VILLAGE OF EPHRAIM

FOUNDED 1853

VILLAGE OF EPHRAIM BOARD MEETING AGENDA
Friday, NOVEMBER 6 , 2026, 8:00 AM
10005 Norway Street- Village Admin Office

PLEASE NOTE MEETING LOCATION CHANGE TO ADMIN BUILDING

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. **Administration:**
   a) Discussion and Consideration regarding Village Administration Office Project options
6. **Adjournment:**

Please join my meeting from your computer, tablet or smartphone.
https://meet.goto.com/974160445

You can also dial in using your phone.
Access Code: 974-160-445
United States: +1 (408) 650-3123

*****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: 11/4/2026

Andrea Collak, Clerk

Kim Roberts, Deputy Clerk

_X_ Village Administrative Office
_X_ Library
_X_ Post Office
_X_ Website: ephraim.wi.gov
_X_ Emailed to WDOR Radio/Peninsula Pulse



Administration Building Project

Overview & Options

Carly, Ken & Brent

11/3/2026

Ephraim Administration Building Problem Solving Matrix

Problem *(box checked if option provides improvement over existing condition)*	Option 0	Option 1	Option 2
Environmental	X	X	X
Accessibility		X	X
Work Operations			X
Public Interactions			X

Problem Summary:

Environmental: To improve health and air quality, flat roof and leak correction, building insulation, HVAC.

Accessibility: Improve accessibility for staff and public.

Work Operations: To improve daily operations and workflow for staff.

Public Interactions: To improve staff ability to serve public with less disruption to daily operations.

Option 1:

Environmental: Resolves issues.

Accessibility: Provides enclosed ramp, ramp entrance point not optimal.

Work Operations: No privacy improvements for front desk. Smaller offices. Low flexibility for future needs.

Public Interactions: Confusing entry points for visitors because we are now maintaining two public access points. Less secure as ramp entrance is basically a blind back door to the office. Single unisex bathroom for public meetings. No lobby. Meeting room provides the minimum layout/space for voting.

Option 2:

Environmental: Resolves issues.

Accessibility: Provides enclosed ramp and new primary entrance point. Stairs are also provided at new entrance.

Work Operations: Provides improved privacy for front desk. Improves interaction/flow for staff activities. Better separation of space (meeting vs. staff) for improved privacy and less disruption. Expansion possibility for future staff needs (space for 2 cubicles). Increased flexible space for elections. More dedicated accessible short-term storage.

Public Interactions: Provides dedicated transaction desk for all staff to use with public, allowing ability to serve public from the lobby entrance area in two locations. Easier to hear and serve the public entering the building when Kim is out of the office. Two bathrooms (Women's and Men's) with closer proximity for staff and public while still being private. Public bathroom on South side with exterior access thus not disrupting office operations. Improved election storage. Provides dedicated lobby. More secure with primary entrance point.

Cost Estimates:

Option 1: Remodel & Addition Total: 2,622 (Existing 2,172 sq. ft. & 450 sq. ft. New)

Budget: $1,575,000 with $100,000 contingency **Timeline**: 6 months construction

A comprehensive renovation of the existing 2,172 square foot facility to improve code compliance, and overall building performance. This option includes an internal ramp (rather than an external) in the small addition. Work would involve reconfiguration of interior spaces, upgrades to mechanical, electrical, and plumbing systems, and improvements to the building envelope as needed.

Option 2.0: Remodel & Addition Total: 2,990 (Existing 2,172 sq. ft. & 818 sq. ft. New)

Budget: $1,800,000 with $100,000 contingency **Timeline**: 6 months construction

This option includes renovation of the existing 2,172 square foot facility combined with an 818 square foot addition to allow internal ramp and additional work space. Work includes integration of new and existing systems, interior reconfiguration, and upgrades to building systems and envelope.

Chronology of Administration Building Improvements:

All dates are 2026 VB meetings

- February10: Approved Survey & Environmental/ Hazardous Material Inspection by Keller

- April 14: Presented 5 Options

Option 0 - Deferred Maintenance
Option 1 - Minor Changes
Option 2 - Small Addition
Option 3 - Large Addition
Option 4 - New Building on existing property
All Options but 1 & 2 capable of holding future Village meetings
All Options but 0 include a ramp for improved accessibility

- May 12: Presented details of 5 Options, along with Pros/ Cons and Estimated Cost

- June 9: Reviewed 5 Options

Eliminated Option 3: Large addition

Determined existing building would not be demolished regardless of option chosen

- July 14: Engaged architect to develop options to VH for use in holding future Village meetings. Also discuss future AV needs for VH.

- July 28: Reviewed options for VH remodeling and AV systems for future VH meetings.

- August 11: Agreed no remodeling of VH

Agreed future VB, PC & HPC meetings to be held in VH and all Committee meetings in remodeled Admin Building

Decision to eliminate Option 4

Decision to focus on Options 1 and 2

SHEET INDEX

C1.0 CONCEPTUAL SITE PLAN
D1.0 DEMOLITION FLOOR PLANS
D2.0 DEMOLITION BUILDING ELEVATIONS
A1.0 FIRST FLOOR PLAN
A1.1 BASEMENT FLOOR PLAN
A2.0 BUILDING ELEVATIONS

BUILDING & FIRE AREA SQUARE FOOTAGES

FLOOR AREAS	EXISTING	NEW	SUB-TOTAL
SECOND FLOOR	------ S.F.	------ S.F.	------ S.F.
FIRST FLOOR	2,172 S.F.	450 S.F.	2,622 S.F.
CANOPIES (COLUMN SUPPORTED)	46 S.F.	------ S.F.	46 S.F.
BASEMENT	1,698 S.F.	------ S.F.	1,698 S.F.
BUILDING AREA SUB-TOTALS	3,916 S.F.	450 S.F.	4,366 S.F.
MEZZANINES	------ S.F.	------ S.F.	------ S.F.
FIRE AREA TOTALS	3,916 S.F.	450 S.F.	4,366 S.F.
REMODEL AREA TOTALS	------ S.F.	--% OF BUILDING AREA	

BUILDING CODE ANALYSIS

APPLICABLE CODES
2021 International Building Code (w/ WI Amendments)
ASHRAE Standard 90.1-2019
2021 IEBC (Level # Alteration)

OCCUPANCY

Accessory Use

Incidental Use

High-Piled Combustible Storage YES/NO
Hazardous Materials YES/NO
Multiple Control Areas YES/NO

HEIGHT & AREA
Building Height: -'--" Maximum Allowed: -'--"
Number of Stories: -- Maximum Allowed: --
Total Building Area: -,--- S.F. Maximum Allowed: -,--- S.F.
Total Fire Area: -,--- S.F. Maximum Allowed: -,--- S.F.
Mixed/Separated Occupancies
Unlimited Area Building YES/NO

CONSTRUCTION TYPE
Construction Classification -B
Fire Separation Distance -'--"

FIRE PROTECTION SYSTEMS
Assumed Sprinkler Type --
Fire Alarm System YES/NO

MEANS OF EGRESS
Occupant Load --
Panic Hardware YES/NO

STRUCTURAL DESIGN
Risk Category --
Design Loads
Roof Live Load -- psf
Walk-on IMP Ceiling Live Load -- psf
Steel Framing
Collateral Load -- psf
Wood Truss
Top Chord Dead Load -- psf
Bottom Chord Load -- psf
Mezzanine/Second Floor/Basement
Live Load -- psf
Point Load (Partition) -- psf
Snow Load Criteria
Ground Snow Load (Pg) -- psf
Exposure Factor (Ce) --
Thermal Factor (Ct) --
Wind Loads
Wind Load -- MPH
Surface Roughness --
Exposure Category --
Earthquake Load Criteria
Soil Site Class --
Ss --
S1 --

PLUMBING SYSTEMS
Mens WC Required #
Womens WC Required #
Drinking Fountain Required #
Other Source YES/NO
Ambulatory Stall Required YES/NO

MECHANICAL SYSTEMS
NO SINGLE PIECE OF EQUIPMENT OVER 400,000 BTU
NO BOILERS OVER 15 PSI AND 10 HORSEPOWER

SITE INFORMATION

SITE CONTENT
Building Size -,--- S.F. -.--%
Hard Surface -,--- S.F. -.--%
Green Space -,--- S.F. -.--%
Parcel Size (Approx.) -,--- S.F. -.-- Acres
Parking Provided -- Stalls
Area of Disturbance -,--- S.F.

ZONING
Property Zoning --
Setbacks FY -'--" SY -'--" RY -'--"
Hard Surface Setback -'--"
Coverage Limit --%
Greenspace Requirement --%
Parking Required -- Stalls
Refuse Enclosure YES/NO
RTU SCREENING YES/NO



NORTH

CONCEPTUAL SITE PLAN
1" = 40'-0"

0' 20' 40' 80' 160'

THE LOT DIMENSIONS AND BEARINGS SHOWN ON THIS PLAN ARE INTERPRETED VALUES. BACKGROUND INFORMATION TAKEN FROM LOCAL GIS DATE. AERIAL IMAGERY AND/OR CLIENT PROVIDED INFORMATION, EASEMENTS, STREAMS AND ROADS ARE APPROXIMATE IN NATURE. FOLLOW UP INVESTIGATION WITH STATE AND LOCAL AUTHORITIES AND/OR WITH CERTIFIED SURVEY MAP DATA WHEN AVAILABLE IS REQUIRED.

PROPOSED FOR:
VILLAGE OF EPHRAIM
EPHRAIM, WISCONSIN

Keller
PLANNERS | ARCHITECTS | BUILDERS

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www.kellerbuilds.com

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REVISIONS

1	03.10.2026	ACM
2	06.22.2026	ACM
3	09.04.2026	ACM
4	09.25.2026	ACM
5		
6		

PRELIMINARY - NOT FOR CONSTRUCTION

PROJECT MANAGER: D. FLANIGAN
DESIGNER: G. STRAUB
INTERIOR DESIGNER: -------
DRAWN BY: ACM
EXPEDITOR: -------
SUPERVISOR: -------
PRELIMINARY NO: P25244
CONTRACT NO: -------
DATE: 02.18.2026
SHEET: C1.0

OPTION 1







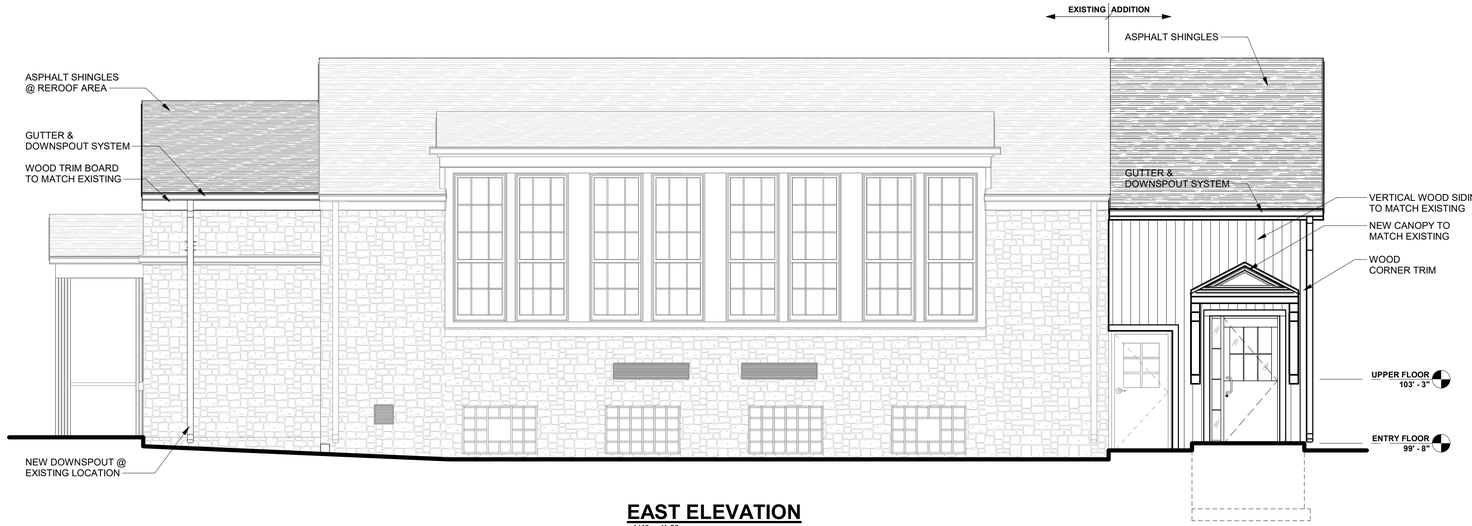
OPTION 1

VILLAGE OF EPHRAIM

EPHRAIM, WISCONSIN

Keller
Planners | Architects | Builders
Offices in the Fox Cities, Madison, Milwaukee and Wausau

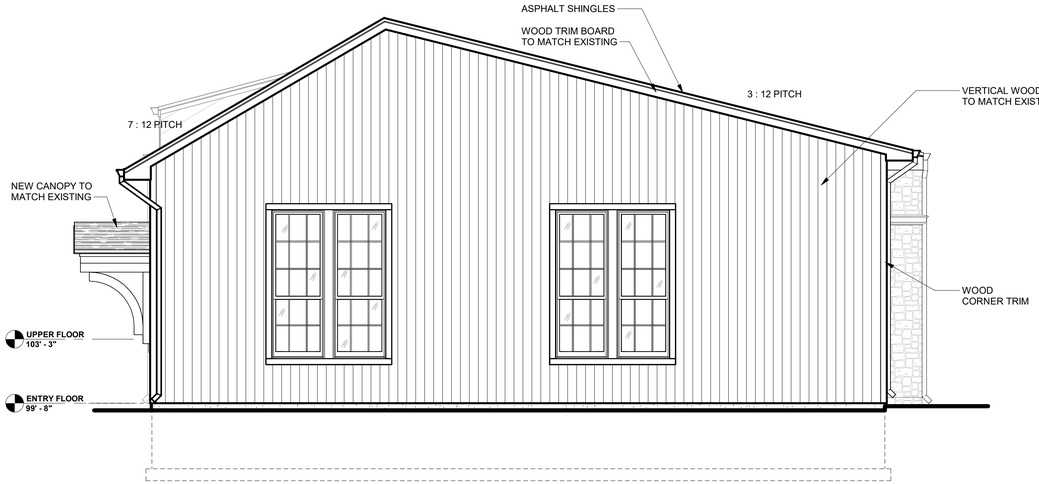
CONCEPT ONLY



EAST ELEVATION

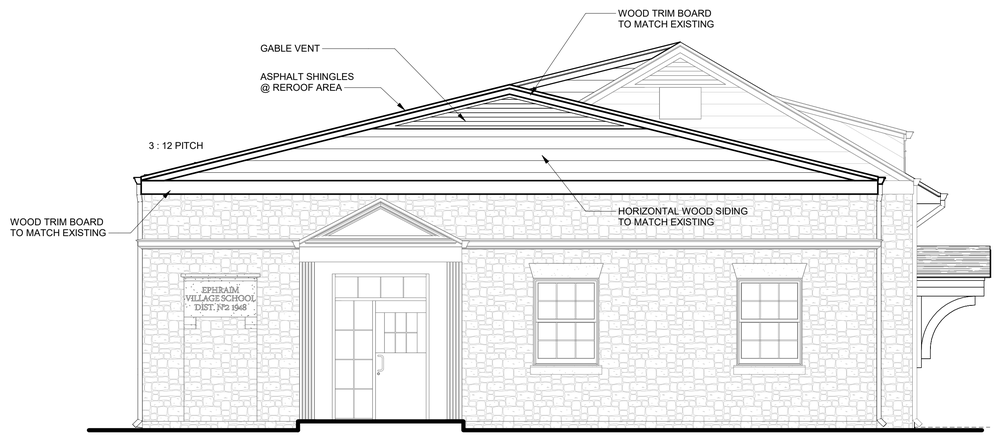
1/4" = 1'-0"

DOOR & WINDOW VALUES		
WINDOWS:	U VALUE	0.--
	SHGC	0.--
	VT	0.--
DOORS: (SWINGING)	U VALUE	0.38
O.H. DOORS: (NON-SWINGING)	U VALUE	0.11
DOORS: (>50% GLAZING)	U VALUE	0.--
	SHGC	0.--
	VT	0.--



NORTH ELEVATION

1/4" = 1'-0"



SOUTH ELEVATION

1/4" = 1'-0"



WEST ELEVATION

1/4" = 1'-0"

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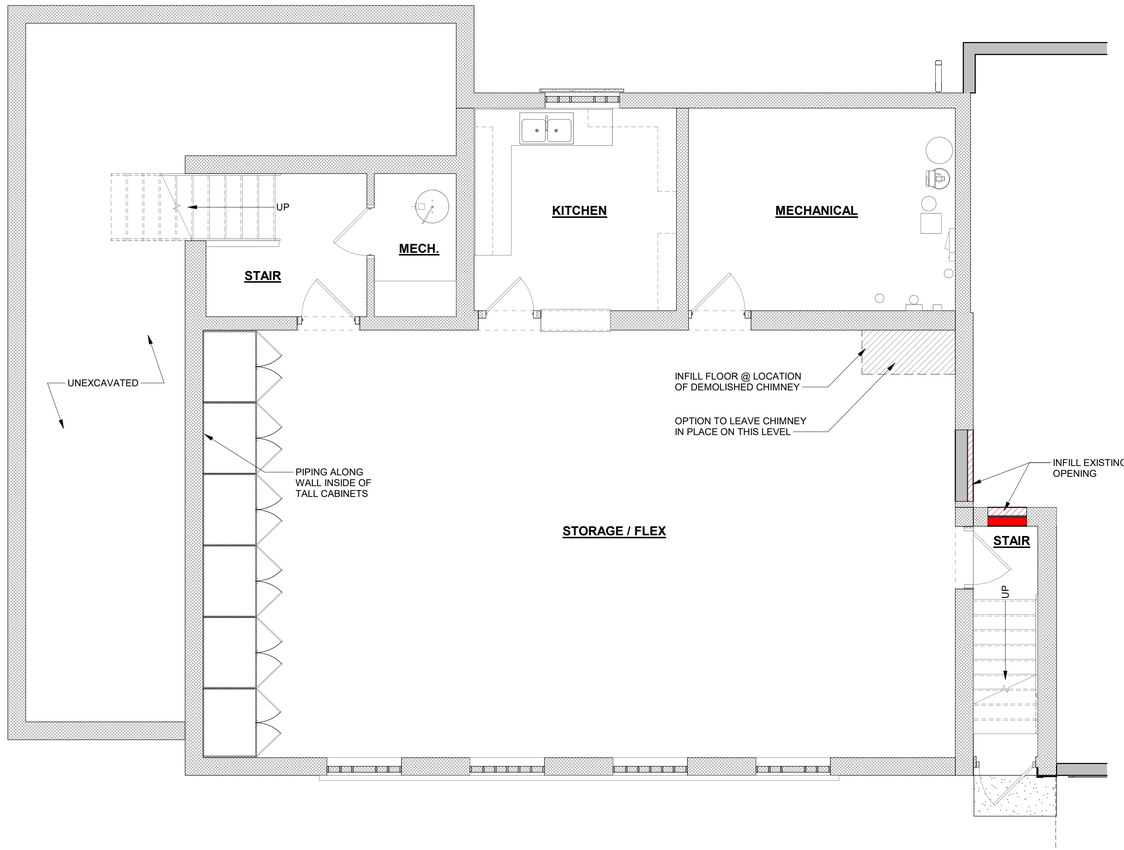
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CONTRACT NO: -------
DATE: 02.18.2026
SHEET: A2.0

OPTION 1



WALL KEY

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

NORTH

BASEMENT FLOOR PLAN

1/4" = 1'-0"

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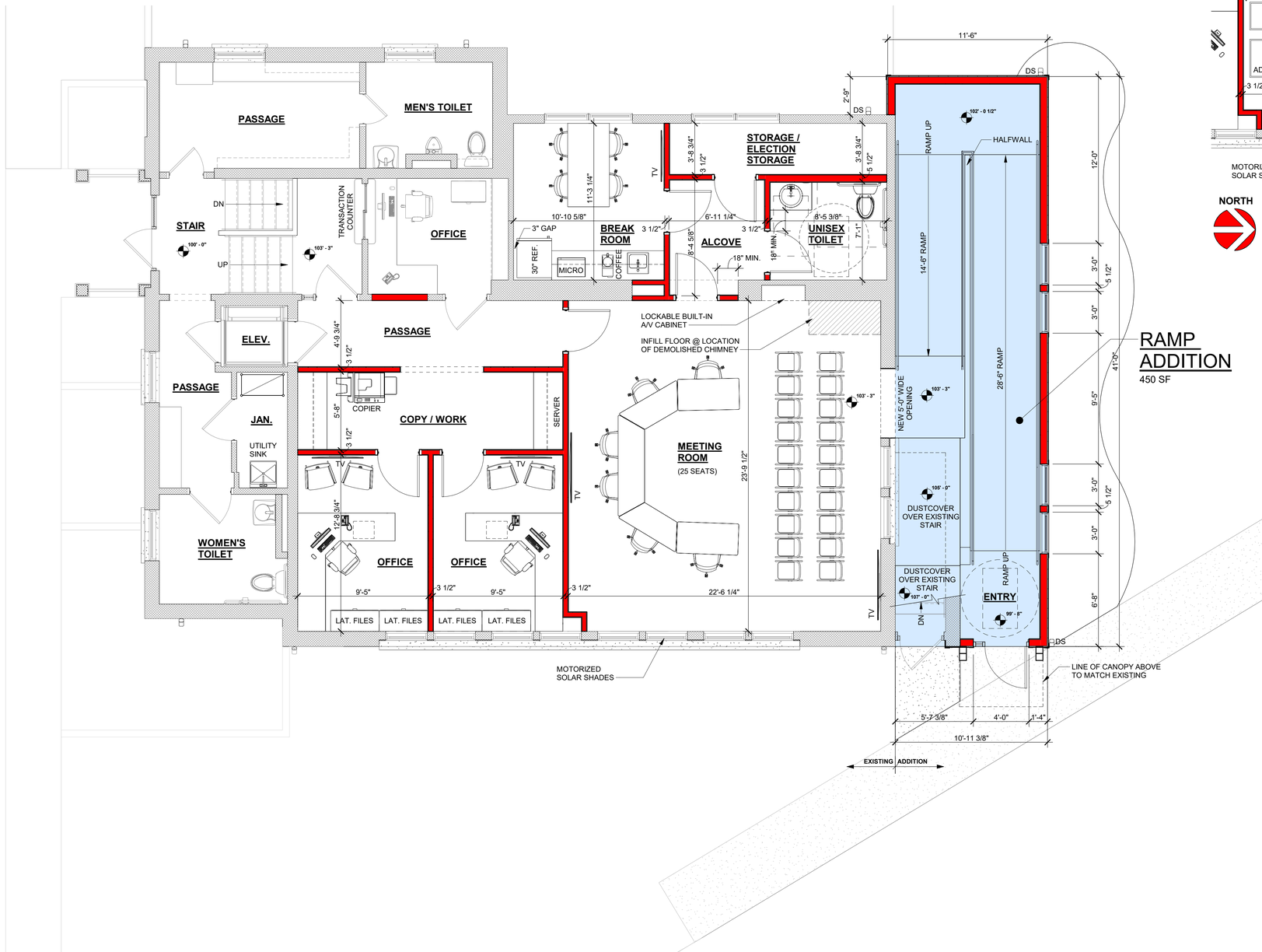
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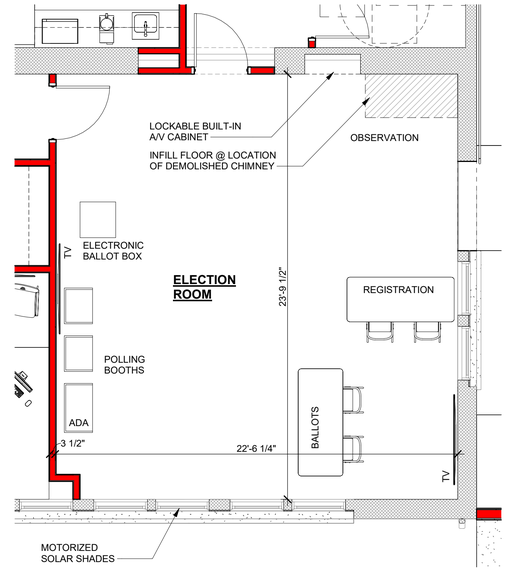
OPTION 1



RAMP ADDITION
450 SF

NORTH

FIRST FLOOR PLAN
1/4" = 1'-0"



NORTH

ALTERNATE FIRST FLOOR PLAN LAYOUT
1/4" = 1'-0"

WALL KEY

- NEW WALL/FURRING
- NEW MASONRY/ VENEER WALL
- NEW COOLER/ FREEZER WALLS
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OPTION 1

SHEET INDEX

C1.0 CONCEPTUAL SITE PLAN
D1.0 DEMOLITION FLOOR PLANS
D2.0 DEMOLITION BUILDING ELEVATIONS
A1.0 FIRST FLOOR PLAN
A1.1 BASEMENT FLOOR PLAN
A2.0 BUILDING ELEVATIONS

BUILDING & FIRE AREA SQUARE FOOTAGES

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SECOND FLOOR	------ S.F.	------ S.F.	------ S.F.
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FIRE AREA TOTALS	3,916 S.F.	820 S.F.	4,736 S.F.
REMODEL AREA TOTALS	------ S.F.	--% OF BUILDING AREA	

BUILDING CODE ANALYSIS

APPLICABLE CODES
2021 International Building Code (w/ WI Amendments)
ASHRAE Standard 90.1-2019
2021 IEBC (Level # Alteration)

OCCUPANCY

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Incidental Use

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HEIGHT & AREA
Building Height: -'--" Maximum Allowed: -'--"
Number of Stories: -- Maximum Allowed: --
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Total Fire Area: -,--- S.F. Maximum Allowed: -,--- S.F.
Mixed/Separated Occupancies
Unlimited Area Building YES/NO

CONSTRUCTION TYPE
Construction Classification -B
Fire Separation Distance -'--"

FIRE PROTECTION SYSTEMS
Assumed Sprinkler Type --
Fire Alarm System YES/NO

MEANS OF EGRESS
Occupant Load --
Panic Hardware YES/NO

STRUCTURAL DESIGN
Risk Category --
Design Loads
Roof Live Load -- psf
Walk-on IMP Ceiling Live Load -- psf
Steel Framing
Collateral Load -- psf
Wood Truss
Top Chord Dead Load -- psf
Bottom Chord Load -- psf
Mezzanine/Second Floor/Basement
Live Load -- psf
Point Load (Partition) -- psf
Snow Load Criteria
Ground Snow Load (Pg) -- psf
Exposure Factor (Ce) --
Thermal Factor (Ct) --
Wind Loads
Wind Load -- MPH
Surface Roughness --
Exposure Category --
Earthquake Load Criteria
Soil Site Class --
Ss --
S1 --

PLUMBING SYSTEMS
Mens WC Required #
Womens WC Required #
Drinking Fountain Required #
Other Source YES/NO
Ambulatory Stall Required YES/NO

MECHANICAL SYSTEMS
NO SINGLE PIECE OF EQUIPMENT OVER 400,000 BTU
NO BOILERS OVER 15 PSI AND 10 HORSEPOWER

SITE INFORMATION

SITE CONTENT
Building Size -,--- S.F. -.--%
Hard Surface -,--- S.F. -.--%
Green Space -,--- S.F. -.--%
Parcel Size (Approx.) -,--- S.F. -.-- Acres
Parking Provided -- Stalls
Area of Disturbance -,--- S.F.

ZONING
Property Zoning --
Setbacks FY -'--" SY -'--" RY -'--"
Hard Surface Setback -'--"
Coverage Limit --%
Greenspace Requirement --%
Parking Required -- Stalls
Refuse Enclosure YES/NO
RTU SCREENING YES/NO



NORTH

CONCEPTUAL SITE PLAN
1" = 40'-0"

0' 20' 40' 80' 160'

THE LOT DIMENSIONS AND BEARINGS SHOWN ON THIS PLAN ARE INTERPRETED VALUES. BACKGROUND INFORMATION TAKEN FROM LOCAL GIS DATE. AERIAL IMAGERY AND/OR CLIENT PROVIDED INFORMATION, EASEMENTS, STREAMS AND ROADS ARE APPROXIMATE IN NATURE. FOLLOW UP INVESTIGATION WITH STATE AND LOCAL AUTHORITIES AND/OR WITH CERTIFIED SURVEY MAP DATA WHEN AVAILABLE IS REQUIRED.

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REVISIONS

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2	06.22.2026	ACM
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4	09.25.2026	ACM
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6		

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PROJECT MANAGER: D. FLANIGAN
DESIGNER: G. STRAUB
INTERIOR DESIGNER: -------
DRAWN BY: ACM
EXPEDITOR: -------
SUPERVISOR: -------
PRELIMINARY NO: P25244
CONTRACT NO: -------
DATE: 03.04.2026
SHEET: C1.0

OPTION 2







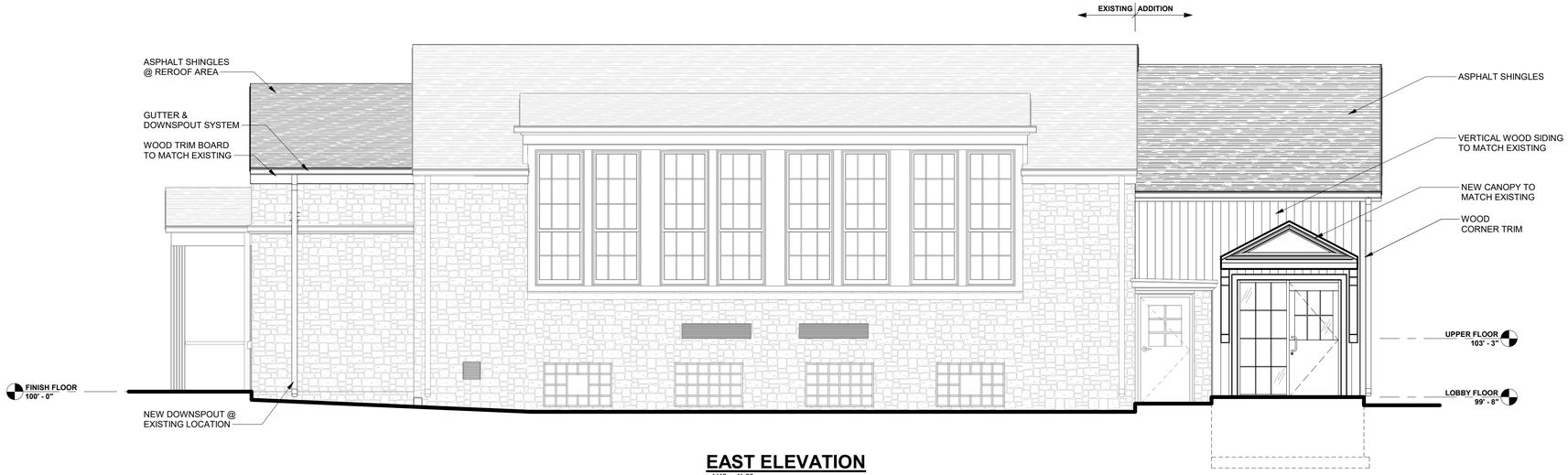
OPTION 2

VILLAGE OF EPHRAIM

EPHRAIM, WISCONSIN

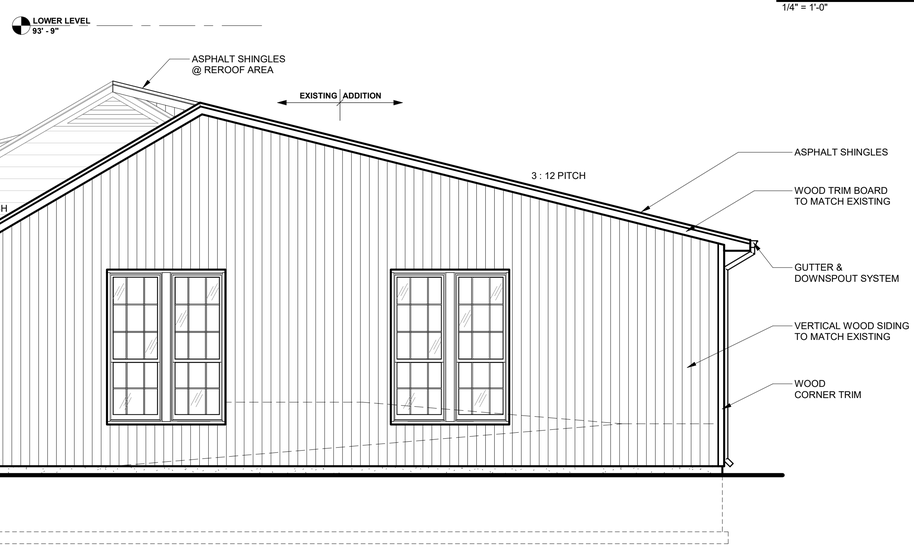
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CONCEPT ONLY

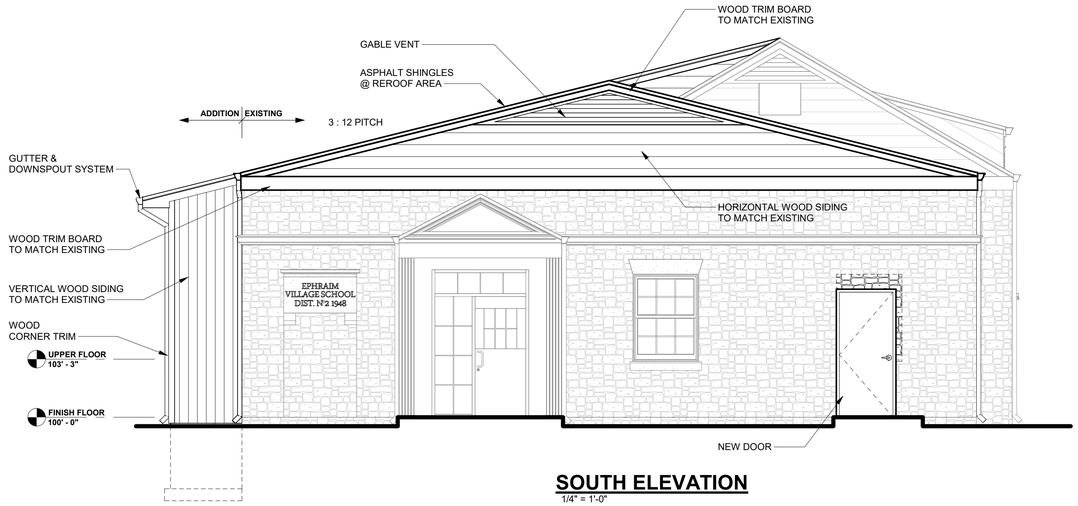


EAST ELEVATION
1/4" = 1'-0"

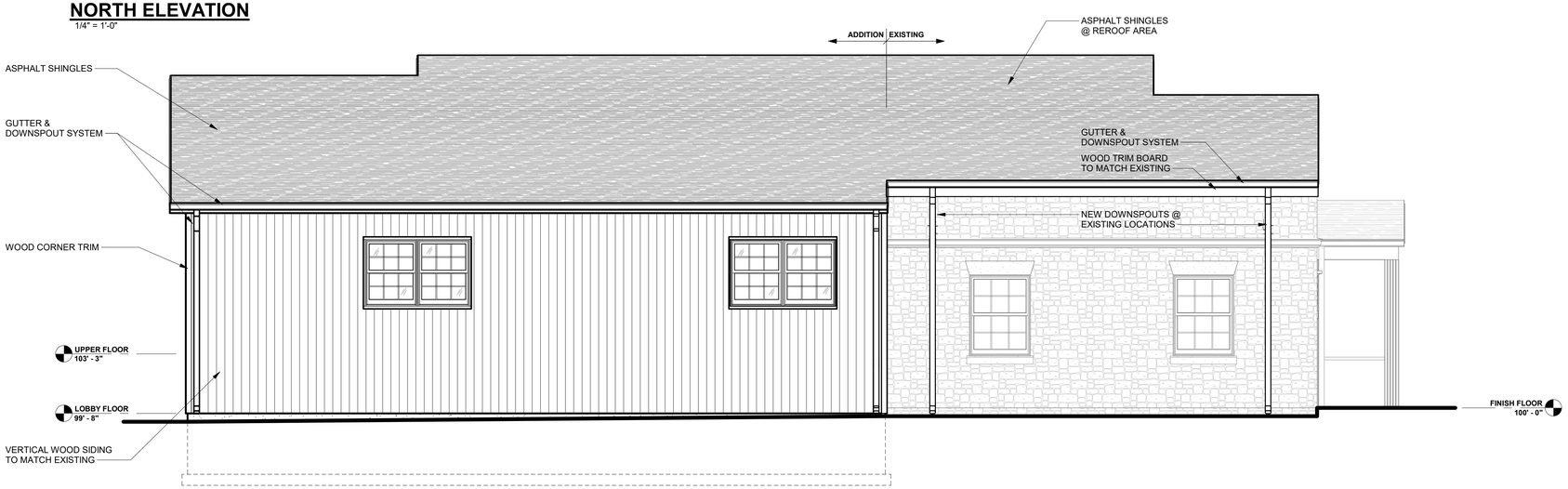
DOOR & WINDOW VALUES		
WINDOWS:	U VALUE	0.--
	SHGC	0.--
	VT	0.--
DOORS: (SWINGING)	U VALUE	0.38
O.H. DOORS: (NON-SWINGING)	U VALUE	0.11
DOORS: (>50% GLAZING)	U VALUE	0.--
	SHGC	0.--
	VT	0.--



NORTH ELEVATION
1/4" = 1'-0"



SOUTH ELEVATION
1/4" = 1'-0"



WEST ELEVATION
1/4" = 1'-0"

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Wausau, WI 54401
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PROPOSED FOR:
VILLAGE OF EPHRAIM
10005 NORWAY ST N
EPHRAIM, WISCONSIN 54211

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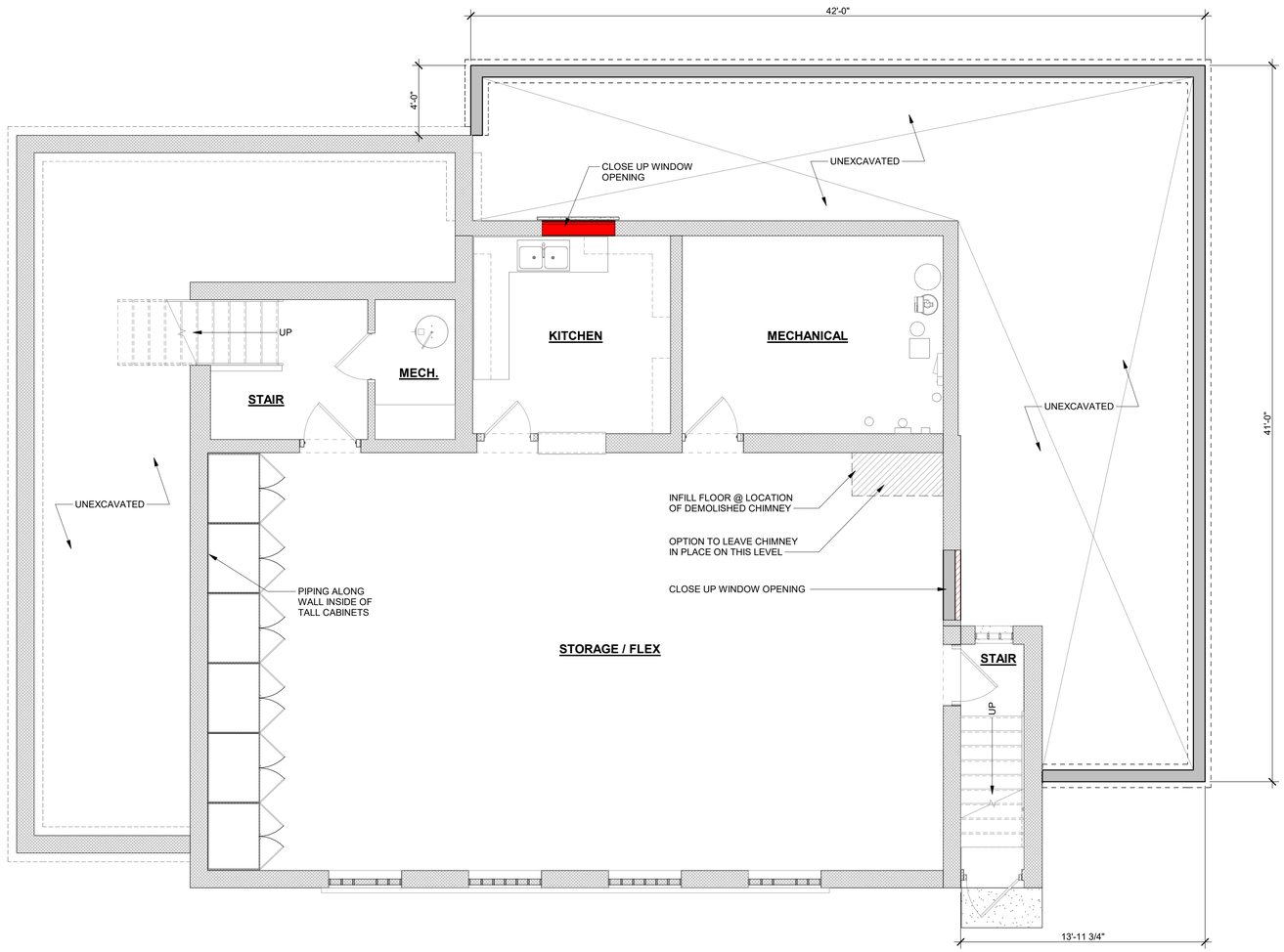
REVISIONS

1	04.29.2026	ACM
2	06.22.2026	ACM
3	09.04.2026	ACM
4	09.25.2026	ACM
5		
6		

PRELIMINARY - NOT FOR CONSTRUCTION

PROJECT MANAGER: D. FLANIGAN
DESIGNER: G. STRAUB
INTERIOR DESIGNER: -------
DRAWN BY: ACM
EXPEDITOR: -------
SUPERVISOR: -------
PRELIMINARY NO: P25244
CONTRACT NO: -------
DATE: 03.04.2026
SHEET: A2.0

OPTION 2



WALL KEY

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

NORTH

BASEMENT FLOOR PLAN

1/4" = 1'-0"

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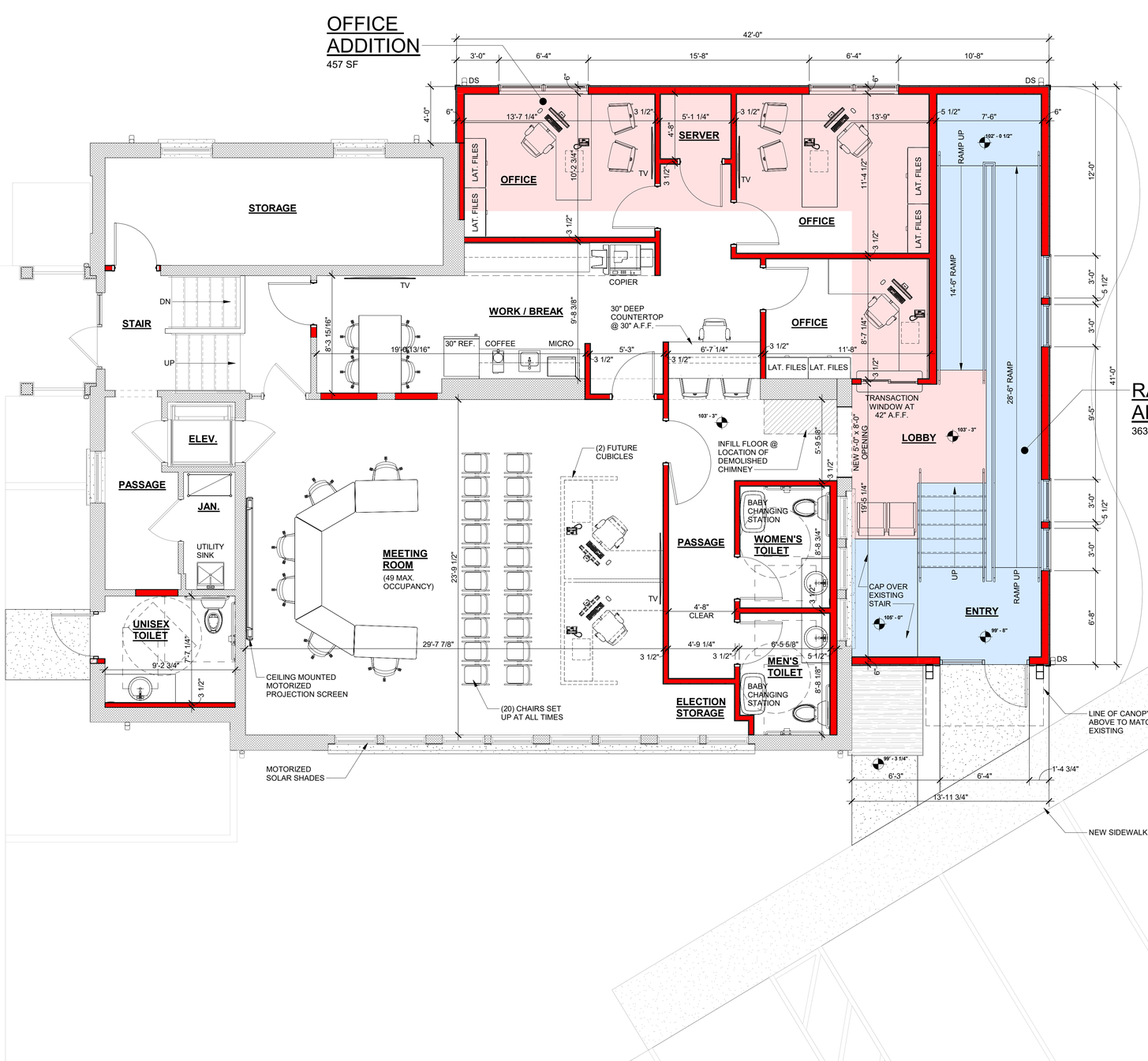
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SHEET: A1.1

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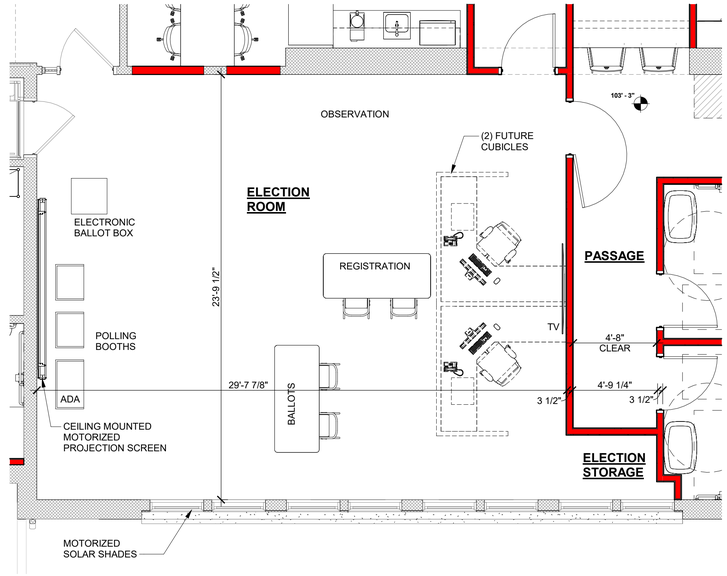
OPTION 2



NORTH

FIRST FLOOR PLAN
1/4" = 1'-0"

RAMP ADDITION
363 SF



NORTH

ALTERNATE FIRST FLOOR PLAN LAYOUT
1/4" = 1'-0"

WALL KEY

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SHEET: A1.0

OPTION 2