

**TOWN OF GIBRALTAR
REGULAR MONTHLY MEETING
WEDNESDAY, SEPTEMBER 1, 2021
GIBRALTAR TOWN CENTER
4097 HIGHWAY 42, FISH CREEK WI 54212
7:00 PM**

Approved: October 6, 2021

Call to order: Steve Sohns called the regular meeting to order at 7: 00 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, J. Merkel) to adopt the agenda as presented. Carried*

Approve minutes of previous meeting(s): *Motion: (Johnson, B. Merkel) to approve the minutes of the August 4, 2021 public hearing as written. Carried*

Motion: (Johnson, Luetzgen) to approve the minutes of the August 4, 2021 regular meeting, as written. Carried.

Motion: (Johnson, B. Merkel) to approve the minutes of the August 18, 2021 joint closed session meeting, as written. Carried

Motion: (Johnson, J. Merkel) to approve the minutes of the August 18, 2021 closed session meeting, as written. Carried

Special Order of Business: Introduce/Swear in New Town Treasurer – Theresa Cain-Bieri:

Administrator Thyssen introduced Theresa Cain-Bieri as the newly appointed Treasurer and Clerk Murre executed the oath of office.

Committee/Commission Reports

Parks & Lands: Buske thanked Clerk Murre and Town Maintenance staff. The committee has made a change in the donation policy. Kiosk and Gazebo are being re-stained and most of the signs have been touched up.

Fire Department/EMR: Bertges reported August call volume was 30 up 3 from 2020. Saturday Oct. 30th will be the Open House.

Wayne Kudick complimented the crew.

Law Enforcement: Roesch reported 99 contacts. Awarded a \$2000 WPS grant to upgrade the squad system. Partnered with Lexis Nexus for accident reporting.

Stop sign violation enforcement has been stepped up.

Wayne Kudick expressed concerns about people parking at the beach. Suggests signage about where to park.

Perry Duderstat has seen similar observations.

VFC: Karly reported concerts in the park have ended for the season. The summer block party was a success and the summer photo shoot was completed. Planning for Fall events: Inside/Outside Days and Jack o'Lantern Days.

Airport: Drajesk reported the airport is continuing with applications for funding of the snow blowing and property expansion. Friends are planning another Young Eagles event on Oct. 2nd. Getting ready to launch website. The Friends have sponsored 1 student pilot and has received another application. Scholarship funding drive in the next couple of months.

Noble House: Buske reported so far a great season. Thanked staff for keeping the park beautiful. Still a few street signs left. They received a President Garfield lithograph.

Watershed: Merline reported they have been testing. The water levels are up and will be sending off samples. Macro invertebrate study in October

Perry Duderstadt has noticed a lot of tall grass in the Creek. Merline stated reed canary grass is a problem and pops up when the water is low.

Plan Commission: Merline reported the commission discussed how to manage green tier and the 2024 comprehensive plan update.

Harbor Commission: Harris reported all is well. It has been a busy summer. Full for this weekend. Will be looking into removing the blocks from the Dock. Hours will be reduced after Labor Day, 9-5.

1 **Room Tax:** Thyssen reported the commission discussed unregistered STRs. Numbers are above. Moving
2 forward with the increase.

3 **Building Committee:** No report

4 **Clerk:** Murre reported the Parks and Lands Committee and the Planning Commission both have vacancies to
5 fill. Interested parties can submit a letter of interest to the Town Office.

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

9 **Admin:** No report

10 **Chairman:** Sohns thanked everyone that attended the Block party.
11 The fish passage grant was extended for the Culvert.
12 Black topping is finished on Maple Grove East and crews are working on Gibraltar Rd.
13 Mid-Door Fire Chiefs meeting was last week.
14 Attended the Towns Association meeting a few weeks ago. There was a speaker from Destination Door
15 County and talked a little more about the room tax increase. Currently still 2 hold-outs.
16 Door County Sewer & Water and UW-Oshkosh are doing a water testing program.
17 COVID funds have been received.
18

19 **Public Comment:**
20 None
21

22 **Agenda Items:**
23

24 **Remove from the Table: 2021-2022 Airport Snow Removal Proposal:** *Motion: (Johnson, B. Merkel) to remove*
25 *2021-2022 Airport Snow Removal from the Table. Carried*
26

27 **2021-2022 Airport Snow Removal Proposal:** Thyssen reported the Commission presented to the Town
28 Board that PPT be used to help fund snow removal. The Town receives 30% of the PPT collected which is
29 approximately \$4950. The Town provides road maintenance to the airport; as well as fire, EMS, and law
30 enforcement. The Town receives no other tax from the airport. The Town Board would like to see the
31 calculated wages for staff.
32 *Motion: (Johnson, J. Merkel) to send back to the Airport commission for review. Carried.*
33

34 **Plan Commission Conditional Use Permit Recommendation: Laura Estes, John and Vanessa**
35 **Cannon (Cherry Hut) to Establish a Greenhouse:** Merline presented the Plan Commission's
36 recommendation to place a hydroponic greenhouse at the Cherry Hut location. John Cannon stated the noise
37 is no different than a typical window A/C unit. *Motion: (Johnson, B. Merkel) to recommend support of the Conditional*
38 *Use Application to install a hydroponic greenhouse at the Door County Cherry Hut. Carried*
39

40 **Formation of Budget Review Committee:** Thyssen reported the past practice of the board review of the
41 budget and suggests having 2 supervisors review before forwarding to the Board with recommendations and
42 bigger budget items. Johnson volunteered to be part of the committee. Luetzgen also has the time.
43 *Motion: (Johnson, J. Merkel) to amend the agenda to include action. Carried.*
44 *Motion: (Johnson, J. Merkel) to appoint Johnson and Luetzgen to do the Budget review with staff. Carried.*
45

46 **Consider/Approve Ordinance to Enforce State Pier Regulations:** State Statutes allow the Town to adopt
47 an ordinance to regulate piers, wharves and swimming rafts. We currently do not have one in our books and
48 it has been recommended by Town Attorneys that we adopt the State regulations. *Motion: (Johnson, Luetzgen) to*
49 *approve Ordinance 2021-09 to Enforce State Pier Regulations. Carried*
50

51 **Consider/Approve Ordinance 2021-07 Regulating Short-term Rentals:** *Motion: (Johnson, B. Merkel) to*
52 *approve Ordinance 2021-07 Regulating Short-term rentals. Carried*
53

1 **Consider/Approve Short Term Rental License/ Fee Schedule:** Fee schedule will be attached to the STR
2 ordinance. Remove \$100 inspection fee. Original application and renewal of \$45, \$25 late fee. *Motion:* (B.
3 Merkel, Luetzgen) to approve the STR license and fee schedule. Carried

4
5 **Consider/Approve Business License Policy:** Buske suggested having a resident on the review committee.
6 Businesses will be governed the same way as an STR. Remove business inspection fee. Penalty fee scheduled
7 in a different ordinance. *Motion:* (Johnson, Luetzgen) to approve the business license. (Johnson rescinded, Luetzgen).

8 Carried.
9 *Motion:* (B. Merkel, Sohns) to approve the Business License as presented to include a fee schedule. Carried

10
11 **Consider/Approve Business License Fee Schedule:** Also remove the \$100 inspection fee. *Motion:* (B.
12 Merkel, Johnson) to approve the fee schedule \$45 for initial application and renewal, and \$25 for late fee. Carried

13
14 **Approve Ordinance 2021-08 to Ban Certain Noxious Weeds and Terrestrial Invasive Plants:** The Plan
15 Commission reviewed the noxious weed ordinance. It has been recommended to include with a policy.
16 Funding is made available to the County if such an ordinance is in the books.
17 Samantha Kooyen from the Door County Invasive Species Team stated the ordinance is not meant to be a
18 heavy handed, mostly educational. I would give the Town some control if there was a blatant issue.
19 Would like forward to Parks and Lands for review.

20
21 **Special Assessment Methodology Direction:** Thyssen has requested more direction regarding the special
22 assessment methodology. He has been meeting with quite a few people for feedback. Town would pick up
23 80% of the street lighting. Sidewalks are more of a direct benefit to the property owner, there a 50% cost
24 share is reasonable. He presented the future phases including the old downtown.

25 If the board decides to move forward would like to hold additional informational meetings.
26 *Motion:* (Johnson, Luetzgen) to proceed with the direction presented by Thyssen with the percentages as discussed. Carried

27
28 **Wooden Directional Sign Policy:** Thyssen corrected the policy to include a 2 –year rotation and added via
29 lottery system if more requests are received.

30 *Motion:* (Johnson, B. Merkel) with the changes of the 2-year requirement and the addition of a lottery if more requests are
31 received. Carried

32
33 **I-Pad Pilot Program Proposal:** Thyssen reported Quantum PC has received refurbished iPads from the
34 school that we could purchase for \$125. Would install a drop box platform that board members could easily
35 access board documents. They also have archiving capabilities. Total cost per iPad is \$175 with setup.

36 *Motion:* (Johnson, J. Merkel) to suspend the rules to add action. Carried

37 *Motion:* (Johnson, J. Merkel) to purchase 12 iPads. Carried.

38
39 **Special Event Request – Visit Fish Creek Jack-o-Lantern Days:** Karly presented for VFC. *Motion:*
40 (Johnson, Luetzgen) to approve Jack o'Lantern Days with an additional banner at the Top of the Hill. Carried

41
42 **Special Event Request – Door County Fall 50:** Sean Ryan or another representative was not in attendance
43 will be on next month's agenda.

44
45 **Parks and Lands Term Appointment:** *Motion:* (B. Merkel, Johnson) to advertise for the Parks and Lands term
46 appointment. Carried.

47
48 **Plan Commission Term Appointment:** *Motion:* (B. Merkel, Johnson) to advertise for the Plan Commission term
49 appointment. Carried.

50
51 **Payment of Bills:** The board reviewed the bills for payment. *Motion:* (B. Merkel, Johnson) to approve the bills as
52 submitted. Carried

53

1 **Adjourn to closed session according to Wisconsin State Statutes 19.85(1) (c):** *Motion: (B. Merkel, Johnson)*
2 *to adjourn to closed session according to Wisconsin State Statutes 19.85(1) (c). Carried by Roll Call vote at 9:40 p.m. Sobns,*
3 *Luetgen, Johnson, B. Merkel and J. Merkel*

4
5 **Considering employment, promotion, compensation or performance evaluation**
6 **data of any public employee over which the governmental body has jurisdiction**
7 **or exercises responsibility – Employee Policy**

8
9 **Reconvene to open session pursuant to State Statute 19.85(2) to take any action(s) or adopt**
10 **resolution on issues discussed in closed session.:** *Motion: (B. Merkel, Johnson to enter into open session at 9:40*
11 *p.m. Carried*

12
13 **Approve action(s) taken in closed session:** *Motion: (B. Merkel, J. Merkel) to approve action taken in closed session*
14 *Considering employment, promotion, compensation or performance evaluation data of any public employee over which the*
15 *governmental body has jurisdiction or exercises responsibility. Carried*

16
17 **Adjourn:** *Motion: (B. Merkel, Johnson) to adjourn at 9:42 p.m. Carried*

18
19 Respectfully submitted,

20
21 Kelly Murre, Clerk