

VILLAGE OF EPHRAIM

FOUNDED 1853



Physical Facilities/Utilities Agenda
Wednesday June 3, 2026 10:00 AM
Village Hall 9996 Water Street

NOTE: This Meeting of the Village Physical Facilities/Utilities Committee will also be held via teleconferencing. It will be available to the public to attend in person or by computer, phone, tablet, or dial in. Connection information is included below in this notice.

1. Call to order
2. Changes in Agenda
3. Previous minutes – May 5, 2026
4. Visitors' comments
5. Maintenance Manager Report
6. Discussion and Consideration of Liberty Tree
7. Discussion on Village Dump Hours of Operation
8. Discussion on Rental of Village Hall
9. Discussion and Recommendation on Snow Removal and other items on North End Walking Path
10. Discussion and Recommendation regarding Administration Building Plans
11. New business for next meeting
12. Adjournment

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

<https://meet.goto.com/359808101>

You can also dial in using your phone.

Access Code: 359-808-101

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

**It is possible that a quorum of the Village Board or other Village Committees may be present at the meeting. However, no action will be taken by any other Board or Committee unless specifically noticed.*

	Date <u>5/29/2026</u>
<u>Andrea Collak, Clerk</u>	<u>X</u> Village Administrative Office
	<u>X</u> Visitors' Center
	<u>X</u> Post Office
<u>Kim Roberts, Deputy Clerk</u>	<u>X</u> Website: ephraim.wi.gov
	<u>X</u> Emailed to WDOR/ Peninsula Pulse

**VILLAGE OF EPHRAIM
PHYSICAL FACILITIES & UTILITIES MINUTES
TUESDAY, MAY 5, 2026, 8:00 AM
9996 WATER STREET**



Action Items:

Flottman moved to adjourn at 8:08 AM, Lohman seconded, all ayes. Motion carried.

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

Absent: Brian Reinhardt.

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

Guests online: None.

Guests in person: None.

1. **Call to Order:** 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. **Approval of Previous Minutes:**

Lohman moved, Flottman seconded to approve the minutes of April 7 and April 9, 2026

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

6. **Maintenance Manager Report:**

MacDonald provided an overview of the activities the Maintenance Department completed in April. He explained that April had been a transition month focused on preparing facilities for spring and summer operations. The department completed dethatching all Village properties and coordinated with the Highway Department to sweep all roadways before the recent heavy rains.

MacDonald reported that gutters were reinstalled at the Administration office after being removed for winter due to ice-damming issues. They also continued cleaning up downed trees and debris from winter storms. Bathrooms were being slowly reopened with deep cleaning procedures to ensure everything was operational for the season.

Despite the spring timing, the department had to conduct ice control operations once in April.

MacDonald also noted they had handled various digger requests related to the North End Walking Path construction project. He mentioned that the contractor had begun work at the dump site.

7. **Update on German Road Dump:**

MacDonald provided an update on the German Road dump project. He announced that work was expected to be completed in the next couple of days. He explained that the project had experienced delays due to weather, as well as waiting for weight restrictions to be lifted from the Town of Liberty Grove Road before contractors could access the site. He described the current state of the work, noting that contractors had scraped the area down to bedrock, which he believed would create a much better driving surface. Berms had been constructed around the perimeter of the expanded area. He detailed the planned organization of the dump site and noted he was waiting for the signs to arrive to direct traffic flow properly once the construction was complete.

A discussion was held regarding the German Road brush and yard waste site. Lohman inquired about the expansion size. MacDonald confirmed the new dump was at least five times larger than the original area. When asked about the need for additional gravel, MacDonald indicated he didn't believe additional material would be necessary, as contractors were working to level the area using existing materials, including dredging materials from marina operations. Further discussion arose about future dredging

operations from the marina. MacDonald explained that the same location previously used for dredging material would continue to be available, with materials being pushed back further toward German Road to create more space. MacDonald reiterated that weight restrictions had been the primary constraint, noting that the Village office had received numerous calls from residents asking about the dump's reopening. He emphasized that contractors couldn't work any faster than the conditions allowed. Bristol raised concerns about drainage, questioning whether the excavated area might become a "swimming pool" during wet conditions. MacDonald acknowledged that the experienced equipment operators weren't shooting grades but expressed confidence that the bedrock base with its natural fractures would provide adequate drainage.

8. New Business for the next meeting:

- a. No new business was discussed.

9. Adjournment:

Flottman moved to adjourn at 8:08 AM, Lohman seconded, all ayes. Motion carried.

Recorded by, Kim Roberts – Deputy Clerk

Village of Ephraim Physical Facilities/Utilities May Maintenance Manager Report

Work done in May:

- Cleaning of Administration Building, Library, and Village Hall.
- Placed all Picnic Tables and Garbage Cans for Season
- Began bathroom cleaning and garbage collection for season.
- Began Lawn Mowing for season
- Purchased and placed flowers
- Removed silt fence and began tilling beach
- Hung flags for season
- Repair of multiple old streetlights
- Open Brush Dump after reconstruction
- Meet w/Door County Highway regarding Paving projects (slated to begin in June)
- Installed Launch Dock and moved any remaining mooring items back to parking area on German Rd.
- 5 Year Well Inspections were completed by DNR
- Conducted interviews for New Employee who started on June 1st
- Meet w/Keller regarding some issues at new shop (flooring, lighting, etc.)
- Cut down stumps more on Moravia Point
- Purchased flowers that will be placed in various locations
- Installed 6 Fire Numbers
- Placed No Parking Signs and Pedestrian Signs for season
- Attended Fyr-Bal planning meeting
- Setting up and taking down of Village Hall as needed
- 2 Loads of gravel placed at Brush Dump to level out low spots

Respectfully Submitted

Justin MacDonald

Maintenance Manager

jmacdonald@ephraim.wi.gov

NON-PROFIT USE OF THE VILLAGE HALL

Currently, with approval, non-profits (operating inside or outside of the Village) can request that fees be waived for rental of the Village Hall.

At this time, more nonprofits are renting the hall at no cost than those paying to use it.

2026 Reservations for the Village Hall

2/6 - Library – no rental fee

2/22 - EHF Smorgasbord Event – no fee

2/28 - **Village resident rental (\$160 daily charge)**

4/21 - EHF Presentation – no fee

5/18 - Library County Meeting – no fee

6/17 - PGA Potluck– no fee

6/20 - EYC Pancake Breakfast – no fee

6/22 - Concert in the Park (rain location) – no fee

6/25 - EHF Presentation – no fee

6/29 - Concert in the Park (rain location) – no fee

7/6 - Concert in the Park (rain location) – no fee

7/8 - EHF Presentation – no fee

7/9 - Library Event - no fee

7/13 - Concert in the Park (rain location) – no fee

7/20 - Concert in the Park (rain location) – no fee

7/21 - EHF Presentation – no fee

7/23 - Library Event - no fee

7/27 - Concert in the Park (rain location) – no fee

7/29 - EHF Presentation – no fee

7/31-8/1 – Ephraim Men's Club – no fee

8/3 - Concert in the Park (rain location) – no fee

8/10 - Concert in the Park (rain location) – no fee

8/17 - Concert in the Park (rain location) – no fee

8/18 - EHF Presentation – no fee

8/24 - Concert in the Park (rain location) – no fee

8/31 - Concert in the Park (rain location) – no fee

9/16 - EHF Presentation – no fee

9/25 – MS WALK – no fee

12/4-12/5 – Christmas in the Village – no fee

12/11-12/12 – EHF Christmas Traditions Fieldtrip – no fee

- So far, for 2026, there is only one rental that has generated income.
 - The other 29 rentals that are on the Village Hall Rental schedule as of 5/6/2026 will incur no fees for the rental of the Village Hall.
 - For each of the rentals, there is a loaded labor rate cost of breaking down the hall and then setting it up again for Village meeting use. It takes about an hour at a loaded labor rate of \$84.73.
 - Therefore, for the 29 non-profit rentals on the schedule for 2026, it will cost the Village \$2,457.17 to set up and break down the Village Hall for their use.
 - o *In sum, there has been one paid rental (resident rate of \$160) so far for 2026.*
 - o *There is also only one outside the Village non-profit Village rental (MS WALK).*
 - o *We have one request from a non-village, non-profit that has never rented the hall to use the hall at no cost in July.*
-
- Attachment – Village of Sister Bay Non-Profit Rental Policy.

Suggested additional language for the Village Hall Rental Forms:

“Should the Village Hall require additional cleaning after the rental, an \$85/hour fee will be charged to bring the hall back into rentable condition”

VILLAGE OF EPHRAIM HALL RENTAL INFORMATION/ HALL USE RULES



BEFORE signing the application, please review the following information:

WILL MY EVENT BE A “FIT” FOR THE EPHRAIM VILLAGE HALL?

- The Ephraim Village Hall is a historic landmark that was built in 1926 and renovated in 2003.
- There is a seated capacity of 180. There are 180 chairs and 18 tables (approx. 8ft in length).
- The Hall is available to rent from 8:00 AM - 12:00 AM.
- Renters of the Hall are expected to abide by all [Village of Ephraim ordinances](#) and Hall use rules. Infractions will result in the forfeiture of your deposit. Future use of the Hall may be prohibited to any group who fails to abide by local ordinances and Hall use rules.
- Renters are expected to leave the Village Hall as they found it. All clean-up, setup, breakdown, and garbage removal are the responsibility of the renter by the end of the rental.
 - If garbage is left behind or extensive cleaning is required after your rental, you will be charged the staff-loaded labor rate and any costs incurred for cleaning, garbage removal, and/or repairs.
- Rental supplies that must be provided by the renter: Towels, dishwashing supplies, and garbage bags.
- The Village Hall Kitchens has been designated by the State of Wisconsin as a **WARMING KITCHEN**. Any cooking activity that produces any amount of splattering of hot grease is **strictly prohibited** in our kitchen. These cooked items may be brought into our kitchen for warming.
- The outside grounds are not included in the rental. There shall not be outside decorations or signage. There is no designated, reserved parking for events.
- The Village Hall has an elevator making the property handicap accessible.

GENERAL PROPERTY INFORMATION:

- The Ephraim Village Board and associated committees shall have priority use of the facility.
- The Hall is available for social gatherings, educational programs, and meetings of organizations. “For-profit” events will not be considered — NO PERSONAL GAIN EVENTS. No fees or donations can be collected for your event.
- If music is provided, we request that all windows remain closed and the Village of Ephraim [noise ordinance](#) be observed as a courtesy to our neighbors. All activities within the Hall must be completed and the Hall cleaned and closed by 12 AM.
- Absolutely nothing (no exceptions!) can be strung from the historic, Italian lights in the Village Hall.
- No nails or tacks are to be used to affix anything to the walls or ceilings. If tape is required, it must be painter’s tape that leaves no mark or damage when removed.
- No objects may be removed from the Village Hall. Anything brought into the Hall during your rental must be removed by the end of the rental.
- Tables, chairs, equipment, etc. cannot be rented or used outside.
- Absolutely no smoke or haze machines may be utilized within the Village Hall.
- Village A/V equipment is not included for use as part of the Village Hall rental.
- Alcohol may not be served or provided in any form for any event that is open to the public or for which a fee is required to attend. All events requesting to serve alcohol must be approved before the event and will require specific insurance documentation.
- There is a Class ABC Fire Extinguisher on the wall next to the refrigerator in the event of an emergency.
- Parking/Traffic: Parking shall be allowed only in lawful, authorized, developed parking areas provided. Parking shall not be harmful to vegetation or natural areas on site. Cars shall not be left overnight.

- Smoking is prohibited on the grounds or inside the Village Hall.
- No public events can serve alcohol. Alcohol service is limited to private events that are free of charge.
- Electrical outlets are labeled with breaker information. Don't overtax breakers with too many appliances in an outlet.
- The basement is off-limits.
- Opening of the Village Hall windows is not permitted. The front doors need to be kept closed at all times.
- If you have a maintenance or electrical issue, please do not attempt to correct the issue. Please contact Public Works Manager, Justin MacDonald at 920-495-0039.

RESERVING THE VILLAGE HALL:

- Please complete the Village Hall application and remit your deposit for consideration.
- Completing the application:
 - o If you need time to set up the day before or break down/clean up the day after, please account for this time. Request additional rental time when you submit your application.
 - Unless time was requested and scheduled, no extra time for set-up or breakdown will be granted.
 - o The Village Hall must be cleaned the same day and left in the condition it was found to accommodate use the following day or in some cases the same day.
- If you will be serving alcoholic beverages, the renter must provide a copy of their Homeowners (check for appropriate coverage) or Special Event Liquor Liability Insurance Binder.

FEES:

Ephraim Village Hall Rental Fees:	
Local non-profit preapproved renters	No Charge if pre-approved by Village Board
Theater Productions, Associations, Concerts, Approved Meetings, or Classes	\$100.00 Minimum, \$160.00 Daily (4 or more hours)
Village Taxpayer Private Functions*	\$160 Daily charge
Non Village Taxpayer Private Functions*	\$500 Per Day and must be paid prior to event day
* A Security deposit of \$250.00 is required for all rentals and will be held during the duration of the rental. This may be applied to the balance due or used for additional cleaning if necessary. \$25 Processing Fee for all cancellations.	

OBTAINING AND RETURNING THE VILLAGE HALL KEY:

- To obtain access to the Village Hall, you must sign out a key from the Village Administrative Office.
- The Village Administrative Office is located at 10005 Norway Street and is open Monday– Friday, 8 AM – 4 PM for the pickup and return of the Village Hall keys. Phone: 920-854-5501.
- The key must be returned as soon as possible after the rental. If the key needs to be returned after hours or on a weekend, please pass the key through the slot in the door at the Village Administrative offices at 10005 Norway Street.
- If you lose the key, there is a fee of \$50 to re-key the Village Hall.

ELEVATOR INSTRUCTIONS:

- There is a small key on the Village key ring that unlocks the handicapped elevator on the outside of the building in the back.
- To use the elevator, it should be lowered to the street level and the light turned on.
- You must raise the elevator slightly off the street level at the end of your rental or the outside door could be opened for unauthorized access after the Hall is locked up.

CLEAN UP:

Please note: The dust mop is to the left of the refrigerator. There is a broom, bucket, and wet mop located in the cabinet in the kitchen (directly behind the entry door). Please follow the directions

provided for the dishwasher- do not add any type of soap or detergent to the dishwasher (it is a self-contained unit with an internal supply of detergent) or overfill it (directions for operation are on the wall above the dishwasher).

Supplies that must be provided by the renter: Towels, dishwashing supplies, and garbage bags.

Do not use any soap or detergent on the wood floors.

- 1) Wipe down tables and chairs and return to racks. □
- 2) Sweep up dirt and debris and dispose of it in the trash. □
- 3) Wood floors: Wipe up any spills on the wood floors using only water. You can dampen a mop, but please don't use any soap or detergent. □
- 4) Scuff marks on the wood floors can be removed using a water-dampened paper towel as an eraser.
- 5) Kitchen floors: Light detergent may be used only on the kitchen floor. □
- 6) Bathrooms: The bathrooms will be cleaned by our Maintenance staff post-rental. □
- 7) Kitchen counters: The kitchen countertop should be washed with soapy water, rinsed with clear water, and towel-dried. □
- 8) Kitchen sinks: The sinks should be emptied and free of debris, rinsed with clear water, and towel-dried.
- 9) Refrigerator: Any spills in the refrigerator must be cleaned up. □
- 10) Ovens: Any spill in the ovens must be cleaned up. □
- 11) All dishes, pots, and utensils should be washed, dried, and put away. □
- 12) Dispose of trash: All garbage and food must be removed from the hall by the renter. Please take with you any trash generated during your rental. □

Renters of the Hall may be subject to a clean-up charge if premises are not left in clean condition with tables and chairs broken down and replaced in their storage locations.

CLOSING THE VILLAGE HALL AFTER YOUR RENTAL

- ★ • All doors from the main hall to the back restrooms are to be locked when you leave the building.
 - o Remember to raise the elevator if it is utilized.
- Please turn off all Hall and kitchen lights and the ceiling fans before you lock up.
- The outside front porch light should remain lit.
- The key must be returned as soon after rental as practical. If after business hours, the key can be passed through the door slot at the Village Administrative office.

POST RENTAL:

- The Hall will be inspected by Village staff after your rental.
- The rental fee will be deducted from your deposit. The remainder, if any, will be returned to you. If your rental exceeds the deposit, you will be invoiced.
- If there ARE clean-up costs and/or damage caused during your rental, those costs will be deducted from your deposit.

VILLAGE CONTACT INFORMATION:

Phone: 920-854-5501

Email: office@ephraim.wi.gov

Mailing address: PO BOX 138, Ephraim, WI 54211.

Village of Ephraim Hall Rental Application

A completed agreement and deposit are required for dates to be confirmed.



RENTER INFORMATION:					
Name:					
Organization Name:					
Street Address:					
City:		State:		Zip:	
Phone #1:		Phone #2:			
Email:					

REQUESTED DATES: If requesting multiple dates, please use one form for each event request.

MONTH	DATE	TIME IN	TIME OUT	EXPECTED ATTENDANCE #

Event Description:	
--------------------	--

The Village of Ephraim agrees to provide use of the Ephraim Village Hall for your function. The Hall will be provided cleaned and ready for your activities. **Hours of availability are 8:00 AM - 12:00 AM.** Consider set up and break down time when requesting your rental period. You are required to abide by all Village of Ephraim Ordinances and Hall use rules; infraction of rules will result in forfeiture of your deposit. You are responsible for cleaning up after your event including but not limited to the removal of all garbage. The Hall must be ready for another rental at the end of your event. If garbage is left at the Hall or extensive additional cleaning is necessary after your event, you will be charged the staff loaded labor rate and any costs incurred for cleaning, garbage removal and/or repairs. There is a seated capacity for 180. There are 180 chairs and 18 tables.

Is there a fee to associated with the event?	☐ Yes ☐ No	Is the event by private invitation only?	☐ Yes ☐ No
--	--	--	--

Will you be serving alcohol at the event?	☐ Yes ☐ No
---	--

If yes, the event shall be by private invitation only. Please complete the section below and provide a copy of your Certificate of Insurance Rider for the Event in which you will be serving alcohol with your application.

If you will be serving any type of alcoholic beverages, for your private event, you must complete the following:

We, _____ (group/individual's name) will be having an event on _____ (date) on Village owned property, to wit the Ephraim Village Hall located at 9996 STH 42/Water Street Ephraim, WI 54211. We/I will be serving wine or other alcoholic beverages at the function. We/I hereby state that all consumption of alcohol will be confined to the interior of the Village Hall. If any damage or injury occurs directly or indirectly from serving alcohol, We/I will hold the Village of Ephraim harmless from any lawsuit that shall arise. We/I take full and total responsibility for all such damages as may be incurred. All requests to allow the service of alcohol will be thoroughly reviewed prior to approval. A copy of my Homeowners/ Special Event Liquor Liability Insurance is attached.

I have read and agree to abide by the Hall use rules and local ordinances.

Applicant Signature _____ **Date:** _____

Internal Use Only			
Date Deposit Revd.:		Deposit Check #:	
Rental Fee \$:		Maint. Fee \$:	TOTAL \$:
Return Deposit Processed:		Amount \$:	

NOTICE PLEASE READ

The State of Wisconsin has designated our kitchen as a warming or serving, occasional non-restaurant kitchen facility. As such, the State of Wisconsin does not require the Village of Ephraim to have vent hood fire suppression systems above the range cooktop and ovens. There is a Class ABC fire extinguisher on the wall next to the refrigerator in the event of an emergency. Cooking activities that produce any amount of splattering of hot grease such as sauteing, frying, and broiling of fatty, oily or greasy food is **strictly prohibited** in our kitchen. This activity must be performed elsewhere and those cooked items may be brought into our kitchen for warming prior to serving.

VILLAGE OF EPHRAIM MEETING SCHEDULE

*Ephraim Board of Trustees meets on the 2nd Tuesday of each month at 7:00 PM.

*Wastewater Committee meets on the 1st Monday of each month at 9:00 AM.

*Physical Facilities & Utilities Committee meets on the 1st Tuesday each month at 8:00 AM.

*Marinas and Moorings Committee meets on the 1st Wednesday of each month at 8:00 AM.

*Green Tier Committee meets on the 1st Thursday of each month at 8:00 AM.

*Community Protection Committee meets on the 1st Thursday of each month at 3:30 PM

*Historic Preservation Committee meets on the 4th Tuesday of each month at 6:30 PM.

*Plan Committee meets on the 4th Tuesday of each month at 7:00 PM.

* Please note that the Village Hall will be unavailable on the days that Village meetings occur.

Village Hall Rental Fees

Local Non Profit pre-approved renters: No Charge if approved by the Village Board.

Theater productions, Associations, Approved Meetings, or Classes: \$100 minimum / \$160.00 daily (4 or more hours)

Village taxpayer private functions*: \$160 daily charge

Non-Village Taxpayer Private functions*: \$500 per day and must be paid prior to event day

* A Security deposit of \$250.00 is required for all rentals and will be held during the duration of the rental. This may be applied to the balance due or used for additional cleaning if necessary. \$25 Processing Fee for all cancellations.

VILLAGE HALL CLEAN UP CHECKLIST

We hope you enjoyed your event. Please use the list below to clean the Village Hall for the next renter. Unless time was requested/scheduled previously, no extra time will be granted for clean up. When you leave after your rental, the hall needs to be ready for the next renter.

You will be subject to a clean up charge to be determined by the Maintenance Supervisor based upon loaded labor rates of staff if the premises aren't left in clean condition as outlined in the Village Hall Rules/Clean Up Checklist.

NAME:	
--------------	--

DATE OF RENTAL:	
------------------------	--

Your Initials:	Cleaning Item:
	Wipe down tables and chairs. Return to racks.
	Sweep up dirt and debris. Dispose of in trash. Wipe up any spills. Use the dust mop as a final sweep after removing any sticky substances. (No soap or detergent).
	Remove any and all decorations.
	If you have used the cook top and/or ovens they must be cleaned by the Hall renter.
	The dishwasher must be run, emptied, cleaned, dried, and put away before leaving. Do not add any detergent/soap to the dishwasher.
	The kitchen floor and countertops must be cleaned, washed, and dried before leaving.
	Any dishware, flatware, pots, pans, coffee pots, or utensils that were used must be washed in the dishwasher, dried completely, and put away.
	Items in the refrigerator must be removed by the Hall renter. The refrigerator should be wiped out.
	All garbage must be taken and disposed of by the Hall renter when they leave at the end of the rental.
	Please turn off all hall lights, kitchen lights and ceiling fans before you leave.
	The outside front porch lights should remain lit.
	The doors from the main hall to the back restroom are to be locked. Please check. Make sure the elevator is returned to the Hall level.
	Lock the main doors facing Water Street/STH 42.
	Return the key to the Village Administrative Offices. If it is after hours or a weekend, please drop the key through the door at the Administrative Office at 10005 Norway Street.
	Return the completed checklist with the key.



Village of Sister Bay Facility Rental Fees for Nonprofit Organizations Policy

Adopting Body: Parks, Property and Streets Committee

Adoption Date: April 6th, 2026

Effective Date: April 7th, 2026

Revisions: N/A

Purpose: To establish a consistent, fair, and administratively simple fee structure for nonprofit organizations using Village facilities, while supporting cost recovery and equitable access.

Scope: This policy applies to all Village-owned reservable facilities listed in the published Facility Fee Schedule and on facility rental forms.

Definitions:

Nonprofit Organization (NPO): A tax-exempt organization.

Door County–Based NPO: Tax-exempt organization serving or located in Door County.

Daily Rate: Standard single-day rental rate, listed in the fee schedule and on facility rental forms.

Internal Revenue Service: Internal Revenue Service

Policy Statement: An eligible Door County–based NPO pays an annual use fee equal to one (1) published daily rate for the facility they use, without the required payment of a security deposit.

Eligibility: An eligible Door County–based NPO is responsible for and must submit the following documentation to the Village of Sister as part of the facility rental intake process to be considered eligible for the facility rental benefits outlined in the policy:

1. Documentation of NPO Status
2. Documentation of NPO Presence in Door County, WI

Documentation could include, but is not limited to:

1. IRS Determination Letter
2. State Certificate of Exempt Status (CES)
3. Most Recent Return of Organization Exempt from Income Tax (Form 990)

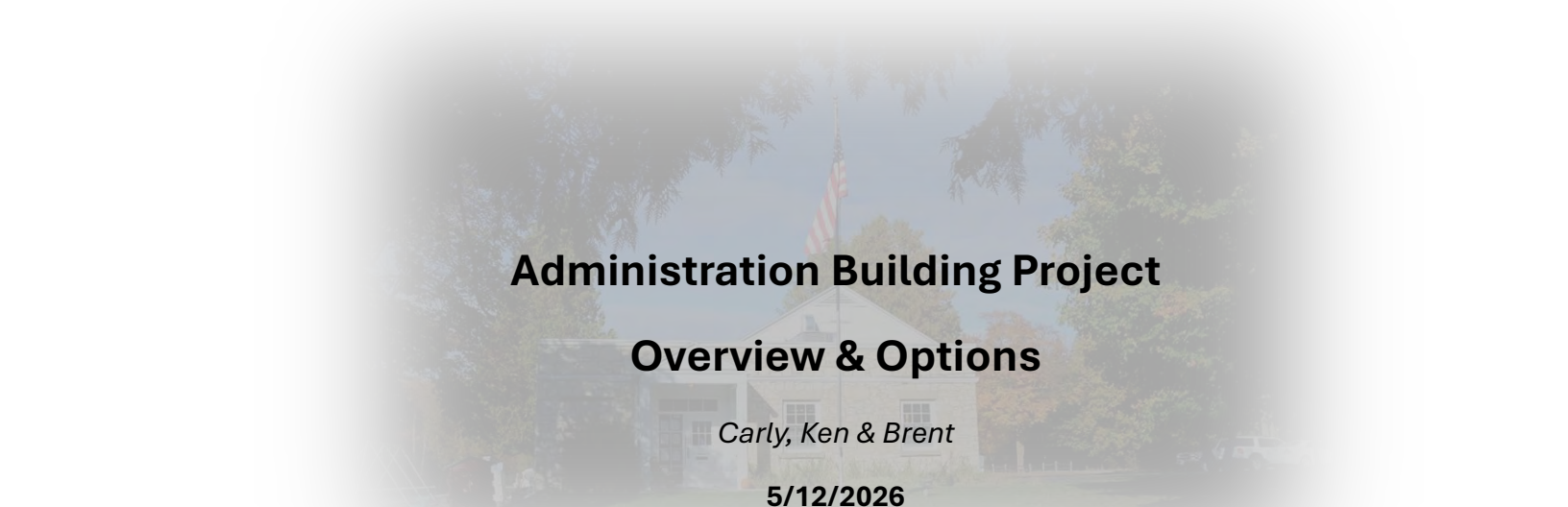
Direct Use Requirement: Facility use under this policy must be for the nonprofit organization itself. Facilities may not be reserved, used, or sub-licensed by third parties, individuals, or groups claiming affiliation with the nonprofit organization unless the nonprofit is the direct organizer, host, and beneficiary of the event. This requirement is intended to ensure that facility rental benefits are used only by legitimate nonprofit organizations and only for their own activities.

Verification: Village Staff will review the NPO's submitted documentation and determine whether the eligibility criteria are met.

1. If the eligibility criteria are determined to be met, Village Staff will proceed with processing the facility rental in accordance with the policy.
2. Village Staff may request additional information from the NPO if the submitted documentation is unclear.
3. If the eligibility criteria are not met, Village Staff will inform the NPO of the determination in writing and list the eligibility criteria(s) that were not met.

Appeal of Determination: If the Village Staff determines that the NPO does not meet the criteria and the determination has been issued in writing, the NPO may appeal the determination, in writing, and the appeal should be based on the eligibility criteria listed within the policy. The NPO has the right and responsibility to submit additional documentation and/or rationale in support of the appeal. The appeal would be heard at the Parks, Property, and Street Committee of the Village of Sister Bay, when appropriate. The Parks, Property, and Street Committee's decision to grant the NPO's appeal is final.

Administration: NPOs seeking to benefit from the policy must submit documentation annually. Village Staff will review documentation and determine eligibility in accordance with the policy.



Administration Building Project

Overview & Options

Carly, Ken & Brent

5/12/2026

Problems:

Deferred maintenance and an old building coupled with operational changes in the administration department over time have resulted in the following challenges and issues with the current administrative building:

- A flat roof, lack of proper insulation, and leaks within the building not only have resulted in its physical and esthetic degradation but also pose a risk relative to air quality and record retention.
- The offices do not have proper, or in some cases any, HVAC within. One office does not have an openable window.
- Lack of conditioned space in the lower level severely limits our long-term storage ability.
- On one hand, relocation of meetings to the Village Hall was positive as it has removed the disruption that previously occurred with meetings held at the admin office. However, despite having a very expensive and quality AV system in the Hall, it is not without its bugs. Whoever is reading this has probably experienced an AV failure or disruption along the way. These disruptions, while not regular, are occurring, and they are occurring even with regular trouble shooting and testing by Brent. The normal process is a dry run of the equipment before each HPC/Plan Meeting, each Board meeting, and before committee meeting week at the first of each month. On average, although Brent is spending 4-5 hours each month checking, trouble shooting and fixing connectivity issues, issues still occur.
- Additionally, the time required to set up and break down the Village Hall for meetings is something that falls on a busy maintenance department.

Project Goals:

- Provide safe and effective work environment for Admin Staff
- Provide adequate storage for Admin operations and record retention
- Find a solution that can permit us to move meetings back to the Admin Office while hopefully minimizing meeting disruption to the operation of the office
- Allow the Fire Department to use new space for classroom training, possibly freeing up their existing training room for other purposes

Option Breakdown

Option 0: (Partial renovation)

Pro:

- Addresses the deferred maintenance issues within the current building.
- HVAC added to the two rear offices and basement
- Conditioned basement allows for additional storage
- New roof on building
- New insulation on exterior walls and roof of building

Con:

- No alterations within the office building
- No relocation of meetings from Village Hall
- No room for any growth
- No accessibility improvements
- Not intended as a long-term solution

Option 1: (Full renovation of existing structure)

Pro:

- Can possibly move smaller committee meetings back to Admin Building
- Conditioned basement allows for additional storage
- Options for minor reconfiguring of office layout within the existing building envelope
- Some modernization of facility to better support current and future needs
- Better accessibility with the addition of exterior ramp
- HVAC added to the two existing rear offices and basement

Con:

- 1 office still has no openable window
- Still requires the use of Village Hall for HPC/Plan and Village Board Mtgs.
- Meetings held in office are still somewhat disruptive to office operations as the flow and access is not ideal
- AV system while new would likely still have to be broken down from time to time and cannot likely be hard wired. This increases the likelihood of failure, disruption and maintenance.

Option 2: (Small addition)

Pro:

- All village meetings, minus the largest public hearings, can move back to Admin bldg.
- Board/Committee member table and AV systems can be permanent/hard wired
- Conditioned basement allows for additional storage
- Small addition allows for a more significant reconfiguring of the office/meeting room layout for more separation and better flow. Offices can all be new construction designed based on needs with new HVAC equipment and openable windows.
- Modernizes facility to better support current and future needs
- Accessible ramp is completely enclosed
- Addition only impacts the portion of the building that was previously an addition. Original aesthetics retained
- Room for Fire Department classroom training

Con:

- Looking at the long term this plan likely limits office staffing to 3 full-time employees. Current staff does not see the need for a 4th full-time staff member on the horizon. Space can be found for part-time employees, limited-term employees or interns if need be

Option 3: (Large addition)

Pro:

- All village meetings can move back to Admin bldg.
- Board/Committee member table and AV systems can be permanent/hard wired
- Conditioned basement allows for additional storage
- Large addition would completely separate the admin office from the meeting room so no disruption would occur
- Completely modern office housed in a brand-new office addition.
- Better accessibility
- Enough space to guarantee that the addition would satisfy the needs of the admin department for the foreseeable future.
- Accessible ramp is completely enclosed.

Con:

- Cost
- Separation is a con on election day as the offices of Andrea and Kim would be removed from the operation and out of earshot.
- Significant change to the look of the building, additional bulk

Option 4: (New building)

Pro:

- Ground up purpose built new construction that will be a long-term solution without the need to utilize a portion of the existing building.

Con:

- Plan results in either the demolition of the existing Admin building or the relocating of the facility to a new location. The latter option would still require us to incur the costs of deferred maintenance in Option 0
- If built in the same location, we would lose a historic building
- If built on the same site but in a different location, would require new utility connections, parking lot, driveways, etc
- Cost

Option 0: Deferred Maintenance**Budget:** \$600,000 with \$50,000 contingency

The project scope is limited to targeted deferred maintenance, including the addition of HVAC to two enclosed office spaces (currently not code compliant), improvements to building insulation / exterior envelope, conditioned HVAC basement, and full roof replacement. The work does not include building expansion, reconfiguration, or full system replacement beyond these defined areas, and is intended to address specific performance deficiencies rather than a long term solution.

Option 1: Remodel Existing (Existing 2,172 sq. ft.)**Budget:** \$1,300,000 with \$100,000 contingency**Timeline:** 5 months construction

A comprehensive renovation of the existing 2,172 square foot facility to improve functionality, code compliance, and overall building performance. Work would involve reconfiguration of interior spaces, upgrades to mechanical, electrical, and plumbing systems, and improvements to the building envelope as needed. This approach maintains the existing structure while modernizing the facility to better support current and future operational needs.

Option 2.0: Remodel & Addition Total: 2,990 (Existing 2,172 sq. ft. & 818 sq. ft. New)**Budget:** \$1,800,000 with \$100,000 contingency**Timeline:** 6 months construction

This option includes renovation of the existing 2,172 square foot facility combined with an 818 square foot addition to allow internal ramps (rather than external). This option improves on 'option 2' in allowing a safer solution with lower long-term maintenance costs. Work includes integration of new and existing systems, interior reconfiguration, and upgrades to building systems and envelope as required to support the addition.

Option 3: Remodel & Addition Total: 4,178 sq. ft. (Existing 2,172 sq. ft. & 2,006 sq. ft. New)**Budget:** \$2,300,000 with \$100,000 contingency**Timeline:** 7 months construction

This option includes renovation of the existing 2,172 square foot facility combined with a 2,006 square foot addition to expand overall building capacity. The project would address deficiencies within the existing structure while providing new, purpose-built space to support operational needs. Work includes integration of new and existing systems, improved layout and circulation, and targeted upgrades to the existing building to align with the addition.

Option 4: New Facility (New 3,500 sq. ft.)**Budget:** \$2,000,000 with \$100,000 contingency**Timeline:** 8 months construction

This option includes construction of a new 3,500 square foot facility, replacing the existing building entirely. The new facility would be designed to meet current operational requirements, building codes, and energy performance standards. Important to note this does not include land cost. This approach eliminates constraints associated with the existing structure and allows for a fully optimized layout, modern systems, and long-term durability with reduced maintenance needs.

ADDRESS

P.O. Box 620, Kaukauna, WI 54130-0620

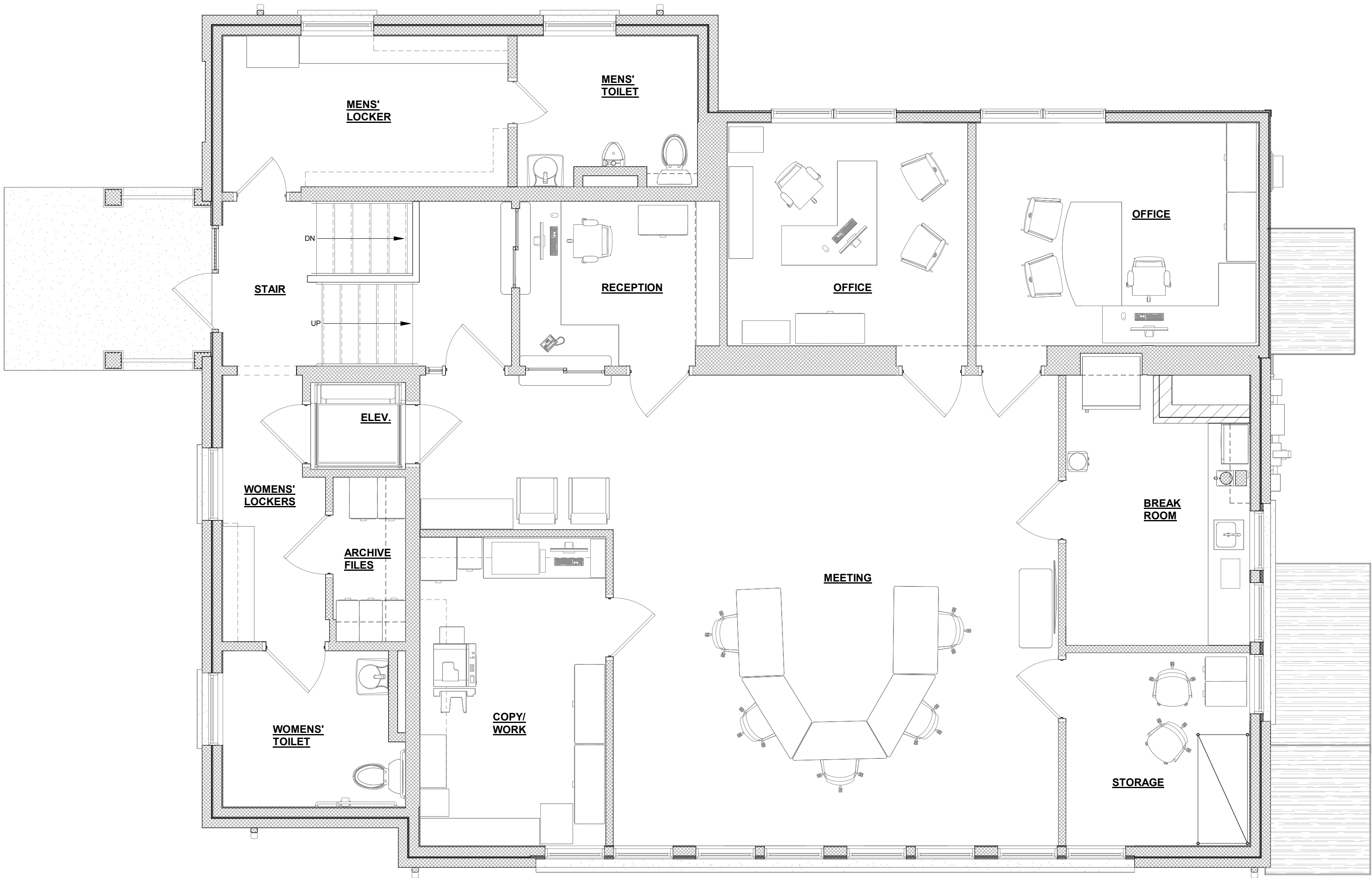
PHONE

920-766-5795 1-800-236-2534

FAX

920-766-5004

WEB SITEwww.kellerbuilds.com



FIRST FLOOR PLAN

1/4" = 1'-0"

2,172 SF

WALL KEY	
	NEW WALL/FURRING
	NEW MASONRY/ VENEER WALL
	NEW COOLER/ FREEZER WALLS
	NEW FOUNDATION WALL
	NEW IMP WALL
	NEW PRECAST WALL
	EXISTING MASONRY WALL
	TYPICAL EXISTING WALL
	DEMO MASONRY WALL
	DEMO WALLS
	FIRE WALL OR FIRE BARRIER

PRELIMINARY - NOT FOR CONSTRUCTION

PROPOSED FOR:

VILLAGE OF EPHRAIM

10005 NORWAY ST N
EPHRAIM,

WISCONSIN 54211

"COPYRIGHT NOTICE"

This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

REVISIONS

1		
2		
3		
4		
5		
6		

PROJECT MANAGER:

D. FLANIGAN

DESIGNER:

G. STRAUB

INTERIOR DESIGNER:

DRAWN BY:

ACM

EXPEDITOR:

SUPERVISOR:

PRELIMINARY NO:

P25244

CONTRACT NO:

DATE:

05.08.2026

SHEET:

EX1.0

OPTION 0



Keller

PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES

N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-5795 /
1-800-236-2534
FAX (920) 766-5004

MADISON

711 Lake Dr.
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

MILWAUKEE

W204 NT1509
Coldendale Rd
Germantown, WI 53022
PHONE (262) 250-9710
1-800-236-2534
FAX (262) 250-9740

WAUSAU

5605 Lake Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

www.kellerbuilds.com



Keller

PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (262) 766-2795 /
1-800-236-2534
FAX (920) 766-5004

MILWAUKEE
W204 N11509
Coldendale Rd
Germantown, WI 53022
PHONE (262) 250-9710
1-800-236-2534
FAX (262) 250-9740

MADISON
711 Lake Dr.
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

WAUSAU
5605 Llac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

www.kellerbuilds.com

PROPOSED FOR:

VILLAGE OF EPHRAIM

10005 NORWAY ST N
EPHRAIM,
WISCONSIN 54211

"COPYRIGHT NOTICE"

This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

REVISIONS

1	03.10.2026	ACM
2		
3		
4		
5		
6		

PROJECT MANAGER:

D. FLANIGAN

DESIGNER:

G. STRAUB

INTERIOR DESIGNER:

DRAWN BY:

ACM

EXPEDITOR:

SUPERVISOR:

PRELIMINARY NO:

P25244

CONTRACT NO:

DATE:

02.18.2026

SHEET:

A1.0

OPTION 1

PRELIMINARY - NOT FOR CONSTRUCTION

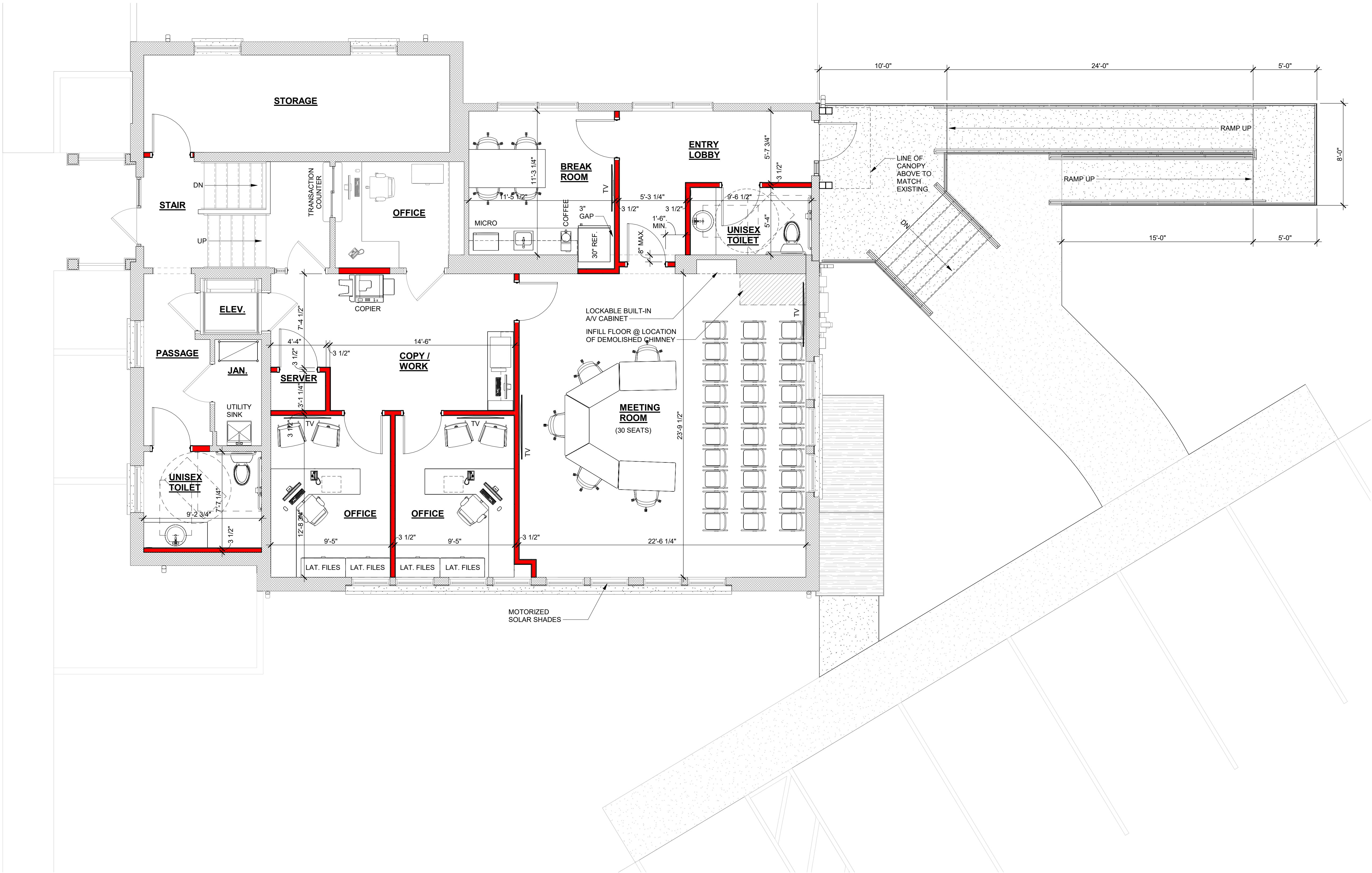
WALL KEY	
	NEW WALL/FURRING
	NEW MASONRY/ VENEER WALL
	NEW COOLER/ FREEZER WALLS
	NEW FOUNDATION WALL
	NEW IMP WALL
	NEW PRECAST WALL
	EXISTING MASONRY WALL
	TYPICAL EXISTING WALL
	DEMO MASONRY WALL
	DEMO WALLS
	FIRE WALL OR FIRE BARRIER

NORTH



FIRST FLOOR PLAN

1/4" = 1'-0"





Keller

PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-5795 /
1-800-236-2534
FAX (920) 766-5004

MILWAUKEE
W204 N11509
Coldendale Rd
Germanstown, WI 53022
PHONE (262) 250-9710
1-800-236-2534
FAX (262) 250-9740

MADISON
711 Lake Dr.
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

WAUSAU
5605 Llac Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

www.kellerbuilds.com

PROPOSED FOR:

VILLAGE OF EPHRAIM

10005 NORWAY ST N
EPHRAIM,
WISCONSIN 54211

"COPYRIGHT NOTICE"

This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

REVISIONS

1		
2		
3		
4		
5		
6		

PROJECT MANAGER:

D. FLANIGAN

DESIGNER:

G. STRAUB

INTERIOR DESIGNER:

DRAWN BY:

ACM

EXPEDITOR:

SUPERVISOR:

PRELIMINARY NO:

P25244

CONTRACT NO:

DATE:

05.08.2026

SHEET:

A1.0

OPTION 2

PRELIMINARY - NOT FOR CONSTRUCTION

WALL KEY	
	NEW WALL/FURRING
	NEW MASONRY/ VENEER WALL
	NEW COOLER/ FREEZER WALLS
	NEW FOUNDATION WALL
	NEW IMP WALL
	NEW PRECAST WALL
	EXISTING MASONRY WALL
	TYPICAL EXISTING WALL
	DEMO MASONRY WALL
	DEMO WALLS
	FIRE WALL OR FIRE BARRIER

NORTH



FIRST FLOOR PLAN

1/4" = 1'-0"

818 SF ADDITION



Keller

PLANNERS | ARCHITECTS | BUILDERS

FOX CITIES
N216 State Road 55
P.O. Box 620
Kaukauna, WI 54130
PHONE (920) 766-2795 /
1-800-236-2534
FAX (920) 766-5004

MILWAUKEE
W204 N11509
Coldendale Rd
Germanstown, WI 53022
PHONE (262) 250-9710
1-800-236-2534
FAX (262) 250-9740

MADISON
711 Loka Dr.
Sun Prairie, WI 53590
PHONE (608) 318-2336
FAX (608) 318-2337

WAUSAU
5605 Lila Ave
Wausau, WI 54401
PHONE (715) 849-3141
FAX (715) 849-3181

www.kellerbuilds.com

PROPOSED FOR:

VILLAGE OF EPHRAIM

10005 NORWAY ST N
EPHRAIM,

WISCONSIN 54211

"COPYRIGHT NOTICE"

This design, drawing and detail is the copyrighted property of KELLER, INC. No part hereof shall be copied, duplicated, distributed, disclosed or made available to anyone without the expressed written consent of KELLER, INC.

REVISIONS

1	03.10.2026	ACM
2		
3		
4		
5		
6		

PROJECT MANAGER:

D. FLANIGAN

DESIGNER:

G. STRAUB

INTERIOR DESIGNER:

DRAWN BY:

ACM

EXPEDITOR:

SUPERVISOR:

PRELIMINARY NO:

P25244

CONTRACT NO:

DATE:

02.18.2026

SHEET:

A1.0

OPTION 3

PRELIMINARY - NOT FOR CONSTRUCTION

WALL KEY	
	NEW WALL/FURRING
	NEW MASONRY/ VENEER WALL
	NEW COOLER/ FREEZER WALLS
	NEW FOUNDATION WALL
	NEW IMP WALL
	NEW PRECAST WALL
	EXISTING MASONRY WALL
	TYPICAL EXISTING WALL
	DEMO MASONRY WALL
	DEMO WALLS
	FIRE WALL OR FIRE BARRIER

NORTH



FIRST FLOOR PLAN

1/4" = 1'-0"

