



VILLAGE OF EPHRAIM BOARD MEETING AGENDA
TUESDAY, OCTOBER 13, 2026, 7:00 PM
9996 Water Street- Village Hall

NOTE: SO LONG AS INTERNET SERVICE IS AVAILABLE, 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.

Public Hearing:

a)

Public Hearing regarding ordinance 02-2026 AN ORDINANCE AMENDING §17.20 AND §17.09 OF THE EPHRAIM CODE OF ORDINANCES AS IT RELATES TO PROTECTED WATERFRONT AND DEFINITIONS
9.

Administration:

a)

Presentation on Door County Statagic Trails Plan initiative

b)

Discussion and Consideration regarding ordinance 02-2026

c)

Discussion and Consideration regarding Door County Tourism Zone Commission bylaw update

d)

Discussion and Consideration regarding North Path tree planting and solar bollard locations.

e)

Update regarding Admin Building project

f)

Update regarding Moravia Point project

g)

Discussion and Consideration regarding setting date for 2027 Budget workshop (morning of Oct. 19th or 20th)
10.

CPC:

a)

Discussion and Consideration regarding Emergency Response Plan

b)

Discussion and Consideration regarding Proclamation – Proclaiming the week of November 2-6, 2026 to be CRASH RESPONDER SAFETY WEEK
11.

Wastewater:

a)

Discussion and Consideration approval of sewer connection for Julia Uihlein at 10235 Water Street
12.

Airport:

a)

Discussion and Consideration regarding revised lease with Amplatz Left Properties LLC for hangar F1 (originally approved lease with Tom Wilson but he wants the ownership in the name of his LLC)

b)

Discussion and Consideration regarding Airport Master Plan and future expansion areas
13.

Committee Minutes for review
14.

New Business for Next Meeting:
15.

Adjournment:

Please join my meeting from your computer, tablet or smartphone.
<https://meet.goto.com/543085053>

You can also dial in using your phone.
Access Code: 543-085-053
United States: [+1 \(408\) 650-3123](tel:+14086503123)

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: <u>10/9/2026</u>
Andrea Collak, Clerk	<u>X</u> Village Administrative Office <u>X</u> Visitors’ Center <u>X</u> Post Office
Kim Roberts, Deputy Clerk	<u>X</u> Website: ephraim.wi.gov <u>X</u> Emailed to WDOR Radio/Peninsula Pulse

**VILLAGE OF EPHRAIM
VILLAGE BOARD MEETING MINUTES
TUESDAY, SEPTEMBER 8, 2026 – 7:00 PM
9996 WATER STREET- EPHRAIM VILLAGE HALL**



Present: Rick Hoyerman, Matt Meacham, Carly Mulliken, Tim Nelson

Absent: Ken Nelson – Chair/President

Staff: Brent Bristol -Village Administrator, Andrea Collak - Clerk-Treasurer

Guests in-person: John Cox, Kathy Pentler, Andrew Bartelt

Guests online: J. Larson, Michael Miller, Kelsey Stone

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1. **Call to Order:** Bristol called the meeting to order and invited the Board members to appoint temporary chair for this meeting.

Hoyerman moved, Meacham seconded to appoint T. Nelson to be temporary chair for this meeting, all ayes. Motion carried.

2. **Quorum:** A quorum was present for the meeting.
3. **Changes to the agenda:** There were no changes to the agenda.
4. **Visitors' Comments:** No visitors' comments were offered.
5. **Approval of previous minutes:**

Mulliken moved, Meacham seconded to approve the minutes of the August 11, 2026 Board meeting, all ayes. Motion carried.

Mulliken moved, Meacham seconded to approve the minutes of the August 18, 2026, Closed Session meeting, all ayes. Motion carried.

Mulliken moved, Meacham seconded to approve the minutes of the August 21, 2026 Special Board meeting, all ayes. Motion carried.

6. **President's Comments:** No president's comments were offered.
7. **Consent Agenda Items:**

Mulliken moved, Hoyerman seconded to approve the consent agenda items as presented, all ayes. Motion carried.

8. **Administration:**

- a. **Discussion and Consideration regarding Door County Tourism Zone Commission bylaw update:**
Bristol provided an overview of the proposed bylaw update from the Door County Tourism Zone Commission (DCTZC). Bristol noted that, due to widespread internet and phone outages experienced that day, he had been unable to circulate an addendum to the Board as early as intended. He relayed that he had reached out to Juliana Holly, Executive Director at DCTZC that morning to set context for the discussion.

Bristol summarized that the proposed bylaw amendments addressed two primary concerns: first, improving attendance at commission meetings by adding language **encouraging notification when a member cannot attend**, so that quorums can be ensured; and second, **the addition of executive committee term language and term limits**. He further noted that, as of the meeting date, the Town of Washington, the Town of Egg Harbor, and the Town of Gibraltar had already submitted signed approvals of the document.

Juliana Holly in her memo noted that the Commission completed a review of its bylaws and is recommending all Door County municipalities approve of its changes. The bylaws are reviewed and adjusted periodically to reflect the Commission's evolving operational needs, improve clarity, and ensure they continue to support the Commission's work effectively.

Mulliken asked Meacham, who serves as the village's representative on DCTZC, how he felt the changes would affect the commission's operations.

Meacham offered a pointed critique of the document, stating plainly that while he understood the intent, "it's not a very good document."

Meacham raised several specific concerns:

First, regarding the attendance provision, Meacham noted that the language states a member may be removed for missing two meetings but does not specify "two meetings in a calendar year," leaving the threshold dangerously vague.

Second, he flagged language in the document stating that a member could be removed or reprimanded if it is determined to be in the "best interest of the commission," asking pointedly, "Who's deciding what's best for the commission?"

Third, he observed that the underlying problem the bylaw seeks to solve — poor attendance — appears to be largely attributable to representatives from communities such as Washington Island, Forestville, Maplewood, Nasewaupee, Brussels, Union, and Gardner, who have rarely, if ever, appeared at meetings he has attended. He questioned how new bylaw language alone would improve their attendance.

Fourth, the document does not state term limits for members from the Commission who are at-large.

Meacham noted that he would not be comfortable approving these updates. He recommended not approving the updated language in DCTZC bylaws and asking DCTZC to improve the language.

Hoyerman asked a procedural question: whether the commission itself had ever formally deliberated on the proposed language changes, or whether the document had simply originated from the commission's administrative office without being vetted by the commissioners themselves. Meacham confirmed that, to the best of his knowledge, the proposed bylaws amendments were never brought before the commissioners as a body for discussion, debate, or amendment. He believes this came from the office in DCTZC. Hoyerman observed that the more appropriate process would have been for the commission to debate and refine the language, reach internal consensus, and only then present it to member municipalities for ratification. Hoyerman did not think this document should be approved.

Meacham further highlighted the language in Section 8.3 stating, "although the commission is unable to enforce participation, it is essential that we ensure we are able to reach quorums," and noted the red-lined provision allowing removal of a member "whenever in its judgment the Commission's best

interest will be served." Multiple board members echoed Meacham's concern that this language was far too subjective.

An additional concern was raised about the provision regarding members being in "good standing." Meacham pointed out that this standard unfairly penalizes some members — for example, a Ephraim representative Missy LeBelle who works for an organization rather than owning one, meaning her standing in any association could be entirely outside of her control.

Mulliken pulled up the bylaws and located Section 11.1, which governs ratification, reading aloud that "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." This clarified that formal approval rests with the municipalities, not the commission itself. However, Hoyerman maintained that this did not negate the expectation that the Commission ought to recommend the changes from an informed, deliberative posture before seeking municipal approval.

Village Clerk Collak proposed that, rather than simply rejecting the document, the detailed concerns raised during the meeting be captured in the minutes and communicated directly to Juliana Holly at the Tourism Zone Commission, with Meacham reviewing the communication before it is sent.

Meacham moved, Mulliken seconded, to table the DCTZC bylaw update and direct Village Clerk Andrea Collak to transmit the Board's documented concerns to Juliana Holly at the DCTZC with the communication reviews by Trustee Meacham prior to sending, all ayes. Motion carried.

b. Discussion and Consideration regarding setting Protected Waterfront Ordinance amendments for Public Hearing:

Bristol explained that the standard procedure when a Plan Committee recommends changes to an ordinance is for the Board to set the matter for public hearing at the following month's regular meeting, allowing adequate time for public notice and review. He noted that this particular item followed a slightly different path: Village President Ken Nelson had brought the proposed changes before the Board the prior month as a "concept review," in advance of his absence, and the Plan Committee had since made minor tweaks and formally recommended approval to proceed through the board-level process.

Hoyerman then offered a substantive preview of the rewritten ordinance — Chapter 17.20, the Protected Waterfront Ordinance — emphasizing that the driving goal of the rewrite was to make the ordinance "more understandable by the public, but specifically more understandable by building permit applicants, builders, and architects."

Hoyerman summarized the key changes as follows:

The intent section was revised to function purely as a mission statement, with actual rules removed and relocated to appropriate operative sections. The ordinance was restructured to flow more logically: intent, permitted uses, conditional uses, and prohibited uses, followed by detailed requirements.

Dimensional standards previously housed in Chapter 17.24 were incorporated directly into Chapter 17.20 so that applicants could find all relevant requirements in one place.

Definitions were updated, including the addition of a formal definition of a "one-and-a-half-story house" — a concept that Hoyerman described as having previously been a "term of art thrown out there by the Plan Committee" without formal definition. He explained that the goal was to prevent the creation of visual bulk and keep the character of the Village.

Roof pitch restrictions were added, prohibiting standard roof pitches below a 6:12 pitch, with exceptions carved out for certain types of dormers. Building height limits were retained at existing levels.

A new emphasis on retaining original structures was woven throughout the document, including in the intent section. Hoyerman explained that if an original structure is destroyed — by fire or otherwise — reproducing it exactly is now treated as a permitted use, which he described as a less restrictive outcome: "possibly with the exception of materials that are no longer obtainable."

A new Section 6 grants the Plan Committee discretionary authority to approve proposals that incorporate an original structure even where those proposals might not otherwise conform to the code, providing additional flexibility.

Hoyerman acknowledged that a few provisions became more restrictive — such as the roof pitch requirement — but stated these were "offset, even more by items that were made less restrictive."

Mulliken asked whether the ordinance had been reviewed by the Village attorney. Hoyerman and Bristol both confirmed it had not. Mulliken expressed that she was concerned about putting the Village in a legally vulnerable position without some form of legal review. Hoyerman responded that he did not believe the revised ordinance contained any provisions that were unreasonably more restrictive than existing village ordinances or state law standards, and Bristol noted that the conditional use process — which forms the substantive enforcement mechanism of the ordinance — remains governed by the same criteria that have withstood scrutiny for many years.

Mulliken also asked whether the ordinance had been "tested" — meaning whether anyone had attempted to apply it to a real or hypothetical set of building plans to identify potential inconsistencies or gaps. Hoyerman acknowledged that this had not been done.

Mulliken made one additional editorial observation, noting that the ordinance uses the term "planning committee" at one point but refers to the body as the "plan committee" throughout the rest of the document, and requested that the language be standardized. The location was identified as being under the conditional uses section.

Mulliken moved, Meacham seconded, to set the Protected Waterfront Ordinance amendments for Public Hearing on October 13, 2026, all ayes. Motion carried.

c. Discussion and Consideration regarding moving Village posting location from Visitor Information Center to Library:

T. Nelson introduced the item, noting that the proposal, advanced by village staff member Justin MacDonald, called for relocating the official village posting box from the Visitor Information Center to the Ephraim Public Library. He asked about provisions for weather protection of the village map currently displayed at the Visitor Information Center, particularly in light of a proposed removal of the existing awning over that area.

Bristol noted that Kelsey Stone from Ephraim Business Center was available and could speak to the matter. Stone clarified that she had spoken with Bob Niemer and Justin MacDonald directly. She explained that they were looking to obtain a map holder of a design similar to the existing village notice box — but sized appropriately for the map — that would sit flush below the windowsill at the Visitor Information Center, providing weather protection without protruding from the building. She confirmed that this approach was initiated by Bob and Justin themselves.

Bristol noted that this was not the first time the idea of moving the posting location had been raised, observing it was "the second or third time the idea has come up" during his tenure. He explained that the underlying rationale has always been that, while the Visitor Information Center receives foot traffic, it is patronized predominantly by visitors rather than local residents — and that relocating the posting box to the library would improve visibility for the local population most affected by village postings. An early consideration of placing the box between the front doors of the Village Hall at the top of the steps was noted but rejected, as that location was not accessible.

Two photographs of potential posting locations at the library's exterior were reviewed. T. Nelson and Mulliken expressed a preference for the front-facing location, agreeing it was more visible and intuitive. Mulliken added that she would want the installation to be "as symmetrical as possible."

Bristol suggested that during the transition period, a laminated notice or signage be left at the old Visitor Information Center location directing the public to the new posting site, and that the change be announced through the village website. Trustee Matt noted that the post office would continue to serve as an additional posting location, providing further redundancy. Trustee Rick sought clarification about what physical fixture would be removed from the Visitor Information Center, and it was confirmed to be the existing posting box with the window display.

Mulliken moved, Hoyerman seconded, to approve moving new Village posting location from the Visitor Information Center to the front of the Ephraim Library, all ayes. Motion carried.

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:

Meacham, who has been actively involved in reviewing the North Path improvement plans, offered a detailed field assessment of the proposed tree planting and solar bollard placement plan prepared by Tom Wolf.

• Starting at the east end the Old Sled Dog property 130 ft

- 5 Crabapples

- o 3 Royal Raindrops, blooms deep red - 7 ft multi stemmed persistent red fruit all winter 15 ft height, 12 ft spread
- o 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

- o 2 Royal Raindrops, blooms deep red - 7 ft multi stemmed persistent red fruit all winter 15 ft height, 12 ft spread
- o 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

While acknowledging it was "a nice proposal," he stated plainly that it called for "way too many trees for the areas that he's proposing" and that he had walked the route several times to reach this conclusion.

Meacham walked the Board through conditions along the path from north to south:

At the former sled dog property, he noted that shrubs planted by Colin Welford over approximately three years are already over six feet in height and are beginning to grow together, leaving little practical space for the plantings Wolf had proposed.

At the Green Gables and Unitarian Fellowship area, Welford has already planted six to eight healthy trees. The space between the right-of-way and those existing trees is only roughly four to five feet, leaving insufficient room to dig the three-by-five-foot deep planting holes that Tom Wolf had requested at the Physical Facilities Utilities committee meeting — holes designed to be excavated and backfilled with fresh soil to give new trees a head start.

Meacham noted, however, that there is a nice area at the south entrance of Green Gables where a single Sienna Glen Maple could be planted, and that the property representatives have expressed openness to the idea.

At the George Burr Gallery, Meacham observed that there is very little room within the right-of-way for new plantings, and that any planting on the gallery's private property would require the owner's permission. He also raised the practical concern of whether the owner would want trees blocking his signage as viewed from the north.

Regarding solar bollard placement, Meacham was similarly cautious. He noted that the proposed bollard location near Bella Vista on Highway 42 at the north end was unnecessary because a cobra light already illuminates that area. He expressed concern about the dense tree canopy between the former sled dog property and the Somerset Inn, observing that the canopy receives direct sun only in the morning — perhaps five to six hours — before the western canopy shuts out sunlight entirely. He questioned whether bollards placed in such locations would generate sufficient solar charge to remain lit meaningfully through the night, referencing Justin MacDonald's observation that even the well-sited existing bollards downtown run out of power after roughly three and a half to four hours.

Meacham believes that it is important to light the corners but expressed doubt that all purchased bollards could be effectively utilized given the site conditions.

Mulliken expressed a broader concern that the Board had "gotten the same proposal from Wolf over and over again" without seeing meaningful responsiveness to prior Board feedback. She stated she would like to see alternative proposals explored and emphasized the need for greater strategic precision in placement rather than adopting a plan wholesale.

Bristol offered context on the bollard spacing concept, noting that the original AECOM recommendation was for roughly every hundred feet as navigational aids rather than continuous lighting — simply providing visible reference points in the dark so pedestrians could track the path. He confirmed that the Village retains flexibility in placement, working within the right-of-way or the northern easement area.

Bristol also noted that the Physical Facilities Utilities (PFU) committee had already planned a walking meeting for their October 6th meeting, in combination with their departmental budget session. The suggested structure: budget discussion from 8:00 AM to approximately 9:00 or 9:30 AM, followed by a walk-through on the path, with the Board convening thereafter — targeting approximately 10:00 AM

— to conduct their own on-site review. Meacham noted that the committee fully understood the final decision rests with the Board, and that the committee's walk-through would be advisory in nature.

T. Nelson raised the question of native species, noting he had mentioned it on previous occasions. He observed that none of the trees proposed by Wolf — catalpas, crabapples, Sienna Glen Maple — appeared to be native species. Mulliken confirmed she had looked into all of them and could not identify any as native. Meacham acknowledged this and suggested that alternatives such as the Autumn Blaze Maple, which is native to the area, could be considered. He further tempered expectations about the overall scope of planting, stating, "I think when you walk through, we're only going to be planting maybe one sizable tree in one location possibly" — suggesting the actual result would be far more modest than the Wolf's proposal.

Mulliken moved, Hoyerman seconded, to hold a special meeting of the Village Board on October 6, 2026 at 10 AM to conduct an on-site walk of the North Path for the purpose of evaluating tree planting and solar bollard placement, all ayes. Motion carried.

e. Discussion and Consideration regarding Moravia Point:

Bristol provided an update on the Moravia Point restoration project, noting that the Physical Facilities Utilities committee had also been briefed at their recent meeting, given that maintenance and PFU staff will ultimately be responsible for the site. Bristol reported that the plan developed in coordination with Bob Bultman remains on track, calling for two herbicide applications to eliminate existing invasive and unwanted vegetation. Recent rainfall, which Bristol noted, was welcome after an extended dry stretch, has improved conditions for the applications.

The current plan calls for a prescribed burn yet this fall, followed by seeding with a native grass and wildflower mix before the first snowfall. Bristol acknowledged that the specific timing of the burn and seeding would depend on conditions, and that the first application — which would involve cutting woody material and applying herbicide — had been a possibility as early as that week. T. Nelson asked whether the burn was intended to become an annual practice, and Bristol confirmed that, at least for the near term, annual burning is part of the restoration management strategy.

f. Discussion and Consideration regarding tree planting south of Firehouse Marina:

Meacham reported on behalf of the Physical Facilities Utilities committee that, after consideration, the committee recommended against any tree planting in the area south of Firehouse Marina during the current year. The rationale was to allow the grass already established in that area additional time to mature and become more firmly rooted before any planting activity disturbs the soil. Meacham confirmed that the committee intends to revisit the question in the coming year and remains open to planting one or more trees in that location once conditions are more favorable.

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):

Bristol explained the background of this item and the item that followed. At the July board meeting, the Village had approved hangar leases for two new lessees; however, the hangar numbers were inadvertently transposed in the recorded actions — each lessee was approved for the other's hangar. Bristol explained that the Town of Gibraltar contacted village staff to flag the error, Collak worked with them to identify the appropriate corrective path, and the conclusion was that the Board should take new, superseding approval actions with the correct hangar assignments rather than attempting to formally rescind and re-vote on the prior actions. No changes were made to any lease terms — only the hangar designations were corrected.

Mulliken moved, Hoyerman seconded to approve the lease agreement for hangar F3 with Laura Seidensticker, all ayes. Motion carried.

- 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):**

Mulliken moved, Hoyerman seconded to approve the lease agreement for hangar F2 with John Wilson, all ayes. Motion carried.

10. Committee Minutes for review: There were no comments raised on the committee minutes.

11. New business for the Next Meeting:

Bristol advised Board members that October would be a particularly demanding month from a scheduling standpoint, as it would involve not only the regular Board meeting on October 13th but also Special Board meetings dedicated to budget deliberations. He encouraged all trustees to begin reviewing their schedules for the second and third weeks of October in anticipation of those sessions.

12. Adjournment:

Meacham moved, Mulliken seconded to adjourn at 8:00 PM, all ayes. Motion carried.

Recorded by,

Andrea Collak – Clerk/Treasurer

VILLAGE OF EPHRAIM

FOUNDED 1853



INTEROFFICE MEMORANDUM

TO: VILLAGE BOARD
FROM: CLERK
SUBJECT: CLERK'S REPORT
OCTOBER 13, 2026

The month of September the office was preparing for the upcoming General Election taking place on November 3rd, 2026. We sent out absentee ballots to those registered electors who applied. The office will start conducting in-person voting on October 20th, 2026, and it will last until Friday before the election. The Public Test for the election machine in the Village of Ephraim will be performed on Tuesday, November 27th, 2026 at 2:00 PM.

Kim mailed out the Short-Term Rental (STR) packets. The office commenced accepting applications on October 1st, 2026, and the due date is November 25, 2026. As applications come in, she has been verifying to ensure that no changes to occupancy are being advertised, current licensing with the state has been maintained, there are no changes to ownership, and all property-associated fees, taxes, or forfeitures are current prior to the renewal license being issued. Furthermore, she has been providing support to STR property owners in the completion of the renewal and initial license process, in addition to certifying non-rental for Village records.

The REU assignment project continues to be worked on. Currently, commercial data collection is still underway. Once the majority of data is collected, the Committee can review the assignments for each property and recommend any adjustments/changes to the REU factor table. The Committee further discussed a process for appeals, which will also need to be developed.

I completed the documentation for the awarded State and Local Cybersecurity Grant in the amount of \$3,268.00 to replace a standard router and implement Next-Generation Firewall that would proactively block modern cyber threats. It was installed this September.

I have entered invoices for payment, reconciled cash, and General Ledger, made deposits, processed payroll, and all the necessary government reports. I have taken minutes for the Village Board, Board of Appeals, and Wastewater Committee.

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 9 MONTHS ENDING SEPTEMBER 30, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>ADMINISTRATION</u>					
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	85,707.21	190,185.84	370,000.00	179,814.16	51.4
100-10-41220 ROOM TAX GRANT	.00	29,076.22	50,000.00	20,923.78	58.2
100-10-41223 PRAT	.00	105,489.70	150,000.00	44,510.30	70.3
100-10-41800 INTEREST ON TAXES	13.73	140.54	300.00	159.46	46.9
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	.00	8,798.96	13,000.00	4,201.04	67.7
100-10-44110 LIQUOR LICENSES	.00	3,479.00	2,500.00	(979.00)	139.2
100-10-44111 OPERATOR LICENSE	.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	300.00	1,500.00	12,000.00	10,500.00	12.5
100-10-44200 DOG LICENSES	.00	77.00	8.00	(69.00)	962.5
100-10-44300 BUILDING & SIGN PERMITS	25.00	957.00	1,500.00	543.00	63.8
100-10-44310 BUILDING INSPECTION FEES	1,647.70	5,947.90	2,000.00	(3,947.90)	297.4
100-10-46100 SALES OF COPIES/PLATS ETC	.00	17.00	.00	(17.00)	.0
100-10-46101 ASSESSMENT LETTERS	25.00	925.00	1,000.00	75.00	92.5
100-10-46730 TENNIS COURT FEES	238.00	1,853.00	1,000.00	(853.00)	185.3
100-10-46840 PERSONNEL SERV PAYMENTS	.00	.00	19,900.00	19,900.00	.0
100-10-46900 OTHER REVENUE	(8,834.02)	1,809.00	2,000.00	191.00	90.5
100-10-48000 MISCELLANEUS INCOME	.00	1,000.01	.00	(1,000.01)	.0
100-10-48100 INTEREST INCOME/GENL	6,921.39	90,052.96	120,000.00	29,947.04	75.0
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	86,044.01	1,949,789.90	2,285,362.43	335,572.53	85.3
<u>FIRE</u>					
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	86,044.01	1,969,103.01	2,296,362.43	327,259.42	85.8

VILLAGE OF EPHRAIM
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMINISTRATION</u>					
100-10-51100-100 SALARIES	2,500.00	20,900.00	30,000.00	9,100.00	69.7
100-10-51100-101 SS/MED	191.25	1,598.85	1,377.00	(221.85)	116.1
100-10-51100-320 TRAINING/CONFERENCES	.00	.00	200.00	200.00	.0
100-10-51300-200 LEGAL FEES	2,549.00	18,913.50	25,000.00	6,086.50	75.7
100-10-51400-100 SALARIES	11,643.20	107,937.40	151,355.46	43,418.06	71.3
100-10-51400-101 SS/MED	803.34	8,089.57	11,578.69	3,489.12	69.9
100-10-51400-102 RETIREMENT	838.30	8,357.05	10,292.17	1,935.12	81.2
100-10-51400-103 HEALTH INSURANCE	3,952.60	30,625.11	47,431.17	16,806.06	64.6
100-10-51400-104 DISABILITY INSURANCE	613.94	2,762.73	2,800.00	37.27	98.7
100-10-51400-105 WORKERS COMPENSATION	100.00	400.00	457.47	57.47	87.4
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	1,106.52	1,750.00	643.48	63.2
100-10-51400-320 TRAINING/CONFERENCES	428.00	727.00	1,500.00	773.00	48.5
100-10-51400-330 BANK FEES	67.20	443.55	500.00	56.45	88.7
100-10-51400-331 POSTAGE	673.13	4,104.91	3,500.00	(604.91)	117.3
100-10-51400-332 OFFICE EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
100-10-51400-333 OFFICE SUPPLIES/EXPENCES	797.93	2,874.10	5,000.00	2,125.90	57.5
100-10-51400-334 COMPUTER SUPPLIES/EXPENCES	905.20	19,427.92	15,000.00	(4,427.92)	129.5
100-10-51400-335 PROFESSIONAL DUES/EXPENCES	58.06	293.06	1,500.00	1,206.94	19.5
100-10-51400-336 LEGAL NOTICES/ADDS	.00	193.86	500.00	306.14	38.8
100-10-51400-339 PRINTING COSTS	63.24	873.52	2,500.00	1,626.48	34.9
100-10-51400-340 VEHICLE INSURANCE	89.00	356.00	373.48	17.48	95.3
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	.00	8,300.00	.00	(8,300.00)	.0
100-10-51440-316 SUPPLIES/EXPENCES	116.31	273.39	1,500.00	1,226.61	18.2
100-10-51440-320 TRAINING/CONFERENCES	.00	135.00	500.00	365.00	27.0
100-10-51440-342 COMMITTEE/WORKER EXPENSE	.00	1,204.00	2,500.00	1,296.00	48.2
100-10-51500-100 SALARIES	2,741.76	27,332.42	35,639.97	8,307.55	76.7
100-10-51500-101 SS/MED	188.54	1,898.41	2,726.46	828.05	69.6
100-10-51500-102 RETIREMENT	197.40	1,967.88	2,423.52	455.64	81.2
100-10-51500-103 HEALTH INSURANCE	961.44	7,449.32	11,537.31	4,087.99	64.6
100-10-51500-300 AUDITING EXPENSES	.00	15,891.72	15,000.00	(891.72)	105.9
100-10-51530-210 OTHER CONTRACTUAL SERVICE	724.20	6,517.80	8,500.00	1,982.20	76.7
100-10-51600-211 PROPERTY INSURANCE	.00	1,231.00	1,259.06	28.06	97.8
100-10-51600-303 ELECTRICITY	389.01	6,156.99	7,500.00	1,343.01	82.1
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	399.47	3,110.63	4,000.00	889.37	77.8
100-10-51600-307 WATER TREATMENT	.00	180.00	.00	(180.00)	.0
100-10-51600-309 INTERNET	89.99	719.92	675.00	(44.92)	106.7
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	475.40	2,198.93	3,500.00	1,301.07	62.8
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	2,086.54	1,700.00	(386.54)	122.7
100-10-51910-200 ILLEGAL TAXES REFUNDED	.00	4,011.37	.00	(4,011.37)	.0

VILLAGE OF EPHRAIM
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2026

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	1,552.00	9,125.00	7,000.00	(2,125.00)	130.4
100-10-52400-100 SALARIES	770.56	7,681.79	10,017.60	2,335.81	76.7
100-10-52400-101 SS/MED	53.78	540.88	766.35	225.47	70.6
100-10-52400-102 RETIREMENT	55.48	553.08	681.20	128.12	81.2
100-10-52400-103 HEALTH INSURANCE	213.66	1,655.47	2,563.85	908.38	64.6
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	19,204.46	25,044.00	5,839.54	76.7
100-10-56400-101 SS/MED	134.46	1,352.21	1,915.87	563.66	70.6
100-10-56400-102 RETIREMENT	138.70	1,382.71	1,702.99	320.28	81.2
100-10-56400-103 HEALTH INSURANCE	534.12	4,138.39	6,409.62	2,271.23	64.6
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	.00	144,741.67	114,293.76	(30,447.91)	126.6
TOTAL ADMINISTRATION	38,253.12	996,919.24	905,364.47	(91,554.77)	110.1

VILLAGE OF EPHRAIM
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS</u>					
100-20-53000-100 SALARIES	12,339.84	113,294.23	170,268.40	56,974.17	66.5
100-20-53000-101 SS/MED	873.89	8,354.47	12,681.28	4,326.81	65.9
100-20-53000-102 RETIREMENT	888.46	8,579.09	11,225.25	2,646.16	76.4
100-20-53000-103 HEALTH INSURANCE	2,903.21	27,200.40	61,696.79	34,496.39	44.1
100-20-53000-104 DISABILITY INSURANCE	429.04	1,913.48	2,500.00	586.52	76.5
100-20-53000-105 WORKERS COMPENSATION	1,101.00	4,084.00	5,028.86	944.86	81.2
100-20-53000-312 CELLPHONE	14.77	178.16	600.00	421.84	29.7
100-20-53000-320 TRAINING/CONFERENCES	.00	.00	600.00	600.00	.0
100-20-53000-333 OFFICE SUPPLIES/EXPENSES	.00	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	181.14	362.28	1,500.00	1,137.72	24.2
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	550.00	11,639.03	32,000.00	20,360.97	36.4
100-20-53301-300 FACILITY EQUIPMENT	.00	89.97	1,000.00	910.03	9.0
100-20-53301-302 FACILITY MAINT./REPAIR/STREET	1,612.11	1,777.91	5,000.00	3,222.09	35.6
100-20-53302-820 OTHER IMPR. OUTLAY/STREET REC	3,680.44	497,648.90	.00	(497,648.90)	.0
100-20-53302-830 OTHER IMPR.OUTLAY/DOT RESURFA	111,949.83	113,227.64	.00	(113,227.64)	.0
100-20-53310-310 VEHICLE FUEL	758.35	5,491.98	12,000.00	6,508.02	45.8
100-20-53310-311 VEHICLE MAINTENANCE	3,979.13	6,938.44	20,000.00	13,061.56	34.7
100-20-53310-340 VEHICLE INSURANCE	354.00	1,416.00	1,476.60	60.60	95.9
100-20-53321-303 ELECTRICITY/VISITOR CENTER	(.35)	46.23	700.00	653.77	6.6
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	.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	752.60	1,420.16	2,000.00	579.84	71.0
100-20-53322-302 FACILITY MAINT/REPAIR/MAIN.B	1,726.49	6,344.54	17,000.00	10,655.46	37.3
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	.00	450.00	.00	(450.00)	.0
100-20-53322-309 INTERNET/MAINT.BUILD	77.50	640.00	2,225.00	1,585.00	28.8
100-20-53322-350 JANITORIAL SUPPLIES/MAINT.BUIL	225.47	2,320.67	5,000.00	2,679.33	46.4
100-20-53322-351 HARDWARE/TOOLS/MAINT.BUILD	48.92	1,074.24	1,500.00	425.76	71.6
100-20-53322-352 EQUIPMENT RENTAL	.00	.00	1,000.00	1,000.00	.0
100-20-53322-810 EQUIPMENT OUTLAY/MAINT.BUILD	4,082.00	54,082.00	.00	(54,082.00)	.0
100-20-53322-820 BLDG IMPR.OUTLAY/MAINT.BUILD	.00	536.32	3,000.00	2,463.68	17.9
100-20-53322-830 OTHER IMPR.OUTLAY/MAINT.BUILD	35,694.48	35,694.48	.00	(35,694.48)	.0
100-20-53323-308 SEWER FEES	.00	300.00	.00	(300.00)	.0
100-20-53420-301 FACILITY SUPPLIES/STREET LIGHT	20.46	148.56	200.00	51.44	74.3
100-20-53420-302 FACILITY MAINT/REPAIR/STREET L	.00	.00	400.00	400.00	.0
100-20-53420-303 ELECTRICITY/STREET LIGHT	1,847.97	12,540.01	18,000.00	5,459.99	69.7
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	509.89	5,406.82	8,500.00	3,093.18	63.6
100-20-53621-210 OTHER CONTR SERVICE/GARBAGE	269.47	1,877.54	3,000.00	1,122.46	62.6
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	74.10	828.53	4,000.00	3,171.47	20.7
100-20-55200-227 FLOWERS	.00	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	40.96	2,716.13	3,000.00	283.87	90.5

VILLAGE OF EPHRAIM
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
100-20-55200-230 ELECTRICAL/PARKS & GROUNDS	.00	23.24	500.00	476.76	4.7
100-20-55200-232 CONCRETE	.00	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	61.56	2,943.19	4,500.00	1,556.81	65.4
100-20-55200-303 ELECTRICITY/HARBORSIDE/WETLAN	67.13	565.69	700.00	134.31	80.8
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	532.68	18,563.68	5,000.00	(13,563.68)	371.3
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	187,646.54	1,027,515.71	497,260.94	(530,254.77)	206.6
FIRE					
100-50-52100-301 LAW ENFORCEMENT	.00	.00	5,000.00	5,000.00	.0
100-50-52200-100 SALARIES	1,604.17	10,810.03	21,000.00	10,189.97	51.5
100-50-52200-101 SS/MED	482.86	4,049.88	4,000.00	(49.88)	101.3
100-50-52200-102 RETIREMENT	106.02	1,176.60	1,200.00	23.40	98.1
100-50-52200-103 HEALTH INSURANCE	127.06	1,261.47	3,000.00	1,738.53	42.1
100-50-52200-105 WORKERS COMPENSATION	158.00	632.00	1,000.00	368.00	63.2
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	194.99	2,786.64	5,000.00	2,213.36	55.7
100-50-52200-304 LP GAS	608.03	1,795.16	1,500.00	(295.16)	119.7
100-50-52200-310 VEHICLE FUEL	679.39	5,481.20	5,000.00	(481.20)	109.6
100-50-52200-312 CELLPHONE	51.99	415.68	800.00	384.32	52.0
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	1,511.00	6,047.00	6,311.15	264.15	95.8
100-50-52200-353 EQUIPMENT REPAIR/MAINTENANCE	523.02	20,868.14	30,000.00	9,131.86	69.6
100-50-52200-368 PREVENTION MATERIALS (AD)	.00	.00	300.00	300.00	.0
100-50-52200-369 FIRE NUMBER IMPROVEMENTS	101.38	286.30	500.00	213.70	57.3
100-50-52200-370 PAGER MAINTENANCE	.00	95.88	600.00	504.12	16.0
100-50-52200-371 EQUIPMENT	.00	4,581.32	28,200.00	23,618.68	16.3
100-50-52200-372 EPHRAIM FIRE CALLS	634.50	5,508.00	7,000.00	1,492.00	78.7
100-50-52200-373 MID DOOR FIRE CALLS	.00	(569.90)	.00	569.90	.0
100-50-52200-374 MUTUAL AID FIRE CALLS	2,376.00	12,902.25	8,500.00	(4,402.25)	151.8
100-50-52200-375 EPHRAIM FIRE MTGS	1,417.50	11,899.50	22,000.00	10,100.50	54.1
100-50-52200-378 EPHRAIM EVENT CALLS	150.50	473.00	475.00	2.00	99.6
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	10,726.41	99,421.26	189,866.88	90,445.62	52.4
TOTAL FUND EXPENDITURES	236,626.07	2,123,856.21	1,592,492.29	(531,363.92)	133.4

VILLAGE OF EPHRAIM
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2026

GENERAL FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
NET REVENUE OVER EXPENDITURES	(150,582.06)	(154,753.20)	703,870.14	858,623.34	(22.0)

VILLAGE OF EPHRAIM
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2026

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>PUBLIC WORKS</u>					
201-20-46410	WATER TEST REVENUE	2,460.00	32,701.96	38,627.00	5,925.04	84.7
201-20-48100	WATER ACCOUNT INTEREST	69.16	591.66	.00	(591.66)	.0
	TOTAL PUBLIC WORKS	2,529.16	33,293.62	38,627.00	5,333.38	86.2
	TOTAL FUND REVENUE	2,529.16	33,293.62	38,627.00	5,333.38	86.2

VILLAGE OF EPHRAIM
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2026

WATER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>WASTEWATER</u>					
201-30-53700-110	PERSONNEL SERVICES	.00	.00	1,000.00	1,000.00	.0
201-30-53700-210	OTHER CONTRACTUAL SERVICE	.00	.00	12,000.00	12,000.00	.0
201-30-53700-331	POSTAGE	.00	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	37.55	12,962.12	12,800.00	(162.12)	101.3
201-30-53700-398	WATER TESTING OPERATIONS EXP	995.00	3,487.87	8,400.00	4,912.13	41.5
201-30-53700-400	VEHICLE REPLACEMENT	.00	.00	3,745.00	3,745.00	.0
	TOTAL WASTEWATER	1,032.55	17,360.13	39,345.00	21,984.87	44.1
	TOTAL FUND EXPENDITURES	1,032.55	17,360.13	39,345.00	21,984.87	44.1
	NET REVENUE OVER EXPENDITURES	1,496.61	15,933.49	(718.00)	(16,651.49)	2219.2

VILLAGE OF EPHRAIM
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2026

DOCKS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DOCKS</u>					
202-40-46751	MOORINGS	.00	7,167.61	8,000.00	832.39	89.6
202-40-46752	SEASONAL SLIPS	.00	74,025.19	84,000.00	9,974.81	88.1
202-40-46753	LAUNCHING FEES	697.00	8,037.00	10,000.00	1,963.00	80.4
202-40-46754	TRANSIENT FEES	2,084.80	31,696.54	25,000.00	(6,696.54)	126.8
202-40-46755	SEASONAL DINGHY FEES	72.10	794.82	1,000.00	205.18	79.5
202-40-46756	SEASONAL LAUNCH FEES	.00	2,005.00	2,000.00	(5.00)	100.3
202-40-48100	INTEREST INCOME	525.61	4,610.85	4,000.00	(610.85)	115.3
	TOTAL DOCKS	3,379.51	128,337.01	134,000.00	5,662.99	95.8
	TOTAL FUND REVENUE	3,379.51	128,337.01	134,000.00	5,662.99	95.8

VILLAGE OF EPHRAIM
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2026

DOCKS FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DOCKS</u>					
202-40-55430-100	SALARIES	909.19	11,295.74	24,000.00	12,704.26	47.1
202-40-55430-101	SS/MED	69.55	864.12	1,500.00	635.88	57.6
202-40-55430-105	WORKERS COMPENSATION	74.00	296.00	337.40	41.40	87.7
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	162.37	1,266.41	1,800.00	533.59	70.4
202-40-55430-305	WELL TESTS	.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	1,266.85	1,300.00	33.15	97.5
202-40-55430-312	CELLPHONE	24.23	193.60	300.00	106.40	64.5
202-40-55430-331	POSTAGE	.00	.00	175.00	175.00	.0
202-40-55430-333	OFFICE SUPPLIES/EXPESES	.00	1,104.79	1,200.00	95.21	92.1
202-40-55430-334	COMPUTER SUPPLIES/EXPENCES	.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	232.09	232.09	1,500.00	1,267.91	15.5
202-40-55431-362	MINOR PROJECTS	.00	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	1,596.43	50,427.70	134,000.00	83,572.30	37.6
	TOTAL FUND EXPENDITURES	1,596.43	50,427.70	134,000.00	83,572.30	37.6
	NET REVENUE OVER EXPENDITURES	1,783.08	77,909.31	.00	(77,909.31)	.0

VILLAGE OF EPHRAIM
REVENUES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2026

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WASTEWATER</u>					
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	115,827.00	346,581.00	460,308.00	113,727.00	75.3
610-30-46411 HOLDING TANK/SEPTIC CHARGES	6,554.01	24,454.85	24,000.00	(454.85)	101.9
610-30-46730 MISC RENTALS/SERVICES	.00	.00	1,000.00	1,000.00	.0
610-30-48100 INTEREST ON INVESTMENTS	2,258.09	19,560.84	.00	(19,560.84)	.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	124,639.10	535,985.74	653,428.00	117,442.26	82.0
TOTAL FUND REVENUE	124,639.10	535,985.74	653,428.00	117,442.26	82.0

VILLAGE OF EPHRAIM
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 9 MONTHS ENDING SEPTEMBER 30, 2026

WASTEWATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WASTEWATER</u>					
610-30-57401-100 SALARIES	13,111.04	132,185.35	167,576.70	35,391.35	78.9
610-30-57401-101 SS/MED	913.46	9,748.85	12,475.37	2,726.52	78.1
610-30-57401-102 RETIREMENT	944.00	9,376.59	11,089.22	1,712.63	84.6
610-30-57401-103 HEALTH INSURANCE	3,727.25	29,992.42	45,031.78	15,039.36	66.6
610-30-57401-104 DISABILITY INSURANCE	296.38	1,333.71	2,000.00	666.29	66.7
610-30-57401-105 WORKERS COMPENSATION	1,062.00	3,929.00	4,853.47	924.47	81.0
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	231.72	3,595.32	2,500.00	(1,095.32)	143.8
610-30-57401-309 INTERNET	77.50	640.00	1,500.00	860.00	42.7
610-30-57401-310 VEHICLE FUEL	368.77	1,949.49	3,000.00	1,050.51	65.0
610-30-57401-311 VEHICLE MAINTENANCE	59.84	2,191.94	4,000.00	1,808.06	54.8
610-30-57401-312 CELLPHONES	179.23	937.30	1,000.00	62.70	93.7
610-30-57401-320 TRAINING/CONFERENCES	232.70	958.79	4,000.00	3,041.21	24.0
610-30-57401-331 POSTAGE	.00	2.00	400.00	398.00	.5
610-30-57401-333 OFFICE SUPPLIES/EXPENSES	.00	221.00	250.00	29.00	88.4
610-30-57401-334 COMPUTER SUPPLIES/EXPENSES	374.50	1,401.33	2,000.00	598.67	70.1
610-30-57401-335 PROFESSIONAL DUES/EXPENSES	45.90	3,110.34	4,000.00	889.66	77.8
610-30-57401-337 AUDITING EXPENSES	.00	6,005.74	6,900.00	894.26	87.0
610-30-57401-340 VEHICLE INSURANCE	406.00	1,627.00	1,698.59	71.59	95.8
610-30-57401-343 CONTINGENCY	91.33	451.99	1,000.00	548.01	45.2
610-30-57401-344 UNIFORMS	.00	157.76	450.00	292.24	35.1
610-30-57401-387 GROUNDS MAINTENANCE	372.32	529.25	500.00	(29.25)	105.9
610-30-57401-389 SAFETY EXPENSES	130.00	551.41	4,000.00	3,448.59	13.8
610-30-57402-210 OTHER CONTRACTUAL SERVICES	64.60	2,791.96	2,000.00	(791.96)	139.6
610-30-57402-303 ELECTRICITY	4,400.60	22,992.68	30,000.00	7,007.32	76.6
610-30-57402-304 LP GAS	.00	2,841.85	2,500.00	(341.85)	113.7
610-30-57402-351 HARDWARE/TOOLS	12.34	670.26	1,300.00	629.74	51.6
610-30-57402-380 CHEMICALS PLANT	.00	4,325.32	9,500.00	5,174.68	45.5
610-30-57402-381 CHEMICALS LAB	220.05	1,426.46	3,000.00	1,573.54	47.6
610-30-57402-382 LAB EQUIPMENT & REPAIR	344.63	3,139.06	2,000.00	(1,139.06)	157.0
610-30-57402-383 SLUDGE EXPENSE	101.44	10,235.05	20,000.00	9,764.95	51.2
610-30-57402-385 PLANT EQUIPMENT & REPAIR	1,683.55	6,244.97	10,000.00	3,755.03	62.5
610-30-57402-386 ODOR CONTROL	56.95	266.85	2,600.00	2,333.15	10.3
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	859.00	6,569.25	7,500.00	930.75	87.6
610-30-57403-304 LP GAS	.00	80.10	1,000.00	919.90	8.0
610-30-57403-384 COLLECTION SYSTEM MAINT	(235.04)	13,179.06	13,000.00	(179.06)	101.4
610-30-57404-810 EQUIPMENT OUTLAY	20,500.00	72,845.50	116,515.60	43,670.10	62.5
610-30-57404-840 OTHER IMPROUTLAY-ENGINEERING	.00	31,275.30	.00	(31,275.30)	.0
TOTAL WASTEWATER	50,632.06	397,919.25	522,308.01	124,388.76	76.2
TOTAL FUND EXPENDITURES	50,632.06	397,919.25	522,308.01	124,388.76	76.2
NET REVENUE OVER EXPENDITURES	74,007.04	138,066.49	131,119.99	(6,946.50)	105.3



October 5th, 2026
Ephraim WW, WWT, SS
Manager OIC Report

EFF samples sent to Northern Lake Services for ammonia testing:

Ph testing: Five times per week as required.

TSS, BOD, Po4, labs with lab cleanup: Twice per week as required.

Eff E-coli test, this must be done May-October once per week while running disinfection.

- Changed air filter on lift 2 generator
- Met with two gas detector salesmen.
- Finished all the septic inspections currently on the list.
- Made our own crust buster for agitating septic tanks.

Ephraim Well Water Testing

Year to Date

In-House Bacteria:	133	944
Clean Water Testing:	36	139
Total water test:	169	1083

Ephraim Septage Service:

Holding Tank Pump Outs: 10 61

Septic Pump Outs / Inspections: 6 23

Emergency Call Ins:

Weather:

Precip:	2.13	25.12
Max Temp:	83	89
Min Temp:	46	-17

Respectfully submitted,

Brad Rasmusson

Village of Ephraim

Wastewater Manager

August 2026
Ephraim WW, WWT, SS
Manager OIC Report



EFF samples sent to Northern Lake Services for ammonia testing:

Ph testing: Five times per week as required.

TSS, BOD, Po4, labs with lab cleanup: Twice per week as required.

Eff E-coli test, this must be done May-October once per week while running disinfection.

All testing reported to the DNR in the monthly EDMR.

- Painted metal service doors and trim on plant and electrical boxes on receiving station.
- Replaced overhead door opener switch for vehicle room.
- Purchased 4 new suction hoses for the pumper truck.
- Worked on landscaping around plant and receiving station.
- New roof was installed on receiving station by Northern Metal Roofing, they will be coming back to finish the metal flashing and roof drains.
- Received a quote for the rebuild of blower #2
- Working on getting quotes for north end manhole repairs and main lift.

Ephraim Well Water Testing

Year to Date as of 8/31/26

Number of Water Tests:	93	936
In-House Bacteria:	82	828
Clean Water Testing:	11	108

Ephraim Septage Service:

Holding Tank Pump Outs:	12	56
Septic Pump Outs / Inspections:	5	16

Emergency Call Ins:

Weather:

Precip:	4.0	22.99
Max Temp:	78	89
Min Temp:	49	-17

Respectfully submitted, Brad Rasmusson

Village of Ephraim Physical Facilities/Utilities September Maintenance Manager Report

Work done in September:

- Daily Tasks (Bathroom Cleaning, Garbage collection, Litter Pick-up).
- Lawn Mowing as needed.
- Cleaning of Administration Building and Library.
- Set up and take down of Village Hall as needed
- Push Up Dump as needed
- Work on 2027 Budget
- Painted Oblisk on Anderson Dock
- Grade Parking area and entrances at Wetlands
- Take down Flags on Light Poles for year
- Pressure washing at Anderson Dock-Graffiti on concrete and rub rails
- Fall Décor was put up
- Moved Village Posting Box from VIC to Library
- Repaired Stop Sign on Maple Ln. & Maple Grove Rd.
- Moved Stop Sign on CTY Q & Moravia St. for better Visibility
- Pothole patching various areas
- Installed AED Box at Village Hall
- Repaired various areas of curbing
- Cut up downed tree on Maple Grove Rd that was blocking entire roadway
- Emergency Call In on 9/25 for a Tree Down on Anderson Lane blocking roadway-called in by concerned citizen and Sheriff's Office
- Pressure washing of bathrooms at Beach followed by painting of bathrooms and doors
- DOT inspections on F-350 & F-550 with repairs completed to both front ends of the trucks
- Oil Change on F-350 completed in-house
- Tractor, Skid steer and Lawn Mower Maintenance
- Assisted volunteers with hauling 5 truckloads of mulch to Wetlands and using skid steer to bring it into areas where needed

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



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

September 2026

EPHRAIM RUNS: 3

09-14-26 Eagle Harbor	9 Firefighters	Sinking Boat/Secure area
09-16-26 3134 Larson Ln	5 Firefighters	Fire Alarm/Investigate
09-24-26 10018 Water St.	6 Firefighters	Smoke in building/Investigate

EPHRAIM EMR CALLS: 10

MUTUAL AID (MA) AUTO AID (AA) or MABAS RUNS: 3

09-07-26 Nicolet Bay GFD (MA)	6 Firefighters	Drowning/Assist on scene
09-22-26 12832 Kenosha Dr. SBLG (MA)	4 Firefighters	Unknown issue/Cancelled
09-24-26 9021 Sunset Dr. BHFD (AA)	3 Firefighters	Smoke in building/Cancelled

YEAR TO DATE FIRE CALLS: 72 YEAR TO DATE EMS CALLS: 67

TRAINING COMPLETED:

Ephraim Home Meeting:

Our 1st meeting was held on September 3rd and training was on Fire Attack. Firefighters simulated a live fire and worked through all aspects of it, hose deployment, water supply, SCBA Ops, forcible entry, fire attack, radio communications and what to do if there is a downed firefighter. 13 Firefighters participated in this drill.

2nd Home Meeting:

Our 2nd meeting was held on September 17th and training was on Rapid Intervention Teams. Firefighters built off of Live Fire Attack training on what to do if someone goes down in a building. Review of all tools needed, how to remove a firefighter, review of RIT bag and proper connections that need to be made and general firefighter safety was gone over. 12 Firefighters participated in this training.

Other Training:

- EMR's attended Monthly Meeting in Sister Bay
- Firefighters McCutcheon and Whitney attended a class on Electric Vehicles at the Gibraltar Fire Station

Other:

- Firefighters performed Weekly Truck Checks and performed minor repairs that were needed.
- Annual Hose Testing was completed. No failures. Asst. Chief Rockwell, Firefighters Pluff, Stokles and Niemer assisted in the testing along with the Hose Testing company.
- Chief MacDonald attended Annual MABAS Conference
- Chief MacDonald & Asst. Chief Rockwell attended County Fire Chief's Meeting
- Department Officers worked on and finalized 2027 Budget

Respectfully Submitted

Justin MacDonald
Fire Chief
Ephraim Fire Department

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
13 FRONTIER									
262-159-073	1	Phone Charges-WW 262-159-0737	Invoice	09/25/2026	10/14/2026	253.22		253.22	610-30-5740
Total 262-159-0737-100501-5:						253.22	.00	253.22	
Total 13 FRONTIER:						253.22	.00	253.22	
24 WISCONSIN PUBLIC SERVICE									
0403256491-	1	Streetlights	Invoice	09/25/2026	10/14/2026	680.51		680.51	100-20-5342
Total 0403256491-22-9-26:						680.51	.00	680.51	
0403256491-	1	Admin	Invoice	09/14/2026	10/14/2026	388.59		388.59	100-10-5160
0403256491-	2	Streetlights	Invoice	09/14/2026	10/14/2026	496.44		496.44	100-20-5342
Total 0403256491-31-9-26:						885.03	.00	885.03	
0403256491-	1	Harborside	Invoice	09/14/2026	10/14/2026	41.99		41.99	100-20-5520
0403256491-	2	Village Hall	Invoice	09/14/2026	10/14/2026	404.97		404.97	100-10-5160
0403256491-	3	Wetlands	Invoice	09/14/2026	10/14/2026	30.00		30.00	100-20-5520
0403256491-	4	Visitor's Center	Invoice	09/14/2026	10/14/2026	80.92		80.92	100-20-5332
Total 0403256491-45-9-26:						557.88	.00	557.88	
0403256491-	1	Firehouse Marina & Anderson Dock	Invoice	09/11/2026	10/14/2026	179.78		179.78	202-40-5543
Total 0403256491-46-9-26:						179.78	.00	179.78	
0403256491-	1	Lift Station	Invoice	09/11/2026	10/14/2026	126.01		126.01	610-30-5740
0403256491-	2	Plant Utility	Invoice	09/11/2026	10/14/2026	3,932.88		3,932.88	610-30-5740
0403256491-	3	Lift Station	Invoice	09/11/2026	10/14/2026	654.28		654.28	610-30-5740
Total 0403256491-47-9-26:						4,713.17	.00	4,713.17	
Total 24 WISCONSIN PUBLIC SERVICE:						7,016.37	.00	7,016.37	
53 NORTHERN DOOR COMMUNICATIONS									
30178	1	Pager	Invoice	09/21/2026	10/14/2026	630.00		630.00	100-50-5220
Total 30178:						630.00	.00	630.00	
30181	1	3 Months Radio Service	Invoice	10/02/2026	10/14/2026	304.50		304.50	100-20-5332
30181	2	3 Months Radio Service	Invoice	10/02/2026	10/14/2026	304.50		304.50	100-20-5332
Total 30181:						609.00	.00	609.00	
Total 53 NORTHERN DOOR COMMUNICATIONS:						1,239.00	.00	1,239.00	
58 MARCO TECHNOLOGIES LLC									
INV1575635	1	Contract Usage Charge 9/29 - 10/28/20	Invoice	09/25/2026	10/14/2026	53.24		53.24	100-10-5140
INV1575635	2	Supply Freight	Invoice	09/25/2026	10/14/2026	10.00		10.00	100-10-5140
Total INV15756356:						63.24	.00	63.24	
Total 58 MARCO TECHNOLOGIES LLC:						63.24	.00	63.24	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
64 CULLIGAN									
2627971-9-2	1	Salt at WW	Invoice	09/17/2026	10/14/2026	24.80		24.80	610-30-5740
Total 2627971-9-26:						24.80	.00	24.80	
Total 64 CULLIGAN:						24.80	.00	24.80	
66 PENINSULA PACERS LLC									
DEPVH	1	VH Deposit Refund-9-25-2026	Invoice	09/25/2026	10/14/2026	150.00		150.00	100-23200
Total DEPVH:						150.00	.00	150.00	
Total 66 PENINSULA PACERS LLC:						150.00	.00	150.00	
138 COUNTY OF DOOR - RYAN SCHLEY									
2026-330003	1	FD-Diesel & Fuel	Invoice	09/14/2026	10/14/2026	74.64		74.64	100-50-5220
Total 2026-33000310:						74.64	.00	74.64	
2026-330003	1	Vehicle Fuel	Invoice	09/14/2026	10/14/2026	886.25		886.25	100-20-5331
2026-330003	2	Vehicle Fuel	Invoice	09/14/2026	10/14/2026	51.11		51.11	100-10-5140
2026-330003	3	Vehicle Fuel	Invoice	09/14/2026	10/14/2026	157.03		157.03	610-30-5740
Total 2026-33000311:						1,094.39	.00	1,094.39	
2026-330003	1	Public Works Lot	Invoice	09/21/2026	10/14/2026	1,995.67		1,995.67	100-20-5332
2026-330003	2	WW Treatment Plant Lot	Invoice	09/21/2026	10/14/2026	27,604.99		27,604.99	100-20-5332
2026-330003	3	Holland Rd, Spruce Ln, N Orchard Rd	Invoice	09/21/2026	10/14/2026	14,749.69		14,749.69	100-20-5330
Total 2026-33000335:						44,350.35	.00	44,350.35	
Total 138 COUNTY OF DOOR - RYAN SCHLEY:						45,519.38	.00	45,519.38	
235 QUILL CORPORATION									
50391619	1	Office Supplies	Invoice	09/16/2026	09/25/2026	59.90		59.90	100-10-5140
Total 50391619:						59.90	.00	59.90	
50594994	1	Office Supplies	Invoice	10/05/2026	10/14/2026	26.77		26.77	100-10-5140
Total 50594994:						26.77	.00	26.77	
Total 235 QUILL CORPORATION:						86.67	.00	86.67	
349 FIRE CATT LLC									
19091	1	Annual Fire Hose Testing	Invoice	09/18/2026	10/14/2026	2,571.50		2,571.50	100-50-5220
Total 19091:						2,571.50	.00	2,571.50	
Total 349 FIRE CATT LLC:						2,571.50	.00	2,571.50	
376 JEFFERSON FIRE & SAFETY INC									
IN344341	1	SCBA Flow Testing	Invoice	09/14/2026	09/25/2026	1,725.00		1,725.00	100-50-5220
Total IN344341:						1,725.00	.00	1,725.00	
IN344556	1	New York Hooks	Invoice	09/22/2026	10/14/2026	213.78		213.78	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 IN344556:						213.78	.00	213.78	
Total 376 JEFFERSON FIRE & SAFETY INC:						1,938.78	.00	1,938.78	
540 JOHNSON CONTROLS FIRE PROTECTION LP									
10311009988	1	1/2 Payment for New Fire Alarm Panel	Invoice	09/17/2026	10/14/2026	4,986.91		4,986.91	100-20-5520
Total 103110099886:						4,986.91	.00	4,986.91	
Total 540 JOHNSON CONTROLS FIRE PROTECTION LP:						4,986.91	.00	4,986.91	
543 CELLCOM WISCONSIN RSA 10									
497958	1	Cell Phone Charges-Spartan Go Cam	Invoice	09/22/2026	10/14/2026	14.77		14.77	100-20-5300
497958	2	Cell Phone Charges-WW	Invoice	09/22/2026	10/14/2026	194.23		194.23	610-30-5740
497958	3	Cell Phone Charges-Admin	Invoice	09/22/2026	10/14/2026	185.22		185.22	100-10-5140
497958	4	Cell Phone Charges-WW	Invoice	09/22/2026	10/14/2026	29.82		29.82	610-30-5740
497958	5	Cell Phone Charges-FD	Invoice	09/22/2026	10/14/2026	27.76		27.76	100-50-5220
497958	6	Cell Phone Charges-FD	Invoice	09/22/2026	10/14/2026	24.23		24.23	100-50-5220
497958	7	Cell Phone Charges-Marina	Invoice	09/22/2026	10/14/2026	24.23		24.23	202-40-5543
Total 497958:						500.26	.00	500.26	
Total 543 CELLCOM WISCONSIN RSA 10:						500.26	.00	500.26	
605 NORTHERN LAKE SERVICE INC									
2617483	1	Ammonia Test	Invoice	09/28/2026	10/14/2026	23.80		23.80	610-30-5740
Total 2617483:						23.80	.00	23.80	
Total 605 NORTHERN LAKE SERVICE INC:						23.80	.00	23.80	
701 VILLAGE OF EPHRAIM/GENL									
30008-23481	1	Water Tests-30008	Invoice	09/24/2026	10/14/2026	120.00		120.00	100-10-5160
Total 30008-23481:						120.00	.00	120.00	
Total 701 VILLAGE OF EPHRAIM/GENL:						120.00	.00	120.00	
712 J F CONSTRUCTION INC									
9450	1	Hydro Hose Repair	Invoice	09/16/2026	09/25/2026	92.38		92.38	100-20-5520
Total 9450:						92.38	.00	92.38	
9490	1	Round Stone for Landscaping	Invoice	09/21/2026	10/14/2026	294.26		294.26	610-30-5740
Total 9490:						294.26	.00	294.26	
Total 712 J F CONSTRUCTION INC:						386.64	.00	386.64	
799 AFLAC ATTN: REMITTANCE PROCESSING									
189563	1	Supplemental Insurance	Invoice	09/23/2026	10/14/2026	396.82		396.82	100-21515
Total 189563:						396.82	.00	396.82	
Total 799 AFLAC ATTN: REMITTANCE PROCESSING:						396.82	.00	396.82	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
814 BV NAT'L ELEVATOR INSPECTION SERVICES									
26021330 RI	1	Elevator Inspection-Admin	Invoice	10/05/2026	10/14/2026	125.00		125.00	100-20-5332
Total 26021330 RI00396:						125.00	.00	125.00	
26021382 RI	1	Elevator Inspection VH	Invoice	10/05/2026	10/14/2026	125.00		125.00	100-20-5332
Total 26021382 RI00396:						125.00	.00	125.00	
Total 814 BV NAT'L ELEVATOR INSPECTION SERVICES:						250.00	.00	250.00	
1047 GFL ENVIRONMENTAL									
U500001342	1	Trash-10/01-10/31/2026	Invoice	09/18/2026	10/14/2026	191.87		191.87	100-20-5362
Total U50000134293:						191.87	.00	191.87	
U500001342	1	Recycle-10/1-10/31/2026 minus \$156.4	Invoice	09/18/2026	10/14/2026	613.59		613.59	100-20-5362
Total U50000134294&U50000134295:						613.59	.00	613.59	
Total 1047 GFL ENVIRONMENTAL:						805.46	.00	805.46	
1064 KIM ROBERTS									
OCT2026	1	Phone Reimbursement-October 2026	Invoice	10/01/2026	10/14/2026	15.00		15.00	100-10-5140
Total OCT2026:						15.00	.00	15.00	
Total 1064 KIM ROBERTS:						15.00	.00	15.00	
1178 NICOLET NATIONAL BANK									
8LMS620AP	1	28.6 Premium Gas	Invoice	09/17/2026	10/14/2026	174.50		174.50	100-20-5331
Total 8LMS620APWY:						174.50	.00	174.50	
9KEHNFJYV	1	Pager Parts	Invoice	08/21/2026	10/14/2026	194.00		194.00	100-50-5220
Total 9KEHNFJYVN:						194.00	.00	194.00	
Total 1178 NICOLET NATIONAL BANK:						368.50	.00	368.50	
1184 KITA FARMS									
632612	1	20x Corn Stalks & 10x Straw Bales	Invoice	09/20/2026	10/14/2026	120.00		120.00	100-20-5520
Total 632612:						120.00	.00	120.00	
Total 1184 KITA FARMS:						120.00	.00	120.00	
1190 DANIEL OAKLEY									
OCT2026	1	Cell Phone Reimbursement-October 20	Invoice	10/01/2026	10/14/2026	15.00		15.00	610-30-5740
Total OCT2026:						15.00	.00	15.00	
Total 1190 DANIEL OAKLEY:						15.00	.00	15.00	
1245 J.B. TRUCK SERVICE LLC									
8886	1	Repairs to F-350	Invoice	09/23/2026	10/14/2026	4,382.59		4,382.59	100-20-5331

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 8886:						4,382.59	.00	4,382.59	
Total 1245 J.B. TRUCK SERVICE LLC:						4,382.59	.00	4,382.59	
1248 DOOR COUNTY IT									
6759	1	Computer Support	Invoice	09/08/2026	10/14/2026	94.00		94.00	100-10-5140
Total 6759:						94.00	.00	94.00	
6762	1	Computer & Install	Invoice	09/09/2026	10/14/2026	1,548.00		1,548.00	100-10-5140
Total 6762:						1,548.00	.00	1,548.00	
6822	1	Huntress, Data Protection w/Cove Back	Invoice	10/01/2026	10/14/2026	719.45		719.45	100-10-5140
Total 6822:						719.45	.00	719.45	
Total 1248 DOOR COUNTY IT:						2,361.45	.00	2,361.45	
1273 INSPECTION SPECIALIST LLC									
SEPT2026	1	Building Permits	Invoice	09/01/2026	10/14/2026	1,517.80		1,517.80	100-10-4431
Total SEPT2026:						1,517.80	.00	1,517.80	
Total 1273 INSPECTION SPECIALIST LLC:						1,517.80	.00	1,517.80	
1282 DELTA DENTAL OF WISCONSIN									
2626580	1	Supplemental Insurance-Bristol & Ras	Invoice	09/23/2026	10/14/2026	136.36		136.36	100-21560
Total 2626580:						136.36	.00	136.36	
Total 1282 DELTA DENTAL OF WISCONSIN:						136.36	.00	136.36	
1305 BOUND TREE MEDICAL LLC									
86355216	1	Medical Supplies	Invoice	09/14/2026	10/14/2026	323.85		323.85	100-50-5220
Total 86355216:						323.85	.00	323.85	
Total 1305 BOUND TREE MEDICAL LLC:						323.85	.00	323.85	
1324 DEMPSEY LAW FIRM LLP									
SEPT2026	1	Attorney Fees	Invoice	09/08/2026	10/14/2026	310.50		310.50	100-10-5130
Total SEPT2026:						310.50	.00	310.50	
Total 1324 DEMPSEY LAW FIRM LLP:						310.50	.00	310.50	
1346 HABERLI AFTER HOURS SERVICES LLC									
2129	1	Garage Door Repair	Invoice	09/16/2026	09/25/2026	270.00		270.00	100-50-5220
Total 2129:						270.00	.00	270.00	
Total 1346 HABERLI AFTER HOURS SERVICES LLC:						270.00	.00	270.00	
1352 CHARTER COMMUNICATIONS-ENTERPRISE									
228782901-1	1	Internet Charges-Admin	Invoice	10/01/2026	10/14/2026	89.99		89.99	100-10-5160

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
228782901-1	2	VoIP Charges - Admin	Invoice	10/01/2026	10/14/2026	399.47		399.47	100-10-5160
Total 228782901-100126:						489.46	.00	489.46	
Total 1352 CHARTER COMMUNICATIONS-ENTERPRISE:						489.46	.00	489.46	
1355 AM REFRIGERATION AND MECHANICAL INC									
387539	1	Install Glycol Feeder @ VH	Invoice	09/02/2026	10/14/2026	1,836.00		1,836.00	100-20-5332
Total 387539:						1,836.00	.00	1,836.00	
Total 1355 AM REFRIGERATION AND MECHANICAL INC:						1,836.00	.00	1,836.00	
1375 JEFF WYATT									
REFUND-TA	1	121-01-12312731G1-Refund of Overag	Invoice	09/09/2026	10/14/2026	204.33		204.33	100-10-5191
Total REFUND-TAX:						204.33	.00	204.33	
Total 1375 JEFF WYATT:						204.33	.00	204.33	
1376 NANCY TRELEVEN									
VHRNTREIM	1	VH-Rental Reimbursement	Invoice	09/12/2026	10/14/2026	250.00		250.00	100-23200
Total VHRNTREIM:						250.00	.00	250.00	
Total 1376 NANCY TRELEVEN:						250.00	.00	250.00	
1377 MICHELLE CAIRD									
VHRNTREIM	1	VH- Rental Reimbursement	Invoice	09/17/2026	10/14/2026	250.00		250.00	100-23200
Total VHRNTREIM:						250.00	.00	250.00	
Total 1377 MICHELLE CAIRD:						250.00	.00	250.00	
1378 ANTHOLT CONCRETE									
1305	1	Concrete for Walkway in Front of the W	Invoice	09/24/2026	10/14/2026	794.35		794.35	610-30-5740
Total 1305:						794.35	.00	794.35	
Total 1378 ANTHOLT CONCRETE:						794.35	.00	794.35	
1379 ROBERT NIEMER									
REIMB2026	1	ECall Reimb-Mileage 9-25-2026	Invoice	09/25/2026	10/14/2026	20.30		20.30	100-20-5331
Total REIMB2026:						20.30	.00	20.30	
Total 1379 ROBERT NIEMER:						20.30	.00	20.30	
1380 ROLLNRACK LLC									
26199	1	Hose Roller	Invoice	09/29/2026	10/14/2026	1,460.00		1,460.00	100-50-5220
Total 26199:						1,460.00	.00	1,460.00	
Total 1380 ROLLNRACK LLC:						1,460.00	.00	1,460.00	
9186 ASSOCIATED APPRAISALCONSULTANTS INC									
188558	1	Assessor Fees	Invoice	09/24/2026	10/14/2026	724.20		724.20	100-10-5153

Invoice Number	Sequence Number	Description	Type	Invoice Date	Due Date	Invoice Amount	Discount Amount	Net Invoice Check Amount	GL Account Number
Total 188558:						724.20	.00	724.20	
Total 9186 ASSOCIATED APPRAISALCONSULTANTS INC:						724.20	.00	724.20	
9290 ANDREA COLLAK									
OCT2026	1	Cell Phone Reimbursement-October 20	Invoice	10/01/2026	10/14/2026	30.00		30.00	100-10-5140
Total OCT2026:						30.00	.00	30.00	
Total 9290 ANDREA COLLAK:						30.00	.00	30.00	
Total :						82,212.54	.00	82,212.54	
Grand Totals:						82,212.54	.00	82,212.54	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-10-44310	1,517.80	.00	1,517.80
100-10-51300-200	310.50	.00	310.50
100-10-51400-310	51.11	.00	51.11
100-10-51400-312	230.22	.00	230.22
100-10-51400-333	86.67	.00	86.67
100-10-51400-334	2,361.45	.00	2,361.45
100-10-51400-339	63.24	.00	63.24
100-10-51530-210	724.20	.00	724.20
100-10-51600-303	388.59	.00	388.59
100-10-51600-306	399.47	.00	399.47
100-10-51600-307	120.00	.00	120.00
100-10-51600-309	89.99	.00	89.99
100-10-51601-303	404.97	.00	404.97
100-10-51910-200	204.33	.00	204.33
100-20-53000-312	14.77	.00	14.77
100-20-53302-830	14,749.69	.00	14,749.69
100-20-53310-310	1,081.05	.00	1,081.05
100-20-53310-311	4,382.59	.00	4,382.59
100-20-53321-303	80.92	.00	80.92
100-20-53322-210	609.00	.00	609.00
100-20-53322-302	2,086.00	.00	2,086.00
100-20-53322-830	29,600.66	.00	29,600.66
100-20-53420-303	1,176.95	.00	1,176.95
100-20-53620-210	613.59	.00	613.59
100-20-53621-210	191.87	.00	191.87
100-20-55200-227	120.00	.00	120.00
100-20-55200-303	71.99	.00	71.99
100-20-55200-353	92.38	.00	92.38
100-20-55200-830	4,986.91	.00	4,986.91
100-21515	396.82	.00	396.82
100-21560	136.36	.00	136.36
100-23200	650.00	.00	650.00
100-50-52200-302	270.00	.00	270.00
100-50-52200-310	74.64	.00	74.64

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
100-50-52200-312	51.99	.00	51.99
100-50-52200-353	4,296.50	.00	4,296.50
100-50-52200-370	194.00	.00	194.00
100-50-52200-371	1,673.78	.00	1,673.78
100-50-52200-810	953.85	.00	953.85
202-40-55430-303	179.78	.00	179.78
202-40-55430-312	24.23	.00	24.23
610-30-57401-306	283.04	.00	283.04
610-30-57401-310	157.03	.00	157.03
610-30-57401-312	209.23	.00	209.23
610-30-57401-387	1,088.61	.00	1,088.61
610-30-57402-210	23.80	.00	23.80
610-30-57402-303	3,932.88	.00	3,932.88
610-30-57402-381	24.80	.00	24.80
610-30-57403-303	780.29	.00	780.29
Grand Totals:	82,212.54	.00	82,212.54

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
00/00	82,212.54	.00	82,212.54
Grand Totals:	82,212.54	.00	82,212.54

VILLAGE OF EPHRAIM
NOTICE OF ZONING ORDINANCE PUBLIC HEARING
TUESDAY, OCTOBER 13, 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 Plan 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 13th day of OCTOBER 2026.

VILLAGE OF EPHRIAM

BY: _____
Ken Nelson, Village President

Attest: _____
Andrea Collak, Clerk

Published this ____ day of _____ 2026

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

Current Language

17.20 PROTECTED WATERFRONT (PW) DISTRICT.

- 1) **INTENT.** Recognizing that the open shoreline is one of Ephraim's most distinctive features, the intent of this ordinance is to provide for as much open viewing space along our shoreline as possible. As an important contributing component of the Ephraim Historic District Ordinance [§17.26](#), owners of residences in the Protected Waterfront "PW" District are encouraged to use and maintain their existing residences. Since most of the residential buildings in this area are sited on small non-conforming lots that would otherwise prohibit the erection of such structures under the existing ordinance unless otherwise noted or provided for in this section, structures shall be restricted to those in existence as of January 1, 1998.
- 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.
- 3) **CONDITIONAL USES.**
 - a) On parcels where there is not a residence:
 - 1) Dockage and launching;
 - 2) Boat and related rentals;
 - 3) Sale of marine fuel and accessories for marine use only;
 - 4) New structures necessary for permitted uses in the district, including bathrooms.
 - 5) 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 residence:
 - 1) Additions/modifications to or replacement of existing residences. Subject to [§17.20\(5\)](#).
 - 2) Residences destroyed by natural disasters or fires in this district may be replaced using the former dimensions and location.
- 4) **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.
- 5) **ADDITIONS/MODIFICATIONS TO OR REPLACEMENT OF EXISTING RESIDENCES. "PW DESIGN REVIEW". (Completed by HPC and Plan Committee.)**
 - a) General requirements:

Current Language

- 1) Addition/modification or replacement projects including existing dimensionally nonconforming structures considered under this section may apply the existing grandfathered setbacks of the existing structures as the required setback for new work so long as the new work increases or at minimum does not further encroach on the setbacks in question.
- 2) Footprints in the PW District can be modified, but increases to the total footprint of individual structures within the district are prohibited.
- 3) All projects are subject to the applicable dimensional standards of [§17.24](#) of the ordinance unless otherwise noted or provided in this section.
- 4) All projects are subject to applicable floodplain ordinances of the Village and State.

b) Design Criteria:

- 1) All projects shall incorporate a design that is in keeping with the character of the Village Historic District and the language of the Historic District Ordinance [§17.26](#).
- 2) Visual impact from the street is to be minimized on all projects occurring in the PW District.
- 3) No structures shall exceed twenty-three feet (23') in height as measured from the crown grade of State Highway 42.
- 4) Only chimneys shall be allowed up to two feet (2') above the approved peak roof line.
- 5) Primary roof pitches less than 6/12 or more than 12/12 are prohibited.

6) **OTHER REQUIREMENTS.** Up to fifty percent (50%) of the total roof pitch square footage can be made up of dormers that may be less than 6/12, but in no case may be less than 3/12.

- 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.

7) **DIMENSIONAL STANDARDS.** See ordinance [§17.24](#)

8) **PROHIBITED USES.** Home occupations are not permitted in the PW District.

Door County Trails

Strategic Plan Rollout

Community Presentation



OUR MISSION

*To Develop a Safe
Bicycle and Pedestrian
Trail Network Connecting
Door County Communities.*





Sponsors

We'd like to thank and recognize the generous businesses who support our important work to connect Door County one trail at a time.

Business Partners (\$60,000+)



Trail Advocates (\$5,000+)



Friends of the Trails (\$1,000+)

KL Engineering

Main Street Market

Supporting Partners



Milestone Fundraising Partnership



HOW THE PARTNERSHIP WORKS



OVERNIGHT STAY

Guests enjoy an overnight stay at Landmark Resort.



ROOM-NIGHT CONTRIBUTION

A donation is made to Door County Trails from each overnight stay.



TRAIL INVESTMENT

Contributions support trail projects that connect communities, improve safety, and expand recreation opportunities throughout Door County.

WHERE THE FUNDS GO

A 50/50 INVESTMENT IN DOOR COUNTY



Professional Planning Assistance



Sophie Parr



Sam Herheim



Natalie Dorrlor-Hyde





Strategic Planning Process

Where it came from

- 1. Build from What Already Exists**
- 2. Focus on Countywide Connectivity**
- 3. Engage Communities and Stakeholders**
- 4. Create a Strategic, Flexible Roadmap**

A primary purpose of the Strategic Trails Plan is to serve as an implementation tool that helps municipalities advance trail and non-motorized transportation projects through grant funding opportunities.



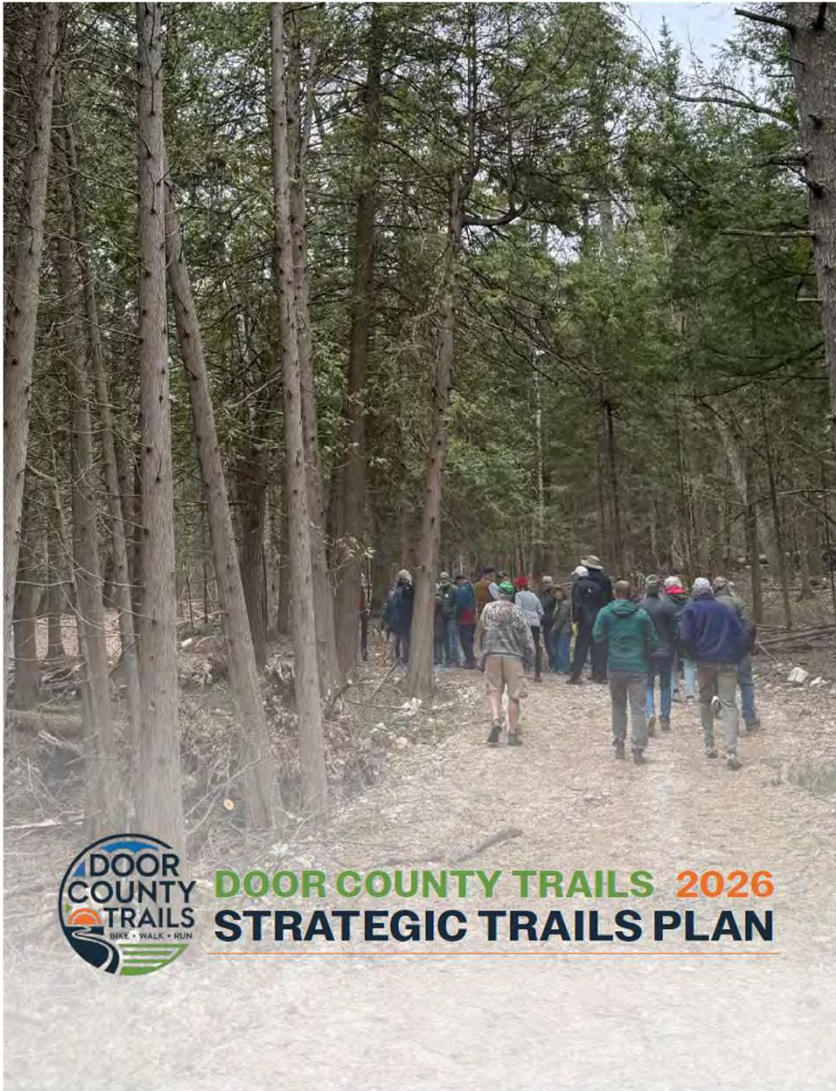
Strategic Trails Plan

- **Developed through community input**
- **Creates a shared vision for connectivity**
- **Guides future trail development**
- **Seeks municipal consensus**
- **Promotes countywide partnership**

The Strategic Trails Plan establishes a countywide vision for safer, connected bicycle and pedestrian transportation routes while leaving future trail decisions under local municipal control.



**DOOR COUNTY TRAILS 2026
STRATEGIC TRAILS PLAN**



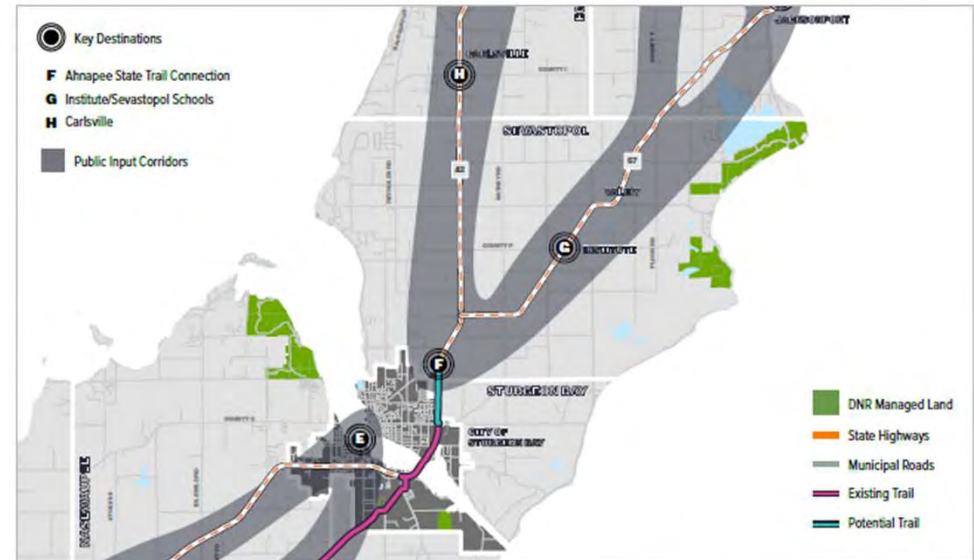
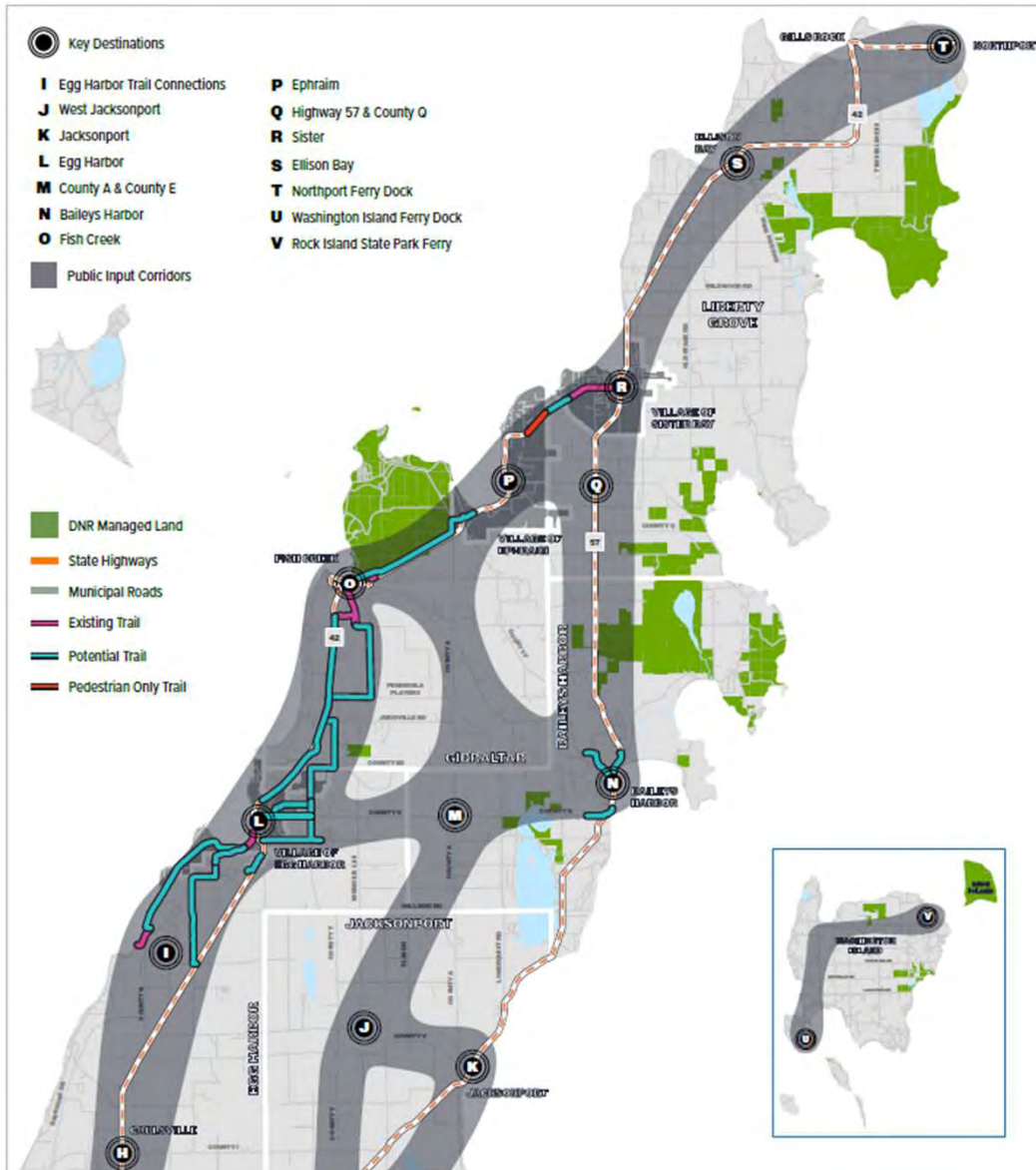
Community Results

Total Responses: 1,211



Predominant themes:

- **Overwhelming support for a connected countywide trail system**
- **Strong behavior change potential; reduced vehicular dependence**
- **Trails seen as a community investment, not a niche amenity**
- **Connectivity is the dominant priority**
 - Connecting communities to each other
 - Linking trails to village centers, parks, schools, and waterfronts
 - Creating logical, continuous routes rather than isolated segments
- **Safety is a top concern**
- **Funding support exists when paired with grants and partnerships**
- **Trails viewed as supporting local economies**



Next Steps



- **Approve Resolution of Support**
 - Acknowledge your commitment to the vision of a connected county-wide trail network
- **Identify Municipal Representatives**
 - Appoint 2 (non-quorum) liaisons to serve on a Community Trail Partners Working Group
- **Schedule Community Trail Partners Working Group**
 - Planned to meet quarterly (3x regionally & 1x countywide)
- **Let us know what projects you are working on**
 - Trail plans; Capital improvements / road projects; Grant pursuits
- **We're here to help!**
 - DCT can assist with grant pursuits & project coordination
- **Spread the word!** doorcountytrails.org

A VISION *FOR THE FUTURE*

We envision a Door County where safe, accessible trails connect our communities and are an integral part of everyday recreation and transportation, inspiring people to embrace cycling and walking for freedom, health, and happiness.



Your Local Liaison



Natalie Dorrlor-Hyde

Door County Trails Community Partner Liaison

Fish Creek / Sturgeon Bay

Natalie.Dorrlor@stantec.com

Direct: 920-298-1766 / Mobile: 920-952-9446



DCT can provide grant assistance and coordinate with municipalities through the design & implementation phases to ensure connectivity and continuity are considered.



DOOR COUNTY TRAILS 2026 STRATEGIC TRAILS PLAN

ACKNOWLEDGMENTS

This plan was shaped through the collaboration, guidance, and participation of community members, elected officials, staff, stakeholders, and partner organizations who contributed their time, ideas, and perspectives throughout the planning process. Their input helped define the vision, priorities, and strategies reflected in this document.

DOOR COUNTY TRAILS BOARD

Susan Stauber, President
Dick Untch, Vice President
Jane Jerzak, Treasurer
Rick Nelson, Secretary
Craig Charles, Board Member
Matt Ernst, Board Member
Samantha Herheim, Board Member
William Pennoyer, Board Member

DOOR COUNTY TRAILS PLANNING & STRATEGY COMMITTEE

Dick Untch, Chairperson
William Pennoyer
Samantha Herheim
Mark Glasser
Matt Ernst
Bryce LeBrun
Heena Bhatt
Natalie Dorrlor-Hyde
Julie Schmelzer
Tim Pflieger

DOOR COUNTY TRAILS STRATEGIC PLAN COMMITTEE

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Matt Ernst
Samantha Herheim
Amanda Accardi, Destination Door County

PROJECT CONSULTANT

CHASTAIN
COMMUNITY PLANNING & FUNDING

Sophie Parr, Chastain & Associates

COVER PHOTO

Fish Creek Park Trail
Photo Credit: Lissa Parr

MUNICIPALITIES

City of Sturgeon Bay
Town of Baileys Harbor
Town of Brussels
Town of Clay Banks
Town of Egg Harbor
Town of Forestville
Town of Gardner
Town of Gibraltar
Town of Jacksonport
Town of Liberty Grove
Town of Nasewaupee
Town of Sevastopol
Town of Sturgeon Bay
Town of Union
Town of Washington
Village of Egg Harbor
Village of Ephraim
Village of Forestville
Village of Sister Bay

TABLE OF CONTENTS

INTRODUCTION4

EXISTING PLANS & STUDIES8

EXISTING TRAILS INVENTORY11

ENGAGEMENT SUMMARY13

NEEDS & OPPORTUNITIES ANALYSIS16

VISION, GOALS & OBJECTIVES21

BEST PRACTICES.....24

FUNDING OPPORTUNITIES26

APPENDIX A28

APPENDIX B48

INTRODUCTION

The **Door County Trails Strategic Trails Plan** focuses on the development of a countywide network of multi-use bicycle and pedestrian transportation trails that connect Door County communities. The intent of the plan is to guide the long-term development of trails that function as accessible corridors for people traveling between municipalities, residential areas, community amenities, and key destinations throughout the county. The plan was funded by Door County Trails, Inc and developed in partnership with planning consultant Sophie Parr of Chastain and Associates.

The network is envisioned as a system of multi-use trails designed to safely accommodate both bicyclists and pedestrians, creating reliable routes for people traveling between communities. By prioritizing connectivity and safety, the trail network is designed to function as a transportation network that supports everyday travel, providing residents and the greater Door County community with a safer alternative to traveling by car.

HOW COMMUNITIES CAN USE THIS PLAN

This Strategic Trails Plan is intended to serve as a tool for municipalities across Door County as they consider future trail development within their communities. While the plan identifies desired trail connections across the county, it does not prescribe specific trail alignments or exact routes. While decisions regarding the location, design, and implementation of trail segments ultimately rest with individual municipalities, Door County Trails plays an active role in guiding, supporting, and coordinating efforts across communities.

The plan highlights areas where trail connections are desired across the county, providing communities with a starting point for more detailed local planning. Municipalities can use this framework to evaluate potential trail corridors, incorporate trail planning into comprehensive plans and transportation routes and guide local discussions about future trail investments.

The plan also supports coordination between neighboring communities. Because many trail segments will ultimately cross jurisdictional boundaries, collaboration between municipalities will be essential to creating a connected network. By referencing this plan, communities can work together to align local planning efforts and identify opportunities to connect trails between towns, villages, the City of Sturgeon Bay and key destinations.

Finally, the plan can serve as an important tool for pursuing funding opportunities. Many state and federal trail grants prioritize projects that demonstrate regional coordination and long-term planning. The countywide vision outlined in this plan, along with resolutions of support from local governments, demonstrates that trail development in Door County is part of a broader, coordinated effort.

ABOUT DOOR COUNTY TRAILS, INC



Door County Trails, Inc (Door County Trails) is a volunteer-led nonprofit organization working to develop a countywide network of multi-use bicycle and pedestrian trails connecting communities across Door County. The organization's mission is to create a network of accessible trails that link municipalities, natural areas, and key destinations, providing safer options for walking and biking while enhancing connectivity and quality of life for the Door County community.

Door County Trails brings together community leaders, municipal officials, partners, and residents to advance a shared vision for alternative transportation and outdoor access. Through planning, partnerships, and community engagement, the organization works to identify priority trail connections, coordinate efforts across municipalities, and build support for a long-term, connected trail network that will serve Door County for generations to come.

WHY TRAILS MATTER IN DOOR COUNTY

Door County is known for its natural beauty, vibrant communities, and strong tourism economy. Yet moving between these communities safely without a vehicle can be difficult. Many county roads and areas of the state highways carry high volumes of traffic. Limited shoulders or safe walking areas make travel by bicycle or on foot challenging in many locations. As Door County continues to grow, providing safer alternatives for walking and bicycling is becoming increasingly important.

STRENGTHENING CONNECTIONS BETWEEN COMMUNITIES

Door County's villages and towns each have unique identities and are popular destinations, but many are separated by busy highways or rural roads that are not designed for active transportation. A coordinated trail network can create safer links between these communities, allowing travel between towns, parks, schools, and commercial areas without relying solely on a car. Connecting communities also strengthens the sense of regional identity across the peninsula, allowing people to experience Door County as a connected place rather than a series of isolated destinations.

IMPROVING SAFETY

Safety emerged as a consistent theme throughout public engagement. Residents expressed concerns about increasing traffic volumes and limited safe space for people walking or bicycling along roadways. A dedicated trail network provides an opportunity to create separation for pedestrians and cyclists from motor vehicle traffic as much as possible. By creating safer corridors between communities and key destinations, the trail network can reduce conflicts on roadways and encourage more people to choose walking or bicycling for local trips.

ENHANCING QUALITY OF LIFE

Beyond transportation benefits, trails contribute significantly to community health and quality of life. Accessible places to walk and bike encourage physical activity, provide opportunities for outdoor recreation, and allow people of all ages to enjoy the county's natural landscapes. For many residents, trails also offer an alternative way to experience Door County, one that is slower, quieter, and better connected to the surrounding environment.

SUPPORTING THE LOCAL ECONOMY

Trails support local economic development by improving access to businesses, community spaces, and key destinations across Door County. They can increase property values and strengthen the tax base, while attracting visitor spending that is more evenly distributed across communities and seasons. By extending the tourism season and increasing foot and bike traffic, trails help support local businesses, services, and overall economic vitality.

MAINTAINING A SUSTAINABLE TRANSPORTATION NETWORK

As Door County grows, increasing dependence on automobiles places additional pressure on roads, parking, and infrastructure. Expanding opportunities for walking and bicycling can help reduce congestion in busy areas and provide alternative ways for people to move through the county. A countywide trail network supports a more balanced transportation system by providing safer options beyond driving.

PLANNING HORIZON

This Strategic Trails Plan establishes a long-term vision for developing a countywide bicycle and pedestrian trail network in Door County. The recommendations in this plan are intended to guide trail planning, coordination, and investment over the next 10 to 20 years, providing a framework for building safer, connected trails between communities.

Developing a connected trail system across the county will take time, coordination, and sustained investment. Land access, engineering and design, funding, and partnerships with local communities will all play important roles. While some trail segments may be implemented in the near term, others will require additional planning and collaboration, allowing the network to grow through a phased and strategic approach over time.

PLANNING PROCESS

The Door County Trails Strategic Plan was developed through a collaborative process led by Door County Trails, Inc and guided by a local planning committee. The organization retained a planning consultant to assist with public engagement, analysis, and preparation of the plan. Early in the process, an online survey was conducted to gather input from residents, seasonal homeowners, and the greater Door County community about trail priorities, safety concerns, and opportunities for improving connections between communities.

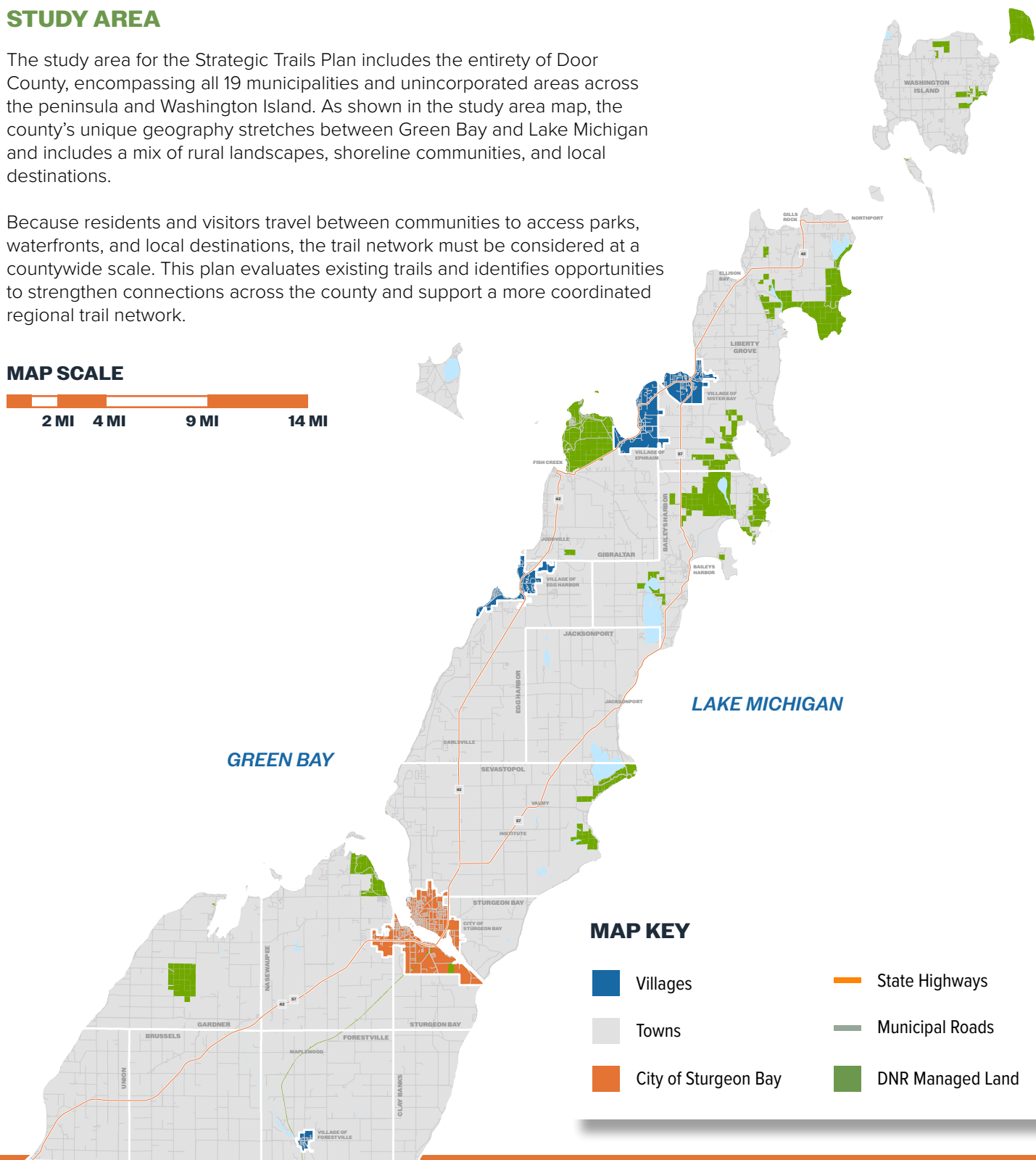
To build awareness and gather feedback across the county, representatives from Door County Trails and the planning team attended meetings at all 19 municipalities throughout January to March of 2026 to introduce the initiative and discuss the planning effort with local officials. Two public open houses were also held in Sturgeon Bay and Fish Creek to share information and collect additional community input. Following the engagement process, a draft plan was prepared, reviewed, and refined before seeking resolutions of support from municipalities across Door County to demonstrate countywide collaboration and support for the trail network vision.

STUDY AREA

The study area for the Strategic Trails Plan includes the entirety of Door County, encompassing all 19 municipalities and unincorporated areas across the peninsula and Washington Island. As shown in the study area map, the county's unique geography stretches between Green Bay and Lake Michigan and includes a mix of rural landscapes, shoreline communities, and local destinations.

Because residents and visitors travel between communities to access parks, waterfronts, and local destinations, the trail network must be considered at a countywide scale. This plan evaluates existing trails and identifies opportunities to strengthen connections across the county and support a more coordinated regional trail network.

MAP SCALE



REGIONAL CONTEXT

Door County is located in northeastern Wisconsin and forms the peninsula that extends between Green Bay and Lake Michigan. The county is connected to the rest of the state through Kewaunee County to the south, where regional transportation routes and recreational corridors begin to link the peninsula with broader statewide networks. One of the most significant existing trail connections is the Ahnapee State Trail, which provides an important regional multi-use trail corridor that connects Door County to communities beyond the peninsula.

EXISTING PLANS & STUDIES

The following plans and studies demonstrate a strong and growing interest in expanding trail connectivity across Door County, while also highlighting the need for continued coordination between municipalities, agencies, and organizations to advance a cohesive, countywide network.

NATIONAL PARK SERVICE EGG HARBOR CONCEPTUAL TRAIL REPORT (2025)

The report outlines a community-driven effort to identify and advance a network of multi-use trails in and around Egg Harbor, with a focus on improving safety, connectivity, and access for both residents and visitors. Through stakeholder engagement and on-the-ground analysis, the study identified key corridors and provided conceptual recommendations to guide future planning, funding, and implementation. It also helped lay the foundation for a coordinated, countywide trails initiative.

BAY-LAKE CONNECTIVITY TRAIL FEASIBILITY STUDY (2025)

This study explores the development of a trail corridor connecting communities along the Bayshore area. It emphasizes connectivity to schools, parks, and commercial areas, along with accessibility, safety, and environmental stewardship. The study also incorporates Safe Routes to School principles and promotes trails as part of a broader active transportation network.

FISH CREEK TRAIL FINAL REPORT (2024)

The report provides a detailed feasibility and preliminary design for a trail segment connecting key areas within Fish Creek and the broader Door County trail system. The study evaluates site conditions, environmental constraints, and engineering considerations, ultimately recommending an elevated boardwalk and limestone trail to safely navigate wetlands and improve accessibility. The report includes cost estimates, design guidance, and next steps to support implementation.

DOOR COUNTY MULTI-MODAL TRAILS TASK FORCE REPORT (2024)

This report documents a countywide effort led by the Door County Green Fund to improve coordination among municipalities, agencies, and organizations involved in trail development. Rather than creating a new plan, the effort focused on compiling existing and planned trail projects into a comprehensive map to better understand opportunities for connectivity. The report emphasizes collaboration across jurisdictions and highlights the need for coordination among the county's many municipalities and landowners to achieve a more seamless, interconnected trail network. It also identifies key initiatives already underway and provides a foundation for future planning, communication, and funding efforts.

SAFE ROUTES TO SCHOOL SURVEY & AUDIT (GIBRALTAR SCHOOL DISTRICT) (2024)

This study evaluates walking and biking conditions around the Gibraltar School District through field audits and observations. It identifies safety concerns such as traffic conflicts, limited pedestrian infrastructure, and challenges along State Highway 42, while highlighting opportunities to improve student access through safer crossings, traffic management, and infrastructure improvements.

AHNAPEE TRAIL EXTENSION PRELIMINARY PLAN & PROFILE

This engineering-level document provides preliminary design details for a proposed extension of the Ahnapee State Trail. It includes grading, alignment, and infrastructure considerations such as culverts and bridge modifications, reflecting ongoing efforts to expand and enhance the regional trail network.

DOOR COUNTY PARKS AND OPEN SPACE PLAN (2020–2025)

This plan guides the preservation, management, and expansion of parks and open spaces across the county. It highlights the role of parks in environmental protection, recreation, and quality of life, while also recognizing their contribution to economic vitality. The plan includes an inventory of facilities and establishes goals related to conservation, accessibility, and long-term stewardship.

EGG HARBOR TRAIL PROJECT / BEACH TO BEACH TRAIL CONCEPT (2020-PRESENT)

This project outlines a series of proposed multi-use trails in the Egg Harbor area, including the Beach to Beach, Landmark, Rainbow Ridge, and Fish Creek trails. The concept aims to address transportation gaps, reduce congestion, and improve safety while enhancing access to key destinations and supporting a more connected community.

REGIONAL BICYCLE AND PEDESTRIAN PLAN FOR NORTHEAST WISCONSIN (2018)

Prepared by the Bay-Lake Regional Planning Commission, this plan focuses on improving regional connectivity, accessibility, and safety for non-motorized transportation. It establishes broader regional priorities, including linking communities across jurisdictions and integrating trail networks into the larger transportation system.

DOOR COUNTY BICYCLE, PED, AND RECREATIONAL FACILITIES MASTER PLAN (2014)

This countywide plan provides a framework for developing bicycle and pedestrian infrastructure across Door County. It includes an inventory of existing conditions, identifies gaps in connectivity, and outlines policies, design guidance, and recommended improvements to support both transportation and recreational use.

TOWN OF GIBRALTAR BICYCLE AND PEDESTRIAN PLAN (2010)

This local plan outlines goals, policies, and recommended improvements for bicycle and pedestrian infrastructure within the Town of Gibraltar. It focuses on improving safety, expanding transportation options, and developing a coordinated network of on-street and off-street facilities.

AHNAPEE STATE TRAIL MASTER PLAN (1994)

This plan establishes the long-term vision and management framework for the Ahnapee State Trail, a key regional trail connecting Door and Kewaunee Counties. It outlines policies for land acquisition, development, maintenance, and expansion, and emphasizes coordination between the Wisconsin DNR and local governments.

CENTRAL LAKE MICHIGAN COASTAL REGIONAL MASTER PLANNING EFFORT (WDNR)

The Wisconsin Department of Natural Resources is developing a regional master plan for the Central Lake Michigan Coastal Ecological Landscape, a 2,700+ square mile area that includes portions of Door County and extends along the Lake Michigan shoreline and inland river systems. The plan establishes a coordinated framework for managing DNR-owned properties—including state parks, wildlife areas, trails, and natural areas—by defining allowable uses, resource management strategies, and long-term stewardship priorities.

MUNICIPAL PLANS

The following table provides a summary of municipal or local, regional and state led plans relating to outdoor recreation and trail development.

Government Entity	Related Planning Documents
Town of Gibraltar	Gibraltar Comprehensive Outdoor Recreation Plan (2026)
State of Wisconsin	State of Wisconsin Comprehensive Outdoor Recreation Plan (2025)
Village of Sister Bay	Sister Bay Comprehensive Outdoor Recreation Plan (2025)
Town of Baileys Harbor	Baileys Harbor Comprehensive Outdoor Recreation Plan (2021)
Village of Egg Harbor	Egg Harbor Comprehensive Outdoor Recreation Plan (2020)
Town of Liberty Grove	Liberty Grove Comprehensive Outdoor Recreation Plan (2008)
Town of Jacksonport	Comprehensive Outdoor Recreation Plan - In Progress

USING THIS PLAN WITH EXISTING LOCAL PLANS

This plan is intended to serve as a high-level strategy that establishes a shared vision and identifies priority connections across Door County. It does not replace more detailed local or corridor-level plans, which continue to provide important guidance for specific alignments, design, and implementation. Where more detailed plans exist, they should be referenced and utilized as part of this broader strategy, ensuring that local planning efforts remain central to decision-making while contributing to a more coordinated, countywide network.

EXISTING TRAILS INVENTORY

Door County is home to a variety of trails that allow the community to experience the peninsula's natural landscapes, parks, and waterfront areas. These trails are primarily located within state parks, nature preserves, and local park systems, where they provide important recreational opportunities such as hiking, walking, and nature observation. Communities and partner organizations have made meaningful investments in these recreational trails over time, contributing to the county's reputation as an outdoor destination.

Despite this strong recreational foundation, Door County currently has very limited trail infrastructure designed for transportation or for traveling between communities. The most significant regional trail corridor is the Ahnapee State Trail in southern Door County, which provides a long-distance multi-use route connecting communities and extending beyond the county to the south. In Northern Door County, however, the existing network is much more limited. Aside from trails located within state parks and natural areas, there are few developed shared-use paths intended for community travel. These segments exist in the Village of Egg Harbor, Fish Creek and the Village of Sister Bay.

As a result, most communities across the peninsula remain disconnected from one another because bike and pedestrian travel isn't separated from roadways. Residents and visitors who wish to walk or bike between destinations must typically rely on roadways that were not designed for safe bicycle or pedestrian access. Understanding the location, type, and ownership of existing trails is an important first step in identifying opportunities to strengthen the overall network. The inventory presented in this section documents the trails that currently exist throughout Door County and establishes the baseline from which the County and its communities can begin to identify connections, address gaps, and plan for a more coordinated countywide trail network.

Municipality	Trail	Owner	Connection
Forestville, Nasewaupée and Sturgeon Bay	Ahnapee State Trail	WisDNR	Connects the Village of Forestville to the City of Sturgeon Bay. Provides access through the Towns of Forestville, Nasewaupée and Sturgeon Bay. Extends south into Kewaunee County.
City of Sturgeon Bay	Ahnapee State Trail	WisDNR	Provides access over the Sturgeon Bay Canal to Michigan Street.
Town of Egg Harbor	Frank Murphy Trail	Door County	A trail segment connecting the entrance of Frank Murphy County park to Horseshoe Bay Farms with access to the bat caves.
Village of Egg Harbor	Bird Trail	Village of Egg Harbor	Connects downtown Egg Harbor to the entrance of the Egg Harbor Beach.
Town of Gibraltar	Fish Creek Trail	Town of Gibraltar	Provides access between Fish Creek park and the Settlement shops.
Town of Gibraltar	Gibraltar School Trail	Town of Gibraltar	Provides access from the Gibraltar School parking lot to the YMCA.
Village of Sister Bay	Bayshore Drive Trail	Village of Sister Bay	Connects the intersection of Bayshore Drive and Country Lane to the intersection of Bayshore Drive and Gateway Drive. Links into existing sidewalk that extends into downtown Sister Bay.

PLAN UPDATES

Because trail development often occurs incrementally over time, this section of the plan should be periodically updated as new trail segments are constructed or existing routes are improved. While the full Trails Plan does not need to be updated each time a project is completed, maintaining an up-to-date inventory will help communities track progress, document new connections, and ensure the plan continues to reflect the evolving trail network across Door County.

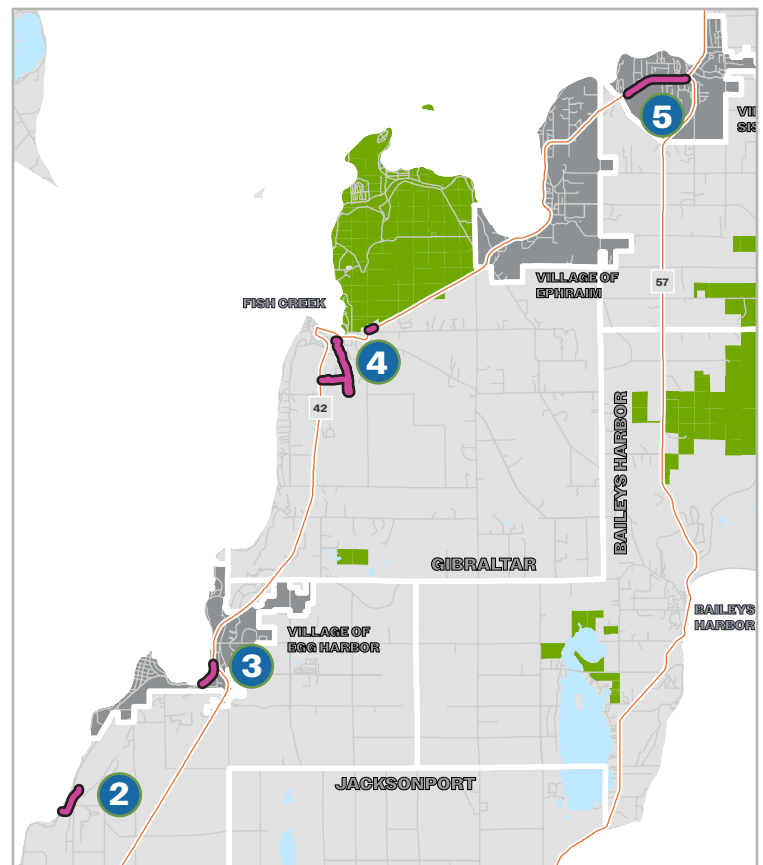
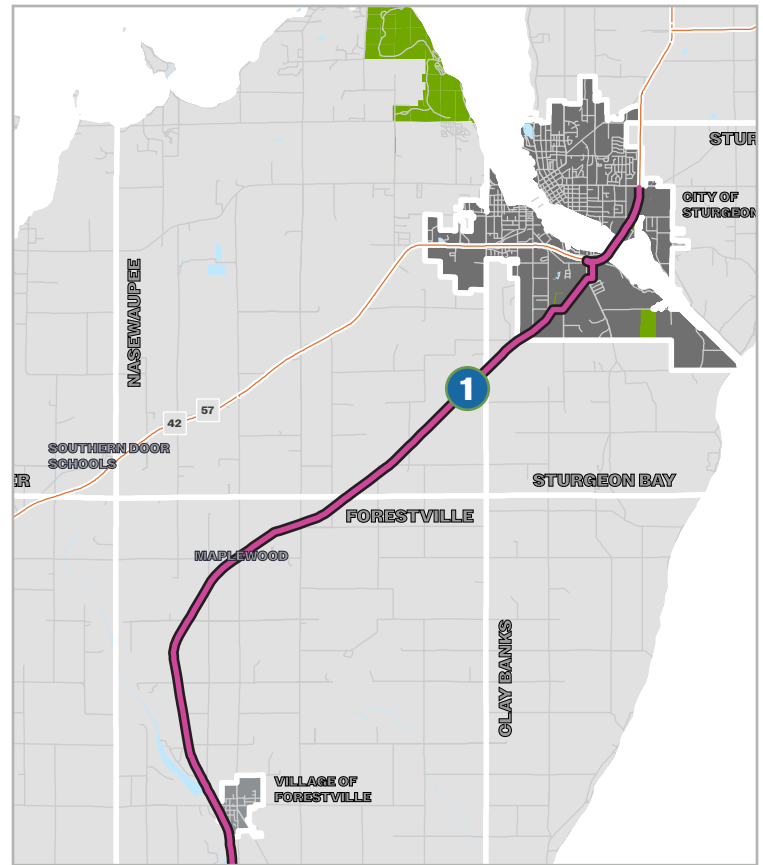
MULTI-USE BICYCLE AND PEDESTRIAN TRAILS

EXISTING MULTI-USE TRAIL

- 1 The Ahnapee State Trail is a state trail managed by the Wisconsin Department of Natural Resources. It provides access to bicycles, pedestrians, horses, and snowmobiles in the winter months. The trail currently runs from the Kewaunee/Door border just south of the Village of Forestville to the intersection of Highway 42/57 and Michigan Street. **(13 miles)**
- 2 In Northern Door County, there are very limited, fragmented trail sections that do not create any connection between communities. Frank Murphy County park provides a small trail segment at the intersection of County Road G and Bayshore Drive along the escarpment to the border of Horseshoe Bay Farms. **(0.3 miles)**
- 3 The Village of Egg Harbor manages a short trail segment running from the intersection of Bayshore Drive and Alpine and Hillside Roads to just south of Highway 42 where it connects into sidewalk that extends into the actual Village center. **(0.25 miles)**
- 4 The Town of Gibraltar maintains a trail segment that runs from the Settlement Shops into downtown Fish Creek with a current terminus at Fish Creek Park. This provides access up and down the bluff. The Town also maintains a short trail segment at the school that provides access from the school's parking lot to the YMCA highway crossing. This is used extensively by kids traveling from the school to after school programs at the YMCA. **(0.8 miles)**
- 5 The longest bicycle and pedestrian trail segment in Northern Door County is located in Sister Bay. This segment runs from the intersection of Bayshore Drive and Country Lane to the intersection of Bayshore Drive and Gateway Drive. The trail then turns into a sidewalk that extends into the Village Center. **(1.0 miles)**

RECREATIONAL TRAILS

Recreational trails are located in Peninsula State Park, Potawatomi State Park, Newport State Park, Door County Land Trust properties, and county parks.



ENGAGEMENT SUMMARY

A key goal of the community engagement process was to understand where residents would most like to travel if safer walking and biking trails were available. Door County Trails launched a countywide survey in November of 2025 where participants were asked to identify destinations they would want to reach by trail from the communities where they live. Additional questions were asked to garner insight into various funding options that would be supported by the community, behavioral changes people would make if trails existed, as well as priorities for using trails such as safety or amenities. Responses from each municipality were summarized and analyzed to identify common patterns across the county. Over 1,100 responses were collected spanning communities from Southern, Central, and Northern Door.

Two public open houses were held to share an overview of what the planning process entails and what the anticipated outcomes of the plan will be. Residents, property owners, and members of the greater Door County community were able to ask questions, provide comments and mark up maps to visually show the planning team where they would like to see trails developed. Both meetings were well attended with residents and stakeholders providing meaningful input.

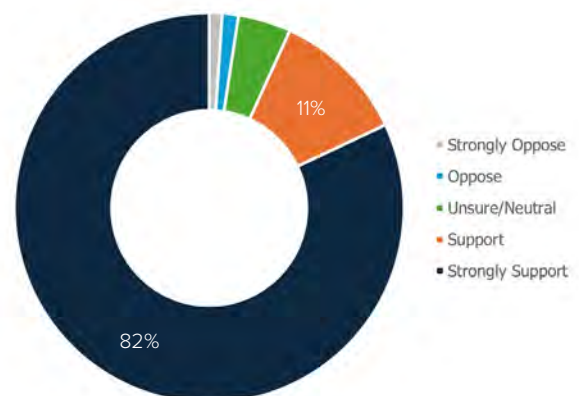


Community members participating in the open house in Fish Creek on February 14th, 2026

SUPPORT FOR A COORDINATED & COMPREHENSIVE TRAIL NETWORK

The chart to the right shows a very clear signal from residents: there is overwhelming support for developing a comprehensive trail network in Door County.

The vast majority of respondents strongly support expanding and connecting the county's trail network, represented by the large dark blue portion of the chart. An additional group of respondents indicated that they support trail development, further reinforcing the strong community interest in improved trail opportunities. Only a very small share of respondents expressed neutral or unsure opinions, and even fewer indicated opposition or strong opposition.



IMPORTANT AREAS TO CONSIDER

The results show a strong desire for trails that connect communities rather than serve only recreational purposes. Across many municipalities, residents expressed interest in traveling to nearby villages, accessing local amenities, and reaching larger community hubs such as Sturgeon Bay. Village centers including Egg Harbor, Fish Creek, Ephraim, and Sister Bay frequently emerged as desired destinations, reflecting their roles as important destinations for employment, shopping, recreation, and tourism.

STURGEON BAY

Sturgeon Bay is consistently one of the most desired destinations countywide, especially for residents in southern and central Door County. It functions as the primary employment, services, and population center.

VILLAGE CENTERS

People strongly want to travel between village downtowns. Especially in the Northern Door communities people want to be able to connect to Egg Harbor, Ephraim, Sister Bay, and Fish Creek.

STATE PARKS AND MAJOR DESTINATIONS

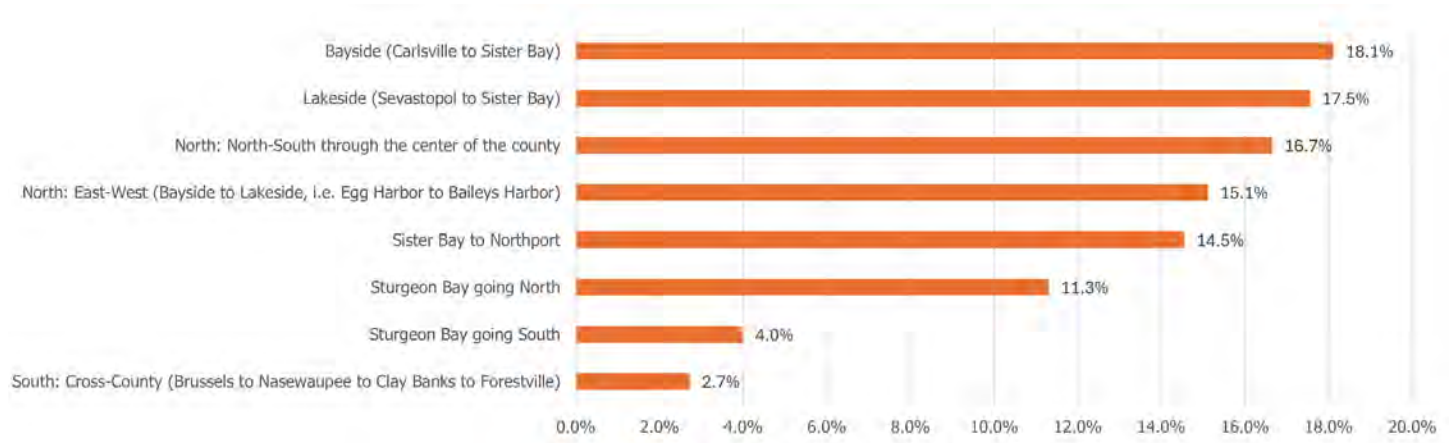
Several comments and charts highlight demand for trails connecting to places like Peninsula State Park, waterfront areas and beaches, community parks and schools.

ADJACENT MUNICIPALITIES

Many residents want direct links between adjacent municipalities, indicating a strong interest in short regional trips rather than long-distance recreational rides.

DESIRED TRAIL CORRIDORS

The survey asked participants to evaluate a series of potential trail corridors across Door County and rank them in order of priority. Respondents were required to rank all corridors from highest to lowest priority. To better understand which corridors generated the most overall interest, the results shown here reflect the percentage of respondents who placed each corridor within their top five priorities.



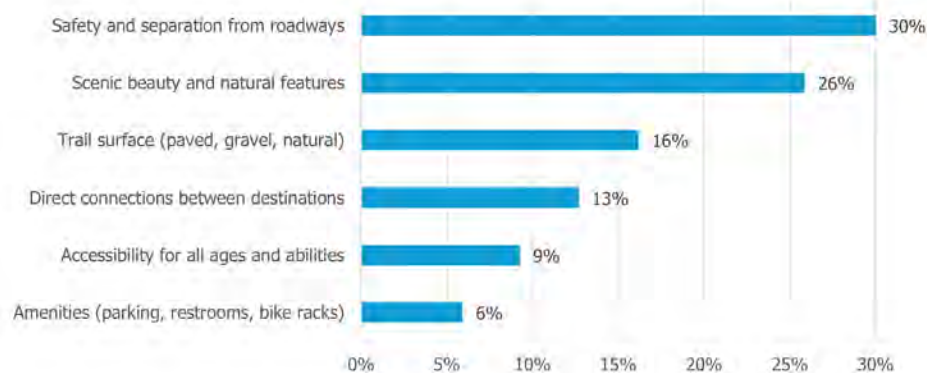
DESIRED COMMUNITY CONNECTIONS

Survey responses show strong demand for trails that connect Door County's primary population centers and village destinations. The following table highlights the top destinations from each community. *A full page summary of community specific survey results is provided in Appendix A.*

Where People Live or Visit	Where They Want to Go By Trail
City of Sturgeon Bay	Egg Harbor, Brussels & Sevastopol
Town of Baileys Harbor	Sturgeon Bay, Egg Harbor & Sister Bay
Town of Brussels	Forestville & Sturgeon Bay
Town of Clay Banks	Sturgeon Bay & Egg Harbor
Town of Egg Harbor	Village of Egg Harbor, Fish Creek & Sturgeon Bay
Town of Forestville	Sturgeon Bay
Town of Gardner	Brussels & Sturgeon Bay
Town of Gibraltar	Ephraim & Sister Bay
Town of Jacksonport	Baileys Harbor & Egg Harbor
Town of Liberty Grove	Sister Bay, Baileys Harbor & Ephraim
Town of Nasewaupee	Sturgeon Bay
Town of Sevastopol	Sturgeon Bay & Egg Harbor
Town of Sturgeon Bay	City of Sturgeon Bay & Sevastopol
Town of Union	Sturgeon Bay
Town of Washington Island	Sister Bay
Village of Egg Harbor	Sturgeon Bay & Fish Creek
Village of Ephraim	Sister Bay & Egg Harbor
Village of Forestville	Sturgeon Bay
Village of Sister Bay	Ephraim & Fish Creek

FACTORS MOST IMPORTANT TO TRAIL USAGE

This chart summarizes the factors respondents identified as most important when deciding whether they would use a trail. Survey participants were asked to rank their top three considerations, and the results shown reflect the percentage of respondents who placed each factor among those top priorities.



Safety and separation from roadways emerged as the most important factor, with 30% of respondents identifying it as a top consideration. Scenic beauty and access to natural features followed closely at 26%, reflecting the strong value residents place on experiencing Door County's landscape while using the trail system.

NEEDS & OPPORTUNITIES ANALYSIS

Developing a countywide trail network begins with understanding where connections are most desired and feasible. This section summarizes input from surveys, public meetings, and municipal conversations to identify areas where improved trail connectivity is most needed.

The maps highlight corridors where trails could strengthen connections between communities, neighborhoods, and key destinations. They reflect patterns in public input but do not define specific alignments. Final routing will be determined by municipalities through future planning, engineering, and environmental review.

OPPORTUNITIES

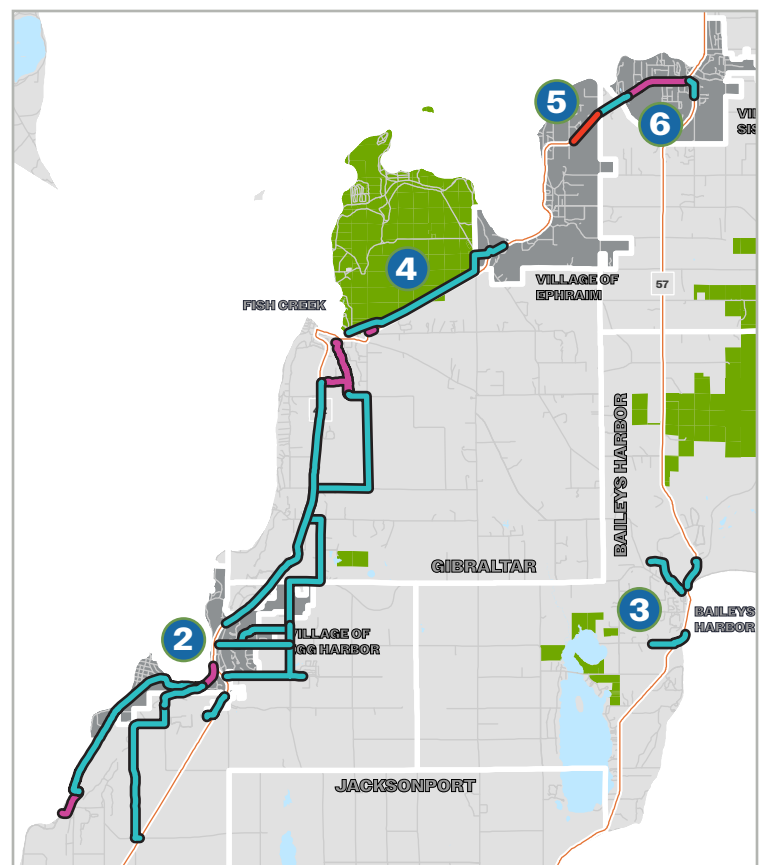
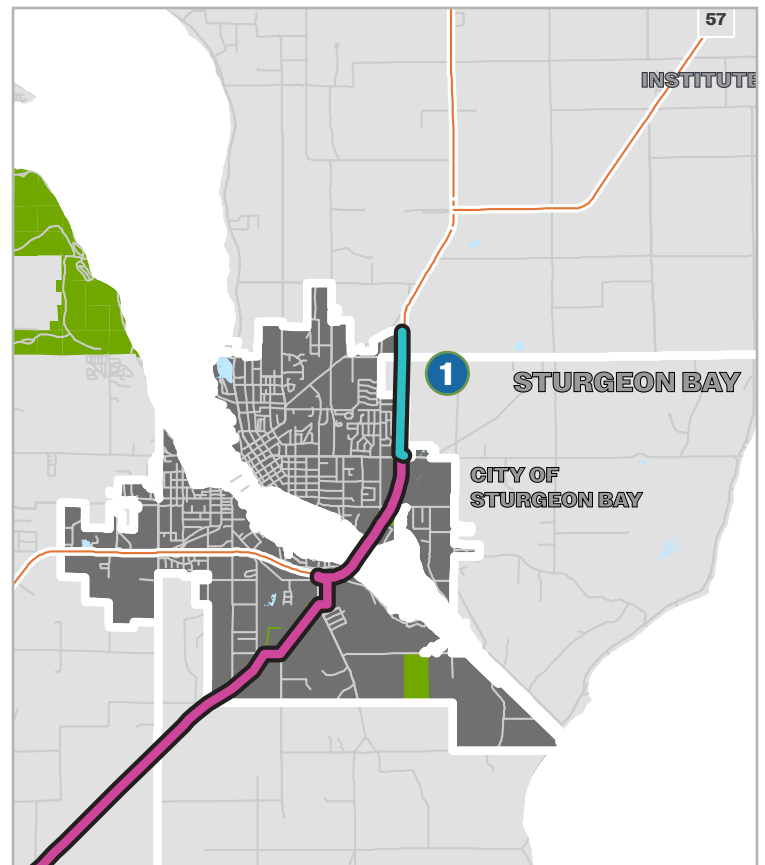
Several communities throughout Door County are currently exploring or actively planning new trail segments that could expand and strengthen the county's overall trail network. While these projects are not yet part of the existing trail system, they represent important opportunities to improve connections between communities, parks, and destinations across the peninsula. The following table highlights trail concepts and corridors that are currently being discussed, studied, or planned at the local level. As these projects move forward, they have the potential to fill key gaps in the network and support the long-term vision for a better connected Door County trail system.

Municipality/Owner	Trail Planning
WisDNR & the City of Sturgeon Bay	The Wisconsin Department of Natural Resources is planning for an extension of the Ahnapee State Trail from the intersection of Highway 42/57 and Michigan Street to the intersection of Highway 42/57 and Egg Harbor Road.
Village of Egg Harbor	The Village of Egg Harbor is actively advancing a network of trails to improve connectivity between key destinations, neighborhoods, and community assets. Key initiatives include the Beach to Beach Trail, Hillside Road–Bird View Trail Extension, Fish Creek Trail, and Rainbow Ridge Trail, with the Hillside Road–Bird View Trail Extension included in the Village's 2026 Capital Improvement Plan. Together, these projects reflect the Village's ongoing commitment to developing a more connected, accessible, and well-integrated local trail system. Additional opportunities are being explored to develop a trail system east towards the Heritage Lake residential development and onward to Baileys Harbor.
Town of Baileys Harbor	The Town of Baileys Harbor has planned for small trail segments to be developed at the north end of the Town along Ridges Road and County F. An additional segment has been planned to connect downtown Baileys Harbor to County Road E towards Kangaroo Lake. Both of these trail development areas would support further access north and west to Sister Bay and Egg Harbor or Gibraltar respectively.
WisDNR/Town of Gibraltar	The Wisconsin Department of Natural Resources, in coordination with the Town of Gibraltar, is working towards the development of a trail segment within Peninsula State Park running along Highway 42. The segment would connect into the Town at the intersection of Shore Road and Highway 42 and cross over into Fish Creek Park which would connect into the newly developed trail at the park that traverses the bluff and terminates at the Settlement Shops along Highway 42. Additional plans for this trail that currently terminates at the Settlement Shops is to further continue into Juddville and the Town and Village of Egg Harbor.
Village of Ephraim	The Village of Ephraim has planned out a short trail segment along Bayshore Drive that would provide pedestrian access to the businesses in the North Ephraim corridor. The trail is only being developed for pedestrian access due to land constraints.
Village of Sister Bay	The Village of Sister Bay is actively pursuing the development of a trail extension along Bayshore Drive from the intersection of Bayshore and Country Lane to the Village of Ephraim municipal limits. The extension will cross municipal boundaries into the Town of Liberty Grove. Additionally, the Village has been moving forward to develop a trail segment along Highway 57 that would connect the downtown area of the Village to Northwoods Drive.

POTENTIAL MULTI-USE BICYCLE AND PEDESTRIAN TRAILS

-  **BICYCLE & PEDESTRIAN**
-  **PEDESTRIAN ONLY**
-  **EXISTING MULTI-USE TRAIL**

- 1** Wisconsin Department of Natural Resources and the City of Sturgeon Bay
- 2** Village of Egg Harbor
- 3** Town of Baileys Harbor
- 4** Wisconsin Department of Natural Resources and the Town of Gibraltar
- 5** The Village of Ephraim
- 6** The Village of Sister Bay



OVERVIEW OF COMMUNITY NEEDS

The following maps introduce corridors identified through the public input process that will help shape the foundation of the countywide trail network. These corridors reflect where residents and stakeholders consistently expressed a desire for stronger connections between communities, neighborhoods, and key destinations.

Public Input Corridor

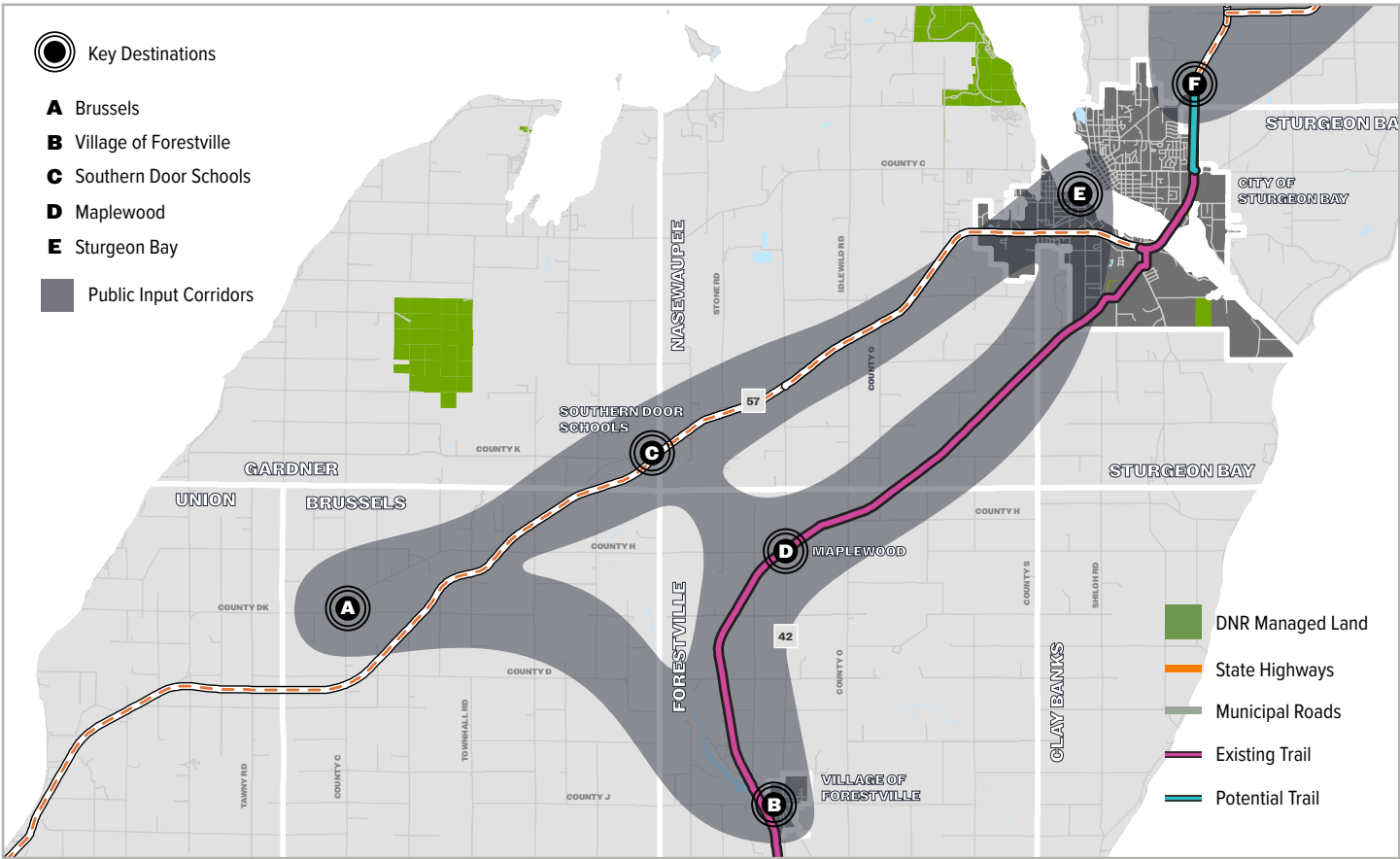
A generalized, shaded area representing where people want trail connections. These corridors reflect patterns in public feedback and are not intended to define exact routes. They do not designate specific alignments or limit future opportunities. Final trail locations will be determined through continued community engagement, municipal planning, engineering, land availability, and environmental considerations.

SOUTHERN DOOR NEEDS

In this plan, Southern Door is defined as the area from the southern county border to the Sturgeon Bay Canal, including Brussels, Gardner, Forestville (Town and Village), Clay Banks, Nasewaupee, and the southern part of the Town of Sturgeon Bay.

Municipality	Desired Connections	Municipality	Desired Connections
Town of Brussels	Forestville & Sturgeon Bay	Town of Nasewaupee	Sturgeon Bay
Town of Clay Banks	Sturgeon Bay & Egg Harbor	Town of Sturgeon Bay	City of Sturgeon Bay & Sevastopol
Town of Forestville	Sturgeon Bay	Town of Union	Sturgeon Bay
Town of Gardner	Brussels & Sturgeon Bay	Village of Forestville	Sturgeon Bay

The Ahnapee State Trail runs from the southern county border through Forestville and north into Nasewaupee and Sturgeon Bay, serving as a key existing corridor for regional connectivity. Connections near Maplewood could link Gardner and Clay Banks to Forestville and Sturgeon Bay, while additional trail development north of the state highway would help improve access from Nasewaupee.



NORTHERN DOOR NEEDS

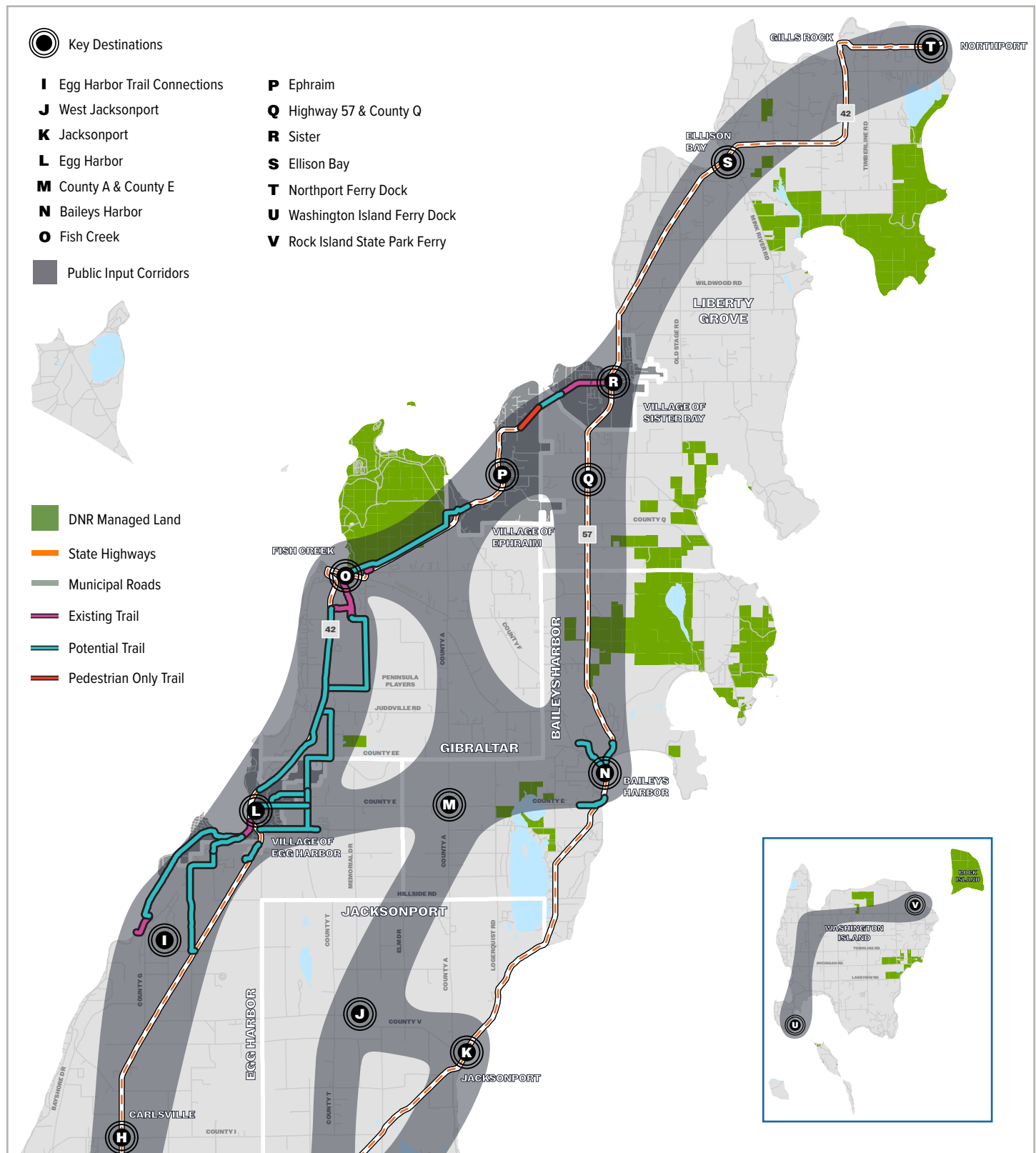
This plan defines Northern Door as north of the canal to Washington Island. This encompasses the Towns of Baileys Harbor, Egg Harbor, Gibraltar, Jacksonport, Liberty Grove, Sevastopol, Sturgeon Bay, Washington Island, and the Villages of Egg Harbor, Ephraim, and Sister Bay. Fish Creek is a popular unincorporated destination in the Town of Gibraltar.

Municipality	Desired Connections
City of Sturgeon Bay	Egg Harbor, Brussels & Sevastopol
Town of Baileys Harbor	Sturgeon Bay, Egg Harbor & Sister Bay
Town of Egg Harbor	Village of Egg Harbor, Fish Creek & Sturgeon Bay
Town of Gibraltar	Ephraim & Sister Bay
Town of Jacksonport	Baileys Harbor & Egg Harbor
Town of Liberty Grove	Sister Bay, Baileys Harbor & Ephraim
Town of Sevastopol	Sturgeon Bay & Egg Harbor
Town of Sturgeon Bay	City of Sturgeon Bay & Sevastopol
Town of Washington Island	Sister Bay
Village of Egg Harbor	Sturgeon Bay & Fish Creek
Village of Ephraim	Sister Bay & Egg Harbor
Village of Sister Bay	Ephraim & Fish Creek

There are currently no existing trails that extend to the north of Sturgeon Bay. Respondents to the survey noted the need for trails going north from Sturgeon Bay and many communities commented that they want access to Sturgeon Bay. The primary focus for the area north of Sturgeon Bay should be to connect into the adjacent communities of Sevastopol and the Town of Egg Harbor (Carlsville). This will help create a network that will eventually provide access from northern communities into the City of Sturgeon Bay.



Trail planning along the western edge of the peninsula is aiming to close gaps between Egg Harbor, Fish Creek, Ephraim and Sister Bay. This area is a high priority for the community. A second priority is development along the eastern edge of the peninsula, From Sister Bay to Sevastopol. The center of the peninsula is also a secondary priority both east to west and north to south. Corridors such as Egg Harbor or Gibraltar to Baileys Harbor and West Jacksonport to Ephraim are areas to consider for trail development. The final area of consideration is Sister Bay to Northport. On Washington Island, access to the ferry dock is the highest priority with connection to the Rock Island State Park Ferry.



VISION, GOALS & OBJECTIVES

VISION

We envision a Door County where safer, accessible trails connect our communities and are an integral part of everyday recreation and transportation, inspiring people to embrace cycling and walking for freedom, health, and happiness.

GOALS

1. BUILD A CONNECTED COUNTYWIDE TRAIL NETWORK

Each community in Door County plays a crucial role in developing a countywide connected transportation trail network. The following objectives reflect the needs and desires of individual communities that will support the long-term development of a connected network.

OBJECTIVES

Baileys Harbor

Strengthen trail connections between downtown Baileys Harbor, the Village of Egg Harbor and the Village of Sister Bay. Utilize current trail development efforts to expand access to the Village of Egg Harbor and the Village of Sister Bay.

Brussels

Explore opportunities to develop trails that connect Brussels to surrounding communities with emphasis on the Town of Gardner and the Town and Village of Forestville. Prioritize trail development that can lead to future connections to Southern Door Schools and Maplewood.

Clay Banks

Support the development of a trail that connects to the Ahnapee Trail and provides access from Clay Banks into the surrounding communities.

Egg Harbor (Village)

Enhance trail connections between downtown Egg Harbor, the waterfront, and surrounding local and county parks. Pursue development of a trail that connects into the Town of Egg Harbor, Town of Gibraltar, and the Town of Baileys Harbor with access to local destinations and residential areas.

Egg Harbor (Town)

Pursue opportunities to connect residential areas, parks, and rural landscapes to trail corridors in the Village of Egg Harbor, Town of Sevastopol (Carlsville) and the Town of Baileys Harbor.

Ephraim

Pursue development of a trail that connects Ephraim to the Village of Sister Bay, Fish Creek and the Town of Gibraltar.

Forestville (Village and Town)

Support trail development that extends access of the Ahnapee State Trail into new areas of the Village, Town and the surrounding area. Support development of a trail that can connect to Southern Door Schools.

Gardner

Explore opportunities for trails that connect in the Town of Brussels and the Town of Nasewaupee. Support trail development that provides access to Southern Door Schools from the Ahnapee State Trail.

Gibraltar (Fish Creek)

Enhance trail connections between downtown Fish Creek, Peninsula State Park, and surrounding communities including Ephraim and the Town and Village of Egg Harbor.

Jacksonport

Improve trail access between the village center, parks, and shoreline destinations while supporting connections to surrounding communities, state parks, and trail corridors along the eastern and central areas of the peninsula.

Liberty Grove

Support trail corridors that connect Liberty Grove to the Village of Sister Bay and the Town of Baileys Harbor. Pursue trail development that provides connections throughout the top of the thumb and access to the Northport ferry dock.

Nasewaupee

Identify opportunities to connect residential areas and parks to regional trail corridors, such as the Ahnapee State Trail, serving southern Door County and nearby communities including the City of Sturgeon Bay.

Sevastopol

Support trail connections between residential neighborhoods, rural areas, parks, and adjacent communities, including Sturgeon Bay and Jacksonport, while contributing to regional trail routes across central Door County.

Sister Bay

Enhance trail connections between the Village of Sister Bay, Town of Liberty Grove, Town of Baileys Harbor, and the Village of Ephraim.

Sturgeon Bay (City)

Expand trail connections between neighborhoods, downtown Sturgeon Bay, waterfront destinations, and local corridors serving both Southern and Northern Door County. Prioritize extension of the Ahnapee State Trail north.

Sturgeon Bay (Town)

Support trail connections from the Town of Sturgeon Bay into the Ahnapee State Trail or directly into the City of Sturgeon Bay as well as into the Town of Clay Banks (south of canal) and Town of Sevastopol (north of canal).

Union

Explore opportunities to connect the Town of Union to the Town of Brussels and other surrounding communities by trail.

Washington Island

Support the development of trails that connect areas of the Island to the Washington Island Ferry and the Rock Island State Park Ferry.

The following goals support the future connected network and help communities navigate development to ensure a coordinated and cohesive network that provides for safer accessible trails.

2. IMPROVE SAFETY AND ACCESSIBILITY

OBJECTIVES

- Ensure trails are comfortable, and accessible for users of all ages and abilities.
- Prioritize trails separated from the roadway and support protected bicycle and pedestrian facilities* as necessary.
- Ensure safer crossings at highways and major intersections.
- Incorporate universal design principles to support accessibility.
- Provide wayfinding signage and amenities that help users navigate the system.

3. SUPPORT HEALTH, WELL-BEING, AND QUALITY OF LIFE

OBJECTIVES

- Expand opportunities for residents and the greater community to enjoy outdoor recreation and active lifestyles.
- Provide trails suitable for walking, biking, and other non-motorized recreation.
- Improve access to scenic natural areas, shorelines, and parks.
- Encourage year-round use of trails where appropriate.

4. STRENGTHEN THE LOCAL ECONOMY

OBJECTIVES

- Leverage the trail network to support local businesses and enhance community identity.
- Connect trails to downtowns, waterfronts, and commercial areas.
- Highlight local destinations such as parks, cultural sites, and natural areas.
- Encourage trail-supportive amenities such as trailhead parking, bike parking, rest areas, and local services.
- Support local businesses and services by extending the tourist season.

5. COORDINATE IMPLEMENTATION AND FUNDING

OBJECTIVES

- Identify priority projects and phasing for trail development.
- Encourage partnerships between municipalities, the county, regional organizations, and property owners.
- Pursue state, federal, and private funding opportunities for trail projects.
- Establish consistent design standards and best practices for trail development.
- Review and update the strategic plan every five years to ensure goals and objectives remain relevant and support continued implementation and funding opportunities.

** Protected bicycle and pedestrian facilities refers to on-road bike lane markings, buffered on-road bike lanes, and any other bicycle or pedestrian specific infrastructure or marking that supports safer access along a roadway if full separation is not possible.*

BEST PRACTICES

Developing a successful trail network requires coordination, thoughtful design, and a long-term commitment to building connections between communities. Because trails in Door County will likely continue to develop incrementally, communities can benefit from a shared set of best practices that help guide decision-making as new opportunities arise. The following practices reflect common approaches used by successful regional trail systems and are intended to help communities develop safer, connected, and well-maintained trails over time.

PLAN FOR CONNECTIVITY

One of the most important principles of trail development is connectivity. Trails provide the greatest value when they link people to destinations such as downtowns, parks, schools, waterfront areas, and neighboring communities. When planning new segments, communities should consider how a trail fits into the broader countywide network rather than focusing only on local recreation needs. Even short trail segments can play an important role if they close a gap or extend an existing corridor. Communities should also prioritize connections to existing regional routes, including the Ahnapee State Trail, as well as future corridors identified in this plan.

SUPPORT INCREMENTAL DEVELOPMENT WHEN ABLE

In many communities, trail networks are built one segment at a time as funding, partnerships, and opportunities emerge. Municipalities should look for opportunities to incorporate trails into roadway improvements, park development projects, and new land development proposals. Over time, these incremental investments can create a larger connected network. Communities may also consider interim solutions such as signed bicycle routes or improved shoulders until dedicated off roadway facilities can be constructed.

PRIORITIZE SAFETY

Safety is a critical component of any successful trail network. Trails should be designed to minimize conflicts between users and motor vehicles and to provide a comfortable experience for people of all ages and abilities. Best practices include providing adequate separation from roadways where possible, designing safer street crossings, maintaining good visibility, and incorporating clear signage and pavement markings. Where trails intersect with roads, communities should consider treatments such as high-visibility crosswalks, pedestrian refuge islands, warning signage, and traffic calming measures to improve safety for trail users.

DESIGN FOR MULTIPLE USERS

Shared-use trails are typically designed to accommodate a variety of users including walkers, runners, bicyclists, and families with strollers. When planning new trails, communities should consider appropriate trail widths, surface materials, and accessibility standards to ensure the facility can safely accommodate different types of users. Trails should also be designed to meet accessibility guidelines so that people of all abilities can use and enjoy the network.

COORDINATE ACROSS MUNICIPAL BOUNDARIES

Because Door County is made up of multiple municipalities and jurisdictions, coordination is essential for creating a seamless trail network. Communities should communicate regularly with neighboring municipalities, the County, and partner organizations when planning new trail segments to ensure that routes align across jurisdictional boundaries. Shared planning efforts, joint funding applications, and coordinated signage can help create a more cohesive regional network and prevent situations where trails stop abruptly at municipal boundaries.

DOOR COUNTY TRAILS SUPPORT

Door County Trails serves as an important partner in advancing trail development across the peninsula. As a countywide organization focused on expanding and improving the trail network, Door County Trails can support municipalities by sharing information, identifying funding opportunities, assisting with grant applications, and helping communities coordinate trail planning efforts.

To support collaboration across jurisdictions, a municipal trails coordination committee has been established with liaisons representing communities throughout Door County. The committee meets quarterly to share updates on local trail projects, discuss funding opportunities, and coordinate potential connections between municipalities.

Communities are encouraged to use this forum to communicate upcoming projects, identify opportunities for partnership, and work collaboratively toward a better connected Door County trail network. Door County Trails helps facilitate these conversations and serves as a central resource for municipalities working to expand and strengthen the regional trail system.

PARTNER WITH LOCAL AND REGIONAL ORGANIZATIONS

Successful trail networks often rely on strong partnerships. Door County communities can benefit from collaborating with organizations such as the Wisconsin Department of Natural Resources, Door County Land Trust, Destination Door County, and community groups that support outdoor recreation. These partners can help identify funding opportunities, provide technical expertise, and assist with trail maintenance or promotion.

MAINTAIN AND STEWARD THE TRAIL NETWORK

Long-term maintenance is an important consideration in trail planning. Communities should plan for ongoing upkeep such as surface repairs, vegetation management, signage replacement, and winter maintenance where appropriate. Establishing clear maintenance responsibilities and budgeting for upkeep helps ensure that trails remain safe and enjoyable for years to come.

PROMOTE AND EDUCATE

Trails become more valuable when people know how to use them and where they connect. Wayfinding signage, maps, and digital resources can help people navigate the trail network and discover destinations along the route. Communities may also consider educational signage that highlights local history, natural features, and environmental stewardship.

ENCOURAGE COMMUNITIES TO INCORPORATE TRAILS PLANNING INTO COMPREHENSIVE PLANS

As communities update or refine their comprehensive plans, they are encouraged to consider how trail planning can be thoughtfully integrated to support local goals and enhance connections to surrounding areas. Incorporating trails into these plans can help ensure that future development decisions reflect community priorities while contributing to a better connected and cohesive network across Door County. Door County Trails encourages communities to adopt this strategic plan into their next comprehensive plan update.

FUNDING OPPORTUNITIES

Identifying funding sources is an important step in moving trail projects from concept to construction. While the vision for a connected trail network may develop through planning efforts such as this one, implementation often depends on securing funding through a combination of state, federal, and local resources. Fortunately, a number of grant programs exist that support trail planning, land acquisition, safety improvements, and construction of bicycle and pedestrian facilities.

Many of the most commonly used programs for trail development in Wisconsin are administered by the Wisconsin Department of Natural Resources and the Wisconsin Department of Transportation using federal funding sources. These programs typically require a local match and operate on a competitive application process, making coordination and early project planning important for communities seeking funding. In addition, several federal programs administered by the U.S. Department of Transportation can support larger or regionally significant projects, particularly those that improve safety, expand active transportation networks, or strengthen connections between communities.

The following table summarizes several state and federal funding opportunities that municipalities and partners in Door County may consider when pursuing trail planning, acquisition, and development projects. Because grant programs and eligibility requirements can change over time, communities should verify current program guidelines and application timelines before applying.

Program	Administrator	Eligible Uses	Requirements	Funding Amounts
Recreational Trails Program (RTP)	Federal Highway Administration administered by Wisconsin DNR	Trail construction, rehabilitation, maintenance, and trail-related facilities for motorized and non-motorized trails	Municipalities and eligible organizations can apply; typically requires 20% local match; projects must be trail-related and open to the public	Up to 80% reimbursement; Wisconsin awards typically up to about \$100,000
Transportation Alternatives Program (TAP)	Federal Highway Administration administered by WisDOT	Shared-use paths, bicycle and pedestrian infrastructure, Safe Routes to School improvements, and trail planning	Local sponsor required; 20% minimum match; projects must relate to active transportation infrastructure	Up to 80% federal funding; project sizes vary widely
Congestion Mitigation and Air Quality (CMAQ)	Federal Highway Administration administered by WisDOT	Bicycle and pedestrian projects that reduce vehicle emissions and support alternative transportation	Minimum project cost typically \$200,000 for construction; must demonstrate emissions reduction benefits	Up to 80% federal funding
Aids for the Acquisition and Development of Local Parks (ADLP)	Wisconsin Department of Natural Resources	Land acquisition and development of local parks and recreational facilities including trails	Project must be included in an approved Comprehensive Outdoor Recreation Plan (CORP); local governments are eligible applicants	Typically 50% cost share
Land and Water Conservation Fund (LWCF)	National Park Service administered by Wisconsin DNR	Acquisition and development of outdoor recreation facilities including trails, trailheads, and park amenities	Local governments must have a current Comprehensive Outdoor Recreation Plan; property must remain permanently dedicated to public recreation	Up to 50% cost share

Knowles-Nelson Stewardship Program	Wisconsin Department of Natural Resources	Land acquisition for trail corridors, conservation land, and outdoor recreation areas	Local governments and nonprofit conservation organizations may apply depending on project type	Typically up to 50% of project costs
Safe Streets and Roads for All (SS4A)	U.S. Department of Transportation	Trail crossings, pedestrian and bicycle safety improvements, and corridor safety projects	Local governments eligible; implementation grants require an adopted safety action plan	Planning grants typically \$100,000–\$5 million; implementation grants often \$2.5–\$25 million
Active Transportation Infrastructure Investment Program (ATIIP)	U.S. Department of Transportation	Funding for connected bicycle and pedestrian networks including regional trail systems	Supports planning, design, and construction of active transportation networks; local match typically required	Funding varies depending on project scale
BUILD Grants (Better Utilizing Investments to Leverage Development)	U.S. Department of Transportation	Large transportation infrastructure projects including multi-use trails and regional trail corridors	Highly competitive national grant; projects must demonstrate economic, mobility, or safety benefits	Awards typically \$1 million–\$25 million
Reconnecting Communities Pilot Program	U.S. Department of Transportation	Projects that reconnect communities divided by major transportation infrastructure including trails and linear parks	Projects must address barriers created by highways or major roads and improve access between neighborhoods	Planning grants up to about \$2 million; capital grants often \$5 million or more
Urban Green Space Program	Wisconsin Department of Natural Resources	Acquisition of natural land in urbanizing areas that may support passive recreation and trails	Local governments and nonprofit conservation organizations eligible for acquisition projects	Typically 50% cost share

APPENDIX A

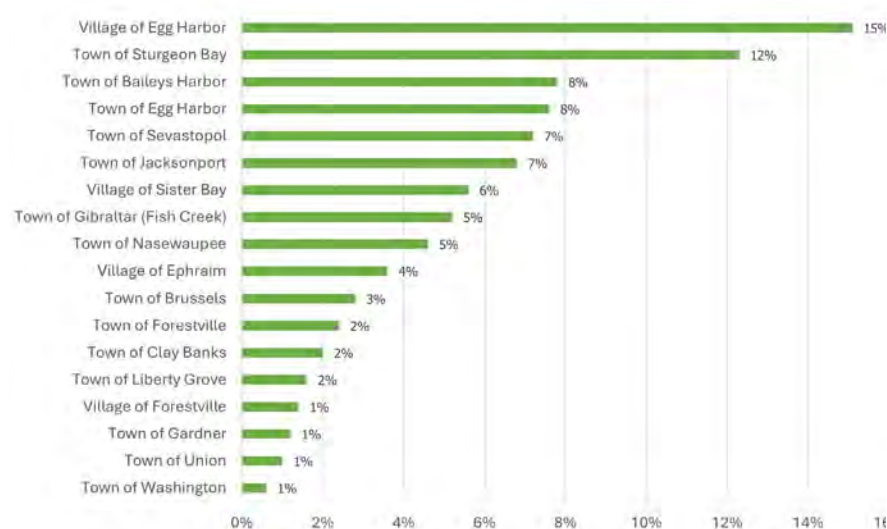
COMMUNITY SURVEY SUMMARIES

SUMMARY

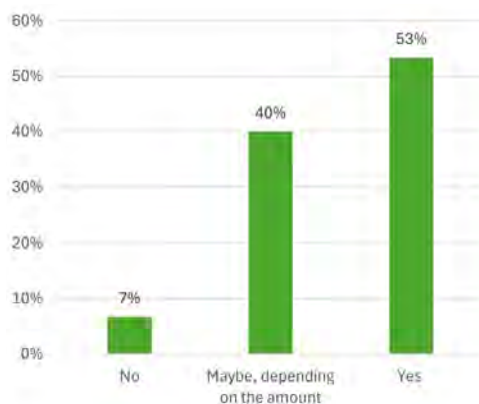
The City of Sturgeon Bay is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Sturgeon Bay community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE CITY OF STURGEON BAY WANT TO GO BY TRAIL:

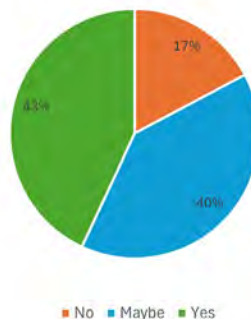


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

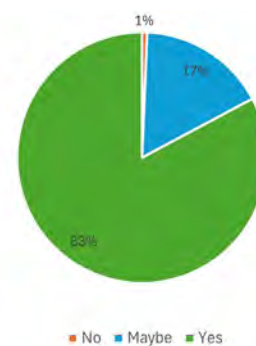


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Door County has been missing out on a great opportunity for family friendly tourism in not having well developed bike trails."

"Sturgeon Bay to Brussels is the toughest place to find a route that feels safe, and there are almost no places to safely cross the highway south of Sturgeon Bay."

"The entire area is lacking a safe trail system, lack of maintenance and it leads to streets with very limited signage. Biking in Sturgeon Bay is NOT safe."

"Trail Etiquette signage will be needed so that all trail users are guided by the same rules. There needs to be an education portion."

"Start with Sturgeon Bay and work outward. They are your tourist and human density hubs. Potential serving the most people."

"Hopefully local businesses will see this as an opportunity to get more foot traffic. They may be interested in easement opportunities."

"Bad timing to consider tax funding options. Please try to tap investments that do not impact property or sales tax."

"I cannot stress enough the importance of NOT allowing ATV's, UTV's and Snowmobiles on these trails. These trails should only support silent sports."

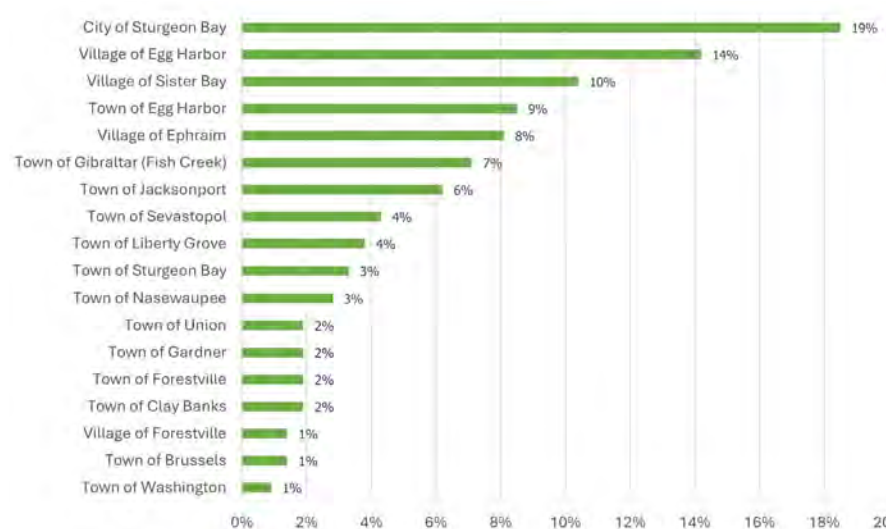
"Connecting Southern Door to Sturgeon Bay and Northern Door will increase the amounts of homeless and drifters. I do not see this helping the community."

SUMMARY

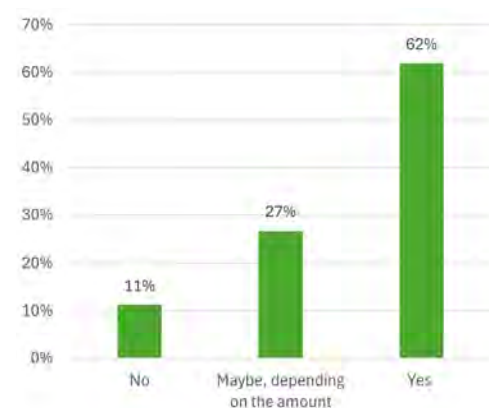
The Town of Baileys Harbor is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Baileys Harbor community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN BAILEYS HARBOR WANT TO GO BY TRAIL:

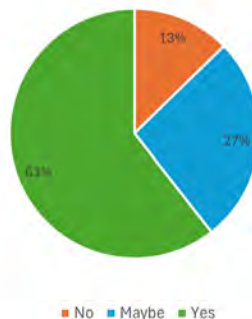


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

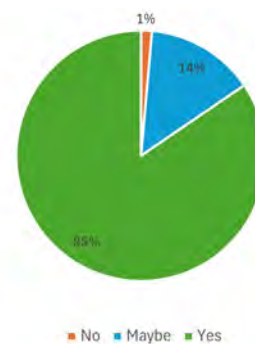


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Any access that is expanded will be good for the community's health, wellness, and tourism!"

"Establishing a bike/ped path is so important for safety of everyone in the county, whether they use it or not. As is shown in Vilas County, bike paths are a plus for the entire community. Be sure they will be wide enough to safely have two bikes with trailers to pass each other!"

"I am so happy that this is finally moving forward. It is a project that has been discussed for many years. Kudos to you!"

"If we connected a bike and walking trail between our town parks, the advantage would be, there are already bathrooms and facilities there."

"Other communities like ours with natural beauty and tourism are way ahead of us. We need this! A good trail system will be a definite asset to Door County. Thank you for your work on this!"

"A million dollars a mile? This absolutely needs to be privately funded as the snowmobile and equine trails are. NO PUBLIC FUNDS!"

"It would really be nice if it could be prioritized to make alternative mood transportation, especially going east and west on County Road EE"

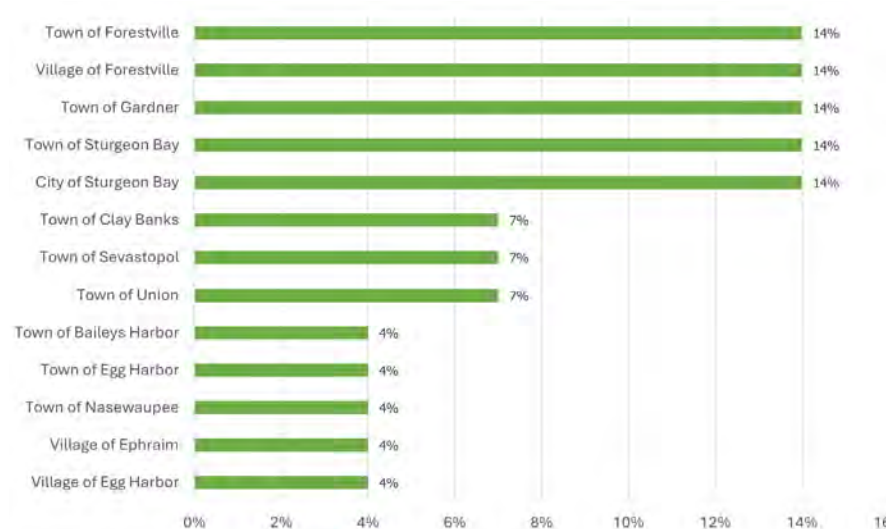
"More trails the better. I would prefer to have more trails connecting communities and care less about the surface of the trail. If gravel trails can get more connections over paving I would prefer that."

SUMMARY

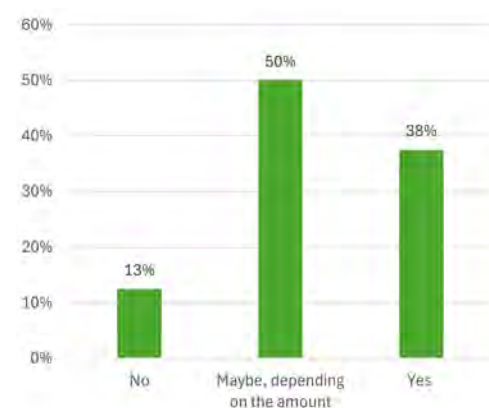
The Town of Brussels is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Brussels community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF BRUSSELS WANT TO GO BY TRAIL:

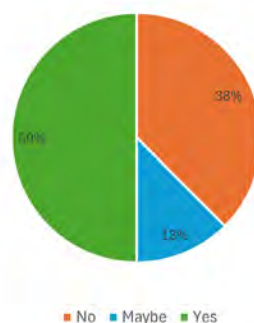


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

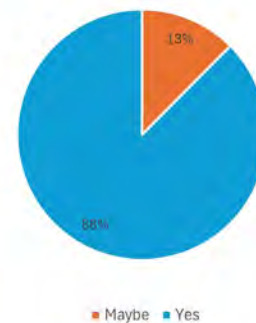


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Need safe horse trails"

"No, I think it's a good idea to use for recreation and a place to enjoy during the summer or fall"

"Please make them Equine friendly"

"Thank you for seeing how important it is to provide opportunities for people who live and visit here to be active and well. The model what they have with the Heart of Vilas county system and its marketing is very successful. I am excited for these developments!"

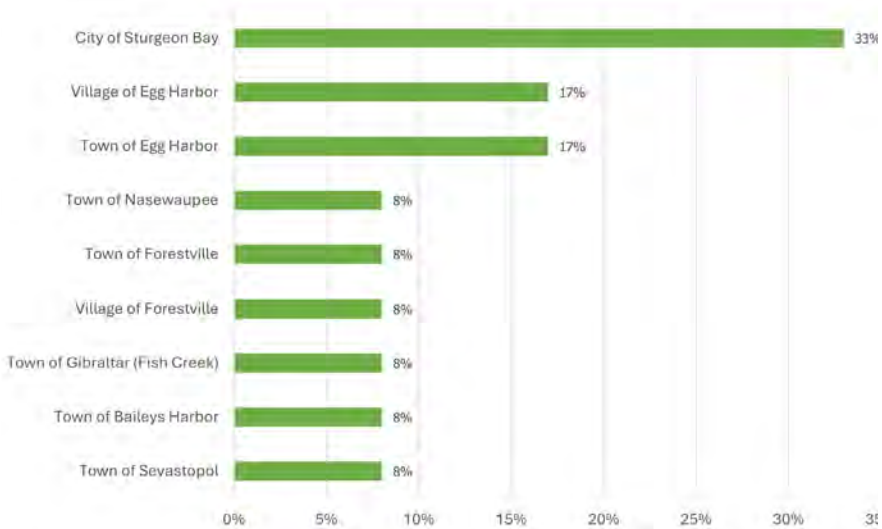
"We need horse trails"

SUMMARY

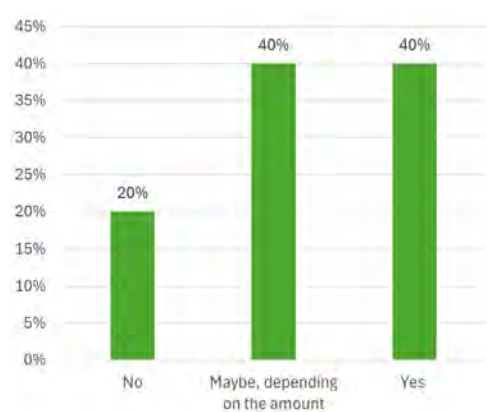
The Town of Clay Banks is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Clay Banks community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF CLAY BANKS WANT TO GO BY TRAIL:

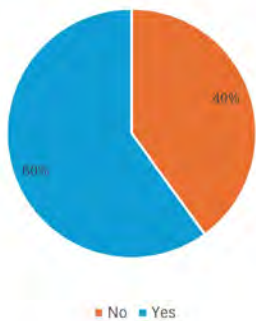


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

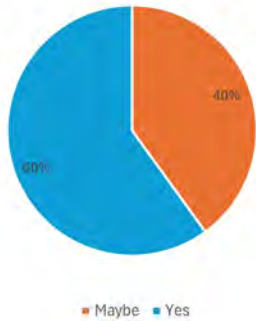


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

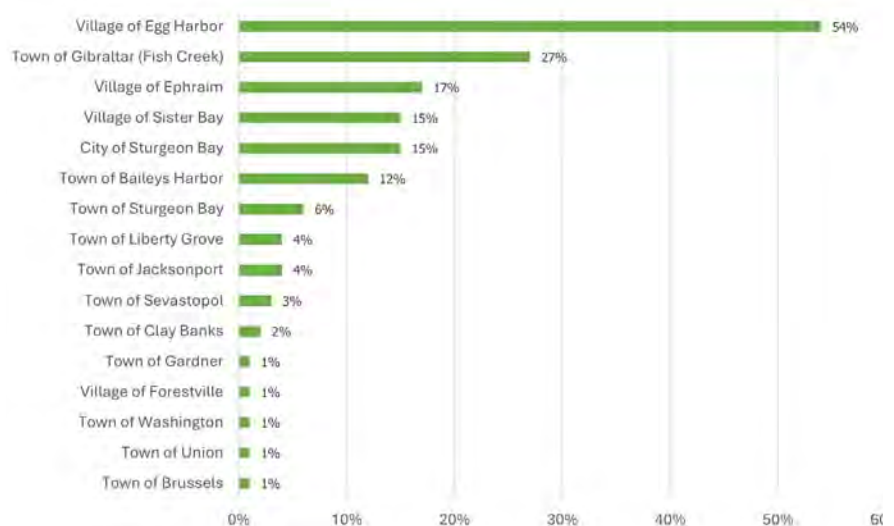
"Consider using lightly traveled town roads as a part of an integrated system of bike/hike paths"

SUMMARY

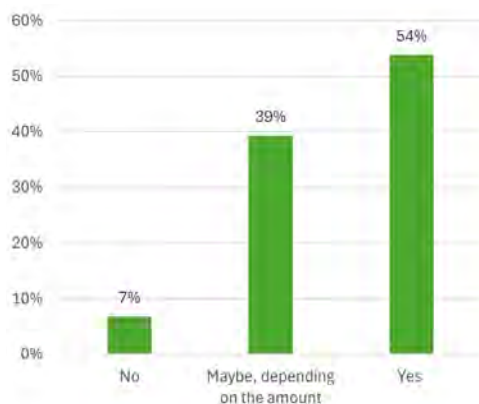
The Town of Egg Harbor is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Egg Harbor community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF EGG HARBOR WANT TO GO BY TRAIL:

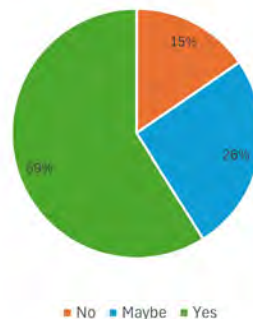


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

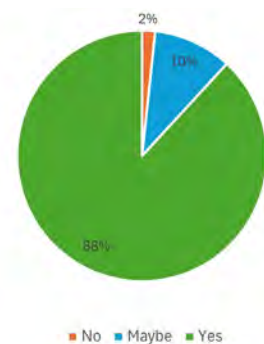


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Having safe, well constructed bike trails will take a considerable amount of traffic off county road. This will make the roads safer as well as the cyclists"

"I do not believe electric bikes or any type of motorized vehicles should be allowed. A paved trail will only have bikes go faster thus creating a safety hazard"

"I have experienced using a bicycle to commute to work, to grocery shop, and for recreation in other communities. The off-road experience is life changing"

"I think this is a great idea and fully support it. My only concern is that this does not become an electric bike speedway"

"I'd like to see them in areas that would have cell service in case of emergencies"

"Love the direction that this movement is going towards. More pedestrians less vehicles"

"Please ensure that walking and biking are segregated from driving. Please do not institute user fees—too much administrative overhead and hassle"

"The trails have to be separate from roadways. The Egg Harbor bike lanes aren't safe and thus are not used very much"

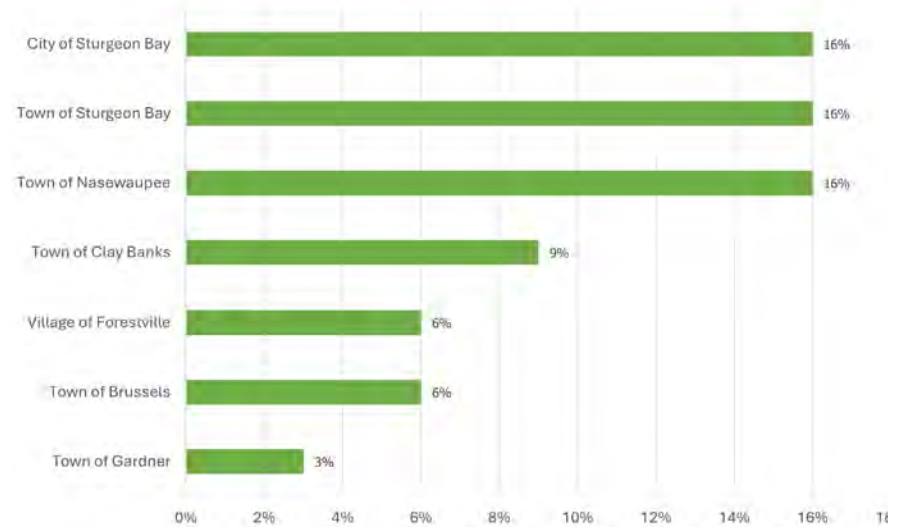
"Would be great to have a walking/bike path connecting the towns, especially the segment on Bay Shore Drive between Sturgeon Bay and Village of Egg Harbor"

SUMMARY

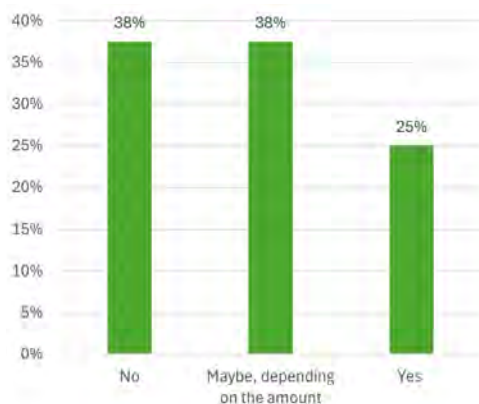
The Town of Forestville is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Forestville community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF FORESTVILLE WANT TO GO BY TRAIL:

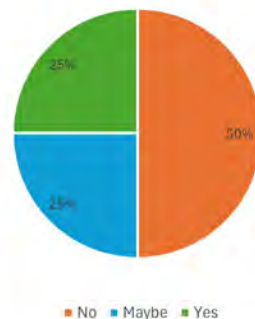


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

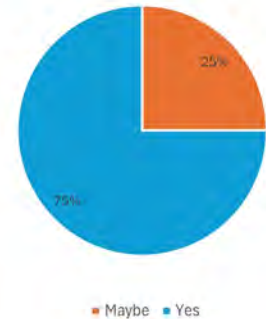


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Do this for everyone! For the kids that are yet to come. For someone that is never going to use the trail for they will still benefit from it in some way"

"Taxes in my township are high enough without using tax dollars to support a bike/walking trail. We have the Ahnapee Trail and utilize that trail. Additional trails in this specific township is not necessarily required and I do not support my taxes going up for this purpose in my township or in any other community in Door County"

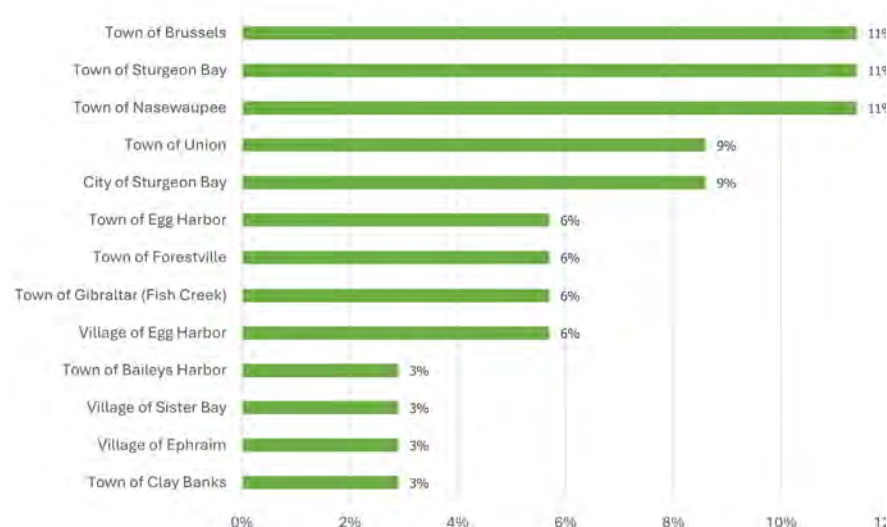
"Want snowmobile routes developed to certain businesses on the southern outskirts of Sturgeon Bay. Existing trail goes so close but would require coordination with multiple owners"

SUMMARY

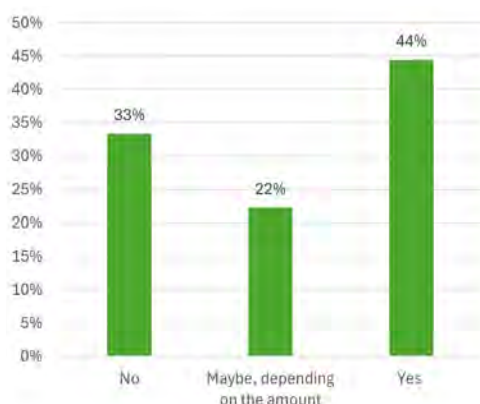
The Town of Gardner is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Gardner community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF GARDNER WANT TO GO BY TRAIL:



SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

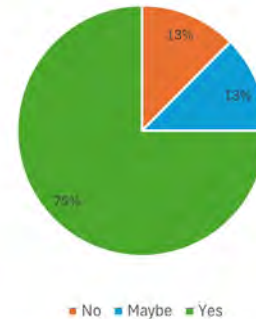


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"A phenomenal and necessary step for the growth and success of Door County!"

"Again. More horse back riding trails"

"Mountain bike trails are proven to bring visitors who stay overnight and pay for hotels and restaurants much better economic return than road bikes"

"The trails should be paved. I think gravel trails will deter some from using them"

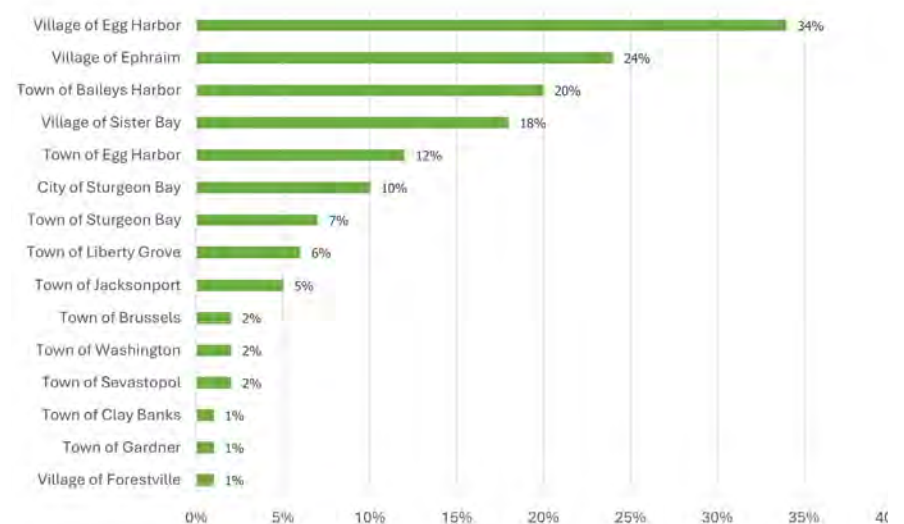
"We have enough trespassing problems without trails and so many infrastructure items that need funding (county and local roads, schools, food banks) before trying to disrupt landowners and the continually decreasing untouched pieces of land in this county. Not to mention the allowed use of UTVs on roads that is disruptive in certain areas"

SUMMARY

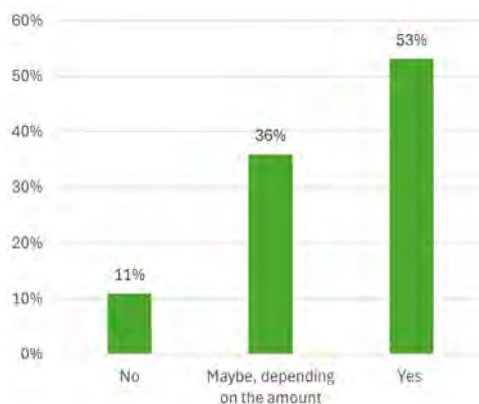
The Town of Gibraltar is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Gibraltar community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF GIBRALTAR WANT TO GO BY TRAIL:

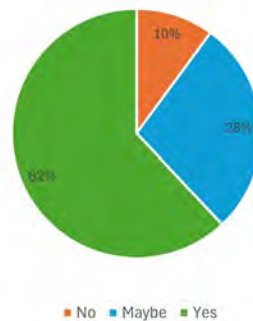


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

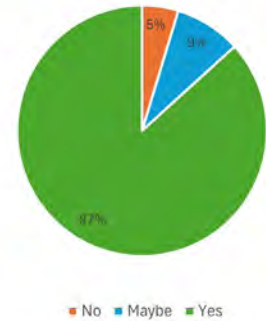


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Another option may be to refresh bike route signage throughout the peninsula to promote safer routes"

"Consider a more direct route to keep users off the highway; do not extend into areas to add scenic views. Focus on direct routes; others can be the focus of each municipality or park"

"Each municipality should be responsible for maintenance of the trail within their municipal limits"

"Ensure integration into the natural landscape as much as possible, avoiding destruction to natural environments"

"I believe that the trails could be a huge thing for Door County. In the summers the roads get crowded and dangerous. Having paths that are able to divert some of that traffic is essential to making Door County more accessible and reducing emissions"

"I hope safety is top-of-mind, too. Not just separation from vehicle traffic, but also ensuring safety for women using the trails alone, especially in the evenings"

"I would like to see punch blinking lights for crossing highway safety when needed"

"Please focus on routes that will get walkers and bikers off of the shoulder of the roads with a 55 mph speed limit"

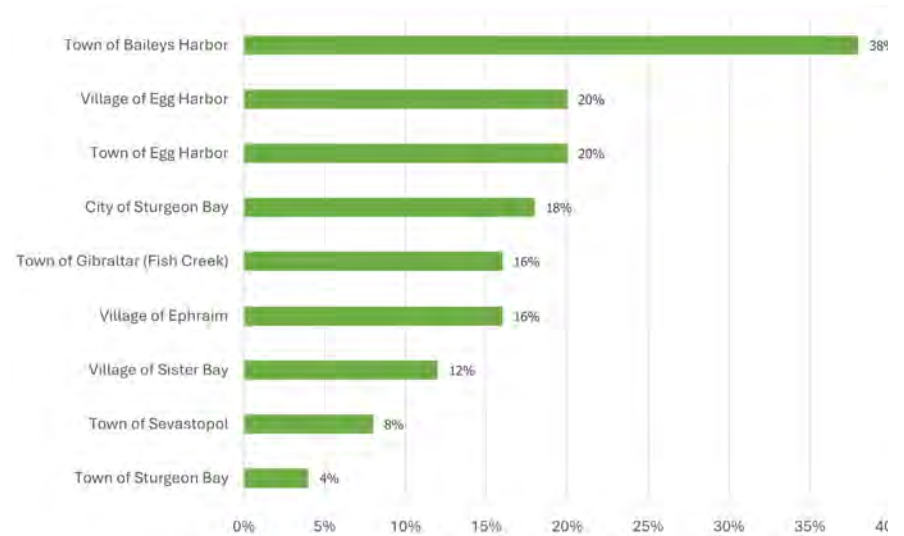
"There are many senior citizens in Door that utilize electric pedal assist bikes to enhance their biking experience. I would be upset if those types of bikes would be prohibited on the trails"

SUMMARY

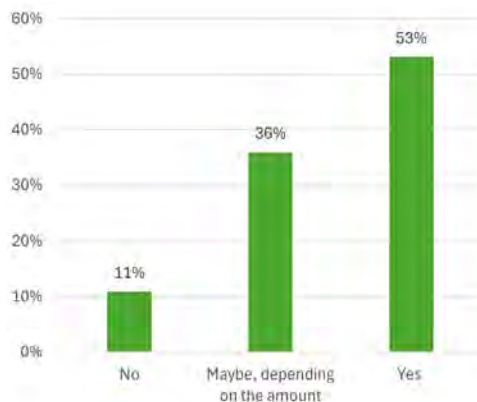
The Town of Jacksonport is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Jacksonport community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF JACKSONPORT WANT TO GO BY TRAIL:

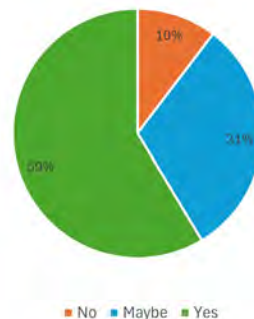


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

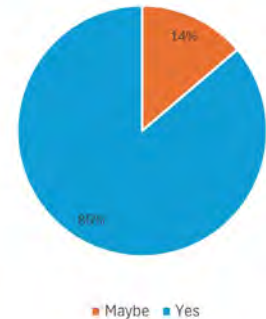


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"As the county gets more crowded, we need to create ways to allow pedestrians and bikers to get safely from place to place. By encouraging walking and biking, we lower the traffic and parking congestion that is becoming a serious issue. Many residents would love to "walk into town" instead of driving (or staying home), but it needs to be safe"

"I have limited my bike riding during summer because of high volume of traffic in summer and safety reasons"

"I look forward to these trails. Although I ride my bike often, I don't always feel safe riding on the roadways which are often narrow (e.g. Cave Point Road)"

"Love having: a simple place to sit and take in a view, or break. Dog waste supply stations. Appropriate but simple port a potties adequate at locations. Use volunteers to maximum potentials. Keep community involved with decisions and supports. Simple trails better than no trail...if cost becomes obstacle. Rustic accommodations are cool. Everything does not need to be top dollar nor modern. Keep the quaint when ever possible. Humble. Love of land and natural beauty.

"Safety is #1 for us! We love riding our bikes into Baileys Harbor or Egg Harbor from Jacksonport. However, we pick our days and times very carefully to avoid the speeding and/or distracted drivers. We would be thrilled to have biking paths or lanes!!!"

"The county needs more horse trails. I am being very specific with this as cyclists can be obnoxious about sharing trails with anyone"

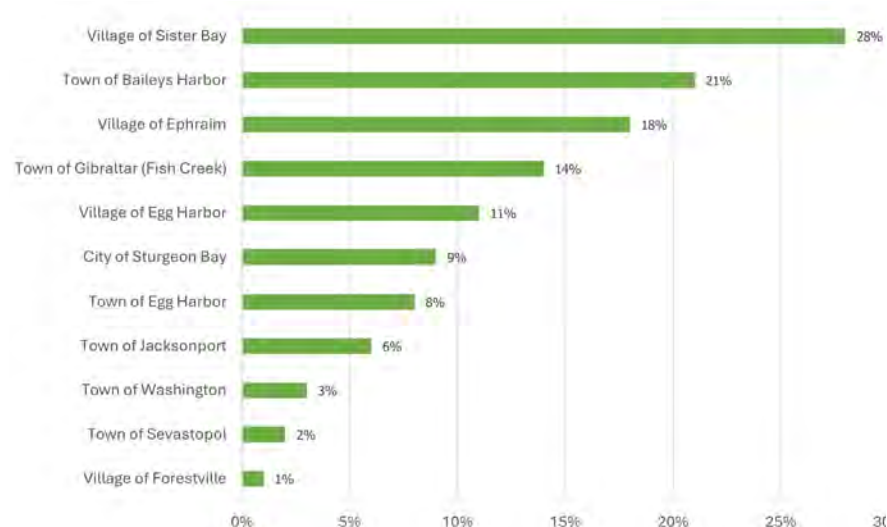
"The trails should be wide and constructed using gravel, not asphalt. The access must include E-bikes for us senior citizens"

SUMMARY

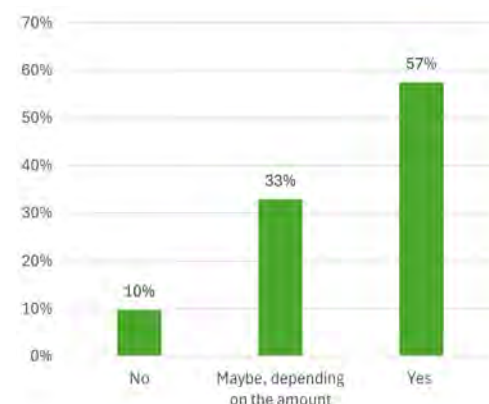
The Town of Liberty Grove is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Liberty Grove community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF LIBERTY GROVE WANT TO GO BY TRAIL:

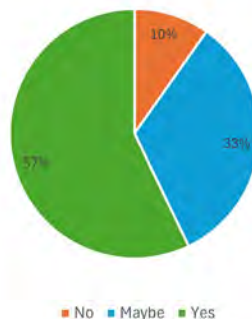


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

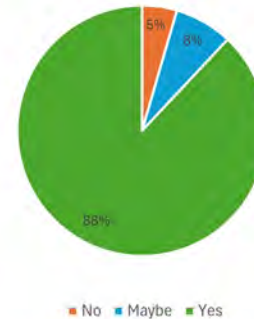


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"As the popularity and population of Door County grows the need for these trails multiplies. I like the idea of tapping into that growth, or connecting specific trail initiatives to new developments in some way, without making it prohibitive to grow businesses."

"By connecting the trails together and making car-free trails would be a huge boost for the local tourism. It also gets bikes off our overcrowded roads and protects people using bikes as a way to commute. It creates revenue and protects people—this is a win-win. Let's also keep some trails just for hiking."

"Consider more options to develop bike/pedestrian trails that are separate but parallel to existing roadways instead of simply providing a shoulder on the road for pedestrian use, which is unsafe and won't be used."

"Fragmentation of Door County's many important wetlands and land trust properties is already somewhat severe... it would be nice for this to provide alternative transportation so gaps between important forests and creeks can be closed."

"Get feedback from other successful rails-to-trails endeavors, such as the Fox River Trail model in Brown County regarding trail width, pavement, and friends groups that support the trail development and evolution of the system."

"I have biked the road in Door County for years, including riding in several Century rides. Door County is a beautiful area to ride and I am in full support of plans to increase access between communities."

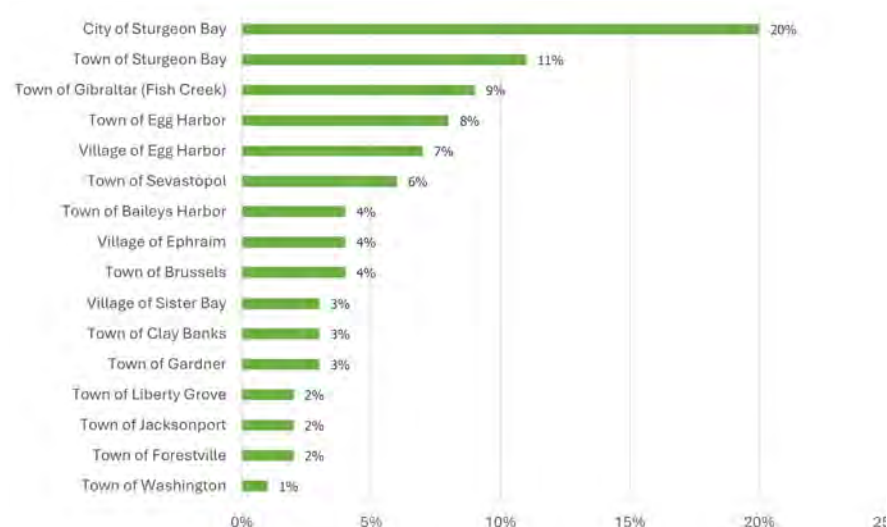
"I've enjoyed trails such as these in other places I've lived. Since I live remotely, I always have to drive my car. I'd like to ride my bike and walk more."

SUMMARY

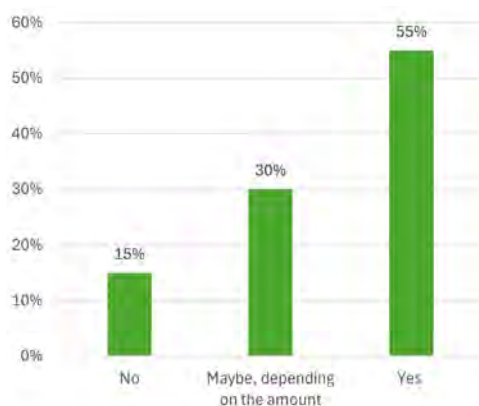
The Town of Nasewaupee is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Nasewaupee community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF NASEWAUPEE WANT TO GO BY TRAIL:

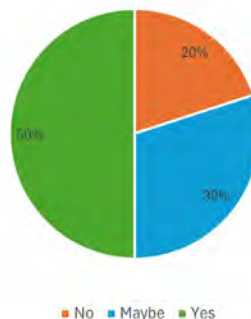


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

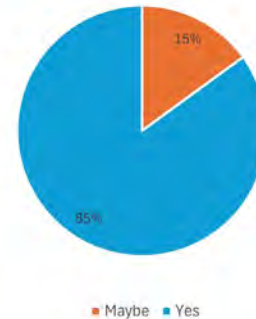


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Would love to see ice skating through the woods like Boulder Junction, WI built"

"Also would like to see snow made like Lapham Park in Lake Country (SE WI) for cross country skiing and snowshoeing"

"Future-planning to prevent over-use that tramples the original terrain and natural features i.e. don't end up like Cave Point with every trail surface beat down and bushwhacked and hordes of people standing on every surface like an amusement park"

So excited for this opportunity. Thank you!

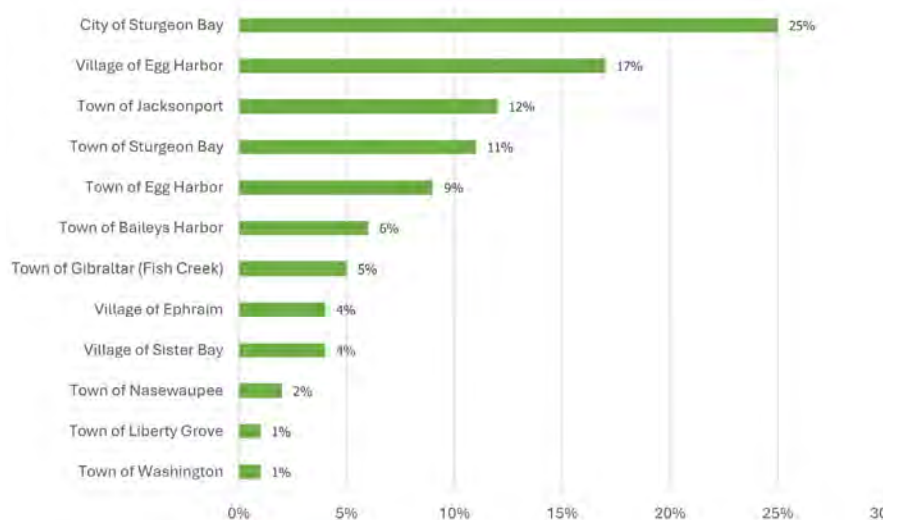
"The Northern Door trails are primarily for tourists"

SUMMARY

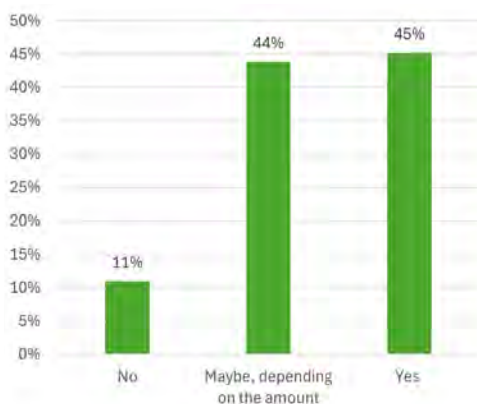
The Town of Sevastopol is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Sevastopol community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF SEVASTOPOL WANT TO GO BY TRAIL:

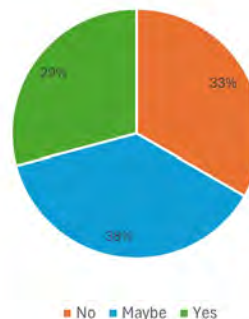


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

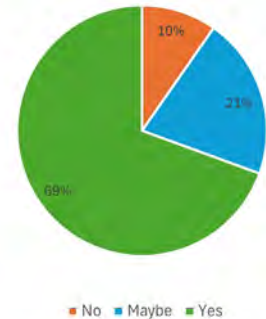


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Creating options for kids and working adults without vehicles is important. We have an efficient highway, but this makes it all but impossible for children living beyond downtown Sturgeon Bay to navigate their community. I would love to see safe options to connect to the schools."

"Access for horse trails! We need more trail riding locations."

"I have biked in Door County since the 1960's and it has gotten increasingly more dangerous to do so due to heavy traffic, inattentive driving habits, and the lack of a safe shoulder. I have significantly curtailed my biking because of the danger."

"Please make safety the main focus. I am deeply concerned about accidents and harm or death of pedestrians and bikers."

"Some current options for walking/biking just are not safe. Example – Bay Shore Drive North from Sturgeon Bay. What can be done to enhance the recreational experience on this route and others like it?"

"The natural beauty we have here is breathtaking. A connected trail system the whole length of the county would bring tourists here to use the system while also benefiting locals."

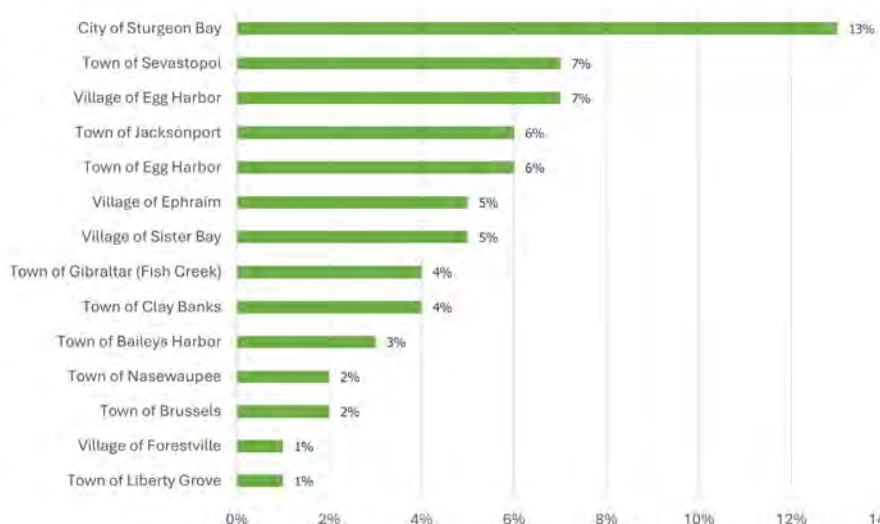
"We are a tourism destination and we lack multi-use silent sport trails compared to many other tourism destinations. This is a healthy way to get more people enjoying the outdoors and taking in Door County's scenic views."

SUMMARY

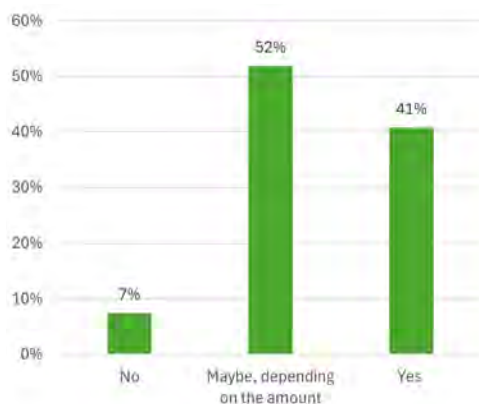
The Town of Sturgeon Bay is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Sturgeon Bay community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF STURGEON BAY WANT TO GO BY TRAIL:

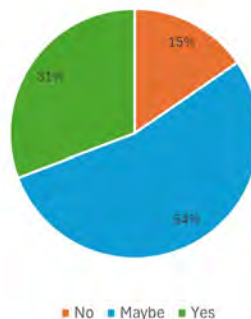


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:



IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Bikers and hikers/walkers don't necessarily share the same goals for trails"

"I believe good trails can create tourism and a sought after destination. A great example is the Heart of Vilas County Trail System"

"I love love love this initiative! A bike share would be a neat feature.... Bikes in a rack that you can rent and return to the same or other rack at your destination. Again, doing quite a bit of bike travel, this has been a great way to see a city/area when we have not been able to pack bikes"

"Inter-city bus loop funded by tourism. Decrease traffic congestion and drunk driving. It would set each downtown for tourism access via biking or walking. Consider advocating for a county funded bike share with stations located within each downtown. Tourism kiosks or private company could run rentals of bike/lock/helmets for a small fee or free of charge if funded as part of a safety mitigation plan to decrease crashes"

"This should have been initiated long long long ago before development increases"

"We could also tie in the ATV trail system to expand both trail systems. Opening the ATV trail system up to off-highway dirt bikes and other powersports could help promote tourism and support local businesses"

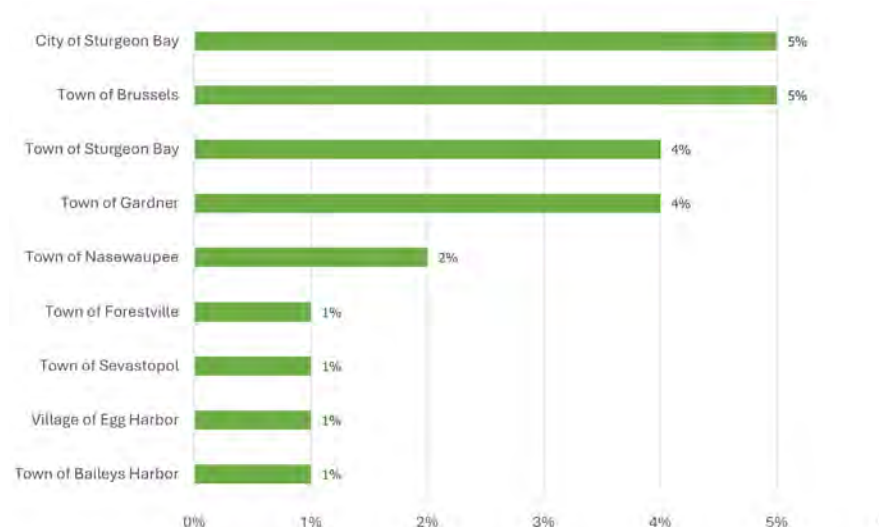
"When thinking about multi-use trails, please consider the equine centered community. There are no trails available for us. We are prohibited from use of any of the existing trails, whether it is in the parks, recreation areas, land trust areas, etc."

SUMMARY

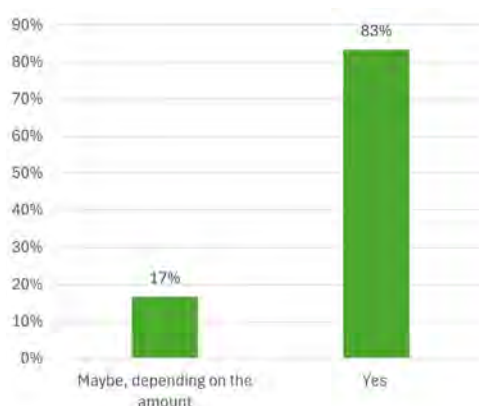
The Town of Union is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Union community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF UNION WANT TO GO BY TRAIL:

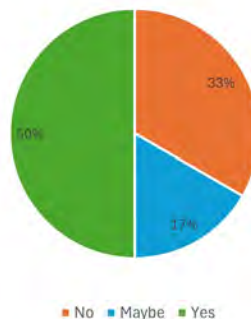


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

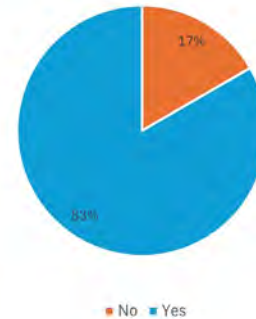


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"In the absence of strong public transportation I think this is a great pursuit. Also contributes to livability, a key factor for recruiting and retaining a younger workforce"

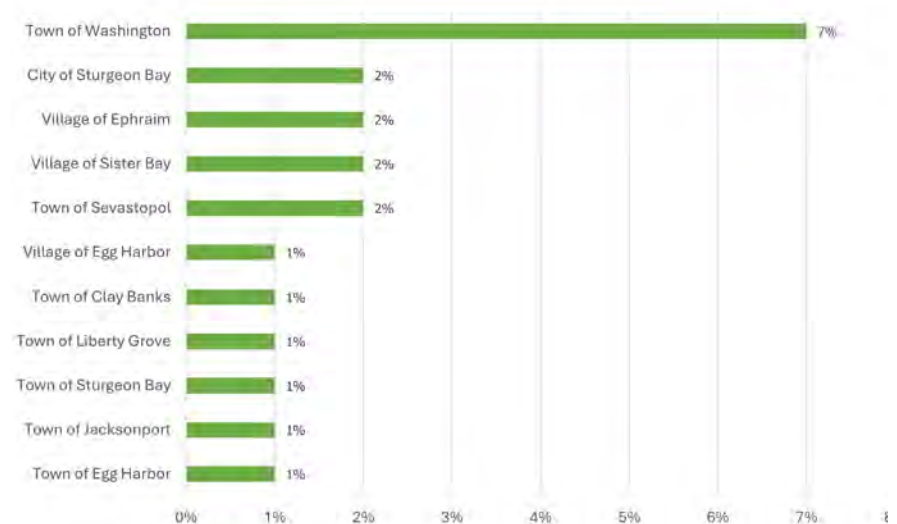
"Southern Door County is highly under-served by safe biking paths. We don't hold as much of the tourism might, but our community would benefit greatly from this amenity, and put it to good use! I would love to start a "bike bus" to school, but safe pathways aren't currently available"

SUMMARY

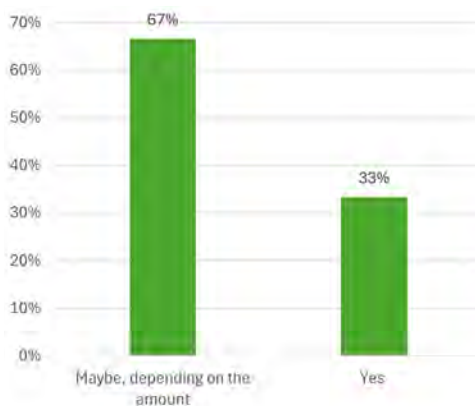
The Town of Washington is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Washington community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE TOWN OF WASHINGTON WANT TO GO BY TRAIL:

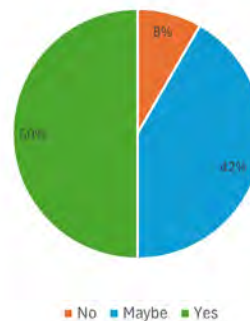


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

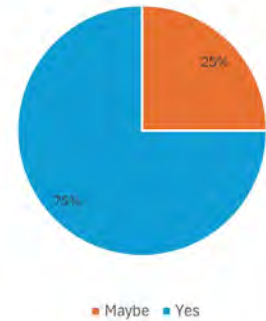


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"No more bikers on door county roads, it's not safe and they don't spend money when riding thru communities"

"Start/end points need to be as carefully planned as the routes themselves, as dumping additional pedestrians/bikes at dead ends (lakefront, residential, existing businesses with parking issues) is just moving a problem elsewhere (congestion)"

"The town of Fort Collins, Colorado, has a very nice bike and walking path system throughout the city. Their trail system could be an inspiration for a functional door country-specific trail system"

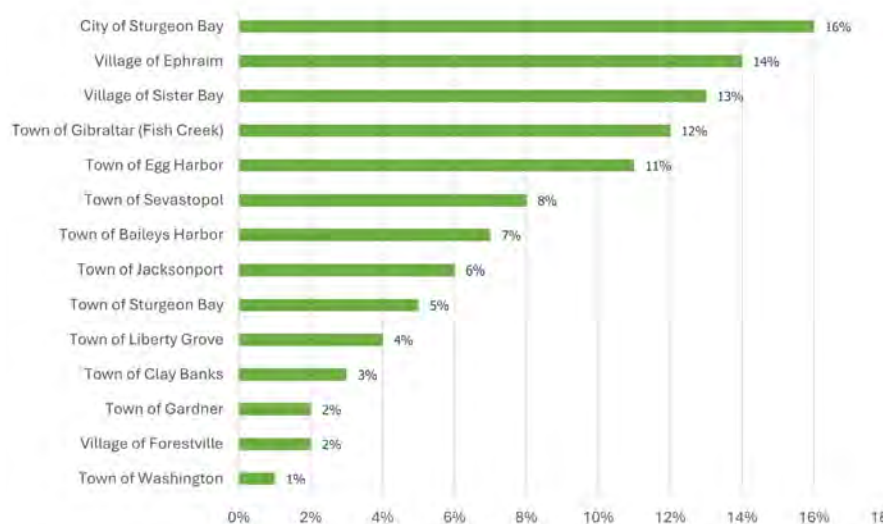
"As one of the PE teachers for the Island School, we would utilize a trail system to teach students more about hiking and cross-country skiing to help promote the great outdoors"

SUMMARY

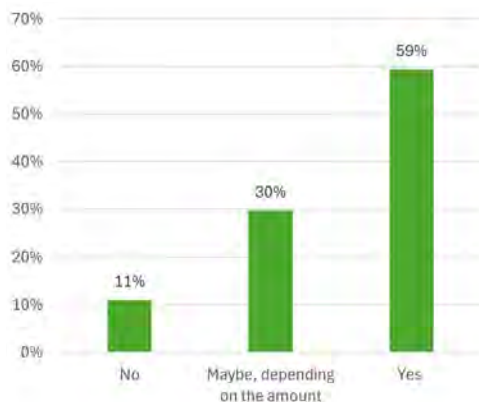
The Village of Egg Harbor is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Egg Harbor community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE VILLAGE OF EGG HARBOR WANT TO GO BY TRAIL:

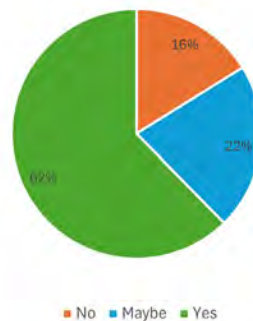


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

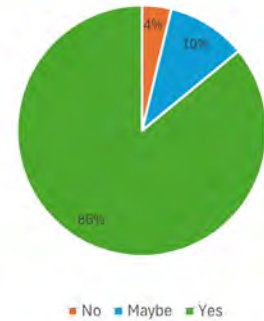


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Greatly needed to allow individuals to move safely through the Door for both recreational and personal use, reducing traffic and increasing safety."

"I have been biking around Door County for many years but feel increasingly unsafe. Bike trails would be so wonderful."

"Improve safety on all roads, especially internal roads. Off road trails along major roads. Widen for bike lanes."

"Please segregate any and all bike and pedestrian trails from roads and streets."

"Just remember not to destroy the nature that you should be protecting. The trail should be designed to avoid cutting down trees where possible."

"Strongly want trails paved for bikes. Only support paved trails."

"Support your efforts. It will help promote tourism and the local economy to have good bike infrastructure."

"We're so happy to see this happening. We'd rather bike places than always having to use our car."

"Let's work on visible quick wins between populated areas first, so that we can gain broader traction for this initiative."

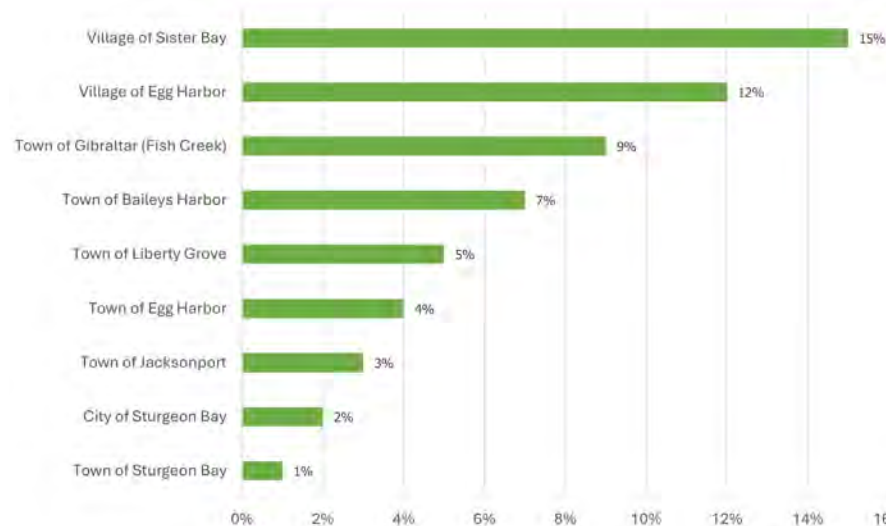
"Talk openly about what trails do for the disabled."

SUMMARY

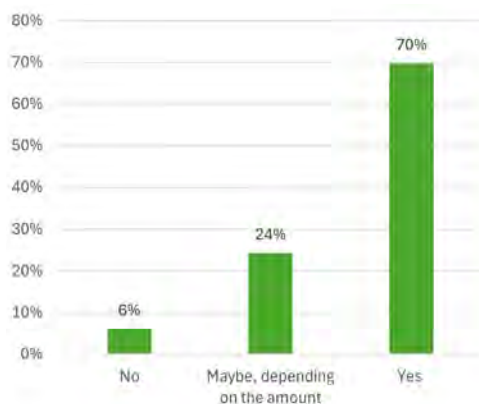
The Village of Ephraim is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Ephraim community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE VILLAGE OF EPHRAIM WANT TO GO BY TRAIL:

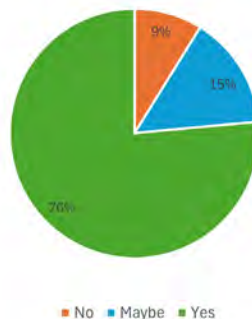


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

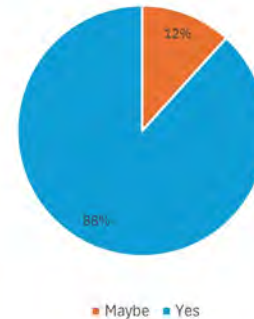


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Connection to state parks as well as villages would be nice as I bike and hike to get outdoors and be active while seeing features"

"Don't use asphalt. It deteriorates too fast and needs costly repairs. A hard surface. I am told asphalt needs car and truck traffic to help the surface. Use crushed limestone. Wider, softer path. Just needs replenishment every few years"

"Please include distinct, painted lane markings on the path to separate people who are walking/jogging from those who are biking. Especially with e-bikes, I see a multi use path with walkers and bikers (of different ages/mobility) without separation as unsafe and a mess"

"Thank you for making this topic a priority. Safety on the congested narrow roads is essential. While accomplishing this objective, is there an option to provide a series of trolleys so tourist will park their cars and visit by riding the trolley from town to town, to the parks and beaches?"

"We reside full-time in the Village of Ephraim specifically off County Q. We want to see this trail go through Q because the two greatest benefits is convenience, access and physical fitness. Please know that there are many people I see walking off Highway Q. So, building trail networks would make it easier to walk and bike where they need to go instead of getting in the car all the time" In addition, it brings zero-emission transportation, improving air quality. Building a multi-use trail through Highway Q corridor will promote for green space and active transport."

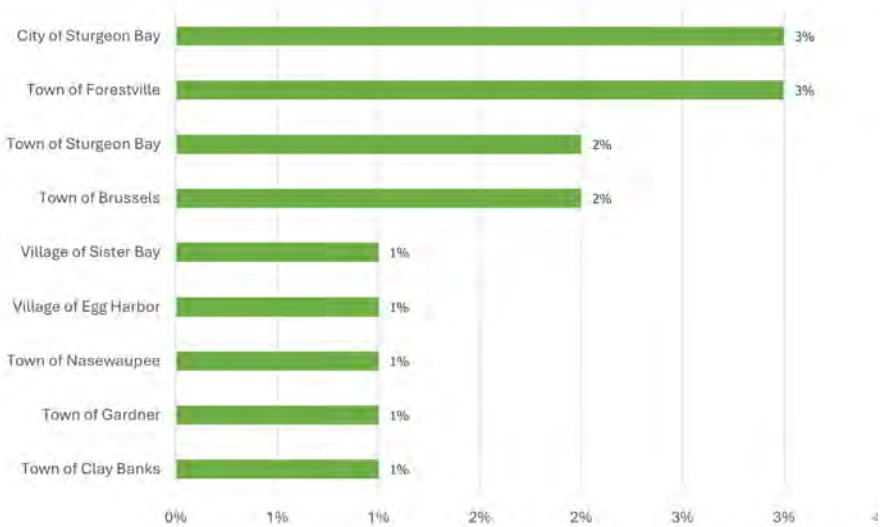
"Yes, please consider a horse trail. You would be amazed at how many riders there are"

SUMMARY

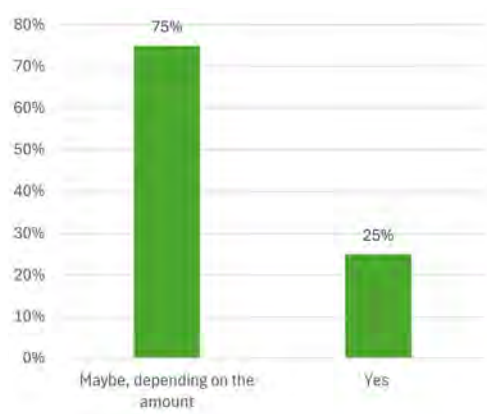
The Village of Forestville is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Forestville community. Responses collected from each community are used as the basis for the plan’s development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE VILLAGE OF FORESTVILLE WANT TO GO BY TRAIL:

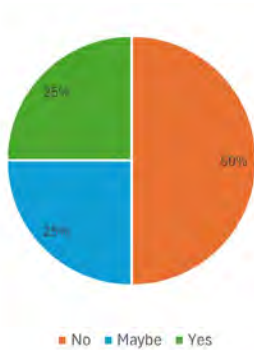


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

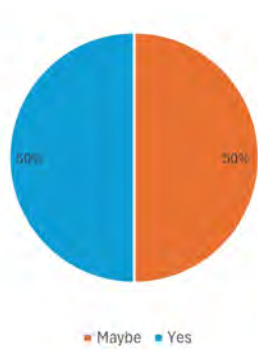


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

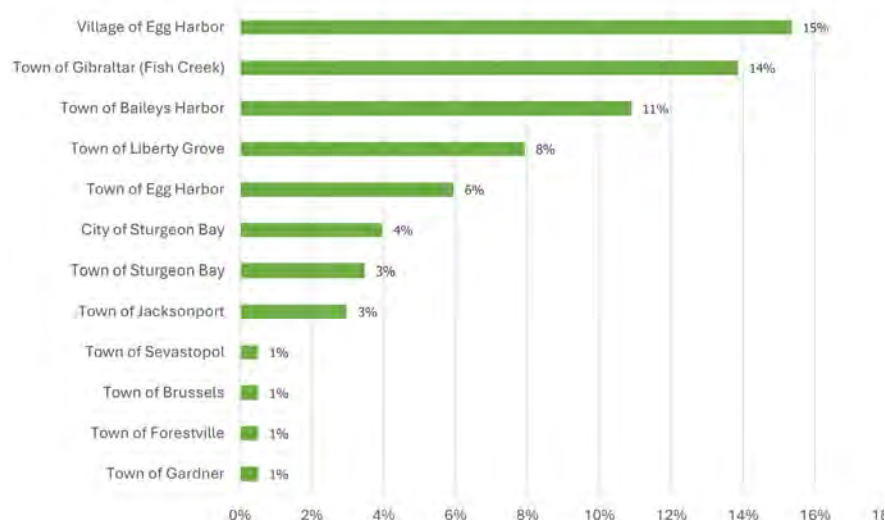
“Trails for horses to go on”

SUMMARY

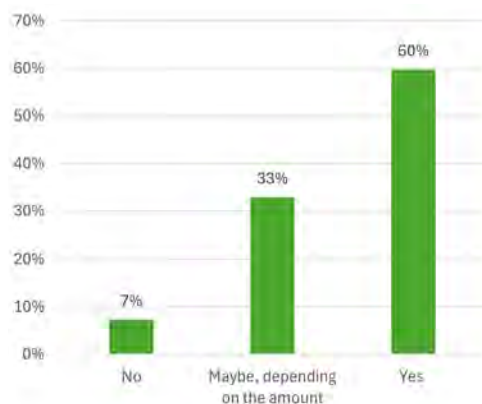
The Village of Sister Bay is part of a countywide strategic planning process for development of a comprehensive transportation trail network that supports pedestrian and bicycle access throughout the county. The plan, led by Door County Trails, aims to understand where connections are needed and support communities in developing trails that help bring those connections to life.

These survey results summarize the responses of the Sister Bay community. Responses collected from each community are used as the basis for the plan's development and inform the future of trail planning in the county.

WHERE PEOPLE IN THE VILLAGE OF SISTER BAY WANT TO GO BY TRAIL:

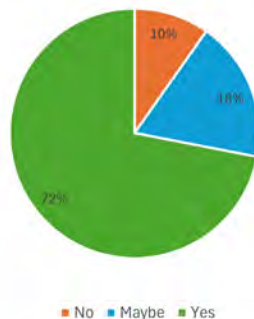


SUPPORT FOR TRAIL DEVELOPMENT WITH TAX \$:

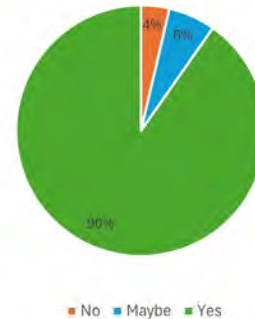


IF TRAILS WERE DEVELOPED WOULD YOU:

DRIVE LESS



WALK OR BIKE MORE



WHAT COMMUNITY MEMBERS ARE SAYING:

"Because Peninsula State Park is a popular biking hub, priority should be given to trail connections to and from there."

"Besides connecting communities by trail, we also need ways to safely get around and through downtown areas safely on foot or bike."

"Connecting villages seems most important in northern Door, off the highway and crowded roads."

"Designated trails separated from motor traffic are wonderful. Any future separated trail should have minimal driveway crossings to improve safety."

"Many lower income families that are year-round residents may have trouble with user fees. Perhaps a pass system similar to the State Park System would support maintenance while keeping trails accessible."

"Safety! If we can walk or bike safely we are more likely to do that and leave the car at home."

"I want to see equestrian trails included in your thinking."

"Enough money for future preventive maintenance. Trails in the Fox Valley seem to get forgotten about after implementation and degrade until it's time to completely replace them."

"You need to allow E-bikes access. It's the fastest growing transportation category in the U.S., and so many places are frowning on it."

APPENDIX B

RESOLUTIONS OF SUPPORT

TO BE INCLUDED

[UNIT OF GOVERNMENT]

RESOLUTION NO. _____

A RESOLUTION OF SUPPORT FOR THE DOOR COUNTY TRAILS STRATEGIC
TRAILS PLAN

WHEREAS, the (UNIT OF GOVERNMENT) supports plans and programs that promote health, wellness, and provide safe and accessible bicycle and pedestrian travel within and between Door County communities; and

WHEREAS, Door County Trails (DCT) is a volunteer-led nonprofit organization working to develop a unified countywide network of safe and accessible multi-use bicycle and pedestrian trails connecting people, communities, and places throughout the Door Peninsula; and

WHEREAS, DCT envisions a countywide trail network as an integral part of everyday recreation and transportation, inspiring people to embrace cycling and walking for freedom, health, and happiness; and

WHEREAS, DCT brings together community leaders, municipal officials, partners, and residents to advance a shared vision for development of a countywide bicycle and pedestrian trail network by serving as an information resource, identifying funding opportunities, assisting with grant applications and; helping communities coordinate and develop trail planning efforts; and

WHEREAS, DCT has prepared a Strategic Trails Plan, developed through a collaborative planning process including public open house information sessions, review of existing trail plans and studies, an online trail survey, and an analysis of trail needs and opportunities; and

WHEREAS, the Strategic Trails Plan includes plan maps showing the results of the planning process including, commonly requested (general locations) of bicycle and pedestrian travel corridors, desired trail destinations, and locations where improved trail safety or connectivity could support everyday travel; and

WHEREAS, the Strategic Trails Plan is intended to serve as a planning tool for use by Door County municipalities as they consider future trail development; and

WHEREAS, the Strategic Trails Plan supports coordination and collaboration between neighboring municipalities where future trail routes cross jurisdictional boundaries; and

WHEREAS, DCT is establishing a Community Trail Partners Working Group, which is anticipated to meet quarterly each year, and be comprised of two (2) representatives from each Community Partner, to include Door County municipalities for the purpose of sharing information, identifying opportunities for collaboration, and discussing funding opportunities for trail projects; and

WHEREAS, the (UNIT OF GOVERNMENT) supports the DCT Strategic Trails Plan and will use it as a guide when planning bicycle and pedestrian trail projects.

NOW THEREFORE BE IT RESOLVED BY THE (UNIT OF GOVERNMENTAL) AS FOLLOWS:

1. THE (UNIT OF GOVERNMENTAL) supports the DCT Strategic Trails Plan.
2. The (UNIT OF GOVERNMENTAL) will appoint two municipal representatives to serve on the DCT Community Trail Partners Working Group.
3. That this Resolution shall become effective upon its adoption.

Adopted this ____ day of _____, 2026.

Chief Elected Official

ATTEST:

Comparison of Proposed & Original Protected Waterfront

Ordinance §17.20

What hasn't changed:

- Intent: Still focuses on preserving open viewing and encouraging property owners to use and maintain their existing residences.
- No structure shall exceed 23' with certain features allowed up to 25'

Clarification:

- Define a 1 1/2 story house. Added several other definitions.
- Define decks and porches.

What has become more restrictive:

- Proposed footprint alterations can be no wider than existing as measured parallel to STH 42.
- Previously allowed up to 50% of roof to be less than 6/12 but greater than 3/12. Changed to allowing down to 3/12 for only a limited number of shed dormers, porches, and front entrance roofs.
- Only allow replacement of existing deck or porch.
- Minimize outdoor lighting to entrance points.

What has become less restrictive:

- Under permitted uses, now include the reproduction of an existing structure.
- Allow for 3 methods for Additions/Modification (Sections 6, 7, & 8). These encourage the preservation of original structures, including Reproduction.
 - Section 6 is new language that allows exceptions for applicants who retain the original building to preserve the character of the PW District.
- Allow an attached garage to be part of the footprint, with restrictions on overall width (as measured parallel to STH 42) and no upper level on reclaimed garage area (no wider than original footprint).
- Allow a combination of accessory building into principal building, with restrictions on overall width (as measured parallel to STH 42) and no upper level on accessory building area (no wider than original footprint).

VILLAGE OF EPHRAIM
NOTICE OF ZONING ORDINANCE PUBLIC HEARING
TUESDAY, OCTOBER 13, 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 Plan 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 13th day of OCTOBER 2026.

VILLAGE OF EPHRIAM

BY: _____
Ken Nelson, Village President

Attest: _____
Andrea Collak, Clerk

Published this ____ day of _____ 2026

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

DOOR COUNTY TOURISM ZONE COMMISSION

PO BOX 55, SISTER BAY WI 54234

920.854.6200, Fax: 920-854-9019



Website: www.doorcountytourismzone.com

Email: info@doorcountytourismzone.com

Date: August 9th, 2026
To: Door County Municipal Partners
From: Juliana Holly-Executive Director
Re: Request for Approval of Commission Bylaw Amendments

The Commission has completed a review of its bylaws and is recommending all Door County municipalities approve of its changes. As with any governing document, the bylaws are reviewed and adjusted periodically to reflect the Commission's evolving operational needs, improve clarity, and ensure they continue to support the Commission's work effectively.

These proposed amendments are administrative in nature and are intended to keep the bylaws current with the Commission's practices and responsibilities. Periodic updates such as these are a normal part of maintaining effective governance. Two amendment subjects have been proposed and approved for recommendation by the Full Commission: term-limits for Executive Committee member positions and actions to be taken in regard to attendance.

In accordance with the Commission's bylaws, any amendments must be approved by the participating municipalities before they can take effect. We respectfully request that you place this item on your municipality's next meeting agenda for consideration and action.

For your convenience, the following motion language may be used:

Suggested Motion:

"I move to approve the amendments to the Commission Bylaws as recommended by the Commission and authorize their adoption in accordance with the bylaws' amendment process."

A copy of the proposed amended bylaws is enclosed for your review. If you have any questions or would like additional information before your meeting, please contact Juliana Holly, at info@doorcountytourismzone.com.

Thank you for your continued partnership and consideration of these proposed amendments.

Sincerely,

A handwritten signature in cursive script that reads "Juliana Holly".

Juliana Holly, Executive Director

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

Door County Tourism Zone Commission Bylaws

06/18/2026

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

Door County Tourism Zone Commission Bylaws

06/18/2026

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-fourth (24th) of the month following the month in which the tax was collected.

(b) A quarterly report that includes:

Door County Tourism Zone Commission Bylaws

06/18/2026

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.

Door County Tourism Zone Commission Bylaws

06/18/2026

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.

Door County Tourism Zone Commission Bylaws

06/18/2026

- (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 98**CONTRACTS AND FINANCIAL TRANSACTIONS**

Section 98.1 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 98.2 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 98.3 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 98.4 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 98.5 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 109

INDEMNIFICATION

Section 109.1 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 109.2 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

Door County Tourism Zone Commission Bylaws

06/18/2026

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

RATIFICATION AND AMENDMENTS

Section 11.1 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 11.2 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

Door County Tourism Zone Commission Bylaws

06/18/2026

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 19.3 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



Emergency Response Plan

The Emergency Response Plan is not an exhaustive document but is intended to provide a framework based on current guidance.

TABLE OF CONTENTS

Contact Information

[Emergency Telephone Listing](#)

[Emergency Response Committee Alerting List](#)

Plan Overview

[Purpose](#)

[Situation and Assumptions](#)

[Responsibilities During an Emergency](#)

[Concept of Operations](#)

[Organization](#)

[Responsibilities and Tasks](#)

[Village Emergency Management Director](#)

[Village of Ephraim Administrator](#)

[Village of Ephraim Clerk](#)

[Public Information Officer](#)

[Public Works](#)

[Fire Services](#)

[Additional Resource Management](#)

[Law Enforcement](#)

[Emergency Medical Services](#)

[Human Services](#)

[Plan Development and Maintenance](#)

[Legal Basis](#)

Attachments

[Media List](#)

[Sample Disaster Declaration](#)

EMERGENCY TELEPHONE LISTINGS

Door County Sheriff's Office	911 (Emergency) / 920-746-2400
Ephraim Fire Chief	911 (Emergency)
Liberty Grove Sister Bay Fire Department	911 (Emergency) / 920-854-4021 (non-emergency)
Gibraltar Fire Department	911 (Emergency) / 920-421-3456 (non-emergency)

County and Regional Services	
Door County Emergency Government	920-746-7195
Door County Emergency Services	920-743-5461
WI Emergency Management East Central Office	920-929-3730
DNR - Emergency Government Duty Officer	800-943-0003
Door County Highway Department- Commissioner	920-746-2500

Medical Facilities Sturgeon Bay	
Aurora Health Clinic - Walk-in	920-746-7200
Bellin Health Clinic - Walk-in	920-743-0255
Door County Memorial Hospital	920-743-3367

Support Agencies	
Door County Human Services	920-746-7155
Door County Health Department Hotline	920-746-2588
American Red Cross	920-468-8535
Salvation Army	920-746-2300

Telecom	
Frontier	800-921-8101
Spectrum	833-267-6094

Utilities	
Wisconsin Public Service - Electric	800-450-7240

Hazardous Spills	
ChemTrec	800-424-9300
National Response Center (call regarding spills)	800-424-8802
Wisconsin DNR	920-746-2870

Media Contact List	
Local Radio Stations	WDOR 93.9 - 920-743-4411
	Door County Daily News - 920-746-9430
	Rewind 97.7 - 920-743-0977
	WLGE 106.9 'The Lodge' - 920-854-3400
Local Publications	Let's Go Door County - 920- 471-3983
	Peninsula Pulse - 920-839-2121

EMERGENCY RESPONSE COMMITTEE ALERT LIST		
Village Emergency Management Director	Ken Nelson, Village President	Contact Information to be added later.
Emergency Response Committee <i>(Elected Officials: Trustees listed in order of seniority)</i>	Tim Nelson	Contact Information to be added later.
	Matt Meacham	Contact Information to be added later.
	Carly Mulliken	Contact Information to be added later.
	Rick Hoyerman	Contact Information to be added later.
Director, Door County Emergency Management	Joseph “Jeb” Saelens	jsaelens@co.door.wi.gov Office: 920-746-7195 Cell: 920-495-2535

VILLAGE OF EPHRAIM EMERGENCY RESPONSE PLAN

A. PURPOSE:

This municipal plan has been developed to provide procedures for the Village of Ephraim government departments to respond to various types of emergencies or disasters that affect the community. This plan outlines procedures to be used by the county government, as the Village of Ephraim is part of the County Emergency Management Program. This municipal plan is to be used in conjunction with the Door County Emergency Response Plan. The municipal plan will be maintained in accordance with current standards of the Door County Emergency Response Plan and in accordance with the local municipal government. Review of this municipal plan shall be accomplished concurrently with the County plan.

B. SITUATION AND ASSUMPTIONS

Several types of hazards threaten life, property, or the environment in Door County. These hazards are outlined in the Door County Hazard Mitigation Plan. A copy of this is located at the Door County Emergency Management Office at 916 N 14th Ave, Sturgeon Bay WI

Village officials have primary responsibility for emergencies that take place within the Village. Not all tasks listed herein are the responsibility of the Village, but are referenced to demonstrate the varying levels of support available to the Village, should the Village exhaust all local resources. Village officers act in support of the response and coordinate resources as needed. Village officials must be represented at a location, the Command Post, where they are accessible for coordination of information and for decisions that relate to the overall response.

C. RESPONSIBILITIES DURING AN EMERGENCY

1. Village: The State of Wisconsin is a home rule state subject to statute §66.0101 and specifically Chapter 61 relating to Villages; therefore, the Village of Ephraim has the responsibility to manage any emergencies within their limits to the best of its abilities before engaging with the County and State for support. Under its home rule powers, the Village Board has general authority to “act for the government and good order of the village, for its commercial benefit and for the health, safety, welfare and convenience of the public” per Wis. Stat. § 61.34(1).

The Village is responsible for opening and maintaining all Village public roads. They will act in coordination with the State and County. The Village is also responsible for all Public Buildings, in addition to the Public Beach, Firehouse Marina, public properties along Eagle Harbor, Harborside Park, and Anderson Dock.

- ☐ The Emergency Response Committee consists of the elected Village Board of Trustees listed on page 4.

2. Property Owners: All parcel owners are responsible for maintaining their private property.
3. Businesses: All businesses are responsible for their private property.

D. CONCEPT AND ESCALATION OF RESPONSE

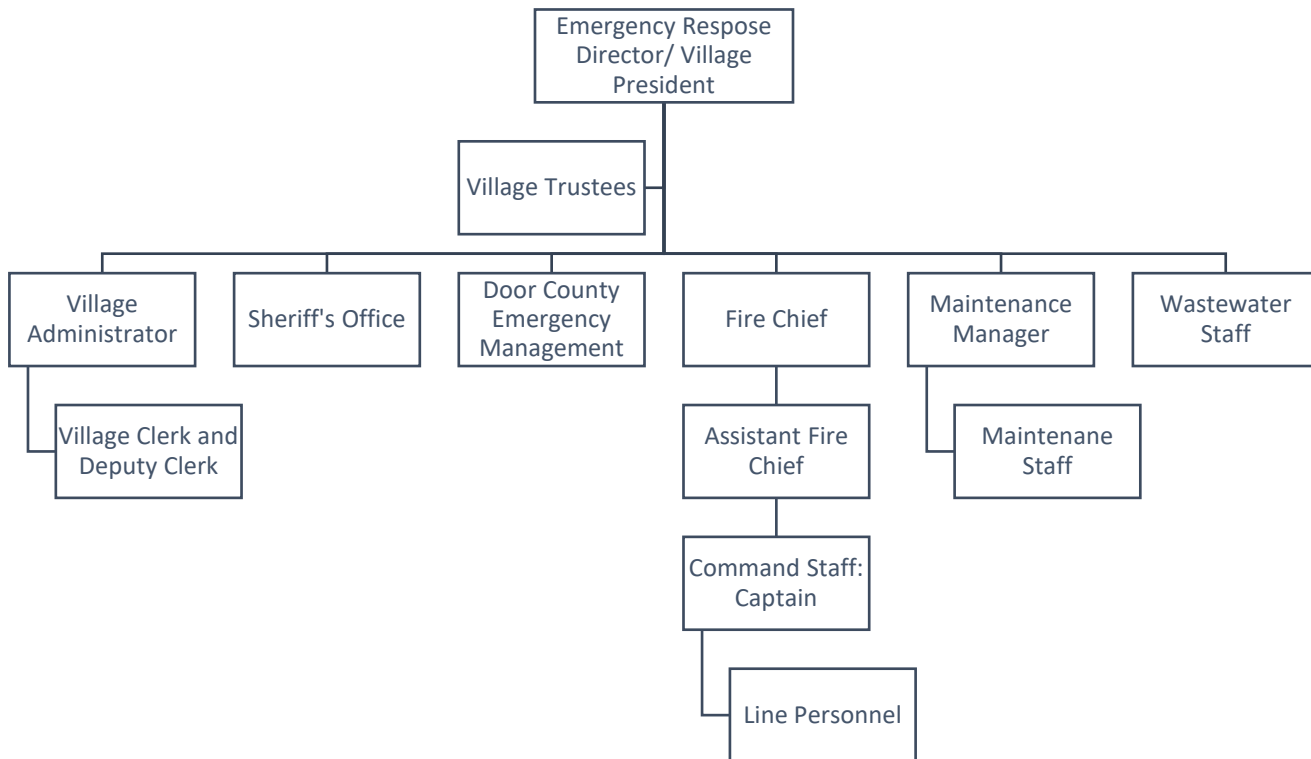
Village officials have primary responsibility for disasters that take place in the Village. They will activate the appropriate Village departments and emergency response agencies (County, State, and Federal), as necessary, to address the disaster.

Actions that the Village and County should consider if this Village Emergency Response Plan is activated are as follows:

1. Village Departments assess the nature and scope of the emergency or disaster.
2. If the situation can be handled locally, procedures within this plan shall be executed, as appropriate.

- a. The Village President, as the Village Emergency Management Director, assists with the coordination of all emergency response actions.
 - b. A Village Emergency Operations Center shall be established at the Administrative Building at 10005 Norway Street as long as there is power and the ability to restrict access. If power is not able to be established through the use of a generator at the Administrative Building, then the Maintenance Garage at 10285 Town Line Drive shall be utilized as an alternate Village Command Post.
 - c. The Village Emergency Management Director declares a Local State of Emergency and notifies and forwards the declaration to the Door County Emergency Management Director.
 - d. Village Emergency response officials/ Departments respond according to the checklists outlined under 'Responsibilities and Tasks', pages 7 through 11.
3. If Village resources become exhausted or if special resources are required, the Village Emergency Management Director shall request County assistance through the County Director of Emergency Management.
 4. If assistance is requested, the County Director of Emergency Management assesses the situation and makes recommendations. The County will do the following (to the extent appropriate):
 - a. Activate the County Emergency Operations Center.
 - b. Implement the County Emergency Response Plan.
 - c. Respond with County resources as requested.
 - e. Coordinate County resources with Village resources.
 - f. Notify Wisconsin Emergency Management, Regional Director.
 - g. Forward Uniform Damage Situation Report (UDSR) and UDSR local as appropriate.
 - h. Assist the Village with prioritizing and allocating resources.
 5. If Village and County resources are exhausted, the County Emergency Management Director can request state assistance through Wisconsin Emergency Management.
 6. If state assistance is requested, the Wisconsin Emergency Management Administrator, in conjunction with the East Central Regional Director, Door County Director of Emergency Management, and the Village Emergency Management Director, can assess the disaster or emergency situation and recommend that personnel, services, and equipment be made available for response, mitigation, or recovery.
 7. After completing the assessment, the Emergency Management Regional Director immediately notifies the Wisconsin Emergency Management State Emergency Operation Center (SEOC)
 8. The State Emergency Operation Center will work to fulfill these request.
 9. If state assistance is granted, procedures will be followed as stated in the Wisconsin Emergency Operations Plan and the County Emergency Operations Plan.

E. ORGANIZATION



F. RESPONSIBILITIES AND TASKS:

The Village President, as the chief elected municipal official, is also the Village Emergency Management Director. They are responsible for coordinating the response of Village departments and coordinating the response with County officials and agencies, if County assistance is necessary. *In the President's absence, the chain of command shall be followed, with any available Village Trustee acting as the Village Emergency Management Director. In the President's absence, the chain of command shall be the Village Administrator, and then the Chair of the Community Protection Committee.*

1. Village Emergency Management Director:

The Village Emergency Management Director coordinates all components of the emergency management program in the Village of Ephraim. This includes and may not be limited to hazard analysis, preparedness, mitigation, response, and recovery activities for all natural and technological disasters/emergencies. The following tasks represent a checklist of actions that should be considered:

- ☐ The Emergency Management Director ensures that the Village Emergency Operations Center has been activated and shall report to the assigned Village Emergency Operations Center as the emergency warrants.
- ☐ Update the County Emergency Management Director regarding the situation and actions taken.
 - ☐ Discuss available resources, including personnel. If deficiencies do exist, take action to obtain the needed resources.
- ☐ Update the Village Public Information Officer/Administrator, or appointed designee, regarding travel restrictions on local roads and recommend protective actions if necessary.

- ☐ Engage with Village Departments regarding the response to the situation.
- ☐ The Emergency Management Director, with input from Village Department Heads and the County Emergency Management Directors, will conduct damage assessment activities in the Village of Ephraim. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.
 - ☐ Record initial information from first responders such as law enforcement, public works, or fire services.
 - ☐ Collect information from appropriate Village Department Heads in the field to gather a damage assessment team, which may also include the Village of Ephraim [Emergency Response Committee](#) (*Committee composition is located on [page 4](#)*):
 - ☐ Within the first 2 - 3 hours: Complete preliminary Uniform Disaster Situation Report (USDR). Provide damage assessment information to the County Emergency Management Director to assist in the preparation of the Uniform Disaster Situation Report (USDR).
 1. Number of fatalities
 2. Number of critical/minor injuries.
 3. Number of homes/businesses damaged/destroyed.
 4. Number of public facilities, such as highways, roads, bridges, etc., damaged.
 5. Number of people who require shelters.
 - ☐ Within 8 hours:
 1. Recount items 1 - 5 above.
 2. Complete another USDR (link – template available through xx), estimating public and private damage.
 3. Video and/or take photos of major damage.
 - ☐ Within 24 hours:
 - ☐ Update items 1 - 5 above.
 - ☐ Complete updated USDR.
 - ☐ Plot damage assessment information on maps in the Village Emergency Operations Center and locate damaged sites on a map, if applicable.
 - ☐ Ensure that all Village Department Heads have begun to keep separate and accurate records of disaster-related expenditures with documentation to be forwarded to the Village Clerk/Treasurer.
 - ☐ Coordinate with the Village Public Information Officer or appointed designee.
 - ☐ Be ready to issue a Declaration of Emergency.
 - ☐ Determine whether or not County, State, or Federal assistance should be requested. Consult the County Emergency Management Director. Village and County resources must be fully

committed before State or Federal assistance would be available. If assistance is requested, the type and amount of assistance needed shall be specified.

2. Village of Ephraim Administrator

- ☐ Report to the Village Emergency Operations Center when notified.
- ☐ Assist in the damage assessment process by:
 - ☐ Providing information regarding the dollar value of property damaged as a result of the disaster.
 - ☐ Village Department Heads shall request permission from the Village Administrator for the acquisition of equipment and supplies needed during and following a disaster, not to exceed \$5,000.

3. Village Clerk/Treasurer

- ☐ Maintain records indicating Village expenses incurred due to the disaster.
- ☐ Assign Village Department Heads account numbers to which emergency expenditures may be charged.

4. Public Information Officer - Communications

The Village Administrator, or a designated appointee, is responsible for public information activities for the Village of Ephraim and will serve as the sole point of contact for the news media and public officials. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

- ☐ Warn the following using the Emergency Response Committee Alert List located on page 4:
 - ☐ Village Elected Officials.
 - ☐ County Emergency Management Director.
 - ☐ If Village Department Heads are out of the area, they need to be notified of the emergency; refer to the staff directory distributed internally.
- ☐ Ensure all Village Departments and County and State agencies represented at the Village Emergency Operations Center can communicate with their staff. This equipment consists of, but is not limited to, cell phones, radios, portable hotspots, and laptops.
- ☐ If necessary, request that Door County Emergency Management activate the Integrated Public Alert and Warning System (IPAWS) with specific emergency information within a geographical area. Maintain contact with the County Emergency Operations Center, if activated, and the Village Command Post to stay abreast of the situation.
- ☐ If necessary, establish a news media briefing area and brief the media at periodic intervals.
- ☐ If the situation escalates and the County Emergency Operations Center is activated, coordinate with the County Public Information Officer to prepare news releases.
 - ☐ If required, assist the County in establishing a Joint Public Information Center.
- ☐ In conjunction with other Village Department Heads, conduct press tours of disaster areas within the Village as the situation stabilizes.
- ☐ If necessary or deemed appropriate, communicate with the media outlets to share emergency

information utilizing the media contact list which is included on page 3 with the [Emergency Telephone Listing](#), but will also be expanded into a separate document to include Green Bay Media contacts as necessary:

- ☐ Update the Village website (e.g., utilize the ticker bar for emergencies and the news/notices module).
- ☐ Physical informational postings at the Library, Administrative Building, and Post Office.
- ☐ Coordinate with the Ephraim Business Council for social media postings.
- ☐ Coordinate with the Ephraim Fire Department for social media postings.

5. Public Works (*Maintenance Department and Wastewater Department*)

If necessary, the Maintenance and Wastewater Department staff, in the absence of the Department Heads, shall carry out the actions outlined in this section. The following tasks represent a checklist of actions these departments should consider in an emergency or disaster situation.

- ☐ Ensure that all department personnel have been alerted and that they report as the situation directs.
- ☐ The Departments report to the Village Emergency Operations Center.
- ☐ Review the disaster situation with staff and report the situation to the Village Emergency Management Director.
- ☐ Maintain transportation routes. Provide support to Law Enforcement agencies with traffic control and access to the affected area.
- ☐ If necessary, coordinate flood-fighting activities, including sandbagging, emergency diking, and pumping operations.
- ☐ Coordinate with law enforcement on travel restrictions/road closures within the Village.
- ☐ Activate stationary emergency generators and lighting.
- ☐ Assist with search and rescue activities as may be requested.
- ☐ As necessary, establish a staging area for public works.
- ☐ Report public facility damage information to the Command Post.
- ☐ If the County Emergency Operations Center is activated, establish and maintain contact with the [County Highway Commissioner](#). [Contact information is located on page 3.](#)

6. Fire Services

The Ephraim Fire Department is responsible for fire service activities in the Village of Ephraim. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

- ☐ Establish the designated staging area, Village Emergency Operations Center, as directed by on-scene personnel.
- ☐ Assist Law Enforcement in warning the affected population.
- ☐ Rescue injured/trapped persons.
- ☐ Protect critical facilities and resources.

- ☐ Designate a person to record the arrival and deployment of emergency personnel and equipment.
- ☐ Assist Law Enforcement with evacuation, if needed.

Other responsibilities may include:

- ☐ Assist with traffic control.
- ☐ Assist with debris clearance.
- ☐ If the Regional Hazardous Materials Team is needed for a Level A response, obtain assistance through the Green Bay Metro Fire.
- ☐ If additional assistance is necessary, utilize Mutual Aid Agreements.

G. ADDITIONAL RESOURCE MANAGEMENT:

County Resources:

1. Law Enforcement

The Door County Sheriff's Office is responsible for law enforcement activities in the Village of Ephraim. The following tasks represent a checklist of actions this agency should consider in an emergency or disaster situation.

- ☐ Ensure that all Sheriff's Office staff have been notified and that they report as the situation directs.
- ☐ Direct the designated law enforcement representative to report to the Village of Ephraim Emergency Operations Center.
- ☐ Secure the affected area and perform traffic and crowd control.
- ☐ Participate in warning the public as the situation warrants.
- ☐ Determine the scope of the incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
- ☐ Direct officer(s) to close off the damaged site area to stop all inbound traffic. Set up an emergency pass system.
- ☐ Report the above information to the appropriate law enforcement agencies.
- ☐ Establish a staging area in the Village; designate a Command Post; and establish initial command until relieved.
- ☐ If appropriate and if available, dispatch a communications vehicle to the scene of the disaster.

Other responsibilities may include:

- ☐ Enforce curfew restrictions in the affected area.
- ☐ Coordinate the removal of vehicles blocking evacuation or other response activities.
- ☐ As necessary, shelter in place, as may be appropriate for the affected area.
- ☐ Assist the medical examiner with mortuary services.

- ☐ Assist with search and rescue activities.
- ☐ If the County Emergency Operations Center is activated, establish and maintain contact with the person representing law enforcement.
- ☐ Try to anticipate your agency's needs for manpower and equipment 24-hours in advance. If additional assistance is needed, utilize mutual aid agreements with other police departments.

2. Emergency Medical Services

Door County Emergency Services is responsible for emergency medical services activities in the Village of Ephraim. The following tasks represent a checklist of actions this agency should consider in an emergency or disaster situation.

- ☐ Coordinate emergency medical care and transport, if necessary, for victims (hospitals and ambulances).
- ☐ Ensure that the public health needs of disaster victims are met.
- ☐ Assume primary operational control for health-related emergencies such as pollution, contamination, diseases, and epidemics.
- ☐ Establish a triage area for victims.
- ☐ Establish a staging area in the Village.

3. Human Services

Based on the emergency situation, human services should be coordinated through the County Director of Emergency Management and the Director of the Department of Health and Human Services. The following tasks represent a checklist of actions that these agencies must consider in an emergency or disaster situation.

- ☐ Coordinate activities of Village departments that provide human services. (Identified in County Resource Manual).
- ☐ Coordinate with the County Emergency Director for the Red Cross to open and manage shelters in the Village or geographical region.
 - i. Ensure the canteen is set up to feed emergency workers in the Village.
 - ii. Work with the Red Cross/Salvation Army in providing food and clothing to disaster victims.
- ☐ Provide emergency assistance to persons with special needs.
- ☐ Provide necessary outreach services to citizens affected by an emergency or disaster.
- ☐ Distribute emergency literature to disaster victims, giving instructions and assistance pertaining to their immediate needs.
- ☐ Provide psychological counseling and crisis intervention to disaster victims.
- ☐ If the County Emergency Operations Center is activated, establish and maintain contact with the Director of the Department of Human Services. If the County Emergency Operations Center is not activated, establish and maintain contact with the Director of Health and Human Services directly at the County Department of Health and Human Services.

The services below have not been identified in the action plans, but may provide additional assistance if required.

1. Support From Private Agencies/Volunteer Groups:

Door County Community Emergency Response Team (*Gibraltar Fire & Rescue partnered with Door County Emergency Management*)

2. Support From State and Federal Agencies:

The Village of Ephraim adopted Resolution #01-2006, designating the National Incident Management System (NIMS) as the standard for Incident Management in the Village of Ephraim. The Village Fire Chief and one (1) other appointed designee shall complete training under this program, fulfilling the requirement for federal assistance.

Information and assistance in securing state or federal support may be obtained by contacting the County Emergency Management Director. Requests for National Guard assistance should be channeled through the County Emergency Management Director to the Wisconsin Emergency Management Regional Director - East Central Regional Office, to the Wisconsin Emergency Management Administrator.

H. PLAN DEVELOPMENT AND MAINTENANCE:

The Village of Ephraim Emergency Response Plan Development Team is composed of the Village Board, Administrative Staff, Community Protection Committee, and Village Fire Chief. These officials are responsible for developing and maintaining this plan.

This Team meets on an as-needed basis or as determined by the Village President. The Team reviews incidents, changes, and new information and makes revisions to this plan annually.

The following also conduct after-action reviews of all exercises and major incidents:

- Village of Ephraim Board
- Village of Ephraim Administrator
- Village of Ephraim Fire Chief/Deputy Chief
- Village of Ephraim Maintenance Manager
- Village Clerk

I. LEGAL BASIS

The legal basis for the development of this municipal plan is stated in the following documents:

FEDERAL LEGISLATION

The documents listed in Parts A, B and C are located in the State EOC.

a) **44 CFR Chapter 1 (Emergency Management and Assistance)**

Outlines the organization, power and duties of the Federal Emergency Management Agency (FEMA). Details the operation and scope of FEMA programs such as hazard mitigation, the National Flood Insurance Program (NFIP), fire prevention and control, disaster assistance and preparedness (including, in Part 350, radiological emergency preparedness).

b) **Disaster Relief and Emergency Assistance Act (Stafford Act) (PL 100-707)**

Limits the qualifying events for disaster assistance to natural catastrophes and established provisions for cost-sharing by state and local governments.

c) **Disaster Mitigation Action of 2000 (PL 106-390)**

Amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to authorize a program for pre-disaster mitigation, to streamline the administration of disaster relief, to control the federal costs of disaster assistance and for other purposes.

d) **Emergency Planning and Community Right-to-Know Act (EPCRA) (42 USC 11001-11050)**

Provides the public with information on the hazardous chemicals in their communities and established emergency planning and notification requirements to protect the public in the

event of a release of an extremely hazardous substance.

- e) **Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), 42 USC 9601- 9675**
Protects the public health and environment by facilitating clean up of environmental contamination and imposing costs on parties responsible for the pollution.
- f) **10 CFR 50.47**
Requires the establishment of state and local plans and preparedness for coping with effects of radiological emergencies as part of the nuclear power plant license.

STATE LEGISLATION - State Statutes are located in the State EOC.

- a) **EMERGENCY MANAGEMENT**
Chapter 323 – Describes the organization, duties and powers for state and local emergency management programs.(See Appendix 1, Chapter 323)
- b) **DEPARTMENT OF MILITARY AFFAIRS**
Chapter 21 – Describes departmental duties.
- c) **COUNTIES**
Chapter 59 – Describes the legal status and organization (e.g., home rule; powers of the board chairperson and vice-chair, executive, administrator and sheriff).
- d) **VILLAGES**
Chapter 61 - Describes the legal status and organization (e.g., powers of the president and board; ambulance service).
- e) **GENERAL MUNICIPAL LAW**
Chapter 66 – Describes the legal status and organization (e.g., exercise of home rule, law enforcement, mutual assistance, emergency powers).

Chapter 175.46 – Defines and describes the authorities regarding mutual aid agreements.
Chapter 213.095 – Describes the police power of a fire chief or a rescue squad.
Chapter 895.483 – Grants immunity from civil liability for acts or omissions to the County Level B Hazardous Materials teams and to members of those teams.
- f) **MUTUAL AID AGREEMENTS MABAS DIVISION 154**

Village of Ephraim

Disaster Declaration

Whereas, a disaster namely _____ within the Village of Ephraim; and

Whereas, because of such emergency conditions, the Village Board is unable to meet with promptness;

Now Therefore Be It Resolved, pursuant to Wis. Stat. §66.325 and Wis. Stat. Ch. 323, as Village President of the Village of Ephraim, I do hereby proclaim a state of emergency in effect for the time during which the emergency conditions exist or are likely to exist, and

Further, pursuant to Wis. Stat. §66.325 and Wis. Stat. Ch. 323, the Village President of the Village of Ephraim shall exercise all of the powers conferred upon the governing body under Wis. Stat. §66.325 (1), which, within the discretion of the Officer, appear necessary and expedient during said state of emergency, and

Further, the Ephraim Village Board, at a special or regularly scheduled board meeting, shall approve, amend or repeal this resolution.

Signed this _____ day of _____, _____.

President, Village of Ephraim

The Ephraim Village Board at a meeting
held on the _____ day of _____,

approved, amended, and repealed this
resolution.

Clerk, Village of Ephraim

S

PROCLAMATION

Federal Highway Administration's (FHWA)

Crash Responder Safety Week (CRSW)

November 2-6, 2026

WHEREAS, Crash Responder Safety is a dedicated initiative aimed at promoting awareness and understanding of the critical importance of protecting emergency responders who serve our communities on our roadways, ensuring their safety while they work to save lives and assist those in need; and,

WHEREAS, Crash Responder Safety emphasizes the vital responsibility of motorists to move over and slow down when approaching roadside incidents, thereby reducing the risk of accidents and injuries to both responders and the public; and,

WHEREAS, Crash Responder Safety highlights the unwavering dedication and sacrifice of first responders who work tirelessly in dangerous conditions, often putting their own safety at risk to protect and serve our community during emergencies; and,

WHEREAS, The Village of Ephraim recognizes the extraordinary contributions of first responders and thanks them for their work to ensure the safety of the community members; and,

THEREFORE, I, Kenneth E. Nelson, along with the Ephraim Village Board for the Village of Ephraim, do hereby **proclaim the week of November 2-6, 2026, to be**

CRASH RESPONDER SAFETY WEEK

Signed on this 13th day of October 2026.

Kenneth E. Nelson, President of Ephraim

Attest:

Andrea Collak, Village Clerk of Ephraim

CRSW Proclamation Participants 2026

Top 25 (10)

Milwaukee
Sun Prairie
Kenosha
Oshkosh
Racine
Manitowoc
Madison
Wausau
Franklin
Greenfield

Municipality (26)

Village of Hammond
Town of Rush River
Village of Butler
Village of Gilman
Village of Deer Park
Village of Rothschild
City of Blair
Town of Lawrence (Information Request)
Village of North Bay
City of Stevens Point
City of Eagle River
Village of Plover
City of New Lisbon
Village of Stetsonville
Town of Doty
Village of Prairie du Sac
Village of Amherst
Village of Big Bend
City of Waupun
Village of Merrilan
City of Algoma
City of Kewaunee
Village of Luxemburg
Village of Casco
Village of Marshall
Village of Lake Delton
City of Mineral Point

County (17)

Winnebago
Burnett
Brown
Milwaukee
Fond du Lac
Barron
Calumet
Dunn
Forest
Shawano
Polk
Columbia
Grant
Taylor
Waukesha
Kenosha
Outagamie

Governor (1)

Wisconsin

Other (1)

WI TIME Coalition

Does not generate proclamations

Eau Claire County

. Discussion and recommendation regarding 10235 Water St sewer connection

Rasmusson reported that the reason for the connection permit for 10235 Water Street is that the property lines were moved since the first permit in 2024. They now need to cross the highway and make a new connection which will involve closing the highway and making the new connection to the gravity main that is near lift #2 force main.

Rasmusson added that he requested that they have pipes and repair couplings on-site just in case the force main gets struck during the process. DeGroot will be doing the work.

McMurtry moved, Nelson seconded to approve sewer connection for 10235 Water Street, all ayes, and the motion carried.

VILLAGE OF EPHRAIM
SANITARY CONNECTION PERMIT



PROPERTY ADDRESS:	10235 Water Street, Ephraim, WI 54211
PARCEL NUMBER #:	1210113312722J1
PROPERTY OWNER:	Julia A Uihlein
CONTRACTOR:	GC: DeLeers Construction / Sewer Contractor: Chris Fellner/JF Construction
CONTRACTOR EMAIL:	CONFIDENTIAL
CONTRACTOR CREDENTIAL #:	James DeLeers: 032200335-DCQ / Chris Fellner: 823427-PMRS
BONDED/INSURED:	☒ YES ☐ NO
PRINT NAME OF APPLICANT:	Roxy Kinstetter
DATE:	10/24/2024
SIGNATURE OF APPLICANT:	

THIS SECTION FOR VILLAGE USE ONLY

PERMIT CONNECTION FEE:	
PARCEL NUMBER #:	
INVOICE NUMBER FOR CONNECTION FEE:	
SEWER ACCOUNT # CREATED:	
SEWER ACCOUNT REU ESTABLISHED:	
DATE APPROVED BY WW COMMITTEE:	
NOTES:	

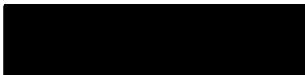
Wastewater Department
Village of Ephraim
10285 Townline Dr
Ephraim WI 54211
920-854-4991 / 920-854-0123
Brad Rasmusson- Wastewater Manager OIC
brasmusson@ephraim.wi.gov

VILLAGE OF EPHRAIM
FOUNDED 1853



Invoice

Julia Uihlein



Date	Number
01/08/2025	20277

Customer No. 

Contact:

Quantity	Description	Unit Price	Net Amount
1	SEWER CONNECTION FEE	3,900.00	3,900.00

PAY BY: 02/28/2025

MAKE CHECK PAYABLE TO:

Village of Ephraim
10005 Norway
PO Box 138
Ephraim WI 54211

Amount	3,900.00
Balance Due	<u>3,900.00</u>

Checked dated from 10/2024 - not yet approved by WW for connection

TO PAY ONLINE GO TO: www.ephraimwi.ourcommunityconnect.com

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 Amplatz Left Properties, LLC (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-1 (60 wide x 60 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 November 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 \$ 2,340.00 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, taxiway, 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:

Amplatz Left Properties, LLC



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:

LESSEE:

Town of Gibraltar

By: 
Steven Sohns, Chair

By: 
Thomas F. Wilson/ Amplatz Left Properties, LLC

Dated: 10-7-2026

Dated: 9/6/2026

Village of Ephraim

By: _____
Ken Nelson, President

Dated: _____

EXHIBIT A

PERSONAL GUARANTY

THIS PERSONAL GUARANTY (this "Guaranty") is entered into effective as of November 1, 2026, 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 Thomas F. Wilson ("Guarantor").

BACKGROUND

A. Amplatz Left Properties, LLC ("Lessee") is entering into a lease with Lessor dated as of the date hereof (the "Lease") for Hangar Site F-1 (60 ' wide x 60 ' 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:

Amplatz Left Properties, LLC



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.

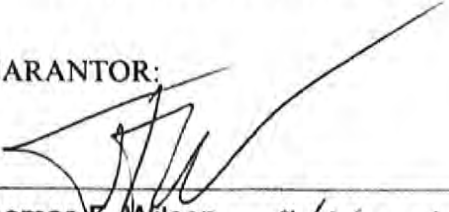
11. **Governing Law.** This Guaranty shall be governed by, and construed in accordance with, the laws of the State of Wisconsin.

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:



Thomas F. Wilson
Dated: 9/6/2026

LESSOR:

Town of Gibraltar



*Steve Sohns, Chair

Dated: 10-7-2024

Village of Ephraim

*Ken Nelson, President

Dated: _____

Ephraim-Gibraltar Airport
Profit & Loss Budget vs. Actual
January 1 through September 10, 2024

										2025 Actuals	Jan 1 - Aug 31, 2026	2026 Budget	\$ Over Budget	2027 Budget
Ordinary Income/Expense														
Income														
AIRPORT														
AIRCRAFT PARKING										4,322.26	3,148.51	3500	-351.49	3500.00
AUTOMOBILE PARKING										2,719.42	1,103.70	2500	-1,396.30	1500.00
CHARTER FEES										295.76	251.87	300	-48.13	300.00
DONATIONS FOR AIRPORT											0.00	0	0.00	
FEDERAL GRANTS										0.00	0.00	0	0.00	
FUEL										50,958.18	39,491.46	50000	-10,508.54	50000.00
HANGAR IMPACT FEES											142,276.00	116250	26,026.00	0.00
HANGAR LEASE										44,217.99	45,808.30	45700	108.30	59000.00
MISCELLANEOUS (interest)										6,281.29	5,645.55	1000	4,645.55	2500.00
MISCELLANEOUS (hats, other)										3,185.97	1,872.80	0	1,872.80	0.00
OIL										21.04	0.00	25	-25.00	25.00
SCENIC TOUR COMMISSION										473.93	473.93	474	-0.07	474.00
STATE GRANTS											0.00	0	0.00	
AIRPORT - Other (sale of property)											84,000.00	3000	81,000.00	1000.00
Total AIRPORT										112,475.84	324,072.12	222,749.00	101,323.12	118,299.00
Total Income										112,475.84	324,072.12	222,749.00	101,323.12	118,299.00
Expense														
PUBLIC WORKS														
AIRPORT														
Advertising										0.00	0.00			
AV FUEL EXCISE TAX										520.32	290.58	750	-459.42	750.00
AWOS Operating Expense										0.00		500		500.00
Bank Card Fees										1,495.48	1,212.96	1500	-287.04	1500.00
Cleaning - Restrooms										0.00	1,800.00	500	1,300.00	2140.00
Equipment Purchase										0.00	0.00	0	0.00	
FUEL														
AVFuel										40,303.54	67,350.87	40000	27,350.87	50000.00
BP Oil Products										1,636.23	1,201.11	1000	201.11	1500.00
INSURANCE - Other										12,313.86	2,342.88	8000	-5,657.12	8000.00
Legal										330.00	0.00	2000	-2,000.00	2500.00
MAINTENANCE														
Fuel System										2,181.00	408.50	2500	-2,091.50	2500.00
Propane										31.64	31.64	40		40.00
Runway Lighting										443.52	301.65	500.00	-198.35	500.00
Snowplowing										4,627.50	5,535.00	3,500.00	2,035.00	5,000.00
MAINTENANCE - Other										223.46	162.84	3,000.00	-2,837.16	1,000.00
MISCELLANEOUS														
Audit Fees										2,424.15	2,368.06	2,750.00	-381.94	2,500.00
Stormwater Fees										130.00	130.00	260.00	-130.00	130.00
WIDOT Project Engineering/Plan										10,946.27	13,396.00	0.00	13,396.00	0.00
Hangar impact expenses												116,250.00		0.00
MISCELLANEOUS - Other										1,262.00	1,000.00	2,500.00	-1,500.00	1,000.00
SUPPLIES - Other										117.85	91.04	500.00	-408.96	250.00
TELEPHONE - Other										3,700.92	1,676.01	3,400.00	-1,723.99	2,500.00
TRACTOR MAINTENANCE										1,282.54	1,977.50	1,500.00	477.50	1,500.00
Training & Conference										300.00	300.00	150.00	150.00	300.00
WAGES														
Administration - Other										6,000.00	6,000.00	6,000.00	0.00	6,000.00
Maintenance - Other										2,000.00	2,000.00	2,000.00	0.00	2,000.00
Personnel										7,777.52	7,800.00	7,500.00	300.00	7,800.00
WPS										5,639.59	4,888.58	5,500.00	-611.42	5,800.00
AIRPORT - Other										0.00	0.00	0.00	0.00	
Total Expense										105,687.39	122,265.22	212,100.00	-89,834.78	105,710.00
Profit/Loss										6,788.45	201,806.90	10,649.00		12,589.00
Capital project expenditures												150,000.00		30,000.00

VILLAGE OF EPHRAIM

Founded 1853



October 14, 2026

Travis Thyssen
Ephraim Gibraltar Airport Manager

RE: Future Hanger Expansion

Dear Mr. Thyssen,

We are in receipt of your letter dated August 28, 2026 addressed to the Village of Ephraim and the Town of Gibraltar concerned Hanger Expansion included in the Draft Master Plan.

We have reviewed your letter and your rational for including in the Airport Master Plan the potential hanger expansion to the private property immediately to the north of the existing hangers (within the Village of Ephraim). We want to reiterate that the Village of Ephraim opposes any property acquisition for the purpose of hanger expansion within the Village of Ephraim. Furthermore, the Village will not support an Airport Master Plan and its associated Airport Layout Plan if that option is included.

Sincerely,

Brent Bristol

Brent Bristol
Village of Ephraim
Administrator

Cc:

Steve Sohns – Town of Gibraltar
Jeff Drajesk – Ephraim/Gibraltar Airport Commission
Ken Nelson – Village of Ephraim
Dillon Petrowitz - TKDA



EPHRAIM-GIBRALTAR AIRPORT

August 28, 2026

Ephraim Village Board
10005 Norway Street
Post Office Box 138
Ephraim, WI 54211
via electronic correspondence

Gibraltar Town Board
4097 Main Street
Post Office Box 850
Fish Creek, WI 54212
via electronic correspondence

Re: Airport Commission Response Regarding Future Hangar Expansion Options

Dear Board Members:

The Ephraim-Gibraltar Airport Commission conducted an Open House meeting on July 9th, 2026, to review the Commission's recommendations on all potential improvements to the Airport for the foreseeable future through the Airport Master Plan. Comments were received verbally at the meeting, in writing directly after the meeting, and from the Village of Ephraim Board on July 30th. The comments from the meeting included three positive and one negative responses on runway length, one opposed to any improvements, and overall requests for consideration of the impact of improvements and on lighting (attached). One of the public comments specifically addressed any prohibition limiting the option for future hangar development on Maple Grove Road, and Ken Nelson commented that the Village of Ephraim was opposed to the acquisition of additional property for the Airport, also stated in the letter from the Ephraim Village Board sent on July 30th (attached).

The Commission sincerely appreciates this engagement with the public and will take special consideration for minimizing the impact of improvements on the natural beauty of the property. The Village of Ephraim Board specifically requested that the potential acquisition of the private property immediately to the North of the existing hangars be removed from consideration in the Airport Master Plan, and the Airport Commission has come to a decision on that request, with the significant factors and decision noted below:

1. The primary purpose of the Master Plan is to detail all **potential** options to address future airport needs for federal and state grant funding eligibility.
2. The Airport Commission is attempting to adhere to the Airport Maintenance and Operating Agreement which specifies that the Airport Commission is to operate the Airport in a safe and cost-effective manner.

3. Preserving the option for future hangar expansion to the immediate North of existing hangars is approximately four times less expensive than developing existing property in the SW corner of the airport. Should the need arise for future expansion, retaining the option to develop hangars (with federal and state funding) in that location would represent a significantly more cost-effective solution.
4. The decision to proceed with expansion to the North would depend on four (4) factors:
 - a. Demand for new hangars.
 - b. The property becoming available to the Airport.
 - c. The agreement of both Owners to purchase and develop the property.
 - d. The Village of Ephraim's decision to change the Zoning of the property.
5. **It is important to note that no decision needs to be made at this time related to future hanger expansion.** The Airport Commission simply feels it is prudent to retain all optionality for federal and state grant funding eligibility should the Owners and Commission desire to evaluate varied solutions for expansion at a future time.
6. As such, the Airport Commission supports retention of both hangar expansion options in the Master Plan consistent with its charter to promote operation of the airport in a cost-effective manner.

Sincerely,

The Ephraim-Gibraltar Airport Commission

By:



Travis Thyssen
Airport Manager

Enclosure

VILLAGE OF EPHRAIM

FOUNDED 1853



July 30, 2026

Dillon Petrowitz
TKDA
3311 E Old Shakopee Rd
Suite 300
Bloomington, MN 55425

Re: Ephraim-Gibraltar Airport Master Plan

Dear Mr. Petrowitz:

Following the Airport Master Plan Public Open House on July 9, 2026 (which was attended by Ephraim President Ken Nelson), the Ephraim Village Board discussed the recommendations presented.

At our Village Board meeting on May 12, 2026, Airport Commission Chairman Jeff Drajesk presented the 4 preferred Alternatives, including Building Area Alternate D (on existing Airport property) for Future Hangar Expansion. The Village supported all 4 Options as documented in our minutes.

At the July 9 Open House, Mr. Nelson objected to considering the private property to the northwest of the existing hangars (Building Area Alternative B) for additional hangars, whether or not the current owner is willing to sell the property to the Airport. The Village Board discussed Mr. Nelson's statement at the July 14, 2026 meeting of the Village Board, and took the following position:

The Village of Ephraim's position is we do not support any additional property acquisition of the Airport for hangar development in the Village of Ephraim. There is adequate existing airport property for new hangar development. We request that this Building Area Alternative B is removed from the Master Plan.

As a matter of fact, this property depicted in Alternate B is zoned R-1 by the Village and airport use is not allowed under current zoning, either as permitted or conditional use.

Thank you for your consideration,

Sincerely,

Brent Bristol

Brent Bristol
Village of Ephraim
Administrator

cc: Travis Thyssen – Town of Gibraltar
Steve Sohns – Town of Gibraltar
Jeff Drajesk – Ephraim/Gibraltar Airport Commission
Ken Nelson – Village of Ephraim

Approved: October 8, 2026

**EPHRAIM-GIBRALTAR AIRPORT COMMISSION
REGULAR MEETING
THURSDAY, SEPTEMBER 10, 2026
GIBRALTAR TOWN CENTER
4097 MAIN STREET, FISH CREEK WI 54212
8:00 A.M.**

Call to order: The Ephraim-Gibraltar Airport Commission meeting was called to order by Chair Drajesk at 8:04 a.m.

Roll call/quorum: Members present: Jeff Drajesk, Tim Halbrook, Gary Glojek, via Zoom, Rich Bierman via Zoom, and Scott Pearson via Zoom. Members absent: Mary Houck, excused. Also present: Travis Thyssen and Theresa Cain-Bieri.

Agenda/proper notice/adopt agenda: Drajesk confirmed agenda had been properly noticed. *Motion (Glojek/Halbrook) to adopt agenda. Carried.*

Approve minutes of previous meeting(s): Commission reviewed August 13, 2026 minutes and amended discussion regarding Airport Master Plan to clarify that responses to Village of Ephraim's comments were provided by Commission members, not solely by Drajesk. *Motion (Halbrook/Pearson) to approve August 13, 2026 minutes as amended. Carried.*

Public comment: None.

Consideration of amendment to June 18, 2026 minutes to correct Hangar F-2 and F-3 lease assignments: Drajesk reported clerical error in hangar site designations for Hangar Sites F-2 and F-3. *Motion (Halbrook/Pearson) to amend and reapprove June 18, 2026 meeting minutes with correct hangar site designations. Carried.*

Consideration of revised Hangar F-1 lease changing lessee from Tom Wilson to Amplatz Left Properties, LLC: Drajesk explained Wilson wanted lease held by LLC. *Motion (Halbrook/Glojek) to approve Hangar F-1 lease with Amplatz Left Properties, LLC. Carried.*

2027 Budget review: Commission reviewed draft 2027 budget. Discussion included parking and fuel revenues, anticipated lease revenue from new hangars, restroom cleaning, fuel purchases, insurance, legal expenses, telephone service and engineering for next hangar expansion area. Commission agreed to reduce winter restroom cleaning to biweekly and discussed tracking gallons of fuel sold in addition to revenue. Hangar lease revenue was increased to reflect new hangars and \$30,000 was included under capital expense for engineering of next hangar area. *Motion (Halbrook/Glojek) to approve draft budget as discussed. Carried.*

Consideration of commercial lease addendum: Commission reviewed proposed addendum to base hangar lease for commercial use. Addendum would apply when a hangar owner operates an aeronautical-related business or rents hangar with an additional commercial rate of \$0.47 per square foot. A three-year initial term followed by five-year renewal terms and personal guarantee provisions were discussed. Draft has been forwarded to attorney for review. *Motion (Halbrook/Glojek) to approve draft addendum to base lease for commercial use, subject to any revisions by attorney. Carried.*

Commission's role for planning and business matters: Drajesk reviewed Commission's authority/responsibilities for airport business matters, particularly hangar leases. Commission reviewed prior Bureau of Aeronautics correspondence regarding Commission's authority under Wis. Stat. §114.14 and discussed provisions of Airport Ordinance and Operating and Maintenance Agreement. Airport Ordinance places responsibility for initiating and enforcing leases with Airport Manager under supervision of Commission. Current practice of obtaining Town and Village Board approval of leases was discussed in relation to Commission's statutory authority and governing airport documents. Commission discussed bringing lease process into compliance with State statute while continuing to keep both municipalities informed regarding lease activity. Airport's use of Town's EIN was discussed. Commission discussed confirming Bureau of Aeronautics prior position remains unchanged and obtaining legal review regarding proposed change in lease responsibility and compliance with State statute. *Motion (Drajesk/Bierman) to proceed with evaluating proposal to transfer lease responsibility to Commission to become compliant with State statute, including confirming Bureau of Aeronautics' position, obtaining legal review and investigating whether airport should obtain its own EIN. Carried.* Commission also discussed status of revisions to Airport Ordinance and Operating and Maintenance Agreement. Town previously approved draft revisions and forwarded them to Village for consideration. Pearson will contact Village regarding status of its review.

Hangar expansion update: Drajesk and Biermann reported on status of hangar builds. Three hangar buildings are up and five foundations have been poured. C-7 foundation is anticipated to be completed in mid-October, and remaining building shells are expected to be completed by year-end. Electrical service connection with WPS remains outstanding; Bierman will follow up. Bierman reported three hangar owners are working on plans and permitting for individual wells and septic systems. Commission discussed prior practice regarding additional lease charges associated with use of airport property for propane tanks, wells and septic systems. Commission was uncertain whether charges had previously been established for each of these uses and whether any such charges were one-time or ongoing. Prior records will be reviewed to determine established practice so information can be provided to new hangar owners.

Airport Manager Report: Thyssen reported airport has been relatively quiet and noted calls to Town office with questions regarding rental cars and tie-downs etc. Camping inquiries and availability of information for visiting pilots were discussed. Commission discussed development of an airport website or QR-code-based resource providing information on transportation, lodging, dining, tie-downs and other airport services. Cain-Bieri reported changes in hangar property assessments and upcoming Board of Review. Thyssen advised Town was awarded CMAQ grant for a paved trail between Ephraim and Fish Creek which was noted as a potential future benefit for airport.

Airport report: Drajesk advised he has added 4/5 new people to hangar waiting list. ACIP list of funded projects was provided to Commission. Rotating beacon was discussed. Based on previously established \$5,000 threshold for repairs and an estimated cost of at least \$15,000 for conversion to LED, airport will proceed with replacement of transformer. Action Electric is expected to replace transformer by Monday. Two runway lights also require attention.

Friends Report/maintenance update: A Friends workday is being planned for September to paint shed and address smaller maintenance items. Replacement fuel price sign has been painted and

still needs to be installed. Friends group is also investigating options for providing Wi-Fi coverage to hangar owners.

Review Payables (monthly-year-end) No new payables were presented. Routine WPS, Frontier and Spectrum bills are anticipated. The outstanding DOT amount of approximately \$293,000 associated with the parcels remains unresolved.

Set next meeting date: Thursday, October 8, 2026 at 8:00 a.m.

Adjourn: *Motion (Glojek/Halbrook) to adjourn at 9:38 a.m. Carried.*

Respectfully submitted,

Laura Reetz, Clerk

Library Committee
September 10th, 2026
Meeting Minutes

Call to Order: Attendees: Carly Mulliken, Chairperson; Grace Held, Member; Windsor McCutcheon, Treasurer; Cindy Nelson, Member, and Suzanne Ihrig, Ephraim Library Branch Manager. Mary Wilson, Member, did not attend. No guests attended. Meeting called to order at 2:01 p.m. by Carly Mulliken, who noted that we have a quorum.

Tree Recommendation:

The Library Committee will make the following tree recommendations to the Ephraim Facilities Department:

- #1 pick: Red Maple – easily trimmed, slow growing, native
- #2 and #3 picks: Malus Profusion Crabapple and Malus Adams Crabapple – sun-loving, clean, disease-resistant, stay small
- The Library Committee also recommends the tree be planted in the middle of the front yard, so it does not block the Ephraim Library sign or get too close to the sidewalk.

Friends of the Door County Libraries Winnie-Palooza Event:

The Library Committee discussed the Winnie-Palooza events sponsored by the Friends of the Door County Libraries and by consensus decided not to participate in any events outside of the events being held inside the Ephraim Library.

Next Meeting Date: Tuesday, November 17, 2026 at 2:00 p.m. at the Ephraim Library.

Adjournment: Carly Mulliken adjourned the meeting at 2:21 p.m.

VILLAGE OF EPHRAIM

FOUNDED 1853



Wastewater Committee Minutes

Monday, September 21, 2026, 9:00 AM

Present: Karen McMurtry- Chair, Bruce Nelson, Jim Peterman

Absent: Dennis Jewell, Rick Hoyerman

Staff: Brad Rasmusson – Wastewater Manager/Operator in Charge, Brent Bristol – Administrator, Andrea Collak – Clerk/Treasurer

1. **Call to order:** The meeting was called to order by Chair - McMurtry and a quorum was present for this meeting.
2. **Changes in Agenda:** None
3. **Previous minutes – Minutes from August 3, 2026**

Peterman moved, Nelson seconded to approve August 3, 2026, meeting minutes as amended, all ayes, and the motion carried.

Nelson pointed out spelling errors in item #7 and wording changes in paragraph 4 of item #7.

4. **Visitors' comments:** None

5. Ephraim Plant Manager Report:

EFF samples sent to Northern Lake Services for ammonia testing:

Ph testing: Five times per week as required.

TSS, BOD, Po4, labs with lab cleanup: Twice per week as required.

Eff E-coli test, this must be done May-October once per week while running disinfection.

- Painted metal service doors and trim on plant and electrical boxes on receiving station.
- Replaced overhead door opener switch for vehicle room.
- Purchased 4 new suction hoses for the pumper truck.
- Worked on landscaping around plant and receiving station.
- New roof was installed on receiving station by Northern Metal Roofing, they will be coming back to finish the metal flashing and roof drains.
- Received a quote for the rebuild of blower #2.
- Working on getting quotes for north end manhole repairs and main lift.

Ephraim Well Water Testing: Year to Date

Number of Water Tests:	93
In-House Bacteria:	82
Clean Water Testing:	11

Ephraim Septage Service: Year to Date

Holding Tank Pump Outs:	12
Septic Pump Outs/Inspections:	5
Emergency Call Ins:	16

Rasmusson noted that CMOM report was finalized and sent to Department of Natural Resources (DNR) for approval. DNR approved the report and is planning on using it as an example for others. Deputy Clerk - Kim Roberts was commended for completing the report.

Rasmusson praised Roberts for the hard work and dedication she put into this task.

6. Discussion and recommendation regarding 10235 Water St sewer connection

Rasmusson reported that the reason for the connection permit for 10235 Water Street is that the property lines were moved since the first permit in 2024. They now need to cross the highway and make a new connection which will involve closing the highway and making the new connection to the gravity main that is near lift #2 force main.

Rasmusson added that he requested that they have pipes and repair couplings on-site just in case the force main gets struck during the process. DeGroot will be doing the work.

McMurtry moved, Nelson seconded to approve sewer connection for 10235 Water Street, all ayes, and the motion carried.

7. Discussion and consideration for 2027 Budget

- Accounts 57401-100 through 57401-105 Rasmusson added the same percentage increases from the year before.
- 57401-211 Property Insurance was raised by \$32.72 to make an even \$8,200.
- 57401-306 Phone was put back to \$2,500 and can even be lowered due to switching to Cellcom.
- 57401-309 Internet was lowered by \$300 as Starlink lowered prices a little.
- 57401-311 Vehicle Maintenance was raised by \$500. The WW F-350 has some rust that should be delt with before it gets worse.
- 57401-320 Training/Conferences lowered to \$1,500 to help the budget in other areas.
- 57401-337 Auditing Expenses. Rasmusson would like to raise this account by \$400 based on previous years and amount already paid for this year.
- 57401-340 Vehicle Insurance was raised by \$1.41 to make an even number.
- 57402-210 Other Contractual Services account was raised by \$1,000 because of the increased permit required PFAS testing.
- 57401-389 Safety Expenses. This account was not changed because the gas detectors were not purchased yet. Bristol suggested purchasing the gas detectors this year rather than budgeting for them again next year.
- 57403-303 Electricity, which also includes fuel for back-up generator. Rasmusson would like to raise the account by \$2,000 based on previous years.
- 57403-384 Collection System Maintenance. Lowered by \$3,000 because there will be a new account Collection System Inspections for sewer main camera work.

- 57403-383 Collection System Inspections. This is a new account created for sewer televising. WW have used the remainder of the Collection System Maintenance budget for this work in the past but has not been making the recommended 20% or 7,300 feet by the DNR.

Price is \$0.620 per foot x 7,300 feet = \$4,526.00 + \$850.00 Mobilization = \$5,376.00. Thus, the new account was set to \$5,400.00

Billing

Most of the accounts are multiplied by 7% per auditor's recommendations and then rounded to the closest figure.

The water testing cost was left at \$30. Rasmusson noted that enough profit is made at the current rate.

There was a short discussion regarding \$60,000 budgeted for Other Improvement Outlay (Manhole Rehabilitation) 57403-830 and no amount budgeted for Equipment Outlay (Money to Replacement Fund). Bristol suggested moving \$50,000 out of that amount to Equipment Outlay if only one manhole will be restored next year and leaving \$10,000 to fix the manhole.

Consensus of the Committee was to re-visit and finalize the 2027 budget at the next meeting.

8. Visitors' comments: None

9. New business for the next meeting:

Finalizing the 2027 budget, update on REUs, and discussion and consideration regarding blower #2.

The next meeting was set for **October 5, 2026.**

9. Adjournment

McMurtry moved, Nelson seconded to adjourn the meeting, all ayes, and the motion carried.
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Recorded by

Andrea Collak - Clerk/Treasurer

**VILLAGE OF EPHRAIM
HISTORIC PRESERVATION COMMITTEE
MEETING MINUTES
TUESDAY, SEPTEMBER 22, 2026 – 6:30 PM
9996 WATER STREET**



ACTION ITEMS:

Ellis moved, Russell seconded to approve the July 28, 2026 Historic Preservation Committee minutes as presented, all ayes. Motion carried.

Russell moved, Ellis seconded to recommend approval to the Plan Committee for the Addition Design Review Application for Devin Wolf at 9815 Water Street, all ayes. Motion carried.

Russell moved, Ellis seconded to approve the Garage Design Review Application for 9992 Moravia Street for John Maher, all ayes. Motion carried.

Pentler moved, Ellis seconded to adjourn at 6:54 PM, all ayes. Motion carried.

Present: Marcia Ellis, Kathy Pentler (online), Amy Russell, and BD Thorp – Chair.

Absent: Cody Schreck.

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

Guests in person: Ken Nelson, Andy Bartelt, Monique McClean, and Sandy Van Sickle.

Guests online: Brian Rosner (DeLeers Construction), Jason Reinhardt (DeLeers Construction), and John Maher.

1. Call to order:

Thorp called the meeting to order at 6:30 PM.

2. Quorum:

A quorum of the Historic Preservation Committee was present.

3. Changes in agenda:

There were no changes to the agenda.

4. Visitors' Comments:

There were no visitors' comments.

5. Approval of previous minutes:

Ellis moved, Russell seconded to approve the July 28, 2026 Historic Preservation Committee minutes as presented, all ayes. Motion carried.

6. Devin Wolf – 9815 Water Street – Addition – Design Review:

Bristol introduced the application for Devin Wolf's property at 9815 Water Street, a waterfront cottage at the south end of the Village. He explained that the project originated as a foundation replacement, a process in which the existing log structure is lifted, a new foundation is installed beneath it, and the structure is set back down. It is a technique consistent with similar historic log building projects along the waterfront. During the course of that work, the owner and contractor, Jack Opitz, identified a desire to add a small addition to the backside of the cottage. The application before the Committee is for a design review application for a 98.4 square foot addition to the rear of the log cottage. Bristol noted that the addition would be constructed of wood, with vertical wood siding chosen to complement the existing horizontal log construction in color.

Committee members expressed support for the application noting the addition was a reasonable size and that it preserved the historic look of the structure.

Russell moved, Ellis seconded to recommend approval to the Plan Committee for the Addition Design Review Application for Devin Wolf at 9815 Water Street, all ayes. Motion carried.

7. John Maher – 9992 Moravia Street – Garage and Remodel – Design Review:

Bristol introduced the application for John Maher's property at 9992 Moravia Street, located just north of the Bethany Parsonage. He noted that he had been in discussions with Maher regarding the need for additional storage and a garage solution for at least a year. The proposal consists of a roughly 25-by-25-foot garage to be constructed on the east/backside of the existing house, situated in an alcove near the current propane tank location. Bristol noted that the existing driveway and parking disturbances are concentrated in that area, and that the sloping grade on the backside of the property would require retaining walls, particularly on the north side of the proposed structure. He estimated that approximately ten (10) cedar trees would need to be removed. From a dimensional standpoint, he indicated no concerns on his end. He confirmed that design treatments for the garage are intended to match the existing building, and that the existing shed, which once housed a washer and dryer and a powder room would be removed as part of the project.

John Maher clarified that when he and his family purchased the house 25 years ago, the washer and dryer were originally in that shed, but they have since been relocated inside the house to a converted closet. He confirmed that only storage and a small powder room remain in the shed.

A discussion was held regarding the Garage and Remodel Design Review Application for 9992 Moravia Street. Pentler asked whether the laundry and bathroom would be incorporated into the new garage. Maher confirmed they would not. The only special-use space in the garage would be a small, roughly 9-by-6-foot temperature-controlled room in the north front corner, described as a "butler's pantry" intended for excess kitchen storage, beverages, and food items. This room would have no water. Maher clarified that a side door on the garage leads into this butler's pantry, with no interior door connecting it to the garage bay itself. The only access to the garage is through the garage door on the front. Pentler stated that as long as the structure matches the home and meets the Village's specifications, she had no objection. Russell noted that the garage is positioned behind the house and largely hidden, but raised a question about the cedar shingle detailing visible at the top of the garage in the drawings, asking whether it was consistent with the character and design of the main house. Maher explained that DeLeers, the project designer, had specifically incorporated the cedar shake elements from the side of the house that faces the schoolhouse, as well as decorative corner elements from the existing building, into the garage design. He noted that these repeated design elements would be visible upon approaching the driveway and at the top of the garage facade, resulting in a cohesive appearance. Ellis stated she had driven by the property that day and raised several questions: Whether blasting or dynamiting into the bluff would be necessary, whether the propane tank would be relocated, and what the drainage and runoff plans were.

Representatives from DeLeers confirmed that the propane tank would be relocated after the garage is constructed. Regarding blasting, it was noted that the extent of rock removal was not yet fully determined, it was possible that chipping rather than full blasting could be sufficient for the foundation work. On the drainage question, the contractor explained that a drainage system would be installed behind the garage and tied into daylight on the backside of the hill. Maher added that a French drain had been discussed with a landscaper, to be located in the corner at the base of the bluff to capture water running down from above. He noted that existing plantings near the base of the bluff already capture a significant amount of runoff. Pentler interjected to note a particular concern regarding the adjacent schoolhouse, which has archives stored in its basement. She emphasized that it was imperative that drainage not be directed toward the schoolhouse.

Thorp asked whether the garage would extend approximately seven to eight feet north of the main building's north corner, based on the western elevation drawing. The representative from DeLeers confirmed this was correct, explaining that the setback from the building was necessary to allow sufficient space for a vehicle to maneuver out of the garage and turn around, given the tightness of the site. Thorp asked whether Maher had considered burying the propane tank, particularly if blasting was already being planned. Maher indicated that this had not been discussed.

Sandy Van Sickle, of 3035 Church Street, addressed the Committee. She expressed concern about stormwater runoff, noting that her property on Church Street already experiences significant water issues originating from Moravia Street and the hill. She asked whether gutters or other measures were planned for the garage to manage runoff.

Thorp acknowledged her concern and indicated it had been partly addressed during discussion, and that the matter would be taken up again during the Plan Committee meeting, to which Van Sickle was invited to attend.

Remodel – Railing on Western Facade – Design Review

The interior remodel component of the application, which included a small number of window and door changes, was generally straightforward. However, Bristol flagged that the western elevation of the drawings revealed a proposed new railing on the flat roof area above the first-floor living space. This flat roof is currently accessible via an existing door, but has no railing a condition that would not meet current code if constructed today. The proposed remodel includes replacing that door with a patio-style slider and adding a railing around the flat roof perimeter, which Bristol fully understood from a safety standpoint, particularly given Maher's mention of grandchildren. However, since the railing constitutes new exterior work, Bristol indicated it was subject to setback requirements that he had not yet been able to fully verify.

Maher confirmed that the railing design would match the existing deck railing, the same materials and style used on a deck installed three to four years prior, and that this consistency was intentional.

Russell noted she would not have a problem with the railing matching what was below, but expressed a preference that the mullions on the new door match the character of older-style windows on the building.

Maher responded that the replacement slider would include mullions, and noted more broadly that the family is in the process of replacing remaining windows throughout the house with mullioned Marvin windows.

The Committee agreed that the railing application should be tabled and brought back at the next meeting, at which point the full remodel application — including both the railing and any other outstanding items could be acted upon together.

Russell moved, Ellis seconded to approve the Garage Design Review Application for 9992 Moravia Street for John Maher, all ayes. Motion carried.

8. New Business for next meeting / next meeting date:

No new business was noted.

The next meeting of the Historic Preservation Committee is October 27, 2026.

9. Adjournment:

Pentler moved, Ellis seconded to adjourn at 6:54 PM, all ayes. Motion carried.

Recorded by, Kim Roberts – Deputy Clerk

**VILLAGE OF EPHRAIM
PLAN COMMITTEE MEETING MINUTES
TUESDAY, SEPTEMBER 22, 2026 – 7:00 PM
9996 WATER STREET**



ACTION ITEMS:

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

Thorp moved, Bartelt seconded to approve the August 25, 2026, Plan Committee Working Session minutes, as presented, all ayes. Motion carried.

Thorp moved, Hart seconded, to approve the August 25, 2026, Plan Committee minutes, all ayes. Motion carried.

McClean moved, Bartelt seconded, to approve the Addition Design Review application for Devin Wolf at 9815 Water Street as presented, all ayes. Motion carried.

Bartelt moved, McClean seconded to approve the Garage Design Review Application for 9992 Moravia Street, with the condition that the French drain/water runoff management system be subject to approval by the Chair of the Plan Committee in consultation with the Village Administrator, all ayes. Motion carried.

Bartelt moved, Hoyerman seconded, to approve the Design Review Application for the exterior remodel specifically for the windows and doors, but not including the deck railing — at 9992 Moravia Street, all ayes. Motion carried.

McClean moved, Thorp seconded, to approve the New SFR Design Review Application for Timothy Nelson at 10110 Norway Street, as presented, all ayes. Motion carried.

Thorp moved, Hart seconded, to approve the New SFR Design Review Application for Gary & Lesley Houchin-Miller at 2888 Wilder Road, as presented, all ayes. Motion carried.

Hoyerman moved, McClean seconded to adjourn at 7:43 PM; all ayes. Motion carried.

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

Absent: Grace Held.

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

Guests in person: Gary and Leslee Houchin-Miller, David Olson - Van's Lumber Representative, Marcia Ellis, Sandy Van Sickle, and Matt Meacham.

Guests online: Brian Rosner (DeLeers Construction), Jason Reinhardt (DeLeers Construction), John Maher, Christi Weber, and "Paul".

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:**

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

Thorp moved, Bartelt seconded to approve the August 25, 2026, Plan Committee Working Session

minutes, as presented, all ayes. Motion carried.

Thorp moved, Hart seconded to approve the August 25, 2026, Plan Committee minutes, all ayes. Motion carried.

4. **Changes in agenda:** There were no changes.
5. **Visitors' Comments:** There were no Visitors' Comments.
6. **Devin Wolf – 9815 Water St – Addition – Design Review:**

Bristol explained that the project originated similarly to other cottage renovation work contractor Jack Opitz has undertaken along the shoreline — lifting the existing building in place, installing a new foundation beneath it, and setting it back down. During the course of construction, a desire emerged to add a small addition to the backside of the building. Survey work was conducted to confirm proximity to the ordinary high watermark, and the project was confirmed to be setback-compliant. From a dimensional standpoint, Bristol noted no issues with the application. The design details — including green trim, asphalt shingles, and log siding to match the existing structure were reviewed. Bristol clarified that the addition would use a more vertical wood siding, as opposed to the horizontal interlocked logs of the existing building. The project had previously gone before the Historic Preservation Commission (HPC).

Thorp conveyed the HPC's recommendation of approval, noting the Committee had no significant issues and appreciated the effort to rehabilitate and preserve the existing building rather than demolish it. Thorp also noted confidence in the contractor's qualifications.

Hoyerman expressed support for the project, stating it was very consistent with the Committee's ongoing discussions about the value of retaining and reusing old structures.

McClellan moved, Bartelt seconded, to approve the Addition Design Review application for Devin Wolf at 9815 Water Street as presented, all ayes. Motion carried.

7. **John Maher – 9992 Moravia Street – Garage & Remodel – Design Review**

This item covered two component pieces: (1) the proposed garage, and (2) the exterior remodel, including windows, doors, and a proposed second-floor deck railing.

Garage

Bristol described the property as being immediately north of the Bethany Parsonage. The proposed garage is approximately 25 by 25 feet, to be located on the east side of the property. The propane tank would be relocated. Bristol noted that approximately ten (10) to twelve (12) cedar trees would need to be removed and that, given the slope of the site, a retaining wall would be required on the north side. From a dimensional standpoint, the project met all requirements. The application had previously been reviewed by HPC.

Thorp relayed HPC's recommendation of approval and summarized the key discussion points from that meeting. Drainage concerns were raised; the question of whether the propane tank would be buried; the siding on the upper portion of the garage was initially questioned but confirmed to match the house color; and windows were discussed, with the owner indicating they would be replaced and updated with mullions to create a consistent look. Thorp also noted that the garage would extend approximately eight feet (8') beyond the north edge of the existing house to allow for a turnaround to exit the garage and head back down the driveway. Thorp raised concern about ensuring that runoff did not impact the neighboring property to the south (Van Sickle Property) or the Pioneer School archive records housed nearby.

John Maher, the owner of 9992 Moravia, added that the existing shed, which contains a small powder room, would be demolished as part of this project, as it is the only current on-site storage. He also confirmed that all new windows would feature mullions to match the character of the original house, and

that architectural details such as cedar shake and structural elements visible on the driveway side of the existing building would be replicated on the garage façade.

A discussion was held regarding how to handle the drainage concerns. The contractor, Brian Rosner (of DeLeers), addressed the drainage question, explaining that gutters matching the house would discharge to the north side of the property. He also described plans for one or two French drains near the top of the driveway to capture water coming down the bluff, though their exact placement was noted as still to be determined. Hoyerman asked for clarification on what a French drain is. Rosner, from DeLeers, explained that it involves digging out areas and filling them with gravel to direct water into the ground rather than allowing it to run along the surface. Hoyerman followed up by asking whether this would involve additional tree clearing or be visually apparent from Moravia Street. Rosner confirmed that soil would be placed back on top and it would not be visible. Hoyerman also asked whether a catch basin would be involved. Rosner indicated it was not standard but could be incorporated. Bartelt expressed uncertainty about whether the proposed drainage measures would be sufficient and stated that the Committee needed to be satisfied on that point before the project could proceed fully. Thorp echoed this concern. McClean also acknowledged the drainage issue, expressing hope that Macher would address it adequately.

Maher offered that he and Rosner had discussed after the HPC meeting the possibility of engaging a civil engineer from DeLeers to conduct a deeper review of drainage options and to formally articulate both any existing issues and the proposed remediation.

K. Nelson acknowledged this offer and proposed that the Committee could approve the garage with the condition that he and Bristol would work with Maher and the DeLeers engineer to review and approve a drainage plan ensuring no additional runoff would leave the property. He further noted that the Village's concerns centered on preventing increased runoff both to the south (neighboring properties) and to the east (the historic schoolhouse).

Bartelt moved, McClean seconded to approve the Garage Design Review Application for 9992 Moravia Street, with the condition that the French drain/water runoff management system be subject to approval by the Chair of the Plan Committee in consultation with the Village Administrator, all ayes. Motion carried.

Exterior Remodel – Windows, Doors, and Deck Railing

Bristol described the second component of the project involving the west (Moravia Street) façade of the existing house. The flat roof area above the front of the building currently has a single off-center door with no railing. The applicant proposed replacing this with a centered sliding patio door flanked by mullioned windows, and adding a railing around the flat roof area for safety, particularly given the owner's young grandchildren. The existing door and adjacent window would be consolidated into a centered arrangement, which Maher noted would be a visual improvement.

Bristol explained that while the flat roof space already exists, the new railing constitutes new work subject to current dimensional standards, specifically the forty-foot (40') road setback requirement. Until the exact figures can be verified, Bristol stated he could not confirm whether the railing would meet the setback requirement. He noted that if it falls short of forty feet (40'), setback averaging, a tool the Committee has used in similar situations on Moravia Street, including for the Bethany Church project and a neighboring property, could potentially be applied. However, he did not have sufficient information to approve the railing element that evening.

Maher confirmed the railing would match the recently installed railing on the existing front deck. He also noted that the proposed portico/pergola structure along the side of the building, intended to cover the walkway between the new slider door and the garage, was part of this remodel package as well.

Given the need for verified setback measurements before the railing could be approved, but noting the applicants' urgency to order windows (which have an eight (8) week lead time), the Committee agreed to separate the railing from the window and door approvals. Bartelt and others expressed support for allowing the windows and doors to move forward independently so as not to delay the project heading into winter.

Bartelt moved, Hoyreman seconded, to approve the Design Review Application for the exterior remodel specifically for the windows and doors, but not including the deck railing — at 9992 Moravia Street, all ayes. Motion carried.

The deck railing item will return to the Plan Committee at the next meeting, pending verification of setback measurements.

8. Timothy Nelson –10110 Norway Street– New SFR – Design Review

Bristol explained that this new single-family residence is being built on a newly created building site resulting from a certified survey map that Timothy Nelson recently completed on his larger parcel. From a dimensional standpoint, Bristol reported no issues with the application. A completed design review checklist, site plans, and elevation drawings were submitted. Material samples were passed to Committee members.

David Olson of Vans Lumber Builders presented the material samples for the New SFR Design Review Application for 10110 Norway Street:

- The roofing material proposed is Owens Corning Duration "Peppercorn" asphalt shingles, described as a newer product with an earthy, sandy aesthetic that complements the siding choices. It was noted that a metal roof had originally been considered but was set aside for budget reasons, with shingles now covering the entire house.
- Windows will be Marvin Elevate in a bronze finish, featuring grills on the front elevation.
- Siding will be vertical board and batten in an LP Diamond Kote "seal", a brown color, with LP Diamond Kote "French gray" trim color.
- Cedar woodwork accents on the front elevation will be finished with a clear/natural treatment for weather resistance.
- The stone accent on the front elevation will be thin-cut real masonry in a Door County fieldstone style.
- The overhead garage door will be in a bronze color tone.

McClellan moved, Thorp seconded, to approve the New SFR Design Review Application for Timothy Nelson at 10110 Norway Street, as presented, all ayes. Motion carried.

9. Gary & Lesley Houchin-Miller – 2888 Wilder Road – New SFR – Design Review:

Bristol introduced the project as a new single-family home on Wilder Road. He noted that the applicants had previously constructed an outbuilding/shop on the property, and that the new home's architectural details and colors are designed to match that existing structure. Bristol confirmed no dimensional issues with the project and stated he had been monitoring impervious surface calculations throughout the planning process, with all numbers falling within the required parameters. Project architect Christie Weber was noted as available online to answer any questions.

Gary and Lesley Houchin-Miller presented the project in person. The primary siding will be a horizontal, thermally modified southern yellow pine. The same product was used on the existing outbuilding. Lighter-colored vertical thermally modified hemlock, mounted vertically, will be used in select areas, including adjacent to the entry and within the screened porch. Houchin-Miller explained

that thermal modification involves kiln-drying at higher temperatures for a longer period, which burns off sugars that attract insects and significantly increases weather resistance.

The roof will be a standing seam metal roof in a dark slate color, matching the existing shop on the property. Windows are black-framed units, a mix of casement and fixed picture windows. The overhead garage door will be in a similar dark color to complement the overall palette.

The front entry door will differ from the white oak wood door on the existing shop. The new home's front door will be primarily glass to allow a visual sightline through the mudroom entry area to the opposite side of the house.

Thorp asked for clarification on the address, noting a discrepancy between "2888" and "2889" seen on one of the presented slides. The applicants confirmed the correct address is 2888 Wilder Road.

McClean commented that the material samples were far more representative of the finished product than the computer-generated renderings, and asked for a brief re-explanation of the siding. Houchin-Miller confirmed it is real wood, thermally modified, and highly durable.

K. Nelson asked about the two-year construction timeline noted on the application.

The applicants explained this is a standard permit duration rather than a firm schedule. They indicated plans to begin site clearing in the fall and winter of 2026, with foundation work beginning in the spring of 2027.

Thorp moved, Hart seconded, to approve the New SFR Design Review Application for Gary & Lesley Houchin-Miller at 2888 Wilder Road, as presented, all ayes. Motion carried.

15. New business for next meeting / next meeting date:

The next meeting date of the Plan Committee is October 27, 2026, at 7:00 PM.

K. Nelson reminded the Committee that the next meeting would include both a noon working session and the regular evening meeting. The working session's primary topic will be the sign ordinance, and members were asked to come prepared.

Hart reminded the Committee that the open public hearing for the Protected Waterfront Ordinance would be held at the next Village Board meeting on October 13, 2026, at 7 PM.

K. Nelson encouraged as many Plan Committee members as possible to attend the October Village Board meeting to demonstrate the Committee's unanimous support for the Protected Waterfront Ordinance and its recommendation to the Village Board.

16. Adjournment:

Hoyerman moved, McClean seconded to adjourn at 7:43 PM; all ayes. Motion carried.

Recorded by Kim Roberts – Deputy Clerk

VILLAGE OF EPHRAIM
COMMUNITY PROTECTION COMMITTEE MINUTES
WEDNESDAY, SEPTEMBER 23, 2026 – 2:30 PM
VILLAGE HALL - 9996 WATER STREET



ACTION ITEMS:

Cox moved, Dukehart seconded to approve the minutes of April 22, 2026, all ayes. Motion carried.

Dukehart moved, Cox seconded to recommend the 2027 Fire Department Budget for approval by the Ephraim Village Board, all ayes. Motion carried.

Dukehart moved, Cox seconded to refer the Responder Crash Proclamation to the Ephraim Village Board for approval, all ayes. Motion carried.

Cox moved, Dukehart seconded to adjourn at 3:56 PM, all ayes. Motion carried.

Present: John Cox, Tad Dukehart, and Carly Mulliken - Chair.

Absent: Laird Hart and Keith Krist.

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

Guests: BD and Mary Thorp.

1. **Call to Order:** The meeting was called to order at 2:30 PM. A quorum was present for this meeting.
2. **Changes to the agenda:** There were no changes.
3. **Approval of the previous minutes:**

Cox moved, Dukehart seconded to approve the minutes of April 22, 2026, all ayes. Motion carried.

4. **Visitors' Comments:** There were no visitors' comments.

5. **Discussion and recommendation of 2027 Budget:**

The Committee reviewed the proposed 2027 Fire Department budget. The discussion began with an overview of the fire equipment (AD) line item (100-50-52200-371), followed by a broader budget walkthrough highlighting budget line items with increases.

Equipment Purchases - The proposed equipment purchases were presented and included the following items:

- **Headset System (\$8,000):** A boat headset system from Setcom was proposed to improve communication during on-water operations, where wave and engine noise creates clarity issues. Cox inquired about the number of headsets included and whether installation costs were additional. MacDonald noted that the proposed system includes five (5) headsets and that installation is relatively straightforward. The cost of installation would be covered under the regular budget.
- **Turnout Gear (\$8,000 for 2 sets):** Two (2) sets of turnout gear were proposed for replacement on a standard staggered schedule, as gear must be retired after ten years of service
- **Rope Rescue Equipment (\$11,000):** A complete overhaul of the department's rope rescue inventory was proposed, as much of the existing equipment was found to be between fifteen (15) and twenty (20) years old. Retired equipment would be destroyed to prevent life-safety use, though some rope may be retained for training purposes such as knot-tying as well as being utilized for utility rope.
- **EV Plug (\$2,000):** A device that disables electric vehicles via their charging port was proposed for situations involving EV fires or accidents, providing a safety measure for responders. The technology has been commercially available for approximately two to three years.
- **Replacement Fire Hose (\$1,000):** A modest amount of replacement hose was included, though the need was noted to be minimal as hose testing that year had resulted in very few failures.

Budget Increases and Key Line Items

The overall budget was proposed to increase by 3.75%, bringing the total to one hundred ninety-six thousand nine hundred eighteen dollars and eighty-eight cents (\$196,918.88). Key increases were discussed as follows:

- **Salaries (100-50-52200-100):** The Assistant Fire Chief's salary was proposed to increase to six thousand five hundred dollars (\$6,500) (last raised in 2025), and the two Captains' salaries were proposed to increase from one thousand two hundred and fifty dollars (\$1,250) to two thousand dollars (\$2,000) each (last raised in 2023). A county-wide wage comparison was attached showing the department is generally in line with the average of approximately one thousand five hundred dollars (\$1,500). It was noted that officers perform a significant amount of administrative and maintenance work beyond logged hours, which is compensated through their salary.
- **Retirement (100-50-52200-102):** An increase of two hundred dollars (\$200) was recommended by Collak to align with the salary increases.
- **Vehicle Fuel (100-50-52200-310):** Increased by five hundred dollars (\$500) to five thousand five hundred dollars (\$5,500). The department ran over budget in the current year due to the boat's two hundred (200) gallon fuel tank being completely drained and cleaned during motor replacement, combined with heavier-than-usual boat usage. The Committee noted the importance of monitoring fuel price trends before drawing conclusions.
- **Cell Phone (100-50-52200-312):** Increased by seven hundred dollars (\$700), driven largely by exploration of adding a Starlink connectivity system to the boat at approximately fifty-five dollars (\$55) per month, in response to complete loss of cellular connectivity during operations in areas such as Death's Door. Cox questioned whether the cellular coverage issue could be resolved by switching carriers rather than adding Starlink, noting that several major carriers have significantly expanded coverage in the area. He pointed out that T-Mobile customers in Ephraim now roam to AT&T, and suggested that switching providers might resolve the connectivity problem and offset the cost of Starlink. MacDonald indicated he would meet with a vendor and explore alternatives before finalizing the decision.
- **Professional Dues (100-50-52200-335):** Increased by three hundred dollars (\$300) due to rising membership costs.
- **Equipment Repair and Maintenance (100-50-5220-353):** Increased to thirty thousand dollars (\$30,000). Dukehart noted that approximately ten thousand dollars (\$10,000) remains in the current year's budget. MacDonald cautioned that annual pump testing and DOT inspections expenses were still pending. Dukehart felt there may be an opportunity to purchase the boat headsets before year-end using existing funds, which could reduce the equipment line in the 2027 budget. Bristol clarified that such a purchase would be charged to the appropriate line item and could result in that category going over budget, but as long as the overall budget remains in the black it would not be a significant concern. Any formal reallocation of funds would need to occur by the budget public hearing in mid-November.
- **Mutual Aid Fire Calls (100-50-52200-374):** Increased by one thousand five hundred dollars (\$1,500), as the department had responded to a higher-than-average number of mutual aid calls during the year.
- **Ephraim Event Calls (100-50-52200-378)** Increased by one hundred and twenty five dollars (\$125) to account for truck presence at the new Ephraim Business Council's Sweet Summer Send-Off event.
 - **Night-Shift Premium Pay**
Cox raised the concept of a shift premium for calls responded to during overnight hours, noting it as both a reasonable incentive and a form of acknowledgment for members who respond in the middle of the night and must still report to work the following day.
MacDonald noted the department has not experienced significant attendance problems during

overnight hours, averaging six to eight responders per call around the clock, with the most challenging window being 4:00–8:00 PM due to family and sporting commitments. Dukehart suggested the idea should not be dismissed but noted it was likely to have minimal budget impact given the relatively small number of qualifying calls. The Committee agreed to defer the matter and requested that MacDonald review call data for overnight hours over the past year and return with a recommendation and cost estimate at a future meeting.

- **Training and Conferences (100-50-5220-320):** It was noted that the training line item remained at thirteen thousand dollars (\$13,000) despite only five thousand six hundred dollars (\$5,600) having been spent to date. Upcoming training expenditures were identified, including an EV class recently attended, a fire inspectors' conference in October for the department's two (2) inspectors, and a modern-day recruiting workshop.

Dukehart moved, Cox seconded to recommend the 2027 Fire Department Budget for approval by the Ephraim Village Board, all ayes. Motion carried.

6. Update on Emergency Operations Plan:

Mulliken provided a brief update on the Emergency Operations Plan. The plan has been reviewed by Jeb Saelens, the Door County Emergency Management Director, who offered positive feedback and effectively signed off on the document. The Emergency Operations Plan will be presented at the next Village Board meeting. Saelens has agreed to attend the Board meeting to provide additional context directly to Board members. No action was required of the Committee at this time.

7. Discussion and Recommendation on Responder Crash Proclamation:

MacDonald introduced a proclamation supporting Crash Responder Safety Week, occurring during the first week of November, which emphasizes motorist responsibilities such as the move-over and slow-down laws when passing emergency responders.

Dukehart moved, Cox seconded to refer the Responder Crash Proclamation to the Ephraim Village Board for approval, all ayes. Motion carried.

8. Discussion and Recommendation on installation of Solar Power Stop Sign at the corner of Moravia Street and CTH Q:

Dukehart opened the discussion by identifying the stop sign on the south side of the intersection of Moravia Street and CTH Q, across from the Lutheran Church, as the most pressing candidate for improvement. He also noted that any illuminated or blinking signage at the other two (2) nearby intersections could create significant nighttime disturbance for nearby residents.

MacDonald clarified that the sign most in need of enhancement, the southbound stop on County Q, is a county-owned sign, and therefore any modifications, including illuminated features, must go through the county's Highway Committee. He added that the County had agreed to allow the Village to reposition the sign closer to the guardrail to improve its visibility, with that work scheduled for the following morning.

BD Thorp and Mary Thorp, residents of 9976 Moravia Street who have a direct sightline to the intersection, addressed the Committee. Mary Thorp described observing that approximately 90% of southbound drivers do not come to a full stop, with some passing through completely without slowing. She noted the particular danger when pedestrians are using the staircase at that location, especially during Monday evening music events. She also referenced sending photos to Mulliken showing reflective or solar-powered sign options. BD Thorp referenced comparable solar-powered stop signs at CTH ZZ near the Appleport School, though it was noted those are located within the Town of Liberty Grove and were purchased by the Sister Bay department, not the County. BD Thorp also suggested that the orange pedestrian flags currently present may not be effective, and expressed interest in exploring whether a radar speed display sign could be installed on CTH Q.

Cox broadened the discussion, noting that the stop sign compliance issue is symptomatic of a wider speeding and traffic enforcement problem throughout the Village, extending along the full length of Moravia Street and other roads such as German Road. He stated that the fundamental issue is the

absence of consistent law enforcement presence, and recalled that in past years, contacting the Sheriff's Department and requesting targeted enforcement had produced temporary improvements. He called on the Committee to request that a formal, strong letter be drafted by the Administrator and the Village President to the Sheriff's Department requesting increased enforcement presence. He also emphasized the need to maintain sign visibility throughout the Village through regular vegetation trimming, and noted the absence of a northbound "Stop Ahead" warning sign approaching the intersection.

The Committee discussed a multi-step approach: The County sign will be repositioned immediately, vegetation in the area should be cleared to improve sign visibility, a formal request for increased law enforcement presence should be sent to the Sheriff's Department, and the feasibility of more reflective or larger signage options will be explored. The Committee noted that any changes to the county-owned sign itself must be routed through the County Highway Committee.

9. Discussion on Fire Truck Purchases:

Mulliken provided context, noting that an opportunity to purchase a used mini pumper arose quickly and was submitted to the Village Board without prior Committee review, due to the short turnaround time. The bid was ultimately unsuccessful, but the process generated useful discussion at the Board level regarding the department's fleet needs.

MacDonald noted the vehicle being considered for replacement is a two (2) person cab truck with a standard transmission, a configuration increasingly difficult to staff as newer firefighters are generally not trained to operate manual transmission vehicles. He expressed some general caution about used truck purchases, noting they can represent inherited problems, but acknowledged that with proper research and inspection, including a planned inspection by Red Power Diesel, the department's DOT and equipment specialist, a used vehicle could be viable. He noted the truck in question appeared to have seen very limited active use.

Bristol suggested the Board would benefit from a refreshed overview of the department's vehicle inventory, including each truck's function, age, and replacement timeline. He noted that while the capital reserve schedule exists, it was important to help Board members understand the distinction between vehicles that should be replaced new versus those for which a used purchase is appropriate. He also noted that the capital reserve category covers more than fire trucks, including items such as self-contained breathing apparatus, and that the current annual set-aside of seventy thousand dollars (\$70,000), while reasonable, falls far short of the cost of a new mainline engine.

Cox raised concerns about the compressed timeline of the previous bid process, stating that the Committee should have been formally convened, even on short notice, before the matter went to the Board, as valuable context was not fully conveyed. He emphasized that this Committee must be clearly involved in any future vehicle procurement process, even in urgent situations. He also noted that any used truck from a northern climate would carry corrosion risk, and pointed out that Engine 8 was purchased as a stainless steel unit specifically to address that concern. He suggested that any used replacement should ideally be sourced from a southern state to avoid salt-related deterioration.

On the topic of North Shore Road access, MacDonald acknowledged that certain driveways remain challenging for large apparatus, and that in some cases hose deployment from the road would be the only practical option. He noted the road itself has improved significantly following recent paving and vegetation clearing done in cooperation with property owners.

Dukehart proposed that the Committee formally direct MacDonald to actively monitor available used mini pumpers and return to the Committee promptly if a suitable candidate is identified, noting that the Committee now has a clearer sense of the department's parameters and budget constraints.

Regarding financing, Cox asked about the current state of the capital reserve and whether the village could again loan itself funds as it had done for Engine 8.

Bristol confirmed the possibility but noted it would be evaluated more carefully given current capital expenditure levels and cash-on-hand considerations. Bristol also explained that state levy limits create a

structural incentive to finance capital purchases through debt, as debt service falls outside those limits, making it difficult to simply increase the annual reserve contribution without cutting elsewhere.

Dukehart raised the possibility of directing a portion of room tax revenue toward future fire truck purchases.

Bristol indicated this concept is likely to be explored in the near future.

The Committee agreed to continue the discussion at a future meeting with additional information from MacDonald on available used vehicles.

10. Discussion of general safety issues in the Village:

Parking on Spruce Street

Mulliken reported that following complaints about unenforceable parking signs near the old post office on Spruce Street. The existing signage was replaced with "No Parking Anytime" signs on both sides of the road. The Committee agreed to review and potentially update the ordinance during the off-season. MacDonald noted that emergency vehicle access through that corridor remains difficult due to parking violations, and that in an emergency, apparatus would likely need to approach from the upper end of the street.

Fireworks Permitting

MacDonald described a recurring issue with residents seeking fireworks permits very close to the event date, in some cases only two (2) to three (3) days prior. He noted that during dry conditions, the ability to deny a permit is important, and that a minimum two (2) week advance notice requirement would allow appropriate review. He also described stopping an unpermitted fireworks display on Anderson Dock at 11:15 PM on the Fourth of July, where some of the fireworks had ignited on the dock. The individual complied after being informed they lacked a permit, using cooler beer to extinguish the fire before a garden hose was offered. The Committee agreed to consider updating the ordinance lead-time requirement as part of off-season work.

Speeding on Moravia Street and German Road

Cox reiterated ongoing concerns about speeding throughout the village, particularly on Moravia Street beginning at Anderson Lane and on German Road. He stated the problem is persistent and largely attributable to the absence of regular law enforcement presence. He indicated that even speaking with a longtime resident near the intersection confirmed how serious and continuous the problem has become. The Committee agreed that a formal request to the Sheriff's Department for increased enforcement remains the most viable near-term remedy.

11. New business for the next meeting:

The next CPC meeting will be held on Wednesday, October 28, 2026, at 2:30 PM.

- Shift Premium Pay
- Research on a used Mini Pumper.

12. Adjournment:

Cox moved, Dukehart seconded to adjourn at 3:56 PM, all ayes. Motion carried.

Recorded by,
Kim Roberts – Deputy Clerk

EPHRAIM BOARD OF APPEALS MINUTES

Wednesday, September 30, 2026, 9:00 AM

Present: Sara Glenn-Chair, Dennis Jewell, Steve Sauter, Rob Moore, Duska Pearson, Alan Kroll

Staff: Brent Bristol - Administrator/Zoning Administrator, Andrea Collak-Clerk/Treasurer

Guests In-Person: Ken Nelson, Andrew Bartelt, Brian Reinhardt, Suzie Samson, Marcia Nickols

Guests Online: Ann Abbott, Nan Evanson, Kim Larson, Ruanne Larson, Matt L, James Wenzel

1. **Call to Order:** The meeting was called to order by Glenn-Chair at 9:00 AM.

2. **Quorum:** A quorum of the Ephraim Board of Appeals is present for this meeting.

3. **Compliance with open meeting law and public notice requirements**

Bristol confirmed that the agenda was posted in accordance with open meeting law and that public notice requirements have been met.

Bristol noted that the meeting was being simultaneously broadcast online, with the caveat that audio/video availability was subject to internet connectivity, as stated in the public notice. Technical difficulties with remote audio were acknowledged during the meeting.

4. **Changes in Agenda:** None.

5. **Announcement of Proceedings:**

Chair Glenn read the Announcement of Proceedings Role of the Board

The Village Board of Appeals is an appellate board required by state law in any municipality that has adopted a zoning ordinance. The board does not have the authority to amend or repeal any provision of the zoning ordinance. Its authority is limited to appeals regarding interpretations of ordinance provisions, and considerations of variances. The board functions like a court. Its purpose is to give a full and fair hearing to any person whose property interests are affected by these matters. Its job is to apply the zoning ordinance and appropriate legal standards to the facts of each case. The board meeting and public hearings are open to the public. A taped recording is being made of the proceedings.

The Appeal of the Board Decisions

A decision of the Board may be appealed by commencing an action in the circuit for this county within 30 days after the date of filing of the decision in the office of the board.

Instructions for Witnesses

Anyone wishing to speak should wait until called upon as a witness; address your comments and questions to the chair and state: Your name and place of residence, your qualifications to speak on this matter, the source of your information, and whether you favor, oppose, or are only providing information in this matter and your concerns.

6. **John Van Der Vaart – 10329 Water Street**

a) **Variance from 75' front setback standard**

b) **Variance from 2-acre minimum lot size for multifamily development**

c) **Variance from 1,000 square foot minimum living space standard**

Public Hearing opened by Sarah Glenn. The notice was read into the record. This is case number 162, filed on July 15, 2026, notices were sent out on September 18, 2026, and the hearing date is September 30, 2026, to hear and transcribe testimony both for and against, written and verbal. Public

Hearing on zoning appeal application on property #121-01-12312743F, variance from 75' front setback standard, variance from 2-acre minimum lot size for multi-family development and variance from 1,000 square foot minimum living space standard of Ephraim Zoning Code in the Commercial North (CN) Zoning district of the Ephraim Zoning Code.

The proposal is for a second-floor addition to be constructed on top of an existing structure on the property with no change to the building footprint. The existing structure is legally nonconforming as it does not comply with the 75' front setback from the edge of road right of way. The applicant is requesting a 20' variance from the 75' front setback.

The first floor of the structure will remain as a commercial use however the second floor is proposed to be used as a residence. There currently is a duplex on the back of the lot. Per the recently re-written multi-family ordinance a 2-acre minimum exists for the construction of a multifamily development. At approximately 1.46 acres the establishment of an additional unit cannot be completed without a variance from the 2-acre minimum, even though an existing grandfathered multifamily use (duplex) already exists on the property.

Finally, the proposed second floor living space, in working with the footprint of the existing structure, is approximately 650 square feet. 600 square feet is the minimum square footage for a new residence in the village if the building exists, however new construction has a minimum square footage of 1,000 square feet. As such the applicant requires a 350 square foot variance from the 1,000 square foot minimum.

Chair Glenn asked the committee members if they inspected the site. Some of the committee members knew the property in question, some passed by and visually inspected the property in question, and some used the pictures provided.

Statement by the Applicant

John Van Der Vaart in his statement noted that the Unnecessary Hardship is present because the existing building is now a nonconforming structure that was built before the current setbacks, living square footage and acreage size requirements were implemented. These adopted requirements would prevent improvements and the reasonable expansion of the existing building for residential and/or commercial use. The hardship arises from the existing physical conditions, established location of the building, and lot configuration all halting the refinement of the property and impacting the property's usage to the community.

Compliance with the terms of the ordinance is prevented by the following unique feature(s) of this property being the existing location and size of the structure. Without a variance there is no practical way to construct a second story to meet the current requirements without relocating or demolition. In which case, the building could not be built again. These existing conditions limit the ability to expand the structure outward while also maintaining the required setbacks. Adding a second story achieves this, however staying within the existing footprint is not compliant with the total living square footage or required acreage rules limiting the properties use and character.

A variance will not be contrary to the public interest, will observe the spirit of the ordinance, secure public safety and welfare, and do substantial justice because the request does not seek to increase the setback encroachment. It simply allows reasonable vertical improvement of an existing established structure whose location cannot be changed. The project will preserve the character of the

neighborhood while also updating and enhancing the look of the existing building to add charm back to the property and surrounding area.

Reading of the Staff Report

The subject property, parcel #121-01-12312743X, is owned by John Van Der Vaart and located at 10329 Water Street. The property is zoned CN Commercial North and is a mixed-use commercial property containing commercial office space, retail space and a duplex on the back of the property.

The proposal is for a second-floor addition to be constructed on top of an existing structure on the South side of the property with no change to the building footprint. The first floor of the structure will remain in commercial use and the second-floor addition proposed is to be used as a residence.

The existing structure in question is legally nonconforming as it does not comply with the 75' front setback from the edge of road right of way. The applicant is requesting a 20' variance from the 75' front setback.

Per the recently re-written multi-family ordinance a 2-acre minimum exists for the construction of multi-family development. At approximately 1.46 acres the establishment of an additional unit cannot be completed without a variance from the 2-acre minimum, even though an existing grandfathered multifamily use (duplex) already exists on the property.

Finally, the proposed second floor living space, in working within the footprint of the existing structure, is approximately 650 square feet. 600 square feet is the minimum square footage for a new residence in the village if the building exists, however new construction has a minimum square footage of 1,000 square feet. As such the applicant requires a 350 square foot variance from the 1,000 square foot minimum.

Correspondence:

Bristol reported that there was no correspondence received concerning this matter.

It was confirmed that there was no ex parte communication.

Witness or Visitor Statements:

The Board engaged in a detailed discussion regarding the applicant's proposal to add a second story to an existing commercial building located within the 75-foot front setback from the road. The building's existing footprint sits within the setback, and the applicant sought to build vertically above that same footprint without expanding it horizontally.

Bristol - Zoning Administrator clarified that while the existing non-conforming footprint is legally established, any new construction — including building upward — remains subject to the setback ordinance. He noted that the building could hypothetically be expanded rearward if that addition were dimensionally compliant, but no such space appeared available in this case. He also confirmed that there is a 25-foot building separation requirement between commercial structures, which could also come into play.

Board members questioned the applicant about the nature of the project. The applicant confirmed that the intent was to add a second-floor residential unit directly above the existing commercial

footprint, accessing it via an exterior staircase on the south side of the structure. Bristol confirmed the staircase itself is not part of the footprint calculation but is still subject to setback requirements.

The Board discussed the requirement for a 2-acre minimum lot for multifamily development. The applicant's property includes an existing duplex structure in addition to the primary commercial building. The duplex was described by the applicant as being in very poor condition — essentially a shell, having been demoed on the interior due to extensive rot and long-term vacancy. The applicant acknowledged the duplex presents its own challenges but indicated it is the existing structure that counts toward the multifamily use on the property.

Board members noted that the density requirements for multifamily development were put into place in 2025 — before the applicant purchased the property — and questioned whether the applicant was aware of these restrictions at the time of purchase. The applicant confirmed full awareness, stating that was precisely why the variance was being sought.

The applicant was asked about plans for the existing duplex: whether, if future units were developed, they would be placed within the existing footprint or brought into setback compliance. The applicant responded that from a cost perspective, it would likely be more economical to demolish and rebuild within the setbacks — however, he expressed concern that tearing down the duplex could eliminate the non-conforming-use rights that currently allow it to exist, making it impossible to rebuild a duplex under the current density restrictions without yet another variance. Bristol confirmed that if the existing duplex were demolished, any new structure would need to comply with current regulations and could not rely on the prior non-conforming use.

Glenn noted that she appreciates the drawings and the details provided. It would be more aesthetically appealing than what is currently there. She, however, emphasized the importance, from both a personal and village perspective, of encroaching on setbacks as little as possible.

The Board discussed the third variance requested, which relates to the size of the proposed second-floor residential unit. Because the project involves a mixed-use building — commercial on the ground floor and a new residential unit above — the Board noted that only the residential portion is evaluated against the residential square footage minimum. The proposed upper unit would be approximately 650 square feet, drawn from a total building footprint of approximately 1,300 square feet.

Bristol explained that if both floors were to be used as residential space, the combined area would exceed the 1,000 square foot threshold and no variance would be required on this point. The variance is specifically triggered because the residential portion, in isolation, falls below the minimum. He also observed that the exterior staircase was partly an architectural choice by the applicant, who noted his appreciation for a classic, open-stair aesthetic.

A Board member asked whether there were precedents in the village for similarly small mixed-use residential units. Bristol responded that most existing comparable situations involve spaces that were already established as mixed-use and simply renovated — not new construction creating a new residential unit above a commercial space. He acknowledged that he was comfortable with the concept but noted its novelty in the context of new construction.

Findings of Facts: Separate form included.

Public Hearing Closed by Sarah Glenn.**Conclusions of Law:**

Unnecessary Hardship: Glenn noted that hardship cannot be self-imposed. She stated that because all applicable zoning restrictions, including setbacks and the 2025 multifamily density requirements were in place at the time the applicant purchased the property, the hardship was, in her view, self-imposed. Bristol elaborated on the legal standard, explaining that case law has generally interpreted "unnecessary hardship" for area variances to mean that strict application of the ordinance must be "unnecessarily burdensome" not merely inconvenient or financially disadvantageous. He noted that a use variance carries an even higher burden, but that an area variance still requires a meaningful showing that strict compliance is unnecessarily burdensome to this specific applicant.

Pearson asked whether the hardship must belong specifically to the applicant, then offered a possible framing: that displacing existing commercial tenants during any hypothetical relocation of the structure might constitute hardship to others. However, it was confirmed that the hardship analysis must apply to the applicant, not to third parties. Board members agreed that this framing did not provide a sufficient basis for the hardship finding.

With the reasoning that the relevant setbacks and density requirements were in existence and known to the applicant at the time of property purchase, and that there is room on the property to develop within the setback, the hardship was found to be self-imposed.

Unique Physical Property Limitations: The Board cited the absence of physical limitations that would prevent compliance. The Board noted that space exists on the property for development that would not encroach on the front setback.

No Harm to Public Interest: Sauter acknowledged that the proposed improvement would likely be a positive development for the property and the public, he noted that the Board must first overcome the hardship hurdle, and that the failure to meet the prior two criteria was determinative. Glenn added that approving the variances would go against the ordinance and thus public interest.

A brief procedural discussion arose about whether to vote on each of the three variances separately. Glenn clarified that while each can be discussed individually, the three variances in this application are interrelated — specifically, that denial of the front setback variance effectively renders the other two variances moot, as the proposed construction cannot proceed without it.

Sauter moved, Jewell seconded to deny the requested variance from the 75' front setback minimum standard, variance from 2-acre minimum lot size for multifamily development and variance from 1,000 square foot minimum living space standard of the Ephraim code of ordinances, all ayes. Motion carried.

Glenn concluded this item by commending the applicant's evident skill and stated the Board's hope that a revised plan could be developed that achieves the aesthetic and functional goals of the project while conforming to the applicable ordinance requirements.

7. Larson Properties of Door County LLC – 3802 Larson Lane

- a) **Variance from density standard for multifamily development**
- b) **Variance from 600 square foot minimum living space standard**

Chair - Glenn recused herself from this item in her capacity as a representative of the applicant and stepped into the audience. Alternate No. 2, Alan Kroll, joined the Board for this hearing.

Bristol asked the Board members to appoint the temporary chair for this item.

Moore moved, Jewell seconded to nominate Steve Sauter as temporary chair for this item, all ayes. Motion carried.

Public Hearing opened by Steve Sauter. The notice was read into the record. This is case number 163, filed on August 12, 2026, notices were sent out on September 18, 2026, and the hearing date is September 30, 2026, to hear and transcribe testimony both for and against, written and verbal. Public Hearing on zoning appeal application on property #121-32-0003 through 121-32-0013, variance from density standard for multifamily development and variance from 600 square foot minimum living space standard of Ephraim Zoning Code in the Commercial South (CS) Zoning district of the Ephraim Zoning Code.

The property is zoned Commercial South (CS). The proposal does not contain any physical changes on the property, rather it is change of use from Commercial Transient Rental (Cottage Rental and commercial use) to a Multifamily Development (residential use).

Under the newly written Multifamily Ordinance a multifamily development can be considered by conditional use by the Plan Committee. However, per the ordinance the maximum density for the use is 4 units per acre. At 2.39 acres the property would be limited to a maximum of 9 units. Currently the property contains 13 units, our applicant has 11 units, and the second owner has 2 units under residential use. The applicant is requesting a variance to allow for 4 additional units to be allowed beyond the limit of 9.

The second variance required relates to the dimensional standard that sets a minimum square footage for residences. Whereas transient rental units (like the current use) can by ordinance be quite small, the minimum standard for square footage of a residence where the building already exists is 600 square feet. Currently all but two of the applicant's units meet this standard. Two units however, that are part of a duplex, currently each contain 432 square feet. Our applicant is seeking a 168 square foot variance from this standard.

Statement by the Applicant

Glenn spoke on behalf of the applicant and in her opening statement provided background on the property. She emphasized that currently it is a condominium which she described as a form of ownership, not a type of building or use. Bristol added that the Village has no jurisdiction over how a property is owned.

Glenn noted that the condominium structure was established approximately five years ago and that individual units can be legally transferred without requiring any approval — as demonstrated when 2 units were sold to a third party some years prior.

Glenn explained that prior to filing the application, the applicant met with the Zoning Administrator and subsequently appeared before the Plan Committee for a concept review. Both the Zoning Administrator and the Plan Committee indicated that pursuing the multifamily development conditional use was the most appropriate path to accomplishing the change of use while adhering as closely as possible to the zoning code. She concluded: "This variance request is asking for the

minimum relief. We're simply asking for a path that allows the property to transition from its current commercial transient lodging use to residential use while preserving the existing cottages and overall configuration of the property."

The applicant wishes to preserve the existing grandfathered home and cottages on the property which pre-date the zoning ordinance. The applicant is not seeking to add any additional structures. The variance would allow the preservation of the existing cottages and change their use from transient lodging to residential.

Unnecessary hardship exists as the value of the real estate far outweighs the value of the existing cottage rental business. According to a recent appraisal, the highest and best use for the property is individually owned residences that could serve a variety of needs; year-round homes for full-time residents, seasonal homes for summer residents, short-term rental properties, or a combination thereof. The property's historic nature lends itself to preservation while its physical boundaries and setbacks would severely limit redevelopment.

The property consists of a parcel of land approximately 2.39 acres in size with a primary residence/office and (originally) three duplexes and six cottages. The property was put into condominium ownership in 2020 and subsequently, one duplex (units 1&2) was sold to another party. The property remaining in the ownership of Larson Properties of Door County LLC includes units 3-13 of the Ephraim Village Cottages Condominium and an 11/13th interest in the land. The property is physically bounded by Birch Street to the north, Hidden Spring Road to the east, Larson Lane to the south, and a navigable stream to the west. The road and waterway setbacks create an extremely limited pocket of property that could meet current zoning setbacks, rendering most of the property non-conforming. The cottages and home were constructed between 1951 and 1985, predating the Village of Ephraim Zoning Ordinance.

A shift from transient lodging to residential use would lessen the property's impact on the neighborhood and surrounding single-family homes. Further, preserving all existing cottages aligns with the intent of the Historic District Ordinance and maintains the character that defines the Village. As stated in the chapter 17.26(c), *"The intent of this section is to provide standards and incentives to retain public views of historic structures and shoreline vistas as well as the appearance, bulk, scale, and density of buildings in order to preserve the overall character of the Historic District."*

Reading of the Staff Report

The subject property, parcels #121-32-0003 through 121-32-0013, is owned by Larson Property of Door County and is located at 3802 Larson Lane. The property is zoned Commercial South (CS). It is a mixed-use property with commercial transient rental units and residential units existing. The proposal does not contain any physical changes on the property, rather it is change of use for the balance of the property from Commercial Transient Rental (Cottage Rental) to a Multifamily Development (residential use).

Under the newly written Multifamily Ordinance a change of use permit for multifamily can be considered by conditional use by the Plan Committee. However, per ordinance the maximum density for the use is 4 units per acre. At 2.39 acres the property would be limited to a maximum of 9 units. Currently the property contains 13 units, our applicant has 11 units, and the second owner has 2 units under residential use. The applicant is requesting a variance to allow for 4 additional units to be allowed beyond the limit of 9.

The second variance required relates to the dimensional standard that sets a minimum square footage for residences. Whereas transient rental units (like the current use) can by ordinance be quite small, the minimum standard for square footage of a residence where the building already exists is 600 square feet. Currently all but two of the applicant's units meet this standard. Two units however, that are part of a duplex, currently each contain 432 square feet. Our applicant is seeking a 168 square foot variance from this standard.

Correspondence:

Bristol reported that there was no correspondence received concerning this matter.

It was confirmed that there was no ex-parte communication.

Witness or Visitor Statements:

Nan Evanson, residing at 9878 Water Street, stated that while her property falls just outside the 300-foot notice perimeter, she has a strong interest in the future of the Ephraim Village cottage property. She expressed that she and her husband do not wish to see the property remain undeveloped due to the village's inability to appropriately address the situation. Having reviewed both variance petitions submitted by the property owner, Evanson stated her belief that the requests are justified and fair, and that if granted, they would allow the neighborhood to move forward with the property developing in an appropriate manner.

Kim Larson identified herself as an owner of Larson Cottages, which borders closely on the subject property. Speaking on behalf of herself and noting that her siblings are also co-owners, Ms. Larson expressed concern about the proposed density, specifically regarding duplexes, and the parking implications that would accompany increased residential use. She stated that the significant parking demand that could result from more intensive residential development would need to be taken into careful consideration by the Board.

A second unidentified remote attendee raised a procedural concern, noting that a substantial amount of Board discussion had taken place that was inaudible to remote participants. The attendee stated that, as neighbors, they were unable to provide meaningful comments or concerns in response to the discussion, which they understood to be a factor in the Board's deliberation on variance requests.

A neighbor, **Marcia Nickols**, spoke in person. She expressed that she and other residents in the area had been confused and concerned about what changes to the property might mean for the neighborhood. Upon hearing an explanation of the proposal, she indicated that a transition to residential use would actually be preferred by neighbors over continued transient commercial use: "Residential would be much better for all of us." She raised a parking concern as a side note, mentioning a prior incident where visitors to the property had caused difficulty with turning around near her property.

The Board engaged in extended discussion. One Board member asked what practically changes when a property transitions from commercial transient lodging to residential multifamily use. Bristol explained that under transient lodging, stays are limited to no more than 30 days, and the property must be managed as a commercial operation. Under residential use, individual units could be owner-occupied year-round, used seasonally, or rented as short-term rentals subject to the village's short-term rental ordinance — providing far greater flexibility to individual owners.

Sauter asked when the multifamily ordinance was rewritten and whether it contemplated existing buildings or change-of-use scenarios. The Zoning Administrator stated the ordinance was passed in July of the prior year, and members of the Plan Committee present indicated that the density standard was primarily drafted with new construction in mind, not renovation or change-of-use situations for existing buildings.

Bristol acknowledged wrestling with whether a nonconforming use substitution path through the Plan Committee might have been applicable — noting that the code does allow the Plan Committee to, by conditional use, substitute one nonconforming use for another so long as the new use is closer to conformity. However, he concluded he could not in good faith characterize the current commercial transient use as non-conforming in the sense of density, and therefore that path was not straightforwardly available.

Board members discussed the practical impact on the 2 separately-owned units, confirming with the Bristol that if the variance were granted and the property proceeded to Plan Committee for conditional use approval, those 2 units would be incorporated into the residential framework as well — which he believed the other owner would find agreeable, as they were already essentially operating as a residence and a short-term rental. He noted this would clean up the situation administratively.

The Board considered a separate but related variance concerning the minimum living space standard. The current ordinance sets a minimum of 600 square feet for residential units in existing buildings. Of the applicant's 11 units, all but 2 meet this standard. The 2 non-compliant units are part of the on-site duplex structure, each containing 432 square feet — 168 square feet below the minimum.

Discussion centered on whether the 600 square foot minimum itself predated the construction of the duplex, which the applicant's representatives indicated was built in 1971. Bristol confirmed that while a 600 square foot minimum had been in the code for some time, it was most recently adopted and specifically applied to multifamily residential use as part of the ordinance revision in the prior year, and may have been drawn into the multifamily framework more recently than the duplex was built. It was confirmed through discussion and reference to available records that the 600 square foot minimum as applied to this residential context dates to approximately 2000, making it newer than the 1971 duplex construction.

The applicant's representative Glenn argued directly: "Like all of the other structures, where you're considering that the cottages predate the zoning, we believe that this duplex was built in 1971, which I believe would predate the 600 square foot minimum. So, by the argument that you're making to approve the density variance, it's the same argument for the other."

This framing resonated with the Board. Members discussed whether granting this variance would set problematic precedent — particularly with respect to future requests to convert other small spaces (such as garages) into residences. Bristol offered reassurance that each application is evaluated on its own merits, and that the distinguishing characteristic here — a pre-existing commercial lodging unit transitioning to a different principal use, rather than a conversion from an accessory structure — would limit the reach of any precedent.

Pearson raised the question of whether the Board could grant one variance and deny the other, allowing the applicant to return with a modified application. After brief discussion, the Board concluded that treating them as separable was both procedurally sound and analytically appropriate

and proceeded to evaluate the square footage variance on the same hardship framework as the density variance.

Findings of Facts: Separate form included.

Public Hearing Closed by Steven Sauter.

Conclusions of Law:

Unnecessary Hardship: Board members discussed whether the applicant had demonstrated unnecessary hardship. One member observed that the multifamily ordinance under which the density standard was written had been adopted after the current owner acquired the property and had been operating the condominium. The sentiment was broadly shared that the ordinance language was not written with this specific pre-existing scenario in mind, and that imposing its density limits strictly in this context would be unnecessarily burdensome. Bristol affirmed that the ordinance's density standard was essentially adopted from provisions designed for new construction. The Board reached consensus that unnecessary hardship had been demonstrated.

Unique Physical Property Limitations: The Board acknowledged that this criterion, as written, contemplates physical features such as steep slopes or wetlands. Bristol noted that while the property does have a genuinely extraordinary setback situation — facing road setbacks on three sides and a waterfront setback on the fourth — that physical uniqueness was not strictly the driver of this particular variance request, which is a density/use matter rather than a dimensional setback relief. However, the Board found that the unique circumstances of the property — specifically its pre-existence in its current configuration prior to the ordinance — met the spirit of this criterion. One member articulated the position that the property's unique physical constraints within the grid of surrounding roads and waterway make it one of the most constrained properties in the Village.

No Harm to Public Interest: The Board unanimously agreed that granting the variance would not be contrary to public interest. Members noted that neighboring residents had affirmatively expressed preference for residential use over continued transient commercial use, and that the change of use would reduce rather than increase the intensity of activity on the property. The Board agreed that no harm to public interest would result from granting the variance for these 2 specific duplex units. Bristol noted that no physical alterations would be made — the units exist as they are, and the variance simply allows them to be recognized as residential units at their current size.

Pearson moved, Kroll seconded to grant the requested variance from density standard for multifamily development and variance from 600 square foot minimum living space standard of the Ephraim code of ordinances as discussed, all ayes. Motion carried.

8. Adjournment

Pearson moved, Jewell seconded to adjourn the Board of Appeals meeting at 11:15 AM, all ayes and the motion carried.

Recorded by,
Andrea Collak - Clerk/Treasurer

FINDINGS OF FACT AND CONCLUSIONS OF LAW Village of Ephraim Zoning Board of Appeals

Findings of Fact

Having heard the testimony and considered the evidence presented the Board finds the following facts:

Case No. 162
Filing Date. 7/15/2026
Notice Date. 9/18/2026
Hearing Date. 9/30/2026

1. The applicant or appellant is (name and address)
John Van Der Vaart, 10329 Water Street, Ephraim, WI 54211
2. The applicant or appellant is the owner of the following described property which is the subject of the application or appeal: **121-01-12312743F**, Village of Ephraim, Door County, known as (street address): **10329 Water Street.**
3. The property is presently in use as. **Mixed Use Commercial**
4. The property includes a nonconforming structure/use described as: **Structure is non-conforming to setbacks.**
5. The property has been the subject of a prior appeal/variance/conditional use described as:
6. The applicant or appellant proposes:
Variance from 75' Front Setback
Variance from 2-acre minimum lot size for multifamily development
Variance from 1,000 square foot minimum living space standard
7. The appellant requests:
☐ an appeal of the Zoning Administrator's determination
☐ a use variance
☐ an area variance
under Section **17.25 & 17.16** of the ordinance.

The features of the proposed construction and property that relate to the grant or denial of the appeal are (language/standards of the ordinance in question):

CONCLUSIONS OF LAW

To qualify for a variance, the applicant must demonstrate that their application meets the following three requirements.

Unnecessary Hardship

- Area Variance – For an area variance unnecessary hardship exists when compliance with the ordinance provision(s) would reasonably prevent the owner from using the property for a permitted use or would render conformity with such restrictions unnecessarily burdensome. The Board of Appeals must consider the purpose of the zoning restriction, the zoning restriction's effect on the property, and the short-term, long-term, and cumulative effects of a variance on the neighborhood, the community, and on the public interests. This standard reflects the *2024 Ziervogel* and *Waushara County Court* decisions.
- Use Variance – For a use variance, unnecessary hardship exists only if the property owner shows that without a variance they would have no reasonable use of the property. An applicant may not claim unnecessary hardship because of conditions which are self-imposed or created by a prior owner. Courts have also determined that economic or financial hardship does not justify a variance. When determining whether unnecessary hardship exists, the property as a whole is considered rather than a portion of the parcel. The property owner bears the burden of proving unnecessary hardship.

Unique Property Limitations

- Unique physical limitations of the property such as steep slopes or wetlands that are not generally shared by other properties must prevent compliance with ordinance requirements. The circumstances of an applicant (growing family, need for larger garage, etc.) are not a factor in deciding variances. Nearby ordinance violations, prior variances or lack of objections from neighbors do not provide a basis for granting a variance.

No Harm to Public Interests

- A variance may not be granted which results in harm to public interests. In applying for this test, the zoning board must consider the impacts of the proposal and the cumulative impacts of similar projects on the interests of the neighbors, the entire community and the general public.

Based on the above findings of fact, the Board concludes that:

- A. Has the applicant shown that unnecessary hardship is present in that a literal enforcement of the terms of the Ordinance would be unnecessarily burdensome to the applicant? (YES/**NO**) Because: Setbacks were in existence when the applicant bought the property and there is a room on the property to develop something within the setbacks. The hardship is self-imposed.
- B. Has the applicant shown that the hardship is due to physical limitations of the property rather than the circumstances of the appellant? (YES/**NO**) Because: There

are no physical limitations that would prevent compliance. The Board noted that space exists on the property for development that would not encroach on the front setback.

- C. Has the applicant shown that the variance will not be contrary to the public interest and will observe the spirit of ordinance, secure public safety and welfare and do substantial justice? (YES/**NO**) Because: It does not meet the spirit of the ordinance and no public interest at this point.

Variance - The variance 1, 2 & 3 (do/do not) meet all three of the following tests:

ORDER AND DETERMINATION

Based on the above findings of fact, conclusions of law, and the record in this matter, the Board orders:

Variance – the requested variance is **denied**/granted/granted-in-part) subject to the following conditions/mitigation:

- 1.
- 2.
- 3.

Unless denied, the Zoning Administrator is directed to issue a Zoning Permit incorporating these conditions and certifying by the petitioner/applicant's signature that he/she understands and accepts the conditions.

Expiration of permit. Any privilege granted by this decision must be exercised within ____ months of the date of this decision after obtaining the necessary building, zoning, and other permits for the proposed construction. This period will be extended if this decision is stayed by the order of any court or operation of law.

Revocation – This order may be revoked by the Board after notice and opportunity to be heard for violation of any of the conditions imposed.

Appeals – This decision may be appealed by a person aggrieved by this decision or by any officer, department, board, or bureau of the municipality by filing an action in certiorari in the circuit court for this county within 30 days after the date of filing of this decision. The municipality assumes no liability for and makes no warranty as to the reliance on this decision if construction is commenced before the expiration of this 30-day period.

ZONING BOARD OF APPEALS

Signed _____
Chair

Attest _____
Clerk

Dated _____

Filed _____

FINDINGS OF FACT AND CONCLUSIONS OF LAW Village of Ephraim Zoning Board of Appeals

Findings of Fact

Having heard the testimony and considered the evidence presented the Board finds the following facts:

Case No. 163
Filing Date. 7/15/2026
Notice Date. 9/18/2026
Hearing Date. 9/30/2026

1. The applicant or appellant is (name and address)
Larson Properties of Door County, 3802 Larson Lane, Ephraim, WI 54211
2. The applicant or appellant is the owner of the following described property which is the subject of the application or appeal: **121-01-12312743F**, Village of Ephraim, Door County, known as (street address): **3802 Larson Lane.**
3. The property is presently in use as. **Mixed Use Commercial transient lodging/residential.**
4. The property includes a nonconforming structure/use described as: **Structure is non-conforming to setbacks.**
5. The property has been the subject of a prior appeal/variance/conditional use described as:
6. The applicant or appellant proposes:
Variance from density standard for multifamily development
Variance from 600 square foot minimum living space standard
7. The appellant requests:
 - ☐ an appeal of the Zoning Administrator's determination
 - ☐ a use variance
 - ☐ an area varianceunder Section **17.16** of the ordinance.

The features of the proposed construction and property that relate to the grant or denial of the appeal are (language/standards of the ordinance in question):

CONCLUSIONS OF LAW

To qualify for a variance, the applicant must demonstrate that their application meets the following three requirements.

Unnecessary Hardship

- Area Variance – For an area variance unnecessary hardship exists when compliance with the ordinance provision(s) would reasonably prevent the owner from using the property for a permitted use or would render conformity with such restrictions unnecessarily burdensome. The Board of Appeals must consider the purpose of the zoning restriction, the zoning restriction's effect on the property, and the short-term, long-term, and cumulative effects of a variance on the neighborhood, the community, and on the public interests. This standard reflects the *2024 Ziervogel* and *Waushara County Court* decisions.
- Use Variance – For a use variance, unnecessary hardship exists only if the property owner shows that without a variance they would have no reasonable use of the property. An applicant may not claim unnecessary hardship because of conditions which are self-imposed or created by a prior owner. Courts have also determined that economic or financial hardship does not justify a variance. When determining whether unnecessary hardship exists, the property as a whole is considered rather than a portion of the parcel. The property owner bears the burden of proving unnecessary hardship.

Unique Property Limitations

- Unique physical limitations of the property such as steep slopes or wetlands that are not generally shared by other properties must prevent compliance with ordinance requirements. The circumstances of an applicant (growing family, need for larger garage, etc.) are not a factor in deciding variances. Nearby ordinance violations, prior variances or lack of objections from neighbors do not provide a basis for granting a variance.

No Harm to Public Interests

- A variance may not be granted which results in harm to public interests. In applying for this test, the zoning board must consider the impacts of the proposal and the cumulative impacts of similar projects on the interests of the neighbors, the entire community and the general public.

Based on the above findings of fact, the Board concludes that:

- A. Has the applicant shown that unnecessary hardship is present in that a literal enforcement of the terms of the Ordinance would be unnecessarily burdensome to the applicant? (**YES/NO**) Because: the multi-family ordinance under which the density standard was written had been adopted after the current owner acquired the property and had been operating the condominium. The sentiment was broadly shared that the ordinance language was not written with this specific pre-existing scenario in mind, and that imposing its density limits strictly in this context would be unnecessarily burdensome.

- B. Has the applicant shown that the hardship is due to physical limitations of the property rather than the circumstances of the appellant? (**YES**/NO) Because: of the unique circumstances of the property — specifically its pre-existence in its current configuration prior to the ordinance.
- C. Has the applicant shown that the variance will not be contrary to the public interest and will observe the spirit of ordinance, secure public safety and welfare and do substantial justice? (**YES**/NO) Because: the neighboring residents had affirmatively expressed preference for residential use over continued transient commercial use, and that the change of use would reduce rather than increase the intensity of activity on the property.

Variance - the variances (do/do not) meet all three of the following tests:

ORDER AND DETERMINATION

Based on the above findings of fact, conclusions of law, and the record in this matter, the Board orders:

Variance – the requested variance is denied/**granted**/granted-in-part) subject to the following conditions/mitigation:

- 1.
- 2.
- 3.

Unless denied, the Zoning Administrator is directed to issue a Zoning Permit incorporating these conditions and certifying by the petitioner/applicant's signature that he/she understands and accepts the conditions.

Expiration of permit. Any privilege granted by this decision must be exercised within ____ months of the date of this decision after obtaining the necessary building, zoning, and other permits for the proposed construction. This period will be extended if this decision is stayed by the order of any court or operation of law.

Revocation – This order may be revoked by the Board after notice and opportunity to be heard for violation of any of the conditions imposed.

Appeals – This decision may be appealed by a person aggrieved by this decision or by any officer, department, board, or bureau of the municipality by filing an action in certiorari in the circuit court for this county within 30 days after the date of filing of this decision. The municipality assumes no liability for and makes no warranty as to the reliance on this decision if construction is commenced before the expiration of this 30-day period.

ZONING BOARD OF APPEALS

Signed _____
Chair

Attest _____
Clerk

Dated _____

Filed _____

**VILLAGE OF EPHRAIM
PHYSICAL FACILITIES & UTILITIES MINUTES
TUESDAY, OCTOBER 6, 2026, 8:00 AM
9996 WATER STREET**



Action Items:

Lohman moved, Reinhardt seconded, to approve the minutes of September 1, 2026, all ayes. Motion carried.

Lohman moved, Reinhardt seconded, to recommend approval of the 2027 Public Works to the Village Board, all ayes. Motion carried.

Lohman moved to adjourn at 9:15 AM, Reinhardt seconded, all ayes. Motion carried.

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

Absent: Paul Flottman.

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

Guests online: None.

Guests in person: None.

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

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

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

4. **Approval of Previous Minutes:**

Lohman moved, Reinhardt seconded, to approve the minutes of September 1, 2026, all ayes.
Motion carried.

5. **Visitors' Comments:** There were no Visitor's Comments.

6. **Maintenance Manager Report:**

MacDonald reported on September activities:

- Daily tasks and bathroom upkeep continued, with bathroom cleaning and garbage pickup scaled back to every other day.
- Work on the 2027 budget was completed.
- The obelisk at Anderson Dock was painted, as well as the adjacent fence.
- Graffiti pressure washing at Anderson Dock was completed.
- The stop sign at CHT Q and Moravia Street was adjusted for better visibility.
- The beach bathrooms were pressure washed, and the interior and doors were painted.
- Mowers, tractors, and other equipment received routine maintenance. Village trucks are cycling through DOT inspections.
- Staff also assisted a volunteer group with five loads of mulch for re-mulching the wetlands trail.

In response to a question from Meacham about the number of AEDs in the Village, MacDonald stated that both the Village Hall and Administration Office have AEDs.

7. **Discussion and consideration of the 2027 Budget:**

MacDonald presented the Maintenance Department's 2027 budget. He explained that the salary-related line items highlighted in green were to be decided by the Village Board. Health insurance, retirement,

and related costs would be calculated once the Board sets 2027 wages. He then reviewed the main changes of the 2027 budget:

- **Mowing (100-20-53301-220):** The line item decreased to reflect that the Town of Liberty Grove ditch mowing is performed two to three times a year. A small amount was retained in case additional mowing was required by the county.
- **Sweeping and related categories (100-20-53301-221):** The line increased slightly due to supplies related to the equipment request that included a line striper and the related paint.
- **Snow removal (100-20-53301-223):** The line decreased by \$2,000. The category covers equipment repairs as well as salt purchased from the county. Because of a forecasted salt shortage, MacDonald planned to secure salt early to ensure an adequate supply.
- **LP Gas (100-20-53322-304):** The line was increased to \$5,000 to reflect the true cost of heating the maintenance building.
- **Brush and mulch grinding (100-20-55200-225):** The line increased from \$5,000 for 2026 to \$13,500 for 2027. MacDonald had received a quote to double-grind the existing brush pile at the dump and leave the mulch in place. The contractor proposed to then set up to grind the wood chips at the maintenance shop as well. However, the Maintenance Department intended to instead haul the chips to the dump so that the work could be done in one location and the shop area cleared. MacDonald said the cost could come down depending on how many hours the grinding required, since the contractor had scheduled a full eight hours at both sites.
- **Plumbing (100-20-55200-229):** The line increased by \$2,000 in anticipation of installing new toilets at several facilities next year.
- **Other Improvement Outlay (100-20-55200-830):** The line increased to \$33,440. The increase covers the following items:
 - **Line striper (\$5,000):** The department spent roughly \$3,500 this year to have 17 crosswalks and several additional lines striped by a contractor. MacDonald said striping in-house would allow work at off-hours in early May rather than waiting for the contractor's availability in mid to late June.
 - **Sweeper bucket & gutter kit for the skid steer (\$11,000):** The kit would help clean gutters where space is tight, and debris could be dumped directly into a truck.
 - **Dump widening (\$17,440):** The dump entrance would be widened to two lanes so two vehicles could pass. Some of the tree removal might be done in-house.
- MacDonald reviewed the Recycling Contract and Services (100-20-53620-210) line item, which remained unchanged, and Clerk/Treasurer Collak was comfortable with the budgeted amount. The \$4,200 weed-spraying line (100-20-53640-210) represented the fertilizer contract, under which the vendor fertilizes Village properties.

MacDonald reported that the overall budget came in at approximately a 3.4% increase over the prior year.

A discussion was held regarding the 2027 budget. Bristol asked about the large increase in the mulch line item and whether it would continue beyond one year. MacDonald responded that the cost was expected to return to roughly \$5,000–\$6,000 in a typical year. He noted that there was a large influx of residents who had used the dump since it was redone last year, and once the pile was cleared, the department should be able to manage it more easily. Bristol also asked whether the line striper could be paid for from the current year's budget rather than increasing the 2027 budget. MacDonald agreed that it was possible to keep the expenditure in 2026. MacDonald and Bristol would continue to communicate before the budget was finalized. MacDonald also noted that work on the fire alarm system in the Village

Hall building was still pending for 2026 expenses. Meacham observed that an increase of about 3.4% was well within the realm of inflation.

Bristol provided the Committee with context on levy limits. Last year the Village levied up to the maximum allowed. He noted that while the Village had been fortunate to have flexibility in past years, that flexibility was ending.

Lohman moved, Reinhardt seconded, to recommend approval of the 2027 Public Works to the Village Board, all ayes. Motion carried.

7. Walkthrough on North End Path for Light Bollards and Tree Placement:

Meacham announced that the Committee would conduct a brief walk-through of the North End Path to review light bollard and tree placement for discussion purposes only.

8. New Business for the next meeting: No new business was discussed.

9. Adjournment:

Lohman moved to adjourn at 9:15 AM, Reinhardt seconded, all ayes. Motion carried.

Recorded by Kim Roberts – Deputy Clerk

**VILLAGE OF EPHRAIM
MARINAS AND MOORINGS MINUTES
WEDNESDAY, OCTOBER 7, 2026 – 8:00 AM
9996 Water Street - Ephraim Village Hall**



Action Items:

B. Nelson moved, Thorp seconded, to approve the minutes of September 2, 2026, as presented, all ayes. Motion carried.

The consensus of the Marinas and Moorings Committee members present was that if the DNR approves, the launch fee should be raised from \$10 to \$15 for the 2027 fee schedule.

Thorp moved, Plansky seconded, to recommend approval of the 2027 Marina and Moorings budget as discussed to the Village Board, all ayes. Motion carried.

Thorp moved, Plansky seconded, to adjourn at 9:07 AM, all ayes. Motion carried.

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

Absent: None.

Guests: None.

Staff: Brent Bristol - Village Administrator/Harbormaster and 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 September 2, 2026, as presented, all ayes. Motion carried.

5. **Discussion and consideration regarding the 2027 budget:**

The Committee reviewed the proposed 2027 budget.

Moorings (202-40-46751): Bristol noted that while mooring inventory in the harbor has visually declined, revenue remains stable for the line item overall. Held raised a concern that mooring fees had not been increased when slip fees were raised the prior year, arguing that mooring users access the same facilities — including the launch ramp, parking lot, restrooms, dredged channel, and channel markers. Bristol suggested the Board consider whether increases should be made every other year rather than annually, to balance administrative burden against the need to keep pace with inflation.

Seasonal Slips (202-40-46752): Bristol noted that two slip holders this year had begun the season as transient reservation holders before transitioning to seasonal slips. This income was recorded on the transient side of the budget. He indicated he would consult with Clerk Treasurer Collak to determine whether a budget amendment or reclassification was warranted.

Transient Fees (202-40-46754): The Committee reviewed transient fee revenue, noting positive performance over the last two years. It was determined the budgeted amount for 2026 was reasonable considering water levels and the forecasted winter.

Launch Fees (202-40-46753): Revenue from launch fees was slightly down compared to last year. The Committee discussed the potential for transitioning to a QR code or digital payment system to make it easier for boaters without cash to pay. The Committee concluded that no suitable system had yet been identified, and the capital cost of a kiosk-style machine was difficult to justify given the annual launch fee revenue.

A broader discussion followed regarding a potential increase in the per-launch fee from \$10 to \$15. It was noted that when the fee was last raised from \$8 to \$10, that increment was administratively convenient because it eliminated the need for change. The Committee acknowledged that any increase beyond \$10 requires approval from the DNR. Bristol agreed to consult the DNR to understand their criteria and the

process for obtaining approval for an increase. It was further observed that a higher fee might modestly reduce traffic and trailer congestion near the downtown area. Held suggested installing “no trailer parking” signage. The Committee acknowledged the enforcement of no-trailer-parking restrictions would be a persistent challenge.

The consensus of the Marinas and Moorings Committee members present was that if the DNR approves, the launch fee should be raised from \$10 to \$15 for the 2027 fee schedule.

Seasonal Dinghy Fees (202-40-46755): Bristol noted that seasonal dinghy fee revenue, while slightly up from the prior year, remains below historical levels. He indicated he would request an inventory from the Assistant Harbormaster of the current dinghy holders and their locations prior to sending out contracts. The Committee estimated there are approximately 11 to 12 shuttles in use.

Seasonal Launch Fees (202-40-46756): Revenue from seasonal launch fees was slightly below the prior year but met the budget target. No changes were proposed.

Interest Income (202-40-48100): Interest income was in line with expectations. No changes were proposed.

General Fee Increase Policy: The Committee discussed establishing a general guideline for periodic rate increases across all fee categories, in response to direction from the Village Board President. The group reached consensus around the following principles: The full fee schedule should be reviewed annually. In the absence of extraordinary inflation or unusual expenses, rate increases should occur approximately every two to three years. Bristol agreed to document the date of the most recent rate increase and the prevailing inflation rate in the annual budget notes, to preserve institutional memory and inform future decisions.

Expenses:

Bristol reported that the expense side of the budget was largely stable. On staffing, he noted that Reynolds did not achieve the expected staffing level this season but confirmed this was not the intent going forward, and recommended maintaining the existing salary budget to allow for adequate staffing. The Personnel Service line item (202-40-55430-110) charge that represents the general fund's cost for maintenance staff, the harbor master, and administrative personnel supporting the marina has not been adjusted in three (3) years. Bristol noted that even though the level of service has remained constant, the underlying personnel costs paid by the Village have increased with inflation, and suggested this line item merits consideration.

Capital Expenses Outlook: T. Nelson outlined several near-term capital expenses on the horizon for marinas and moorings, including:

- An estimated \$15,000 marina share for the new utility trench as part of the Anderson Dock reconstruction project.
- Repositioning of slips near monument corner following reconstruction.
- Potential dock extension costs at Firehouse Marina to accommodate two newly acquired piers.
- Possible installation of a low-water transient floating platform — a decision not yet made.
- Future concrete repairs and replacement possibly to be coordinated with work on the adjacent property north of the marina.
- Eventual resurfacing or replacement of the marina parking lot.
- Replacement of the green launch dock, which is not designed for its current level of use.
- Potential dredging cost increases driven by fuel prices.

The Committee agreed that while the current fund balance appears healthy, these anticipated expenses provide clear justification for a measured approach to rate increases over time. It was suggested that a capital project list be developed during the off-season, with costs documented and cost sharing assigned between departments. This information should be shared across relevant departments where appropriate.

The Committee also briefly discussed the possibility of adding security cameras at Anderson Dock in conjunction with the upcoming reconstruction project, leveraging the installation of conduit as an opportunity to add infrastructure for future cameras.

Thorp moved, Plansky seconded, to recommend approval of the 2027 Marina and Moorings budget as discussed to the Village Board, all ayes. Motion carried.

6. New business for the next meeting:

The next meeting of the Marinas and Moorings Committee will take place on Wednesday, November 4, 2026, at 8:00 AM.

7. Adjournment:

Thorp moved, Plansky seconded, to adjourn at 9:07 AM, all ayes. Motion carried.

Recorded by Kim Roberts – Deputy Clerk

VILLAGE OF EPHRAIM

FOUNDED 1853



Wastewater Committee Minutes Monday, October 5, 2026, 9:00 AM

Present: Karen McMurtry- Chair, Rick Hoyerman, Dennis Jewell, Bruce Nelson

Absent: Jim Peterman

Staff: Brad Rasmusson – Wastewater Manager/Operator in Charge, Andrea Collak – Clerk/Treasurer, Kim Roberts-Deputy Clerk/Utility Clerk

Online: Dan Oakley-Wastewater Operator

Guests: Ken Nelson-Village President

1. **Call to order:** The meeting was called to order by Chair - McMurtry and a quorum was present for this meeting.
2. **Changes in Agenda:** None
3. **Previous minutes – Minutes from September 21, 2026**

Nelson moved, Hoyerman seconded to approve September 21, 2026, meeting minutes as amended presented, all ayes, and the motion carried.

4. **Visitors' comments:** None

5. Ephraim Plant Manager Report:

EFF samples sent to Northern Lake Services for ammonia testing:

Ph testing: Five times per week as required.

TSS, BOD, Po4, labs with lab cleanup: Twice per week as required.

Eff E-coli test, this must be done May-October once per week while running disinfection.

- Changed air filters lift #2 generator. Rasmusson noted that the service company had sent a quote to replace the air filter at lift station #2 for approximately \$400. After obtaining the part number for a comparable NAPA filter, staff purchased and installed the replacement themselves at a cost of \$90, resulting in significant cost savings to the village.

- Replaced overhead door opener switch for vehicle room.

- Met with two gas detector salesmen. Rasmusson reported that two salesmen had come to present gas detector options. He indicated that further conversation with Justin MacDonald, Fire Chief, was warranted before any action would be taken, and that the village would aim to align with whatever the fire department uses. For the time being, the committee's position was to continue using the existing detectors, as they continued to pass calibration checks.

- Finished all the septic inspections currently on the list totaling just over 30 inspections.

- Made our own crust buster for agitating septic tanks. Rasmusson shared that a cross-buster — described as a gas-powered mixer used for agitating septic systems — typically retails for just over \$3,000. While passing a metal recycling facility, he identified a compatible power head resembling an auger that, with a pallet fabricated in-house, could serve the same purpose at a fraction of the cost. He expressed anticipation in testing the equipment, though he noted that the last four septic systems inspected did not require pumping, so the device had not yet been put to test.

Ephraim Well Water Testing: Year to Date

Number of Water Tests: 169 1,083

In-House Bacteria: 133 944

Clean Water Testing: 36 139

Ephraim Septage Service:	Year to Date
Holding Tank Pump Outs: 10	61
Septic Pump Outs/Inspections: 6	23
Emergency Call Ins:	

6. Discussion regarding old blower #2 rebuild

Rasmusson presented documentation related to the repair and potential replacement of old blower #2. He walked the committee through two documents: the first detailed the cost of repairing the existing blower at approximately \$5,000, and the second outlined the cost of purchasing a new blower of the same size, noting that reinstallation costs would be comparable in either scenario.

McMurtry sought clarification as to whether the service call had been billed at emergency rates, and Rasmusson confirmed it had not been billed as an emergency call.

Rasmusson provided background context on the village's blower inventory: the plant currently operates three blowers — the original large blower from the 1980s, which is now used only in emergency situations due to its excessive output and incompatibility with fine-bubble diffusers, and two smaller blowers installed in 2004, which have been alternating in operation ever since. He noted that in the summer, both smaller blowers must be run simultaneously to meet oxygen demand and mixing requirements. Rasmusson outlined a longer-term concept: as part of a future capital project, one larger blower could be installed to handle summer demand on its own, with the two smaller blowers maintained for winter operation and redundancy.

Jewell asked which blower had been replaced during the recent service event. Rasmusson confirmed it was one of the smaller blowers — a new unit of the same size had been sourced from the manufacturer, who happened to have one in stock, and the plant was back to full blower capacity within three to four days.

Discussion turned to whether the failed blower should be rebuilt or simply set aside in the event a future failure necessitated its use. The repair cost, at approximately \$5,000, was noted to represent roughly 50 percent of the cost of a new unit which would be \$11,560. Hoyerman asked whether there was any institutional experience with the longevity of a rebuilt blower of this type. Rasmusson acknowledged this would be the first time such a repair had been undertaken, as the two small blowers had simply been running and alternating since 2004 without requiring major overhaul.

Concern was briefly raised about the parts supportability of the original 1980s large blower, and the Plant Manager expressed considerable doubt that parts would still be available for it.

Hoyerman asked whether these blowers were the type of equipment that could continue to be repaired over time rather than replaced outright. Rasmusson responded affirmatively, noting that the manufacturer's readiness to supply a brand-new unit suggested strong parts availability as well.

After full discussion, the committee members expressed general support for the repair over purchasing an additional new unit at this time.

Nelson moved, Jewell seconded to approve rebuild of old blower #2 not to exceed \$5,000, all ayes, and the motion carried.

7. Discussion and recommendation regarding 2027 Budget

- Accounts 57401-100 through 57401-105 Rasmusson added the same percentage increases from the year before.
- 57401–211 Property Insurance was raised by \$32.72 to make an even \$8,200.
- 57401–306 Phone was put back to \$2,500 and can even be lowered due to switching to Cellcom.
- 57401–309 Internet was lowered by \$300 as Starlink lowered prices a little.
- 57401-311 Vehicle Maintenance was raised by \$500. The WW F-350 has some rust that should be delt with before it gets worse.
- 57401-320 Training/Conferences lowered to \$1,500 to help the budget in other areas.
- 57401–337 Auditing Expenses. Rasmusson would like to raise this account by \$400 based on previous years and amount already paid for this year.
- 57401–340 Vehicle Insurance was raised by \$1.41 to make an even number.
- 57402-210 Other Contractual Services account was raised by \$1,000 because of the increased permit required PFAS testing.
- 57401–389 Safety Expenses. This account was not changed because the gas detectors were not purchased yet. Bristol suggested purchasing the gas detectors this year rather than budgeting for them again next year.
- 57403–303 Electricity, which also includes fuel for back-up generator. Rasmusson would like to raise the account by \$2,000 based on previous years.

Rasmusson introduced a proposal to separate generator fuel costs from the electricity line item, noting that the current combined line makes it difficult to accurately track electric bills. He explained that the wastewater plant maintains a 1,000-gallon diesel storage tank, and that a fuel pump was installed a couple of years ago by the maintenance department to help cycle through the fuel and prevent it from aging in the tank. He reported that 200 gallons of diesel had recently been delivered at \$6.29 per gallon — approximately \$1,200 — and that the decision was made to purchase a modest amount in the hope that prices would decrease before a full fill-up was needed prior to the snow season.

Jewell asked how fuel costs had been shared with the village maintenance department historically. Rasmusson explained that costs had been split 50/50 in the past but noted that the maintenance department is pursuing a new fuel pump with a digital gauge to enable more accurate tracking and proportional billing going forward. He further noted that the maintenance department now uses more fuel than previously, owing to the addition of a skid steer alongside their tractor, while the wastewater plant's generators cycle but consume relatively little fuel

unless there is a prolonged power outage. The idea of adding a fuel pump to the Smith building generator was also mentioned as desirable future improvement, though it was noted there is currently no suitable location for a tank there.

Jewell asked for a historical spending figure but given that fuel costs had been combined with electricity expenses, a precise figure was not readily available. After discussion of recent spending patterns and price volatility — noting costs have ranged from as low as \$2.00 per gallon to the current \$6.29 — the Plant Manager suggested that a separate line item of \$3,000 for generator fuel would be a reasonable estimate for the village's share, while leaving the electricity line item unchanged. The committee agreed this approach was sensible.

- 57403–384 Collection System Maintenance. Lowered by \$3,000 because there will be a new account Collection System Inspections for sewer main camera work.

- 57403-383 Collection System Inspections. This is a new account created for sewer televising. WW have used the remainder of the Collection System Maintenance budget for this work in the past but has not been making the recommended 20% or 7,300 feet by the DNR.

Price is \$0.620 per foot x 7,300 feet = \$4,526.00 + \$850.00 Mobilization = \$5,376.00. Thus, the new account was set to \$5,400.00

Hoyerman sought clarification on the collection system inspections line item, specifically regarding where an additional \$2,400 originated from, and whether the budget was now meeting the DNR's recommended 20 percent camera inspection rate. Rasmusson confirmed that the goal of the adjustment was in fact to achieve the 20 percent threshold — he indicated the village had been falling short in recent years, with last year's inspection rate estimated at approximately 7 percent. The \$5,400 total was cited as sufficient to reach compliance with the DNR's recommended inspection rate.

Rasmusson reported that \$60,000 previously budgeted for north end sewer work had been removed from the proposal. Instead, the plan is to repair the single segment in the worst condition — located in an easement — during the current fall season, with the remainder of any related work to be incorporated into a future capital project.

Billing

Most of the accounts are multiplied by 7% per auditor's recommendations and then rounded to the closest figure.

The water testing cost was left at \$30. Rasmusson noted that enough profit is made at the current rate.

Rasmusson noted that a 10 percent rate increase column had been added to the budget at the request of administrator Bristol, for the Board's reference.

McMurtry clarified that the committee's recommendation is for a 7% rate increase, which will then be forwarded to the Village Board for final determination, noting that in the prior year the committee had recommended 7 percent and the Board had independently increased it to 10 percent.

Jewell moved, Hoyerman seconded to forward the 2027 Wastewater budget to the Village Board with addition of new line items; Collection System Inspections – 57403-383 with \$5,400 and Generator Fuel – 57402-305 with \$3,000, and that the Electricity line item – 57403-303 is modified to reflect electricity cost only, all ayes. Motion carried.

8. Discussion and updates regarding REU structure

McMurtry invited Kim Roberts to present an update on the ongoing development of the Commercial Residential Equivalent Unit (REU) rate structure. Roberts prefaced the discussion by emphasizing that the presentation was not intended to reflect a finished product, but rather to communicate the current starting point and direction of the work.

Roberts explained that a separate rate schedule for commercial properties is necessary to address the differing strength and volume of discharge generated by commercial users compared to residential users. She stressed the importance of developing a structure that is easily explained, that fairly and proportionally assesses each property's contribution to the sanitary sewer system, and that does not appear arbitrary. She also recommended that once REUs are established, the Village should plan to review and update them every three to five years — particularly in cases of property sale or change of use — to avoid the kind of comprehensive overhaul currently being undertaken.

Roberts noted that once REU assignments are finalized, the committee will need to determine a rate sufficient to cover operations and maintenance, replacement expenses, capital improvements, administrative expenses, and any debt service.

Roberts described the research process, which drew from equivalent user tables and wastewater ordinances from municipalities across Wisconsin and nationally. The approach adopted uses square footage per REU as the foundational metric, selected because it provides a consistent, simple, uniform, and data-driven basis for establishing commercial sewer rates without requiring individual metering.

To establish REU classification factors, Roberts identified at least three comparable rate structures from other communities and averaged them as a starting point for each classification type. Village assessment data from the recent reevaluation was also used as a key source for square footage figures.

Roberts explained that for each property, the square footage contributing to discharge into the sanitary sewer is calculated, and that outdoor areas used for business activities — such as outdoor dining for restaurants or open storage areas for retail — are included in the calculation. She further noted that mixed-use properties are handled by calculating each use type separately and combining the results for a total REU. As an example, she described a property with retail on the ground floor and residential housing above: the retail and residential components would each be calculated under their respective rate categories and then combined.

Roberts reported that letters and data collection forms were mailed to all 60 commercial properties in the village. The forms requested information about business-related square footage, number of additional bathrooms, and number of employees. The goal was to align what businesses self-reported with what the assessor had on record. Of the 60 forms sent, 31 have been returned as of the meeting date.

Roberts indicated that some of those with outstanding responses were residential properties where it was unclear how many dwelling units had sewer connectivity, and she had already sent second notices to several of them. She raised the question of what the committee's direction would be if property owners failed to provide information — whether to use the assessor's data as a baseline, or to assign a higher REU to prompt compliance. McMurtry suggested that a firm deadline letter could be issued, making clear that a determination would be made based on available data if the owner did not respond.

Jewell interjected to ask what kind of responses had been received from businesses — whether there had been pushback or concern about increased costs. Roberts clarified that the forms were requesting data only, not communicating proposed changes. She added that hotel operators she had worked with individually were receptive to the approach.

Roberts also observed that reviewing the current rate structure against the new methodology had revealed significant inconsistencies in how lodging properties had been assessed historically — for example, properties with full kitchens and dishwashers were being treated identically to properties with only basic amenities. The committee agreed this disparity needed to be corrected.

Roberts acknowledged that some properties would not change significantly, while others — particularly those whose amenities had expanded over time without a corresponding adjustment to their REU — would see a more notable difference. She was careful to place this in context, noting that the rate applied per REU had not yet been determined, and that the total revenue generated under the new structure would need to remain aligned with the village's actual operational needs for 2027.

Hoyerman raised the question of whether, in cases where a business might face a substantial increase, the village should consider a phase-in of REU changes over two or three years, rather than applying the full adjustment in one step. Roberts noted she had not specifically encountered phase-in mechanisms in her research but left the question open to committee consideration.

McMurtry commented that the new rate structure would not necessarily result in a higher total revenue figure in its first year, as the rate per REU would be calibrated to maintain current revenue levels for 2027. She compared the adjustment to the village's recent property tax reassessment, in which waterfront properties saw higher assessments while others went down or stayed flat.

Jewell emphasized that the committee and board should be careful to keep the REU restructuring entirely separate — in timing and messaging — from any future large-scale capital plant improvement, so that the REU change would not be perceived as a new tax burden tied to capital spending.

Hoyerman asked whether an alternative to square footage had been considered. Roberts explained that the alternative would be to engage an outside engineering firm to conduct a full rate study based on estimated gallons per day per property — a thorough but lengthy and expensive process. The committee expressed no interest in pursuing that route at this time.

Roberts briefly noted that her research into other communities revealed two additional practices the committee may wish to consider in the future: first, that connection fees in many communities are assessed per REU rather than as a flat fee; and second, that many communities include a small capital improvement fee on sewer bills, applied per REU, to build a dedicated

capital fund over time. She suggested this would allow the village to begin setting aside funds for future infrastructure needs rather than relying on the general fund when major projects arise.

A committee member raised the concern that the village has historically lost track of changes to commercial properties — additions, expansions, or changes of use — that should have triggered REU reassessments. He suggested establishing a formal communication pathway between the Planning Committee and the Wastewater Committee so that any approved change of use, new connection, or significant addition would automatically prompt a wastewater review. Roberts confirmed that she and Andrea Collak had discussed creating a tracking system modeled on the existing board motions spreadsheet, in which every new single-family home, change of use, new connection, and addition would be logged and flagged for wastewater review

Roberts proposed that the committee plan to work through the REU assignments at upcoming meetings — potentially one meeting dedicated to residential and one to commercial — with the goal of making a recommendation to the Village Board in time to implement the new structure before the first quarterly billing of 2027, targeted for the first week of April. The Chair confirmed that the goal of having the new REU structure in place before the first quarter 2027 billing was appropriate, and that the residential side was straightforward. The committee expressed appreciation for Kim's extensive work on this project.

McMurtry closed this discussion with a broader reflection, noting that modernizing the REU structure had been a long-standing goal of the committee for approximately 20 years, but had always seemed too complex and overwhelming to tackle. She credited Roberts's initiative — sparked in part by the inconsistencies she discovered while processing payments — as the catalyst that finally made progress possible.

9. Visitors' comments: Village President Ken Nelson confirmed that the Village would like to keep the REU implementation separate from multi-million capital improvement at the Wastewater Plant.

10. New business for the next meeting:

Update on REUs and Solar System.

The next meeting was set for **November 2, 2026**.

11. Adjournment

McMurtry moved, Nelson seconded to adjourn the meeting, all ayes, and the motion carried.
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Recorded by

Andrea Collak - Clerk/Treasurer