



President's Notes.... Dr. Michael McCutcheon:

As we wrap up 2023, I would like to share with you our accomplishments to date.

The Board has been engaged in an ongoing conversation with the Door County Tourism Zone Commission regarding the methodology of the 70% room tax distribution.

My thanks to Carly Mulliken for chairing the Community Protection Committee, Matt Meacham for chairing the Physical Facilities Committee, Tim Nelson for chairing the Marinas and Moorings Committee, Ken Nelson for chairing the Historic Preservation Committee, and Karen McMurtry for chairing the Wastewater Committee.

Our thanks to Justin MacDonald and Jake Bastian for keeping the Village looking good and to Brad Rasmusson and Dan Oakley for well, keeping things flowing.

The Board is balancing the goals of ensuring that Ephraim progresses while keeping Ephraim, Ephraim. In this regard, we need your involvement in the Plan and Historic Preservation Committees.

We are fortunate to have the best, most competent administrative staff in the county. My thanks to Brent Bristol, Andrea Collak, and Kim Roberts for supporting all of us who work to keep our Village unique and beautiful.

Dr. Mike



Village Snow Removal

Greetings! As we move into the winter season, a couple of reminders regarding snow removal from the Maintenance Department:

1. Please do not place garbage cans in the public roadway.
2. Please find alternative parking during winter weather events that is not in a public roadway. This hinders the snow removal process.
3. Please do not deposit snow in Village right-of-way's when shoveling, snowplowing, or snow blowing your driveway.

During snow events the Maintenance Department and the Village Contractor will work to clear the streets as quickly as possible. At times this may only be one pass down your roadway during large snow events. Once the event is over, we will clear the roadway to the edge of blacktop on both sides. Salting or sanding will be done once snow has finished falling to allow for maximum effectiveness.

Justin MacDonald, Maintenance Manager

In this Issue:

- Village of Ephraim 2024 Budget.
- Vision Triangles.
- Recycling and Brush Site.
- Election Dates.



- Elected & Appointed Officials.
- Committee News.
- Safety Reminders.
- Burn Permits.
- Important Voting Information.



Photo Credit: Brad Rasmusson

2024 Village of Ephraim Budget

Income	2023 ESTIMATED	2023 BUDGET	2024 Proposed	Percent of Change
Taxes	\$ 1,755,865	\$ 1,755,865	\$ 1,842,683	4.9%
INTERGOVERNMENTAL SERVICES	\$ 64,897	\$ 64,897	\$ 64,897	0.0%
LICENSES AND PERMITS	\$ 18,028	\$ 18,028	\$ 23,028	27.7%
PUBLIC CHARGES	\$ 2,000	\$ 2,000	\$ 2,000	0.0%
INTERGOVERNMENTAL CHARGES	\$ 12,000	\$ 12,000	\$ 19,900	65.8%
MISCELLANEOUS	\$ 49,000	\$ 49,000	\$ 109,000	122.4%
FUND BALANCE APPLIED	\$ 35,000	\$ 35,000	\$ 95,000	171.4%
Totals	\$ 1,936,790	\$ 1,936,790	\$ 2,156,508	11.3%

Expenses	2023 ESTIMATED	2023 BUDGET	2024 Proposed	Percent of Change
GENERAL GOVERNMENT	\$ 378,058	\$ 378,058	\$ 465,226	23.1%
PROTECTIVE SERVICES	\$ 202,691	\$ 202,691	\$ 210,196	3.7%
PUBLIC WORKS	\$ 316,416	\$ 316,416	\$ 381,103	20.4%
CULTURE/RECREATION	\$ 33,050	\$ 33,050	\$ 34,100	3.2%
CONSERVATION/DEVELOPMENT	\$ 67,251	\$ 67,251	\$ 68,810	2.3%
DEBT PRINCIPAL & INTEREST	\$ 346,669	\$ 346,669	\$ 346,419	-0.1%
CAPITAL OUTLAY	\$ 45,000	\$ 45,000	\$ 43,000	-4.4%
CAPITAL RESERVE	\$ 137,655	\$ 137,655	\$ 137,655	0.0%
ROOM TAX HELD IN RESERVE	\$ 260,000	\$ 260,000	\$ 320,000	23.1%
PRAT HELD IN RESERVE	\$ 150,000	\$ 150,000	\$ 150,000	0.0%
Totals	\$ 1,936,790	\$ 1,936,790	\$ 2,156,508	11.3%

General Property Taxes	\$	1,336,375.31
Assessed Valuation	\$ 353,243,500	\$ 353,538,000
Assessment Rate per \$1,000	\$ 3.71	\$ 3.78
		1.925%

	Fund Balance 1/1/2022	Fund Balance 12/31/2022	Fund Balance 1/1/2023	Estimated Fund Balance 12/31/2023
Estimated Fund Balance				
General Fund	2,160,371	2,483,897	2,483,897	2,483,897
Special Revenue Fund - Water	20,275	19,327	19,327	19,327
Special Revenue Fund - Coastal	303,251	338,912	338,912	338,912
Total Governmental Funds	\$ 2,483,897	\$ 2,842,136	\$ 2,842,136	\$ 2,842,136

WASTEWATER DEBT RETIREMENT ON THE TAX ROLL

2023 Budget	2024 Proposed	Percent of Change
\$ 128,059.00	\$ 128,059.00	0.00%

2022 Sewer Debt on taxes - flat rate per parcel:	2023 Charge	2024 Charge
Sewered properties	\$ 180.11	\$ 180.11
Nonsewered properties	\$ 31.12	\$ 31.12
... for a total of	\$ 128,059.00	

COASTAL MANAGEMENT - not on the tax roll, separate enterprise fund 2023

	Estimated Year End	2023 Budget	2024 Budget
Revenues	\$ 127,000.00	\$ 117,500.00	\$ 121,000.00
Expenses	\$ 90,000.00	\$ 117,500.00	\$ 121,000.00
Postive Cash Projected	\$ 37,000.00	\$ -	\$ -

Village Expenses

GENERAL GOVERNMENT	\$	465,226	22%
PROTECTIVE SERVICES	\$	210,196	10%
PUBLIC WORKS	\$	381,103	18%
CULTURE/REC	\$	34,100	2%
CONSERVAT / DEVELOPMENT	\$	68,810	3%
DEBT	\$	346,419	16%
CAPITAL	\$	180,655	8%
ANNUAL ROOM TAX HELD	\$	320,000	15%
ANNUAL PRAT HELD	\$	150,000	7%
TOTAL	\$	2,156,508	100%

Who is Responsible for Trees in the Right-of-Way?

Wisconsin State Statute §86.03(1) addresses who is responsible. "Removal of fallen trees: If any tree falls from adjacent land into any highway, the owner or occupant of the land shall immediately remove the tree from the highway."

In the event that the tree falls into the road, the Village along with the County will do their best to clear it out of the roadway so that it does not impede traffic. However, it is the responsibility of the property owner to clean up debris and remnants.

If you have questions, please call the office at 920-854-5501.



VILLAGE OF EPHRAIM 2023-24

ELECTED & APPOINTED OFFICIALS

VILLAGE BOARD

Mike McCutcheon - President

Matt Meacham

Carly Mulliken

Ken Nelson

Tim Nelson

Airport Committee

Martin Franke - Chair
Gary Glojek
Tim Halbrook

Green Tier Ad-Hoc Committee:

Cindy Nelson - Chair
Jeff Lutsey
Jeff O'Keefe
Lane Methner
Mike McCutcheon
Bruce Nelson

Marinas & Moorings Committee

Tim Nelson - Chair
John Held
Bruce Nelson
Bob Plansky
BD Thorp

Wastewater Committee

Karen McMurtry - Chair
Dennis Jewell
Mike McCutcheon
Bruce Nelson
Jim Peterman

Board of Appeals:

Karen McMurtry - Chair
Fred Bridenhagen
Debbie Eckert
Sarah Glenn
Laird Hart
Keith Krist
Steve Sauter

Historic Preservation Committee:

Ken Nelson - Chair
Marilyn Cushing
Kathy Pentler
Amy Russell
Cody Schreck

Physical Facilities Committee

Matt Meacham - Chair
Fred Bridenhagen
Paul Flottman
Jim Peterman
Diane Taillon

Community Protection Committee:

Carly Mulliken - Chair
John Cox
Tad Dukehart
Laird Hart
Keith Krist

Library Committee

Cindy Nelson - Chair
Windsor McCutcheon
Grace Held
Susie Samson
Mary Wilson

Plan Committee

Mike McCutcheon - Chair
Andy Bartelt
Grace Held
Monique McClean
Ken Nelson
Susie Samson
BD Thorp

Interested in serving on a Village Committee?

Please contact the Village office at (920) 854-5501 or office@ephrain.wi.gov

Committee Meetings:

All committee meetings are held at the Village Hall (9996 Water St.) and via teleconference. All meetings are open to the public with exception of Closed Session meetings.

Monthly Meeting Schedule:

- Ephraim Board of Trustees meets on the 2nd Tuesday of each month at 7:00 PM.
- Wastewater Committee meets on the 1st Monday of each month at 9:00 AM.
- Physical Facilities & Utilities Committee meets on the 1st Tuesday of each month at 8:00 AM.
- Marinas and Moorings Committee meets on the 1st Wednesday of each month at 8:00 AM.
- Green Tier Committee meets on the 1st Thursday of each month at 8:00 AM.
- Community Protection Committee meets on the 1st Thursday of each month at 3:30 PM.
- Historic Preservation Committee meets on the 4th Tuesday of each month at 6:30 PM.
- Plan Committee meets on the 4th Tuesday of each month at 7:00 PM.

Contacts for Emergencies:

In the event of any emergencies in the Village which include power lines down, vehicles leaking fluids, fluid spills, car accidents, or smoke in an area from an unknown source, please dial 911. This will be the fastest way to have the correct emergency responders respond to an incident.

For trees across roads you can contact the Village Office Monday thru Friday, 8 AM - 4 PM at 920-854-5501. For instances outside business hours, please contact the Door County Sheriff's Office Non-Emergency number at 920-746-2400 and press Zero to speak with an On-Duty Dispatcher. They will gather your information and then contact the appropriate Village representative.

Justin MacDonald,

Fire Chief / Maintenance Manager

jmacdonald@ephrain.wi.gov

Recycling and Brush Dump Site:

The Ephraim Recycling and Brush Dump is located at 10285 Townline Road and is open 24 – 7, year-round for Village of Ephraim residents.

Please no commercial use; including contractors hired by residents for brush or recycling.

Residents may dispose of their yard brush at this location, anytime from April through November.

GUIDELINES FOR RECYCLING:

- All recyclable items shall be put in the same bin, this is called "single stream".
- Recyclable items includes glass, plastic, aluminum, paper, and cardboard.
- Please clean your recyclable bottles and cans and be sure to leave the covers off.
- Unsure if it is recyclable? Be sure that the item displays the recycling triangle. (Example: Carpet = no symbol, therefore it is not recyclable.)
- PLEASE NO GARBAGE!
- The only place recycling should be placed is in the dumpsters—PLEASE DO NOT LEAVE ANY RECYCLING ANYWHERE BUT INSIDE THE BINS.



Safety Reminders:

Greetings, as we move into the colder months of the year a couple reminders for home heating safety from the Fire Department:

1. If you're using your fireplace, make sure it has been inspected by a professional and only burn dry wood.
2. Have your furnace inspected and serviced.
3. During heavy snowfall check your vent pipes for your furnace to make sure they are not covered with snow.
4. Maintain working smoke and carbon monoxide detectors on every level of your home.
5. If you are using a space heater for small areas maintain a 3-foot clearance around all sides and have it directly plugged into a wall outlet.
6. Extension cords should not be used for any heating applications.

Justin MacDonald, Fire Chief

Recycling DOs & DON'Ts



Paper, Cardboard

- * Clean
- * Flattened



Mail, mixed paper, and catalogs



Boxboard, cereal boxes, frozen food boxes



Corrugated cardboard (flattened)

Plastic, Glass, & Metal

- * Rinsed,
- * Not flattened
- * No caps or lids



Plastic tubs



Plastic jugs



Aluminum cans



Clean metal food cans



Glass jars & bottles



Pots & pans, scrap metal



Paper Cartons - Milk cartons and juice boxes

NOT Recyclable

- * also: no "tanglers" like wire and hose



Styrofoam containers, styrofoam peanuts or packing



Batteries or electronics



Light bulbs, drinking glasses, other glassware



For questions regarding local recycling best practices, contact Going Garbage:

www.goinggarbage.com



Holding Tank Pump-outs/ Septic Inspection & Pump-outs :

Holding and septic tank pump-outs are available for Ephraim residents only. The Ephraim Treatment Plant personnel can schedule a convenient time to pump-out your holding tank, septic tank, or perform your septic inspection. The office can be reached at 920-854-4991.

Water Testing:

Water testing meets all State requirements and is available to anyone; a fee will be determined at the time of scheduling and is based on what tests you request. Water testing kits are available at the Ephraim Treatment Plant 24/7 located at 10285 Town Line Drive. Instructions and forms can be found on the Village website:

<https://ephrain.wi.gov/wellwater-testing/>

Wastewater Plant News:

Please inform your guests that there is no such thing as a flushable wipe. Any type of wipe can build up and cause blockages and expensive repairs in your grinder station, sewer lateral or septic system. Dispose of all wipes (regardless of the packaging labels) and feminine hygiene products in the appropriate trash container.

Sewer Bills:

Village of Ephraim sewer bills are mailed the first week of April, July, October and the third week of December. They are due 30 days from the date of billing.



Photo Credit: Tad Dukehart

Premier Resort Area Tax:

Premier Resort Area Tax "PRAT" became effective **January 1, 2022.**

Those businesses that may be or think they may be subject to PRAT should contact WI DOR. The Village Administration Office is not responsible for telling a business if they will or will not be subject to the tax.

SHORT-TERM RENTAL HOSTS WHO UTILIZE MARKETPLACE PROVIDER SITES (Airbnb, VRBO, etc.):

- **Applicable Lodging taxes effective January 1, 2022 – 14%:** State Sales Tax (5.0% WI Sales and Use + .5% County Sales and Use), Local Room Tax 8.0%, and PRAT (Village of Ephraim .5%)
- It is the host/property owner's responsibility to check the lodging taxes generated for all online listings.

Here's who to contact if you have questions:

Wisconsin Department of Revenue:

Department of Revenue Customer Service:
608-266-2776

E-Mail: dorbusiness@wisconsin.gov

Village of Ephraim Community Portal:

The Village of Ephraim is now able to accept online payments for sewer bills and pump-out invoices. You can register by going to:

<https://ephrainwi.ourcommunityconnect.com/>

Once on the website, you will need your customer number, invoice number and invoice amount (all of which can be found on your sewer bill or by calling the Village office at 920-854-5501). You can then choose to receive your sewer statement by email or you can log on to the portal to make a payment. Please note that there is a convenience fee for making a payment on the portal.

Subscribe to updates:

Missed a notification about a hearing, news post, or Village Board agenda? Good news! Anyone can subscribe to receive automatic email updates from the Village. To sign up, visit our website:

<https://ephrain.wi.gov/subscribe-to-updates/>

Plan Committee:

During the noon working sessions, the Plan Committee continued its work reviewing current Village ordinances and revising them when necessary. We started the review of home designs for the development off Town Line Drive as well as those in the Norwegian Woods development.

A review of the current ordinance regarding construction parking was initiated. The ordinance related to building in the Protected Waterfront Zoning district is also being reviewed.

We are indebted to Brent Bristol for his working knowledge of Village ordinances. Together we work hard to balance keeping Ephraim, Ephraim while allowing new homes to be built and existing homes to be upgraded.

Dr. Michael McCutcheon, Committee Chair

Marinas and Moorings Committee:

The Village Marina operations concluded as scheduled on October 15. The following mild weather provided good conditions for planned changes to the decking on the floating "EL Pier" on the south end of the Firehouse Marina facility. That work led to unplanned but necessary protection of the electrical wires within the pier which, along with re-setting cleats and power pedestals, will be completed over the winter, high and dry on the parking lot.

The middle of November saw another flurry of activity on the Firehouse Marina parking lot. The corner of sidewalk and asphalt near the launch ramp was removed and replaced with concrete, to better support heavy equipment. All are welcomed to stop and check out the (nearly) finished product; it can be walked on, but please heed the parking barriers, to protect the new concrete while it cures and hardens.

Under the off-season guise of hibernation, the M&M Committee will meet as usual over the winter months, preparing for the 2024 season.

Tim Nelson, Committee Chair

Historic Preservation Committee (HPC):

Since our last Ephraim Newsletter, we have added two new members to HPC. Cody Schreck, Executive Director of the Ephraim Historical Foundation "EHF" and Kathy Pentler, past president and current Board Member of the EHF. We are now well represented with members from the EHF.

We have continued development in our Historic District. Having the opportunity to review these projects using the guidelines in the Historic District Ordinance helps us to maintain the "Ephraim Look" while accommodating new improvements, businesses, and residences.

We are currently reviewing the proposed EHF Historic Marker Program. The objective is to recognize our historic buildings.

Ken Nelson, Committee Chair

Community Protection Committee (CPC):

I want to start this edition of the Community Protections Committee newsletter by thanking long time member Dan Shannon for his service. He's been a member of our committee since 2017. He was a valued member and we wish him all the best in his well deserved time away from Village business! In Dan's vacancy, I want to welcome Laird Hart to the committee. We look forward to working with Laird to tackle committee matters with his added perspective and ideas.

Since our last update, we were excited to have Thad Ash from Door County Highway Department join us in order to discuss speed limit adjustments and road signage. Additionally, Justin MacDonald, and his small but mighty team, were able to start testing the Village's portable speed board in various locations. We received positive feedback on its impact on drawing driver's attention to speed limits in our Village. Finally, a CPC update would not be complete without reminding everyone of our amazing Fire Department led by Justin and made up of 21 volunteer members. Latest stats include 59 fire calls and 48 EMS calls so far this year.

On behalf of the CPC, we wish everyone a safe and happy New Year!

Carly Mulliken, Committee Chair

Village of Ephraim Short-Term Rental "STR"

Ordinance:

*****License Required: No owner shall allow property under their ownership or control to be used as an STR without obtaining and maintaining a Village of Ephraim license.*****

NOTICE: Ordinance No. 04-2022 became effective on January 1, 2023. The Village of Ephraim STR license will be renewed annually, on or before November 30 of each year.

If your property meets the definition of a short-term rental and has been issued, or would otherwise be subject to a State of Wisconsin Department of Agriculture, Trade, and Consumer Protection (DATCP) Tourist Rooming House License (TRH), your property will be required to obtain a Village of Ephraim STR license.

Fee Schedule: Initial Licensing Fee \$200 - Late fee \$150 - Renewal \$150

For more information on licensing, please contact Kim at office@ephraim.wi.gov

Reminder: All parking for Short-Term Rentals "STRs" shall be on property per Ephraim Code of Ordinances. There should be no street parking.

Have a Complaint about a Village of Ephraim Short-Term Rental (STR)?

Please allow the owner or the designated agent the opportunity to rectify the issue. You can use the contact information provided to you via the neighbor notification letter (if the property is in a residential district). If the issue(s) continue, please reach out to the Village of Ephraim to document the matter. Complaints made to the Village of Ephraim must be in writing (no phone calls will be accepted). Written correspondence will allow the Village to maintain a written, accurate record. All communication must be submitted via email and should be directed to bbristol@ephraim.wi.gov
IN AN EMERGENCY, CALL 911.

You can also report a complaint to the State of Wisconsin Department of Agriculture Trade and Consumer Protection by calling 608-224-2714 or emailing datcpfoodcomplaintemergencyresponse@wi.gov

Parking Within the Village:

The Ephraim Fire Department provides fire and emergency protection services within the Village of Ephraim. For first responders to do their job effectively, they need access to the areas where incidents may occur which requires unobstructed roadways to reduce community risk.

In many areas of the Village, due to car and trailer parking, emergency vehicles have been challenged by obstructed roadways. This could delay response time and create safety issues in the future, if not addressed. Village Fire Chief MacDonald stresses that emergency vehicles need to be able to access roadways to travel to their destination as well as when they arrive at their destination, they need to be able to get close enough to any building to effectively deploy essential emergency services.

We ask that you partner in keeping our roads accessible. Short Term Rental "STR" property owners should take the time and review the Village STR ordinance and communicate in advance with all of their guests that it is **NOT** permissible to park cars or trailers on Village streets. All guests must park on-site in the parking spots indicated on the site plan submitted to the Village of Ephraim with their STR application.

If you or your guest(s) are using Village of Ephraim marina facilities (paying to launch their boat or have a transient dock reservation) the Village does offer options for trailer parking. Your guests can obtain this information directly from marina staff when they launch their boats or check in for their transient slips.

Planning a Building or Remodeling Project?

Structures built without an approved permit are subject to a **5X** the penalty fee per day and you may be required to remove the un-permitted item. Please consult with the Zoning Administrator before you build at 920-854-5501 or bbristol@ephraim.wi.gov



Green Tier Ad Hoc Committee:

The Village of Ephraim officially became a Green Tier community in 2019. The impetus behind this committee is to support the other village committees in pursuing sustainable and environmentally sound practices.

Our village staff has moved away from coal tar products when repaving parking lots and we look forward to spreading the word throughout our community. Coal tar products have known carcinogens so when thinking of repaving your driveway, make sure it is NOT a coal tar based product.

We are members of the Green Tier Summit, which meets twice a year. This group includes all of Door County Green Tier communities as we look at what we might accomplish collaboratively rather than as individual communities. Projects ahead include water filling stations, electric vehicle charging stations, composting and plastic reduction.

This was our fourth year of participating in the Door County Big Plant - giving away 500 seedlings to date.

Cindy Nelson, Committee Chair

Ephraim Library Committee:

My oh My! So much to discover at the Ephraim Library!! Movies, crafts, large print, eBooks, books on tape, puzzles, a 3D printer and more! Stop in and discover what you are missing!!

The Ephraim Library Committee, consisting of Suzanne Ihrig (librarian and secretary), Windsor McCutcheon (treasurer), Mary Wilson, Grace Held, Susie Sampson and Cindy Nelson (chair) had an exciting past six months. The 2023 traditional Fyrbal Book Sale was another resounding success. The library's open house during Christmas in the Village generated much interest with many people dropping by to enjoy a cup of apple cider and cookies, listen to the music of Dr. Gary Ciepluch on Clarinet and Kaira Rouer on flute, and collect holiday crafts and books.

As in other years, we helped with Child's Play, the Ephraim Historical Foundation summer program. We also initiated a Story Walk along the harbor. Well received by visitors and locals alike, we highlighted two different books that people could read as they walked along our beautiful shoreline. It was also our first time participating in the Sister Bay Derby races as we sponsored the "Ephraim Book Mobile," driven by Kiel Larsen.

Cindy Nelson, Committee Chair

Village of Ephraim Sewer Rate Increase:

On November 14, 2023, the Village of Ephraim Board of Trustees approved the 2024 Fee Schedule. In turn, the Village of Ephraim announced a 7% increase in sewer rates commencing January 1, 2024. There will also be an increase to resident holding tank pump out fees as well as hauler fees.

- Municipal Sewer Rates \$124 Per REU/ Quarter
- Resident Pump out \$101.00 Per Holding Tank Pump out for Village Taxpayers.

Municipal sewer is operated whereby rates are set to generate sufficient revenue to cover the budgeted expenses for sewer systems. The increase in sewer rates is necessary due to increasing operating expenses for the municipality's aging sewer infrastructure and to meet current expenses, debt, and upgrades to an aging system.

Physical Facilities & Utilities Committee (PFUC):

As chair of Physical Facilities & Utilities Committee "PFU" I would like to start out by wishing everyone a Merry Christmas!

I am thankful for the individuals I serve with on the PFU committee. They bring many talents and view's that make the committee function smoothly while improving it.

Justin MacDonald and Jake Bastian have been a pleasure to work with and the committee appreciates them.

As for future projects , we are working on Christmas decorations to complement what we currently have in the village.

Lastly I would like to thank Brent, Andrea and Kim for all the behind the scenes work they do for PFUC.

Matt Meacham, Committee Chair

Burn Permits:

Per Chapter 5 of the Ephraim Code of Ordinances the Village Fire Chief issues burn permits.

No burning shall occur until the Fire Chief has issued a permit.

Burn permits are issued for the following:

1. Brush piles and wooden construction debris under certain conditions.

Prohibited types of burning within the Village:

1. Garbage
2. Asphalt and roofing materials.
3. Waste oil or other oily wastes.
4. Painted or treated wood including composite wood products.
5. All plastic or rubber products.
6. Leaf piles.

To obtain a burn permit, please contact Justin MacDonald, Village Fire Chief:

Cell: 920-495-0039

Email: jmacdonald@ephrain.wi.gov



Photo Credit: Tad Dukehart

Capital Projects:

Anderson Dock: The Village Board determined that concrete exploratory borings of Anderson Dock were required to obtain information regarding the thickness, stability, and ascertain the base components of the concrete. With this essential information in hand, the Board can determine the best route to proceed; overlay over the existing decking or remove the existing concrete and pour new.

The coring work took place in mid-November. The Village expects to have the analysis report in time to review prior to the January 2024 meeting of the Village Board.

Clerk's Corner:

Tax bills are mailed the beginning of December. The 1st half of your property tax bill is due by **January 31**. The 2nd half of your property tax payment is due **July 31**.

Make your check payable to: **Door County Treasurer**

Mail or deliver your check to: **Door County Treasurer, 421 Nebraska St, Sturgeon Bay, WI 54235**

There will be important need to know information within the tax bill insert, please be sure to review.

Andrea Collak, Clerk/Treasurer



Photo Credit: Tad Dukehart

Village Hall Rentals:

The Village of Ephraim offers daily rentals of the Ephraim Village Hall for your function. For more information email: office@ephrain.wi.gov



Building Inspector:

The Village of Ephraim works with Brett Guilette of Inspection Specialists to provide building inspection services:

Inspection Specialists of Northeast Wisconsin

Brett Guilette - 920-495-3232

Brettg.isllc@gmail.com

Website: <https://www.inspectionspecialistsllc.com/>

Please refer to the Village website to review Ephraim Zoning Code ([Chapter 17](#)), Ephraim Building Code ([Chapter 14](#)) and the [2024 Fee Schedule](#).

Future Election Dates:

- **February 20, 2024: Spring Primary**
 - *The Spring Primary Election on February 20, 2024 will only be held in the Village of Ephraim if necessary.*
- **April 2, 2024: Spring Election**
- **August 13, 2024: Partisan Primary**
- **November 5, 2024: General Election**

Polling Location:

Village of Ephraim residents vote at the Village Administrative Office located at 10005 Norway Street, Ephraim WI 54211. Wisconsin municipalities have uniform polling hours beginning at 7:00 AM until 8:00 PM.

Voter Registration:

There are four important elections dates coming up in 2024. Are you registration ready for the next election? If you are unsure about your registration status, please review the following questions to help you get on the right path.

- Has your name changed since the last time you voted?
- Has your address changed since the last time you voted?
- Has it been more than four years since you last voted?

If you answered yes to any of the above, you may need to re-register. Start by visiting <https://myvote.wi.gov/en-us/>

to verify your registration status. If you need to register and Ephraim is your primary residence, you can do so online on <https://myvote.wi.gov/en-us/> or you can stop by the Village Administrative office (10005 Norway Street), Monday through Friday from 8:00 AM to 4:00 PM. Be sure to bring your Driver's License and proof of residence. For more registration information or accepted documents visit <https://elections.wi.gov/>

to register or contact the Village Clerk at acollak@ephraim.wi.gov or 920-854-5501.

Absentee Voting:

There are several ways to request and vote absentee for registered voters. The request must be made no later than **5:00 PM on the Thursday before the election. Photo ID must accompany your application.** Military and permanent overseas voters do not need to provide a photo ID with their request.

Online. You may request an absentee ballot online by visiting <https://myvote.wi.gov/en-us/> and clicking "Vote Absentee".

By Mail. Send your complete and signed Application for Absentee Ballot Application form (EL-121 absentee ballot application) and mail it to your municipal clerk's office. The application must be received no later than 5pm on the Thursday before the election.

By Email: send an email (acollak@ephraim.wi.gov) with a copy of your photo ID attached. If you do not attach Application for Absentee Ballot to your email, please provide the following information in the text of your email:

- Your Full Name
- Voting Address
- Specific election for which you would like a ballot **or** if you are requesting for the calendar year.

Mailing address for the absentee ballot (if different from your voting address)

Deadline for Returning Your Absentee Ballot

Your complete absentee ballot must be delivered no later than 8:00 PM on Election Day. The US Postal Service recommends you mail your absentee ballot one week before Election Day to ensure it arrives in time. You may hand-deliver your absentee ballot to your polling place by 8:00 PM on Election Day.

Permanent Absentee Ballot

Voters who are indefinitely confined, meaning they have a difficult time getting to the polls due to age, illness, infirmity, or disability, may request that a ballot be automatically sent to them for each election. Indefinitely confined voters do not need to provide a photo ID with their absentee ballot request. Voters on the permanent absentee ballot list must vote in each election or they will be dropped from the absentee ballot rolls.

In-Person Absentee Voting: You may vote In-Person Absentee Voting, also known as "Early Voting" – at the Clerk's office beginning the second Monday prior to election day and ending on the Friday before election day. In person absentee voting hours are 8:00 AM until 4:00 PM, Monday – Friday.

Dog Licenses:

Dog licenses are required per County Ordinance. Fees are \$5.50/neutered or spayed, and \$15.50 if not. To receive a dog license, you must provide proof of your dog's rabies vaccination information. Please mail payment and the license application to: Village of Ephraim, PO BOX 138, Ephraim, WI 54211. Your dog license will be mailed to you.

Village of Ephraim Dog Licenses Application



Fees: \$5.50 if neutered or spayed, \$15.50 if not

To receive a dog license, you must provide a copy of your dog's rabies vaccination information from your veterinarian.

Make checks payable to: The Village of Ephraim

Mail checks to: PO BOX 138, Ephraim WI 54211

OWNER INFORMATION

NAME OF OWNER:	
EPHRAIM STREET ADDRESS:	
EPHRAIM PO BOX:	
EMAIL:	
PHONE / CELL NUMBER:	

DOG INFORMATION

NAME OF DOG:	
GENDER OF DOG:	<input type="checkbox"/> FEMALE <input type="checkbox"/> MALE
BREED OF DOG:	
COLOR OF DOG:	
IS THE DOG NEUTERED/SPAYED	<input type="checkbox"/> YES <input type="checkbox"/> NO

THIS SECTION IS FOR OFFICE USE ONLY

DATE OF VACCINATION:		EXPIRATION DATE:	
VACCINE MANUFACTURER:			
VACCINE SERIAL #:			
TAGS MAILED ON:			
CLERKS INITIALS:			

CONTACT US

Ephraim Administrative Office

Phone (920) 854-5501

Fax (920) 854-2072

Or visit us on the web at ephraim.wi.gov



E-MAIL ADDRESSES

Administrator/Zoning Administrator– Brent Bristol

bbristol@ephraim.wi.gov

Clerk/Treasurer – Andrea Collak

acollak@ephraim.wi.gov

Deputy Clerk/Utility Clerk – Kim Roberts

office@ephraim.wi.gov

Marina Harbormaster - Brent Bristol

bbristol@ephraim.wi.gov

Fire Department–Non Emergency/ Maintenance Manager - Justin MacDonald

jmacdonald@ephraim.wi.gov

Wastewater Manager OIC – Brad Rasmusson

brasmusson@ephraim.wi.gov

Village Board of Trustees - Dr. McCutcheon, Matt Meacham, Carly Mulliken, Ken Nelson, and Tim Nelson

info@ephraim.wi.gov

Village of Ephraim

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