

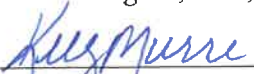
**TOWN OF GIBRALTAR  
 REGULAR MONTHLY MEETING  
 WITH CLOSED SESSION  
 PER WISCONSIN STATE STATUTES 19.85(1) (c)  
 WEDNESDAY, SEPTEMBER 1, 2021  
 GIBRALTAR TOWN CENTER  
 4097 HIGHWAY 42, FISH CREEK WI 54212  
 7:00 PM**

To mitigate the impact of COVID-19 this meeting can be attended remotely.  
 To join via phone: Call 1-312-626-6799  
 To join via Zoom meeting:  
[www.zoom.us](http://www.zoom.us)  
 Meeting ID: 890 7981 9811  
 Password: 281122

1. Call to order
2. Pledge of Allegiance
3. Roll call/quorum
4. Agenda/proper notice/adopt agenda D/A
5. Approve minutes of previous meeting(s) D/A
6. Special Order of Business: Introduce/Swear In- Town Treasurer: Theresa Cain-Bieri D/A
7. Committee reports
8. Public comment
9. Remove from the Table: 2021-2022 Airport Snow Removal Proposal D/A
10. 2021-2022 Airport Snow Removal Proposal D/A
11. Plan Commission Conditional Use Permit Recommendation: Laura Estes, John and Vanessa Cannon (Cherry Hut) to Establish a Greenhouse D/A
12. Formation of Budget Review Committee D/
13. Consider/Approve Ordinance to Enforce State Pier Regulations D/A
14. Consider/Approve Ordinance 2021-07 Regulating Short-term Rentals D/A
15. Consider/Approve Short Term Rental License/ Fee Schedule D/A
16. Consider/Approve Business License Policy D/A
17. Consider/Approve Business License Fee Schedule D/A
18. Approve Ordinance 2021-09 to Ban Certain Noxious Weeds and Terrestrial Invasive Plants D/
19. Special Assessment Methodology Direction D/A
20. Wooden Directional Sign Policy D/A
21. I-Pad Pilot Program Proposal D/
22. Add On: Special Event Request – Visit Fish Creek Jack-o-Lantern Days D/A
23. Add On: Special Event Request – Door County Fall 50 D/A
24. Add On: Parks and Lands Term Appointment D/A
25. Add On: Plan Commission Term Appointment D/A
26. Payment of Bills D/A
27. Adjourn to closed session according to Wisconsin State Statutes 19.85(1) (c) D/A
  - ✦ Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Employee Policy D/A
21. Reconvene to open session pursuant to State Statute 19.85(2) to take any action(s) or adopt resolution on issues discussed in closed session D/A
22. Approve action(s) taken in closed session(s) D/A
23. Adjourn D/A

/s/ Steve Sohns, Chairman

**DEVIATION IN ORDER MAY OCCUR**

Posted: Aug. 27, 2021, Reposted: Aug. 30, 2021  Kelly Murre, Clerk	<input checked="" type="checkbox"/> Fish Creek Post Office <input checked="" type="checkbox"/> Fish Creek BP <input checked="" type="checkbox"/> Nicolet Bank – Fish Creek Branch <input checked="" type="checkbox"/> Town Website
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*In compliance with the Americans with Disabilities Act, any person needing assistance to participate in this meeting, should contact the Office of the Town Clerk at (920) 868-1714. Notification 24 hours prior to a meeting will enable the Town to make reasonable arrangements to ensure accessibility to that meeting.*

1  
2  
3 TOWN OF GIBRALTAR  
4 PUBLIC HEARING  
5 IN THE MATTER OF STATE AND FEDERAL AID FOR IMPROVEMENTS AT  
6 THE EPHRAIM-GIBRALTAR AIRPORT  
7 WEDNESDAY AUGUST 4, 2021  
8 GIBRALTAR TOWN CENTER  
9 4097 HIGHWAY 42, FISH CREEK WI 54212  
10 6:45 PM

11 **Approved:**

12 **Call to order:** Steve Sohns called the regular meeting to order at 6: 45 p.m.

13 **Roll call/quorum:**

14 Board members present: Steve Sohns, Bill Johnson, and Tim Luetgen.

15 Board member(s) absent: Brian Merkel and Jayson Merkel

16 **Agenda/proper notice/adopt agenda:** Sohns confirmed the agenda had been properly noticed. *Motion:*  
17 *(Johnson, Luetgen) to adopt the agenda as presented. Carried*

18 **Public Hearing in the Matter of State and Federal Aid for Improvements at the Ephraim-Gibraltar**  
19 **Airport:**

20 Sohns reported that this is a procedural housekeeping, to use improvement aid to purchase the snow blower  
21 equipment for the tractor. There is a resolution later, on tonight's Town Board agenda. We need to open the  
22 public hearing, take comments if any, and then close the public hearing.

23  
24 *Motion: (Johnson, Luetgen) to open the public hearing in the Matter of State and Federal Aid for Improvements at the*  
25 *Ephraim-Gibraltar Airport. Carried*

26  
27 Clerk Murre read the project intentions into the record:

28  
29 The character, extent, and kind of improvements desired under the project are as follows: Acquire snow  
30 removal and mowing equipment; Crack seal and sealcoat airfield pavements; Construct hangars; Conduct  
31 wildlife site visit; Conduct Airport Master Plan and Update Airport Layout Plan (ALP); Land acquisition for  
32 hangar area; Reconstruct/Rehabilitate Runway 14/32 & Connecting & Hangar Taxiways & Apron Areas;  
33 Rehabilitate/Replace airfield lighting; Install/Replace Runway 14/32 Precision Approach Path Indicators  
34 (PAPI); Land acquisition in runway approaches; Develop/Expand hangar area; Expand aircraft parking  
35 apron; clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55, and any necessary  
36 related work.

37  
38 Public Comment: Brad Russell, 3393 Hwy 42, inquired how the land acquisition may affect their property.  
39 Marty Franke explained the reason for the update.

40  
41 *Motion: (Johnson, Luetgen) to close the public hearing in the Matter of State and Federal Aid for Improvements at the*  
42 *Ephraim-Gibraltar Airport. Carried*

43  
44 **Adjourn:** *Motion: (Johnson, Luetgen) to adjourn at 6:51 p.m. Carried*

45  
46 Respectfully submitted,

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48 Kelly Murre, Clerk

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**TOWN OF GIBRALTAR  
REGULAR MONTHLY MEETING  
WEDNESDAY AUGUST 4, 2021  
GIBRALTAR TOWN CENTER  
4097 HIGHWAY 42, FISH CREEK WI 54212  
7:00 PM**

**Approved:**

**Call to order:** Steve Sohns called the regular meeting to order at 7: 01 p.m.

**Pledge of Allegiance**

**Roll call/quorum:**

Board members present: Steve Sohns, Bill Johnson, Tim Luetzgen, Brian Merkel, and Jayson Merkel.

Board member(s) absent: None

**Agenda/proper notice/adopt agenda:** Sohns confirmed the agenda had been properly noticed. *Motion: (Johnson, Luetzgen) to adopt the agenda as presented. Carried*

**Approve minutes of previous meeting(s):** *Motion: (Johnson, B. Merkel) to approve the minutes of the regular meeting of July 7, 2021 as awritten. Carried*

*Motion: (Johnson, J. Merkel) to approve the minutes of the July 22, 2021 special meeting, as amended. Carried*

**Committee/Commission Reports**

**Parks & Lands:** Buske reported the Parks and Lands Committee has inspected all the Town Parks w/ exception to Blossomberg Cemetery & Ephraim-Gibraltar Airport Recreation Area. They will meet next week and will be discussing 2022 budget items. Buske thanked the Town maintenance crew and administration staff.

J. Merkel stated the committee walked Fish Creek Park. The Park looks great, and the maintenance crew is doing a great job. He noted the bridges are in terrible shape, a few boards have been replaced after a maintenance person fell through. More needs to be done. It is a safety hazard, and they need to be fixed.

**Fire Department/EMR:** Chief Bertges is excused this evening and provided a written report. Thyssen reported July call volumes are at 51 up by 19. Major incidents include: a bike accident with facial trauma, fire in Egg Harbor, death due to medical, and a fatal accident at Cty A and E. Would like the Board to conduct a study for that intersection to see if additional signage that indicates it is only a 2-way stop would help. He is working with the community liaison.

On Aug. 21<sup>st</sup>, there will be a funeral procession into Blossomberg Cemetery for an active duty Air Force member from Sister Bay.

**Law Enforcement:** Chief Roesch is excused from tonight's meeting for training and provided a written report. July 4<sup>th</sup> was a busy weekend with numerous calls. He spoke with DC Trolley regarding parking issues. Will be testing out Badger Tracs for parking citations this month.

2022 Tahoe order has been placed and 2022 budget submitted.

**VFC:** Karly reported the visitor center had 1512 points of contact in July. Concerts in the park are going well. Transportation survey was passed out to the Board. The Block party is Aug. 22<sup>nd</sup> w/ ribbon cutting at 12:30.

**Airport:** Franke reported the runway lights failed a few weeks ago. The electrician was unable to trouble shoot the electronic circuit. They were able to connect with an electrician from the Green Bay Airport. He needed to replace circuit board and had a used unit that saved the airport a lot of money. His contact information is now on file for future use.

The airport has been allocated another \$32,000 grant.

**Noble House:** Buske reported they are very busy and encourages everyone to come see the exhibit. Staffing is great. They applied for a grant for COVID remediation. Door County Community Foundation will be donating an air purifier. Always s looking for volunteers.

**Watershed:** No report

**Plan Commission:** No report

**Harbor Commission:** No report

**Room Tax:** Weddig reported they reviewed May income. Up 213% over last year. District wide up 65% over 2019. Occupancy was around 43%.

1 **Building Committee:** Stubenvoll reported the committee prioritized budget items for 2022 and discussed  
2 the Chambers Island construction project.

3 **Clerk:** No report

4 **Door County Coastal Byways Council:** Murre reported the DCCB is planning to update their website to  
5 make it phone friendly and more interactive. They have submitted their budget requests and will be looking  
6 for donations to help fund the website upgrade.

7  
8 **Chairman:** Projects are getting wrapped up. Road closure signs have been placed on Cottage Row during the  
9 construction over safety concerns.

10 B. Merkel inquired about the stone and plaque for the beach project. Expressed frustration that the Board  
11 was not included on the verbiage. B. Merkel does not want his name on it and would consider resignation  
12 from the Board if this is not resolved. People should have been contacted. Sohns apologized. He did not  
13 know people did not want their names included.

14 Thyssen pointed out the new bench for the beach. Three composite benches were ordered for the pier.

15  
16 **Public Comment:** Weddig suggested ordering a new plaque.

17 Lynn Mercurio, 3333 Gibraltar Rd. acknowledged that Thyssen introduced himself after she brought forward  
18 her concerns in June. Inquired why there was not a meet and greet of the other candidates.

19  
20 **Agenda Items:**

21  
22 **Ray Slaby Memorial Plaque:** Connie Judd couldn't make this evening's meeting but dropped off the  
23 memorial plaque she had made for Ray Slaby. Chairman Sohns presented it to the Board.

24  
25 **Special Event Request: The Cherry Hut, Falltober Fest, October 1-3, Tent, Music, and Signage:**

26 The Cherry Hut would like to take advantage of the open, fall weekend. Would like to have live music until 9  
27 pm, will bring in Oct. Fest style beers, a pig roast, with a tent and banner/sandwich board. The banner can be  
28 placed up 2 weeks before.

29 *Motion: (Johnson, Luetgen) to approve with music during the day up until 9 PM, with banner, and tents. Carried*

30  
31 **Special Event Request: Peninsula Pacers Fall Challenge Bike Ride, September 18<sup>th</sup>, Use of Clark**

32 **Park, 2 Tents, 4 Port-a-Potties, and Directional Signs:** Brian Fitzgerald presented for the Peninsula  
33 Pacers. The event will be the same as 2019. *Motion: (Johnson, B. Merkel) to approve the Fall Challenge Bike Ride w/  
34 the understanding that he will communicate with Chief Roesch. Carried*

35  
36 **Special Event Request: National MS Society Challenge Walk, September 25-26, Use of Clark Park,**

37 **Tents, Port-a-Potties, and Directional Signs:** Brian Fitzgerald presented for the MS Society. The park will  
38 be used as a staging area. *Motion: (Johnson, J. Merkel) to approve the National MS Challenge Walk. Carried*

39  
40 **Special Event Request: Gibraltar Grill to add a Beer Wagon to End of Summer Party:** Tom Young

41 previously completed a special event request for his end of season party and would like to add a beer wagon.

42 *Motion: (Johnson, J. Merkel) to approve the addition of the beer wagon. Carried*

43  
44 **Special Event Request: Visit Fish Creek, Inside/Outside Days, September 24-26, 2021, pop-up tents, and**

45 **banners:** VFC have changed the name of the event to Inside Outside Days. Would like to add a special concert in  
46 the Park.

47 *Motion: (Johnson, Luetgen) to approve the special event request with the additional concert in Clark Park. Carried*

48  
49 **Approve Door County Tourism Zone Intergovernmental Agreement:** Josh Van Lieshout presented for

50 DCTZC the intergovernmental agreement to increase the room tax to 8%.

51 The municipal contribution is paid up front then refunded from Destination Door County.

52 It would be approximately \$104,000 increase to the Town. Net gain to the Town would be including contributions  
53 to Visit Fish Creek would be \$182,000.

54 Johnson expressed concerns in regards to communication and implementation processes.

1 Marise Redmann has concerns that visitors and guests may feel overly burdened by the increase.  
2 Dave Elliott explained the study that was done and doesn't think that will be an issue.  
3 *Motion: (Johnson, B. Merkel) to approve the intergovernmental agreement and Resolution 2021-04. Carried.*

4  
5 **Approve Ordinance 2021-08 Lodging Tax:** *Motion: (Sohns, Luetzgen) to approve Ordinance 2021-08. Carried.*

6  
7 **White Directional Sign Assignment and Requests:** Staff reviewed the sign requests. The Noble House sign  
8 has 8 placards already. The sign a Cedar street could have up to 5 on the signs.  
9 *Motion: (Johnson, Luetzgen) to recommend 5 placards per corner sign, grandfathering the 8 at Noble Square and to come up with an  
10 equitable solution to review every 2 years. Carried*

11  
12 **Approve Airport Resolution 2021-03 Petitioning the Secretary of Transportation for Airport Improvement**  
13 **Aid:** *Motion: (Johnson, B. Merkel) to approve Airport Resolution 2021-03 petitioning the Secretary of Transportation for Airport  
14 Improvement Aid. Carried*

15  
16 **Approve Agency Agreement and Federal Block Grant Assurances:** *Motion: (Johnson, J. Merkel) to approve the  
17 agency agreement and Federal Block Grant Assurance. Carried*

18  
19 **Approval of Airport Snow Blower Attachment Purchase:** Franke reported the Airport would like to replace  
20 the snow blower. The State will handle the bids and purchase. Budget is \$25,000. *Motion: (Johnson, B. Merkel) to  
21 approve the airport snow blower attachment purchase. Carried.*

22  
23 **2021-2022 Airport Snow Removal:** Jeff Drajesk introduced the proposal.

24 The Town receives Personal Property Tax revenue that doesn't get shared with the Airport or the Village of  
25 Ephraim. They have suggested the Town contribute some of those funds towards airport snowplowing. The  
26 estimated amount received is \$16,500 which is then split with the County, School, and NWTC. Kelly will verify  
27 what percentage the Town keeps.

28 *Motion: (Johnson, Luetzgen) to contribute up to \$3000 to airport snow removal for one year as long as PPT remains in WI. Motion  
29 rescinded by Johnson.*

30 *Motion: (Johnson, Luetzgen) to table for more information. Carried*

31  
32 **Consideration of Re-Petitioning the County to add Miniature Golf to Village Commercial Zoning:**

33 Someone is interested in putting a miniature golf course in the same area as was proposed several years ago by  
34 Doug Butchart. The County previously denied our request to create a new definition for Miniature golf and allow  
35 in Village Commercial Zoning.

36 *Motion: (Johnson, J. Merkel) to forward to the Plan Commission for further consideration of re-petitioning the County. Carried. B.*  
37 *Merkel opposed.*

38  
39 **Approve Ordinance 2021-07 Regulating Short-Term Rentals:** Thyssen reported the Plan Commission created  
40 an ordinance incorporating the business license. Will bring back in September for final approval.

41 *Motion: (Johnson, J. Merkel) to make the changes as discussed and forward to legal. Carried*

42  
43 **Miller Engineers Contract Proposal for Culvert Fish Passage Administration and Funding:** Previously  
44 the Town Board agreed to have Miller Engineers prepare the RFP for the Hwy 42 Box Culvert for \$3000.

45 This contract did not include permitting services, bid administration, construction contract administration,  
46 and construction phase quality control. The total cost for all services is \$26,500.

47 The Plan Commission budgeted \$61,000 in 2021 for the construction phase of the reimbursable grant. Of  
48 which, we will get \$46,312.50. The deadline to complete construction is December 31, 2021. At this point, it  
49 is unlikely that construction would be complete. Staff has requested an extension of the grant and if granted  
50 would like to use 2021 budgeted funds to hire Miller Engineers.

51 *Motion: (Johnson, Sohn) to approve the Miller proposal with the condition that we get the extension on the grant. Carried.*

1 **Consideration of Ruckert & Mielke Transportation Utility Proposal:** Thyssen reported he has been meeting  
2 with Supervisors and would like direction on whether to move forward proposal. Thyssen has been discussing this  
3 option with residents of the Town with favorable response.

4 *Motion: (Johnson, Luetgen) to pursue the Transportation Utility Fee proposal and assessment process as proposed. Carried. Sohns*  
5 *opposed.*

6  
7 **Approve Purchase of Maintenance Truck:** *Motion: (Johnson, J. Merkel) to approve the purchase of the 2022 Chevrolet*  
8 *Silverado from Ewalds for \$67,671. Carried.*

9  
10 **Approval of 2021-22 Operators Licenses:** *Motion: (Johnson, B. Merkel) to approve the 2021-22 Operators Licenses as*  
11 *presented. Carried*

12  
13 **Payment of Bills:** The board reviewed the bills for payment. *Motion: (Johnson, Sohns) to approve the bills as*  
14 *submitted. Carried*

15  
16 **Adjourn to closed session according to Wisconsin State Statutes 19.85(1) (c):** *Motion: (Johnson, J. Merkel)*  
17 *to adjourn to closed session according to Wisconsin State Statutes 1985(1) (c). Carried by Roll Call vote at 10:23 p.m. Sohns.*  
18 *Luetgen, Johnson, B. Merkel and J. Merkel*

19  
20 **Considering employment, promotion, compensation or performance evaluation**  
21 **data of any public employee over which the governmental body has jurisdiction**  
22 **or exercises responsibility – Town Treasurer**

23  
24 **Reconvene to open session pursuant to State Statute 19.85(2) to take any action(s) or adopt**  
25 **resolution on issues discussed in closed session.:** *Motion: (Johnson, B. Merkel) to enter into open session at 10:50*  
26 *p.m. Carried*

27  
28 **Approve action(s) taken in closed session:** *Motion: (Johnson, Luetgen) approve action taken in closed session*  
29 *Considering employment, promotion, compensation or performance evaluation data of any public employee over which the*  
30 *governmental body has jurisdiction or exercises responsibility – Town Treasurer. Carried*

31  
32 **Adjourn:** *Motion: (Johnson, Luetgen) to adjourn at 10:51 p.m. Carried*

33  
34 Respectfully submitted,

35  
36 Kelly Murre, Clerk

1 TOWN OF GIBRALTAR AND FISH CREEK HARBOR COMMISSION  
2 JOINT CLOSED SESSION  
3 PER WISCONSIN STATE STATUTES 19.85(1)(G)  
4 WEDNESDAY AUGUST 18, 2021  
5 GIBRALTAR TOWN CENTER  
6 4097 HIGHWAY 42, FISH CREEK WI 54212  
7

8 **Approved:**

9 **Call to order:** Steve Sohns called the special, closed, joint meeting to order at 6:35 p.m.

10 Dave Harris called the special, closed, meeting of the Harbor Commission to order at 6:35 p.m.

11 **Roll call/quorum:**

12 Board members present: Steve Sohns, Bill Johnson, Brian Merkel, and Jayson Merkel. Absent: Tim Luetgen

13 Harbor Commission members present: Dave Harris, Brian Merkel, Bob Grawien, and Paul Woerfel. Absent:

14 Richard Hecker

15 **Agenda/proper notice/adopt agenda:** Sohns/Harris confirmed the agenda had been properly noticed.

16 *Motion: (Johnson, J. Merkel) to adopt the agenda as presented. Carried*

17  
18 **Adjourn to Closed Session According to Wisconsin State Statutes 19.85(1)(g) Conferring with Legal  
19 Counsel for the Governmental Body who is Rendering Oral or Written Advice Concerning Strategy to be  
20 Adopted by the Body with Respect to Litigation in which it is or is likely to Become Involved: Town of**

21 **Gibraltar v. Northpoint Marina:** *Motion: (Johnson, B. Merkel) to adjourn to closed session at 6:37 PM according to  
22 Wisconsin State Statutes 1985(1) (g). Carried by Roll Call vote: Sohns, Johnson, B. Merkel, J. Merkel, Dave Harris, Paul Woerfel  
23 and Bob Grawien.*

24 **Reconvene to open session pursuant to State Statute 19.85(2) to take any action(s) or adopt**

25 **resolution on issues discussed in closed session.:** *Motion: (Johnson, J. Merkel) to reconvene to open session at 8:10  
26 p.m. Carried*

27  
28 **Approve action(s) taken in closed session:** *None*

29  
30 **Adjourn:** *Motion: (Johnson, B. Merkel) to adjourn at 8:10 p.m. Carried*

31  
32 Respectfully submitted,

33  
34 Kelly Murre, Clerk

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2  
3 TOWN OF GIBRALTAR  
4 CLOSED SESSION  
5 PER WISCONSIN STATE STATUTES 19.85(1)(e)  
6 WEDNESDAY AUGUST 18, 2021  
7 GIBRALTAR TOWN CENTER  
8 4097 HIGHWAY 42, FISH CREEK WI 54212

9 **Approved:**

10 **Call to order:** Steve Sohns called the special meeting to order at 8:11 p.m.

11 **Roll call/quorum:**

12 Board members present: Steve Sohns, Bill Johnson, Brian Merkel, and Jayson Merkel.

13 Absent: Tim Luetzgen

14 **Agenda/proper notice/adopt agenda:** Sohns confirmed the agenda had been properly noticed. *Motion:*  
15 *(Johnson, J. Merkel) to adopt the agenda as presented. Carried*

16  
17 **Agenda Items:**

18  
19 **Adjourn to Closed Session According to Wisconsin State Statutes 19.85(1)(e) Deliberating or Negotiating**  
20 **the Purchasing of Public Properties, the Investing of Public Funds, or Conducting Other Specified**  
21 **Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session: Consideration**  
22 **in Negotiating the Purchasing or Financing Public Property:** *Motion: (Johnson, B. Merkel) to adjourn to closed*  
23 *session at 8:13 PM according to Wisconsin State Statutes 1985(1) (e). Carried by Roll Call vote at p.m. Sohns, Johnson, B.*  
24 *Merkel, and J. Merkel.*

25  
26 **Reconvene to open session pursuant to State Statute 19.85(2) to take any action(s) or adopt**  
27 **resolution on issues discussed in closed session.:** *Motion: (Johnson, J. Merkel) to reconvene to open session at 8:26*  
28 *p.m. Carried*

29  
30 **Approve action(s) taken in closed session:** *Motion: (Johnson, J. Merkel) to approve action taken in closed session*  
31 *Deliberating or Negotiating the Purchasing of Public Properties, the Investing of Public Funds, or Conducting other Specified*  
32 *Public Business, Whenever Competitive or Bargaining Reasons Require a Closed Session: Consideration in Negotiating the*  
33 *Purchasing or Financing of Public Property with acknowledgement that the Town would not contest the BOA's imminent*  
34 *domain proceedings if contested, pending elector approval if needed. Carried*

35  
36 **Adjourn:** *Motion: (Johnson, B. Merkel) to adjourn at 8:29 p.m. Carried*

37  
38 Respectfully submitted,

39  
40 Kelly Murre, Clerk



To: Town Board

From: Staff

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Point of discussion:

The Airport Commission has presented to the Town Board of Gibraltar a scenario that monies collected from the Personal Property tax should be used to help fund the snow removal at the airport.

Background:

The Town of Gibraltar collects personal property tax from the hangers at the airport. Ephraim collects no personal property tax from the airport. The Airport is joint owned with Ephraim, but is titled in Ephraim/Gibraltar Airport deeds. The Town of Gibraltar collected \$16,497.54 in the 2020 tax year. The taxes are then split to different areas:

1. Door County collects 37%
2. NWTC collects 7%
3. School District collects 26%
4. Town of Gibraltar 30%

The 30% equates to \$4950 approximate personal property tax for use in the towns general fund.

Analysis:

The Town of Gibraltar pays for and operates the Gibraltar Police Department. The airport that is Joint owned receives full Gibraltar police services. In 2020 the Gibraltar Police chief stated he responded to three calls for service at the airport and had one that required investigation beyond the initial call. The Police Chief informed me he runs a patrol drive through the property a minimum of once per shift and the stop is typically less than 5-10 minutes. This equates to an average of 260-280 security checks per year, or 21.5-29.9-man hours, for the airport and the hangers within.

The Gibraltar Fire Chief informed me he conducts fire inspection around the airport hangers, fueling bays and other buildings. He preforms this twice a year and it takes between an hour to and hour and a half each inspection. The fire Chief also states a few times a year he has to respond to the hangers to let owners in who have forgotten/misplaced their keys. This would equate to approximately 4-5 hours of time dedicated to emergency service at the airport.

The Town of Gibraltar Maintenance staff mows the ditches for all rural roads in the township. Maple Grove Road abuts the airport and twice a year this service is provided (The airport pays no tax like other residences do for this service). The Town of Gibraltar will be spending \$19,677 in 2021 to have Maple grove road chip sealed. This includes the part in front of the airport that doesn't pay property taxes to the town of Gibraltar for this like other residences do.

Recommendation:

Town staff provides significant resources that are not charged to the airport.

Fiscal Impact:

The funds for any payment would reduce a different budget line item. Future budgets would need to be adjusted.



## TOWN OF GIBRALTAR

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To: Town Board

From: Staff

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**Request:**

The Cherry Hut owners (Cannon, Estes) are requesting permission to construct and operate a greenhouse on their property.

**Analysis:**

The green house fits in the required zoning. The location of the greenhouse is placed in a section of the property that is conforming to the natural and aesthetic, desired in the town of Gibraltar's comprehensive plan.

Construction of the greenhouse will not have much impact on the current property layout. The sound the greenhouse will make will be well below any allowable threshold.

Fire department has reviewed the access and proposed design and finds no issues as presented.

**Recommendation:**

Staff recommends approval of the request for a greenhouse.

Plan Commission recommends approval of this request. (8- 24-2021 meeting) unanimous.

**Fiscal Impact:**

This request will have no fiscal impact to the 2021 budget.



**County of Door**  
**Land Use Services Department: Planning**

County Government Center  
421 Nebraska Street  
Sturgeon Bay, WI 54235

**Benjamin Degner – Zoning Administrator**  
Phone: (920) 746-2266  
FAX: (920) 746-2387

August 11, 2021

Town of Gibraltar  
C/o Kelly Murre (via e-mail)

Re: Conditional Use Permit Application for tax parcel 014-01-05302734A1 (8813 STH 42)

Greetings:

We are sending you this letter to notify the town that there will be a hearing regarding a request for a conditional use permit regarding a property in Gibraltar at an upcoming Door County Resource Planning Committee meeting. The scheduling process for the hearing will begin on September 7, 2021, unless we hear from the town before that date. The hearing will be held no sooner than three weeks after the scheduling process is begun.

Enclosed is a "Town Recommendation Worksheet" which we ask you complete and send back to the Door County Land Use Services Department. (We have also included the decision-making worksheet the Resource Planning Committee uses. This is for your reference only; we do not want or expect you to fill this out.) As a reminder, comments may be submitted to the Land Use Services Department up until noon the day before the public hearing, and/or the town may offer verbal testimony at the hearing.

Laura Estes LLC along with John and Vanessa Cannon are requesting a conditional use permit to establish a greenhouse on the property located at 8813 State Highway 42 (The Cherry Hut). The property is zoned General Commercial (GC) and a greenhouse is a use allowed by conditional use permit. The proposal complies with necessary setbacks in their zoning district.

**The applicant has the responsibility to contact the Town of Gibraltar (Kelly Murre, Clerk: 920-868-1714) to determine if/when the town may be meeting to discuss this matter.**

Sincerely,

Benjamin Degner  
Zoning Administrator

Enc.: Conditional use permit application packet, draft staff report & town recommendation worksheet

C.C.: Laura Estes LLC (C/O Jason Estes)  
Trent Snyder (e-copy)  
John and Vanessa Cannon (e-copy)  
Neighboring property owners within 300' of subject properties (w/o enclosure)

**Door County Land Use Services Department  
Request for Town Recommendation**

Laura Estes LLC along with John and Vanessa Cannon are requesting a conditional use permit to establish a greenhouse on their property at 8813 State Highway 42 (The Cherry Hut). The property is zoned Mixed Commercial (MC) and a greenhouse is a use allowed by conditional use permit. The proposal complies with necessary setbacks in their zoning district.

The (circle one) Town Board / Planning Committee of the Town of \_\_\_\_\_ held a legally noticed and posted meeting on \_\_\_\_\_, at which, by a vote of \_\_\_\_ (Yea) to \_\_\_\_ (Nay), the town recommended (check one) \_\_\_\_ **SUPPORT** \_\_\_\_ **DENIAL** for a conditional use permit.

**Reason(s) for the town's decision:**

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**Is the proposal consistent with the Town Comprehensive Plan?**

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**Concerns or objections the town may wish to see potentially addressed through conditions:**

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\_\_\_\_\_  
Town Clerk Signature

\_\_\_\_\_  
Date

**\*To aid you in the review, please see the attached Conditional Use Permit worksheet.**

*Return to Door County Land Use Services Department, 421 Nebraska St., Sturgeon Bay, WI, 54235. FAX: (920)746-2387.*





**County of Door  
LAND USE SERVICES**

County Government Center  
421 Nebraska Street  
Sturgeon Bay, WI 54235

Phone: (920) 746-2323  
FAX: (920) 746-2387

Website: [www.co.door.wi.gov/164/Land-Use-Services](http://www.co.door.wi.gov/164/Land-Use-Services)

**PROJECT SCOPE DECLARATION  
[2017 Wisconsin Act 68; Effective November 29, 2017]  
and AUTHORIZATION FOR INSPECTION**

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**Please provide a description of your project.**

Establishment of new business, owned and operated by John and Vanessa Cannon. This business will use a "Greenery S" hydroponic container farm to grow fresh produce. The produce will be sold at the Door County Cherry Hut and throughout the Door Peninsula.

**§ 66.10015(2)(b), Wisconsin Statutes, provides as follows:**

"If a project requires more than one approval or approvals from one or more political subdivisions and the applicant identifies the full scope of the project at the time of filing the application for the first approval required for the project, the existing requirements applicable in each political subdivision at the time of filing the application for the first approval required for the project shall be applicable to all subsequent approvals required for the project, unless the applicant and the political subdivision agree otherwise."

**Please check which of the following two statements applies to this project.**

- This is the first application filed for the project in which the full scope of the project has been identified. I acknowledge and understand that, for purposes of § 66.10015(2)(b), Wis. Stats., the full scope of the project is identified in this application.
- This is not the first application filed for this project where the full scope of the project was identified. The first application was filed with the Town/Village/City/County/State of \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_. I acknowledge and understand that, for purposes of § 66.10015(2)(b), Wis. Stats., the full scope of the project was identified in the first application.

**This Declaration is incorporated into and made part of the associated Door County application.**

**By signing and submitting this form, I also hereby authorize the Zoning Administrator(s) to enter and remain in or on the premises for which this application is made at any reasonable time for all purposes of inspection relative to this application.**

Property Owner(s) Name(s):

Jason Estes (owner of land parcel 014-01-05302734A1)

John and Vanessa Cannon (owners of hydroponic container farm)

Signature: \_\_\_\_\_

Date: 7/30/21

Signature: \_\_\_\_\_

Date: 7/30/21

Parcel Number (of Project): 014 - 01 - 05302734A1

Fire Number & Street Address (of Project): 8813 Highway 42, Gibraltar, WI

**APPLICATION FOR CONDITIONAL USE PERMIT – ADDENDUM**

A conditional use permit applicant has the burden of proof. S/he must demonstrate that the application and all requirements and conditions established by the Resource Planning Committee relating to the conditional use are or shall be satisfied, all of which must be supported by substantial evidence. "Substantial evidence" means facts and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion.

If an applicant meets this burden of proof, the Resource Planning Committee will grant the conditional use permit. If an applicant fails to meet this burden of proof, the conditional use permit application will be denied.

To aid in its review of the proposed project, the Committee will consider the Door County Comprehensive Zoning Ordinance criteria set forth below. Answer all portions of all questions completely. State "not applicable," if appropriate, offering an explanation as to why facts and information were not provided.

Please provide the Resource Planning Committee members substantial evidence regarding:

1) Whether the proposed project will adversely affect property values in the area.

The proposed project will occupy a small fraction of the land parcel owned and used by the Door County Cherry Hut. It will diversify the scope of a well-established business. Therefore the proposed project will not adversely affect property values in the area.

2) Whether the proposed use is similar to other uses in the area.

The proposed project is similar to agricultural land uses in the area in that it produces fresh leafy greens. A key difference, and the primary strength, is that the proposed project will operate year-round in an enclosed and climate controlled environment.

3) Whether the proposed project is consistent with the Door County Comprehensive and Farmland Preservation Plan or any officially adopted town plan.

The proposed project directly supports the long-term vision of Door County. Specifically, as stated in Chapter 2 of the Door County Comprehensive and Farmland Preservation Plan 2035: Volume II, Resource Report, "Local programs/incentives could be established to make organic and naturally grown food more accessible to residents." This is exactly what the project will accomplish.

4) Provision of an approved sanitary waste disposal system.

Public Sewer                       Private Onsite Wastewater Treatment System (POWTS)

Check One  
 Existing  
 New

Check One  
 Conventional Septic  
 Other In-ground System  
 Holding Tank

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5) Provision for a potable water supply.

Public Water Supply  
(Liberty Grove Sanitary District #1 and Maplewood only)

Well  
DOOR COUNTY  
LAND USE SERVICES DEPARTMENT

Check One  
 Existing  
 New

Check One  
 Private Well  
 Shared Well

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CONDITIONAL USE PERMIT ADDENDUM – PAGE 2

6) Provisions for solid waste disposal.

- Commercial hauler
- Private delivery to collection site
- Other \_\_\_\_\_

7) Whether the proposed use creates noise, odor, or dust.

Noise: The hydroponic container farm makes minimal noise. The only applicable item is an external HVAC system.

Odor: None.

Dust: None.

8) Provision of safe vehicular and pedestrian access.

Vehicular Access

Existing Driveway(s) to Highway 42 and Orchard Road  
(Road Name)

New Driveway(s) to \_\_\_\_\_  
(Road Name)

Pedestrian Access

- Sidewalks
- Path or Trail
- No Pedestrian Traffic

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LAND USE SERVICES DEPARTMENT

9) Whether the proposed project adversely impacts neighborhood traffic flow and congestion.

Existing traffic:  High Levels  Medium Levels  Low Levels

The proposed project will not affect neighborhood traffic. Retail sales of the Door County Cherry Hut may increase.



CONDITIONAL USE PERMIT ADDENDUM – PAGE 3

10) Adequacy of emergency services and their ability to service the site. PLEASE SEE SEPARATE PAGE.

11) Provision for proper surface water drainage.

- Natural Infiltration (explain below)
- Some Grading of the Site (explain below)
- Engineered Stormwater and/or Erosion Control Plan (attach)

The 10 foot by 52 foot pad site for the hydroponic container farm will be leveled and then covered by permeable crushed rock. No permanent structures will be erected.

12) Whether proposed buildings contribute to visual harmony with existing buildings in the neighborhood, particularly as related to scale and design.

The external appearance of the hydroponic container is similar to the corrugated metal exterior of the Door County Cherry Hut taproom building. The exact location of the pad site (within a mature grove of apple trees) was carefully chosen to mesh seamlessly with the rural and agricultural setting.

13) Whether the proposed project creates excessive exterior lighting glare or spillover onto neighboring properties.

The hydroponic container farm has no exterior lights.

14) Whether the proposed project leads to a major change in the natural character of the area through the removal of natural vegetation or alteration of the topography.

- Natural Vegetation:
- No Removal
  - Some Removal
  - Significant Removal (provide Landscape Plan)

Existing grass on the pad site will be removed. The existing mature trees and surrounding vegetation will not be affected.

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- Topography:
- No Change
  - Some Change
  - Major Change (provide Grading Plan)

Pad site will be leveled and covered with crushed permeable rock.

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DOOR COUNTY  
LAND USE SERVICES DEPARTMENT

CONDITIONAL USE PERMIT ADDENDUM – PAGE 4

15) Whether, and in what amount and form, financial assurance is necessary to meet the objectives of this ordinance.

No financial assurance is necessary to meet the objectives of this ordinance.

16) Whether, and to what extent, site-specific conditions should be imposed to mitigate potentially problematic impacts of the use.

No problematic impacts of the proposed use are foreseen.

17) The impact of the proposed project on public health, public safety, or the general welfare of the County.

The proposed project will improve the general welfare of Door County by providing a local and reliable source of fresh vegetables throughout the calendar year.

The Resource Planning Committee will establish a completion date for the proposed project.

By what month and year will the project be completed? April, 2022

The Resource Planning Committee is allowed to consider topics in addition to the above. Please provide information on additional topics you think the Committee should or may consider in evaluating this project.

The proposed project will bring year-round fresh produce to Door County. The owners will operate a sophisticated, completely enclosed and self-contained vertical hydroponic farming facility that enables commercial scale leafy green production. The concept of a "growing season" no longer applies. The proposed business will allow the people of Door County to enjoy fresh produce with maximal nutritional value and with exceptional flavor profiles, regardless of season. The project directly supports the long-term Door County Conservation Plan by making naturally grown food more accessible to residents.

Note that a conditional use permit will generally remain in effect as long as the conditions and requirements upon which the permit was issued are followed. Subsequent owners of the property are generally allowed to continue the use, subject to those conditions and requirements. An affidavit is to be recorded with the deed to provide successors in interest notice of the conditional use permit and conditions and requirements.

The Resource Planning Committee may, however, impose conditions regarding the permit's duration, transfer, or renewal, in addition to any other conditions pertaining to ordinance standards or the specific criteria listed above. For example, the Committee may grant a limited term conditional use permit if a reasonable basis exists for such limitation. Any limited term conditional use permit may be subject to renewal after a re-evaluation of the use via a hearing before the Resource Planning Committee.

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LAND USE SERVICES DEPARTMENT

APPLICATION FOR CONDITIONAL USE PERMIT – ADDENDUM PAGE 5  
Question 10, Emergency Services

Please take this page to the local Fire Chief with a copy of the project plans for review. Have the Fire Chief complete and sign below.

Applicants are responsible for returning the completed form to the Land Use Services Department: 421 Nebraska Street, Sturgeon Bay, WI, 54235. FAX: (920) 746-2387. E-mail: [lrimer@co.door.wi.us](mailto:lrimer@co.door.wi.us).

10) Adequacy of emergency services and their ability to service the site.

As Fire Chief of the Gibraltar Fire & Rescue Fire Department, I have reviewed the plans of this project. Our Department CAN / CANNOT (circle one) access this site for fire protection purposes.

Other Fire Chief comments: Proposed project is less than 400 sq ft which allows the fire dept. to decrease the limitations of the code of a fire access road. The fire dept require access of a small brush Eng (8' wide path) to within 100' of the structure

[Signature], Fire Chief 7/30/2021  
(Signature) (Date)

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DOOR COUNTY  
LAND USE SERVICES DEPARTMENT

Property Address  
8813 STATE HIGHWAY 42  
FISH CREEK, WI 54212

Parcel ID 0140105302734A1

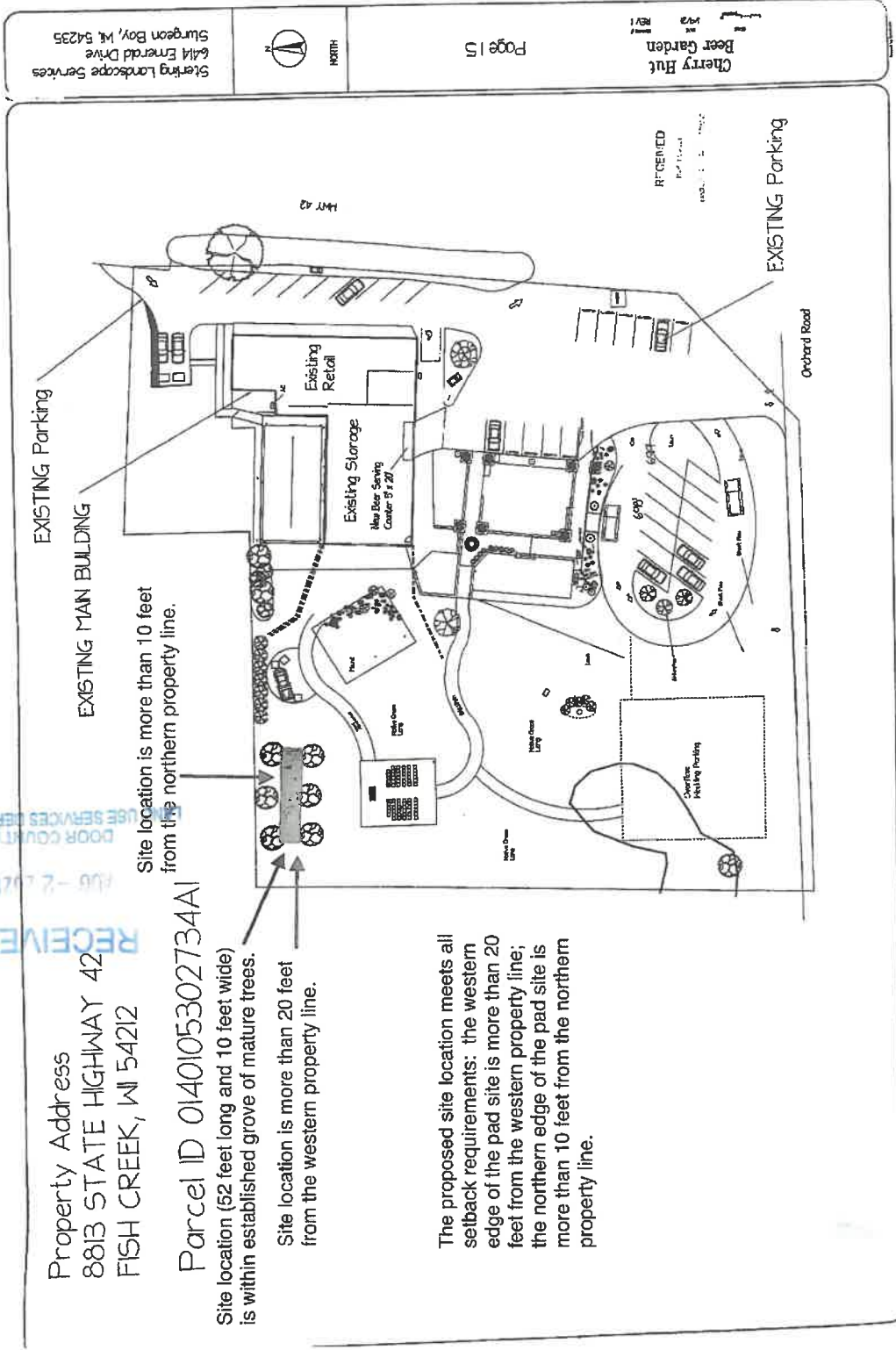
Site location (52 feet long and 10 feet wide)  
is within established grove of mature trees.

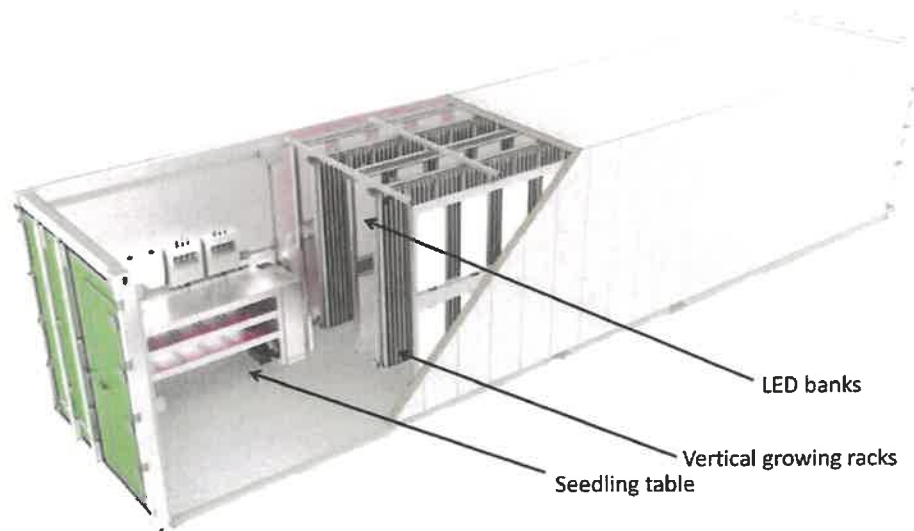
Site location is more than 20 feet  
from the western property line.

Site location is more than 10 feet  
from the northern property line.

The proposed site location meets all  
setback requirements: the western  
edge of the pad site is more than 20  
feet from the western property line;  
the northern edge of the pad site is  
more than 10 feet from the northern  
property line.

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USE SERVICES DEPARTMENT  
Aug - 2 2021





**Figure 2:** cut-away schematic of the main interior components of the Peninsula Greens facility. After cultivation in the seedling area, the peat moss plugs holding the mature plants are transplanted to the vertical growing racks. LED light banks deliver constant photosynthetic photon flux density to the plants for 18 hours every day. The vertical growing racks can support up to 8,800 living plants at a time.

The seedling table is where seeds are cultivated into living plants with strong root systems. More than 4,000 seedlings can be in the seedling table simultaneously. Importantly, no soil is used in the Cannon Leaf & Stem facility. Instead, peat moss plugs are seeded, bathed in a nutrient-rich water-based solution, and then illuminated by close-range LED lights. Figure 3 shows a close-up image of the seedling table with LEDs engaged.

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LAND USE SERVICES DEPARTMENT



## TOWN OF GIBRALTAR

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To: Town Board

From: Staff

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Request:

The town staff has begun the process of going over individual department and committee budgets, and is requesting the formation of a (2) supervisor budgeting committee to oversee and give input through the process.

Background:

This in no way will exclude the board in its entirety, merely aid in presenting to the Town Board a version that has had an initial vetting.

The purpose would be to reduce the time the entire board would need during the budget meetings,

The budget committee would consist of two supervisors that could sit in on staff budget meeting as we go line item to present feedback. It would be our intent to have four meetings.

1. Police, Fire, maintenance,
2. Dock, Chambers Island, health and human services.
3. General government, public works.
4. Culture, capital outlay, debt service.

The full budget would then be brought in front of the full board as well as the 5-year CIP, and equipment replacement for review.

Fiscal Impact:

The supervisors who volunteered for this committee's time would be the only impact.

**TOWN OF GIBRALTAR**

**ORDINANCE NO. 21 \_\_\_\_\_**

**AN ORDINANCE TO REGULATE CONSTRUCTION OF PIERS AND WHARVES**

**The Town Board of Gibraltar, Door County, Wisconsin DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION I. DEFINITIONS**

The definitions set forth in Wis. Stat. ch. 30, as amended from time to time, are adopted by reference.

**SECTION II. REGULATION OF PIERS, WHARVES, AND SWIMMING RAFTS**

- A. Pursuant to the authority granted to the Town under Wis. Stat. § 30.13(2), the Town hereby incorporates into the Town ordinances by reference the standards for pier, wharf, and swimming raft configuration, placement, location, and construction in Wis. Stat. ch. 30 and Wis. Admin Code ch. NR 326, as amended from time to time. For purposes of this ordinance, “pier” and “wharf” include boat lifts and other structures associated with and regulated as part of a pier or wharf in a manner consistent with state law. Any pier, wharf, or swim raft within the Town must comply with Wis. Stat. ch. 30 and associated administrative code. This ordinance authorizes the Town to enforce the requirements of Wis. Stat. ch. 30 as it relates to piers, wharves, and swimming rafts, including the enforcement of standards and requirements applicable to statutory exemptions and to general permits and individual permits issued by the Department of Natural Resources.
- B. Pursuant to Wis. Stat. § 30.13(4)(a) and (b), a wharf or pier which interferes with public rights in navigable waters or which interferes with rights of other riparian owners constitutes an unlawful obstruction of navigable waters unless the wharf or pier is authorized under a permit issued under Wis. Stat. §. 30.12 or unless other authorization for the wharf or pier is expressly provided.
- C. Pursuant to Wis. Stat. § 30.13(4)(d), a wharf or pier which violates this ordinance constitutes an unlawful obstruction of navigable waters.

**SECTION III. REMEDIES AND PENALTIES**

- A. Any person violating any provision of this ordinance shall forfeit not less than \$10 nor more than \$200 for each day that a violation takes place or continues, plus court costs, costs of enforcement, and assessments. The cash deposit amount shall be \$100 plus costs and assessments. Each day that a violation takes place or continues is a separate violation.

B. Every pier, wharf, or swimming raft configured, placed, located, or constructed in violation of this ordinance is declared to be a public nuisance and may be enjoined and abated by civil action.

**SECTION IV: MISCELLANEOUS PROVISIONS**

- A. **Severability.** The sections of this Ordinance are declared to be severable. If any section or provision thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such declaration shall apply only to the specific section(s) or portion(s) thereof directly specified in said declaration, and shall not affect the validity of any other provisions, sections, or portions of the Ordinance, which shall remain in full force and effect. Any other Ordinances whose terms are in conflict with the provisions of this Ordinance are hereby repealed as to those terms that conflict.
- B. **Effective Date.** This ordinance shall take effect immediately following passage and posting or publication as provided by law.

Adopted by the Town Board of the Town of Gibraltar this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Approved:

\_\_\_\_\_  
Steve Sohns  
Town Chairman

\_\_\_\_\_  
Kelly Murre  
Town Clerk



**TOWN OF GIBRALTAR**  
**ORDINANCE 2021-07**  
**OPERATING A SHORT-TERM RENTAL**

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The Town Board of Gibraltar, in the County of Door, State of Wisconsin, does hereby ordain as follows:

**Purpose**

The purpose of this ordinance is to protect the quality of life, the character, and stability of neighborhoods, and to create an understanding with property owners who seek to use their properties as short-term rentals ["STR" or "STRs"].

Because of fractured bedrock and Karst topography that encompasses most of Door County, STRs that are rented "over capacity" for their private onsite wastewater treatment system ("POWTS") risk contamination of and thereby, the health and quality of the potable water supply.

**State Statutes Adopted – Authority**

The Board of Supervisors of the Town of Gibraltar is granted authority for adopting this ordinance under 60.10(2)(c) and 60.22(3), Wisconsin Statutes. The Town Board Adopts this Ordinance under its general Village powers authority and 66.1014 of the Wisconsin Statutes, 2017 Act 59.

**Definitions**

1. "STR ("Short Term Rental")" means a Residential Dwelling that is offered for rent for a fee and for fewer than 29 consecutive days.
2. "Residential Dwelling" means any building, structure or part of the building or structure, that is used or intended to be used as a home, residence, or sleeping place by one or more persons maintaining a common household, to the exclusion of all others.
3. "Property Owners Agent ("Agent")" means a person or an entity who is not the Property Owner of record and who is authorized to act as the Agent of the Property Owner for the receipt of service of notice and remedy of municipal ordinance violations and for service of process pursuant to this ordinance.
4. "Property Owner ("Owner")" means the person or entity who owns the Residential Dwelling that is being rented.
5. "Resident Agent" see "Property Owner's Agent."
6. "POWTS" means Private Onsite Wastewater Treatment System.
7. "Office of Short-Term Rentals ("OSTR")" means the agent or any agency that may be employed by the Town to administer the regulation of STRs, including but not limited to permitting, collection of fees, and the reporting of instances of non-compliance for enforcement purposes.
8. "DCTZC" means the Door County Tourism Zone Commission.
9. "DATCP" means the Wisconsin Department of Agriculture Trade and Consumer Protection.

### Short -Term Rental License

No person shall maintain, manage, or operate an STR more than fifteen (15) nights each year without an STR Business license issued by the town of Gibraltar pursuant to this Ordinance

Licenses shall be issued using the following procedures:

1. All applicants for an STR business license shall be filed with the Town Clerk, or the designee of the Town Clerk, on forms provided. Applications shall be filed by the property owner or authorized agent. No license shall be issued unless the completed application form is accompanied by the payment of the required application fee.
2. All applications for an STR business license shall include a copy of any inspection reports as required by Wisconsin Department of Agriculture Trade and Consumer Protection "DATCP".
3. The Town Clerk shall issue an STR business license to all applicants following payment of the required fee, receipt of fully completed documentation and information requested by the application, and application approval by the Town of Gibraltar Town Board.
4. An STR business license shall be effective for one year. The annual licensing term begins January 1<sup>st</sup> and ends December 31<sup>st</sup> the same year.
5. A fully completed renewal application and renewal fee shall be filed with the Town Clerk by November 1<sup>st</sup> so that the Town Board has adequate time to consider the application. The renewal application shall include any updated information since the filing of the original application.
6. Any changes in the ownership of the property require a new license per Wisconsin Administrative Code 72.04(b) prior to obtaining a permit from the Town.

An owner may apply for a new license no less than 12 months after being revoked. (see "Revocation" and "revocation process" sections below.)

### Application and Permit Process

The town, or in collaboration with its agent OSTR shall provide an easy, online way-manner of getting applying for and renewing a permit.

- A. The application shall include the following:
  - Address and tax key of the residential dwelling.
  - Names and addresses of the applicant, Owner of the dwelling, and promoter or sponsor.
  - Copy of the current DATCP rooming house license or confirmation of DATCP application
  - Copy of DCTZC permit.
  - Name, address and phone number of the owner or designated operator for the property where such a distinction might occur.
  - Proposed MAXIMUM occupancy for the dwelling.
  - Proof of design capacity of POWTS to accommodate subsection 6 under definitions.
  - Copy of Town Good Neighbor standards (consider DCTZC & other hosts Good Neighbor Standards) permit process
  - Proof of casualty and liability insurance issued by an insurance company authorized to do business in the state of Wisconsin, identifying the property as used for rental, short-term or otherwise.

### **Operation of a Short-Term Rental**

Each Short-term rental shall comply with the following requirements:

- The property owner or resident agent shall be accessible either directly or through the OSTR
- No recreational vehicle, camper or other temporary lodging arrangement shall be permitted on site as a means of providing additional accommodations for paying guests or other invitees.
- If the property is not served by a public sanitary sewer, a private onsite wastewater treatment system "POWTS" in full compliance with this ordinance and in accordance with Chapter 21 of the Door County Code shall serve the property.
- If the property is served by a POWTS, occupancy shall be limited to the number of occupants for which the POWTS was designed.
- Sufficient off-street parking shall be available to accommodate all vehicles on the Short-term Renter premises. Off street parking shall be in compliance with Door County Comprehensive Zoning Ordinance, Chapter 7, and all Parking regulations under Town of Gibraltar Parking Ordinances.
- Signage shall conform to applicable Town of Gibraltar and Door County Ordinances.
- Rental dwellings shall be able to reasonably accommodate reliable telephone communication in case of emergency, this includes a key holder or contact that can respond to the property within (45) minutes of an emergency call.
- Outdoor events including but not limited to, weddings, graduations, reunions and the like are limited to ten (10) in a calendar year per Door County Zoning 2.07(1)(a).

### **Property Rules**

A copy of the State of Wisconsin tourist rooming house license and the Town of Gibraltar STR business license be posted on the property. Property rules shall be made available to the renters and shall include at a minimum the following information:

- Maximum occupancy for the property.
- Contact information for the key holder or designated operator
- Parking locations
- Quiet hours of 10:00 P.M. to 7:00 A.M.
- Outdoor burning regulations and contact information for the Town of Gibraltar fire department.
- Non-emergency contact information for law enforcement
- A set of instructions on dealing with POWTS if applicable (location of high-water alarms, etc.).
- How, where, and when waste and recyclables are disposed of properly.
- Control and oversight of any pets

### **Revocation/suspension**

A license, as issued, is subject to revocation or suspension if the Owner of the property fails to comply with the requirements of this Ordinance under the Town of Gibraltar STR business license policy as set forth in the enforcement section.

~~Over-over~~ and above, the Town of Gibraltar STR business license policy. The Town Board has the authority to suspend, revoke, reject or non-renew an STR business license or license application if the Board determines that the licensee:

- Has failed to adhere to Town of Gibraltar and/or Door County Ordinances
- Has outstanding fees, taxes, or forfeitures owed to the Town of Gibraltar.
- Has been convicted of or whose Agent or renters have been convicted of engaging in illegal activity while on the STR premises.

**Revocation/suspension Process**

The Town of Gibraltar at its discretion, shall:

Review all complaints, notifications, forfeitures and non-compliance issues through its established licensing committee. The committee will notify the owners in writing any decisions made by the licensing committee.

Notify the owner of the property of any noncompliance.

Determines whether the owner of the STR property has remedied the violation and shall schedule a license revocation/suspension hearing in front of the Town of Gibraltar Board if the violations are not remedied in a timely manner.

Notify the owner and attempt to notify all property owners located within 300 feet of the property of the hearing date at least two weeks prior to the hearing before the Town of Gibraltar Board.

Hear written or verbal testimony from other affected parties at the time of the hearing before the Town of Gibraltar Board.

Provide a decision ~~Made-made~~ by the Town Board of Gibraltar in writing to the owner.

**Fees**

Permit fee schedule. The license application fees established by the Town of Gibraltar Board of Supervisors shall correlate with the administrative and related costs involved with compliance monitoring. A schedule of the fees shall be made available for review.

- Initial STR business application fee.....\$45
- Renewal STR application fee.....\$45
- Late fee.....\$25
- Inspections (If necessary) .....\$100

**Enforcement**

The Town of Gibraltar police department, or a designated outside provider, shall be the established enforcement structure for issuance of any warnings, notifications or forfeitures.

The Town of Gibraltar has an established licensing committee that reviews complaints, notifications and forfeitures that have been issued against an STR owner. The licensing committee is granted authority to review and notify the STR owner of any decision the committee will make against an owner of an STR. The licensing committee will make recommendations to the Town Board whether a suspension or

revocation hearing is necessary. The Town of Gibraltar licensing committee will provide testimony if any hearings are scheduled.

The goal is to incentivize compliance with the appropriate fees and fines, but not be so overburdensome that it prevents users from participating in the enforcement and regulatory process.

The enforcement structure includes, but is not limited to, the positing of and adhering to the “good neighbor” policy. Also, the enforcement structure includes, but is not limited to, the Town of Gibraltar STR compliance policy which prohibits an owner from using the property as an STR if the owner is out of compliance in an annual permitting cycle.

**Severability**

If any portion of this Ordinance be declared invalid or unconstitutional by a court of competent jurisdiction, such a decision shall not affect the validity of any other provisions of this ordinance.

DRAFT



Town of Gibraltar  
4097 Main Street  
Fish Creek, WI 54212  
(920) 868-1714  
[clerk@townofgibraltar.us](mailto:clerk@townofgibraltar.us)

# Town of Gibraltar Business License

## BUSINESS INFORMATION

BUSINESS NAME: \_\_\_\_\_

DESCRIPTION OF BUSINESS: \_\_\_\_\_  
\_\_\_\_\_

BUSINESS PHYSICAL ADDRESS: \_\_\_\_\_ CITY/ST/ZIP: \_\_\_\_\_

BUSINESS MAILING ADDRESS: \_\_\_\_\_ CITY/ST/ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ BUSINESS EMAIL: \_\_\_\_\_

EMERGENCY CONTACT (WITHIN 45 MINUTES): \_\_\_\_\_ EMERGENCY PHONE: \_\_\_\_\_

EMERGENCY CONTACT ADDRESS: \_\_\_\_\_

## BUSINESS OWNER

BUSINESS OWNER NAME: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_ CITY/ST/ZIP: \_\_\_\_\_

## BUILDING OWNER

BUILDING OWNER'S NAME: \_\_\_\_\_

BUILDING OWNER'S ADDRESS: \_\_\_\_\_ CITY/ST/ZIP: \_\_\_\_\_

BUILDING OWNER'S PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

1) IS THIS BUSINESS OPERATED OUT OF YOUR HOME? YES: \_\_\_\_\_ NO: \_\_\_\_\_

IF YES, PLEASE ANSWER THE QUESTIONS 2 –

2) DOES THE GENERAL PUBLIC COME TO YOUR HOME FOR YOUR BUSINESS? YES: \_\_\_\_\_ NO: \_\_\_\_\_



Town of Gibraltar  
4097 Main Street  
Fish Creek, WI 54212  
(920) 868-1714  
[clerk@townofgibraltar.us](mailto:clerk@townofgibraltar.us)

# Town of Gibraltar Business License

3) DO YOU HAVE ANY OUTSIDE EMPLOYEES? YES: \_\_\_\_\_ NO: \_\_\_\_\_

4) IS THIS BUSINESS A SHORT-TERM RENTAL? YES: \_\_\_\_\_ NO: \_\_\_\_\_

IF YES, PROOF OF THE FOLLOWING ARE REQUIRED TO BE ON FILE WITH THE TOWN OFFICE:

\_\_\_\_ TOURISM ROOMING HOUSE LICENSE PERMIT FROM THE STATE OF WI DEPARTMENT OF AGRICULTURE, TRADE & CONSUMER PROTECTION UNDER ATCP 72.04

\_\_\_\_ COMPLETE STATE LODGING ESTABLISHMENT INSPECTION DATED WITHIN 60 DAYS OF THE DATE OF ISSUANCE OR RENEWAL

\_\_\_\_ PROOF OF CASUALTY AND LIABILITY INSURANCE ISSUED BY AN INSURANCE COMPANY AUTHORIZED TO DO BUSINESS IN THE STATE OF WISCONSIN, WITH LIABILITY LIMITS OF NOT LESS THAN \$300,000 PER INDIVIDUAL AND \$1,000,000 AGGREGATE.

\_\_\_\_ FLOOR PLAN OF THE PROPOSED PROPERTY FOR RENTAL WITH REQUESTED MAXIMUM OCCUPANCE

\_\_\_\_ SITE PLAN INCLUDING AVAILABLE ONSITE PARKING

\_\_\_\_ ANNUAL GENERAL BUILDING AND FIRE INSPECTION

\_\_\_\_ ROOM TAX PERMIT

I, \_\_\_\_\_ (property owner or authorized agent) certify that the above property meets the requirements of the Town of Gibraltar.

\_\_\_\_\_  
Signature of Property Owner OR Authorized Agent

**FOR OFFICE USE ONLY:**

DATE RECEIVED: \_\_\_\_\_ VALID \_\_\_\_\_, 20\_\_ TO \_\_\_\_\_, 20\_\_

FEE: \_\_\_\_\_ ORIGINAL APPLICATION: \_\_\_\_\_ RENEWAL: \_\_\_\_\_ INFORMATION CHANGE: \_\_\_\_\_

## **Town of Gibraltar**

### **Business License**

#### **Policy**

**Enacted xxxxxxx, 2021**

The Town Board of Gibraltar has ordained that business in the Town will be required to apply for and hold a business license to operate within the Town limits.

Businesses will be defined as any entity or organization engaged in commercial, professional, charitable, non-profit or industrial activities, in the practice of making ones living by engaging in commerce, or community service.

The license will be issued for one year from January 1<sup>st</sup> to December 31<sup>st</sup>. Applicants will be reviewed by the Licensing Committee which consists of:

- Town Clerk
- Town Administrator
- Fire Chief
- Police Chief

The Licensing Committee will make a recommendation to the Town Board for approval/denial based on ordinance compliance.

The Licensing Committee will act as the review committee if complaints are received or businesses fail to meet ordinance compliance. The Licensing Committee will keep records of complaints and violations as well as non-compliance issues with businesses.

The Licensing Committee will send by mail the decision by the Licensing Committee if the complaint, violation or non-compliance is deemed significant enough to warrant a strike against the business license holder. If a business license has three complaints, violations, or non-compliance reviews within a twelve-month period, a hearing before the Town Board will be held to determine if the business license will be revoked.

If a hearing is held the business license holder will have the opportunity to present in front of the Town Board testimony in their defense.

It is to be understood the Town of Gibraltar Board has full authority to grant as well as revoke any business license and the licensing committee has the authority granted by the Town Board to review business licenses, and make recommendations to the Town board.





## TOWN OF GIBRALTAR

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To: Town Board

From: Staff

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Request:

Approval of the noxious weed ordinance for the town.

Background:

Door County has requested the Town approve a noxious weed ordinance. The ordinance will assist the County in grant applications.

The Town Parks and Lands Committee, as well as the Plan Commission have reviewed this ordinance and vetted it to the public. Both Commission and committee are requesting a follow-up meeting to discuss the policy in which the town will handle the noxious weeds. Both have suggested a policy that will be based on community involvement as well as education rather than heavy handed approach.

The Plan Commission has recommended passage of the noxious weed ordinance, and has directed the Town Administrator to author a policy for implementation in the next few months.

The intent of having an ordinance is in the event if all other avenues are exhausted in trying to work with an individual or property within the Town of Gibraltar, the town has a recourse to follow receive compliance, and compensation if necessary.

Recommendation:

Staff recommends approval of the noxious weed ordinance. Staff is prepared to create a policy for review at the next park and Lands committee meeting and Plan commission meeting.

Fiscal Impact:

There is no fiscal impact for implementing this ordinance.

**Town of Gibraltar**

**Noxious weed and Invasive Species ordinance**

**Ordinance** \_\_\_\_\_

**Adopted:** \_\_\_\_\_

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**The Town Board of Gibraltar, Door County, Wisconsin does ordain as follows:**

**Section I**

1. Authority: Wisconsin Statutes establishes the states general municipal law. Among other regulatory authorities, local units of government, town chairs and managers can annually require the destruction of all noxious weeds within their respective municipalities.
2. Authority for this Ordinance is granted under Wisconsin Statutes 66.0407, Wisconsin Statutes 60.22(3), and Wisconsin Adm. Code NR 40.

**Section II**

1. Purpose: the purpose of this ordinance is to protect the natural flora, and require property owners to destroy noxious and invasive weeds upon their property in the Town of Gibraltar.
2. This ordinance will provide the Town of Gibraltar enforcement authority to require such action.

**Section III**

1. Definitions: In addition to weeds defined by Wis. Stats 66.0407, as amended, the town specifically includes the following defined noxious weeds: Phragmites, Wild Parsnip, Common and Cut leaf Teasel and Japanese Knot weed.

**Section IV**

1. Enforcement: The Town Board or its designees shall enforce this ordinance. If any person fails to comply with the provisions of Wis. Stats 66.0407, as amended, and as adopted by the Town of Gibraltar, the town may after seven (7) days written notice to the owner, cause the premises to be mowed and/or sprayed. All costs shall be reported to and recorded by the town clerk.
2. The town clerk shall bill the property owners for the cost reported. If the bill is not paid by the end of the calendar year this cost shall be entered onto the tax roll as a special charge for the services under Wis. Stats. 66.0627.

**Section V**

1. Penalties: Any person owning occupying or controlling land in the Town of Gibraltar who fails to destroy all noxious weeds as required herein shall forfeit not less than \$50.00

nor more than \$200.00 each day that a violation exists, is considered a separate violation.

2. In addition, the courts may impose upon each person violating the section an assessment for court costs and all costs and fees, including reasonable attorney's fees, incurred by the town in enforcement of this section.

Town of Gibraltar  
Wooden wayfinding signs  
Policy

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It is the policy of the Town of Gibraltar to allow up to (8) eight wooden or wooden like signs on the wayfinding sign located on the Noble House grounds.

It is the policy of the Town of Gibraltar to allow up to (5) five wooden or wooden like signs on other town owned wayfinding signs located at various points around town.

The placards placed by businesses must be of same size, color, and be made of wood or of a wood like material.

The businesses located on the signs will be allowed to remain on the wayfinding locations for one year starting Jan 1 and ending Dec. 31. If the positions are all full and a new business would like to put on a sign, they will get first selection all other businesses will have to petition the Town Board for the remaining locations.

The policy of the Town Board is to assure every business has the same opportunity to utilize the wayfinding location boards on an equal basis, and no business shall receive special accommodations or privileges.

If any business allows its sign to deteriorate or become unsightly the town will remove it, and the business will need to repetition the Town Board to replace it. If in the event a sign reads for a business that is no longer operating in the town it will be removed.



## TOWN OF GIBRALTAR

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To: Town Board

From: Staff

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Request:

Purchase (6) I pads and the Dropbox program for use by supervisors/Staff

Background:

The Town uses an extreme amount of paper to print off charts, recommendations, and full details for the board to review.

Staff time is used to create binders and hand deliver the packets to supervisors. Any changes or amendments to agendas require additional staff time to complete and deliver.

Analysis:

Town staff would like to start a pilot program with supervisors to receive board packets and information on an I pad. This will reduce an estimated 200-500 pieces of paper at every meeting, or 2400-6000 per year.

The I pad will reduce Staff time to print and bind packets for the Town Board this would save an estimated 3-4 hours of staff time that can be dedicated to other areas of town business. Any amendment to agendas and information can be sent instantly saving more staff time. (Packets can still be made for those who would like one)

The I pad will be particularly helpful during budgets to allow supervisor review and changes can be applied instantly instead of several different pieces of paper printed.

I pads are portable so accessing the files will give Board members more flexibility in reviewing the Town packets, emails, and other materials. (Internet availability needed)

Recommendation:

Allow staff to purchase, and ready I pads for Town use, monitor the pilot program and report back to the Board.

Fiscal Impact:

The Town Board budgeted 15,000 for computer expenses. The Town has used \$4180.19. Approximately \$7000 is earmarked for software. The remaining will be enough to cover the purchases estimated not to exceed \$3600

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In Progress Checks - Full Report - ALL  
ALL Checks by Payee  
General Checking

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ACCT

Dated From:

From Account:

Thru:

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
8/17/2021 Carquest Auto Parts Stores			
Battery			
100-00-52200-290-000		FIRE PROTECTION:CHAMBERS ISL.	154.00
		Battery 1790096	
			Total 154.00
8/17/2021 Cellcom			
100-00-52200-223-000		FIRE PROTECTION:TELEPHONE	35.74
		003-00313134	
100-00-51400-223-000		ADMIN.:TELEPHONE/INTERNET	40.78
		003-00313134	
100-00-51620-223-000		PW:T.S./M.D.:TELEPHONE	70.96
		003-00313134	
			Total 147.48
8/20/2021 Charter Communications			
			Manual Check Nbr: DD
100-00-51400-223-000		ADMIN.:TELEPHONE/INTERNET	334.94
		0792	
100-00-52200-223-000		FIRE PROTECTION:TELEPHONE	113.76
		6138	
501-00-55310-223-000		DOCK:TELEPHONE	156.70
		0651	
100-00-51620-223-000		PW:T.S./M.D.:TELEPHONE	137.97
		2374	
			Total 743.37
8/11/2021 Conway, Olejniczak & Jerry, S.C.			
100-00-51300-000-000		GG: LEGAL	4,426.50
		922032-011M	
			Total 4,426.50
8/17/2021 Door Guard Security Systems			
System testing			
100-00-51610-240-000		COMMUNITY CENTER:MAINT.	360.00
		System testing 0869 SVC	
			Total 360.00

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In Progress Checks - Full Report - ALL  
ALL Checks by Payee  
General Checking

Page: 2  
ACCT

Dated From:

From Account:

Thru:

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
	8/18/2021	Fire Safety USA	
		CMC Quick link	
100-00-52200-342-000		FIRE PROTECTION:CLOTHING/GEAR	96.00
		CMC Quick link 150704	
		Total	96.00
	8/11/2021	Gall's Inc.	
		Shield Badge	
100-00-52100-390-000		LAW ENFORCEMENT:SUPPLIES	343.99
		Shield Badge 18918687	
		Total	343.99
	8/17/2021	Herlache Small Engine, Inc	
		Filters	
100-00-51620-350-000		PW:T.S./M.D.:EQUIP RPAIR/MAINT	43.70
		Filters 157900	
		Total	43.70
	8/17/2021	Inspection Specialist, LLC	
100-00-52400-000-000		BUILDING INSPECTOR FEE	2,323.70
		July Permits	
100-00-52400-390-000		BUILDING INSPECTOR:SUPPLIES	35.00
		July	
		Total	2,358.70
	8/11/2021	Lamperts	
		Bridge Repair	
100-00-55280-000-000		PARKS & LANDS:FISH CREEK PARK	912.77
		Bridge Repair LA2002120	
		Total	912.77
	8/18/2021	Laurie Buske	
		August Gardening	
100-00-55209-000-000		PARKS & LANDS:GARDENING	1,000.00
		August Gardening	
		Total	1,000.00
	8/11/2021	Nina Martel S.C	

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In Progress Checks - Full Report - ALL

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ALL Checks by Payee

ACCT

General Checking

Dated From:

From Account:

Thru:

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-51303-000-000		GG: LEGAL:NINA MARTEL	10.65
<b>Total</b>			<b>10.65</b>
<hr/>			
8/17/2021 Northern Door Communications, Inc			
Radio			
100-00-52200-341-000		FIRE PROTECTION:RAD.EQUIP/REP.	527.59
		Radio 27895	
<b>Total</b>			<b>527.59</b>
<hr/>			
8/17/2021 Premier Concrete Inc			
Screenings			
100-00-53314-000-000		HWY/ST MAINT:ROAD MAINTENANCE	48.07
		Screenings 1755220	
<b>Total</b>			<b>48.07</b>
<hr/>			
8/11/2021 Reinhard Plumbing, Inc			
Dig Grave			
100-00-54911-000-000		CEMETERY:PREP WORK	336.00
		Dig Grave 70195	
<b>Total</b>			<b>336.00</b>
<hr/>			
8/17/2021 State Chemical Solutions			
Deoderizer			
100-00-55190-800-000		OLD TOWN HALL:INVENTORY	395.32
		Deoderizer 901985604	
<b>Total</b>			<b>395.32</b>
<hr/>			
8/17/2021 The Police and Sheriffs Press			
ID Cards			
100-00-52100-340-000		LAW ENFORCEMENT:UNIFORM/EQUIP.	32.55
		ID Cards 151156	
<b>Total</b>			<b>32.55</b>
<hr/>			
8/17/2021 TruGreen			
COMMUNITY CENTER:MAINT.			
100-00-51610-240-000			64.89
		7004410475	
PARKS & LANDS:TURF MAINT.			
100-00-55213-000-000			140.00
		7004410475	



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In Progress Checks - Full Report - ALL  
ALL Checks by Payee  
General Checking

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ACCT

Dated From:

From Account:

Thru:

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
100-00-52200-356-000		FIRE PROTECTION:STATION MAINT.	234.68
		Lawn Care	7004410475
100-00-55213-000-000		PARKS & LANDS:TURF MAINT.	236.83
			7004410475
		<b>Total</b>	<b>676.40</b>
<hr/>			
	8/11/2021	Walt's Petroleum Service, Inc	
		Sensor Repairs	
501-00-55310-340-000		DOCK:MAINTENANCE/SUPPLIES	1,030.89
		Sensor Repairs	122143
		<b>Total</b>	<b>1,030.89</b>
<hr/>			
	8/11/2021	West Marine Pro	
		Boat equip	
100-00-52200-340-000		FIRE PROTECTION:EQUIPMENT	24.98
		Boat equip	1060545
		<b>Total</b>	<b>24.98</b>
<hr/>			
	8/17/2021	Wisconsin Department of Natural Resources	
		Hose, traffic cones, misc	
100-00-52200-340-000		FIRE PROTECTION:EQUIPMENT	964.78
		Hose, traffic cones, misc	370-0000021181
		<b>Total</b>	<b>964.78</b>
<hr/>			
	8/11/2021	Wisconsin Dept of Transportation	
		Hwy 42 project	
402-00-57331-000-000		HWY 42 PROJECT	10,932.12
		Hwy 42 project	395-0000229110
		<b>Total</b>	<b>10,932.12</b>
<hr/>			
	8/17/2021	Wisconsin Media	
		Legals	
100-00-51520-000-000		ADVERTISING	16.78
		Legals	4016284
		<b>Total</b>	<b>16.78</b>
<hr/>			
		<b>Grand Total</b>	<b>25,582.64</b>

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In Progress Checks - Full Report - ALL  
ALL Checks by Payee  
General Checking

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ACCT

Dated From:  
Thru:

From Account:  
Thru Account:

	Amount
Total Expenditure from Fund # 100 - GENERAL FUND	13,462.93
Total Expenditure from Fund # 402 - CAPITAL PROJECT 2	10,932.12
Total Expenditure from Fund # 501 - DOCK FUND	1,187.59
Total Expenditure from all Funds	25,582.64

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Bank Accounts File Print - Quick

Page: 1  
ACCT

Bank Account Description	Account Nbr	Posting Method	Current Balance
General Checking	0649	Direct	675,460.24
Capital Outlay		Direct	228,287.21
MMIA Saving Acct		Direct	1,759,369.01

Number of Bank Accounts on Report: 3

	Fund: All Funds				
	2021	2021	2021	Budget	% of
	August	Actual	Budget	Status	Budget
		08/28/2021			
<b>TAXES</b>	0.00	2,584,436.17	2,704,635.88	-120,199.71	95.56
<b>INTERGOVERNMENTAL REVENUES</b>	0.00	228,141.42	251,204.56	-23,063.14	90.82
<b>LICENSES AND PERMITS</b>	5,038.43	56,890.19	44,824.00	12,066.19	126.92
<b>FINES, FORFEITS AND PENALTIES</b>	305.00	1,139.24	0.00	1,139.24	0.00
<b>PUBLIC CHARGES FOR SERVICES</b>	58,800.83	384,384.63	522,776.00	-138,391.37	73.53
<b>INTERGOV'T. CHARGES FOR SERV.</b>	0.00	207.00	500.00	-293.00	41.40
<b>MISCELLANEOUS REVENUES</b>	-1,311.99	87,298.20	49,790.00	37,508.20	175.33
<b>OTHER FINANCING SOURCES</b>	0.00	0.00	125,000.00	-125,000.00	0.00
<b>Total Revenues</b>	<b>62,832.27</b>	<b>3,342,496.85</b>	<b>3,698,730.44</b>	<b>-356,233.59</b>	<b>90.37</b>

	Fund: All Funds				
	2021 August	2021 Actual 08/28/2021	2021 Budget	Budget Status	% of Budget
GENERAL GOVERNMENT	40,700.70	513,816.39	1,014,541.44	500,725.05	50.65
PUBLIC SAFETY	39,969.94	319,364.68	510,547.00	191,182.32	62.55
PUBLIC WORKS	14,633.61	65,566.82	619,625.00	554,058.18	10.58
HEALTH AND HUMAN SERVICES	168.00	3,299.16	4,840.00	1,540.84	68.16
CULTURE, RECREATION AND EDU.	108,943.70	312,131.34	487,900.00	175,768.66	63.97
CONSERVATION AND DEVELOPMENT	8,915.02	34,197.20	128,403.00	94,205.80	26.63
CAPITAL OUTLAY	2,563.17	596,793.24	0.00	-596,793.24	0.00
DEBT SERVICE	5,343.71	692,847.13	932,874.00	240,026.87	74.27
<b>Total Expenses</b>	<b>221,237.85</b>	<b>2,538,015.96</b>	<b>3,698,730.44</b>	<b>1,160,714.48</b>	<b>68.62</b>
<b>Net Totals</b>	<b>-158,405.58</b>	<b>804,480.89</b>	<b>0.00</b>	<b>-804,480.89</b>	