VILLAGE OF EPHRAIM

FOUNDED 1853

VILLAGE OF EPHRAIM BOARD MEETING AGENDA
TUESDAY, SEPTEMBER 8, 2026, 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) Discussion and Consideration regarding Door County Tourism Zone Commission bylaw update
   b) Discussion and Consideration regarding setting Protected Waterfront Ordinance amendments for Public Hearing
   c) Discussion and Consideration regarding moving Village posting location from Visitor Information Center to Library
   d) Discussion and Consideration regarding North Path tree planting and setting special on-site meeting in October to discuss North Path tree planting and solar bollard placement
   e) Update regarding Moravia Point
   f) Discussion regarding tree planting south of Firehouse Marina

9. **Airport:**
   a) Procedural correction of action taken at July Board Meeting: Discussion and Consideration regarding lease with Laura Seidensticker for hangar F3 (* July action was to approve lease for hangar F2)
   b) Procedural correction of action taken at July Board Meeting: Discussion and Consideration regarding lease with John Wilson for hangar F2 (* July action was to approve lease for hangar F3)
10. **Committee Minutes for review**
11. **New Business for Next Meeting:**
12. **Adjournment:**

Please join my meeting from your computer, tablet or smartphone.
https://meet.goto.com/126714461

You can also dial in using your phone.
Access Code: 126-714-461
United States: +1 (571) 317-3122

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

	Date: 9/4/2026
Andrea Collak, Clerk	**_X Village Administrative Office** **_X Visitors' Center** **_X Post Office**
Kim Roberts, Deputy Clerk	**_X Website: ephraim.wi.gov** **_X Emailed to WDOR Radio/Peninsula Pulse**

VILLAGE OF EPHRAIM
VILLAGE BOARD MEETING MINUTES
TUESDAY, AUGUST 11, 2026 – 7:00 P.M.
9996 WATER STREET- EPHRAIM VILLAGE HALL

Action Items:

Mulliken moved, Meacham seconded, to approve the minutes of July 14, 2026, as presented, all ayes. Motion carried.

Mulliken moved, Meacham seconded, to approve the minutes of July 28, 2026, as presented, all ayes. Motion carried.

Mulliken moved, Meacham seconded, to approve the consent agenda as presented, all ayes with T. Nelson abstaining. Motion carried.

Hoyerman moved, Meacham seconded, that the Village Board resolve that henceforth the Village Board meetings, Plan Committee meetings, Historic Preservation Committee meetings, Board of Review meetings, and the Board of Zoning Appeals meetings be held at the Ephraim Village Hall. And that, going forward, the working Committee meetings may be held in the Administration Building, whatever form that takes going forward. Furthermore, there should be continued pursuit of updating the audiovisual capabilities of this Village Hall for the purpose of increasing the reliability and effectiveness of public meetings, all ayes. Motion carried.

Mulliken moved, T. Nelson seconded, to proceed with Option 1 or Option 2 for the Administration Building, all ayes. Motion carried.

Mulliken moved, Hoyerman seconded, to approve the Waterbury Inn Owners Association Inc., at 10321 Water Street, combination Class "B" and "Class C" Alcohol Beverage Retailers License pending health and fire inspection, all ayes. Motion carried.

Meacham moved, Mulliken seconded, that the Village of Ephraim request proposals for the design, supply, construction, installation, and startup of a PV solar power system for the Village of Ephraim Wastewater Treatment Plant, all ayes. Motion carried.

T. Nelson moved, Meacham seconded, to decline the right of first refusal for Hangar A4, all ayes. Motion carried.

T. Nelson moved, Mulliken seconded, to approve the sale of Hangar A4 from Mary Houck to Fabian Waleffe, all ayes. Motion carried.

Hoyerman moved, Meacham seconded, to approve the lease with Fabian Waleffe for Hangar A4, all ayes. Motion carried.

T. Nelson moved, Meacham seconded, to adjourn at 9:14 PM, all ayes. Motion carried.

Present: Rick Hoyerman, Matt Meaham, Carly Mulliken, Tim Nelson, and Ken Nelson – President.

Absent: None.

Staff: Brent Bristol -Village Administrator

Guests in person: Jon Jarosh (DDC- CEO), Julianna Holly (DCTZC – Executive Director), Bruce Nelson, Andy Bartelt, John Cox, Keith Krist, Missy LeBelle (EBC), Kelsey Stone (EBC), and Sarah Martin (EBC).

Guests Online: "Angie", "Ann H", "BD", "Cindy", Lane Methner (EBC), and Michael Miller.

---

1. **Call to Order**: K. Nelson 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.
4. **Visitors' Comments:** There were no comments.
5. **Approval of Previous Minutes:**
   Mulliken moved, Meacham seconded, to approve the minutes of July 14, 2026, as presented, all ayes. Motion carried.

   Mulliken moved, Meacham seconded, to approve the minutes of July 28, 2026, as presented, all ayes. Motion carried.
6. **President's Comments:** There were no comments.
7. **Consent Agenda:**
   Mulliken moved, Meacham seconded to approve the consent agenda as presented, all ayes with T. Nelson abstaining. Motion carried.
8. **Administration:**
   a. **Presentation of the Annual Report from Destination Door County and Door County Tourism Zone Commission:**
      Juliana Holly, Executive Director of the Door County Tourism Zone Commission (DCTZC), explained that the primary responsibility of the DCTZC is the collection and remittance of room tax in Door County. She noted that there are approximately 1,640 permit holders. The DCTZC is responsible for distributing the room tax in accordance with Wisconsin State Statute §66.0615, the Entity Agreement, and local room tax ordinances. She explained that 30% is distributed to municipalities and 70%, up to the annual budgeted amount, is distributed to Destination Door County (DDC). Board composition is created pursuant to State Statute as well.

      Holly reviewed room tax statistics, noting that the Village of Ephraim's total room tax collections for the year were up 11 %, compared to 4.67 % for Door County as a whole. For June specifically, the average lodging daily rate was up $33, and lodging revenue increased by approximately $240,000. She noted a broader countywide trend of a shift from traditional lodging to cottage, cabin, and home stays, which affects occupancy tracking since maximum occupancy is not tracked for those property types.

      Holly informed the Board that the Tourism Zone is currently seeking an administrative assistant and is also undertaking a software revision to reduce human error and simplify the room tax reporting process for lodging providers, particularly in light of changes being made by marketplace platforms such as Airbnb and VRBO.

      John Jarosh, newly appointed CEO of Destination Door County, then presented. He acknowledged Ephraim Business Council representatives Kelsey Stone, Missy LeBelle, and Sarah Martin for their partnership. Jarosh highlighted four primary areas of the organization's work:

      Municipal Reimbursement Program: This program, started in 2022, reimburses municipalities for the exact amount they pay to fund the Tourism Zone's operations. In 2025, the total was approximately $414,000 distributed to municipalities, with Ephraim's share at approximately 11%. These funds, drawn from the 70% tourism allocation, are restricted to approved uses.

      Community Investment Fund (CIF): Launched in 2023, the CIF has invested over $3.7 million in 70 projects across Door County, including projects in Ephraim. Grant application deadlines remaining for 2026 are on September 28 and December 28. Jarosh encouraged municipal partners to apply. He noted that the fund requires projects to have both a tourism development purpose and a positive impact on residents. He indicated that the organization is exploring whether to begin earmarking portions of the CIF for specific categories of projects, though no determinations have been made. He welcomed feedback from the Village on this direction.

      Community Business Associations: DDC allocates approximately $1.6 million annually to support 11 Business Associations across the county, recognizing their critical role in the local visitor experience.

Core Operations/Marketing: Jarosh emphasized that marketing remains foundational to the organization's work, as the tourism sector is highly competitive. He cited the economic impact report showing $685 million in overall visitor economy impact for Door County in 2025, with $551.6 million in direct spending, $131 million in labor income, and Door County ranked 7th out of Wisconsin's 72 counties in tourism impact.

Jarosh also referenced the organization's Destination Stewardship Plan, developed with input from approximately 1,500 residents through town halls, surveys, and focus groups. He noted it is available at doorcounty.com/stewardship, and that while Destination Door County championed the plan, some elements—such as housing—require advocacy from other organizations rather than room tax funding. He also briefly mentioned the organization's strategic plan for 2026, the first year of a three-year plan.

Finally, Jarosh expressed gratitude to the Village for the ongoing use of the Village Hall to facilitate Social Security card applications for J-1 visa exchange students. Since approximately 2015, two sessions per year have been held, helping approximately 2,000 students avoid the need to travel to Green Bay.

A discussion was held with Jarosh. Meacham asked about restaurant business trends. Jarosh acknowledged the picture is mixed—some businesses report strong performance, and others are off—and that no clear explanation has emerged yet. Meacham also asked about day-tripper data. Jarosh explained that while precise real-time day-tripper counts are not available, the organization can analyze DOT traffic count data and mobile location data, though both carry lag times and limitations. The mobile location data is better at indicating visitor behavior than counting individuals. Mulliken asked whether the CIF's eligibility criteria or structure had been revised. Jarosh confirmed that no specific adjustments have been made yet, but that the Governance Committee and Board are discussing whether to earmark portions of the fund for specific project categories going forward.

Hoyerman asked what percentage of the 70% allocation returns to municipalities through the reimbursement program. Jarosh and Holly clarified that the reimbursement amount is not a fixed percentage, but is tied directly to the Tourism Zone's annual budget, which was approximately $414,000 in 2025. Jarosh added that additional funds have also flowed back to municipalities through CIF grants and a one-time parks funding program offered in 2023.

K. Nelson noted for context that Ephraim receives approximately $400,000 annually in room tax, which is used for Capital Projects such as the North Ephraim Pedestrian Path and Waterfront work.

b. **Discussion and consideration regarding combination of Class "B" and "Class C" Alcohol Beverage Retailers License:**
Mulliken moved, Hoyerman seconded, to approve the Waterbury Inn Owners Association Inc., at 10321 Water Street, combination Class "B" and "Class C" Alcohol Beverage Retailers License pending health and fire inspection, all ayes. Motion carried.

c. **Discussion and consideration regarding Administration building and Village Hall project planning, design, and options:**
Bristol provided background, explaining that a subgroup consisting of K.Nelson, Mulliken, and himself had been working with Keller Inc. to develop plan alternatives for the Administration Building. Originally four options were under consideration; Option 3 (a large addition) was previously eliminated due to scale concerns, leaving Options 1, 2, and 4. Option 1 involves a full gut and rehabilitation within the existing building envelope. Option 2 involves a smaller addition of approximately 818 square feet, largely to accommodate an enclosed accessibility ramp. Option 4 involves constructing a new building on the same property, most likely adjacent to the fire station.

Bristol also reported that Keller, with the assistance of Brian Frisk, who scanned original blueprints, produced scaled digital renderings of the current Village Hall and two conceptual stage expansion alternatives. A separate audio-visual proposal from Quantum Technologies was also received, estimating approximately $80,000 for AV upgrades to the Village Hall, lower than the $100,000–$150,000 previously anticipated.

Village Hall Meeting Use and AV Discussion

K. Nelson opened discussion by reframing the core question: Should the Village Hall continue to serve as the home for public business meetings, and if so, what AV improvements are needed? He noted that a prior assumption had been to house all meetings at the new administration building, but that sentiment had shifted toward keeping major public meetings at the Village Hall.

T. Nelson expressed general comfort with either stage expansion option, but indicated a preference for keeping the restrooms in the back of the building. He stated that reliable AV, specifically the ability to walk in, press one button, and run a meeting, was his top priority. He was pleased to hear that technology advances had improved reliability even for modular systems.

Mulliken raised concerns about Village Hall Option 1's elimination of the restrooms and questioned how ADA-accessible restroom access would be maintained. She also expressed concern that Option 2 would reduce the hall's usability for non-Board-meeting events by adding only a one-foot-high platform. She also questioned whether a second AV quote had been obtained, noting the Board had previously voted to seek one, and suggested that spending significant money on AV in both buildings would compound costs.

Meacham stated he would vote for neither physical stage expansion option, arguing that the Village Hall is functional enough as-is and that for large meetings, seating could be arranged on the floor. He reaffirmed the need for a second AV opinion before proceeding.

Hoyerman echoed the call for a second AV opinion and recalled asking Keller's architect directly whether technology could resolve the acoustic and communication issues without physical changes. He indicated that the emerging answer appeared to be yes, and that he was therefore less inclined to support physical modifications.

K. Nelson stated he was personally against making any physical changes to the Village Hall at this time, arguing that if improvements are ever undertaken, the building should be considered as a whole rather than piecemeal. He suggested that the focus of investment in the building should be limited to AV improvements.

Bristol confirmed he had a meeting scheduled with a second AV company on Friday and noted that a decision on AV should inform the scope of the Admin Building project. He observed that AV work in the Village Hall would be more labor-intensive than in a new building due to the difficulty of running wires through existing walls and ceilings.

Andy Bartelt offered the perspective that the Village Hall was not well-designed for formal meetings. He noted that meetings were held at the old schoolhouse (Administration Building) from 1984 until COVID forced a move to the hall in 2020. He questioned whether it was worth spending money to "make do" in a building not suited to the purpose. He also raised the practical concern that parking near the Village Hall is a significant problem, particularly for larger meetings, a problem that would not exist at the Admin Building.

Hoyerman responded with a strong statement in favor of keeping official Village business in the Village Hall. He expressed concern that if meetings were relocated permanently to the Administration Building, the Village Hall could gradually lose its official character and become an ornament, citing the Anderson Dock as an example. He stated the Village Hall was built for this purpose, is iconic to the Village, and that maintaining official use of it would be "a self-fulfilling thing" to ensure it is properly maintained and owned as an official building.

Following discussion, K. Nelson sought a resolution to document the Board's direction.

Hoyerman moved, Meacham seconded, that the Village Board resolve that henceforth the Village Board meetings, Plan Committee meetings, Historic Preservation Committee meetings, Board of Review meetings, and the Board of Zoning Appeals meetings be held at the Ephraim

Village Hall. And that, going forward, the working Committee meetings may be held in the Administration Building, whatever form that takes going forward. Furthermore, there should be continued pursuit of updating the audiovisual capabilities of this Village Hall for the purpose of increasing the reliability and effectiveness of public meetings, all ayes. Motion carried.

Administration Building Options
K. Nelson then led discussion to narrow the Administration Building options from three to two options. He summarized the remaining options: Option 1 (rehabilitate within the existing footprint, new roof, HVAC, and accessibility ramp), Option 2 (same rehabilitation plus an approximately 818-square-foot addition, about half of which accommodates an enclosed ramp), and Option 4 (new building on the same property).

A discussion was held regarding the Administration Building options. Hoyerman argued against Option 4 on fiscal grounds. He noted that the Village must spend approximately $600,000 in deferred maintenance on the existing building regardless, and that this cost effectively neutralizes the cost-efficiency argument for building new, purpose-built. He stated he preferred Options 1 or 2 because they incorporate that necessary remediation work. Mulliken added that if Option 4 were selected, she would have difficulty justifying additional investment in the Village Hall for AV, given the overall expenditure. Meacham noted a preference for Options 1 or 2 as well, citing concern about leaving the old schoolhouse as an unused building—calling it a potential "bureaucracy" and a "money pit." T. Nelson agreed and stated he was willing to eliminate Option 4, noting that Options 1 and 2 both involve essentially the same gut rehabilitation work and differ only in floor plan and square footage. K. Nelson concurred, noting that abandoning the existing Admin Building would mean spending money to fix it and then having to determine what to do with it.

The Village Board agreed to proceed with Options 1 and 2 and to invite Keller to a special Board meeting to present and discuss the two (2) options in detail before a final decision is made.

Mulliken moved, T. Nelson seconded, to proceed with Option 1 or Option 2 for the Administration Building, all ayes. Motion carried.

d. **Discussion regarding draft Protected Waterfront ordinance:**
K. Nelson presented the draft revised Protected Waterfront Ordinance, noting this was a discussion item only. He explained that in May 2026, the Village Board directed the Plan Committee to revisit Ordinance §17.20 after reviewing three projects under the previously revised ordinance that resulted in outcomes, specifically two-story houses, that were inconsistent with the ordinance's intent. The Plan Committee held five working sessions of approximately two hours each to develop the draft.

K. Nelson outlined what had not changed: The ordinance's intent to preserve open viewing and encourage maintenance of existing residences, and the 23-foot maximum structure height (with certain features allowed up to 25 feet). He then described the clarifications made: definitions of a 1.5-story house, decks, porches, and other terms were added.

Regarding what has become more restrictive, K. Nelson explained:

- Proposed footprint alterations may be no wider than the existing structure as measured parallel to State Highway 42, though structures may be made deeper.
- The previous allowance for up to 50% of the roof to be pitched between 3:12 and 6:12 has been eliminated. Architects had used the gentler slope to effectively create two-story houses. The new ordinance requires a 6:12 to 12:12 pitch, with specific exceptions for shed dormers, porch roofs, and front entrance roofs.
- Existing decks and porches may be replaced in kind, but if none exist, none may be added on a new or rebuilt structure.
- Outdoor lighting has been minimized and restricted to entry points of homes.

Regarding what has become less restrictive:

- Reproductions of existing structures—rebuilding a home to match its existing look using modern materials—are now a permitted use, allowing property owners to fully rebuild without triggering the full set of new construction standards.
- Section 6 provides new language granting the Plan Committee broad latitude to work with applicants who retain the original building, incentivizing preservation.
- Sections 6, 7, and 8 together now provide multiple defined paths: preserving the existing structure, reproducing it, or undertaking a new addition or replacement—each with its own requirements.
- Attached garages may be incorporated into the living area, subject to restrictions on overall width and a prohibition on adding upper-level living space over the reclaimed garage footprint.
- Accessory buildings may similarly be absorbed into the principal structure, with the same restrictions.

A discussion was held regarding the draft ordinance. Hoyerman noted that while the intent language had been reworded, the underlying goal of the ordinance remained the same as the original. Meacham raised a question about the lighting restriction, suggesting that rather than limiting the number of fixture locations, the ordinance might be better served by limiting lumens, since LED technology can allow many fixtures at low output without being intrusive. He also questioned what specific "look" the ordinance was trying to preserve, noting that the Protected Waterfront District currently has no consistent architectural character. K. Nelson acknowledged the difficulty in defining that look, but said the goal was to prevent the ordinance from inadvertently forcing all new construction to look the same by limiting options and preserve the variety that exists now. He noted the principal intent is to preserve open viewing of the bay along the entire stretch of the district. Mulliken asked Bristol whether the new ordinance would make it easier to give applicants clear direction at the front end, potentially reducing the time spent on non-viable proposals. Bristol confirmed that the clearer pathways and language should help, and that the Plan Committee had already discussed encouraging concept reviews before formal applications. He noted that for most projects, informal pre-application conversations already happen before anything comes to a public meeting.

K. Nelson raised the question of whether to formally require or encourage a concept review for protected waterfront applications.

Bristol expressed some caution about creating another layer of defined requirements and noted that the value of a concept review depends on the level of detail an applicant brings. He indicated he would continue to encourage such reviews informally regardless.

The Board generally agreed that "encouraging" rather than "requiring" a concept review was the right approach.

Hoyerman noted that the most successful projects in his experience on the Plan Committee are those that begin with a concept review.

T. Nelson asked more directly how the specific changes in the ordinance resolved the problems the Plan Committee encountered with recent project application submissions.

K. Nelson pointed to the new multiple pathways (Sections 6, 7, and 8) and the improved organizational structure—listing general requirements, design criteria, and dimensional standards in sequence as the primary improvements that should give architects and applicants a clearer roadmap.

K. Nelson noted the ordinance will be scheduled for a public hearing at next month's Board meeting, with a final discussion and possible adoption at the subsequent meeting. He will not be present next month, so he wanted to use this meeting to surface any remaining concerns so the Plan Committee can make adjustments at its next session in two weeks.

Mulliken agreed to mark up specific areas of concern in the definitions and footprint language as she noted them during the meeting. She pointed out that these sections could be clearer, and she intended to send her suggestions to K. Nelson for review. She specifically expressed that she found the language around "no width increase and no more total footprint" somewhat confusing. She suggested that improving clarity in these areas would ensure the ordinance is more understandable for applicants. Additionally, she indicated she would consider how the definitions are presented in §17.09 and whether they adequately serve to clarify the ordinance's application.

K. Nelson stated that he would welcome her input, as the Plan Committee was scheduled to hold another session in two weeks, during which these adjustments could be discussed.

e. **Discussion regarding North Path tree planting:**
K. Nelson recalled that the item was discussed at the last Board meeting and referred to the Physical Facilities & Utilities Committee (PFU).

Meacham explained that the PFU Committee had to defer the item due to technical difficulties that prevented the Committee from viewing schematics of the proposed solar bollard locations and proposed tree-planting areas.

Meacham reported that the PFU Committee reviewed the proposal in concept and felt that the number of proposed trees was excessive for the area. He indicated the Committee would bring a full report back at the next meeting. He also noted that the email to Mr. Wolff regarding the matter had been sent. Mr. Wolff plans to be present at the next PFU meeting.

A discussion was held regarding North Path tree planting. K. Nelson added that during the discussion, it was suggested that larger trees such as maples should be placed as far back from the path as possible. Mulliken noted that none of the trees in the current proposal are native to Wisconsin, and expressed a preference for native plantings consistent with the Village's general direction. She also raised concern that the Sienna Glen Maple's aggressive root system could potentially cause damage. She reiterated her request to see a more visual representation of the proposal. T. Nelson likewise expressed a preference for native species, though he acknowledged that non-native ornamental trees are visually appealing. He noted that native species may not offer the same seasonal color, but would be more appropriate. Meacham noted that the Committee had discussed several native options, including Kentucky coffee tree, Hackberry, American Hornbeam, disease-resistant Princeton Elm, and Swamp White Oak. Hoyerman expressed support for the native tree direction and was pleased that the planting plan is being coordinated with the solar bollard installation. K. Nelson noted his concern about the volume of trees proposed and indicated he was not enthusiastic about crabapples as a Village-planted parkway tree, favoring species that would grow large enough not to obstruct views of the businesses along the path. He also noted that large-canopy trees could conflict with the solar bollards, a concern Meacham acknowledged.

9. **Wastewater:**

a. Discussion and consideration regarding Wastewater request to send out an RFP for Solar Project:
Bristol provided context, noting that both the Wastewater Committee and Green Tier Ad-Hoc Committee had previously recommended keeping the solar project on the agenda. The most recent Wastewater Committee meeting included a recommendation to send out a Request for Proposals (RFP) for the solar installation.

Bruce Nelson, representing both Green Tier and the Wastewater Committees, explained the background. He stated the project had stalled because the consulting engineer indicated the existing plans and specifications were not in biddable form as a standalone Solar Project, and that additional fees would be required to bring them to that standard. He said there was little appetite in either Committee to pay for another design iteration. He proposed to instead develop an RFP that would provide prospective vendors with the Village's electricity usage data, usage patterns, and rate information, and ask vendors to propose their own design, system size, and cost. He described this as a design-build approach, stating it does not obligate the Village to any particular vendor or outcome, but would generate current, competitive proposals to inform a decision. He emphasized that there is a time-sensitive component related to available rebates.

A discussion was held regarding the development of an RFP for the Solar Project. K. Nelson framed the proposal as a Request for Bids rather than a Design Document, noting the Village would be seeking a deliverable solar system with vendors providing performance and cost information. Meacham expressed support, noting it would give the Village a better understanding of cost and return on investment. Mulliken supported the effort as well, highlighting that a concrete proposal could also support future grant applications. T. Nelson agreed and suggested the Village aim for two or three competitive responses. B. Nelson indicated he had identified approximately a half-dozen vendors in Wisconsin and Minnesota with the capacity to handle a project of this size, though not all may respond.

Regarding the process for drafting the RFP, Bristol noted he would be involved and suggested Rasmusson and B. Nelson would also participate. He preferred not to formally structure it as a working Committee or Task Force. K.Nelson, Meacham, and Bristol informally agreed to collaborate on the RFP, with Mulliken offering to review drafts. B. Nelson noted the existing draft was fairly complete and would require relatively minor adjustments—removing requirements more appropriate to large public works projects and streamlining it for a smaller proposal context.

Meacham moved, Mulliken seconded, that the Village of Ephraim request proposals for the design, supply, construction, installation, and startup of a PV solar power system for the Village of Ephraim Wastewater Treatment Plant, all ayes. Motion carried.

10. **Airport:**
    a. **Discussion and consideration regarding right of first refusal for hangar A4:**
    T. Nelson moved, Meacham seconded, to decline the right of first refusal for Hangar A4, all ayes. Motion carried.

    b. **Discussion and consideration regarding sale of hangar A4 from Mary Houck to Fabian Waleffe:**
    T. Nelson moved, Mulliken seconded, to approve the sale of Hangar A4 from Mary Houck to Fabian Waleffe, all ayes. Motion carried.

    c. **Discussion and consideration regarding lease with Fabian Waleffe for Hangar A4:**
    Hoyerman moved, Meacham seconded, to approve the lease with Fabian Waleffe for Hangar A4, all ayes. Motion carried.

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

12. **New Business for the Next Meeting:**
    a. North Path Tree Planting (including native species options and visual representation)
    b. An update on Moravia Point.
    c. Trees south of Firehouse Marina.

13. **Adjournment:**
    T. Nelson moved, Meacham seconded, to adjourn at 9:14 PM, all ayes. Motion carried.

Recorded by,
Kim Roberts – Deputy Clerk

VILLAGE OF EPHRAIM BOARD MEETING MINUTES
CLOSED SESSION
MONDAY, AUGUST 18, 2026 – 8:00 AM
9996 WATER STREET– VILLAGE HALL

Present: Rick Hoyerman**,** Matt Meacham, Carly Mulliken, Ken Nelson, Tim Nelson, and Ken Nelson – Chair

Absent: None

Staff: Brent Bristol – Village Administrator and Matthew Parmentier -Village Attorney

1. **Call to Order**: Chairman K. Nelson called the meeting to order at 8:00 AM.
2. **Quorum:** A quorum was present for this meeting.
3. **T. Nelson moved, Mulliken 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.**

   &

   §19.85(1)(e), considering deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

   For the purpose of discussing matters related to Crystal Springs Road.
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, Hoyerman seconded, to adjourn Closed Session, all ayes. Motion carried.

   T. Nelson moved, Mulliken seconded, to proceed as discussed in Closed Session, all ayes. Motion carried.
5. **Adjournment:**
   T. Nelson moved, Mulliken seconded, to adjourn at 9:19 AM, all ayes. Motion carried**.**

   Recorded by,
   Andrea Collak – Clerk/Treasurer

VILLAGE OF EPHRAIM
VILLAGE BOARD MEETING MINUTES
FRIDAY, AUGUST 21, 2026 – 12:00 PM
9996 WATER STREET- EPHRAIM VILLAGE HALL

Present: Rick Hoyerman, Matt Meacham, Carly Mulliken, Tim Nelson, and Ken Nelson – President.

Absent: None.

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

Guests in person: Jon Stahl (EFD) and Jason Rockwell (EFD).

Guests Online: None.

---

1. **Call to Order**: K. Nelson called the meeting to order at 12:00 PM.
2. **Quorum:** A quorum was present for the meeting.
3. **Administration:**
   a. **Discussion and consideration regarding submitting an offer to purchase a used mini-pumper truck for the Ephraim Fire Department:**
   Bristol provided background regarding how the agenda item came about and why it had not come from the Community Protection Committee (CPC) with a recommendation. Chief MacDonald had brought the item to him after the Department had determined its interest in the truck. It is short notice because the municipality that owns the truck will be meeting Monday to review offers. The offer needs to be submitted to be considered. He further explained that he had put together a packet in MacDonald's absence (due to illness), making assumptions about needing to review the Capital Accounts and the Fire Department Replacement Plan, truck details, and truck photos.

   Jon Stahl, of the Ephraim Fire Department, explained that the existing mini-pumper — a demo truck purchased around 1999–2000 — was originally acquired to access restricted roads such as North Shore Road. However, evolving fire service standards now require a minimum of four personnel on initial apparatus for structure fire attack, rendering the two-person, stick-shift truck largely underutilized. The truck's limitations also mean extrication tools, cribbing, and other essential equipment are spread across multiple vehicles, creating operational inefficiencies at incident scenes. As a result, the existing truck sees limited use—primarily for traffic control and mutual aid water supply—and has even developed fuel issues from sitting idle too long.

   The truck under consideration is a used 2016 HME 4x4 1,500-gallon mini-pumper. Stahl noted this model — a "compact rapid attack truck" with a custom cab seating six, including five seats equipped for air packs — is no longer manufactured, as updated emissions equipment consumes too much compartment space to make the design practical. He emphasized that trucks of this type rarely appear on the market and that this particular example checks all the boxes the department has been seeking for several years, including from discussions with the manufacturer HME.

   Stahl outlined the operational benefits: The new truck would become a first-line apparatus suitable for structure fires, auto accidents, and mutual aid, while also allowing extrication equipment to be consolidated onto a single vehicle. This would free the main pumper from being overloaded and enable the existing squad to serve a complementary support role.

   Mulliken, representing the Community Protection Committee (CPC), acknowledged that the timeline had not permitted a formal Committee meeting, which had caused some frustration among members. However, she reported having spoken individually with all Committee members within the prior 24 hours. She noted that replacing the mini-pumper has consistently been identified as the department's top replacement priority. She also raised the point — confirmed by Chief MacDonald — that the new truck would increase pump capacity, which may be a factor in the Village's

Insurance Service Office (ISO) rating, though any formal re-evaluation would be required to confirm the impact. A strong common theme among Committee members was that any offer to purchase must include a contingency for an in-person physical inspection of the truck by qualified personnel before the sale is finalized.

A discussion was held regarding the used mini-pumper truck. T. Nelson asked whether the discontinuation of the model raised concerns about parts availability. Stahl and Rockwell responded that the truck uses a Cummins engine, the same as the Village's main pumper and common in over-the-road trucks — and that the pump and most components are shared across other apparatus still in production. The reason for discontinuation was solely the space constraints imposed by new emissions equipment, not obsolescence of the truck's core systems. Stahl noted the emissions components on this 2016 model are early-generation and relatively simple.

Hoyerman asked whether the existing mini-pumper would be sold to offset costs. Stahl estimated the truck could fetch $30,000–$50,000 given its approximately 20,000 miles. Rockwell noted that Gibraltar had expressed interest in the truck for use on Chambers Island, and that Washington Island had also shown interest after the truck operated at a mutual aid call there. Hoyerman also raised the question of whether the remaining Capital Reserve balance after the purchase would leave the Village adequately funded for future equipment needs.

K. Nelson reviewed the Fire Department's Capital Reserve Account, noting that two prior fund lines — "Fire Department Equipment" and "All Fire Funds" — totaled approximately $394,000 (excluding the 2026 contribution), with an annual contribution of $70,000. He walked through MacDonald's equipment replacement list, highlighting the next major items: The International equipment van (a 1995 model originally slated for replacement in 2024, estimated at $75,000–$200,000), and the IH Tender, the main pumper (not due until approximately 2037, estimated by MacDonald at $1.5–$2.5 million). Rockwell noted the current station's size effectively constrains the tender truck and would likely require a tank replacement rather than a full replacement in the near term.

Meacham said a comparable new truck would cost about $1 million, making the $300,000 asking price for a low-mileage, single-owner used vehicle highly favorable. He stated that the truck's single rear tire (as opposed to duals) is particularly suited to the Village's narrow roads. He echoed support for the purchase but emphasized that a professional inspection prior to finalizing the sale was his primary concern — the Village needed to confirm it was getting exactly what was represented.

Mulliken reinforced this point, paraphrasing a sentiment shared by Committee members: "We just don't want to buy someone else's problem." She also confirmed that the current truck's low utilization is largely a function of its operational limitations, not a lack of need, and that the new truck would see significantly greater use.

K. Nelson expressed concern about parts availability over time, noting parallels to the challenges currently being faced with the existing 1999 truck. He was reassured by the standardized nature of the 2016 truck's components and Stahl's explanation that the fire apparatus industry is converging on uniform computer and CAN bus standards. K. Nelson also noted the advantage of purchasing a used, previously operated vehicle in that any early operational issues would already have been identified and resolved.

Stahl confirmed that the truck was previously owned by a single municipality, and that Ephraim's Department Apparatus Committee officers — including their trusted apparatus company representative from Red Power — had already reviewed the specs and found the truck sound. He stated the officers' number one contingency was an in-person inspection before accepting the offer.

Stahl explained that the broker's asking price is $300,000. Stahl reported that as of the morning of the meeting, the broker had communicated that two offers above the asking price had already been received. The Fire Department officers, having initially proposed $317,000, recommended submitting a bid of $332,500 — formatted in the spirit of "The Price Is Right" — to position the Village competitively.

Rockwell clarified that the $332,500 bid does not include transportation costs, estimated at $6,000–$8,000 to ship the truck from Katona, New York, via lowboy transport. Stahl suggested that the Firefighters Association might contribute to this cost, and noted potential connections through fire apparatus transport companies operating in the region. The Board noted that the Firefighters Association has previously funded items such as the brush truck.

The Board discussed at length the conditions to be attached to the offer to purchase. The standard agreement provided by the broker was described as approximately a page and a half with minimal terms — notably silent on deposit requirements, payment timelines, and inspection rights. Hoyerman recommended that the agreement include an additional paragraph establishing: (1) Seller grants the purchaser the right to inspect the vehicle at defined location within a defined number of days of acceptance of the agreement; (2) Purchaser shall notify, deliverable by certified US Mail, as to whether the vehicle is acceptable to the purchaser within a defined days of the inspection and (3) Seller further grants the purchaser the right to rescind this agreement at the sole discretion of the purchaser.

The Board agreed that Stahl and the consultant from Red Power would travel to New York — by air, as the 17-hour drive was deemed impractical — to conduct the inspection. Stahl indicated he was available on weekends if needed. The Board discussed the appropriate inspection window, settling on a period not to exceed 10 days from acceptance of the offer, with the understanding that the inspection would be completed as soon as schedules allowed. The exact number of days was to be confirmed by Bristol after Stahl consulted with the consultant on his availability. Bristol was also directed to contact the Village Attorney to review and formalize the addendum language before submission.

The general sentiment was that while the timeline was not ideal and a more deliberate process would have been preferred, the opportunity was compelling, the need was well-established, the financial position was manageable, and this type of truck rarely comes to market. T. Nelson stressed that while the topic is new for the Village Board, it is not new to the Fire Department. They have been searching for a truck for some time. Further, the truck is number one on the Replacement Plan.

Mulliken moved, T. Nelson seconded, to approve the purchase of the used 2016 HME 4x4 1,500-gallon mini-pumper truck not to exceed $332,500, with the contingencies outlined during the discussion [(1) Seller grants the purchaser the right to inspect the vehicle at defined location within not to exceed 10 days of acceptance of the agreement; (2) the purchaser shall notify, deliverable by certified US Mail, as to whether the vehicle is acceptable to the purchaser within 2 days of the inspection and (3) Seller further grants the purchaser the right to rescind this agreement at the sole discretion of the purchaser]., all ayes. Motion carried.

4. **Adjournment:**
   T. Nelson moved, Meacham seconded, to adjourn at 1:12 PM, all ayes. Motion carried.

Recorded by,
Kim Roberts – Deputy Clerk

VILLAGE OF EPHRAIM

FOUNDED 1853

INTEROFFICE MEMORANDUM

TO: VILLAGE BOARD
FROM: CLERK
SUBJECT: CLERK'S REPORT
SEPTEMBER 8, 2026

The month of August flew by. In the first half of the month, we were busy with Partisan Primary Election preparation. The Public Test of the ICE Voting System was held on Tuesday, August 4th, 2026 at 2:00 p.m.

Partisan Primary Election on Tuesday, August 11, 2026, went smoothly with a moderate voter turnout of 172. We processed 22 absentee ballots. The election was well-run and transparent thanks to our trained poll workers Deb Hagman-Shannon, Monique McClean, Karen McMurtry, Kristy Nelson, Wendy Nelson, and Maggie Peterman.

I attended the 2026 Annual Wisconsin Municipal Clerk Association Conference in Green Bay. I reconnected with clerk friends, participated in many classes such as Ehics, Open Meeting Laws/Public Records, Alcohol Licensing, Elections, Roberts Rules of Order, socialized with vendors, and got upgrades from the League of Wisconsin Municipalities and Wisconsin Election Commission. I very much appreciate this learning opportunity. Thank you!

DCTZC submitted updated Bylaws for your review and attached is a signature page. Please see in your packet for review and discussion.

I have entered invoices for payment. I also processed payrolls and all the necessary government reports as well as reconciled bank and General Ledger.

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

Sincerely,

Andrea Collak
Clerk/Treasurer

VILLAGE OF EPHRAIM
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	ADMINISTRATION					
100-10-41110	GENERAL PROPERTY TAXES	.00	1,382,021.58	1,382,022.43	.85	100.0
100-10-41150	MANAGED FOREST LANDS	.00	78.28	8.00	(70.28)	978.5
100-10-41210	ROOM TAXES	69,650.31	104,478.63	370,000.00	265,521.37	28.2
100-10-41220	ROOM TAX GRANT	.00	29,076.22	50,000.00	20,923.78	58.2
100-10-41223	PRAT	52,702.12	105,489.70	150,000.00	44,510.30	70.3
100-10-41800	INTEREST ON TAXES	34.30	126.81	300.00	173.19	42.3
100-10-43410	STATE - SHARED REVENUE	.00	14,350.84	42,041.00	27,690.16	34.1
100-10-43430	EXEMPT COMPUTER AID	.00	142.37	142.00	(.37)	100.3
100-10-43530	STATE TRANSPORTATION AIDS	.00	77,361.00	103,148.00	25,787.00	75.0
100-10-43650	STATE AID - FOREST CROP	.00	(11.33)	.00	11.33	.0
100-10-43660	STATE PAYMENT IN LIEU OF TAXES	.00	2,368.57	2,000.00	(368.57)	118.4
100-10-43690	STATE-VIDEO SERVICE PROVIDER	.00	2,773.44	2,773.00	(.44)	100.0
100-10-44100	CABLE FRANCHISE FEES	2,908.05	8,798.96	13,000.00	4,201.04	67.7
100-10-44110	LIQUOR LICENSES	220.00	3,479.00	2,500.00	(979.00)	139.2
100-10-44111	OPERATOR LICENSE	30.00	1,080.00	500.00	(580.00)	216.0
100-10-44112	PICNIC LICENSE	.00	20.00	20.00	.00	100.0
100-10-44113	SHORT TERM RENTAL LICENSE	200.00	1,200.00	12,000.00	10,800.00	10.0
100-10-44200	DOG LICENSES	.00	77.00	8.00	(69.00)	962.5
100-10-44300	BUILDING & SIGN PERMITS	782.00	932.00	1,500.00	568.00	62.1
100-10-44310	BUILDING INSPECTION FEES	30.00	4,300.20	2,000.00	(2,300.20)	215.0
100-10-46100	SALES OF COPIES/PLATS ETC	.00	17.00	.00	(17.00)	.0
100-10-46101	ASSESSMENT LETTERS	100.00	900.00	1,000.00	100.00	90.0
100-10-46730	TENNIS COURT FEES	465.00	1,615.00	1,000.00	(615.00)	161.5
100-10-46840	PERSONNEL SERV PAYMENTS	.00	.00	19,900.00	19,900.00	.0
100-10-46900	OTHER REVENUE	653.79	10,643.02	2,000.00	(8,643.02)	532.2
100-10-48000	MISCELLANEUS INCOME	.00	1,000.01	.00	(1,000.01)	.0
100-10-48100	INTEREST INCOME/GENL	7,503.13	82,980.28	120,000.00	37,019.72	69.2
100-10-48200	RENTALS OF VILLAGE PROPERTIES	.00	5,971.51	5,500.00	(471.51)	108.6
100-10-48307	SALE OF RECYCLABLE MATERIALS	.00	2,324.51	2,000.00	(324.51)	116.2
100-10-48330	SALE OF OTHER EQUIP AND PROP	.00	20,000.00	.00	(20,000.00)	.0
	TOTAL ADMINISTRATION	135,278.70	1,863,594.60	2,285,362.43	421,767.83	81.5
	FIRE					
100-50-43420	STATE - FIRE DUES	.00	19,313.11	11,000.00	(8,313.11)	175.6
	TOTAL FIRE	.00	19,313.11	11,000.00	(8,313.11)	175.6
	TOTAL FUND REVENUE	135,278.70	1,882,907.71	2,296,362.43	413,454.72	82.0

GENERAL FUND

ADMINISTRATION

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
100-10-51100-100	SALARIES	2,500.00	18,400.00	30,000.00	11,600.00	61.3
100-10-51100-101	SS/MED	191.25	1,407.60	1,377.00	(30.60)	102.2
100-10-51100-320	TRAINING/CONFERENCES	.00	.00	200.00	200.00	.0
100-10-51300-200	LEGAL FEES	1,694.50	16,364.50	25,000.00	8,635.50	65.5
100-10-51400-100	SALARIES	11,643.20	96,294.20	151,355.46	55,061.26	63.6
100-10-51400-101	SS/MED	803.34	7,286.23	11,578.69	4,292.46	62.9
100-10-51400-102	RETIREMENT	838.30	7,518.75	10,292.17	2,773.42	73.1
100-10-51400-103	HEALTH INSURANCE	3,952.60	26,672.51	47,431.17	20,758.66	56.2
100-10-51400-104	DISABILITY INSURANCE	.00	2,148.79	2,800.00	651.21	76.7
100-10-51400-105	WORKERS COMPENSATION	.00	300.00	457.47	157.47	65.6
100-10-51400-310	VEHICLE FUEL	.00	111.95	400.00	288.05	28.0
100-10-51400-311	VEHICLE MAINTENANCE	.00	.00	500.00	500.00	.0
100-10-51400-312	CELLPHONE	110.22	996.30	1,750.00	753.70	56.9
100-10-51400-320	TRAINING/CONFERENCES	.00	299.00	1,500.00	1,201.00	19.9
100-10-51400-330	BANK FEES	41.90	376.35	500.00	123.65	75.3
100-10-51400-331	POSTAGE	.00	3,431.78	3,500.00	68.22	98.1
100-10-51400-332	OFFICE EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
100-10-51400-333	OFFICE SUPPLIES/EXPENCES	362.19	2,076.17	5,000.00	2,923.83	41.5
100-10-51400-334	COMPUTER SUPPLIES/EXPENCES	5,629.42	18,522.72	15,000.00	(3,522.72)	123.5
100-10-51400-335	PROFESSIONAL DUES/EXPENCES	.00	235.00	1,500.00	1,265.00	15.7
100-10-51400-336	LEGAL NOTICES/ADDS	.00	193.86	500.00	306.14	38.8
100-10-51400-339	PRINTING COSTS	63.24	810.28	2,500.00	1,689.72	32.4
100-10-51400-340	VEHICLE INSURANCE	.00	267.00	373.48	106.48	71.5
100-10-51400-342	COMMITTEE/WORKER EXPENSE	.00	.00	220.00	220.00	.0
100-10-51400-343	CONTINGENCY	.00	2,764.43	3,500.00	735.57	79.0
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
100-10-51400-820	BUILDING IMPROVEMENT OUTLAY	8,300.00	8,300.00	.00	(8,300.00)	.0
100-10-51440-316	SUPPLIES/EXPENCES	.00	157.08	1,500.00	1,342.92	10.5
100-10-51440-320	TRAINING/CONFERENCES	.00	135.00	500.00	365.00	27.0
100-10-51440-342	COMMITTEE/WORKER EXPENSE	602.00	1,204.00	2,500.00	1,296.00	48.2
100-10-51500-100	SALARIES	2,741.76	24,590.66	35,639.97	11,049.31	69.0
100-10-51500-101	SS/MED	188.54	1,709.87	2,726.46	1,016.59	62.7
100-10-51500-102	RETIREMENT	197.40	1,770.48	2,423.52	653.04	73.1
100-10-51500-103	HEALTH INSURANCE	961.44	6,487.88	11,537.31	5,049.43	56.2
100-10-51500-300	AUDITING EXPENSES	.00	15,891.72	15,000.00	(891.72)	105.9
100-10-51530-210	OTHER CONTRACTUAL SERVICE	.00	5,793.60	8,500.00	2,706.40	68.2
100-10-51600-211	PROPERTY INSURANCE	.00	1,231.00	1,259.06	28.06	97.8
100-10-51600-303	ELECTRICITY	403.93	5,767.98	7,500.00	1,732.02	76.9
100-10-51600-304	LP GAS	.00	1,151.44	1,500.00	348.56	76.8
100-10-51600-305	WELL TESTS	.00	60.00	240.00	180.00	25.0
100-10-51600-306	PHONE	33.88	2,711.16	4,000.00	1,288.84	67.8
100-10-51600-307	WATER TREATMENT	120.00	180.00	.00	(180.00)	.0
100-10-51600-309	INTERNET	.00	629.93	675.00	45.07	93.3
100-10-51601-210	OTHER CONTRACTUAL SERVICES	.00	.00	10,000.00	10,000.00	.0
100-10-51601-211	PROPERTY INSURANCE	.00	3,304.00	3,332.47	28.47	99.2
100-10-51601-303	ELECTRICITY	.00	1,723.53	3,500.00	1,776.47	49.2
100-10-51601-304	LP GAS	.00	4,969.06	7,000.00	2,030.94	71.0
100-10-51601-305	WELL TESTS	.00	60.00	.00	(60.00)	.0
100-10-51601-308	SEWER FEES	.00	1,131.00	1,500.00	369.00	75.4
100-10-51601-309	INTERNET	206.83	1,879.71	1,700.00	(179.71)	110.6
100-10-51910-200	ILLEGAL TAXES REFUNDED	.00	4,011.37	.00	(4,011.37)	.0

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
100-10-51910-730	MISC EXPENSE	.00	.00	3,800.00	3,800.00	.0
100-10-51930-212	LIABILITY INSURANCE	.00	7,573.00	7,000.00	(573.00)	108.2
100-10-52400-100	SALARIES	770.56	6,911.23	10,017.60	3,106.37	69.0
100-10-52400-101	SS/MED	53.78	487.10	766.35	279.25	63.6
100-10-52400-102	RETIREMENT	55.48	497.60	681.20	183.60	73.1
100-10-52400-103	HEALTH INSURANCE	213.66	1,441.81	2,563.85	1,122.04	56.2
100-10-55300-316	SUPPLIES/EXPENSES	.00	249.11	2,600.00	2,350.89	9.6
100-10-56400-100	SALARIES	1,926.40	17,278.06	25,044.00	7,765.94	69.0
100-10-56400-101	SS/MED	134.46	1,217.75	1,915.87	698.12	63.6
100-10-56400-102	RETIREMENT	138.70	1,244.01	1,702.99	458.98	73.1
100-10-56400-103	HEALTH INSURANCE	534.12	3,604.27	6,409.62	2,805.35	56.2
100-10-56400-333	OFFICE SUPPLIES/EXPENSES	.00	.00	500.00	500.00	.0
100-10-56700-720	SUBSIDY TO ORGANIZATION	.00	29,076.22	.00	(29,076.22)	.0
100-10-56701-210	ROOM TAX EXPENSES	.00	.00	50,000.00	50,000.00	.0
100-10-58100-600	PRINCIPAL	.00	442,016.40	235,000.00	(207,016.40)	188.1
100-10-58200-601	INTEREST	54,209.38	144,741.67	114,293.76	(30,447.91)	126.6
	TOTAL ADMINISTRATION	99,622.48	958,666.12	905,364.47	(53,301.65)	105.9

GENERAL FUND

PUBLIC WORKS

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
100-20-53000-100	SALARIES	12,339.84	100,954.39	170,268.40	69,314.01	59.3
100-20-53000-101	SS/MED	874.48	7,480.58	12,681.28	5,200.70	59.0
100-20-53000-102	RETIREMENT	888.46	7,690.63	11,225.25	3,534.62	68.5
100-20-53000-103	HEALTH INSURANCE	2,931.06	24,297.19	61,696.79	37,399.60	39.4
100-20-53000-104	DISABILITY INSURANCE	.00	1,484.44	2,500.00	1,015.56	59.4
100-20-53000-105	WORKERS COMPENSATION	.00	2,983.00	5,028.86	2,045.86	59.3
100-20-53000-312	CELLPHONE	14.77	163.39	600.00	436.61	27.2
100-20-53000-320	TRAINING/CONFERENCES	.00	.00	600.00	600.00	.0
100-20-53000-333	OFFICE SUPPLIES/EXPENSES	57.95	861.33	1,000.00	138.67	86.1
100-20-53000-344	UNIFORMS	.00	314.15	2,250.00	1,935.85	14.0
100-20-53301-220	MOWING	.00	181.14	1,500.00	1,318.86	12.1
100-20-53301-221	SWEEPING/MARKING	.00	7,952.60	6,000.00	(1,952.60)	132.5
100-20-53301-222	ROAD TRIMMING	.00	.00	2,000.00	2,000.00	.0
100-20-53301-223	SNOW REMOVAL	46.00	11,089.03	32,000.00	20,910.97	34.7
100-20-53301-300	FACILITY EQUIPMENT	89.97	89.97	1,000.00	910.03	9.0
100-20-53301-302	FACILITY MAINT./REPAIR/STREET	.00	165.80	5,000.00	4,834.20	3.3
100-20-53302-820	OTHER IMPR. OUTLAY/STREET REC	399,608.41	503,803.46	.00	(503,803.46)	.0
100-20-53302-830	OTHER IMPR.OUTLAY/DOT RESURFA	.00	1,277.81	.00	(1,277.81)	.0
100-20-53310-310	VEHICLE FUEL	158.91	4,733.63	12,000.00	7,266.37	39.5
100-20-53310-311	VEHICLE MAINTENANCE	966.00	2,959.31	20,000.00	17,040.69	14.8
100-20-53310-340	VEHICLE INSURANCE	.00	1,062.00	1,476.60	414.60	71.9
100-20-53321-303	ELECTRICITY/VISITOR CENTER	(80.57)	46.58	700.00	653.42	6.7
100-20-53321-305	WELL TESTS/VISITOR CENTER	.00	.00	150.00	150.00	.0
100-20-53321-307	WATER TREATMENT/VISITOR C	.00	30.00	.00	(30.00)	.0
100-20-53321-308	SEWER FEES/VISITOR CENTER	.00	300.00	600.00	300.00	50.0
100-20-53322-210	OTHER CONTR. SERV./MAINT.BUILD	780.00	2,049.00	2,500.00	451.00	82.0
100-20-53322-211	PROPERTY INSURANCE/MAINT.BUILD	.00	4,665.00	4,693.76	28.76	99.4
100-20-53322-301	FACILITY SUPPLIES/MAINT.BUILD	89.54	667.56	2,000.00	1,332.44	33.4
100-20-53322-302	FACILITY MAINT/REPAIR/MAIN.B	1,238.72	4,618.05	17,000.00	12,381.95	27.2
100-20-53322-304	LP GAS/MAINT.BUILD	.00	3,986.72	2,500.00	(1,486.72)	159.5
100-20-53322-305	WELL TESTS/MAINT.BUILD	.00	.00	300.00	300.00	.0
100-20-53322-307	WATER TREATMENT/MAINT.BUILD	390.00	450.00	.00	(450.00)	.0
100-20-53322-309	INTERNET/MAINT.BUILD	77.50	562.50	2,225.00	1,662.50	25.3
100-20-53322-350	JANITORIAL SUPPLIES/MAINT.BUIL	427.99	2,095.20	5,000.00	2,904.80	41.9
100-20-53322-351	HARDWARE/TOOLS/MAINT.BUILD	.00	1,025.32	1,500.00	474.68	68.4
100-20-53322-352	EQUIPMENT RENTAL	.00	.00	1,000.00	1,000.00	.0
100-20-53322-810	EQUIPMENT OUTLAY/MAINT.BUILD	.00	50,000.00	.00	(50,000.00)	.0
100-20-53322-820	BLDG IMPR.OUTLAY/MAINT.BUILD	.00	536.32	3,000.00	2,463.68	17.9
100-20-53323-308	SEWER FEES	.00	300.00	.00	(300.00)	.0
100-20-53420-301	FACILITY SUPPLIES/STREET LIGHT	.00	128.10	200.00	71.90	64.1
100-20-53420-302	FACILITY MAINT/REPAIR/STREET L	.00	.00	400.00	400.00	.0
100-20-53420-303	ELECTRICITY/STREET LIGHT	1,173.14	10,692.04	18,000.00	7,307.96	59.4
100-20-53440-210	OTHER CONTR SERVICE/STORM SE	.00	669.50	2,000.00	1,330.50	33.5
100-20-53620-210	OTHER CONTR SERVICE/RECYCLING	.00	4,896.93	8,500.00	3,603.07	57.6
100-20-53621-210	OTHER CONTR SERVICE/GARBAGE	.00	1,608.07	3,000.00	1,391.93	53.6
100-20-53640-210	OTHER CONTR SERVICES/WEED	.00	.00	4,000.00	4,000.00	.0
100-20-55200-225	MULCH	.00	4,439.91	5,000.00	560.09	88.8
100-20-55200-226	DIRT & STONE	754.43	754.43	4,000.00	3,245.57	18.9
100-20-55200-227	FLOWERS	2,004.99	4,138.15	6,000.00	1,861.85	69.0
100-20-55200-228	TREE CUTTING	.00	1,866.99	6,500.00	4,633.01	28.7
100-20-55200-229	PLUMBING	315.69	2,675.17	3,000.00	324.83	89.2
100-20-55200-230	ELECTRICAL/PARKS & GROUNDS	.00	23.24	500.00	476.76	4.7

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
100-20-55200-232	CONCRETE	15.98	15.98	500.00	484.02	3.2
100-20-55200-300	FACILITY EQUIPMENT/PARKS&GROU	.00	4,457.98	1,800.00	(2,657.98)	247.7
100-20-55200-302	FACILITY MAINT/REPAIR/PARKS&GR	284.73	2,881.63	4,500.00	1,618.37	64.0
100-20-55200-303	ELECTRICITY/HARBORSIDE/WETLAN	.00	498.56	700.00	201.44	71.2
100-20-55200-353	EQUIPMENT REPAIR/MAINT/PARKS	.00	1,144.45	2,500.00	1,355.55	45.8
100-20-55200-810	EQUIPMENT OUTLAY/PARKS & GROU	.00	61.44	.00	(61.44)	.0
100-20-55200-830	OTHER IMPR OUTLAY/PARKS/TREES	.00	12,671.62	28,400.00	15,728.38	44.6
100-20-55200-840	PROJECT OUTLAY/PARKS&GROUNDS	.00	18,031.00	5,000.00	(13,031.00)	360.6
100-20-55401-830	OTHER IMPROVEMENT OUTLAY	.00	26,812.88	.00	(26,812.88)	.0
100-20-55420-305	WELL TESTS/BEACH	.00	30.00	120.00	90.00	25.0
100-20-55420-308	SEWER FEES/BEACH	.00	330.00	645.00	315.00	51.2
	TOTAL PUBLIC WORKS	425,447.99	849,704.17	497,260.94	(352,443.23)	170.9

FIRE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
100-50-52100-301	LAW ENFORCEMENT	.00	.00	5,000.00	5,000.00	.0
100-50-52200-100	SALARIES	1,604.17	9,205.86	21,000.00	11,794.14	43.8
100-50-52200-101	SS/MED	385.93	3,567.02	4,000.00	432.98	89.2
100-50-52200-102	RETIREMENT	122.54	1,070.58	1,200.00	129.42	89.2
100-50-52200-103	HEALTH INSURANCE	92.24	1,134.41	3,000.00	1,865.59	37.8
100-50-52200-105	WORKERS COMPENSATION	.00	474.00	1,000.00	526.00	47.4
100-50-52200-106	LOSA (AD)	.00	.00	7,000.00	7,000.00	.0
100-50-52200-211	PROPERTY INSURANCE	.00	752.00	780.73	28.73	96.3
100-50-52200-302	FACILITY MAINTENANCE/REPAIR	870.67	2,591.65	5,000.00	2,408.35	51.8
100-50-52200-304	LP GAS	.00	1,187.13	1,500.00	312.87	79.1
100-50-52200-310	VEHICLE FUEL	.00	4,801.81	5,000.00	198.19	96.0
100-50-52200-312	CELLPHONE	51.99	363.69	800.00	436.31	45.5
100-50-52200-320	TRAINING/CONFERENCES	.00	5,560.62	13,000.00	7,439.38	42.8
100-50-52200-333	OFFICE SUPPLIES/EXPENCES	.00	10.99	400.00	389.01	2.8
100-50-52200-335	PROFESSIONAL DUES/EXPENCES	.00	1,160.00	1,200.00	40.00	96.7
100-50-52200-340	VEHICLE INSURANCE	.00	4,536.00	6,311.15	1,775.15	71.9
100-50-52200-353	EQUIPMENT REPAIR/MAINTENANCE	1,416.64	20,345.12	30,000.00	9,654.88	67.8
100-50-52200-368	PREVENTION MATERIALS (AD)	.00	.00	300.00	300.00	.0
100-50-52200-369	FIRE NUMBER IMPROVEMENTS	.00	184.92	500.00	315.08	37.0
100-50-52200-370	PAGER MAINTENANCE	95.88	95.88	600.00	504.12	16.0
100-50-52200-371	EQUIPMENT	337.80	4,581.32	28,200.00	23,618.68	16.3
100-50-52200-372	EPHRAIM FIRE CALLS	1,161.00	4,873.50	7,000.00	2,126.50	69.6
100-50-52200-373	MID DOOR FIRE CALLS	.00	(569.90)	.00	569.90	.0
100-50-52200-374	MUTUAL AID FIRE CALLS	702.00	10,526.25	8,500.00	(2,026.25)	123.8
100-50-52200-375	EPHRAIM FIRE MTGS	1,444.50	10,482.00	22,000.00	11,518.00	47.7
100-50-52200-378	EPHRAIM EVENT CALLS	.00	322.50	475.00	152.50	67.9
100-50-52200-379	INSPECTION/DATA ENTRY (AD)	.00	1,437.50	3,100.00	1,662.50	46.4
100-50-52200-810	EQUIPMENT OUTLAY	.00	.00	4,000.00	4,000.00	.0
100-50-52300-377	FIRST RESPONDER EXPENCES	.00	.00	9,000.00	9,000.00	.0
	TOTAL FIRE	8,285.36	88,694.85	189,866.88	101,172.03	46.7
	TOTAL FUND EXPENDITURES	533,355.83	1,897,065.14	1,592,492.29	(304,572.85)	119.1

VILLAGE OF EPHRAIM
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	(398,077.13)	(14,157.43)	703,870.14	718,027.57	(2.0)

VILLAGE OF EPHRAIM
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	PUBLIC WORKS					
201-20-46410	WATER TEST REVENUE	2,348.55	30,241.96	38,627.00	8,385.04	78.3
201-20-48100	WATER ACCOUNT INTEREST	52.07	504.96	.00	(504.96)	.0
	TOTAL PUBLIC WORKS	2,400.62	30,746.92	38,627.00	7,880.08	79.6
	TOTAL FUND REVENUE	2,400.62	30,746.92	38,627.00	7,880.08	79.6

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	WASTEWATER					
201-30-53700-110	PERSONNEL SERVICES	.00	.00	1,000.00	1,000.00	.0
201-30-53700-210	OTHER CONTRACTUAL SERVICE	.00	.00	12,000.00	12,000.00	.0
201-30-53700-331	POSTAGE	286.14	910.14	1,000.00	89.86	91.0
201-30-53700-335	PROFESSIONAL DUES/EXPENSES	.00	.00	400.00	400.00	.0
201-30-53700-397	WATER TESTING COSTS	68.83	12,924.57	12,800.00	(124.57)	101.0
201-30-53700-398	WATER TESTING OPERATIONS EXP	436.70	2,492.87	8,400.00	5,907.13	29.7
201-30-53700-400	VEHICLE REPLACEMENT	.00	.00	3,745.00	3,745.00	.0
	TOTAL WASTEWATER	791.67	16,327.58	39,345.00	23,017.42	41.5
	TOTAL FUND EXPENDITURES	791.67	16,327.58	39,345.00	23,017.42	41.5
	NET REVENUE OVER EXPENDITURES	1,608.95	14,419.34	(718.00)	(15,137.34)	2008.3

DOCKS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	DOCKS					
202-40-46751	MOORINGS	.00	7,167.61	8,000.00	832.39	89.6
202-40-46752	SEASONAL SLIPS	2,265.00	74,025.19	84,000.00	9,974.81	88.1
202-40-46753	LAUNCHING FEES	1,021.00	7,340.00	10,000.00	2,660.00	73.4
202-40-46754	TRANSIENT FEES	8,419.03	29,611.74	25,000.00	(4,611.74)	118.5
202-40-46755	SEASONAL DINGHY FEES	.00	722.72	1,000.00	277.28	72.3
202-40-46756	SEASONAL LAUNCH FEES	25.00	2,005.00	2,000.00	(5.00)	100.3
202-40-48100	INTEREST INCOME	507.64	4,062.86	4,000.00	(62.86)	101.6
	TOTAL DOCKS	12,237.67	124,935.12	134,000.00	9,064.88	93.2
	TOTAL FUND REVENUE	12,237.67	124,935.12	134,000.00	9,064.88	93.2

DOCKS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	DOCKS					
202-40-55430-100	SALARIES	3,417.66	10,386.55	24,000.00	13,613.45	43.3
202-40-55430-101	SS/MED	261.46	794.57	1,500.00	705.43	53.0
202-40-55430-105	WORKERS COMPENSATION	.00	222.00	337.40	115.40	65.8
202-40-55430-110	PERSONEL SERVICES	.00	.00	19,900.00	19,900.00	.0
202-40-55430-211	PROPERTY INSURANCE	.00	5,875.00	5,903.15	28.15	99.5
202-40-55430-303	ELECTRICITY	.00	1,104.04	1,800.00	695.96	61.3
202-40-55430-305	WELL TESTS	180.00	240.00	120.00	(120.00)	200.0
202-40-55430-307	WATER TREATMENT	.00	1,474.15	3,000.00	1,525.85	49.1
202-40-55430-308	SEWER FEES	.00	300.00	496.00	196.00	60.5
202-40-55430-309	INTERNET	125.00	1,141.85	1,300.00	158.15	87.8
202-40-55430-312	CELLPHONE	24.23	169.37	300.00	130.63	56.5
202-40-55430-331	POSTAGE	.00	.00	175.00	175.00	.0
202-40-55430-333	OFFICE SUPPLIES/EXPESES	271.56	1,104.79	1,200.00	95.21	92.1
202-40-55430-334	COMPUTER SUPPLIES/EXPENCES	5,742.00	5,847.00	6,000.00	153.00	97.5
202-40-55431-240	BUOYS & PLACEMENT	.00	10,687.36	10,000.00	(687.36)	106.9
202-40-55431-360	DOCK REPAIR	.00	.00	8,000.00	8,000.00	.0
202-40-55431-361	DOCK EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
202-40-55431-362	MINOR PROJECTS	87.37	1,229.59	10,000.00	8,770.41	12.3
202-40-55431-810	EQUIPMENT OUTLAY	.00	.00	38,468.45	38,468.45	.0
202-40-55431-830	OTHER IMPROVEMENT OUTLAY	.00	8,255.00	.00	(8,255.00)	.0
	TOTAL DOCKS	10,109.28	48,831.27	134,000.00	85,168.73	36.4
	TOTAL FUND EXPENDITURES	10,109.28	48,831.27	134,000.00	85,168.73	36.4
	NET REVENUE OVER EXPENDITURES	2,128.39	76,103.85	.00	(76,103.85)	.0

VILLAGE OF EPHRAIM
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2026

WASTEWATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	WASTEWATER					
610-30-41900	MISC NONOPERATING INCOME/TAX	.00	131,120.66	131,120.00	(.66)	100.0
610-30-44900	CONNECT/HT PERMIT FEES	.00	14,157.00	.00	(14,157.00)	.0
610-30-45190	0.045 LATE CHARGE-SEWERED CUS	.00	111.39	1,500.00	1,388.61	7.4
610-30-46410	SEWER CHARGES	.00	230,754.00	460,308.00	229,554.00	50.1
610-30-46411	HOLDING TANK/SEPTIC CHARGES	2,975.88	17,900.84	24,000.00	6,099.16	74.6
610-30-46730	MISC RENTALS/SERVICES	.00	.00	1,000.00	1,000.00	.0
610-30-48100	INTEREST ON INVESTMENTS	.00	15,014.69	.00	(15,014.69)	.0
610-30-48400	MISC INCOME/LAWSUIT SETTLEMEN	.00	.00	20,000.00	20,000.00	.0
610-30-48410	WATER TEST LABOR INCOME	.00	.00	12,000.00	12,000.00	.0
610-30-49200	TRANSFERS IN OTHER FUNDS - WW	.00	.00	3,500.00	3,500.00	.0
	TOTAL WASTEWATER	2,975.88	409,058.58	653,428.00	244,369.42	62.6
	TOTAL FUND REVENUE	2,975.88	409,058.58	653,428.00	244,369.42	62.6

WASTEWATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	WASTEWATER					
610-30-57401-100	SALARIES	15,949.79	119,074.31	167,576.70	48,502.39	71.1
610-30-57401-101	SS/MED	1,130.77	8,835.39	12,475.37	3,639.98	70.8
610-30-57401-102	RETIREMENT	944.01	8,432.59	11,089.22	2,656.63	76.0
610-30-57401-103	HEALTH INSURANCE	3,734.22	26,265.17	45,031.78	18,766.61	58.3
610-30-57401-104	DISABILITY INSURANCE	.00	1,037.33	2,000.00	962.67	51.9
610-30-57401-105	WORKERS COMPENSATION	.00	2,867.00	4,853.47	1,986.47	59.1
610-30-57401-200	LEGAL FEES	.00	.00	1,000.00	1,000.00	.0
610-30-57401-211	PROPERTY INSURANCE	.00	8,139.00	8,167.28	28.28	99.7
610-30-57401-306	PHONE	502.06	3,363.60	2,500.00	(863.60)	134.5
610-30-57401-309	INTERNET	77.50	562.50	1,500.00	937.50	37.5
610-30-57401-310	VEHICLE FUEL	.00	1,580.72	3,000.00	1,419.28	52.7
610-30-57401-311	VEHICLE MAINTENANCE	12.99	2,132.10	4,000.00	1,867.90	53.3
610-30-57401-312	CELLPHONES	104.23	758.07	1,000.00	241.93	75.8
610-30-57401-320	TRAINING/CONFERENCES	.00	726.09	4,000.00	3,273.91	18.2
610-30-57401-331	POSTAGE	2.00	2.00	400.00	398.00	.5
610-30-57401-333	OFFICE SUPPLIES/EXPENSES	46.56	221.00	250.00	29.00	88.4
610-30-57401-334	COMPUTER SUPPLIES/EXPENSES	400.42	1,026.83	2,000.00	973.17	51.3
610-30-57401-335	PROFESSIONAL DUES/EXPENSES	.00	3,064.44	4,000.00	935.56	76.6
610-30-57401-337	AUDITING EXPENSES	.00	6,005.74	6,900.00	894.26	87.0
610-30-57401-340	VEHICLE INSURANCE	.00	1,221.00	1,698.59	477.59	71.9
610-30-57401-343	CONTINGENCY	74.03	360.66	1,000.00	639.34	36.1
610-30-57401-344	UNIFORMS	.00	157.76	450.00	292.24	35.1
610-30-57401-387	GROUNDS MAINTENANCE	89.99	156.93	500.00	343.07	31.4
610-30-57401-389	SAFETY EXPENSES	.00	421.41	4,000.00	3,578.59	10.5
610-30-57402-210	OTHER CONTRACTUAL SERVICES	128.85	2,727.36	2,000.00	(727.36)	136.4
610-30-57402-303	ELECTRICITY	.00	18,592.08	30,000.00	11,407.92	62.0
610-30-57402-304	LP GAS	.00	2,841.85	2,500.00	(341.85)	113.7
610-30-57402-351	HARDWARE/TOOLS	157.82	657.92	1,300.00	642.08	50.6
610-30-57402-380	CHEMICALS PLANT	.00	4,325.32	9,500.00	5,174.68	45.5
610-30-57402-381	CHEMICALS LAB	220.56	1,206.41	3,000.00	1,793.59	40.2
610-30-57402-382	LAB EQUIPMENT & REPAIR	.00	2,794.43	2,000.00	(794.43)	139.7
610-30-57402-383	SLUDGE EXPENSE	2,463.75	10,133.61	20,000.00	9,866.39	50.7
610-30-57402-385	PLANT EQUIPMENT & REPAIR	96.95	4,561.42	10,000.00	5,438.58	45.6
610-30-57402-386	ODOR CONTROL	.00	209.90	2,600.00	2,390.10	8.1
610-30-57402-390	UV PLANT DISINFECTION	.00	.00	4,500.00	4,500.00	.0
610-30-57402-810	EQUIPMENT OUTLAY	.00	.00	7,500.00	7,500.00	.0
610-30-57403-303	ELECTRICITY	.00	5,710.25	7,500.00	1,789.75	76.1
610-30-57403-304	LP GAS	.00	80.10	1,000.00	919.90	8.0
610-30-57403-384	COLLECTION SYSTEM MAINT	140.54	13,414.10	13,000.00	(414.10)	103.2
610-30-57404-810	EQUIPMENT OUTLAY	34,097.32	52,345.50	116,515.60	64,170.10	44.9
610-30-57404-840	OTHER IMPROUTLAY-ENGINEERING	.00	31,275.30	.00	(31,275.30)	.0
	TOTAL WASTEWATER	60,374.36	347,287.19	522,308.01	175,020.82	66.5
	TOTAL FUND EXPENDITURES	60,374.36	347,287.19	522,308.01	175,020.82	66.5
	NET REVENUE OVER EXPENDITURES	(57,398.48)	61,771.39	131,119.99	69,348.60	47.1

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

August 2026

EPHRAIM RUNS: 3

08-02-26	Eagle Harbor	9 Firefighters	Possible Water Rescue/Nothing found
08-10-26	9870 Hoganson Ln.	6 Firefighters	Gas Leak/Ventilate house
08-17-26	10175 Water St.	6 Firefighters	Fire Alarm/Investigate

EPHRAIM EMR CALLS: 15

MUTUAL AID (MA) AUTO AID (AA) or MABAS RUNS: 9

08-01-26	1232 Wickman Rd.	WIFD (MA)	5 Firefighters	2 Missing Kayaks/Assist in search
08-02-26	640 Lakeview Rd.	WIFD (MA)	3 Firefighters	2 Missing Kayaks/Continue in search
08-03-26	Pebble Beach	SBLG (MA)	9 Firefighters	Water Rescue/Rescue 2 people
08-05-26	5525 STH 57	JFD (AA)	2 Firefighters	Smoke in building/Cancelled
08-17-26	2362 Mill Rd.	SBLG (MA)	4 Firefighters	Person trapped in water/Stand-by
08-17-26	4929 N Landmark	EHFD (AA)	9 Firefighters	Electrical Fire/Assist on scene
08-19-26	4955 N Landmark	EHFD (AA)	4 Firefighters	Fire in Linen Closest/Assist on scene
08-30-26	12701 Door Bluff	SBLG (MA)	3 Firefighters	Fire on Bluff/Cancelled
08-31-26	4940 N. Landmark	EHFD (AA)	7 Firefighters	Smoke in building/Cancelled

YEAR TO DATE FIRE CALLS: 66   YEAR TO DATE EMS CALLS: 57

TRAINING COMPLETED:

Ephraim Home Meeting:

Our 1st meeting of the month was held on August 6th, firefighters trained on ICS & MABAS. Review of ICS System and Officer Roles was gone over. Review of MABAS system was gone over from Box Cards to how to activate the MABAS system and several larger MABAS activations in the County were reviewed. 12 Firefighters participated in this training.

2nd Ephraim Meeting:

Our 2nd meeting of the month was held on August 19th and training was on Forcible Entry. Firefighters trained on various techniques on how to force a door and manipulate various locks, all training was done using our Forcible Entry Door Prop we received last year. 9 Firefighters participated in this training.

Other Training:

-EMR's attended their monthly meeting in Sister Bay.

Other:

-Firefighters performed Truck Checks and performed minor repairs that were needed.
-Chief MacDonald and Officers began working on 2027 Budget.
-Firefighters Volpe, McCutcheon and Hardy participated in the Summer Send Off put on by the Business Council at Harborside Park, they showed off Fire Trucks and chatted with many people about Fire Safety.

Respectfully Submitted
Fire Chief
Justin MacDonald

Village of Ephraim Physical Facilities/Utilities
August Maintenance Manager Report

Work done in August:

- Daily Tasks (Bathroom Cleaning, Garbage collection, Flower Watering, Litter Pick-up)
- Lawn Mowing as needed
- Cleaning of Administration Building and Library.
- Set up and tear down of the Village Hall for various events and meetings
- Tilling of Beach as needed
- Watering Lawns as needed
- Pushed up Dump as needed
- Pressure Wash at Anderson Dock and at Harborside Gazebo
- Painted all outside Trim at Administration Office
- Set-up for Election on August 11th
- Repaired multiple old streetlights
- Northern Electric Installed outlet at Beach for Drinking Fountain
- Stripped down wing plows and had sent out for sandblasting and painting
- Trimmed up Trees and Bushes around Anderson Dock Parking Lot and Lot Lines
- Cleaned up Beach on newly acquired property north of marina
- Wet and Forget Marina Building
- Removed Sandbox at Administration Office
- Ditch mowing
- Cleaned carpet at Library during scheduled closure
- Weed pulling at various locations
- Assisted with Sweet Summer Send Off put on by EBC. Barricades and Cones
- Began working on 2027 Budget
- Highway Department finished all paving work and shouldering work on various streets and at Wastewater Facilities
- Clean gutters at Visitor Center
- Work with EBC on relocating Map at Visitor Center and taking down overhang

Respectfully Submitted
Justin MacDonald
Maintenance Manager
jmacdonald@ephraim.wi,gov

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
18 FERRELLGAS									
1134417455	1	Propane FD	Invoice	08/03/2026	09/09/2026	608.03		608.03	100-50-5220
Total 1134417455:						608.03	.00	608.03	
Total 18 FERRELLGAS:						608.03	.00	608.03	
24 WISCONSIN PUBLIC SERVICE									
0403256491-	1	Streetlights	Invoice	08/26/2026	09/09/2026	673.94		673.94	100-20-5342
Total 0403256491-22-8-26:						673.94	.00	673.94	
0403256491-	1	Admin	Invoice	08/13/2026	09/09/2026	389.01		389.01	100-10-5160
0403256491-	2	Streetlights	Invoice	08/13/2026	09/09/2026	445.05		445.05	100-20-5342
Total 0403256491-31-8-26:						834.06	.00	834.06	
0403256491-	1	Harborside	Invoice	08/13/2026	09/09/2026	37.13		37.13	100-20-5520
0403256491-	2	Village Hall	Invoice	08/13/2026	09/09/2026	475.40		475.40	100-10-5160
0403256491-	3	Wetlands	Invoice	08/13/2026	09/09/2026	30.00		30.00	100-20-5520
0403256491-	4	Visitor's Center	Invoice	08/13/2026	09/09/2026	80.57		80.57	100-20-5332
Total 0403256491-45-8-26:						623.10	.00	623.10	
0403256491-	1	Firehouse Marina & Anderson Dock	Invoice	08/12/2026	09/09/2026	162.37		162.37	202-40-5543
Total 0403256491-46-8-26:						162.37	.00	162.37	
0403256491-	1	Lift Station	Invoice	08/12/2026	09/09/2026	127.54		127.54	610-30-5740
0403256491-	2	Plant Utility	Invoice	08/12/2026	09/09/2026	4,400.60		4,400.60	610-30-5740
0403256491-	3	Lift Station	Invoice	08/12/2026	09/09/2026	731.46		731.46	610-30-5740
Total 0403256491-47-8-26:						5,259.60	.00	5,259.60	
0403256491-	1	Streetlights	Invoice	08/07/2026	08/28/2026	132.45		132.45	100-20-5342
Total 0403256491-91-8-26:						132.45	.00	132.45	
0403256491-	1	Streetlights	Invoice	08/07/2026	08/28/2026	98.41		98.41	100-20-5342
Total 0403256491-92-8-26:						98.41	.00	98.41	
0403256491-	1	Streetlights	Invoice	08/07/2026	08/28/2026	95.92		95.92	100-20-5342
Total 0403256491-93-8-26:						95.92	.00	95.92	
Total 24 WISCONSIN PUBLIC SERVICE:						7,879.85	.00	7,879.85	
46 LANGE ENTERPRISES									
96180	1	14x7 Fire Sign & Shipping	Invoice	08/13/2026	08/28/2026	50.69		50.69	100-50-5220
Total 96180:						50.69	.00	50.69	
96327	1	14x7 Fire Sign & Shipping	Invoice	08/25/2026	09/09/2026	50.69		50.69	100-50-5220

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 96327:						50.69	.00	50.69	
Total 46 LANGE ENTERPRISES:						101.38	.00	101.38	
58 MARCO TECHNOLOGIES LLC									
INV1563933	1	Contract Usage Charge 8/29 - 9/28/202	Invoice	08/28/2026	09/09/2026	53.24		53.24	100-10-5140
INV1563933	2	Supply Freight	Invoice	08/28/2026	09/09/2026	10.00		10.00	100-10-5140
Total INV15639332:						63.24	.00	63.24	
Total 58 MARCO TECHNOLOGIES LLC:						63.24	.00	63.24	
138 COUNTY OF DOOR - RYAN SCHLEY									
2026-330002	1	FD-Diesel & Fuel	Invoice	08/11/2026	08/28/2026	116.98		116.98	100-50-5220
Total 2026-33000268:						116.98	.00	116.98	
2026-330002	1	Vehicle Fuel	Invoice	08/11/2026	08/28/2026	334.78		334.78	610-30-5740
2026-330002	2	Vehicle Fuel	Invoice	08/11/2026	08/28/2026	734.82		734.82	100-20-5331
Total 2026-33000269:						1,069.60	.00	1,069.60	
2026-330002	1	Cold Mix & Surface Maintenance	Invoice	08/13/2026	09/09/2026	1,612.11		1,612.11	100-20-5330
2026-330002	2	Holland, Spruce, N Orchard & Spot Rep	Invoice	08/13/2026	09/09/2026	111,949.83		111,949.83	100-20-5330
2026-330002	3	Public Works Lot	Invoice	08/13/2026	09/09/2026	35,694.48		35,694.48	100-20-5332
2026-330002	4	WW Treatment Plant	Invoice	08/13/2026	09/09/2026	1,597.59		1,597.59	610-30-5740
Total 2026-33000291:						150,854.01	.00	150,854.01	
Total 138 COUNTY OF DOOR - RYAN SCHLEY:						152,040.59	.00	152,040.59	
228 NCL OF WISCONSIN INC.									
539865	1	Lab Chemicals & Supplies	Invoice	08/18/2026	09/09/2026	220.05		220.05	610-30-5740
Total 539865:						220.05	.00	220.05	
Total 228 NCL OF WISCONSIN INC.:						220.05	.00	220.05	
235 QUILL CORPORATION									
50140670	1	Office Supplies	Invoice	08/27/2026	09/09/2026	110.95		110.95	100-10-5140
Total 50140670:						110.95	.00	110.95	
50157426	1	Office Supplies	Invoice	08/28/2026	09/09/2026	63.23		63.23	100-10-5140
Total 50157426:						63.23	.00	63.23	
Total 235 QUILL CORPORATION:						174.18	.00	174.18	
543 CELLCOM WISCONSIN RSA 10									
392228	1	Cell Phone Charges-Spartan Go Cam	Invoice	08/22/2026	09/09/2026	14.77		14.77	100-20-5300
392228	2	Cell Phone Charges-WW	Invoice	08/22/2026	09/09/2026	164.23		164.23	610-30-5740
392228	3	Cell Phone Charges-Admin	Invoice	08/22/2026	09/09/2026	65.22		65.22	100-10-5140
392228	4	Cell Phone Charges-FD	Invoice	08/22/2026	09/09/2026	27.76		27.76	100-50-5220
392228	5	Cell Phone Charges-FD	Invoice	08/22/2026	09/09/2026	24.23		24.23	100-50-5220
392228	6	Cell Phone Charges-WW	Invoice	08/22/2026	09/09/2026	37.10		37.10	610-30-5740

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
392228	7	Cell Phone Charges-Marina	Invoice	08/22/2026	09/09/2026	24.23		24.23	202-40-5543
Total 392228:						357.54	.00	357.54	
Total 543 CELLCOM WISCONSIN RSA 10:						357.54	.00	357.54	
605 NORTHERN LAKE SERVICE INC									
2615380	1	Ammonia Test	Invoice	08/27/2026	09/09/2026	23.80		23.80	610-30-5740
Total 2615380:						23.80	.00	23.80	
Total 605 NORTHERN LAKE SERVICE INC:						23.80	.00	23.80	
651 EAGLE MECHANICAL									
40317	1	Added Refrigerant to AC	Invoice	08/20/2026	09/09/2026	344.63		344.63	610-30-5740
Total 40317:						344.63	.00	344.63	
Total 651 EAGLE MECHANICAL:						344.63	.00	344.63	
712 J F CONSTRUCTION INC									
9355	1	2.47 Topsoil	Invoice	08/13/2026	09/09/2026	74.10		74.10	100-20-5520
Total 9355:						74.10	.00	74.10	
Total 712 J F CONSTRUCTION INC:						74.10	.00	74.10	
740 NORTHERN ELECTRIC INC									
21711	1	North Path Project	Invoice	08/18/2026	09/09/2026	721.10		721.10	100-20-5330
Total 21711:						721.10	.00	721.10	
21720	1	Install Outlet @ Beach	Invoice	08/25/2026	09/09/2026	1,420.00		1,420.00	100-20-5332
Total 21720:						1,420.00	.00	1,420.00	
Total 740 NORTHERN ELECTRIC INC:						2,141.10	.00	2,141.10	
766 QUADIENT LEASING USA INC									
Q2497344	1	System Rental	Invoice	08/19/2026	09/09/2026	195.51		195.51	100-10-5140
Total Q2497344:						195.51	.00	195.51	
Total 766 QUADIENT LEASING USA INC:						195.51	.00	195.51	
799 AFLAC ATTN: REMITTANCE PROCESSING									
992189	1	Supplemental Insurance	Invoice	08/26/2026	09/09/2026	396.82		396.82	100-21515
Total 992189:						396.82	.00	396.82	
Total 799 AFLAC ATTN: REMITTANCE PROCESSING:						396.82	.00	396.82	
811 MCCLONE									
15560	1	2026/2027 Commercial Crime	Invoice	08/31/2026	09/09/2026	128.00		128.00	100-10-5193
15560	2	2026 Auto, Crime & Liability-4	Invoice	08/31/2026	09/09/2026	1,511.00		1,511.00	100-50-5220
15560	3	2026 Auto, Crime & Liability-4	Invoice	08/31/2026	09/09/2026	406.00		406.00	610-30-5740
15560	4	2026 Auto, Crime & Liability-4	Invoice	08/31/2026	09/09/2026	354.00		354.00	100-20-5331

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
15560	5	2026 Auto, Crime & Liability-4	Invoice	08/31/2026	09/09/2026	89.00		89.00	100-10-5140
15560	6	2026 Auto, Crime & Liability-4	Invoice	08/31/2026	09/09/2026	1,424.00		1,424.00	100-10-5193
15560	7	2026 Workers Compensation-4	Invoice	08/31/2026	09/09/2026	100.00		100.00	100-10-5140
15560	8	2026 Workers Compensation-4	Invoice	08/31/2026	09/09/2026	1,101.00		1,101.00	100-20-5300
15560	9	2026 Workers Compensation-4	Invoice	08/31/2026	09/09/2026	74.00		74.00	202-40-5543
15560	10	2026 Workers Compensation-4	Invoice	08/31/2026	09/09/2026	1,062.00		1,062.00	610-30-5740
15560	11	2026 Workers Compensation-4	Invoice	08/31/2026	09/09/2026	158.00		158.00	100-50-5220
Total 15560:						6,407.00	.00	6,407.00	
Total 811 MCCLONE:						6,407.00	.00	6,407.00	
1047 GFL ENVIRONMENTAL									
U500001318	1	Trash-09/01-09/30/2026	Invoice	08/19/2026	09/09/2026	269.47		269.47	100-20-5362
Total U50000131828:						269.47	.00	269.47	
U500001318	1	Recycle-9/1-9/30/2026 minus $260.10(	Invoice	08/19/2026	09/09/2026	509.89		509.89	100-20-5362
Total U50000131829:						509.89	.00	509.89	
Total 1047 GFL ENVIRONMENTAL:						779.36	.00	779.36	
1064 KIM ROBERTS									
SEPT2026	1	Phone Reimbursement-September 202	Invoice	09/01/2026	09/09/2026	15.00		15.00	100-10-5140
Total SEPT2026:						15.00	.00	15.00	
Total 1064 KIM ROBERTS:						15.00	.00	15.00	
1178 NICOLET NATIONAL BANK									
2KGRX7D94	1	3 Sanding Discs	Invoice	08/11/2026	09/09/2026	.77		.77	100-20-5332
Total 2KGRX7D9416:						.77	.00	.77	
7KG2X829V	1	6 Plast Pyr Cap, 2" Ext Deck Str Dr, 5"	Invoice	08/11/2026	09/09/2026	532.68		532.68	100-20-5520
Total 7KG2X829VFY:						532.68	.00	532.68	
K1LYPMB4D	1	6Cs Distilled Water	Invoice	07/28/2026	09/09/2026	53.64		53.64	100-20-5332
Total K1LYPMB4DP:						53.64	.00	53.64	
KQRRNJSP	1	12.7 Ultimate Gas	Invoice	08/07/2026	09/09/2026	23.53		23.53	100-20-5331
Total KQRRNJSPS1:						23.53	.00	23.53	
Total 1178 NICOLET NATIONAL BANK:						610.62	.00	610.62	
1190 DANIEL OAKLEY									
SEPT2026	1	Cell Phone Reimbursement-September	Invoice	09/01/2026	09/09/2026	15.00		15.00	610-30-5740
Total SEPT2026:						15.00	.00	15.00	
Total 1190 DANIEL OAKLEY:						15.00	.00	15.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
1248 DOOR COUNTY IT									
6612, 6706 &	1	Computer Support	Invoice	08/03/2026	09/09/2026	374.50		374.50	610-30-5740
Total 6612, 6706 & 6716:						374.50	.00	374.50	
6616	1	Proofpoint Cybersecure Subscription fo	Invoice	08/06/2026	09/09/2026	134.00		134.00	100-10-5140
Total 6616:						134.00	.00	134.00	
6666	1	Huntress, Data Protection w/Cove Back	Invoice	08/20/2026	09/09/2026	578.80		578.80	100-10-5140
Total 6666:						578.80	.00	578.80	
6697	1	System Maintenance	Invoice	08/20/2026	09/09/2026	142.00		142.00	100-10-5140
Total 6697:						142.00	.00	142.00	
Total 1248 DOOR COUNTY IT:						1,229.30	.00	1,229.30	
1273 INSPECTION SPECIALIST LLC									
AUGUST202	1	Building Permits	Invoice	08/31/2026	09/09/2026	2,849.30		2,849.30	100-10-4431
Total AUGUST2026:						2,849.30	.00	2,849.30	
Total 1273 INSPECTION SPECIALIST LLC:						2,849.30	.00	2,849.30	
1282 DELTA DENTAL OF WISCONSIN									
2609754	1	Supplemental Insurance-Bristol & Ras	Invoice	08/20/2026	09/09/2026	136.36		136.36	100-21560
Total 2609754:						136.36	.00	136.36	
Total 1282 DELTA DENTAL OF WISCONSIN:						136.36	.00	136.36	
1324 DEMPSEY LAW FIRM LLP									
2239800000	1	Attorney Fees	Invoice	08/31/2026	09/09/2026	2,549.00		2,549.00	100-10-5130
Total 22398000000-8/2026:						2,549.00	.00	2,549.00	
Total 1324 DEMPSEY LAW FIRM LLP:						2,549.00	.00	2,549.00	
1355 AM REFRIGERATION AND MECHANICAL INC									
3918	1	VH-Replace 3 Air Conditioning Units	Invoice	08/24/2026	09/09/2026	4,082.00		4,082.00	100-20-5332
Total 3918:						4,082.00	.00	4,082.00	
Total 1355 AM REFRIGERATION AND MECHANICAL INC:						4,082.00	.00	4,082.00	
1370 VORPAHL FIRE & SAFETY									
215427155	1	Gas Detector Calibrations	Invoice	08/12/2026	09/09/2026	130.00		130.00	100-50-5220
Total 215427155:						130.00	.00	130.00	
215427157	1	Gas Detector Calibrations	Invoice	08/12/2026	09/09/2026	130.00		130.00	610-30-5740
Total 215427157:						130.00	.00	130.00	
215427179	1	Swap Sensors in Gas Detector	Invoice	08/12/2026	09/09/2026	87.22		87.22	100-50-5220

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 215427179:						87.22	.00	87.22	
Total 1370 VORPAHL FIRE & SAFETY:						347.22	.00	347.22	
1371 QUALITY SANDBLASTING LLC									
185416	1	Sandblast, Prime and Paint Wings	Invoice	08/25/2026	09/09/2026	550.00		550.00	100-20-5330
Total 185416:						550.00	.00	550.00	
Total 1371 QUALITY SANDBLASTING LLC:						550.00	.00	550.00	
1372 LIBERTY SCANNING									
432686	1	Documents Scanning	Invoice	08/18/2026	09/09/2026	283.00		283.00	100-10-5140
Total 432686:						283.00	.00	283.00	
Total 1372 LIBERTY SCANNING:						283.00	.00	283.00	
1373 FISH CREEK SANITARY DISTRICT #1									
20260820	1	2x 2000 Gal HT Dumps-Winnacker & D	Invoice	08/20/2026	09/09/2026	101.44		101.44	610-30-5740
Total 20260820:						101.44	.00	101.44	
Total 1373 FISH CREEK SANITARY DISTRICT #1:						101.44	.00	101.44	
1374 SHIPYARD ISLAND MARINA									
090759-1113	1	Boat Fuel	Invoice	08/22/2026	09/09/2026	562.41		562.41	100-50-5220
Total 090759-11138:						562.41	.00	562.41	
Total 1374 SHIPYARD ISLAND MARINA:						562.41	.00	562.41	
9083 INNOVATIVE PRINTING									
41527	1	Office Supplies-Envelopes	Invoice	08/07/2026	08/28/2026	182.00		182.00	100-10-5140
Total 41527:						182.00	.00	182.00	
Total 9083 INNOVATIVE PRINTING:						182.00	.00	182.00	
9101 SERVICE MOTOR COMPANY									
W11338	1	Repairs to Tractor	Invoice	07/02/2026	09/09/2026	3,962.55		3,962.55	100-20-5331
Total W11338:						3,962.55	.00	3,962.55	
Total 9101 SERVICE MOTOR COMPANY:						3,962.55	.00	3,962.55	
9186 ASSOCIATED APPRAISALCONSULTANTS INC									
188058	1	Assessor Fees	Invoice	08/28/2026	09/11/2026	724.20		724.20	100-10-5153
Total 188058:						724.20	.00	724.20	
Total 9186 ASSOCIATED APPRAISALCONSULTANTS INC:						724.20	.00	724.20	
9204 PROFESSIONAL SUPPLY									
1135166	1	2 Cs 30 Gal Garbage Bags & 5 Jumbo	Invoice	08/12/2026	09/09/2026	218.48		218.48	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 1135166:						218.48	.00	218.48	
Total 9204 PROFESSIONAL SUPPLY:						218.48	.00	218.48	
9229 LINCOLN NATIONAL LIFE									
5002454892	1	Disability Insurance September 2026	Invoice	08/17/2026	08/28/2026	214.52		214.52	100-20-5300
5002454892	2	Disability Insurance September 2026	Invoice	08/17/2026	08/28/2026	148.19		148.19	610-30-5740
5002454892	3	Disability Insurance June 2026	Invoice	08/17/2026	08/28/2026	306.97		306.97	100-10-5140
Total 5002454892:						669.68	.00	669.68	
Total 9229 LINCOLN NATIONAL LIFE:						669.68	.00	669.68	
9290 ANDREA COLLAK									
SEPT2026	1	Cell Phone Reimbursement-September	Invoice	09/01/2026	09/09/2026	30.00		30.00	100-10-5140
Total SEPT2026:						30.00	.00	30.00	
WMCA202R	1	Reimbursement-WMCA Conference-Me	Invoice	08/18/2026	09/09/2026	58.06		58.06	100-10-5140
Total WMCA202REIM:						58.06	.00	58.06	
Total 9290 ANDREA COLLAK:						88.06	.00	88.06	
Total :						190,982.80	.00	190,982.80	
Grand Totals:						190,982.80	.00	190,982.80	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-10-44310	2,849.30	.00	2,849.30
100-10-51300-200	2,549.00	.00	2,549.00
100-10-51400-104	306.97	.00	306.97
100-10-51400-105	100.00	.00	100.00
100-10-51400-312	110.22	.00	110.22
100-10-51400-331	195.51	.00	195.51
100-10-51400-333	639.18	.00	639.18
100-10-51400-334	854.80	.00	854.80
100-10-51400-335	58.06	.00	58.06
100-10-51400-339	63.24	.00	63.24
100-10-51400-340	89.00	.00	89.00
100-10-51530-210	724.20	.00	724.20
100-10-51600-303	389.01	.00	389.01
100-10-51601-303	475.40	.00	475.40
100-10-51930-212	1,552.00	.00	1,552.00
100-20-53000-104	214.52	.00	214.52
100-20-53000-105	1,101.00	.00	1,101.00
100-20-53000-312	14.77	.00	14.77
100-20-53301-223	550.00	.00	550.00
100-20-53301-302	1,612.11	.00	1,612.11
100-20-53302-820	721.10	.00	721.10

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-20-53302-830	111,949.83	.00	111,949.83
100-20-53310-310	758.35	.00	758.35
100-20-53310-311	3,962.55	.00	3,962.55
100-20-53310-340	354.00	.00	354.00
100-20-53321-303	80.57	.00	80.57
100-20-53322-301	53.64	.00	53.64
100-20-53322-302	1,420.00	.00	1,420.00
100-20-53322-350	218.48	.00	218.48
100-20-53322-351	.77	.00	.77
100-20-53322-810	4,082.00	.00	4,082.00
100-20-53322-830	35,694.48	.00	35,694.48
100-20-53420-303	1,445.77	.00	1,445.77
100-20-53620-210	509.89	.00	509.89
100-20-53621-210	269.47	.00	269.47
100-20-55200-226	74.10	.00	74.10
100-20-55200-303	67.13	.00	67.13
100-20-55200-840	532.68	.00	532.68
100-21515	396.82	.00	396.82
100-21560	136.36	.00	136.36
100-50-52200-105	158.00	.00	158.00
100-50-52200-304	608.03	.00	608.03
100-50-52200-310	679.39	.00	679.39
100-50-52200-312	51.99	.00	51.99
100-50-52200-340	1,511.00	.00	1,511.00
100-50-52200-353	217.22	.00	217.22
100-50-52200-369	101.38	.00	101.38
202-40-55430-105	74.00	.00	74.00
202-40-55430-303	162.37	.00	162.37
202-40-55430-312	24.23	.00	24.23
610-30-57401-104	148.19	.00	148.19
610-30-57401-105	1,062.00	.00	1,062.00
610-30-57401-306	37.10	.00	37.10
610-30-57401-310	334.78	.00	334.78
610-30-57401-312	179.23	.00	179.23
610-30-57401-334	374.50	.00	374.50
610-30-57401-340	406.00	.00	406.00
610-30-57401-389	130.00	.00	130.00
610-30-57402-210	23.80	.00	23.80
610-30-57402-303	4,400.60	.00	4,400.60
610-30-57402-381	220.05	.00	220.05
610-30-57402-382	344.63	.00	344.63
610-30-57402-383	101.44	.00	101.44
610-30-57402-385	1,597.59	.00	1,597.59
610-30-57403-303	859.00	.00	859.00
Grand Totals:	190,982.80	.00	190,982.80

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
00/00	190,982.80	.00	190,982.80
Grand Totals:			
	190,982.80	.00	190,982.80

DOOR COUNTY
TOURISM ZONE COMMISSION

COMMISSION BYLAWS

ARTICLE I

PURPOSE AND POWER

The **DOOR COUNTY TOURISM ZONE COMMISSION** (the “Commission”) is created as a commission under the provisions of Section 66.0615 of the Wisconsin Statutes, pursuant to which the Legislature of the State of Wisconsin has determined that such commission serves a public purpose by coordinating tourism promotion and development that are significantly used by transient tourists and reasonably likely to generate paid overnight stays at more than one establishment owned by different persons within the tourism zone, by using marketing projects, including advertising media buys, creation and distribution of printed or electronic promotional tourist materials, or efforts to recruit conventions, sporting events, or motor coach groups, transient tourists informational services and tangible municipal developments, including a convention center within Door County, Wisconsin. The jurisdiction of the Commission shall be the area comprised of the boundaries of those municipalities within Door County, Wisconsin who have, through their governmental bodies, agreed to be a participating member of the Commission (the “Tourism Zone”). The Commission is a local governmental unit, corporate and politic, that is separate, distinct and independent from the State of Wisconsin, Door County and all local units of government with jurisdictional boundaries lying within the Tourism Zone. The Commission shall have all powers, authorities; duties and responsibilities set forth in Section 66.0615 of the Wisconsin Statutes and shall be subject to all provisions thereof applicable to tourism zone commissions as provided therein. As a governmental body, the Commission shall comply with all applicable provisions of the Wisconsin Statutes and regulations promulgated thereunder, including without limitation, the provisions of Chapter of the Wisconsin Statutes, as they may relate to the Commission, its commissioners, officers and employees.

ARTICLE 2

OFFICES

Section 2.1 Offices. The principal office for the Commission shall be located at such place within the Tourism Zone within Door County, Wisconsin, as shall be determined by the Commission.

ARTICLE 3

MEMBERSHIP

Section 3.1 Establishment.

(a) Any municipality in the County of Door is eligible to become a member of the Commission.

(b) Membership on the Commission shall be as prescribed and established under the provisions of Sec.66.0615(1m), of the Wisconsin Statutes.

(c) To achieve membership on this Commission the applying municipality must:

1. Adopt and pass the ORDINANCE FOR THE COLLECTION OF TAX ON OVERNIGHT LODGING used by the founding municipalities, including any amendments therewith (Exhibit A).

2. Adopt the Door County Tourism Zone Commission Agreement, including any amendments there with, in its entirety by signature of the principal elected official in the applying municipality and shall be confirmed by a majority vote of the members of the municipality's governing body who are present when the vote is taken (Exhibit B).

3. Accept the bylaws and all agreements, contracts, policies and procedures in effect at the time membership is granted.

Section 3.2 Members. The Commission shall constitute the membership.

ARTICLE 4

COMMISSIONERS

Section 4.1 General Powers. The business affairs of the Commission shall be overseen by the commissioners.

Section 4.2 Number of Commissioners.

(a) The number of commissioners comprising the Commission shall be as prescribed under the provisions of Section 66.0615(1m) (c) 2, of the Wisconsin Statutes.

(b) The municipal members of the commission shall be appointed by the principal elected official in the member municipality subject to confirmation by majority vote of the members of that municipality's governing body who are present when such vote is taken.

(c) Two (2) additional ("At Large") members, who represent the hotel and motel industry, shall be appointed to the commission by the chairperson of the commission and shall be confirmed by a majority vote of the commissioners who are present when the vote is taken.

(d) While membership on the Commission is provided for each municipality in the zone agreement, all membership positions need not be filled if a municipality does not see a need. A member municipality that does not appoint a representative shall not count towards the determination of a quorum.

(e) The Commission by vote of 2/3 of members present at a duly noticed meeting may establish an executive committee. The membership of the executive committee shall include at least one at large member. The powers of the executive committee shall include the authority to approve payments and to take such other actions as is granted by the Commission.

Section 4.3 Terms of Office.

(a) The terms of office of the municipal commissioners shall be one (1) year commencing in June of each year. Commissioners shall serve at the pleasure of the appointing official and may be reappointed for an unlimited number of terms.

(b) The terms of office for the two (2) at large commissioners shall be one (1) year commencing in June of each year. The at large commissioners shall serve at the pleasure of the chairperson of the commission and may be reappointed for an unlimited number of terms.

Section 4.4 Vacancies. Vacancies on the Commission shall be filled by the appointing authority who appointed the person whose office is vacant. A person appointed to fill a vacancy shall serve for the remainder of the unexpired term to which they were appointed.

Section 4.5 Compensation. Commissioners shall receive no salaries for their services, but shall be entitled to reimbursement for their actual and necessary expenses incurred in the performance of their duties. Reimbursement for mileage shall be at the then current Standard Mileage Rate for Business established by the Internal Revenue Service.

Section 4.6 Confidentiality.
The Commission shall provide by resolution for the confidentiality of information obtained under Section 66.0615(2). All Room Tax returns, schedules, exhibits, writings or audit reports relating to such returns, on file with the Commission and the Municipalities are deemed confidential, except the Commission or the Municipalities may divulge their contents to the following, and no others:

(a) The person or his/her legal representative who filed the return;

(b) Officers, employees or agents of the municipal treasurer and the Commission;

(c) Other persons for the use in the discharge of duties imposed by law, or in the discharge of the duties of their office (unless otherwise prohibited by law), or by order of a court.

The Commission may provide for the publishing of statistics classified so as not to disclose the identity of particular returns. The commission shall provide that persons violating the resolution enacted under this subsection may be required to forfeit not less than one hundred dollars ($100.00) or more than five hundred dollars ($500.00).

ARTICLE 5

COMMISSION MEETINGS

Section 5.1 Meeting Locations. All meetings of the Commission, annual, regular and special shall be held within the municipalities which comprise the Tourism Zone.

Section 5.2 Annual Meeting. The Annual Meeting of the Commission shall be held on a date during the month of ~~May~~ June of each year, at such place and time, as shall be determined by the Chairperson or by resolution of the Commission.

Section 5.3 Regular Meetings. Regular meetings of the Commission shall be held at such dates, times and places as shall be fixed by the Chairperson upon no less than forty-eight (48) hours prior notice.

Section 5.4 Special Meetings. Special meetings of the Commission may be called by the Commission Chairperson or by the Vice-Chairperson, in the absence of the Chairperson. Special meetings of the Commission may also be called upon a written request signed by three (3) Commissioners stating the purpose or purposes of such Special Meeting request. The person or persons authorized to call special meetings of the Commission may fix the date, time and place of such meeting upon no less than 48 hours prior notice. If no place of the meeting has been specified, the place of the meeting shall be the Commission's principal office in the Tourism Zone.

Section 5.5 Electronic Participation in Meetings. To the extent provided by these Bylaws, the Commission, or any committee of the Commission, may, in addition to conducting meetings in which each commissioner participates in person, and notwithstanding any place set forth in the notice of the meeting by these Bylaws, conduct any annual, regular or special meeting by the use of any electronic means of communication, provided (1) all participating commissioners may simultaneously hear each other during the meeting, and/or (2) all communication during the meeting is immediately transmitted to each participating commissioner, and each participating commissioner is able to immediately send messages to all other participating commissioners; and (3) all requirements of the Open Meetings Law are met. A commissioner participating in a meeting by any means pursuant to this Section 5.5 shall be deemed to be present in person at the meeting.

Section 5.6 Meeting Notice.

(a) Notice of any regular or special meeting shall be given by written notice, delivered personally, by mail, express courier, facsimile transmission or e-mail to each commissioner at his or her business address, facsimile number, e-mail address or at such other address or number as such commissioner shall have designated in writing and filed at the Commission's principal office. Such notice shall normally be given at least three (3) calendar days prior to a regular meeting and, in no case, less than twenty-four (24) hours prior to a meeting. In the case of an emergency, notice to commissioners shall be given at least two (2) hours before a meeting.

(b) Notice of any regular or special meeting shall be given by written notice, delivered personally, by mail, express courier, facsimile transmission or e-mail to each member municipality at its business address, facsimile number, e-mail address or such other address or number as such municipality shall have designated in writing and filed at the Commission's principal office. It shall be the responsibility of said noticed municipality to post the notice as set forth in Chapter 19 of the Wisconsin Statutes. Such notice shall normally be given at least three (3) calendar days prior to a regular meeting and, in no case, less than twenty-four (24) hours prior to a meeting. In the case of an emergency, notice to member municipalities shall be given at least two (2) hours before a meeting.

(c) Public notice of all meetings shall be given if and as required and provided in Chapter 19 of the Wisconsin Statutes. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail so addressed, with postage thereon prepaid. If notice is given by electronic mail, such notice shall be deemed to be delivered when the sender transmits the message. If notice is given by facsimile transmission, such notice shall be deemed to be delivered when the sender receives in-hand a confirmation sheet indicating that the transmission is complete. Whenever any notice is required to be given to any commissioner under the provisions of these Bylaws, or under the provisions of any statute, a waiver thereof, in writing, signed at anytime, whether before or after the time of the meeting, by the commissioner entitled to such notice, shall be deemed equivalent to the given of such notice. The attendance of a commissioner at a meeting shall constitute a waiver of notice of such meeting, except where a commissioner attends a meeting and objects because the meeting is not lawfully called or convened.

(d) Consistent with the requirements of Section 19.84 of the Wisconsin Statutes a Commission meeting shall be considered properly noticed, if the notice required above is provided to the Door County Advocate, the Peninsula Pulse and the member municipalities within the required time periods. The failure of any member municipality to post the meeting notice consistent with its requirements shall not invalidate the Commission's meeting notice and posting.

Section 5.7 Agenda Packet. An agenda and a copy of all materials to be presented or acted upon at a meeting of the commission shall be given in written form, delivered personally, by mail or express courier to each commissioner at his or her business address or at such other address as such commissioner shall have designated in writing and filed at the commission's principal office. This agenda packet shall normally be provided at least three (3) calendar days prior to an annual or regular meeting; however, supporting documentation of an agenda item that may not have been available at the time the packet was sent out shall be presented at the meeting as if it were included in the packet. Notwithstanding, any other informational material that was not timely received to be included in the agenda packet, which the commissioners have not had ample time to review may be presented at the meeting. This information may be discussed at the meeting at the pleasure of the chairperson but under no circumstance shall any action be taken except to table or have it brought forth at a future meeting at which time it shall be properly noticed and timely received.

Section 5.8 Quorum. A majority of the number of commissioners then in office shall constitute a quorum for the transaction of business at any meeting of the Commission.

Section 5.9 Manner of Acting. Except as otherwise specified by law or these Bylaws, the affirmative vote or approval of a majority of the commissioners present at a meeting at which a quorum is present, shall be the act of the Commission, [or a committee of the Commission in the case of a committee meeting]. The voting on all matters presented for a vote shall be by voice vote, unless a commissioner requests a roll call, or if roll call vote is required by law, in which case the Yeas and Nays shall be entered upon the minutes of the meeting. All resolutions or votes of the Commission shall be entered in full in the minutes of the meeting or otherwise reduced to writing.

Section 5.10 Presumption of Assent. A commissioner, who is present at a meeting of the Commission or a committee thereof at which action on any Commission matter is taken, shall be presumed to have assented the action taken unless the commissioner's dissent shall be entered in the minutes of the meeting. The right of dissent or abstention is not available to a commissioner who votes in favor of the action taken.

Section 5.11 Conduct of Meetings. The Chairperson, and in his or her absence the Vice-Chairperson, and in their absence, any commissioner chosen by the commissioners then present, shall call meetings of the Commission to order and shall act as chairperson of the meeting. The Secretary shall act as secretary of all meetings of the Commission, but in the absence of the Secretary, the presiding officer may appoint any commissioner or other person to act as secretary of the meeting. Except as otherwise provided or contemplated herein, at the request of the Chairperson, or any two (2) commissioners present, a meeting shall generally be conducted by Robert's Rules of Order as revised from time to time or in an orderly manner as determined by the Chairperson.

Section 5.12 Meeting Attendance. Commissioners are expected to make every effort to attend all Full Commission meetings and meetings for committees to which they are appointed. Commissioners may occasionally miss meetings due to factors outside their control such as illness, travel schedules, jury duty, or holidays. These will generally be considered "excused" absences. In all cases, commissioners are expected to notify staff or the chair of any meetings they will be unable to attend. Commissioners may be removed from their committee or officer appointments by a majority vote of the Commission if more than two absences without notification occur during their term.

ARTICLE 6

REPORTS AND AUDIT

Section 6.1 Reports. The Commission shall submit the following reports to all member municipalities:

(a) A monthly report that includes:

1. A list of all lodging properties in the municipality, the total amount of room tax paid and any properties that are delinquent.
2. A payment to the municipality for thirty percent (30%) of the amount collected.
3. This report and payment should be sent by the twenty-forth (24th) of the month following the month in which the tax was collected.

(b) A quarterly report that includes:

1. A detailed report of all administrative expenses of the commission for the past quarter.
2. A detailed report from the Tourism Entity itemizing all expenses incurred in the past quarter that have been or should have been paid by the Commission.
3. This report should be delivered within sixty (60) days after the end of the quarter.

(c) The annual report that includes:

1. A summary of the activity of the past year.
2. A list of all room tax collected by each member municipality in the zone for each month of the year.
3. A detailed report of all administrative expenses of the commission for the past year.
4. A detailed report from the Tourism Entity itemizing all expenses incurred in the past year that have been or should have been paid by the Commission.
5. A balance sheet of the commissions finances.
6. An annual report from the Tourism Entity showing:
   i. A summary of the activity of the past year.
   ii. A report showing the return on investment, i.e., how well the established goals and objectives for the year have been met.
   iii. The mutually agreed upon goals and objectives for the new year.
7. These reports should be submitted to all member municipalities and all participating lodging properties no less than ten (10) days before the annual meeting of the Commission but no later than the 15th day of May of the year following the year being audited.
8. An annual meeting of the Door County Tourism Zone Commission including all member municipalities, all members of the Door County Visitor Bureau which are located in the Tourism Zone and all lodging properties participating in the collection of the room tax should take place each year in the month of May, after the annual report has been received and before the new summer tourist season begins. At this meeting, questions, concerns, future goals and objectives will be addressed.

Section 6.2 Annual Audit. An annual audit of the Door County Tourism Zone Commission's financial records shall be conducted by a licensed accounting firm chosen by a majority vote of the commissioners present at the meeting when the vote is taken. This audit shall be conducted as soon as practicable after January 1 and shall be completed and received by the commission no later than the 5th day of May the year after the year being audited.

ARTICLE 7

OFFICERS

Section 7.1 Designation. The principal officers of the Commission shall be a Chairperson, a Vice Chairperson, a Secretary and/or a Treasurer. The Commission shall select such officers from its members. Such other officers and assistant officers as may be deemed necessary by action of the Commission may be elected or appointed by the Commission.

Section 7.2 Terms of Office. Except as otherwise provided in this Section, officers shall serve two-year terms. ~~Each officer shall hold office for a term of one (1) year, commencing on the day of his or her election, or until his or her successor shall have been duly elected and shall have qualified, or until his or her death or resignation or until he or she shall have been removed from office in the manner hereinafter provided.~~ Commissioners may serve no more than two consecutive terms as an officer, excluding any partial term when a member is appointed to fulfill an unexpired term. A year is defined as concurrent with the Commission's annual meeting schedule – i.e., June annual meeting to June annual meeting. If the election of such officers shall not be held at such meeting, such election shall be held as soon thereafter as it may be convenient.

After serving two consecutive two-year terms, Commission members are eligible for reelection as an officer after a one-year absence from the executive committee. Each officer shall serve until the expiration of his or her term and until a successor is chosen. Officers shall be elected by and from the members of the Commission. The Immediate Past Chairperson shall serve a one-year term on the executive committee after serving his or her term as Chairperson, except if the Chairperson is not reappointed to the Commission the year following their chairmanship. The vice-chair automatically succeeds to the office of Chairperson regardless of whether they have served a previous two-year term in another position. The treasurer and secretary shall be elected on odd years and the vice-chair and chair shall be elected on even years. ~~The Chairperson, Vice Chairperson, Secretary and/or Treasurer (the "Elected Officers") shall be elected by the commissioners at the June meeting of the Commission or at such other time as determined by the Commission.~~ Should an officer not be reappointed during the second year of their term, a replacement will be selected by majority vote of the Full Commission.

Section 7.3 Removal. All officers who engage in the Door County lodging industry must remain in good standing with the Tourism Zone for the duration of their term. Additionally, all officers must maintain good attendance throughout their term in order to remain in their position. Although the Commission is unable to "enforce" participation, it is essential that we ensure we are able to reach quorums in order to maintain functionality. Any officer or agent elected or appointed by the Commission may be removed by the Commission whenever, in its judgment, the Commission's best interests will be served thereby.

Section 7.4 Vacancies. A vacancy in any principal office because of death, resignation, removal, disqualification or otherwise, shall be filled by the Commission for the unexpired portion of the term.

Section 7.5 Chairperson. The Chairperson shall be the Commission's principal executive officer and, subject to the control of the Commission, shall, in general, supervise all of the business and affairs of the Commission. The Chairperson shall, when present, preside at all meetings of the Commission. The Chairperson shall have the authority, either alone, with another officer or through his designee, to sign, execute and acknowledge, on behalf of the Commission, all deeds, mortgages, bonds, contracts and other documents or instruments which are necessary or proper in the regular course of the Commission's business or which may be authorized by the Commission, except in cases where the signing and execution thereof shall be expressly delegated by the Commission or by the Bylaws to some other officer or agent of the Commission, or shall be required by law to be otherwise signed or executed. The Chairperson shall in general perform all duties incidental to the office of the Chairperson and such other duties as may be prescribed by the Commission from time to time. The Chairperson shall be an ex-officio member of all of the Commission's committees. In the absence of actual knowledge by third parties to the contrary, the execution of an instrument of the Commission by the Chairperson shall be conclusive evidence, as to such third parties, of his or her authority to execute the instrument on behalf of the Tourism Zone.

Section 7.6 Vice-Chairperson. In the absence of the Chairperson, or in the event of the Chairperson's death or inability or refusal to act as directed by the Commission, the Vice-Chairperson shall perform duties of the Chairperson; and when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chairperson may sign, with the Secretary, bonds or notes of the Commission and shall perform all other duties as from time to time may be assigned by the Chairperson and/or the Commission. In the absence of actual knowledge by third parties to the contrary, the execution of any instrument of the Commission by the Vice-Chairperson shall be conclusive evidence, as to such third parties, of his or her authority to act in the stead of the Chairperson.

Section 7.7 Secretary. The Secretary shall:

(a) Keep or appoint someone to keep the minutes of the meetings of the Commission in one or more books provided for that purpose.

(b) See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.

(c) Act as the custodian or designate an individual to act as custodian of the Commission's records and see that books, reports, statements, certificates and all other documents and records required by law are properly kept and filed.

(d) Keep a register of the post office address of each Commissioner and each officer, which shall be furnished to the Secretary by each such person.

(e) Sign with the Chairperson and/or Vice-Chairperson, all bonds, notes, agreements, deeds, instruments, certificates and other documents of the Commission which shall have been authorized by resolution of the Commission.

(f) In general, perform all duties incidental to the office of the Secretary and such other duties as from time to time may be assigned to him or her by the Chairperson and/or the Commission.

Section 7.8 Treasurer. The Treasurer, or his or her designee, shall:

(a) Have charge and custody of and be responsible for all of the Commission's funds and securities.

(b) Receive and give receipts for money due and payable to the Commission from any source whatsoever, and deposit all funds of the Commission in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these Bylaws.

(c) In general perform all of the duties incidental to the office of the Treasurer and such other duties as from time to time may be assigned to him or her by the Chairperson and/or the Commission.

Section 7.9 Bonds Required. As required by the Door County Tourism Zone Commission Agreement and the Commission, the Officers and Administrative employees shall give a bond for the faithful discharge of their duties in such sum and with such surety or sureties as the Commission shall determine.

Section 7.10 Assistant Secretaries and Assistant Treasurers. The Commission may authorize one or more Assistant Secretaries and/or Assistant Treasurers from time to time. Any such Assistant Secretary may sign with the Chairperson, or Vice-Chairperson, debt securities of the Tourism Zone, the issuance of which shall have been authorized by a resolution of the Commission. The Assistant Secretaries and/or Treasurers, as required by the Door County Tourism Zone Commission Agreement and the Commission, shall give bonds for the faithful discharge of their duties in such sums and with such sureties as the Commission shall determine. The Assistant Secretaries and Assistant Treasurers, in general, shall perform such duties as shall be assigned to them by the Secretary or the Treasurer, respectively, or by the Chairperson or the Commission.

Section 7.11 Other Personnel. The Commission may, from time to time, appoint, hire and employ such other personnel as it shall deem necessary to exercise and carry out the powers, Duties and functions of the Commission. The qualifications, duties and numbers of such personnel shall be consistent with the policies determined by the Commission.

Section 7.12 Salaries. Officers shall receive no salaries for their services, but they shall be entitled to reimbursement for their actual and necessary expenses incurred in the performance of their duties. Reimbursement for mileage shall be at the then current Standard Mileage Rate for Business established by the Internal Revenue Service.

Article 8

Executive Committee

Section 8.1 Designation. The executive committee shall consist of all Commission officers and two members from the Commission at-large. The Commission shall select such officers from its members.

Section 8.2 Terms of Office. Except as otherwise provided in this Section, members of the executive committee shall serve two-year terms. Commissioners may serve no more than two consecutive terms on the executive committee, excluding any partial term when a member is appointed to fulfill an unexpired term. A year is defined as concurrent with the Commission's annual meeting schedule – i.e., June annual meeting to June annual meeting. If the election of such executive committee members shall not be held at such meeting, such election shall be held as soon thereafter as it may be convenient. After serving two consecutive two-year terms, Commission members are eligible for reelection to the executive committee after a one-year absence from the committee. Each committee member shall serve until the expiration of his or her term and until a successor is chosen. The members of the executive committee shall be elected by and from the members of the Commission. The treasurer, secretary and two at-large positions shall be elected on odd years and the vice-chair and chair positions will be elected on even years. Should an executive committee member not be reappointed during the second year of their term, a replacement will be selected by majority vote of the Full Commission.

Section 8.3 Removal. All executive committee members who engage in the Door County lodging industry must remain in good standing with the Tourism Zone for the duration of their term. Additionally, all executive committee members must maintain good attendance throughout their term in order to remain on the committee. Although the Commission is unable to "enforce" participation, it is essential that we ensure we are able to reach quorums in order to maintain functionality. Any committee member elected or appointed by the Commission may be removed by the Commission whenever, in its judgment, the Commission's best interests will be served thereby.

Section 8.4 Vacancies. A vacancy in any principal office because of death, resignation, removal, disqualification or otherwise, shall be filled by the Commission for the unexpired portion of the term. If no eligible Commission member volunteers to serve on the Executive Committee for a position, a Commission member who has previously served on the executive committee for two terms and has not completed the one year absence can be elected to an officer or at-large executive committee position.

Section 8.5 Executive committee members shall receive no salaries for their services, but they shall be entitled to reimbursement for their actual and necessary expenses incurred in the performance of their duties. Reimbursement for mileage shall be at the then current Standard Mileage Rate for Business established by the Internal Revenue Service.

ARTICLE 9~~8~~

CONTRACTS AND FINANCIAL TRANSACTIONS

Section 9~~8~~.1 Contracts. The Commission may authorize any officer or officers and/or employees, to enter into any contract, or to execute and deliver any instrument in the name of and on behalf of the Commission, and such authorization may be general or confined to specific instances. The Chairperson shall have the authority to enter into any contract or to deliver any instrument in the name and on behalf of the Commission with respect to any approved budgetary item or as may be granted by the Commission for other specific items from time to time.

Section 9~~8~~.2 Deposits. All funds collected or otherwise received by the Commission not otherwise employed shall be deposited from time to time to the credit and under the name of the Commission in such banks, trust companies, or other depositories as may be selected by or under the authority of the Commission.

Section 9~~8~~.3 Checks. All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Commission, shall be signed by such officer or officers, agent or agents, of the Commission, and in such manner as shall, from time to time, be determined by or under the authority of a resolution of the Commission.

Section 9~~8~~.4 Loans. No loans shall be contracted on behalf of the Commission and no evidence of indebtedness shall be issued in its name unless authorized by or under the authority of a resolution of the Commission. Such authorization may be general or confined to specific instances.

Section 9~~8~~.5 Financial Regulations. The Commission shall have the power and authority to enact such rules and regulations, consistent with the provisions of applicable Wisconsin Statutes, as it may deem necessary concerning the issue, transfer, registration and verification of the Commission's financial transactions.

ARTICLE 10~~9~~

INDEMNIFICATION

Section 10~~9~~.1 Mandatory Indemnification.

(a) Successful on the Merits. The Commission shall indemnify a commissioner, officer or employee of the Commission to the extent he or she has been successful on the merits or otherwise in the defense of a proceeding, for all reasonable expenses incurred in the proceeding, if the commissioner or officer was a party because he or she is or was at the time of the events upon which the proceeding was based, a commissioner or officer of the Commission. A commissioner or officer shall exercise his or her right to indemnification under this Section 9.1 by delivering a written demand for indemnification to the Commission's Treasurer or the Chairperson if the party seeking indemnification is the Treasurer.

(b) Good Faith. In all cases not included in Section 9.1(a), the Tourism Zone shall indemnify a commissioner or officer against liability incurred by the commissioner or officer in a proceeding to which the commissioner or officer was a party because he or she is or was, at the time of the events upon which the proceeding was based, a commissioner or officer of the Commission; provided that there is a determination that the commissioner or officer acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the Commission, and provided that such act or omission by the commissioner does not constitute a violation of criminal law, unless a commissioner or officer had reasonable cause to believe that his or her conduct was lawful or had no reasonable cause to believe his or her conduct was unlawful. Whether or not a commissioner shall be entitled to indemnification under this Section 9.1(b) shall be determined in accordance with the procedures established in Section 9.2.

(c) No Presumption. The termination of a proceeding by judgment, order, settlement or conviction, or upon a plea of no contest or an equivalent plea, does not, by itself, create a presumption that indemnification of the commissioner or officer is not required under this subsection.

Section 10~~9~~.2 Determination of Right to Indemnification. A commissioner or officer seeking indemnification under Article 9 shall first make a written request to the Commission's Treasurer or the Commission's Chairperson if the person seeking indemnification is the Treasurer, for such indemnification. Determination of whether indemnification is required shall be made by one of the following means:

(a) By a majority vote of a quorum of the Commission consisting of commissioners who are not at the time parties to the same or related proceedings with respect to which the indemnification claim has been made. If such quorum of disinterested commissioners cannot be obtained, by a majority vote of a committee duly appointed by the Commission and consisting solely of three (3) or more commissioners who are not at the time parties to the same or related proceedings. Commissioners who are parties to the same or related proceedings may participate in the designation of members of the committee.

(b) By independent legal counsel selected by a majority vote of a quorum of the Commission or its committee consisting of commissioners who are not at the time parties to the same or related proceedings; or, if such a quorum cannot be obtained, by a majority vote of the full Commission, including commissioners who are parties to the same or related proceedings.

(c) By a panel of three (3) arbitrators consisting of one (1) arbitrator selected by those commissioners entitled under subsection (b) above to select independent legal counsel, one (1) arbitrator selected by the commissioner or officer seeking indemnification, and one (1) arbitrator selected by the other two (2) arbitrators.

(d) By a court of competent jurisdiction upon application by the commissioner or officer for an initial determination of entitlement to indemnification or for review by the court of an adverse determination. Indemnification shall be ordered if the court determines that the commissioner or officer is entitled to indemnification under Section 9.1 or that the commissioner or officer is fairly and reasonably entitled to indemnification by order of the court, in addition to indemnification against all other expenses and liability, the commissioner or officer shall be reimbursed for expenses reasonably incurred in pursuing his or her request for indemnification.

(e) The commissioner or officer of the Commission seeking indemnification shall designate in his or her request for indemnification the method of making the indemnification determination.

Section 10.3 Advance of Expenses as Incurred. The Commission may, upon written request by the commissioner or officer, pay for or reimburse the reasonable expenses incurred by a commissioner or officer who is a party to the proceedings, as those expenses are incurred, if the commissioner or officer furnishes the Commission with a written affirmation.

Section 10.4 Insurance. The Commission shall purchase or provide insurance on behalf of its commissioners and officers, or to reimburse itself, against liability asserted or incurred and expenses incurred by the commissioner or officer in connection with a proceeding brought against the commissioner or officer in his or her capacity as commissioner or officer or arising from his or her status as a commissioner or officer, regardless of whether the Commission is required or authorized to indemnify the individual against the same liability pursuant to the provisions hereof.

Section 10.5 Severability. To the extent any court of competent jurisdiction shall determine that the indemnification provided under this Article 9 shall be invalid as applied to a particular claim, issue or matter, the provisions hereof shall be deemed amended to allow and require indemnification to the maximum extent permitted by law.

ARTICLE 11~~0~~

RATIFICATION AND AMENDMENTS

Section 11~~0~~.1 Ratification. Ratification of these Bylaws and any proposed alterations, amendments or deletions to the provisions thereto shall be by two-thirds (2/3) assenting vote of all member municipalities.

Section 11~~0~~.2 Action on Proposed Modifications. The Commission or any member municipality may, from time to time, propose amendments, alterations or revocation of any and all provisions of these Bylaws. These proposed modifications to the Bylaws shall be presented to the Bylaws Committee for review and recommendation. The Bylaws Committee shall review said proposed modifications and present them to the commission at its next regular or special meeting, as an agenda item, with a recommendation and request for action. In no case will the Bylaws Committee have less than thirty (30) days to review any proposed modifications. The Commission shall debate the modifications and the recommendation and upon a two-thirds (2/3) assenting vote authorize the Commission to proceed to the member municipalities for ratification. Under no circumstance shall any action be taken by the Commission or the Municipalities until the Bylaws Committee has had time to review the proposed modifications and make its recommendation and the Commission has cast an assenting vote to proceed.

Section 11~~0~~.3 Implied Amendments. Any action taken or authorized by the Commission, which would be inconsistent with the Bylaws then in effect but which is taken or authorized by affirmative vote of not less than the number of commissioners required to amend the Bylaws so that the Bylaws would be consistent with such action, shall be given the same effect as though the Bylaws had been temporarily amended or suspended as far, but only as far, as is necessary to permit the specific action so taken or authorized.

DOOR COUNTY TOURISM ZONE COMMISSION COMMISSION BYLAWS

The Door County Tourism Zone Commission Bylaws dated this 18th day of June, 2026 are hereby

APPROVED ☐ REJECTED ☐

By the Board of the Village/Town of ____

By President/Chairperson ____

Attested by Secretary/Clerk ____

Date ___________

VILLAGE OF EPHRAIM
NOTICE OF ZONING ORDINANCE PUBLIC HEARING
TUESDAY, OCTOBER 8, 2026 – 7:00 PM

VILLAGE OF EPHRAIM
ORDINANCE NO. 02-2026
AN ORDINANCE AMENDING §17.20 AND §17.09 OF THE EPHRAIM CODE OF ORDINANCES AS IT RELATES TO PROTECTED WATERFRONT AND DEFINITIONS.

SECTION I: Chapters §17.20 and §17.09 of the Ephraim Code of Ordinances are hereby amended to read as follows:

§17.20 REMOVED AND REPLACED IN ITS ENTIRETY.

§17.09 AMENDED WITH ADDITIONS

1) **INTENT.**

The open shoreline is one of Ephraim's most distinctive features and is characterized by buildings sited on mostly small non-conforming lots. This ordinance is intended to preserve the open views of the shoreline as well as the historic appearance of Ephraim's built environment while also allowing for some leeway for Protected Waterfront (PW) District property owners to modify or replace their residences. Consistent with the intent and provisions of the Ephraim Historic District Ordinance (§17.26), property owners are encouraged to use and maintain their existing residences. However, if residential modification or replacement is desired, such modification or replacement must strictly conform to the provisions of §17.20 and §17.26.

2) **PERMITTED USES.**

a) Park and open spaces, provided that any proposed structural elements are given conditional use approval.

b) Beaches, provided that any proposed structural elements are given conditional use approval.

c) Reproduction:

i) Structures destroyed by natural disaster or fires in this district may be reproduced using the former dimensions and location, subject to design review and §17.20(7).

ii) Reproduction of the existing structures, subject to design review and §17.20(7).

3) **CONDITIONAL USES.**

a) On parcels where there is not a residence:

i) Dockage and launching;

ii) Boat and related rentals;

iii) Sale of marine fuel and accessories for marine use only;

iv) New structures necessary for permitted uses in the district, including bathrooms.

v) Non-profit organizations on village-owned property. Sales within such shall be subject to any existing lease or other agreements with the village. In the event that no such agreement speaking to sales exists, the Village of Ephraim Planning Committee, through Conditional Use review, shall oversee and have final approval over any such sales area. This review will include, but is not limited to, the type of merchandise sold and the total amount of display area the merchandise will envelop.

b) On parcels where there is a structure, additions/modifications to or replacement of existing structures, subject to §17.20(6) and §17.20(8).

4) **PROHIBITED USES.**

a) New construction on vacant lots is prohibited in the PW District, as structures are limited to those existing on or before January 1, 1998.
b) Home occupations are not permitted in the PW District.

5) **SPECIAL EXCEPTION REVIEW.**

The provisions of this section, including the setback and lot coverage requirements from §17.24, shall be mandated except in the case of buildings, structures, or public projects along the shoreline that are deemed to be in the greatest interest to the public by a majority of the Plan Committee and a majority of the Village Board, and this exception can occur only through special exception review.

6) **EXCEPTIONS FOR ADDITIONS OR MODIFICATIONS OF EXISTING RESIDENCES AND ACCESSORY BUILDINGS IN THE PROTECTED WATERFRONT DISTRICT (PW).**

When working with a goal to retain the original residence, exceptions for additions or modifications may be considered by the Plan Committee, so long as the additions or modifications match the original architecture to preserve the special character of the PW District.

7) **REPRODUCTION OF EXISTING STRUCTURES IN THE PROTECTED WATERFRONT DISTRICT.**

a) Structure Reproduction: A structure reproduction means creating a replica of the existing structure in terms of footprint, size, volume, and appearance. Unique features, materials, and architectural details of the original structure must be replicated, including design and materials. The materials must be sourced to ensure authenticity. Intricate elements such as moldings, windows, and other unique characteristics are essential to the reproduction.

b) Design Criteria: Modern materials may only be substituted for original materials insofar as they are consistent with the provisions of §17.20(7)(a) and subject to design review and design criteria in §17.26, Historic District.

8) **ADDITIONS/MODIFICATIONS TO OR REPLACEMENT OF EXISTING RESIDENCES AND ACCESSORY BUILDINGS. "PW DESIGN REVIEW". (Completed by Historic Preservation Committee and Plan Committee.)**

a) **General Requirements:**

i) Footprints in the PW District can be modified, subject to the following provisions:

a. Footprints of finished interior space (*see definition* in §17.09) in the PW District can be modified so long as there is no increase in the width, as measured parallel to STH 42, of the residence or accessory buildings, and no increase in the total footprint.

b. Footprints of attached garages can be modified so long as there is no increase in the width, as measured parallel to STH 42, and no increase in the total footprint. No upper level will be allowed over the reclaimed square footage of the attached garage.

c. Footprints in the PW District cannot be increased with the following exception: Consideration may be given to principal building footprint increases when existing accessory buildings are to be removed. The footprint of the accessory building may be reclaimed and combined with the principal building, provided there is no increase in the width of the footprint, as measured parallel to STH 42, of the principal building. No upper level will be allowed over the reclaimed square footage of the accessory building.

ii) All projects are subject to applicable floodplain ordinances of the Village and State.

b) **Design Criteria.**

i) The style of a project within this district shall meet the design criteria in §17.26, Historic District, and generally, as a maximum, have the design characteristics of a single-story or one and one-half-story house (*see definition* in §17.09).

ii) Visual impact from the street is to be minimized on all projects occurring in the PW District. The width of any individual structure as measured parallel to State Highway 42 cannot be increased. When the existing landscape is to be modified or replaced, a Landscape Permit is required (See §10 Permit Application.)

iii) From the view of any side of the residence, the number and varying pitches of the rooflines should be minimized. The overall guiding principle of design is simplicity and avoidance of bulk.

iv) Any existing deck or porch (*see definitions* in §17.09) may be replaced on a project within this district, assuming the size is no more than the existing deck or porch, and the deck or porch is a one-for-one replacement. For example, an open porch may be replaced by an open porch, but not by a screened or windowed porch.

v) Outdoor lighting shall be minimized, generally limited to entrance points on all elevations.

vi) Covered front entrances: A minimal roof over a front entrance will be considered.

c) **Dimensional Standards.**

i. All projects are subject to the applicable dimensional standards of §17.24 of the ordinance unless otherwise noted or provided in this section.

	PW
Minimum Lot Size	10,000 sq. ft.
Minimum Lot Width	100'
Front Setback Minimum	30'
Side Setback Minimum	15'
Rear Setback Minimum	40'
Maximum Lot Coverage	20%
Min. Building Separation	

ii. Addition/modification or replacement projects, including existing dimensionally nonconforming buildings considered under this section, may apply the existing grandfathered setbacks of the existing buildings as the required setback for new work, so long as the new work increases or, at a minimum, does not further encroach on the setbacks in question.

iii. No residences shall exceed twenty-three feet (23') in height, and accessory buildings shall not exceed fifteen feet (15') in height as measured from the crown grade of State Highway 42.

iv. Other rooftop accessories on residences, which include but are not limited to:

a. Spires, belfries, parapet walls, domes, and all other projections shall not exceed the peak roof height of the building.

b. Cupolas, flues, vent pipes, chimneys, and communication devices are allowed to a maximum of twenty-five feet (25').

v. Roof pitches less than 6/12 and greater than 12/12 are prohibited, except for the following circumstances:

a. A roof pitch for a limited amount of shed dormer of less than 6/12 and a minimum of 3/12 may be considered.

b. Roof pitches for porches less than 6/12 may be considered.

c. Covered front entrances less than 6/12 may be considered.

9) OTHER REQUIREMENTS.

a. Special Plan Committee approval shall determine the number of required parking spaces on a case-by-case basis unless the use has a number established under ordinance §17.15(9); parking requirements may be met through a combination of off-street, on-site, and/or dedicated parking spaces within common ways. Pervious surfaces for parking are preferred in this district.

b. Consideration given to allow for ten percent (10%) additional lot coverage when that area will be used for adding off-street parking.

10) PERMIT APPLICATION.

a. Beyond the normal requirements as outlined in §17.40, an overlay is required showing the footprints of all existing buildings, including decks and porches, if any, with the footprint of all proposed buildings and attachments. The measurement in square feet (SF) should be provided for all footprints and attachments, both existing and proposed.

b. A Landscape Plan is also required when the existing landscape is to be modified or replaced. The Landscape Plan should not reduce the water view between the buildings. The plan shall show all new plantings along with all proposed hardscape and impervious surfaces. Samples of all hardscape (pervious and impervious) are required, showing material and color.

c. A Construction Parking Plan is required showing the location of construction and worker vehicles as outlined in §17.40(1).

d. No Occupancy Permit will be issued until the Village Administrator has inspected all elements of the project for compliance with the approved plans.

17.09 DEFINITIONS.

Except where specifically defined herein, all words used in this chapter shall carry the meanings as defined in Webster's Unabridged 3rd New International Dictionary or a dictionary based upon it. Words used in the plural include the singular. The word "shall" is mandatory.

DECK: A deck on a house is a flat outdoor surface, typically made of wood or composite materials, that is elevated from the ground and often connected to the main building.

FOOTPRINT: The area of a single horizontal plane bounded by the exterior walls of the building, expressed in square feet. See §17.24 for attached garage exemptions to this definition.

ONE AND ONE-HALF STORY HOUSE: A one and one-half story house has a full first floor with full-height interior walls [typically eight feet (8') high] and an upper level that has less full-height floor area than the first floor. The upper level has steeply pitched roofs with gables and dormers (normally with windows). The upper level typically has sloped ceilings with knee walls (normally five to seven feet high (5' - 7')] that define the floor area. These features reduce the floor area on the upper level.

PORCH: A porch on a house is a covered area adjoining an entrance to a house, usually with a separate roof. A porch can be open or enclosed by screens or windows.

STRUCTURE REPRODUCTION: A structure reproduction means creating a replica of the existing structure in terms of size, volume, and appearance. Unique features, materials, and architectural details of the original house must match the project, including design. Materials must be sourced to ensure authenticity. Intricate elements such as moldings, windows, and other unique characteristics are essential to the reproduction.

SECTION II: If any section, subsection, paragraph, or sentence of this ordinance is for any reason deemed unconstitutional or otherwise unenforceable by decision of any court of competent jurisdiction, such decision shall not affect the validity of the remainder of this ordinance.

SECTION III: This ordinance shall take effect upon its passage and publication according to the law as an amendment to the Village Zoning Code under the procedures prescribed by §62.23(d) Wis. Stats.

Passed and approved by the Village Board of Trustees at its regular meeting on the 8th day of OCTOBER 2026.

VILLAGE OF EPHRIAM

BY: ___________________________________	Attest: _________________________________
Ken Nelson, Village President	Andrea Collak, Clerk

Published this____ day of _______ 2026

______________________________	**Date 10/XX/2026**
Andrea Collak, Clerk	**_X Village Administrative Office**
	_X Visitors' Center
______________________________	**_X Post Office**
Kim Roberts, Deputy Clerk	**_X Website: ephraim.wi.gov**
	_X Emailed to WDOR/ Peninsula Pulse

VILLAGE OF EPHRAIM

FOUNDED 1853

Date: September 4, 2026

To: Ephraim Village Board

Re: Moving of Posting Locations

Ephraim Board of Trustees,

In looking at routine maintenance around the Village we noticed the need to replace the overhang at the Visitor Center where one of our posting locations is located, maintenance worker Bob Niemer looked at the project and came up with a better solution to the issue at hand.

The current overhang is not original to the building and was added on many years ago and under it is the Village Posting location, EBC Map and Brochure holder along with some old wires. The suggestion is to move the Village Posting Location to the area adjacent to the library entrance where more residents have the opportunity to look at various Village Agendas.

Our plan is to remove the overhang completely and return the building to its previous look, removing any old wiring and repainting and touch up what has not been seen for years. We spoke with Kelsey at the EBC about this project and she was on board to have it done, we would be relocating the EBC Map and Brochure holder to a different spot near where it is located now and it will be powered by solar downlighting.

Respectfully submitted,

Justin MacDonald
Maintenance Manager

Administrative Office 10005 Norway Road PO Box 138 Ephraim WI 54211
Phone: (920) 854-5501 Fax: (920) 854-2072 E-Mail: office@ephraim.wi.gov


10049
Water St
10049
EPHRAIM VISITOR MAP
EPHRAIM
DOOR COUNTY, WI
GREEN BAY
YOU ARE HERE
MAP KEY
N


LIBRARY IS
CLOSED


Ephraim
Public
Library
LIBRARY IS
CLOSED
CLOSED
FOR LABOR DAY
UNEARTH
A STORY
Book
Return

North Path Tree Proposal

Tom Wolfe
Wolfe Horticulture LLC

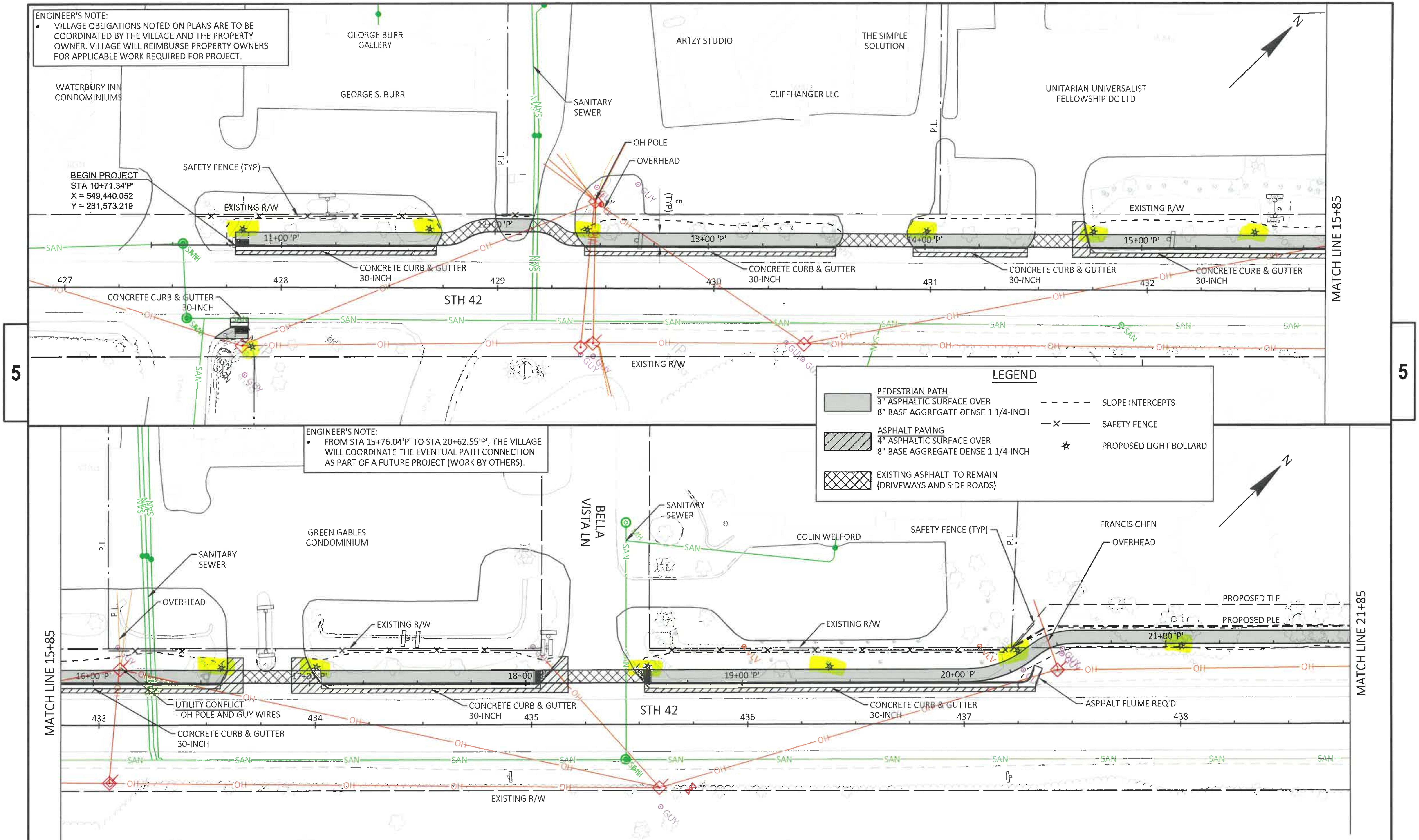
- Starting at the east end the Old Sled Dog property 130 ft
  - 5 Crabapples
    - 3 Royal Raindrops, blooms deep red - 7 ft multi stemmed persistent red fruit all winter 15 ft height, 12 ft spread
    - 2 Adirondack Crabapples, blooms white -2 in dia. persistent orange fruit 15-20 ft height, 20 ft spread

- Front of Green Gables and Universal Unitarians 230 ft
  - 11 Catalpa Trees 25 gal White Flower Yellow Autumn Color 40-50 ft height, 20 ft spread

- Front of 106-9 lodge/resale shop 100 ft.
  - 3 Sienna Glenn Maple 2 in dia., 40 ft height, 25 ft spread

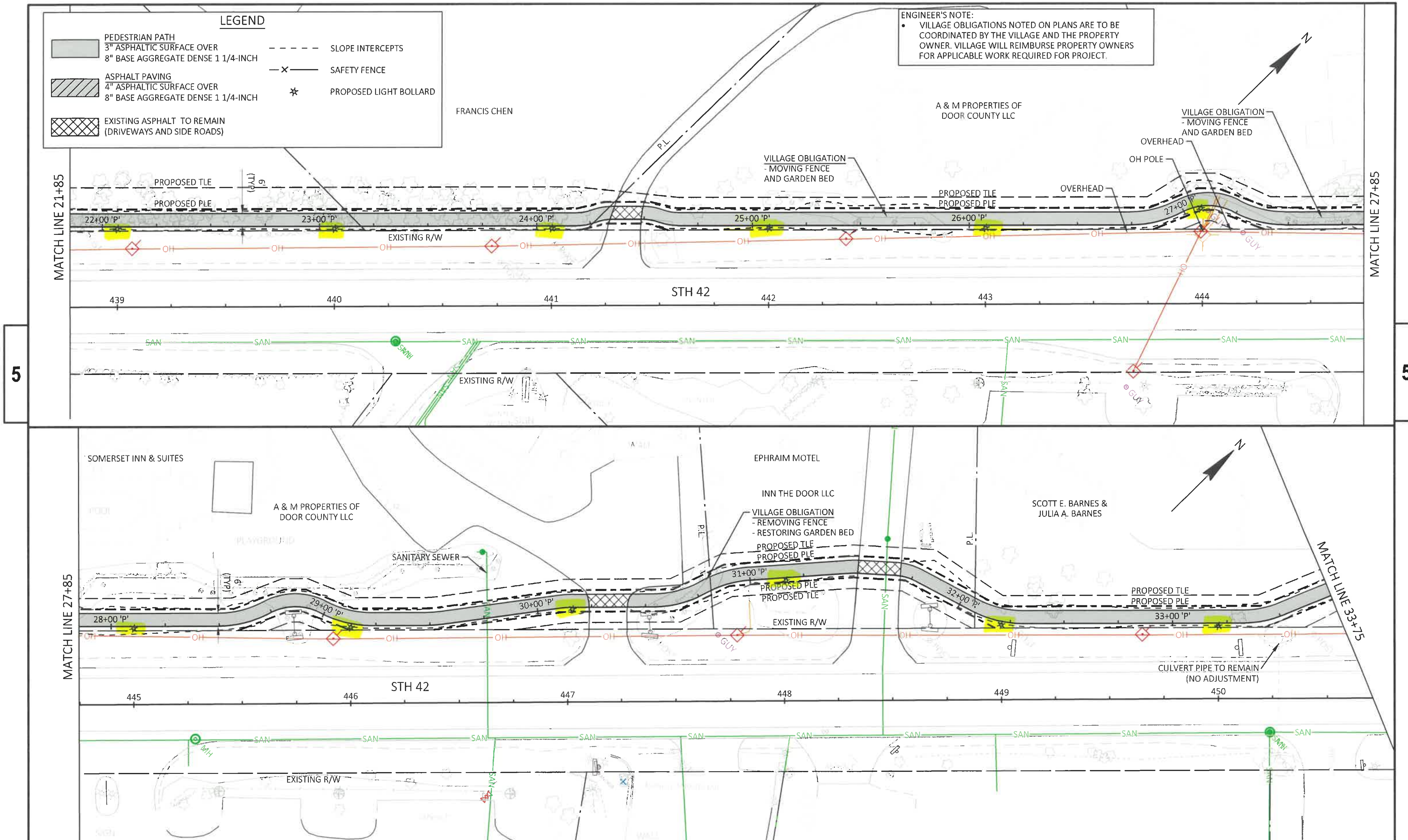
- Front of George Burr Gallery 100 ft
  - 3 Crabapples
    - 2 Royal Raindrops, blooms deep red - 7 ft multi stemmed persistent red fruit all winter 15 ft height, 12 ft spread
    - 1 Adirondack Crabapples, blooms white -2 in dia. persistent orange fruit 15-20 ft height, 20 ft spread

Delivery Planted Staked Mulched $14,000.00



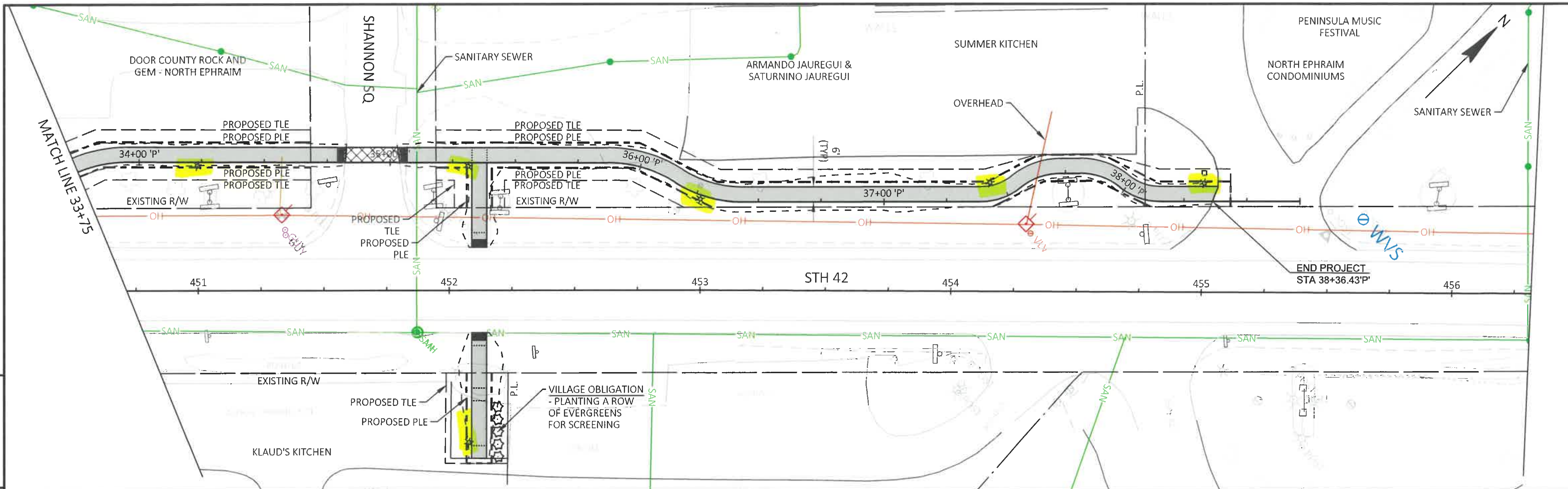
PROJECT NO: 60736646	HWY: STH 42	COUNTY: DOOR	PLAN SHEETS	SHEET	E

FILE NAME : C:\ONEDRIVE\AECOM\EPHRAIM, WI PROJECTS - GENERAL\60736646-EPHRAIM NORTH PATH-WEST SIDE\900_CAD_GIS\910_CAD\60736646\SHEETSPLAN\050201-PN.DWG
LAYOUT NAME - 050201-pn
PLOT DATE : 9/3/2025 3:07 PM
PLOT BY : CZECH, ANDREW
PLOT NAME :
PLOT SCALE : 1 IN:40 FT
WISDOT/CADDS SHEET 44



PROJECT NO: 60736646	HWY: STH 42	COUNTY: DOOR	PLAN SHEETS	SHEET	E

FILE NAME : C:\ONEDRIVE\AECOM\EPHRAIM, WI PROJECTS - GENERAL\60736646-EPHRAIM NORTH PATH-WEST SIDE\900_CAD_GIS\910_CAD\60736646\SHEETSPLAN\050201-PN.DWG
LAYOUT NAME - 050202-pn
PLOT DATE : 9/3/2025 3:07 PM PLOT BY : CZECH, ANDREW PLOT NAME : PLOT SCALE : 1 IN:40 FT
WISDOT/CADDS SHEET 44



LEGEND

- PEDESTRIAN PATH — 3" ASPHALTIC SURFACE OVER 8" BASE AGGREGATE DENSE 1 1/4-INCH
- ASPHALT PAVING — 4" ASPHALTIC SURFACE OVER 8" BASE AGGREGATE DENSE 1 1/4-INCH
- EXISTING ASPHALT TO REMAIN (DRIVEWAYS AND SIDE ROADS)
- SLOPE INTERCEPTS
- SAFETY FENCE
- PROPOSED LIGHT BOLLARD

ENGINEER'S NOTE:
- VILLAGE OBLIGATIONS NOTED ON PLANS ARE TO BE COORDINATED BY THE VILLAGE AND THE PROPERTY OWNER. VILLAGE WILL REIMBURSE PROPERTY OWNERS FOR APPLICABLE WORK REQUIRED FOR PROJECT.

ENGINEER'S NOTE:
- COORDINATION BETWEEN THE VILLAGE OF EPHRAIM AND THE VILLAGE OF SISTER BAY TO TAKE PLACE TO DETERMINE A FUTURE PATH CONNECTION AT THE INTERSECTION OF STH 42 AND TOWNLINE DR.

PROJECT NO: 60736646	HWY: STH 42	COUNTY: DOOR	PLAN SHEETS	SHEET	E

AIRPORT HANGAR LEASE

This agreement made and entered into on the date indicated below by and between the Village of Ephraim and the Town of Gibraltar, Wisconsin municipal corporations (hereinafter collectively referred to as "Lessor") and Laura Seidensticker (hereinafter referred to as "Lessee").

WHEREAS, Lessor owns and operates an airport known as the Ephraim-Gibraltar Airport (the "Airport") and Lessee is desirous of leasing from Lessor a certain parcel of land at the Airport, hereinafter more fully described, for the purpose of aircraft storage; and

WHEREAS, Lessee will use the below described property primarily for the purpose of storing aircraft and other personal property of Lessee with the approval of the Airport Commission, and shall conduct only such aircraft maintenance on its own aircraft as performed by Lessee or personnel contracted by Lessee.

NOW, THEREFORE, for and in consideration of the rental charges, covenants, and agreements herein contained, Lessee does hereby lease from Lessor the following premises, rights and easements on and to the airport upon the following terms and conditions.

1. Property Description: Hangar Site F-3 (60' wide x 50' deep) (the "Leased Premises").

2. Hangar Construction. Lessee shall have the right to erect, maintain and alter buildings or structures upon the Leased Premises providing such buildings or structures conform to the building code requirements of the Wisconsin Department of Commerce, Division of Safety and Buildings and pertinent provisions of any local ordinance in effect. All plans for such buildings or structures shall be reviewed and approved in writing by Lessor prior to construction.

3. Term. The term of this lease shall be for a period of twenty (20) years commencing on September 1, 2026 ("Commencement Date"). The lease may be extended for one (1) additional ten (10) year term at the option of Lessee, on the terms hereof, by delivering written notice of such extension to Lessor prior to the end of the initial lease term.

4. Rent. Lessee agrees to pay to Lessor for use of the Leased Premises, rights, and easements herein described, a yearly rental of $0.65 per square foot for the land leased, for a total annual charge of $1,950.00 payable by-March 1st of each year, with a yearly escalator equal to the greater of three percent (3%) or CPI applied at each anniversary of the Commencement Date. A penalty of 1.5% per month (18% annually) will be added to the amount due for any payment not made within forty-five (45) days after the due date. For newly constructed hangars, annual lease payments shall commence upon initiation of physical improvements to the Leased Premises, including but not limited to installation of a hangar foundation or concrete slab, regardless of whether construction of the hangar has been completed. The initial annual lease payment shall be prorated to the months remaining in the year from the date of commencement and due upon execution of the Lease, with full subsequent annual lease payments due by March 1 of that year.

5. Personal Guaranty. Lessee, by its lease signor, agrees to execute a personal guaranty in the form attached hereto as Exhibit A, guaranteeing payment of all obligations under this lease.

6. Non-Exclusive Use. Lessee shall have the right to the non-exclusive use, in common with others, of the Airport parking areas, appurtenances and improvements; the right to install, operate, maintain and store, subject to the approval of Lessor in the interests of safety and convenience of all concerned, all equipment necessary for the safe hangaring of Lessee's aircraft; the right of ingress to and egress from the premises, which shall also extend to Lessee's employees, guests, and patrons; the right, in common with the others authorized to do so, to use common areas of the airport, including runways, taxiways, aprons, roadways, and other conveniences for the take-off, flying and landing of aircraft.

7. Laws and Regulations. Lessee agrees to observe and obey during the term of this lease all laws, ordinances, rules and regulations promulgated and enforced by the Lessor, and by other proper authority having jurisdiction over the conduct of operations at the airport.

8. Hold Harmless. Lessee agrees to hold Lessor free and harmless from loss and from each and every claim and demand of whatever nature made upon the behalf of or by any person or persons for any wrongful act or omission on the part of Lessee, their agents or employees, and from all loss or damages by reason of such acts or omissions.

9. Insurance. Lessee agrees that they will deposit with Lessor a policy of comprehensive liability insurance, listing Lessor as an additional insured. The policy shall be issued by a company licensed to do business in Wisconsin and shall insure the Lessee against loss from liability to the amount of $1,000,000 (minimum rate) for the injury or death of one person in any one accident; and in the amount of $1,000,000 (minimum rate) for the injury or death of more than one person in any one accident; and in the amount of $300,000 (minimum rate) for damage to property of others for any one accident. The cancellation or other termination of any insurance policy issued in compliance with this section shall automatically terminate the lease, unless another policy has been filed and approved pursuant to this section and shall be in effect at the time of such cancellation or termination.

10. Maintenance of Buildings. Lessee will maintain the structures occupied by them and the Leased Premises in good order and make such repairs as are necessary. In the event of fire or any other casualty to structures owned by Lessee, Lessee shall either repair or replace the building or remove the damaged building and restore the leased area to its original condition; such action must be accomplished within 120 days of the date the damage occurred. Upon petition by Lessee, Lessor may grant an extension of time, in Lessor's sole discretion, if it appears such extension is warranted.

11. Right to Inspect. Lessor reserves the right to enter upon the Leased Premises at any reasonable time for the purpose of making any inspection it may deem expedient to the proper enforcement of any of the covenants or conditions of this agreement.

12. Taxes. Lessee shall pay all taxes or assessments that may be levied against the personal property of Lessee or the buildings which they may erect on lands leased exclusively to them.

13. Signs. Lessee agrees that no signs or advertising matter may be erected or displayed without the consent of the Lessor.

14. **Default.** Lessee shall be deemed in default upon:

a. Failure to pay rent within 60 days after due date.

b. The filing of a petition under the Federal Bankruptcy Act or any amendment thereto including a petition for reorganization or an arrangement.

c. The commencement of a proceeding for dissolution or for the appointment of a receiver.

d. The making of an assignment for the benefit of creditors.

e. Violation of any restrictions in this lease, or failure to keep any of its covenants after written notice to cease such violation and failure to correct such violation within thirty days.

Without limiting any remedies available to Lessor, default by Lessee shall authorize Lessor, at its option and without legal proceedings, to declare this lease void, cancel the same, and re-enter and take possession of the premises. Upon default, Lessee shall be responsible for all costs of collection, including, without limitation, Lessor's attorney fees.

15. **Title.** Title to the building erected by Lessee shall remain with Lessee and shall be transferable. Upon termination of this lease, Lessee shall remove the buildings, equipment, and personal property, and restore the Leased Premises to its original condition, unless otherwise agreed in writing by Lessor.

16. **Snow Removal.** Lessor agrees to provide snow removal services to Lessee's Leased Premises in the hangar area, except within three (3) feet of hangar's doors. Snow removal in the hangar area shall be accomplished only after all runways, aprons, and primary taxiways have been first cleared.

17. **Lease Transfer.** Lessee may not, at any time during the time of this lease, assign, sub-lease or transfer this agreement or any interest contained, without the consent of Lessor.

18. **Airport Development.** Lessor reserves the right to further develop or improve the landing area of the Airport as it sees fit, regardless of the desires or view of Lessee, and without interference or hindrance. If the development of the Airport requires the relocation of Lessee, Lessor agrees to provide a compatible location and agrees to relocate all buildings or provide similar facilities for Lessee at no cost to Lessee.

19. **Security.** Lessee shall comply at all times with all federal and state security and safety regulations and mandates. A hangar shall be locked at all times when an aircraft is stored within the hangar and Lessee, or Lessee's agent, is not present at the hangar. Keys shall not be left in any unattended aircraft, whether or not the aircraft is located within a hangar.

20. **Adherence to Standard Operating Procedures.** Lessee shall adhere to all Airport Standard Operating Procedures (SOPs) at all times, as such SOPs may be promulgated from time to time. Lessee has obtained a written copy of the Airport's SOPs from Lessor.

21. Subordination Clause. This lease shall be subordinate to the provisions of any existing or future agreement between Lessor and the United States or the State of Wisconsin relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal or state funds for the development of the Airport. Furthermore, this lease may be amended to include provisions required by those agreements with the United States or the State of Wisconsin, without increasing the rental cost to Lessee. Notice of such amendments shall be delivered to Lessee in writing.

22. Arbitration. Any controversy or claim arising out of or relating to this lease or any alleged breach thereof, other than a default of Lessee as specified in Paragraph 14 hereof, which cannot be settled between the parties shall be settled by arbitration in accordance with the rules of the American Arbitration Association, and the judgment upon the dispute rendered by the arbitrator(s) shall be final and binding on the parties.

23. First Right of Refusal. During the term of the lease, Lessee hereby grants Lessor the right to have the first opportunity to purchase the hangar if and when such becomes available and the first right to meet any other offer from a third party. The terms of any such third-party offer shall be delivered in writing to Lessor, and Lessor shall have thirty days from receipt in which to agree to meet the terms of said offer. If Lessor does not elect to purchase the hangar, Lessee may transfer the hangar to the third party on the same terms of the original offer. If Lessee does not transfer the hangar pursuant to said offer, the terms of this paragraph shall continue to apply.

24. Impact Fee. Owners of new hangars being constructed may be required to pay a one-time impact fee to cover the Airport's costs associated with infrastructure improvements serving the hangar development area, including but not limited to apron, taxi lane, pavement, electrical, drainage, stormwater, utility, and related site improvements for the hangar area. The amount and services included for such impact fee shall be communicated to the hangar owner prior to execution of the Lease and shall be due upon execution of the Lease.

25. Construction Plans. All construction plans shall be approved by the Airport Commission. Minimum building specifications are listed in the Airport Standard Operating Procedures ("SOP").

26. Notices. All notices, demands, requests or other communications that may be or are required to be given or sent by any party to any other party pursuant to this lease shall be in writing and shall be mailed by first class, registered or certified mail, return receipt requested, postage prepaid, or transmitted by a reputable overnight courier service or by hand delivery or by email transmission, addressed as follows:

a. If to Lessor:

   Town of Gibraltar
   PO Box 850
   Fish Creek, WI 54212

   and

Village of Ephraim
PO Box 138
Ephraim, WI 54211

b. If to the Lessee:

Laura Seidensticker
395 N Green Bay Rd
Lake Forest, IL 60045

Each party may designate by notice in writing a new address to which any notice, demand, request or communication may thereafter be so given, served, or sent. Each notice, demand, request or communication that is mailed, delivered, or transmitted in the manner described above shall be deemed sufficiently given, served, sent and received for all purposes at such time as it is delivered to the addressee (with the return receipt, the delivery receipt, email confirmation, fax confirmation sheet or the affidavit of courier or messenger being deemed conclusive evidence of such delivery) or at such time as delivery is refused by the addressee upon presentation.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals this 1st day of September, 2026.

LESSOR:

Town of Gibraltar

By: Steven Sohns, Chairman

Village of Ephraim

By: Ken Nelson, President

LESSEE:

Laura Seidensticker

EXHIBIT A

PERSONAL GUARANTY

THIS PERSONAL GUARANTY (this "Guaranty") is entered into effective as of September 1, , 2026 (the "Effective Date") by and between Village of Ephraim and the Town of Gibraltar, Wisconsin municipal corporations (hereinafter collectively referred to as "Lessor") and Laura Seidensticker ("Guarantor").

BACKGROUND

A. Laura Seidensticker ("Lessee") is entering into a lease with Lessor dated as of the date hereof (the "Lease") for Hangar Site F-3 (60' wide x 50' deep), at the Ephraim-Gibraltar Airport.

B. Pursuant to the Lease, the Lessee has payment and performance obligations to the Lessor, including, without limitation, the obligation to pay all amounts due under the Lease (all of Lessee's payment and performance obligations in the Lease shall be collectively referred to as the "Guaranteed Obligations"); and

C. The consummation of the Lease will directly and indirectly benefit the Lessee, and Lessor would not consummate the Lease unless Guarantor guarantees the Guaranteed Obligations.

AGREEMENT

In consideration of the premises and of the mutual covenants and agreements contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, hereby agree as follows:

1. **Guaranty**. Guarantor hereby unconditionally and irrevocably guarantees to Lessor, as primary obligor and not merely as sureties, the prompt payment and performance of the Guaranteed Obligations. The Guarantor further agrees that all or part of the Guaranteed Obligations may be increased, extended, substituted, amended, renewed or otherwise modified as provided for under the Lease without notice to or consent from the Guarantor and such actions shall not affect the liability of the Guarantor hereunder. Without limiting the generality of the foregoing, the Guarantor's liability shall extend to all amounts that constitute part of the Guaranteed Obligations and would be owed by Lessee to Lessor under or in respect of the Lease but for the fact that they are unenforceable or not allowable due to the existence of a bankruptcy, reorganization or similar proceeding involving Lessee. Guarantor further agrees to pay to Lessor all costs and expenses (including actual attorneys' fees) paid or incurred by the Lessor in endeavoring to collect the Guaranteed Obligations from Guarantor, or any part thereof, and in protecting, defending or enforcing this Guaranty in any claim, action, demand, lawsuit, proceeding, litigation, or bankruptcy or insolvency proceeding or otherwise.

2. **Guaranty of Payment**. This Guaranty is a guaranty of payment and not of collection. This Guaranty is a continuing, absolute, and unconditional guaranty, and shall remain in full force and effect until it terminates in accordance with Section 4 of this Guaranty. The

Guarantor guarantees that the Guaranteed Obligations will be paid strictly in accordance with the terms of the Lease. The Guaranteed Obligations of the Guarantor hereunder are independent of the obligations of the Lessee. A separate action may be brought against the Guarantor to enforce this Guaranty, whether or not any action is brought against the Lessee or whether or not the Lessee is joined in any such action. The liability of the Guarantor hereunder is irrevocable, continuing, absolute and unconditional and the Guaranteed Obligations of the Guarantor hereunder, to the fullest extent not prohibited by applicable law, shall not be discharged or impaired or otherwise affected by, and to the fullest extent not prohibited by applicable law, the Guarantor hereby irrevocably waives, any defenses to enforcement he may have (now or in the future) by reason of:

(a) any illegality or lack of validity or enforceability of any Guaranteed Obligation;

(b) any change in the time, place or manner of payment of, or in any other term of, the Guaranteed Obligations, or any rescission, waiver, amendment or other modification of the Lease, including any increase in the Guaranteed Obligations resulting from any extension of additional credit or otherwise;

(c) any reduction, limitation, impairment or termination of the Guaranteed Obligations for any reason, or any taking, release, impairment, amendment, waiver or other modification of any guaranty, for the Guaranteed Obligations;

(d) any default, failure or delay, willful or otherwise, in the performance of the Guaranteed Obligations;

(e) any change, restructuring or termination of the corporate structure, ownership or existence of Lessee or its affiliates or subsidiaries or any insolvency, bankruptcy, reorganization or other similar proceeding affecting Lessee or Guarantor or their respective assets or any resulting release or discharge of any Guaranteed Obligation;

(f) any failure of the Lessor to disclose to Lessee or Guarantors any information relating to the business, condition (financial or otherwise), operations, performance, properties or prospects of Lessee or Guarantor now or hereafter known to any of the Lessor; the Guarantor waiving any duty of the Lessor to disclose such information;

(g) the release or reduction of liability of any surety with respect to the Guaranteed Obligations;

(h) the failure of any of the Lessor to assert any claim or demand or to exercise or enforce any right or remedy under the provisions of the Lease or otherwise;

(i) any defense, set-off or counterclaim (other than a defense of payment or performance) that may at any time be available to, or be asserted by, the Lessee against any of the Lessor; or

(j) any other circumstance (including, without limitation, any statute of limitations), any existence of or reliance on any representation or warranty by any of the

Lessor that might vary the risk of the Guarantor or otherwise operate as a defense available to, or a legal or equitable discharge of, Lessee, Guarantor, or any other guarantor or surety.

3. **Waivers.**

(a) The Guarantor hereby unconditionally and irrevocably waives any right to revoke this Guaranty and acknowledges that this Guaranty is continuing in nature and applies to all presently existing and future Guaranteed Obligations.

(b) The Guarantor hereby unconditionally and irrevocably waives promptness, indulgence, diligence in collection or protection or otherwise, notice of acceptance, presentment, demand for performance, notice of non-performance, default, acceleration, protest or dishonor, and any other notice with respect to any of the Guaranteed Obligations and this Guaranty.

(c) No failure on the part of any of the Lessor to exercise, and no delay in exercising, any right hereunder shall operate as a waiver thereof; nor shall any single or partial exercise of any right hereunder preclude any other or further exercise thereof or the exercise of any other right. The remedies herein provided are cumulative and not exclusive of any remedies provided by law or equity.

4. **Termination.** This Guaranty shall terminate upon the payment and performance in full of the Guaranteed Obligations in accordance with this Guaranty and the Lease, provided, however, that Guarantor agrees that their guaranty hereunder shall continue to be effective or be reinstated, as the case may be, if at any time all or part of any payment of any Guaranteed Obligation is rescinded or must otherwise be returned by the Lessor or any other person or entity as a result of the insolvency, bankruptcy, or reorganization (or similar event) of Lessor or Guarantor, all as though such payment had not been made.

5. **Counterparts; Electronic Signatures**. This Guaranty may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original, and such counterparts together shall constitute only one original. Signatures sent via e-mail or other electronic method, and signatures stored in PDF or other electronic format, will be considered effective and original.

6. **Notices.** All notices, demands, requests or other communications that may be or are required to be given or sent by any party to any other party pursuant to this Guaranty shall be in writing and shall be mailed by first class, registered or certified mail, return receipt requested,

postage prepaid, or transmitted by a reputable overnight courier service or by hand delivery or by email transmission, addressed as follows:

(a) If to Lessor:

Town of Gibraltar
PO Box 850
Fish Creek, WI 54212 and

Village of Ephraim
PO Box 138
Ephraim, WI 54211

(b) If to the Lessee:

Laura Seidensticker
395 N Green Bay Rd
Lake Forest, IL 60045

Each party may designate by notice in writing a new address to which any notice, demand, request or communication may thereafter be so given, served, or sent. Each notice, demand, request or communication that is mailed, delivered, or transmitted in the manner described above shall be deemed sufficiently given, served, sent and received for all purposes at such time as it is delivered to the addressee (with the return receipt, the delivery receipt, email confirmation, fax confirmation sheet or the affidavit of courier or messenger being deemed conclusive evidence of such delivery) or at such time as delivery is refused by the addressee upon presentation.

7. **Assignment; Successors and Assigns**. Guarantor may not assign this Guaranty without the written consent of Lessor. Subject to the preceding sentence, this Guaranty and the rights, interests and obligations hereunder shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, successors and permitted assigns.

8. **Waiver and Other Action**. This Guaranty may be amended, modified, or supplemented only by a written instrument executed by the parties against which enforcement of the amendment, modification or supplement is sought.

9. **Severability**. If any provision of this Guaranty is held to be illegal, invalid, or unenforceable, such provision shall be fully severable, and this Guaranty shall be construed and enforced as if such illegal, invalid or unenforceable provision were never a part hereof or thereof; the remaining provisions hereof or thereof shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance.

10. **Mutual Contribution**. The parties to this Guaranty have mutually contributed to its drafting. Consequently, no provision of this Guaranty shall be construed against any party on the ground that such party drafted the provision or caused it to be drafted or the provision contains a covenant of such party.

11. **Governing Law**. This Guaranty shall be governed by, and construed in accordance with, the laws of the State of Wisconsin.

12. **Authority**. Guarantor represents and warrants to the Lessor that (a) Guarantor has the power and authority to enter into this Guaranty and perform his obligations under this Guaranty; (b) this Guaranty has been duly authorized, executed and delivered by Guarantor; and (c) this Guaranty constitutes the legal, valid and binding obligation of Guarantor, enforceable

against them in accordance with its terms, subject to bankruptcy, insolvency, moratorium, receivership, and similar creditors' rights laws.

The parties have executed this Guaranty as of the Effective Date.

GUARANTOR:

Laura Seidensticker

LESSOR:

Town of Gibraltar

*Steve Sohns, Chair

Village of Ephraim

*Ken Nelson, President

. The phraim ibraltar irport receives signi cant funding from the irport mprovement rogram ( ) provided through the . ith this funding, the phraim ibraltar irport ommission must monitor and be able to demonstrate compliance with olicy as per hapter ocket No. efective uly ,)

. Standards for erona tical se of angars

a. angars located on airport property must be used for an aeronautical purpose, or be available for use for an aeronautical purpose, unless otherwise approved by the fice of irports as described in ection .

b. eronautical uses for hangars include

. torage of active aircraft.

. inal assembly of aircraft under construction.

. Non commercial construction of amateur built or kit built aircraft.

. aintenance, repair, or refurbishment of aircraft, but not the inde nite storage of nonoperational aircraft.

. torage of aircraft handling e uipment, e.g., towbars, glider tow e uipment, workbenches, and tools and materials used in the servicing, maintenance, repair or out tting of aircraft.

c. rovided the hangar is used primarily for aeronautical purposes, an airport sponsor may permit non aeronautical items to be stored in hangars provided the items do not interfere with the aeronautical use of the hangar.

. Sponsor Compliance ctions rele ant sections

b. ponsors should have a program to routinely monitor use of hangars and take measures to eliminate and prevent unapproved non aeronautical use of hangars.

c. ponsors should ensure that length of time on a waiting list of those in need of a hangar for aircraft storage is minimi ed.

e. personnel conducting a land use or compliance inspection of an airport may re uest a copy of the sponsor s hangar use program and evidence that the sponsor has limited hangars to aeronautical use.

The may disapprove an grant for hangar construction if there are existing hangars at the airport being used for non aeronautical purposes.

Therefore

a. The <u>primary use</u> of the hangar must be storage of an active aircraft or other aeronautical activity approved by the irport ommission. Time for repairs on non active non operational aircraft shall be limited to six ( ) months and time for full aircraft restoration or construction pro ects shall be limited to two ( ) years, unless otherwise approved by the irport ommission.

b. ther uses <u>in addition</u> to aircraft storage are allowed as listed in ection below or as approved by the irport ommission.

c. The primary aircraft stored in the hangar must be owned or leased, either fully or partially, by the hangar owner essee or a legal entity of which the owner essee is a part.

i. ircraft registration numbers are to be promptly led with the ibraltar Town lerk.

ii. n addition to the primary aircraft, the hangar owner essee may allow others to store aircraft or other items as stated in the ease or these s.

d. fter the hangar owner essee has established primary use with their own aircraft, the owner essee may enter into a sublease agreement under the conditions of the ublease olicy and with approval of the phraim ibraltar irport ommission. The Term of this sublease will be for a period of six ( ) months and will generally be limited to the winter months between November and ay unless otherwise approved by the irport ommission.

e. angar se

i. The hangar must be actively used by the hangar owner essee for a signi cant portion of time or fre uency during a calendar year.

ii. n general, non use for aircraft storage is allowed during the winter (November through ay) or for reasonable periods of aircraft maintenance. The owner essee must notify the irport ommission of any extended periods of non use for aeronautical purposes.

iii. torage of non aeronautical materials is allowed providing they do not impede the movement of the primary aircraft in or out of the hangar or access to other approved aeronautical contents of the hangar.

. ecurity see irport angar ease , all terms of which always apply.

. ommercial ctivities

a. The irport will be available as an airport for public use on reasonable terms and without un ust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities ofering services to the public at the airport (per irport ponsor ssurances).

b. No person shall engage in any business or commercial activity whatsoever at the irport except under the terms and conditions prescribed in a written agreement executed between such person and the irport wner(s). uch persons, including essees, shall be selected on the basis of their uali cations, nancial capabilities, and services ofered and not solely on a bid basis. opies of such agreements shall be provided to the isconsin Bureau of eronautics.

. angar peci cations and e uirements

a. The minimum hangar si e must be x for all new hangar construction.

b. angars must have a roof pitch with at least an overhang and not exceed in height.

c. The hangar base must be concrete for all new hangar construction.

d. ll hangars must provide a concrete apron that extends outward for feet and extends to meet the apron of the neighboring hangar, whichever is wider, on each side.

   i. ravel must be placed and compacted to approximately below nished oor. The contractor must grade the site to drain behind the hangar.

   ii. The contractor must verify set the rst oor elevation with the hangar owner to obtain a manageable apron slope (not too steep) and maintain drainage away from the hangar.

e. angar color must be the same as present (beige)

f. No more than twenty gallons of ammable li uids may be stored in the hangar, whether above or below ground. ll fuels must be stored in appropriate containers approved for fuel storage, with the contents clearly labeled. No fueling of aircraft is allowed inside hangars and the aircraft must be totally outside of the hangar during the refueling operation.

g. ach hangar owner must properly dispose of that owner s own waste oil grease etc.

h. angars must be e uipped with a minimum of one ( ) pound B re extinguisher located ad acent to the entrance door.

i. angars will be sub ected to annual inspection, and a ock Box (for emergency service use only) is installed at the front of the building. <u>key for each hangar is re uired to be provided to the irport</u> and kept in its respective box.

. torage of vehicles or other items is only allowed inside an owner s hangar, and hangar owners are not exempt from overnight parking fees for vehicles parked in the parking lot.

. ther e uirements

a. No outside storage next to the hangar shall be allowed.

b. No improvements outside of the aircraft hangar may be made without prior written approval from the ommission.

c. t is the responsibility of the hangar owner to clear snow within of the front of the hangar.

. utomobile arking e uirements (for the irport arking ot)

a. osted fees must be paid.

b. current permit must be displayed from the vehicle s rear view mirror.

c. completed application must be on le with the following information

i. wner name
ii. ddress
iii. icense number
iv. Type and description of vehicle
v. ontact telephone number

d. duplicate vehicle key is to be secured in the irport fice.

e. ny change in vehicle is to be logged with the irport fice.

or angar essee:

have read, understand and commit to comply with these tandard perating rocedures.

Name Laura Seidensticker

angar Number F-3

ddress 395 N Green Bay Rd Lake Forest, IL 60045

ignature Laura Seidensticker

ate 09/01/2026

Note tandard perating rocedures can be promulgated from time to time.

AIRPORT HANGAR LEASE

This agreement made and entered into on the date indicated below by and between the Village of Ephraim and the Town of Gibraltar, Wisconsin municipal corporations (hereinafter collectively referred to as "Lessor") and John Wilson (hereinafter referred to as "Lessee").

WHEREAS, Lessor owns and operates an airport known as the Ephraim-Gibraltar Airport (the "Airport") and Lessee is desirous of leasing from Lessor a certain parcel of land at the Airport, hereinafter more fully described, for the purpose of aircraft storage; and

WHEREAS, Lessee will use the below described property primarily for the purpose of storing aircraft and other personal property of Lessee with the approval of the Airport Commission, and shall conduct only such aircraft maintenance on its own aircraft as performed by Lessee or personnel contracted by Lessee.

NOW, THEREFORE, for and in consideration of the rental charges, covenants, and agreements herein contained, Lessee does hereby lease from Lessor the following premises, rights and easements on and to the airport upon the following terms and conditions.

1. **Property Description:** Hangar Site F-2 (_*60* wide x 50 deep) (the "Leased Premises").

2. **Hangar Construction.** Lessee shall have the right to erect, maintain and alter buildings or structures upon the Leased Premises providing such buildings or structures conform to the building code requirements of the Wisconsin Department of Commerce, Division of Safety and Buildings and pertinent provisions of any local ordinance in effect. All plans for such buildings or structures shall be reviewed and approved in writing by Lessor prior to construction.

3. **Term.** The term of this lease shall be for a period of twenty (20) years commencing on ____________ ("Commencement Date"). The lease may be extended for one (1) additional ten (10) year term at the option of Lessee, on the terms hereof, by delivering written notice of such extension to Lessor prior to the end of the initial lease term.

4. **Rent.** Lessee agrees to pay to Lessor for use of the Leased Premises, rights, and easements herein described, a yearly rental of $0.65 per square foot for the land leased, for a total annual charge of $1,950 payable by-March 1st of each year, with a yearly escalator equal to the greater of three percent (3%) or CPI applied at each anniversary of the Commencement Date. A penalty of 1.5% per month (18% annually) will be added to the amount due for any payment not made within forty-five (45) days after the due date. For newly constructed hangars, annual lease payments shall commence upon initiation of physical improvements to the Leased Premises, including but not limited to installation of a hangar foundation or concrete slab, regardless of whether construction of the hangar has been completed. The initial annual lease payment shall be prorated to the months remaining in the year from the date of commencement and due upon execution of the Lease, with full subsequent annual lease payments due by March 1 of that year.

5. **Personal Guaranty.** Lessee, by its lease signor, agrees to execute a personal guaranty in the form attached hereto as Exhibit A, guaranteeing payment of all obligations under this lease.

6. Non-Exclusive Use. Lessee shall have the right to the non-exclusive use, in common with others, of the Airport parking areas, appurtenances and improvements; the right to install, operate, maintain and store, subject to the approval of Lessor in the interests of safety and convenience of all concerned, all equipment necessary for the safe hangaring of Lessee's aircraft; the right of ingress to and egress from the premises , which shall also extend to Lessee's employees, guests, and patrons; the right, in common with the others authorized to do so, to use common areas of the airport, including runways, taxiways, aprons, roadways, and other conveniences for the take-off, flying and landing of aircraft.

7. Laws and Regulations. Lessee agrees to observe and obey during the term of this lease all laws, ordinances, rules and regulations promulgated and enforced by the Lessor, and by other proper authority having jurisdiction over the conduct of operations at the airport.

8. Hold Harmless. Lessee agrees to hold Lessor free and harmless from loss and from each and every claim and demand of whatever nature made upon the behalf of or by any person or persons for any wrongful act or omission on the part of Lessee, their agents or employees, and from all loss or damages by reason of such acts or omissions.

9. Insurance. Lessee agrees that they will deposit with Lessor a policy of comprehensive liability insurance, listing Lessor as an additional insured. The policy shall be issued by a company licensed to do business in Wisconsin and shall insure the Lessee against loss from liability to the amount of $1,000,000 (minimum rate) for the injury or death of one person in any one accident; and in the amount of $1 ,000,000 (minimum rate) for the injury or death of more than one person in any one accident; and in the amount of $300,000 (minimum rate) for damage to property of others for any one accident. The cancellation or other termination of any insurance policy issued in compliance with this section shall automatically terminate the lease, unless another policy has been filed and approved pursuant to this section and shall be in effect at the time of such cancellation or termination.

10. Maintenance of Buildings. Lessee will maintain the structures occupied by them and the Leased Premises in good order and make such repairs as are necessary. In the event of fire or any other casualty to structures owned by Lessee, Lessee shall either repair or replace the building or remove the damaged building and restore the leased area to its original condition; such action must be accomplished within 120 days of the date the damage occurred. Upon petition by Lessee, Lessor may grant an extension of time, in Lessor's sole discretion, if it appears such extension is warranted.

11. Right to Inspect. Lessor reserves the right to enter upon the Leased Premises at any reasonable time for the purpose of making any inspection it may deem expedient to the proper enforcement of any of the covenants or conditions of this agreement.

12. Taxes. Lessee shall pay all taxes or assessments that may be levied against the personal property of Lessee or the buildings which they may erect on lands leased exclusively to them.

13. Signs. Lessee agrees that no signs or advertising matter may be erected or displayed without the consent of the Lessor.

14. Default. Lessee shall be deemed in default upon:

a. Failure to pay rent within 60 days after due date.

b. The filing of a petition under the Federal Bankruptcy Act or any amendment thereto including a petition for reorganization or an arrangement.

c. The commencement of a proceeding for dissolution or for the appointment of a receiver.

d. The making of an assignment for the benefit of creditors.

e. Violation of any restrictions in this lease, or failure to keep any of its covenants after written notice to cease such violation and failure to correct such violation within thirty days.

Without limiting any remedies available to Lessor, default by Lessee shall authorize Lessor, at its option and without legal proceedings, to declare this lease void, cancel the same, and re-enter and take possession of the premises. Upon default, Lessee shall be responsible for all costs of collection, including, without limitation, Lessor's attorney fees.

15. Title. Title to the building erected by Lessee shall remain with Lessee and shall be transferable. Upon termination of this lease, Lessee shall remove the buildings, equipment, and personal property, and restore the Leased Premises to its original condition, unless otherwise agreed in writing by Lessor.

16. Snow Removal. Lessor agrees to provide snow removal services to Lessee's Leased Premises in the hangar area, except within three (3) feet of hangar's doors. Snow removal in the hangar area shall be accomplished only after all runways, aprons, and primary taxiways have been first cleared.

17. Lease Transfer. Lessee may not, at any time during the time of this lease, assign, sub-lease or transfer this agreement or any interest contained, without the consent of Lessor.

18. Airport Development. Lessor reserves the right to further develop or improve the landing area of the Airport as it sees fit, regardless of the desires or view of Lessee, and without interference or hindrance. If the development of the Airport requires the relocation of Lessee, Lessor agrees to provide a compatible location and agrees to relocate all buildings or provide similar facilities for Lessee at no cost to Lessee.

19. Security. Lessee shall comply at all times with all federal and state security and safety regulations and mandates. A hangar shall be locked at all times when an aircraft is stored within the hangar and Lessee, or Lessee's agent, is not present at the hangar. Keys shall not be left in any unattended aircraft, whether or not the aircraft is located within a hangar.

20. Adherence to Standard Operating Procedures. Lessee shall adhere to all Airpo1t

Standard Operating Procedures (SOPs) at all times, as such SOPs may be promulgated from time to time. Lessee has obtained a written copy of the Airport's SOPs from Lessor.

21. Subordination Clause. This lease shall be subordinate to the provisions of any existing or future agreement between Lessor and the United States or the State of Wisconsin relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal or state funds for the development of the Airport. Futthermore, this lease may be amended to include provisions required by those agreements with the United States or the State of Wisconsin, without increasing the rental cost to Lessee. Notice of such amendments shall be delivered to Lessee in writing.

22. Arbitration. Any controversy or claim arising out of or relating to this lease or any alleged breach thereof, other than a default of Lessee as specified in Paragraph 14 hereof, which cannot be settled between the patties shall be settled by arbitration in accordance with the rules of the American Arbitration Association, and the judgment upon the dispute rendered by the arbitrator(s) shall be final and binding on the patties.

23. First Right of Refusal. During the term of the lease, Lessee hereby grants Lessor the right to have the first opportunity to purchase the hangar if and when such becomes available and the first right to meet any other offer from a third party. The terms of any such third-party offer shall be delivered in writing to Lessor, and Lessor shall have thirty days from receipt in which to agree to meet the terms of said offer. If Lessor does not elect to purchase the hangar, Lessee may transfer the hangar to the third party on the same terms of the original offer. If Lessee does not transfer the hangar pursuant to said offer, the terms of this paragraph shall continue to apply.

24. Impact Fee. Owners of new hangars being constructed may be required to pay a one-time impact fee to cover the Airport's costs associated with infrastructure improvements serving the hangar development area, including but not limited to apron, taxi lane, pavement, electrical, drainage, stormwater, utility, and related site improvements for the hangar area. The amount and services included for such impact fee shall be communicated to the hangar owner prior to execution of the Lease and shall be due upon execution of the Lease.

25. Construction Plans. All construction plans shall be approved by the Airport Commission. Minimum building specifications are listed in the Airport Standard Operating Procedures ("SOP").

26. Notices. All notices, demands, requests or other communications that may be or are required to be given or sent by any patty to any other party pursuant to this lease shall be in writing and shall be mailed by first class, registered or certified mail, return receipt requested, postage prepaid, or transmitted by a reputable overnight courier service or by hand delivery or by email transmission, addressed as follows:

a. If to Lessor:

Town of Gibraltar
PO Box 850
Fish Creek, WI 54212 and

Village of Ephraim
PO Box 138
Ephraim, WI 54211

b. If to the Lessee:

____
____
____

Each party may designate by notice in writing a new address to which any notice, demand, request or communication may thereafter be so given, served, or sent. Each notice, demand , request or communication that is mailed, delivered, or transmitted in the manner described above shall be deemed sufficiently given, served, sent and received for all purposes at such time as it is delivered to the addressee (with the return receipt, the delivery receipt, email confirmation, fax confirmation sheet or the affidavit of courier or messenger being deemed conclusive evidence of such delivery) or at such time as delivery is refused by the addressee upon presentation.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals this ___ day of ...., 2026.

LESSOR:

Town of Gibraltar

By_______________
Steven Sohns, Chairman

Village of Ephraim

By:___________________________________
Ken Nelson, President

LESSEE:

____
John Wilson

EXHIBIT A

PERSONAL GUARANTY

THIS PERSONAL GUARANTY (this "Guaranty") is entered into effective as of _________, 2026 (the "Effective Date") by and between Village of Ephraim and the Town of Gibraltar, Wisconsin municipal corporations (hereinafter collectively referred to as "Lessor") and John Wilson ("Guarantor").

BACKGROUND

A. John Wilson ("Lessee") is entering into a lease with Lessor dated as of the date hereof (the "Lease") for Hangar Site F-2, (60 wide x 50 deep), at the Ephraim-Gibraltar Airport.

B. Pursuant to the Lease, the Lessee has payment and performance obligations to the Lessor, including, without limitation, the obligation to pay all amounts due under the Lease (all of Lessee's payment and performance obligations in the Lease shall be collectively referred to as the "Guaranteed Obligations"); and

C. The consummation of the Lease will directly and indirectly benefit the Lessee, and Lessor would not consummate the Lease unless Guarantor guarantees the Guaranteed Obligations.

AG REEMENT

ln consideration of the premises and of the mutual covenants and agreements contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, hereby agree as follows:

1. **Guaranty.** Guarantor hereby unconditionally and irrevocably guarantees to Lessor, as primary obligor and not merely as sureties, the prompt payment and performance of the Guaranteed Obligations. The Guarantor further agrees that all or part of the Guaranteed Obligations may be increased, extended, substituted, amended, renewed or otherwise modified as provided for under the Lease without notice to or consent from the Guarantor and such actions shall not affect the liability of the Guarantor hereunder. Without limiting the generality of the foregoing, the Guarantor' s liability shall extend to all amounts that constitute part of the Guaranteed Obligations and would be owed by Lessee to Lessor under or in respect of the Lease but for the fact that they are unenforceable or not allowable due to the existence of a bankruptcy, reorganization or similar proceeding involving Lessee. Guarantor further agrees to pay to Lessor all costs and expenses (including actual attorneys' fees) paid or incurred by the Lessor in endeavoring to collect the Guaranteed Obligations from Guarantor, or any part thereof, and in protecting, defending or enforcing this Guaranty in any claim, action, demand, lawsuit, proceeding, litigation, or bankruptcy or insolvency proceeding or otherwise.

2. **Guaranty of Payment.** This Guaranty is a guaranty of payment and not of collection. This Guaranty is a continuing, absolute, and unconditional guaranty, and shall remain in full force and effect until it terminates in accordance with Section 4 of this Guaranty. The

Guarantor guarantees that the Guaranteed Obligations will be paid strictly in accordance with the terms of the Lease. The Guaranteed Obligations of the Guarantor hereunder are independent of the obligations of the Lessee. A separate action may be brought against the Guarantor to enforce this Guaranty, whether or not any action is brought against the Lessee or whether or not the Lessee is joined in any such action. The liability of the Guarantor hereunder is irrevocable, continuing, absolute and unconditional and the Guaranteed Obligations of the Guarantor hereunder, to the fullest extent not prohibited by applicable law, shall not be discharged or impaired or otherwise affected by, and to the fullest extent not prohibited by applicable law, the Guarantor hereby irrevocably waives, any defenses to enforcement he may have (now or in the future) by reason of:

(a) any illegality or lack of validity or enforceability of any Guaranteed Obligation;

(b) any change in the time, place or manner of payment of, or in any other term of, the Guaranteed Obligations, or any rescission, waiver, amendment or other modification of the Lease, including any increase in the Guaranteed Obligations resulting from any extension of additional credit or otherwise;

(c) any reduction, limitation, impairment or termination of the Guaranteed Obligations for any reason, or any taking, release, impairment, amendment, waiver or other modification of any guaranty, for the Guaranteed Obligations;

(d) any default, failure or delay, willful or otherwise, in the performance of the Guaranteed Obligations;

(e) any change, restructuring or termination of the corporate structure, ownership or existence of Lessee or its affiliates or subsidiaries or any insolvency, bankruptcy, reorganization or other similar proceeding affecting Lessee or Guarantor or their respective assets or any resulting release or discharge of any Guaranteed Obligation;

(f) any failure of the Lessor to disclose to Lessee or Guarantors any information relating to the business, condition (financial or otherwise), operations, performance, properties or prospects of Lessee or Guarantor now or hereafter known to any of the Lessor; the Guarantor waiving any duty of the Lessor to disclose such information;

(g) the release or reduction of liability of any surety with respect to the Guaranteed Obligations;

(h) the failure of any of the Lessor to assert any claim or demand or to exercise or enforce any right or remedy under the provisions of the Lease or otherwise;

(i) any defense, set-off or counterclaim (other than a defense of payment or performance) that may at any time be available to, or be asserted by, the Lessee against any of the Lessor; or

U) any other circumstance (including, without limitation, any statute of limitations), any existence of or reliance on any representation or warranty by any of the

Lessor that might vary the risk of the Guarantor or otherwise operate as a defense available to, or a legal or equitable discharge of, Lessee, Guarantor, or any other guarantor or sure ty.

3. Waivers.

(a) The Guarantor hereby unconditionally and irrevocably waives any right to revoke this Guaranty and acknowledges that this Guaranty is continuing in nature and applies to all presently existing and future Guaranteed Obligations.

(b) The Guarantor hereby unconditionally and irrevocably waives promptness, indulgence, diligence in collection or protection or otherwise, notice of acceptance, presentment, demand for performance, notice of non-performance, default, acceleration, protest or dishonor, and any other notice with respect to any of the Guaranteed Obligations and this Guaranty.

(c) No failure on the part of any of the Lessor to exercise, and no delay in exercising, any right hereunder shall operate as a waiver thereof; nor shall any single or partial exercise of any right hereunder preclude any other or further exercise thereof or the exercise of any other right. The remedies herein provided are cumulative and not exclusive of any remedies provided by law or equity.

4. **Termination.** This Guaranty shall terminate upon the payment and performance in full of the Guaranteed Obligations in accordance with this Guaranty and the Lease, provided, however er, that Guarantor agrees that their guaranty hereunder shall continue to be effective or be reinstated, as the case may be, if at any time all or part of any payment of any Guaranteed Obligation is rescinded or must otherwise be returned by the Lessor or any other person or entity as a result of the insolvency, bankruptcy, or reorganization (or similar event) of Lessor or Guarantor, all as though such payment had not been made .

5. **Counterparts: Electronic Signatures.** This Guaranty may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original, and such counterparts together shall constitute only one original. Signatures sent via e- mail or other electronic method, and signatures stored in PDF or other electronic format, will be considered effective and original.

6. **Notices.** All notices, demands, requests or other communications that may be or are required to be given or sent by any party to any other patty pursuant to this Guaranty shall be in writing and shall be mailed by first class, registered or certified mail, return receipt requested,

postage prepaid, or transmitted by a reputable overnight courier service or by hand delivery or by email transmission, addressed as follows:

(a) If to Lessor:

Town of Gibraltar
PO Box 850
Fish Creek, WI 54212 and

against them in accordance with its terms, subject to bankruptcy, insolvency, moratorium, receivership, and similar creditors' rights laws.

The parties have executed this Guaranty as of the Effective Date.

GUARANTOR:

____
John Wilson

LESSOR:

Town of Gibraltar

____
Steve Sohns, Chair

Village of Ephraim

____
Ken Nelson, President

Village of Ephraim
PO Box 138
Ephraim, WI 54211

(b) If to the Lessee:

____

____

____

Each party may designate by notice in writing a new address to which any notice, demand, request or communication may thereafter be so given, served, or sent. Each notice, demand, request or communication that is mailed, delivered , or transmitted in the manner described above shall be deemed sufficiently given, served, sent and received for all purposes at such time as it is delivered to the addressee (with the return receipt, the delivery receipt, email confirmation, fax confirmation sheet or the affidavit of courier or messenger being deemed conclusive evidence of such delivery) or at such time as delivery is refused by the addressee upon presentation.

7. **Assignment; Successors and Assigns.** Guarantor may not assign this Guaranty without the written consent of Lessor. Subject to the preceding sentence, this Guaranty and the rights, interests and obligations hereunder shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, successors and permitted assigns.

8. **Waiver and Other Action.** This Guaranty may be amended, modified, or supplemented only by a written instrument executed by the parties against which enforcement of the amendment, modification or supplement is sought.

9. **Severability.** If any provision of this Guaranty is held to be illegal, invalid, or unenforceable, such provision shall be fully severable, and this Guaranty shall be construed and enforced as if such illegal, invalid or unenforceable provision were never a part hereof or thereof; the remaining provisions hereof or thereof shall remain in full force and effect and shall not be affected by the illegal, invalid or unenforceable provision or by its severance.

10. **Mutual Contribution.** The parties to this Guaranty have mutually contributed to its drafting. Consequently, no provision of this Guaranty shall be construed against any party on the ground that such party drafted the provision or caused it to be drafted or the provision contains a covenant of such party.

11. **Governing Law.** This Guaranty shall be governed by, and construed in accordance with, the laws of the State of Wisconsin.

12. **Authority.** Guarantor represents and warrants to the Lessor that (a) Guarantor has the power and authority to enter into this Guaranty and perform his obligations under this Guaranty; (b) this Guaranty has been duly authorized, executed and delivered by Guarantor; and (c) this Guaranty constitutes the legal, valid and binding obligation of Guarantor, enforceable

1. The Ephraim-Gibraltar Airport receives significant funding from the Airport Improvement Program (AIP) provided through the FAA. With this funding, the Ephraim-Gibraltar Airport Commission must monitor and be able to demonstrate compliance with FAA Policy as per 14 CFR Chapter I [Docket No. FAA 2014-0463] effective July **1,** 2017):

II. Standards for Aeronautical Use of Hangars

a. Hangars located on airport property must be used for an aeronautical purpose, or be available for use for an aeronautical purpose, unless otherwise approved by the FAA Office of Airports as described in Section **III.**

b. Aeronautical uses for hangars include:

1. Storage of active aircraft.
2. Final assembly of aircraft under construction.
3. Non-commercial construction of amateur-built or kit-built aircraft.
4. Maintenance, repair, or refurbishment of aircraft, but not the indefinite storage of nonoperational aircraft.
5. Storage of aircraft handling equipment, e.g., towbars, glider tow equipment, workbenches, and tools and materials used in the servicing, maintenance, repair or outfitting of aircraft.

c. Provided the hangar is used primarily for aeronautical purposes, an airport sponsor may permit non-aeronautical items to be stored in hangars provided the items do not interfere with the aeronautical use of the hangar.

VI. Sponsor Compliance Actions (relevant sections)

b. Sponsors should have a program to routinely monitor use of hangars and take measures to eliminate and prevent unapproved non-aeronauticaluse of hangars.

c. Sponsors should ensure that length of time on a waiting list of those in need of a hangar for aircraft storage is minimized.

e. FAA personnel conducting a land use or compliance inspection of an airport may request a copy of the sponsor's hangar use program and evidence that the sponsor has limited hangars to aeronautical use.

The FAA may disapprove an AIP grant for hangar construction if there are existing hangars at the airport being used for non-aeronautical purposes.

Therefore:

a. The <u>primary use</u> of the hangar must be storage of an active aircraft or other aeronautical activity approved by the Airport Commission. Time for repairs on non-active/non-operational aircraft shall be limited to six (6) months and time for full aircraft restoration or construction projects shall be limited to two (2) years, unless otherwise approved by the Airport Commission.

b. Other uses <u>in addition</u> to aircraft storage are allowed as listed in Section 4 below or as approved by the Airport Commission.

c. The primary aircraft stored in the hangar must be owned or leased, either fully or partially, by the hangar owner/Lessee or a legal entity of which the owner/Lessee is a part.

   i. Aircraft registration numbers are to be promptly filed with the Gibraltar Town Clerk.

   ii. In addition to the primary aircraft, the hangar owner/Lessee may allow others to store aircraft or other items as stated in the Lease or these SOPs.

d. After the hangar owner/Lessee has established primary use with their own aircraft, the owner/Lessee may enter into a sublease agreement under the conditions of the Sublease Policy and with approval of the Ephraim-Gibraltar Airport Commission. The Term of this sublease will be for a period of six (6) months and will generally be limited to the winter months between November and May unless otherwise approved by the Airport Commission.

e. Hangar Use

   i. The hangar must be actively used by the hangar owner/Lessee for a significant portion of time or frequency during a calendar year.

   ii. In general, non-use for aircraft storage is allowed during the winter (November through May) or for reasonable periods of aircraft maintenance. The owner/Lessee must notify the Airport Commission of any extended periods of non-use for aeronautical purposes.

   iii. Storage of non-aero nautical materials is allowed providing they do not impede the movement of the primary aircraft in or out of the hangar or access to other approved aeronautical contents of the hangar.

2. Security- see "Airport Hangar Lease", all terms of which always apply.

3. Commercial Activities

   a. The Airport will be available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport (per FAA Airport Sponsor Assurances 5/2022).

   b. No person shall engage in any business or commercial activity whatsoever at the Airport except under the terms and conditions prescribed in a written agreement executed between such person and the Airport Owner(s). Such persons, including Lessees, shall be selected on the basis of their qualifications, financial capabilities, and services offered and not solely on a bid basis. Copies of such agreements shall be provided to the Wisconsin Bureau of Aeronautics.

4. Hangar Specifications and Requirements

   a. The minimum hangar size must be 50' x 50' for all new hangar construction.

   b. Hangars must have a 4/12 roof pitch with at least an 8" overhang and not exceed 35' in height.

   c. The hangar base must be concrete for all new hangar construction.

   d. All hangars must provide a concrete apron that extends outward for 5 feet and extends to meet the apron of the neighboring hangar, whichever is wider, on each side.

      i. Gravel must be placed and compacted to approximately 8" below finished floor. The contractor must grade the site to drain behind the hangar.

      ii. The contractor must verify/set the first-floor elevation with the hangar owner to obtain a manageable apron slope (not too steep) and maintain drainage away from the hangar.

   e. Hangar color must be the same as present (beige)

   f. No more than twenty gallons of flammable liquids may be stored in the hangar, whether above or below ground. All fuels must be stored in appropriate containers approved for fuel storage, with the contents clearly labeled. No fueling of aircraft is allowed inside hangars and the aircraft must be totally outside of the hangar during the refueling operation.

   g. Each hangar owner must properly dispose of that owner's own waste oil/grease etc.

   h. Hangars must be equipped with a minimum of one (1) 10 pound ABC fire extinguisher located adjacent to the entrance door.

   i. Hangars will be subjected to annual inspection, and a Lock Box (for emergency service use only) is installed at the front of the SRE building. <u>A key for each hangar is required to be provided to the Airport</u> and kept in its respective box.

   j. Storage of vehicles or other items is only allowed inside an owner's hangar, and hangar owners are not exempt from overnight parking fees for vehicles parked in the parking lot.

5. Other Requirements

   a. No outside storage next to the hangar shall be allowed.

   b. No improvements outside of the aircraft hangar may be made without prior written approval from the Commission.

   c. It is the responsibility of the hangar owner to clear snow within 3' of the front of the hangar.

6. Automobile Parking Requirements (for the Airport Parking Lot)

   a. Posted fees must be paid.

   b. A current permit must be displayed from the vehicle's rear-view mirror.

   c. A completed application must be on file with the following information:

      i. Owner name
      ii. Address
      iii. License number
      iv. Type and description of vehicle
      v. Contact telephone number

   d. A duplicate vehicle key is to be secured in the Airport Office.

   e. Any change in vehicle is to be logged with the Airport Office.

<u>For Hangar Lessee:</u>

I have read, understand and commit to comply with these Standard Operating Procedures.

Name: John Wilson

Hangar Number: F-2

Address: ____

Signature: ____

Date: ______________________

*Standard Operating Procedures can be promulgated from time to time.

VILLAGE OF EPHRAIM PLAN COMMITTEE
WORKING SESSION MEETING MINUTES
TUESDAY, AUGUST 25, 2026 - 12:00 PM
9996 WATER STREET

Present: Andy Bartelt, Laird Hart, Grace Held, Rick Hoyerman, BD Thorp, and Ken Nelson – Chair.

Absent: Monique McClean.

Staff: Brent Bristol - Village Administrator.

Guests: John Cox.

Call to Order: K. Nelson called the working session to order at 12:00 PM.

K. Nelson opened the session by explaining that the purpose of the working session was to conduct a final review of the PW Ordinance before its formal approval at the 7:00 p.m. Plan Committee meeting that evening. He noted that, upon approval, the ordinance would be officially forwarded to the Village Board, which would then set it for a public hearing in two weeks. K. Nelson indicated that he had received written comments from Village Board Trustee Carly Mulliken, and invited any final thoughts from Plan Committee members before addressing her comments.

K. Nelson proceeded to read through the written comments submitted by Trustee Carly, which concerned the use of the term "footprint" throughout the ordinance, and addressed each in turn.

Regarding section *8(a)(i)(a.): "Footprints of finished interior space (see definition in §17.09) in the PW District can be modified so long as there is no increase in the width, as measured parallel to STH 42, of the residence or accessory buildings, and no increase in the total footprint";* Mulliken suggested that the final use of the word "footprint" in this section be replaced with "square foot," stating she felt that phrasing made more sense. K. Nelson directed the Committee's attention to the definition of "footprint" in Section 17.09, which defines footprint as "the area of a single horizontal plane bounded by the exterior walls of the building expressed in square feet." K. Nelson noted that the definition itself already incorporates square feet because footprint is measured in square feet. Bartelt expressed concern that substituting "square foot" for "footprint" would introduce unnecessary confusion, as the two terms convey the same concept. Thorp agreed, stating that "footprint" is intentional ordinance terminology that is well-defined within the document. Held concurred, noting her hesitation to remove the established term. Hoyerman further emphasized that "footprint" is a term of art specific to this ordinance, and that replacing it risked confusing readers into thinking it referred to the total square footage of the entire structure. The Committee reached consensus that the language should remain as written.

Regarding section 8(a)(i)(b.): "Footprints of attached garages can be modified so long as there is no increase in the width, as measured parallel to STH 42, and no increase in the total footprint. No upper level will be allowed over the reclaimed square footage of the attached garage"; Mulliken again suggested replacing the final use of "footprint" with "square footage." The Committee agreed this raised the same issue as the comment for Section *8(a)(i)(a.)* and that the same rationale applied. Thorp noted that where the ordinance already uses the phrase "no upper level will be allowed over the reclaimed square footage," the use of "square footage" is appropriate in that context because it refers to something distinct from the footprint itself. Bartelt concurred that this sentence referred to upper-level square footage rather than the footprint. The Committee agreed no change was warranted in response to this comment.

Regarding section 8(a)(i)(c.): "Footprints in the PW District cannot be increased with the following exception: Consideration given to principal building footprint increases when existing accessory buildings are to be removed. The footprint of the accessory building may be reclaimed and combined with the principal building, provided there is no increase in the width of the footprint, as measured parallel to STH 42, of the principal building. No upper level will be allowed over the reclaimed square footage of the accessory building."; Mulliken suggested that the references to "footprint" and "square foot" be reconciled in the subsection addressing conditions under which footprint increases may be considered when accessory buildings are removed. She also suggested an alternative opening for the section framed around "an overall increase in finished interior square footage." K. Nelson again directed the Committee back to the existing definition, stating the use of "footprint" was consistent and that any change would be redundant.

Bartelt noted a separate concern with the language in Section 8(a)(i)(c.), "*Consideration given to principal building footprint increases*," observing that it read as an incomplete and awkward construction. He acknowledged it was a minor stylistic concern but suggested that the sentence would read more clearly if it began with the subject of the exception and used "may be given" rather than simply "given," so as to preserve the Committee's discretionary authority without making a binding commitment. Held and Thorp agreed that retaining "consideration" language was preferable, as it preserved flexibility. After brief discussion of alternative phrasings, the Committee reached agreement that the most practical correction was to amend the phrase to read "*Consideration* ***may be*** *given to principal building footprint increases*," with all members affirming the change.

Regarding Mulliken's broader suggestion to reframe the section around "finished interior square footage," Held noted that the existing structure, stating that the footprint cannot be increased, subject to one exception already conveyed clearly within the ordinance, and no further change was deemed necessary.

K. Nelson thanked the Committee members for their sustained effort over the preceding two and a half months, noting that the ordinance would provide owners, developers, and architects with a substantially clearer framework. He referenced a one-page summary document he had prepared for the Village Board, highlighting what had become more or less restrictive under the revised ordinance, and suggested Committee members use it as a reference tool when fielding public questions.

K. Nelson noted that he would not be present at the September Village Board meeting and asked Hoyerman to carry the lead for the Plan Committee at that session. He explained that the September board meeting would serve to set the ordinance for a formal public hearing, with the Board's final decision expected at the October meeting.

K. Nelson confirmed signs were the next priority item on the Plan Committee's agenda, referencing concerns about “sail-style” signs and businesses using multiple signs.

Bristol advised that he intended to send a letter to all commercial property owners in the near term, informing them of the existing sign ordinance requirements and notifying them that the Plan Committee would begin formal discussion of the topic at its October meeting. The letter would invite participation by the businesses in the discussion process. Bristol also noted that he had met with Kelsey Stone of the Ephraim Business Council (EBC). EBC is preparing a draft business survey in connection with the upcoming quarterly meeting with the EBC and Ephraim Historical Foundation, which Bristol indicated he would review for alignment with the Committee's objectives before it was distributed.

The Committee agreed that no noon working sessions would be held in September, and that the next working session would be scheduled for October.

Hoyerman moved, Held seconded, to adjourn at 12:25 PM.

Recorded by Kim Roberts – Deputy Clerk

VILLAGE OF EPHRAIM
PLAN COMMITTEE MEETING MINUTES
TUESDAY, AUGUST 25, 2026 – 7:00 PM
9996 WATER STREET

ACTION ITEMS:

Held moved, Bartelt seconded to approve the July 28, 2026, Plan Committee Working Session minutes, as presented, all ayes. Motion carried.

Thorp moved, Hart seconded to approve the July 28, 2026, Plan Committee minutes, as corrected, all ayes. Motion carried.

Hoyerman moved, Bartelt seconded to approve the August 4, 2026, Plan Committee Working Session minutes, as presented, all ayes. Motion carried.

Thorp moved, Held seconded, to approve the New SFR Design Review application for Cora Elquist on Town Line Drive parcel 121-01-24312714B3 as presented, all ayes. Motion carried.

Thorp moved, Hoyerman seconded, to approve the New SFR Design Review Application for Smart Custom Homes at 10467 Valvere Way, as presented, all ayes. Motion carried.

Held moved, Hoyerman seconded to adjourn at 7:33 PM, all ayes. Motion carried.

Present: Andy Bartelt, Laird Hart, Grace Held, Rick Hoyerman, BD Thorp, and Ken Nelson – Chair.

Absent: Monique MacClean

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

Guests in person: Cora Elquist, representatives from Smart Custom Homes (Maureen Bryfcznski et al), and Shane and Stephanie Poda.

Guests online: Brent Heim (John Joseph Company), "Ben K", John Cox, and Gary Houchin-Miller.

1. **Call to order:**
   K. Nelson called the meeting to order at 7:00 PM.
2. **Quorum:**
   A quorum of the Plan Committee was present.
3. **Approval of previous minutes:**
   Held moved, Bartelt seconded to approve the July 28, 2026, Plan Committee Working Session minutes, as presented, all ayes. Motion carried.

   Thorp moved, Hart seconded to approve the July 28, 2026, Plan Committee minutes, as corrected, all ayes. Motion carried.

   A minor typographical error was noted for correction by Bartelt on item 15 of the July 28 Plan Committee minutes. He noted that the date of the next meeting had not been updated for the next meeting.

   Hoyerman moved, Bartelt seconded to approve the June 14, 2026, Plan Committee Working Session minutes, as presented, all ayes. Motion carried.
4. **Changes in agenda:** There were no changes.
5. **Visitors' Comments:** There were no Visitors' Comments.
6. **Cora Elquist– Town Line Drive- New SFR – Design Review:**
   Bristol provided an introduction, noting that the application had appeared the previous month as a concept review. At that time, the project appeared to potentially require a special exception due to a maximum

height reading of 32 feet. Upon further review, the averaged height calculation brought the structure within the standard allowance, eliminating the need for a special exception. No dimensional concerns were identified.

Applicant Cora Elquist presented material samples to the Committee. She described the exterior finishes as follows: LP SmartSide siding in an onyx (black) color, black window frames, black doors, black garage doors, and a "pristine green" three-dimensional architectural shingle for the roof. All trim elements were described as black, making the roof the sole non-black exterior element.

A discussion was held regarding the New SFR Design Review Application. In response to a question from Held regarding visibility from Townline Road, Elquist confirmed that the home would not be visible from the road, as it is situated well back on a large property with significant tree coverage. Bartelt also noted that the elevations were more appealing with windows incorporated into the design compared to the prior concept review.

Thorp moved, Held seconded, to approve the New SFR Design Review application for Cora Elquist on Town Line Drive parcel 121-01-24312714B3 as presented, all ayes. Motion carried.

Bartelt asked about the driveway, which was confirmed to be situated on an easement across the adjoining property, owned by Elquist's father.

Elquist indicated her intention to begin construction as soon as possible.

7. **Smart Custom Homes – 10471 Valvere Way– New SFR – Design Review**

Bristol introduced the application, noting that the applicants had appeared before the Committee twice previously for other lots within the Valvere development. He noted that the lot dimensions, impervious surface totals, and building separations were consistent with prior approved lots in the subdivision, and that no dimensional concerns were identified.

Maureen Bryfcznski of Smart Custom Homes presented the application for Lot 5 at 10471 Valvere Way. She provided a rendering and material samples. The exterior was described as LP SmartSide siding, black doors, black garage doors, white trim, and black dimensional architectural shingles. A rendering was distributed in place of a physical shingle sample.

A discussion was held regarding the NEW SFR Design Review Application for 10471 Valvere Way. It was noted that the main gable featured a 14:12 pitch, which exceeds the standard 12:12 threshold. Bristol clarified that pitches over 12:12 do not require a special exception but did warrant additional Committee consideration. Hoyerman expressed that he found the steeper roof aesthetically appealing. The Committee inquired whether the design was sufficiently differentiated from the other homes in the development. Bryfcznski confirmed that this is the only home in the development featuring a shed dormer, which provides clear exterior differentiation, and that the second home on the agenda (10467 Valvere Way) features two gables, further distinguishing the designs from one another. Thorp asked whether the homes were model homes or pre-sold. Bryfcznski indicated that one was intended to operate as a short-term rental (STR) and the other potentially kept as a personal getaway, though that had not been finalized.

Following the motion, a permanent resident of the Valvere neighborhood, Shane Poda, (2844 Velvere Court), came forward to raise several concerns. He and his wife were identified as one of two permanent, full-time resident households in the neighborhood. His concerns included:

- **Sight Lines:** His front porch directly faces the rear of 10472 Valvere Way, and he was concerned that back patios on adjacent STR properties would create privacy issues for both parties.
- **Covenant Compliance and Character of Development:** He expressed concern that the original character of the development—emphasizing natural surroundings, pervious surfaces, and tree

preservation—could be eroded when properties are developed primarily as business ventures rather than as personal residences.

- **Parking and Occupancy:** Mr. Poda reported that the week prior, a neighboring STR had nine cars present, five of which were parked on the street. He expressed concern that with up to eight high-occupancy STRs in the neighborhood, the development could routinely see 50 to 70 vehicles at any given time, which he found excessive. He noted that the high-occupancy nature of these rentals—advertised to sleep 10 to 15 people—was a contributing factor, as large family groups rarely carpool.

K. Nelson acknowledged the concerns and provided context, noting that the State of Wisconsin had preempted local municipalities from prohibiting short-term rentals outright. He noted that STR operators in Ephraim are required to obtain renewed permits annually, and that the Village monitors how properties are advertised. He encouraged Poda to report instances of excessive parking to the Village directly, including with photographic documentation, as parking regulations do apply. Further, K. Nelson noted that the Village does not get involved in associations and their related covenants and restrictions.

Poda noted that the intention of the developer was not to have the development turn into STRs; however, he had to sell the lots, and STRs are controlled by the State.

K. Nelson encouraged Poda to work with the association.

Poda explained that the majority of owners are STRs, so why would they vote for any changes?

Bristol confirmed that parking rules are included in the Village's STR requirements and that documentation of violations would be useful.

Bryfcznski responded to Poda's concerns. She noted that Ephraim's STR permitting process is notably more stringent than neighboring municipalities such as Fish Creek. She stated that tenants are required to keep vehicles within the driveway, with two cars permitted in the garage and the remainder in the driveway only. She further noted that parties and unplanned gatherings are explicitly prohibited under their rental rules. She acknowledged that while the listed occupancy can reach 14 persons, the actual composition is typically around 8 adults with the remainder being children. She also noted that higher-end rentals tend to attract guests who are more inclined to follow rules. She explained that she respected Poda's concerns and that they will do their best in managing the properties.

Thorp moved, Bartelt seconded, to approve the New SFR Design Review Application for Smart Custom Homes at 10471 Valvere Way, as presented, all ayes. Motion carried.

8. **Smart Custom Homes –10467 Valvere Way– New SFR – Design Review**
Maureen Bryfcznski presented the second application for Smart Custom Homes, for the adjacent property at 10467 Valvere Way. She provided a rendering and material samples, describing the exterior as LP SmartSide siding with brown garage doors, distinguishing this home from the neighboring 10471 Valvere Way design.

Shane Poda again raised the sight-line concern relevant to this property as well, clarifying that 10472 Valvere Way's rear faces directly toward his front porch, and that the location of a back patio on that lot would determine the degree of the privacy issue for both parties. He noted that there was currently a nice tree line but was unsure if it would be maintained during the construction process.

Bryfcznski indicated that they intended to preserve the trees as much as they can. Further, their goal is to situate the patio on the 10468 side of the home rather than facing Poda's property, which would address his concern. Another member of the Smart Custom Homes team stated that the shared well between the two Smart Custom Homes lots is located on the garage side and that they intended to preserve a tree between the properties.

K. Nelson expressed that he was glad both parties had the opportunity to speak directly, characterizing the dialogue as a productive exchange with future neighbors.

Thorp moved, Hoyerman seconded, to approve the New SFR Design Review Application for Smart Custom Homes at 10467 Valvere Way, as presented, all ayes. Motion carried.

9. **Discussion and consideration regarding PW Ordinance Amendment:**
K. Nelson provided background for visitors present, explaining that the Plan Committee had been working on an amendment to the Protected Waterfront (PW) Ordinance over the preceding three months. He described the protected waterfront as the stretch of Ephraim's shoreline running from Anderson Dock southward to the area near the creek outlet by the Little Plum Cottage. This zone carries particularly strict zoning controls. The Committee's objective throughout the summer had been to create limited allowances for minor property improvements within this zone, while maintaining its protective character.

K. Nelson noted that a working session had been held that same afternoon at noon, during which the final substantive change was made: the insertion of the two words "*may be*" into section 8(a)(i)(c), modifying it to read "consideration *may be* given," to provide greater flexibility in application. He acknowledged that the ordinance had not yet been distributed in its updated form reflecting this change, as it had only been finalized hours prior.

K. Nelson invited any final comments from the Committee, noting that he was not seeking new substantive ideas given the extensive hours already invested. He explained the procedural path forward: following Committee approval, the amendment would go to the Village Board in two weeks. From there, it would be referred for a Public Hearing, with final Village Board consideration anticipated in October.

Bartelt moved, Held seconded, to recommend to the Village Board approval of the amended Protected Waterfront Ordinance as presented; all ayes. Motion carried.

15. **New business for next meeting / next meeting date:**
The next meeting date of the Plan Committee is September 22, 2026, at 7:00 PM.

16. **Adjournment:**
Held moved, Hoyerman seconded to adjourn at 7:33 PM; all ayes. Motion carried.

Recorded by Kim Roberts – Deputy Clerk

VILLAGE OF EPHRAIM
PHYSICAL FACILITIES & UTILITIES MINUTES
TUESDAY, SEPTEMBER 1, 2026, 8:00 AM
9996 WATER STREET

Action Items:

Flottman moved, Lohman seconded to approve the minutes of August 4, 2026, all ayes. Motion carried**.**

The consensus of the Physical Facilities & Utilities Committee members present was that a walkthrough is warranted before making final recommendations with the PFU Committee meeting on site at its regularly scheduled time. The Committee discussed the logistics of the walkthrough. The PFU Committee will walk first to reach an internal consensus, then invite the Village Board to join later in the same morning—or at a minimum, have the Chair as board representative present findings. It was agreed that the October meeting would be held as a walking meeting on the path, beginning at 8:00 AM, with the tree and bollard placement to be assessed simultaneously.

Lohman moved to adjourn at 8:59 AM, Flottman seconded, all ayes. Motion carried.

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

Absent: None.

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

Guests online: Kelsey Stone (EBC).

Guests in person: Tom Wolffe**,** Bruce Nelson, John Held, and Carly Mulliken.

1. **Call to Order**: Meacham called the meeting to order at 8:00 AM. **Quorum:** A quorum was present for this meeting.
2. **Changes in Agenda:** There were none.
3. **Approval of Previous Minutes**:
   Flottman moved, Lohman seconded to approve the minutes of August 4, 2026, all ayes. Motion carried**.**
4. **Visitors' Comments:**
   John Held, addressed the Committee with concerns regarding the boat parking area on German Road. He noted that he regularly uses the green area for garbage disposal and has observed activity that appears inconsistent with the original design intent of the lot. Specifically, he observed boats being stored in the area, jet ski trailers present despite only one approved jet ski in the marina, and fewer than half of the trailers displaying a valid sticker authorizing use of the lot. He noted that his understanding of the original rules restricted the lot to trailers only, for those holding slips at the Firehouse Marina or Anderson Dock, or for transients. He asked whether the rules had changed, and if so, what they now are and who is responsible for enforcing them.
5. **Maintenance Manager Report:**
   MacDonald provided the monthly report, noting that August activity was similar to prior years. Regular operations included bathroom cleaning, lawn mowing, and watering. Additional work completed during the period included:
   - Multiple pressure washings of Anderson Dock and the gazebo at Harborside Park.
   - Painting of all exterior trim at the village office prior to August 11th.
   - Installation of an electrical outlet at the beach by Northern Electric to allow the drinking fountain to function properly.
   - Tree trimming and brush clearing around Anderson Dock along the lot lines and parking lot.

- Beach cleanup on the newly acquired property north of the marina.
- Ditch mowing, carpet cleaning at the library, and assistance to the EBC with their "Sweet Summer Send Off" event.
- Completion of paving and shouldering work by the highway department on various streets and at the wastewater facility.
- Ongoing work with the EBC to relocate the map at the Visitor Center.

6. **Discussion and Recommendation of tree at the Library:**
Meacham provided background, noting that a tree at the library had been removed approximately two years prior, with the understanding that the Committee would later consider replacement. He observed that the area has since filled in with grass.

MacDonald cautioned that any replacement tree must not be permitted to grow above the roofline, as replacement tiles for the building's roof are no longer available. Any branch or limb fall onto the roof would necessitate an entirely new roof structure, making tree selection critical.

Carly Mulliken, Chair of the Library Committee, addressed the Committee. She noted that in 2025, the Library Committee had discussed and suggested a sugar maple as a replacement—acknowledging this runs counter to MacDonald's recommendation. She shared that she had spoken with Suzanne Ihrig, the librarian, who indicated that patrons seem to miss the shade tree and that the space is seeing less use without it. Mulliken acknowledged the limitations and the reason for the original removal, but conveyed the Committee's preference for a shade tree if feasible.

A discussion was held regarding a replacement tree at the library. Meacham inquired whether a picnic table or bench, rather than a shade tree, might improve utilization of the space. Mulliken responded that while it would not provide shade, it could make the area more functional and suggested trialing the picnic table to observe any change in usage. MacDonald noted that the Village does have a picnic table available and offered to bring it down.

The Committee agreed that MacDonald would bring the picnic table to the library area, and that the Library Committee would reconvene prior to next month's meeting—scheduled for the 10th—to discuss alternative tree suggestions and report back to the Committee.

7. **Discussion and Recommendation on Placement & Number of Trees on North End Path**
Tom Wolffe, presented a preliminary review of tree species options for the North End Path, with a focus on urban-tolerant plant material suitable for a roadside environment. He recommended crabapples, for their multi-season interest—flowering, fruit display, and winter habit. He also noted catalpa trees as a possibility, characterizing them as asymmetrical, urban-tolerant, and historically used as street trees in Milwaukee and Madison, though acknowledging they have fallen somewhat out of favor. He also discussed the Redmond Linden, a basswood variety originating from North Dakota, as a cold-hardy option with good fall color and winter habit, which he suggested would be well-suited for the area in front of Green Gables.

Wolffe emphasized that soil quality is a critical factor. He noted that the area likely contains construction rubble and glacial till, and he recommended digging large planting pits—referencing a prior project in Egg Harbor where 180 trees were planted using 8-foot by 4-foot, 35-inch deep pits filled with quality soil—to give trees the best possible start. He cautioned against placing an expensive tree in a poor planting hole. He also flagged road salt from Highway 42 as a concern, noting that airborne salt can suppress growth or burn one side of a tree, and suggested anti-transpirant spray treatments in the first year.

On watering, Wolffe outlined the general rule of thumb: The first year, the tree sleeps. The second year, it creeps. The third year, it leaps. He recommended at least one inch of supplemental water per week in the first year, using a mulch basin to facilitate efficient watering, and noted that after establishment, trees should generally manage with natural rainfall.

Meacham stated that he had walked the path the prior day and expressed concern that while the plan is strong in concept, conditions on the ground present practical challenges. He noted that in the area near the former Sled Dog property, there is already planted shrubs close to the path, leaving limited space. Similarly, in the Green Gables area, Welford has recently planted a row of trees between the parking lot and the path, further constraining available planting locations. Meacham expressed concern that adding more trees would appear crowded and aesthetically inconsistent.

Meacham identified the southern entrance area of the church as a potentially good location for a larger specimen tree such as a white oak or sugar maple, a suggestion that had been raised at the prior meeting by Bruce Nelson.

B. Nelson agreed, noting that the open area there would allow planting further from the path, reducing root-pavement conflict, and noted that he had worked with Bob Bultman for species recommendations. B. Nelson raised the general principle that planting a monoculture—a single species in a long row—creates vulnerability to pests and disease, referencing the emerald ash borer and beech beetle as examples, and suggested that greater species variation would be more prudent long-term.

Meacham noted that the area south of the Green Gables, in front of the George Burr Gallery, could accommodate some smaller ornamental trees such as crabapples. He also raised a concern relevant to both trees and the upcoming bollard discussion: Much of the north section of the path receives sun only from the east in the morning, with the canopy blocking afternoon sun after approximately noon to 1:00 PM. The area around the former Sled Dog property and toward the George Burr Gallery remains more open and better suited for sun-dependent plantings.

Bristol discussed the areas of the path that fall within the right-of-way—approximately 33 feet from the centerline—and that while the Village has the authority to plant within that zone without the property owner's consent, the Village had engaged with all adjacent property owners during construction. He acknowledged Welford's particular interest in the landscaping along his property and suggested it may be worth determining whether the property owners' preferences align with the Committee's plans.

MacDonald echoed Meacham's observations from their walk and seconded the recommendation for a walkthrough.

Flottman suggested a formal field trip or walking meeting to stake out potential tree locations in person, noting that mature tree canopy spreads are difficult to visualize on a map and that planning for long-term growth is essential.

The consensus of the Physical Facilities & Utilities Committee members present was that a walkthrough is warranted before making final recommendations with the PFU Committee meeting on site at its regularly scheduled time. The Committee discussed the logistics of the walkthrough. The PFU Committee will walk first to reach an internal consensus, then invite the Village Board to join later in the same morning—or at a minimum, have the Chair as board representative present findings. It was agreed that the October meeting would be held as a walking meeting on the path, beginning at 8:00 AM, with the tree and bollard placement to be assessed simultaneously.

8. **Discussion and Recommendation on Placement of Solar Bollards on North End Path:**
A discussion was held regarding placement of the solar bollards on the North End Path. Meacham presented the solar bollard placement plan as shown on the screen, walking through proposed locations from south to north. It was noted that at intersections where there is already Cobra Lighting, solar bollards may not need to be installed. Further, there are bollards shown on the curb side that would need to be moved to the opposite side of the path for consistency and to protect it from county snowplow operations. MacDonald reinforced this point, expressing concern that heavy, wet snow thrown by county plows traveling along Highway 42 at speed could knock the bollards off if placed on the highway-side edge. Meacham also flagged that a bollard shown further north falls within a heavily shaded area where it would receive limited sunlight—potentially only six hours at peak—due to the tree canopy. He

expressed doubt about whether that location would generate sufficient solar charge.

The Committee agreed that a physical walkthrough is necessary to finalize bollard placement, and that the installation contractor should ideally be present or consulted in connection with the walking meeting. Bristol noted that bollard placement and tree placement should be considered together, as digging for bollard installation could interfere with tree planting pits. He also noted that updated placement maps could be produced following the walkthrough for board review.

The Committee agreed to address this item at the October walking meeting, alongside the tree placement discussion.

9. **Update on Moravia Point:**
MacDonald reported that he had spoken with Bob Bultman the prior week. Bultman's plan was to complete a first herbicide spray treatment that week, followed by a second application in a few weeks. He anticipated burning the site sometime in late October or early November, with a first seeding to follow just before the first snowfall, depending on weather conditions. MacDonald noted that the project is proceeding as a prairie restoration, which is inherently a slow process, but that steps are materializing to move forward.

10. **Discussion and consideration of newly acquired property north of the marina.**
Meacham introduced the item, noting that the Village has acquired a parcel adjacent to the marina building and that some vegetation removal will be needed to clean up the site. He opened discussion on whether the Committee supports extending the sidewalk to connect through that property.

A discussion was held regarding the newly acquired Village property north of the marina. Flottman stated that extending the sidewalk seemed logical, as completing the connection to the marina area fills an obvious gap in the pedestrian network. Lohman asked whether the Marina Committee had considered using the property for a kayak or canoe launch. John Held and Bruce Nelson, members of the Marina Committee, were present and addressed the question. Held noted that the marina already has a kayak launch—a small pier referred to as the "green launch"—with a $3 launch fee, though it is not heavily used. He stated that the Marina Committee was present to hear the PFU Committee's recommendations rather than to present their own, and that he anticipated the Marina Committee would be willing to develop ideas and bring them back for review.

B. Nelson outlined that the board had previously approved consideration of a widened shoulder along Highway 42 on that property, which could add a small number of parallel parking spots. He indicated the Marina Committee would be meeting the following day to discuss the parcel. He expressed support for extending the walkway to connect to the marina building and then to the crosswalk at the Firehouse Museum. He noted that the shoreline question—whether to install a rock wall, maintain a beach, and whether it would function as a swimming area—is a more complex discussion that the Committee has not yet engaged in depth, and suggested treating it as a separate conversation.

Lohman expressed agreement that the path extension makes sense and that cleaning up the overgrown vegetation should be a near-term priority, with end use of the parcel to be determined later.

Bristol noted that as Harbormaster, he sees the parcel as an exciting opportunity but that no master plan exists yet. He indicated that any significant marina expansion—additional slips, breakwater—would likely be a million-dollar-plus project requiring extensive dredging. On the shoulder and path extension, he noted that while a verbal indication of support from the DOT was received after the 2020 shoreline project, there has been a change of personnel at the DOT and that prior approval can no longer be assumed. He suggested that if the path is designed to remain off the right-of-way, DOT approval may not be required. He also noted the presence of an electrical transformer and communication equipment on the east side of the marina building that would need to be navigated depending on whether the path runs on the highway side or the water side.

Held clarified that the newly acquired property is not marina property, and expressed that the Marina Committee had come to hear the PFU Committee's recommendations, not to be tasked with developing the plan themselves, though he acknowledged the Marina Committee would be willing to bring forward ideas for review.

Meacham clarified that the intent was not to transfer responsibility but to be respectful of the Marina Committee's interests given the adjacency of the parcel.

Lohman affirmed that the Board would ultimately make the final decision, ideally informed by recommendations from both Committees.

B. Nelson agreed there is no time urgency, and suggested separating the discussion into two tracks: near-term cleanup and path/parking planning, and a longer-term conversation about the shoreline.

11. New Business for the next meeting:

a. Meacham raised the issue of several properties in the Village with excessively high grass that needs to be cut. He noted the Village has an ordinance addressing noxious weeds and grass height.

b. 2027 Budget

12. Adjournment:

Lohman moved to adjourn at 8:59 AM, Flottman seconded, all ayes. Motion carried.

Recorded by, Kim Roberts – Deputy Clerk

VILLAGE OF EPHRAIM
MARINAS AND MOORINGS MINUTES
WEDNESDAY, SEPTEMBER 2, 2026 – 8:00 AM
9996 Water Street - Ephraim Village Hall

<u>Action Items</u>:

B. Nelson moved, Thorp seconded to approve the minutes of August 5, 2026, as presented, all ayes. Motion carried.

The consensus of the Marinas and Moorings Committee members present regarding parcels 121240033B and 121240031C was to consider expanding state highway parking along the parcels as a priority to the greatest extent possible, to extend the existing walking path that originates from the North, and the method of how to extend the walking path is to be determined and may need preliminary engineering to answer pending questions about grade and curb separation, and a path spur from the parking spaces to the marina building is not recommended.

B. Nelson moved, Thorp seconded to adjourn at 9:45 AM, all ayes. Motion carried.

Present: John Held, Bruce Nelson, Bob Plansky, BD Thorp, Tim Nelson-Chair.

Absent: None.

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 8:01 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 August 5, 2026, as presented, all ayes. Motion carried.
5. **Discussion regarding future use of newly acquired property north of Firehouse Dock:**
   The Committee engaged in substantial discussion regarding the future development of the newly acquired property north of the Firehouse Dock. Held and B. Nelson collaborated and presented two (2) conceptual proposals to the Committee to consider and review visually during the meeting.

   Site Overview
   The site was described as bounded to the north by the existing walkway, with a limited asphalt shoulder along the road serving as a step-out area for parked vehicles. The site also contains some underbrush, a potentially salvageable tree, a manhole cover near the marina office, and utility boxes. An existing cement sidewalk originates from near the launch ramp and connects the area to the crosswalk leading to the Firehouse Museum.

   Parking Expansion
   Both proposals incorporated the addition of parking spaces along the road, extending southward from the current last designated parking spot. Preliminary measurements suggested a possibly exaggerated maximum of seven (7) additional spaces, though it was acknowledged that large vehicles with trailers could effectively reduce the usable number and create sightline concerns for drivers exiting the marina. The Committee broadly agreed that expanding parking to the extent legally and practically feasible was a high priority.

   It was noted that any parking added should be formally documented, as those spaces could be credited toward future marina expansion requirements. Bristol noted that marina expansion is subject to parking ratios, and that documenting a net gain in parking spaces now could protect the Committee's options down the road, even if expansion is not an immediate goal. A prior informal understanding with the DOT that would have allowed a simple extended shoulder to serve as a walking path was noted to no longer be viable given changes in DOT personnel and policy.

Walkway Extension
The second major element discussed was extending the pedestrian walkway through the property to connect the existing northern path to the marina area and ultimately to the crosswalk toward the Firehouse Museum. Two (2) conceptual alignments were presented: One routing the path closer to the highway, and one routing it along the shoreline side of the property.

The highway-adjacent alignment would likely require a barrier curb between the parking stalls and the walkway per DOT standards, and would preserve the bulk of the interior green space. The shoreline-adjacent alignment would follow the water's edge, potentially requiring some fill, and would necessitate coordination with the existing beach and natural shoreline features. Both alignments were noted to have similar walkway widths and comparable impact on overall green space.

It was agreed that both options remained viable and would benefit from preliminary engineering review to answer questions about curb requirements before a final recommendation is made.

Spur Walkway
A proposed spur walkway running between the marina building and the dinghy storage area was discussed as an element of one of the concepts. After debate, the Committee reached consensus that no spur walkway should be included in either option. Members expressed concern about increasing foot traffic near the dinghy storage area and the launch ramp. It was noted that no well-worn path currently exists in that corridor, indicating that a formal walkway is not needed.

Shoreline and Green Space
The Committee expressed a strong preference for preserving the natural character of the existing shoreline. The small sandy beach area was described as one of the last natural shoreline segments in the Village, and it was agreed that it should not be formally developed or restricted. Members noted the beach has been used informally for kayak launches, dog walking, and occasional sunbathing, and that enforcement of any use restrictions would be impractical. The area was also identified as a potential future access point for dredging operations on the north side of the main pier.

Concerns were raised about invasive phragmites growth along the rocky shoreline to the north. It was suggested that the Village explore eradication efforts, referencing a prior community permit with the DNR for phragmites removal. Bristol indicated they would contact the relevant county invasive species coordinator to determine the current process.

Existing Maple Tree and Concrete
The Committee noted that any grading or fill work in the area should be carefully managed to avoid harming the existing maple tree near the dinghy storage area. A preference was stated for routing any walkway toward the road rather than around the tree. Additionally, it was recommended that any upcoming concrete work on the property be coordinated with known deferred repairs to the existing sidewalk system near the marina building, including sections that have been cracked by heavy equipment. Reinforcing the concrete and installing a protective trench for the shallow waterline beneath the courtyard was also raised as a concurrent improvement to consider.

Marina Expansion
B. Nelson raised the question of whether the Committee intended to make any recommendation regarding marina slip expansion in connection with this property. After discussion, the Committee affirmed it is not recommending marina expansion at this time, citing the significant cost involved — estimated at $500,000 to $1,000,000 depending on scope — and the lack of a practical path forward in the near term. However, it was emphasized that the Committee is not recommending against future expansion, and that documenting current slip counts and any parking gains is important to preserve that option for future Committees.

Next Steps

The Committee agreed to prepare refined versions of the two walkway concepts, parking, removal of the spur element, and to present them to the Physical Facilities Committee for their input with the following consensus from the Marinas and Moorings Committee: *The consensus of the Marinas and Moorings Committee members present regarding parcels 121240033B and 121240031C was to consider expanding state highway parking along the parcels as a priority to the greatest extent possible, to extend the existing walking path that originates from the North, and the method of how to extend the walking path is to be determined and may need preliminary engineering to answer pending questions about grade and curb separation, and a path spur from the parking spaces to the marina building is not recommended.*

Held and B. Nelson indicated they would attend that meeting to provide context and answer questions. Bristol suggested that preliminary engineering — at roughly a 30-percent design level — may be appropriate to address grade, drainage, and DOT compliance questions before a final recommendation is brought to the Village Board.

6. **Discussion regarding Pier and Waterfront projects:**
   Bristol reported that Pier and Waterfront had been consulted regarding installation of the two new finger piers. The contractor expressed a preference for a fall rough installation during the scheduled haul-out, which would allow the Committee to evaluate placement, spacing, and structural connections before the spring season. Bristol suggested that rub rail repairs would be addressed as part of that installation. No redecking was contemplated at this time.

   The Committee discussed the need to extend the main pier by two feet (2') in relation to installation of the new finger piers in order to be parallel with the main pier. Bristol and T. Nelson were authorized by the Committee to work directly with the contractor to determine the preferred configuration and associated cost, given the time-sensitive nature of a fall installation.

   Bristol noted that proposals for shoreline repair work, including sheet pile analysis discussed in prior meetings, had been set aside during the busy season and would be pursued again in the fall and winter to have options ready for a future decision.

7. **Update regarding off-season work list and current projects/operations:**
   Bristol noted that the off-season work list, included in the previous meeting minutes, would be maintained as a standing agenda item going forward, with amendments added as work is completed. Maintenance Staff did not have an opportunity to debrief prior to this meeting, but Bristol acknowledged that additional items had been completed since the last meeting.

   Regarding mooring buoy inventory, Bristol indicated that a mid-season inventory discrepancy — where the mooring area was short on buoys — had been miscommunicated. An updated inventory list had since been received, and orders for replacement and additional buoys would be placed promptly for readiness ahead of the next season.

8. **Discussion regarding 2027 budget:**
   Bristol advised that the full budget reconciliation is conducted at the end of September each year to ensure year-to-date numbers are current and consistent. Detailed budget figures would be distributed to the Committee in advance of the October meeting, which would serve as the primary budget discussion session.

   On the topic of fee increases, Bristol noted that the Board's direction from the prior year was to consider inflation-based annual adjustments to the fee schedule. He acknowledged there is an administrative burden to annual changes and suggested a possible approach of tracking annual inflation figures and applying adjustments periodically rather than every year. It was also noted that launch fees may be subject to additional DNR approval requirements once they exceed ten dollars, and that staff would clarify the current process if an increase is being considered.

   The Committee discussed whether current fee levels remain competitive with comparable facilities in Door County. Members expressed support for keeping fees at or near the regional market rate — particularly for the launch ramp — noting that being the lowest-priced launch in the area generates excess demand that strains parking and staffing. Research into current regional rates was suggested as a precursor to any fee recommendation. The possibility of implementing digital or QR-code-based payment options at the launch ramp was briefly revisited, with Bristol noting the key challenge remains ensuring real-time payment verification for staff in the field. Further research was required.

The Committee acknowledged several anticipated near-term capital expenditures, including the two new finger piers, a share of the utility trench work associated with the Anderson Dock reconstruction (estimated at approximately $15,000 for the marina's portion), and potential dredging. It was noted that the current reserve fund balance is estimated at approximately $340,000. B. Nelson cautioned that while the reserve appears healthy, a meaningful portion is already earmarked for known projects, and the Committee should be thoughtful before directing any of it toward Village-wide expenditures such as the recently acquired property.

Held complimented Assistant Harbormaster Reynolds's strong performance throughout the season.

Bristol noted that staffing challenges with a third seasonal employee resulted in fewer hours worked than planned — meaning salary expenditures are likely to come in below budget. Bristol indicated that off-season conversations would address staffing expectations for the coming year.

9. **New business for the next meeting:**
   The next meeting of the Marinas and Moorings Committee will take place on Wednesday, October 7, 2026, at 8:00 AM.

10. **Adjournment:**
    B. Nelson moved, Thorp seconded to adjourn at 9:45 AM, all ayes. Motion carried.

    Recorded by Kim Roberts – Deputy Clerk

VILLAGE OF EPHRAIM
GREEN TIER AD-HOC COMMITTEE WORKING SESSION MINUTES
THURSDAY, SEPTEMBER 3, 2026 - 9:00 AM - 9996 WATER STREET

Present: Lane Methner (online), Bruce Nelson, Cindy Nelson, Sophie Nelson, and Carly Mulliken - Chair.
Absent: Jeff Lutsey and Zoe Sanders.
Staff: Brent Bristol – Village Administrator, Justin MacDonald – Maintenance Manager/Fire Chief, and Kim Roberts – Deputy Clerk.

---

1. **Discussion on mulching at the Ephraim Wetlands:**
   The Committee discussed the timing of the next mulching effort at the Ephraim Wetlands, weighing whether to proceed in the fall or defer to spring. C. Nelson noted the wetlands are currently in good shape, and referenced the general recommendation that mulching be done every couple of years to maintain adequate coverage. MacDonald confirmed that the current spring mulch supply has been fully distributed, though a supply of two-year-old mulch remains available. He indicated the work could be scheduled in September, and noted that early October would also be workable, but that mid-to-late October becomes difficult due to winterization and cleanup obligations. Any day except Friday was identified as generally available. The Committee recalled the logistics from the previous mulching effort, in which Village staff delivered mulch via skid loader to the trailhead, and volunteers transported it via wheelbarrow and raked it into place. Given that less mulch is anticipated this time, the effort was expected to move more quickly, though the depth of the trail into the wetlands remains a significant logistical challenge.

   S. Nelson agreed to reach out to her volunteer contacts early the following week to gauge availability and help narrow down a date. Additional local volunteers previously involved were also identified as potential participants. The Committee also noted with appreciation that the new signage at the wetlands is in place and well received.

2. **Discussion and update on Water Bottle Filling Station:**
   MacDonalsd provided an update confirming that all three water filling stations are now fully installed and operational. The previously noted concern regarding the quality of drain installation at the Visitors Information Center (VIC) station, was reported as resolved as of the prior day. MacDonald also noted a positive secondary benefit at the VIC: A rust removal system installed alongside the filling station appears to be functioning effectively, as evidenced by improved water quality in the facility's restrooms.

   B. Nelson shared usage data for each station. The Firehouse marina station, being the first installed, has registered 749 water bottles saved. The VIC station has registered 53, and the beach station—operational for approximately two weeks—has already recorded 106. The Committee viewed these numbers positively, particularly given the relatively short time the beach station has been active.

   Mulliken suggested that the locations of the water filling stations be added to the EBC's published maps and brochures. Methner expressed support for incorporating this into future materials, including the visitor brochure. It was also noted that the exterior stations require frequent cleaning due to insect activity, which was acknowledged as an ongoing and unavoidable maintenance consideration.

3. **Update on Request for Proposal (RFP) for Solar Panels at the WWTF:**
   B. Nelson provided an update on the status of the solar panel Request for Proposal (RFP**)** for the Wastewater Treatment Plant (WWTP). He reported that a task force, including himself, Bristol, Karen McMurtry (Chairperson of the Wastewater Committee), Ken Nelson, Brad Rasmusson, and Dan Oakely had previously convened to review examples of similar RFPs from other projects. B. Nelson has since completed a draft RFP tailored to the Village's specific needs and is prepared to bring it back to the task force for review, revision, and finalization.

   The draft RFP includes standard language clarifying that the Village of Ephraim may or may not award a contract following the bidding process. The intent is to solicit bids that will provide the Board with concrete information on sizing, cost, and implementation options. The Committee's hope is that responses will allow the Village to identify a preferred vendor and a financing approach in time to take advantage of available incentives, specifically the Focus on Energy program and the 30 % rebate available under the Inflation Reduction Act (IRA).

4. **Discussion on an EV Charger:**
   The Committee opened a broader discussion on the potential installation of an electric vehicle (EV) fast charger as part of the Village's annual Green Tier goals. It was emphasized that the focus is specifically on a fast charger—a distinction from the more common Level 2 chargers—as no fast charging station currently exists in Northern Door County.

   It was noted that Jeff Lutsey, who sits on the Door County Destination Development Corporation (DDC) board and is a Green Tier Committee member, has indicated that DDC s actively seeking a Northern Door community to host a fast charger and that grant funding may be made available to whichever community moves forward first. C. Nelson agreed to reach out to Lutsey directly to gather additional data on the grant opportunity and learn more about other communities that may be pursuing similar installations.

   The discussion turned to potential locations. Harborside Park was identified as a logistically and experientially favorable location, given its proximity to the waterfront, allowing visitors to enjoy the area while their vehicle charges. MacDonald raised a caution about the area near the Smith Building (Lift Station #2), noting that a potential reconstruction of that parking area tied to a future Wastewater Plant Upgrade could complicate placement there. Harborside Park itself was acknowledged as a candidate for a broader future redevelopment, though the Committee generally felt that an EV charger installation need not wait for that larger project, as parking infrastructure would remain in place regardless.

   MacDonald offered to contact the Village's electrical vendor to inquire about fast charger installation experience and estimated costs.

   On the question of cost recovery, the Committee discussed the expectation that users would pay for charging via credit card, consistent with how most public fast chargers operate. There was general agreement that the public does not expect free charging and that the Village should not absorb the ongoing electricity cost.

   It was agreed that the topic would be added to the agenda for the upcoming Q3 quarterly meeting involving the Village, the EBC, and EHF, in order to gather broader stakeholder input. Methner also agreed to explore whether other communities are discussing similar installations through the business council network. A phased approach was suggested, with an initial presentation to the Board for directional feedback on location and rough cost estimates before bringing a final concept forward.

5. **<u>Next meeting</u>**:
   The Committee scheduled its next meeting for October 1, 2026, at 9:00 AM

   The meeting adjourned at 9:26 AM.

   Recorded by Kim Roberts – Deputy Clerk