will again be part of the project presentation packet.

**6. Discussion and consideration of navigational channel markers and mapping:**

A discussion was held regarding navigational markers. Bristol noted that the Committee now has the appropriate maps from Stantec for the mooring area. It would be a good time to have a discussion with Jeff Long about creating fixed navigational markers for the mooring area.

After discussion, the Committee agreed it would be worthwhile to request Jeff Long attend the next meeting to discuss his experience with permanent anchors for navigational markers, what design he would prefer from an installation and removal perspective, and the current condition of the ground tackle and how to handle any necessary replacements that are needed before next season. The goal is to start with permanent ground tackle for the mooring area markers and all channel markers as the first stage. The second stage would convert all remaining existing markers.

**7. Discussion and consideration of maintenance redecking:**

A discussion was held regarding maintenance redecking. The Committee agreed, at this time, that there were no immediate needs for redecking. There may be a few boards that need to be replaced here and there. B. Nelson noted that there had been previous discussions about redesigning how the piers are constructed.

The Committee discussed how the piers were constructed, the remaining boards from the previous redecking in five-foot (5') lengths, the internal condition of the piers, and the need to patch the steel at Fire House Marina on the North side of the main dock. The Committee also discussed moving the floaters at Anderson Dock to provide better flotation and making a decision regarding the Fireboat slip.

The Committee agreed that it would be a good idea to invite Henry from Somerset Marine to review work that needs to be completed to ensure they save some time for Village marinas in Spring. B. Nelson reminded the Committee that the bolt connections need to be inspected while the piers are out of the water (all attachment points). Bristol agreed that it would be an opportune time to review expectations with Somerset regarding inspections and repairs as they are installing and removing for the season.

*The consensus of the Marinas and Moorings Committee members present was if ice forms between now and the next meeting at Firehouse Dock, Somerset Marine should be contacted first, then Biwer Welding LLC to get the hole on the North side of the main dock repaired if the ice formation will support the work. There is a short window of opportunity with the drop in water levels and ice formation, if the work is not completed by the next meeting, the repair shall be discussed at the February meeting.*

A brief discussion was held regarding the new trailer parking lot on German Road at the dump site. Held felt that the Physical Facilities & Utilities "PFU" Committee was responsible for managing and it should be on their agenda. T. Nelson discussed that someone needed to do the work to ensure that the site is a functional parking lot for trailers; he would discuss it at the Village Board meeting. He would expect a follow-up from PFU regarding signage and a gate. B. Nelson noted that there had never been any answers to the questions posed by Held to the PFU Committee (5/8/2024 M&M Committee Discussion List: 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 drafted by Held to the PFU Committee, and the layout of the property.)

**8. New business for the next meeting:**

- a. Discussion regarding permanent ground tackle for navigational markers with Jeff Long.
- b. Somerset Marine discussion regarding dredging, rectification to dredging materials dumped at the German Road dumpsite, Anderson Dock repairs, general expectations for maintenance, and welding to the North side of the main dock.
- c. Marina Contract Updates (Trailer Parking and Clean Marina).
- d. If required, welding repair to the North side of the main dock at Firehouse Marina.

**The next meeting of the Marinas and Moorings Committee will take place on Wednesday, February 5, 2025, at 8:00 AM.**

**9. Adjournment:**

**Thorp moved, Plansky seconded to adjourn at 9:22 AM, all ayes. Motion carried.**

*Recorded by, Kim Roberts – Deputy Clerk*



**VILLAGE OF EPHRAIM  
GREEN TIER AD-HOC COMMITTEE WORKING SESSION MINUTES  
THURSDAY, JANUARY 9, 2025 – 8:00 AM - 9996 WATER STREET**



**Present** Michael McCutcheon, Lane Methner, Bruce Nelson, and Cindy Nelson-Chair.

**Absent:** Jeff Lutsey and Sophie Nelson.

**Guests:** None.

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

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**1. Discussion regarding Door County Big Plant 2025 Tree Order:**

The Committee discussed the preliminary order for the 2025 Big Plant. C. Nelson noted that the prices were the same as last year for the three (3) year-old trees. The Committee decided to ask Physical Facilities and Utilities “PFU” for a budget of two hundred dollars (\$200) which would allow for approximately sixty-six (66) trees to be ordered for 2025.

**2. Update on Door County Trails after the Town of Gibraltar Meeting in December:**

The Committee discussed the Town of Gibraltar meeting, the feasibility study, and potential connectivity from the Redman Property. McCutcheon reviewed the email received yesterday from Susan Stauber of Door County Trails, Inc. He noted that there would be an upcoming meeting on January 23, 2025, for local governments with the Door County Trails organization.

**3. Discussion on Wetlands Signage:**

C. Nelson discussed that she has a commitment from two (2) naturalists to come and walk the Wetlands in Spring. They will be able to point out areas and items of significance to assist with what should be included in the signage. The larger sign at the entrance of the Wetlands can be put together from the historical files and grant applications. A brief discussion was held regarding getting piles of mulch as far into the Wetlands as soon as possible if the weather holds.

**4. Discussion regarding Bird City:**

C. Nelson recommended to the Committee that the Village discontinue the Bird City program. The Committee agreed. Methner noted that she would review marketing to ensure that all references are removed.

**5. Update on Water Filling Stations:**

B. Nelson discussed that he had met with plumber Tim Nelson to get an idea of what installation costs would be for water-filling stations. Costs would be dependent on water accessibility, drainage, and access to electricity. Installation could range from two thousand five hundred dollars (\$2,500) to three thousand five hundred dollars (\$3,500) per unit depending on the work that needs to be completed.

The Committee discussed locations and decided to meet with MacDonald and Tim Nelson to rank the locations (Visitor Center, Beach, Village Hall, Marina, and Anderson Dock) for ease of installation to look at the feasibility of the locations.

**6. Discussion regarding the Village Newsletter and subscriber information:**

C. Nelson noted this was follow-up information from the last meeting on how residents subscribe to the website to receive Village information.

**7. Discuss Green Tier as a Standing Committee:**

C. Nelson explained that through the Green Tier Presentation at last month's Board meeting, the discussion of Green Tier being a standing committee led to some possible creative solutions.

**Next meeting:**

Next meeting date: Thursday, February 13, 2025, at 8:00 AM.

**Follow-up items:** Saturday, May 3, 2025, Clean Up Day. Items to discuss include the creation of a map to show people where to focus their efforts to avoid duplication, a shorter community gathering period, vests for visibility, and roads/areas to focus efforts that need the most attention (Town Line Drive, Settlement Road, and German Road).

The meeting adjourned at 8:45 AM.

*Recorded by, Kim Roberts – Deputy Clerk*

## Brent Bristol

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**From:** Rich Bierman <rbierman@wcibags.com>  
**Sent:** Monday, December 16, 2024 9:19 PM  
**To:** Brent Bristol  
**Cc:** Rich Bierman; timngtg@gmail.com  
**Subject:** Anderson Dock

Dear Brent,

I am writing to provide some suggestions regarding potential improvements to the breakwater at Anderson Dock, based on my 30+ years of experience using various slips in the marina.

Currently, the dock faces significant wave action from several directions, which can be problematic:

- **Northwest Winds:** The wave action wraps around the corner of the South wall rock spit, creating swells in the dock area.
- **South/Southwest Winds:** These winds bring strong wave action, ranging from swells to whitecaps, into the dock from the back of the bay. The major issue with this direction is that the waves reflect off the steel walls and meet incoming waves, making the conditions even more turbulent.

To mitigate these issues, I propose the construction of a rock breakwater from the Schoendorf dock and then continuing to the north towards Anderson Dock, leaving an opening for marina access. This structure could help calm the waters around the dock and reduce the erosion caused by wave action.

In addition, this project could open the possibility of utilizing and renting the docks near the memorial stone. It may also be worthwhile to collaborate with the Ellsworth family to extend the breakwater across the front of their property and possibly work on a deal to utilize the last dock to the south of the Anderson Store on the vacant property. A well-designed breakwater could benefit everyone by providing calmer waters and reducing erosion, while still maintaining appropriate water circulation.

I believe there are design solutions that would address the wave action problem while ensuring the breakwater is acceptable to all parties involved.

Thank you for considering these suggestions. I look forward to further discussions on how we can improve conditions at Anderson Dock. Should you want to discuss anything further I am happy to provide any assistance.

Sincerely,



**Rich Bierman**

**President**

Email: [rbierman@wcibags.com](mailto:rbierman@wcibags.com)

[www.wcibags.com](http://www.wcibags.com)

1689 Morrow St. Green Bay WI, 54302

Phone: 920.437.6400 | Fax: 920.436.4964 | EXT: 331



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**WCI will be closed for ---  
The Christmas Holiday on Tuesday Dec 24th and Wednesday 25th.  
The New Years Holiday on Wednesday Jan 1st 2025.**

**\*\* There will be no shipping/receiving on Monday 12/23. Shipping will resume on Thursday 12/26**

## Brent Bristol

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**From:** Anne Dunn <asdunn61@gmail.com>  
**Sent:** Monday, January 6, 2025 10:27 AM  
**To:** Brent Bristol  
**Subject:** Anderson Dock Marina

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Brent,

I hope that you and your family had a great holiday.

I am writing in response to the email from Tim Nelson regarding the exploration of additional/different breakwater options at Anderson Dock Marina. As a slip holder, we definitely experience rough docking conditions when the wind/wave action picks up, especially from the southwest. Our boat, as well as the other slip holders boats, get bouncing around rather aggressively resulting in snapped lines and the need for additional fenders on the dock. When conditions are rough, the finger piers become dangerous to walk on making it difficult to check/adjust lines and fenders. Any recommendations to address this would be greatly appreciated. If possible could the existing breakwater be lengthened or could an additional breakwater be added to the end of the permanent pier? I look forward to hearing what the consultants recommend.

As long as we are discussing the Anderson Dock Marina, I have a couple of other suggestions/questions. -is it possible for the parking spaces that are next to the old general store be reserved for slip holders? I believe there are around 5 spaces which would still provide ample parking for those visiting the historic dock.

-is it possible for signage to be posted that individuals visiting the dock for fishing or sight seeing be readily visible to eliminate access to the finger piers. Frequently fishing lines, hooks and equipment end up on our boats/piers causing damage to our canvas covers and lines.

Thank you for your consideration,  
Anne Skinner Dunn

## Brent Bristol

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**From:** Brad Massey <bmassey99@gmail.com>  
**Sent:** Wednesday, January 8, 2025 3:30 PM  
**To:** Brent Bristol; timngtg@gmail.com  
**Subject:** RE: Feedback Request: Wave conditions at Anderson Dock Marina

Hello Brent and Tim,

Thanks for the heads up on this exploratory effort. Having been a slip holder at Anderson dock for many years, I am happy to share my perspective.

The main liability of keeping a boat slipped at Anderson is the lack of protection from surging motion as a result of large swells. This scenario only occurs when there is a sustained blow from the northwest.

If the blow is from due north, we're fine...not enough swell to bend the corner and the motion in the harbor is manageable. If it's from the West, the limited fetch/open water prevents the development of large waves. Even the strongest sustained blows from the southwest are not a concern.

My two cents: the most logical solution would be to extend the existing southern breakwall farther south.

Very best,

--

Brad Massey  
VP Fulfillment  
eTailer, Inc.  
920-421-2288

1/2/25

Hi Brent -

REGARDING ANDERSON  
DOCK:

Our biggest problem is  
SW WIND + WAVE ACTION TO  
THE NE CORNER OF THE MARINA.  
SLIP A7 CAN GET ROUGH.

I BELIEVE IF WE COULD  
BUILD A NEW LARGER BREAK-  
WATER OF THE SW CORNER OF  
THE PIER, IT WOULD HELP ALOT  
NOTE: I'M AWARE THE COST WOULD  
BE HIGH.

WE DO HAVE ANOTHER  
ISSUE WHEN THE NW  
WIND IS STRONG AS THE WAVES

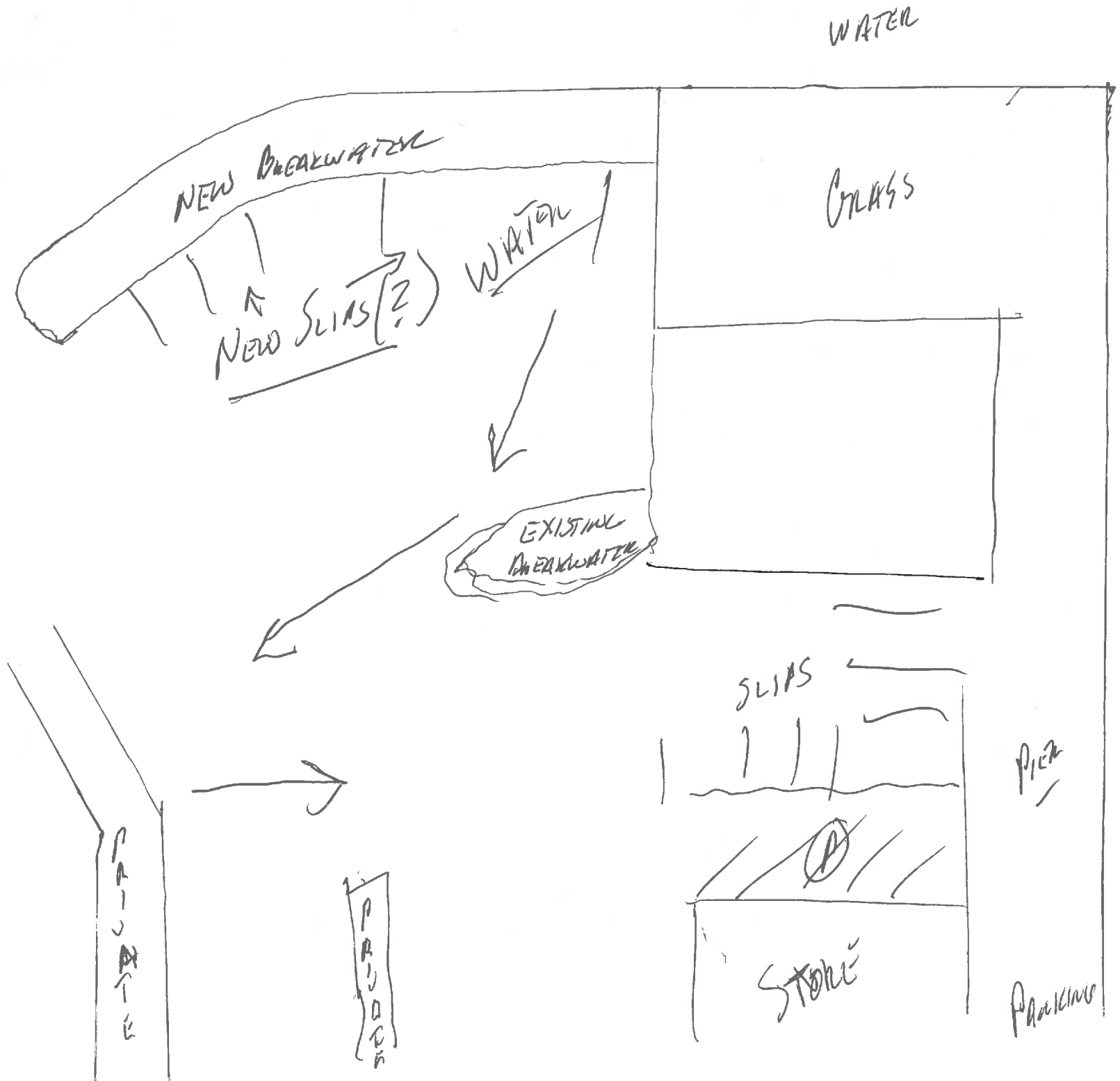
P.2

SEEM TO HIT THE PRIVATE  
SOUTH CONCRETE DOCK TO THE  
SOUTH AND BOUNCE BACK TO  
THE SLIPS. (SEE DIAGRAM).

WITH A NEW BREAKWATER  
I BELIEVE THESE PROBLEMS  
WOULD BE REDUCED AND  
THERE MIGHT BE ENOUGH ROOM  
FOR SOME ADDITIONAL SLIPS.

FINALLY, I WOULD LOVE  
TO SEE PARKING SPACES JUST TO  
THE WEST OF ANDERSON STORE  
RESERVED FOR SLIP HOLDERS +  
THEIR GUESTS. THANK YOU!

Regards,  
Alan Shrin  
10047 N. DANIE  
SLIP A7



**VILLAGE OF EPHRAIM  
MARINAS AND MOORINGS MINUTES  
WEDNESDAY, MAY 8, 2024 – 8:00 AM  
9996 Water Street- Ephraim Village Hall**



**Action Items:**

**Thorp moved, B. Nelson seconded to approve the minutes of March 6, 2024, as presented, all ayes.** Motion carried.

**Thorp moved, B. Nelson seconded to approve the marina facility walk-through notes from April 17, 2024, all ayes.** Motion carried.

*The consensus of the committee was that the Firehouse Marina parking lot and launch ramp should be closed on Saturday, June 15, 2024, for Fyr Bal. The committee asked EBC to post one date-specific sign in addition to multiple “Closed Saturday” signs to make marina customers aware of the closure.*

*The consensus of the committee was to commence exploring the concept of expanding the Anderson Dock breakwater by beginning to gather information regarding design, cost, and gauge interest by involved parties.*

**Thorp moved, Plansky seconded to adjourn at 10:00 AM, all ayes.** Motion carried.

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**Present:** John Held, Bruce Nelson, BD Thorp, Robert Plansky. and Tim Nelson - Chair.

**Absent:** None.

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

- 1. Call to Order:** The meeting was called to order by T. Nelson at 8:00 AM.
- 2. Changes to the agenda:** Bristol requested item 6 be moved ahead of item 5.
- 3. Visitors’ Comments:** There were no comments.
- 4. Approval of the previous minutes:**

**Thorp moved, B. Nelson seconded to approve the minutes of March 6, 2024, as presented, all ayes.** Motion carried.

**Thorp moved, B. Nelson seconded to approve the marina facility walk-through notes from April 17, 2024, all ayes.** Motion carried.

- 5. Update regarding current projects including a review of the on-site work list:**

Bristol reviewed the worklist and noted he would continue to update it as work gets completed. He noted that Jeff Long would be coming up to work on Friday.

A discussion was held regarding the work list. Discussion included: rub rail removal which was decided to be left in place as is, pressure washing the marina building will be discussed with the Village Board with a quote obtained for the work, Anderson Dock steps for the finger piers to be brought down to the site for installation, and installation of rock at Firehouse Dock marina at the top of the launch ramp near the “L” pier.

- 6. Discussion and consideration regarding marina parking during Fyr Bal:**

Kelsey Stone and Lane Methner of Ephraim Business Council “EBC” asked about the possibility of closing the marina parking lot and launch ramp for the Saturday of Fyr Bal.

A discussion was held regarding closing the marina parking lot for the Saturday of Fyr Bal. T. Nelson reviewed the issues from last year and felt that it would be better to close the lot and the launch ramp. Stone reviewed that the deputy had not been in the correct position in 2023 and traffic came into the lot and parked.



*The consensus of the committee was that the Firehouse Marina parking lot and launch ramp should be closed on Saturday, June 15, 2024, for Fyr Bal. The committee asked EBC to post one date-specific sign in addition to multiple "Closed Saturday" signs to make marina customers aware of the closure.*

**7. Discussion regarding Anderson Dock Breakwater:**

T. Nelson gauged the interest of the committee in exploring the idea of expanding the Anderson Dock breakwater. He explained that property ownership has changed therefore working with the property owner who has riparian rights may be agreeable at this time. It would make the property owner's landside slips more useful as well as improve the wave action for marina slip holders. Kahr had recommended this option to create a calmer marina for docking. Kahr had advised that working with the WI DNR for breakwater is not as difficult as dredging.

*The consensus of the committee was to commence exploring the concept of expanding the Anderson Dock breakwater by beginning to gather information regarding design, cost, and gauge interest by involved parties.*

**8. Discussion regarding marina parking on German Road:**

MacDonald provided an update on the German Road project. He explained that the project is on the schedule for JR construction.

A discussion was held regarding the German Road Project. Held presented the committee with a list of questions regarding the project noting that the project is bigger than moving the trailer parking from Wastewater to German Road. Discussion 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 drafted by Held to the PFU committee, and the layout of the property.

**9. Discussion and consideration regarding marina opening dates and the possibility of soft opening:**

A discussion was held regarding the opening and closing dates for the marina. The committee felt that the closing date was a set date with no flexibility. However, the opening date could be impacted by completed work, weather, and infrastructure being in place. There was concern that if the weather was positive enough and the launch ramp was installed, there may not be navigational buoys in place for those who launch their boats early in the season. It was noted that a sign could be created to notify that customers were using the launch ramp, they were doing so at their own risk before the marina facility opening. For slip holders, the use of the marina before the marina opening date should be expressly given by the Harbormaster with direct contact made to obtain formal permission.

**10. Discussion and consideration regarding the Clean Marina Program:**

B. Nelson reviewed the updates to the Clean Marina Program Emergency Procedure Manual and Marina Rules and Regulations. The following updates were noted:

- Page 2: Keep the daily trailer parking information. Remove the Washington Island Coast Guard information.
- Page 3: Update Hospital information (remove Aurora Nor-Door and add Sturgeon Bay information).
- Page 4: Update the spill kit information: "Firehouse Marina dock staff will assist with locating necessary spill kit items."
- Page 5: Add slip S4.
- Page 6: Check on the location of Firehouse Marina power shut off. Add "required key access" to Anderson Marina.
- Page 8: Leave 4(a) as is.
- Page 9: Defibrillator information acceptable to the committee.
- Page 18: Remove "Overdue Boater".

- Page 20: Remove “Wild Fire”
- Page 22: Remove “Pressure Washing at Ramp”.
- Marina Rules and Regulations – Update #8 Maintenance -The third sentence shall read, “Any project involving the vessel’s surface or sanding/grinding of any of the vessel’s surface requires prior approval from the Harbormaster or Assistant Harbormaster.”
- Incident Report: Remove “Overdue Boater” and “Wild Fire” from the type of incident.

**11. Discussion and consideration regarding new projects (building siding, zebra mussels, and charter of the committee):**

T. Nelson noted that the marina building siding would be continuing discussion.

B. Nelson explained that Zebra Mussels were no longer a concern as our marinas do not have chains. He further requested that the committee review Chapter 20 next winter to see if any updates are required.

Held requested that the customer lists be provided for the opening day of the marinas and the waitlist be made public information.

Thorp requested that the policy on slip transfers be reaffirmed at the next meeting.

**12. Discussion and consideration regarding Anderson Dock Capital Project Elements (utility trench, monument corner, and others):**

T. Nelson provided an update on the Anderson Dock Capital Project. He explained that the Request for Proposal “RFP” was underway and nearly finalized. The utility trench and monument area are spelled out in the “RFP”.

A discussion was held regarding the Anderson Dock Capital Project. Bruce Nelson recommended that the utility trenches and stormwater treatment should also be reviewed as part of the project.

**13. New business for the next meeting:**

- a. Slip Transfer Policy.
- b. Storage for marina equipment.
- c. Customer List.
- d. Marina Waitlist.

MacDonald requested that the committee speak with Jeff Long about the condition of the chains before installation.

**The next meeting of the Marinas and Moorings Committee will take place on Wednesday, June 5, 2024, at 8:00 AM.**

**14. Adjournment:**

**Thorp moved, Plansky seconded to adjourn at 10:00 AM, all ayes. Motion carried.**

*Recorded by, Kim Roberts – Deputy Clerk*