


**TOWN OF GIBRALTAR
 REGULAR MONTHLY MEETING
 WEDNESDAY, OCTOBER 6, 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
 Meeting ID: 845 0544 2599
 Password: 594607

- | | |
|---|-----|
| 1. Call to order | |
| 2. Pledge of Allegiance | |
| 3. Roll call/quorum | |
| 4. Agenda/proper notice/adopt agenda | D/A |
| 5. Community Service Recognition – Fire Department | D/A |
| 6. 50 Years of Service Recognition - Holly Somerhalder | D/A |
| 7. Approve minutes of previous meeting(s) | D/A |
| 8. Committee reports | |
| 9. Public comment | |
| 10. 2021-2022 Airport Snow Removal Proposal | D/A |
| 11. Application for “Class B” Combo Liquor License: Bad Eleven Provisions, LLC (Scott Schmitz, Agent), 4149 Main Street | D/A |
| 12. Consideration of Property Purchase | D/A |
| 13. Set Date for Meeting of the Electors | D/A |
| 14. Special Event Request – Door County Fall 50, October 23, 2021 | D/A |
| 15. Amend Visit Fish Creek Jack-o-Lantern Days, to include Haunted Trail | D/A |
| 16. Consideration of Right of First Refusal for Hangar A-6, Gary Glojek | D/A |
| 17. Consideration of Sale of Hangar A-6 to Chris Ash | D/A |
| 18. Consideration of Lease Agreement for Hangar A-6 with Chris Ash | D/A |
| 19. Consideration of Right of First Refusal for Hangar A-7, Larry Wickter | D/A |
| 20. Consideration of Sale of Hangar A-7 to Kevin Schmidt | D/A |
| 21. Consideration of Lease Agreement for Hangar A-7 with Kevin Schmidt | D/A |
| 22. Consideration of Lease Agreement for Hangar C-7 with Don & Patricia Stark | D/A |
| 23. Plan Commission Recommendation Re: Bay-Lakes Regional Planning Membership/Comprehensive Plan Update | D/A |
| 24. Approve Resolution 2021-05 Redistricting and Municipal Ward Creation | D/A |
| 25. Consideration of Adding Strike Payment Portal to Town Website | D/A |
| 26. Consideration of Treasury Management Positive Pay | D/A |
| 27. Fire Department Vehicle Replacement - Discussion Only, No Action will be Taken | D/ |
| 28. Parks and Lands Term Appointment | D/A |
| 29. Plan Commission Term Appointment | D/A |
| 30. Airport Commission Term Appointment | D/A |
| 31. Fish Creek Sanitary District #1 Term Appointment | D/A |
| 32. Set Dates for Budget Meeting Workshop | D/A |
| 33. Set Date for Special Meeting of the Electors Regarding 2022 Budget | D/A |
| 34. 2021-2022 Propane Contracts | D/A |
| 35. Payment of Bills | D/A |
| 23. Adjourn | D/A |

/s/ Steve Sohns, Chairman

DEVIATION IN ORDER MAY OCCUR

Posted: October 1, 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
--	---

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.

**Any item may have action taken unless otherwise specified*

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54

**TOWN OF GIBRALTAR
REGULAR MONTHLY MEETING
WEDNESDAY, SEPTEMBER 1, 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: 00 p.m.

Pledge of Allegiance

Roll call/quorum:

Board members present: Steve Sohns, Bill Johnson, Tim Luetttgen, 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, Luetttgen) 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. Luettgen 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 Luettgen 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, Luettgen) 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:** Thysenn 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 *Luettgen, 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

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32

**TOWN OF GIBRALTAR
CLOSED SESSION
PER WISCONSIN STATE STATUTES 19.85(1)(E)
WEDNESDAY, SEPTEMBER 15, 2021
GIBRALTAR TOWN CENTER
4097 HIGHWAY 42, FISH CREEK WI 54212**

Approved:

Call to order: Steve Sohns called the closed session to order at 7:15 a.m.

Roll call/quorum:

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

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

Adjourn to Closed Session According to Wisconsin State Statutes 19.85(1)(e) *Motion: (Johnson B. Merkel) to adjourn to closed session at 7:16 AM according to Wisconsin State Statutes 1985(1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: consideration of land acquisition for public purposes. Carried by roll call vote: Sohns, Johnson, B. Merkel, and J. Merkel.*

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.: *Motion: (Johnson, B. Merkel) to reconvene to open session at 7:50 a.m. Carried*

Approve action(s) taken in closed session: *Motion: (Johnson, Sohns) to approve action taken in closed session. Carried.*

Adjourn: *Motion: (Johnson, J. Merkel) to adjourn at 7:52 a.m. Carried*

Respectfully submitted,

Kelly Murre, Clerk

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33

**TOWN OF GIBRALTAR
CLOSED SESSION
PER WISCONSIN STATE STATUTES 19.85(1)(E)
THURSDAY, SEPTEMBER 30, 2021
GIBRALTAR TOWN CENTER
4097 HIGHWAY 42, FISH CREEK WI 54212**

Approved:

Call to order: Steve Sohns called the closed session to order at 7:15 a.m.

Roll call/quorum:

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

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

Adjourn to Closed Session According to Wisconsin State Statutes 19.85(1)(e) *Motion: (Johnson B. Merkel) to adjourn to closed session at 7:16 AM according to Wisconsin State Statutes 1985(1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session: consideration of land acquisition for public purposes. Carried by roll call vote: Sohns, Johnson, B. Merkel, Luetzgen, and J. Merkel.*

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.: *Motion: (Johnson, B. Merkel) to reconvene to open session at 7:30 a.m. Carried*

Approve action(s) taken in closed session: *Motion: (B. Merkel, Johnson) to approve action taken in closed session. Carried.*

Adjourn: *Motion: (Johnson, J. Merkel) to adjourn at 7:31 a.m. Carried*

Respectfully submitted,

Kelly Murre, Clerk

1 TOWN OF GIBRALTAR AND FISH CREEK HARBOR COMMISSION
2 JOINT CLOSED SESSION
3 PER WISCONSIN STATE STATUTES 19.85(1)(e)
4 THURSDAY, SEPTEMBER 30, 2021
5 GIBRALTAR TOWN CENTER
6 4097 HIGHWAY 42, FISH CREEK WI 54212
7

8 **Approved:**

9 **Call to order:** Dave Harris and Steve Sohns called the closed session to order at 7:34 a.m.

10 **Roll call/quorum:**

11 Board members present: Steve Sohns, Bill Johnson, Brian Merkel, Tim Luetzgen, and Jayson Merkel
12 Harbor Commission Members Present: Dave Harris, Paul Woerfel, Brian Merkel, and Bob Grawien (via
13 phone conference).
14

15 **Agenda/proper notice/adopt agenda:** Harris confirmed the agenda had been properly noticed. *Motion: (B.*
16 *Merkel, Grawien) to adopt the agenda as presented. Carried*
17

18 **Adjourn to Closed Session According to Wisconsin State Statutes 19.85(1)(e)** *Motion: (B. Merkel, Grawien) to*
19 *adjourn to closed session at 7:16 AM according to Wisconsin State Statutes 19.85(1) (e) Deliberating or negotiating the purchasing of*
20 *public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons*
21 *require a closed session: consideration of land acquisition for public purposes. Carried by roll call vote: Sohns, Johnson, B. Merkel,*
22 *Luetzgen, J. Merkel, Harris, Woerfel, and Grawien*
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: (Woerfel, B. Merkel) to reconvene to open session at*
26 *7:56.a.m. Carried*

27 *Motion: (Johnson, J. Merkel) to reconvene to open session at 7:56 a.m. Carried*
28

29 **Approve action(s) taken in closed session:** *No action*

30
31 **Adjourn:** *Motion: (B. Merkel, Woerfel) to adjourn at 7:56 a.m. Carried*
32

33 Respectfully submitted,

34
35 Kelly Murre, Clerk

To: Gibraltar/Ephraim airport Commission, Town Board of Gibraltar

From: Gibraltar town staff

Additional information:

This is to provide information for the commission to review for the snow plowing request.

Background:

Using the estimated police checks and calls at 29.9 hours per year the cost would be \$1368.51. The same would apply for the Fire chief with additional time would be \$235.95

For the town to maintain the ditch with cutting I calculated the entire town roads feet at 549,120 that is including both sides. The airport has 1200 feet of roadway the mowing would equate to \$36 for two cuts per year

The amount of chip seal that was placed on Gibraltar road was 4710 feet of roadway. This equates to \$4.18 per foot or \$5,016 for 1200 feet. Cut that in half for the two sides of the road the total is \$2,508 for the section in front of the airport. This is a 3-5-year repair and the town will likely look at mill and repaving the road when this expires.

1. 1368.51
 2. 235.95
 3. 36.00
 4. 2508.00
-

\$4148.46 total expenditures

Fiscal Impact:

The town collected \$4950 in 2020 for personal property tax from hangers. The State of Wisconsin is looking at eliminating the personal property tax in 2022 and this may be a mute discussion.

Recommendation:

Town staff recommends no additional funds for the snow removal. The recommendation is based on three reasons.

1. This will set a president of yearly expectations for the funds regardless of action from the state to remove the tax
2. The Airport wants to operate free from Town or Village funding this funding should be included in their operating budget.
3. Town currently provides several services that are not billed to the airport. Additionally, the Police respond to Village of Ephraim for calls of mutual assistance without any charge from the Town of Gibraltar.



TOWN OF GIBRALTAR

To: Town Board

From: Town Staff

Request:

2021-2022 liquor license

Analysis:

This request was previously approved pending the closing/sale of the Fish Creek Grill. Bad Eleven would like to transfer this license to 4149 Main Street effective October 29, 2021.

Recommendation:

Staff has reviewed and supports this request

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: TBD ending: 6/30/2022
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: Town of } Gibraltar
 Village of }
 City of }

County of Deer Aldermanic Dist. No. _____
 (if required by ordinance)

Check one: Individual Limited Liability Company
 Partnership Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number <u>456-1030149035-02</u>	
FEIN Number <u>82-3392451</u>	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
TOTAL FEE	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
Bad Eleven Provisions, LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
<u>Schmitz</u>	<u>Scott</u>	<u>Michael</u>	<u>4155 Bluff Ln #104, Fish Creek, WI 54212</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name TBD Business Phone Number 971.235.8594
 2. Address of Premises 4149 Main St, Fish Creek, WI Post Office & Zip Code 54212

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)
* see attached site plan *

Liquor will be stored/sold/consumed at the outdoor bar, the indoor bar, the kitchen, the attic storage, and the office

4. Legal description (omit if street address is given above): _____
 5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? Yes No
 (b) If yes, under what name was license issued? Taco Cerveza LLC and Bison Bison

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** Yes No

7. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? Yes No
If yes, explain.

8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** Yes No

9. (a) **Corporate/limited liability company applicants only:** Insert state WI and date Jan 2018 of registration.

(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** Yes No

(c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** Yes No

10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] Yes No

11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] Yes No

12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <u>Schmitz Scott M</u>	Title/Member <u>owner</u>	Date <u>8/31/21</u>
Signature <u>Scott Schmitz</u>	Phone Number <u>971.235.8594</u>	Email Address <u>bisonbisonbottles@gmail.com</u>

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>8/31/2021</u>	Date reported to council / board <u>10/6/2021</u>	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name) <u>Schmitz</u>		(first name) <u>Scott</u>		(middle name) <u>Michael</u>	
Home Address (street/route) <u>4155 Bluff Ln # 104</u>		Post Office <u>391</u>	City <u>Fish Creek</u>	State <u>WI</u>	Zip Code <u>54212</u>
Home Phone Number <u>971.235.8594</u>		Age <u>37</u>	Date of Birth <u>05/02/1984</u>	Place of Birth <u>Arlington Heights, IL</u>	

The above named individual provides the following information as a person who is (check one):

- Applying for an alcohol beverage license as an **individual**.
- A member of a **partnership** which is making application for an alcohol beverage license.
- Agent of Bad Eleven Provisions LLC
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)
- which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

- How long have you continuously resided in Wisconsin prior to this date? 7yrs (November 2014)
- Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. *(If more room is needed, continue on reverse side of this form.)*
DUI - Door Co., 2006, Fine and coursework, complete
- Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? Yes No
 If yes, describe status of charges pending.
- Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? Yes No
 If yes, identify. (Name, Location and Type of License/Permit)
- Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? Yes No
 If yes, identify. (Name of Wholesale Licensee or Permittee) (Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name <u>SELF - Bison Bison</u>	Employer's Address <u>4149 Main St Fish Creek WI</u>	Employed From <u>Jan 2018</u>	To <u>Present</u>
Employer's Name <u>SELF - Fish Creek Beach House</u>	Employer's Address <u>4117 Main St Fish Creek WI</u>	Employed From <u>June 2017</u>	To <u>present</u>

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.


(Signature of Named Individual)

Appointment of Successor Agent – Retail Licenses

Submit this form to your licensing authority with a \$10 processing fee.

If there is a change in agent, each club, corporation, or limited liability company that holds a retail license to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent and have the appointment approved by the licensing authority pursuant to sec. 125.04(6), Wis. Stats. The following questions must be answered by the agent, and the appointment must be signed by an officer of the corporation/organization or one member of the limited liability company (only one signature is required).

Section 1: Licensee Information and Acknowledgement

Licensee Name

Bad Eleven Provisions LLC

Reason for Cancellation of Appointed Agent

The undersigned appoints _____ as agent in accordance with sec. 125.04(6), Wis. Stats.

Scott Schmitz

Scott Schmitz

Signature of President / Member

Date

8/31/21

Section 2: Agent Information and Acknowledgement

Agent Name

Scott Schmitz

Mailing Address

PO Box 391 Fish Creek WI

City or Post Office

Fish Creek

State

WI

Zip Code

54212

Agent Questions

- | | Yes | No |
|---|-------------------------------------|-------------------------------------|
| 1. Are you of legal drinking age? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you ever been convicted of a federal law violation? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4. Have you ever been convicted of a state law violation? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you ever been convicted of a local ordinance violation? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6. Have you completed the required responsible beverage server training course per sec. 125.04(5)(a)5, Wis. Stats.? ... | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

UNDER PENALTY OF LAW, I declare that my answers above are true and correct to the best of my knowledge and belief.

I hereby accept appointment as agent for Bad Eleven Provisions LLC and assume full responsibility of the conduct of the business relative to fermented malt beverages and intoxicating liquors.

Scott Schmitz

Signature of Agent

Date

8/31/21

Section 3: Licensing Authority Approval

Municipality Name

Town of Gibraltar

Signature of Official

Date

Title of Official

4149 MAIN ST SITE PLAN

- ① OUTDOOR BAR
- ② KITCHEN
- ③ INDOOR BAR
- ④ OFFICE/STORAGE
- ⑤ ATTIC STORAGE



REVISED FIRST FLOOR PLAN
SCALE: 1/4" = 1'-0"

1 OF 1

4149 MAIN STREET, FISH CREEK

VAN'S LUMBER &
CUSTOM BUILDERS INC.

ALTHOUGH EVERY EFFORT HAS BEEN MADE IN PREPARING THESE PLANS AND CHECKING THEM FOR ACCURACY, THE CONTRACTOR MUST CHECK ALL DETAILS, DIMENSIONS, NOTES, SIZES, AND STRUCTURAL MEMBERS. ALL FOUNDATION HEIGHTS, CHANGES IN HEIGHTS, AND WALL THICKNESS, MUST ALSO BE VERIFIED AND APPROVED BY THE CONTRACTOR.

SCALE: 1/4" = 1'-0"	DOOR: 60" FT.	SALESMAN: JEFF DORNER
DATE: 4/15/2021		
ACCEPTED BY:		
DRAWN BY: JEFF D.	REVISED:	REVISED:
REVISED: APR 2021	REVISED:	REVISED:
REVISED: AG 2022	REVISED:	REVISED:
REVISED:	REVISED:	REVISED:

November 2021

December 2021

Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2021

Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 31	Nov 1 Tightness Test (Dock) 1:00pm Green Tier Legacy Communities Member Meeting (https://zoom.us/j/96)	2	3 7:00pm Town Board Meeting (Town Center)	4	5	6
7	8	9	10 4:00pm Parks and Lands Meeting <i>Budget Hearing/ Meeting of the Electors</i>	11	12	13
14	15 7:00pm Building Committee Meeting (Town Center) <i>Special Meeting of the Electors</i>	16	17 7:30am Harbor Commission Meeting (Town Center)	18 9:00am Airport Committee Meeting (Town Center)	19	20
21	22	23 7:00pm Planning Commission Meeting (Town Center)	24	25	26	27
28	29	30	Dec 1	2	3	4



TOWN OF GIBRALTAR

To: Town board

From: Town staff

Request:

Door County Fall 50, October 23, 2021

Analysis:

This is a recurring approval. The Town Board has approved this event in previous years.

Background:

The town has approved this in previous years.

Special Event Request: Door County Fall 50, October 26, 2019 9 a.m. – 1 p.m.: Sean Ryan detailed 13th annual race. Additional law enforcement may need to be requested of the Door County Sheriff's Department. Gibraltar High School will serve as the parking location for the support/team vehicles with runners coming from Peninsula Park behind the school exchanging and continuing on the shoulders of Hwy. 42 through the village. The next area used is behind Villagios on Juddville Road. Chief Crowell had no problems with the request. *Motion: (Johnson, McKesson) to approve the Special Event Request for the Door County Fall 50 as presented. Carried*

Recommendation:

Staff has reviewed and supports this application.

Fiscal Impact:

No fiscal impact to the town.

TOWN OF GIBRALTAR

P.O. Box 850 * Fish Creek WI 54212 * 920-868-1714

SPECIAL EVENT REQUEST

Organization Name: DOOR COUNTY FALL 50
Address: 1971 Prescott Place
De Pere, WI 54115
Phone: (920) 606-2458

Requestor/Agent Name: Sean Ryan
Phone: (920) 606-2458

TYPE OF REQUEST

Temp License (Beer) (Wine) None
Direct Sales: None
Use of Town Property: We are again working with Gibraltar High School to serve as the parking location for the support/team vehicles with runners emerging from Peninsula Park behind the school, exchanging, and continuing on the shoulders of Business Hwy. 42 through the village.
Temp. Structure Permit: None

EVENT INFORMATION

Event Name: Door County Fall 50
Date(s) of Event: October 23, 2021
Time(s) of Event: 9:00 am – 1:00 pm
Site Location: Behind Gibraltar High School and Juddville (behind Villagios)
Alternative Site: None, no rain date.

Fundraiser? Yes
Funds Recipient: Friends of Peninsula Park
Address: P.O. Box 541
Baileys Harbor, WI 54202
Phone: Michelle Kemp (608) 963-8766

EVENT DESCRIPTION

Please supply any additional information about your event that would be helpful to the Town of Gibraltar in reviewing your request:
This event started in 2006. It currently benefits 12 different charities in Door County (\$30,000 distributed in 2019) and attracts more than 2,000 participants the weekend after Fall Fest. Over the years, changes have been made to ensure the safety of the participants and minimize the disruption to local residents and businesses. In 2018, we relocated the relay exchange / rest station in Fish Creek to Gibraltar High School. This reduced the event's traffic impact on the Main Street merchant district in the village. We work with the town constable each year to plan for safe passage of this event and appreciate his assistance.

GIBRALTAR TOWN BOARD ACTION

Request heard at meeting on: _____
ACCEPTED: _____ Permit Number Issues by Clerk _____
NOT ACCEPTED: _____
REASON: _____



TOWN OF GIBRALTAR

To: Town Board

From: Town Staff

Request:

Visit Fish Creek: Jack-o-Lantern Days, October 29-31, 2021

Analysis:

The Town Board Approved this event last month.

Visit Fish Creek is asking for use of Fish Park to host a Haunted Trail.

Background:

Special Event Request: FCCA Jack O'Lantern Days Use of Clark Park and Old Town Hall, Banners, sandwich boards, parade: Jackie stated the request has not changed from previous years. *Motion: (Johnson, McKesson) to approve the Special Event Request for the FCCA Jack O'Lantern Days October 25 – 27 as requested. Carried*

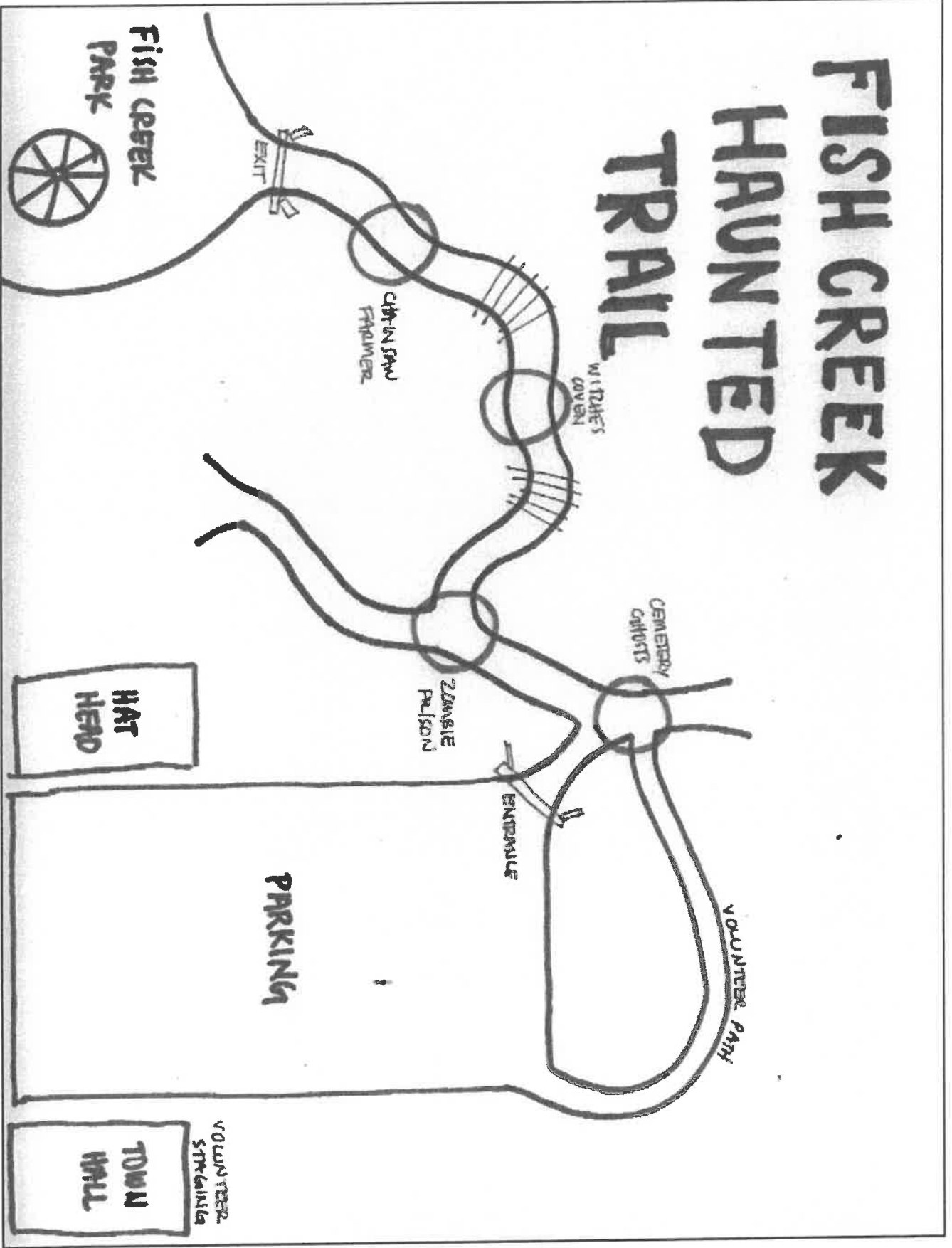
Recommendation:

Staff has reviewed and supports this application.

Fiscal Impact:

No fiscal impact to the town.

FISH CREEK HAUNTED TRAIL



Fish Creek Haunted Trail at Fish Creek Park

Dates: October 28 – November 1 (includes day to set up/tear down) | Main event: Saturday, October 30 (actors on the trail)

**EPHRAIM-GIBRALTAR AIRPORT
RECOMMENDATIONS
SEPTEMBER 16, 2021**

Consideration of Right of First Refusal for Hangar A-6, Gary Glojek: The sale price of the hangar is \$27,000 *Motion: (Drajesk, Neville) to not exercise right of first refusal. Carried, Glojek Abstained*

Consideration of Sale of Hangar A-6 to Chris Ash: *Motion: (Neville, Drajesk) to approve the sale of hangar A-6 to Chris Ash. Carried, Glojek Abstained*

Consideration of Lease Agreement for Hangar A-6: *Motion: (Neville, Drajesk) to approve lease agreement with Chris Ash. Carried, Glojek abstained*

Consideration of Right of First Refusal for Hangar A-7, Lawrence Wickter: The sale price of the hangar is \$42,000. *Motion: (Halbrook, Drajesk) to not exercise right of first refusal. Carried*

Consideration of Sale of Hangar A-7 to Kevin Schmidt: *Motion: (Halbrook, Drajesk) to approve the sale of hangar A-7 to Kevin Schmidt. Carried*

Consideration of Lease Agreement for Hangar A-7: *Motion: (Neville, Drajesk) to approve the lease agreement with Kevin Schmidt. Carried*

Consideration of Lease Agreement for Hangar C-7 with Don & Patricia Stark: *Motion: (Drajesk, Neville) to approve the lease agreement with Don and Patricia Stark, pending approval to build a hangar from OMNI. Carried*

To: Town Board

From: Staff

Request:

Join Bay Lakes Regional Planning. Begin the process of state mandated 20-year comprehensive plan with Bay Lakes Regional Planning. Apply for \$20,000 planning grant.

Background:

The Town is required by State law to have a comprehensive plan every 20 years with updates on five and ten years. The comprehensive plan will incorporate the direction and vision of the town. The towns current 20-year plan will expire in 2024.

Bay Lakes was hired and completed the comprehensive plan twenty years ago, Bay Lakes is familiar with the mapping, and town layout.

Analysis:

Staff had put out RFP to private firms to complete our comprehensive plan and received estimates from 75-90,000

Staff requested an RFP from Bay Lakes and received a return of 60,000 with a proposal to apply for a grant from Wisconsin Costal Management Technical Assistance Program for 20,000 for a total of 40,000 and additional reductions of \$3,500 through the commissions work program total cost of \$36,500

Bay lakes would start the comprehensive plan in June of 2022 and complete it in June of 2023 allowing for the cost to be split over two years.

The Town would need to Join Bay lakes Regional Planning estimated at \$4,797 annually starting in 2022

Recommendation:

Staff and Plan Commission recommend we move forward with Bay Lakes Regional Planning for the comprehensive plan updating and join now to qualify for the Grants that have an application deadline in November of 2021.

Fiscal Impact:

Staff will budget \$23,047 in 2022 and \$23,047 in 2023 to join the commission and to have the comprehensive plan completed.

Gibraltar Comprehensive Plan Update

60,000

Natural Resources, Land Use, Future Land Use, Economic Development (Tourism) and Implementation elements updated thru the Wisconsin Coastal Management Technical Assistance Program Grant. **Town would apply for a \$40,000 WCMP grant and supply a \$20,000 match (BLRPC prepares application at no cost).**

(\$20,000)

Membership savings: Transportation Element updated thru the Commission's Rural Transportation Work Program

(\$1,750)

Membership savings: Economic Element updated thru the Commission's EDA Work Program

(\$1,750)

\$ 36,500.00

Optional:

Add-on: Summary Poster

\$3,000

Add-on: Story map

\$6,000

\$ 45,500

If the Town is awarded the WCMP grant, the project would begin in July 2022 and would extend thru June 2023 allowing the Town to budget multiple years for the comprehensive plan project.

BAY LAKE

Regional Planning Commission | Since 1972

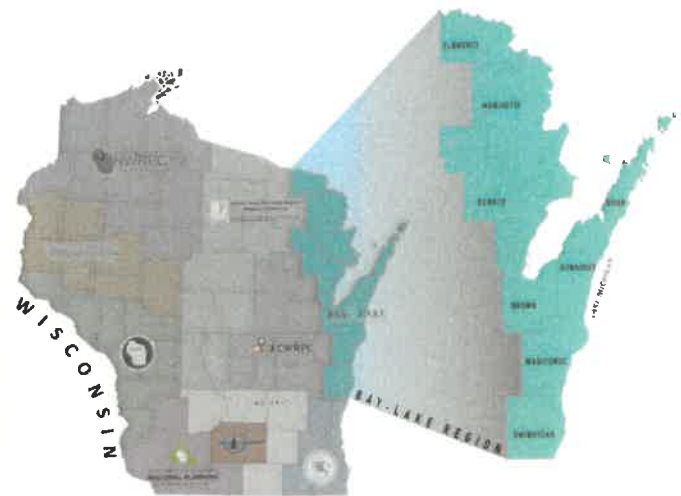
About Us

The Bay-Lake Regional Planning Commission (Bay-Lake RPC) is a multi-service agency within Wisconsin that delivers a variety of federal, state, and local programs. The Bay-Lake RPC is a public entity established as a local unit of government. We provide a range of planning services to member counties and municipalities in Northeast Wisconsin.

The total area of the region served is 5,433 square miles, or 9.7 percent of the area of the State of Wisconsin. The region has over 400 miles of coastal shoreline along Lake Michigan and Green Bay, and contains 12 major watershed areas that drain into the waters of Green Bay and Lake Michigan.

Did You Know??

Bay-Lake Regional Planning Commission is one of nine Regional Planning Commissions within the state of Wisconsin. The Bay-Lake region consists of Brown, Door, Kewaunee, Florence, Manitowoc, Marinette, Oconto, and Sheboygan counties.



Here at Bay-Lake RPC we take pride in assisting our member communities with a variety of planning services. We make the planning process fun and interactive for local officials and members of those communities. From an exciting water trail plan to an interactive web application, we strive to design all of our products in order to help the community.

We are here to help! Contact us today to find out more about our services and how we can help with your community planning process!



Bay-Lake Regional Planning Commission

Website: www.baylakerpc.org

Email: letsplan@baylakerpc.org | Phone: 920-448-2820

Address: 1861 Nimitz Drive, De Pere, WI, 54115





Our Services

COMMUNITY PLANNING



- Comprehensive Planning
- Green Infrastructure Code Audits
- Farmland Preservation Planning
- Hazard Mitigation Planning
- Housing Studies/Reports
- Concept Site Design
- Zoning Assistance

MAPPING & VISUALIZATION



- Custom Map Design
- Field Collection & Management
- Gold Shovel Program
- Interactive Maps & Applications
- Land Use Inventory

ECONOMIC DEVELOPMENT



- Brownfields Assessments
- Comprehensive Economic Development Strategy (CEDS)
- Disaster Recovery Microloan Program
- EDA Liaisons
- EMSI Developer Assistance
- Grant Writing, Admin & TA
- Special Reports

TRANSPORTATION PLANNING



- Bicycle & Pedestrian Facility Planning
- Corridor Planning
- Pavement Surveys
- MPO Services for the Sheboygan Metropolitan Planning Area
- Safe Routes to School Planning
- Transit Development Programs (TDP)

ENVIRONMENTAL PLANNING



- Coastal Planning
- Lakeshore Recreation Studies
- Invasive Species Management
- Outdoor Recreation Planning
- Resiliency Studies
- Restoration Plans
- Sewer Service Area Reviews
- Sustainability Guidebooks
- Watershed Plans
- Water Trail Planning

Our Staff

Cindy Wojtczak, Ext. 102
Executive Director
cwojtczak@baylakerpc.org

Brandon Robinson, Ext. 105
Assistant Director
brobinson@baylakerpc.org

Jeff Agee-Aguayo, Ext. 103
Transportation Planner
jagee@baylakerpc.org

Nicole Barbiaux, Ext. 104
GIS Specialist
nbarbiaux@baylakerpc.org

Adam Christensen, Ext. 106
Environmental Planner
achristensen@baylakerpc.org

Sadie DiNatale Burda, Ext. 110
Community Assistance Planner
sdinatale@baylakerpc.org

Chris Garcia, Ext. 107
Transportation Planner
cgarcia@baylakerpc.org

Jessica Missall, Ext. 109
Economic Development Assistant
jmissall@baylakerpc.org

Emily Pierquet, Ext. 101
Administrative Assistant
birpcadmin@baylakerpc.org

Sydney Swan, Ext. 108
Economic Development Planner
sswan@baylakerpc.org



Comprehensive Plan Updates

Comprehensive planning provides local governments with a guide to community physical, social, and economic development. Comprehensive plans provide a rational basis for local land use decisions with a 20-year vision for future planning and community decisions. The uniqueness of individual comprehensive plans reflects community-specific and locally driven planning processes. Maintaining an up-to-date comprehensive plan is key to a community's success in its future growth and preservation.

Why Update

- Unforeseen or changing conditions
- Changing community desires
- Changes in political leadership
- Plan is not performing as expected
- Errors in the original plan
- Incorporate additional topics such as:
 - Sustainability
 - Resiliency
 - Technology
 - Energy
 - Health
 - Regionalism

10-Year Update Requirement

As part of Wisconsin's Comprehensive Planning Law (Wis. Stats. 66.1001), a comprehensive plan must be updated at a minimum of every 10 years.

Update Options

If your community is considering updating its comprehensive plan, the Bay-Lake Regional Planning Commission has several options to help maintain the effectiveness of your comprehensive plan.

Plan update options can be found on the back of this handout. Options range from simple plan amendments to our modernized comprehensive plan designs that are more illustrative through pictures and diagrams, while limiting technical language and focusing on the plan's main points. All update options help meet the comprehensive planning state statute requirements.

menu

Comprehensive Plan Updates



Selective Updates

The following "selective" options retain the existing Comprehensive Plan document:

Add amendments to selective components such as community data & demographics, goals & objectives, and development strategies.

\$3,000 - \$6,000

or

Develop a separate supplement document that includes updates to significant Comprehensive Plan components.

\$5,000 - \$8,000

Booklet / Brochure

Develop a new complete 20-60 page full color, graphic-based, booklet/brochure plan that will be user friendly and can serve as a marketing tool for the community.

\$12,000 - \$40,000

Add-ons

Summary Poster(s)

A synopsis of the Comprehensive Plan displayed on full color poster(s)
an additional \$2,500 - \$4,000

Online Story Mapping

A web-based interactive version of the Comprehensive Plan
an additional \$5,000 - \$8,000

For questions related to comprehensive planning please contact:

Brandon Robinson, Assistant Director

Phone: 920.448.2820, Ext. 105

Email: brobinson@baylakerpc.org

<https://baylakerpc.org>



County of Door
COUNTY CLERK'S OFFICE

County Government Center
421 Nebraska Street
Sturgeon Bay, WI 54235

Jill M. Lau
County Clerk
(920) 746-2200
jlau@co.door.wi.us

September 22, 2021

Municipal Clerks:

The Door County Board of Supervisors adopted the enclosed Tentative Supervisory District Plan for the Redistricting of County Board Supervisory Districts at their September 21, 2021 meeting. The next step in the Redistricting process is for the villages, towns and city to establish their voting wards. This requirement applies to municipalities of 1,000 population or more and those required to subdivide into wards in order to facilitate the creation of county supervisory districts. In an effort to assist municipalities, due to the condensed timeframe for ward adoption, enclosed are your ward maps and legal descriptions.

Your municipal ward plan must be adopted by resolution or ordinance. Once adopted, **and not later than October 18, 2021**, you must send a copy of your resolution or ordinance to the County Clerk.

Upon receipt of the locally established wards, the County Ad Hoc Redistricting Committee will review and make a recommendation to the full County Board. The County Board will adopt a final Supervisory District Plan at their November 9, 2021 meeting. The adopted district plan will be used for the election of County Board Supervisors in the April 2022 election.

If you have any questions or concerns please feel free to contact me.

Respectfully,

Jill M. Lau
Door County Clerk

Town of Gibraltar Ward 1 – Commencing at the Southeast corner of the Southeast one-quarter of the Southeast one-quarter in Section 15, T30N-R27E, thence Westerly along the centerline of County Highway EE to the Southwest corner of the Southwest one-quarter of the Southwest one-quarter of Section 18, T30N-R27E, thence Northerly to the Shore of Green Bay, thence Northerly along the shoreline of Green Bay to the Southeastern corner of parcel 0140214732, thence Westerly to the center of Section 14, T31N-R27E, thence Westerly to the Southeast corner of the Southeast one-quarter of the Southeast one-quarter of Section 22, T31N-R27E, thence Easterly to the centerline of State Highway 42, thence Southernly along the centerline of State Highway 42 to the intersection of State Highway 42 and County Highway A, thence Southernly along the centerline of County Highway A to the Southeast corner of the Southeast one-quarter of the Southeast one-quarter in Section 15, T30N-R27E, being the point of beginning.

Also include island known as Pirate Island.

Also include island known as Jack Island.

Also include island known as Little Strawberry Island.

Also include island known as Adventure Island.

Also include island known as Chambers Island.

Town of Gibraltar Ward 2 – Commencing at the Southwest corner of the Southwest one-quarter of the Southwest one-quarter in Section 14, T30N-R27E, thence Northerly along the centerline of County Highway A to the intersection of County Highway A and State Highway 42, thence Northeasterly along State Highway 42 to the To of Gibraltar Boundary Line, thence Easterly along the said Town Boundary Line to the Northwest corner of the Northwest one-quarter of the northwest one-quarter in Section 26, T31N-R27E, thence Southerly to the Southeast corner of the Northwest one-quarter of the northwest one-quarter of said Section 26, thence Easterly to the Northwest corner of the Southeast one-quarter of the Northeast one-quarter in said Section 26, thence Northerly to the Northwest corner of the Northeast one-quarter of the Northeast one-quarter of said Section 26, thence Easterly to the Northeast corner of the Northeast one-quarter of the Northeast one-quarter in Section 25, T31N-R27E, thence Southerly

to the Southeast corner of the Southeast one-quarter of the Southeast one-quarter in Section 18, T31N-R28E, thence Westerly to the point of beginning.

Resolution Authorizing Redistricting and Municipal Ward Creation

RESOLUTION NO. 2021-05

WHEREAS, the Door County Board of Supervisors held a public hearing concerning the Preliminary County of Door Supervisory District Plan on September 21, 2021; and

WHEREAS, The Preliminary County of Door Supervisory District Plan was approved by the County Board on September 21, 2021; and

WHEREAS, the Preliminary County of Door Supervisory District Plan must be sent to Door County municipalities for division of wards,

NOW THEREFORE, BE IT RESOLVED by the Town Board of the Town of Gibraltar, Door County, Wisconsin that the Preliminary County of Door Supervisory District Plan be and is hereby approved.

BE IT FURTHER RESOLVED that the Town of Gibraltar establishes Two (2) Wards described as follows:

Ward One (1)

Ward Two (2)

BE IT FURTHER RESOLVED that the Town Hall, located at 4097 Main Street, Town of Gibraltar shall be the official polling place for the Town of Gibraltar Wards 1 and 2 of the County of Door Supervisory District Plan.

Adopted this 6th day of October, 2021.

Steve Sohns, Chairman

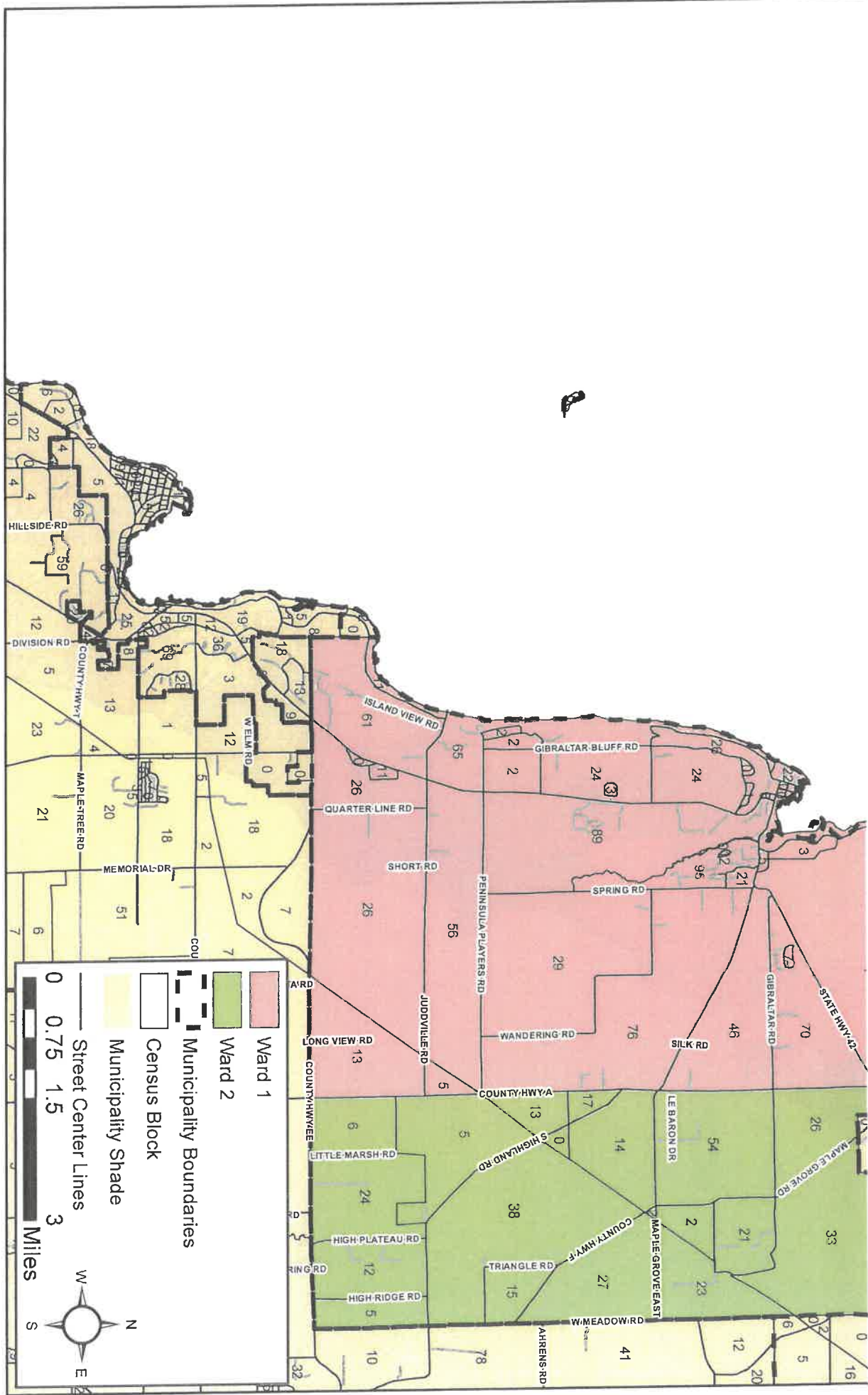
Brian Merkel, Supervisor

Bill Johnson, Supervisor

Tim Luetgen, Supervisor

Jayson Merkel, Supervisor

Attest: Kelly Murre, Clerk





TOWN OF GIBRALTAR

To: Town Board

From: Staff

Request:

Add Stripe online payment module to the Town Web website to collect online payments for permits, fees, etc.

Background:

The staff would like to offer an online payment portal for citizens to pay for their business license, STR license, dog licenses, driveway permits, etc.

Analysis:

The Stripe payment module is available through the Town Web website. Since is going to require every business to obtain a business license this would allow business owners to pay right online. Many business owners are seasonal and this would allow an ease of payment right online, this may be especially beneficial when doing annual renewals. Other municipalities use this portal to allow residents to make payments online. There is a section on the payment portal that allows individuals to upload any necessary documents such as dog rabies records, proof of insurance, tourism zone permit, etc. The fees collected will deposited via ach into the general fund and admin staff will receive an email that the fee has been processed. The system also sends a receipt to the individual making the payment.

Recommendation:

Allow Town Web to add the payment portal to the website to begin collected fees online.

Fiscal Impact:

The payment module itself is free to set up on the website. Each transaction is charged 2.9% on the total plus a 30 cent fee per transaction. These charges can be passed onto the individual paying for the fee or license and there is no cost to the municipality to use it. For example, a \$45 business license would cost \$46.61 using the Stripe online payment option. Stripe keeps \$1.61 and the rest is transferred to the town.



TOWN OF GIBRALTAR

To: Town Board

From: Staff

Request:

Add Treasury Management/Risk Management to the General Account with Nicolet Bank.

Background:

Would like to protect against any potential fraud that the town could encounter through checking writing.

Analysis:

ACH Positive Pay and Check Positive Pay adds fraud protection services to the General Account to detect any fraudulent or unauthorized transactions. If an individual washes a check and changes the payee the town would only have 24 hours from the time it was processed to notify the bank. This is an impossible task unless someone was watching the accounts several times per day to see what checks cleared. This solution matches the account number, check number, dollar amount and the payee name of each check presented for payment on the account against a list of checks authorized and issued by the town. The admin staff would also compile an authorized list of ach transactions. If there is a discrepancy or question whether a check or ach should be paid, Nicolet Bank staff calls the town office to confirm the transaction.

Recommendation:

Allow Nicolet Bank to add the Treasury Management/Risk Management fraud protection to the General Fund Bank account. \$600 per year is cheap insurance against fraud when the town writes out millions of dollars in checks every year.

Fiscal Impact:

The cost to the town is \$50/month and is added to the Nicolet bank statement. This cost could be absorbed within the allowed Admin budget.

Town of Gibraltar

From: Wayne Kudick <wjkudick@charter.net>
Sent: Monday, September 27, 2021 12:13 PM
To: Town of Gibraltar
Subject: Re: Plan Commission vacancy.

Kelly, I ask that the Town Board please accept this email as a letter of interest to be appointed to the Township Plan Commission. Records will show that I chaired the original Smart Growth Plan s Utility and Facilities component of the original 20 Year Growth Plan. Over those intervening years I have tried to actively stay in touch with Gibraltar issues and contribute, as a Fish Creek resident to the Town s evolving progress and the Door County Board related governance and State Legislation that impact Gibraltar.

A list of some related involvement that should lend help to the work ahead for the Commission:

1. Worked for and with the Fish Creek Civic Association as an employee and event coordinator.
2. Chaired the Town of Gibraltar 150th Sesquicentennial.
3. Chaired the start and ongoing initiation of Earth Day , an inter-organizational, County-wide collaborative, that has evolved into Earth Day and Earth Week and Earth Day is Everyday events to educate and celebrate and improve environmental progress and address needs.
4. Board member of the DC County Human Services Board.
5. Collaborative Chair for an Interfaith endeavor to study and take actions to reduce local Poverty. This evolved into the formation of the Door County Housing Partnership 501 c 3 and the production of a community education film re: the consumer need for attainable housing that was utilized by the Door County Economic Development Corporation to spur a variety of affordable housing stock across the County.
6. Assisted the Town Chair, Richard Skare, in researching resources and successful methods to improve affordable / accessible housing when the Town considered acquisition of the Redmond property.
7. Brought resource consultants to the Town re: housing and manure spreading that led to a related public health ordinance.
8. Researched and offered to the Town results found re: methods to obtain PRAT (Premier Resort Area Tax) revenues, as a partial means to pay for present and ongoing infrastructure projects.
8. Advisory Team Member for the Door County Climate Change non-profit organization that has delivered ongoing community education events re: the mitigation and adaptations needed to address Climate Change. Within that role, promoted:
 - A.) enrollment of all County High Schools into the University of Wisconsin Stevens Point and DNR Green and Healthy Schools programs.
 - B. Initiated projects to plant donated native trees in conjunction with schools, churches, The Land Trust.
9. Took steps to bring the Green Tier Legacy Community enrollments for Egg Harbor, Ephraim and Town if Gibraltar.
10. Led efforts at Stella Maris Catholic Parish to adopt a GREEN Purchase Policy that requires all expenditures to be monitored to avoid harm to the environment. And helped organize the Fish Creek / Stella Maris 24/7 Food Pantry that has been open for the past 5 years.

Hopefully these community connections can help the Plan Commission, if appointed.

I appreciate the opportunity to be considered for appointment, Wayne Kudick Fish Creek

Sent from my iPhone

> On Sep 20, 2021, at 8:20 AM, Town of Gibraltar <clerk@townofgibraltar.us> wrote:

>

> ?Hi Wayne,

Town of Gibraltar

From: Jeff Drajesk <jdrajesk@gmail.com>
Sent: Friday, October 1, 2021 11:53 AM
To: Town of Gibraltar
Subject: Re: Term appointment

Hi Kelly,

I hereby express my interest in continuing to serve on the Ephraim-Gibraltar Airport Commission for another 3 years.

Let me know if you need this as a signed document/letter and I will drop that off.

With best regards,
Jeff Drajesk

9624 Co Rd A, Fish Creek, WI 54212

On Fri, Oct 1, 2021 at 11:09 AM Town of Gibraltar <clerk@townofgibraltar.us> wrote:

Hi Jeff,

Please send me a letter of interest to renew your term on the Airport Commission.

Thanks,

Kelly Murre, WCMC

Clerk

Town of Gibraltar

PO Box 850

Fish Creek, WI 54212

Telephone: (920) 868-1714

Fax (920) 868-9425

Population 1,060

Open Meetings Disclaimer: *The email above contains the thoughts, opinions, and commentary of the author alone. It is intended as a one-way transmission of a thought, idea, or information related to my role as a*

September 1, 2021

Bill Weddig, Board President
Fish Creek Sanitary District

Bill:

I understand that my term on the Sanitary District Board expires on September 30 of this year. This letter is to inform the Sanitary District Board, and by copy to the Town Board, of my interest in being reappointed to my position as Secretary of the Board of Commissioners.

I have appreciated the opportunity to serve on the Board and work with you and Greg and the District Staff. I feel that my past experience on the Board will be a good foundation for continuing in the work on the Sanitary District.

Sincerely,

William Johnson

William Johnson

cc: Steve Sohns
Town of Gibraltar

October 2021

October 2021

November 2021

Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Sep 26	27	28	29	30	Oct 1 Tightness Test (Dock)	2
3	4	5	6 7:00pm Town Board Meeting (Town Center)	7	8	9
10	11	12	13 4:00pm Parks and Lands Meeting	14	15	16
17	18 7:00pm Building Committee Meeting (Town Center)	19 Informational Meeting	20 7:30am Harbor Commission Meeting (Town Center)	21 9:00am Airport Committee Meeting (Town Center)	22	23
24	25 Budget Meeting #2	26 7:00pm Planning Commission Meeting (Town Center)	27	28	29	30
31	Nov 1	2	3	4	5	6

November 2021

December 2021

November 2021

Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Oct 31	Nov 1 Tightness Test (Dock) 1:00pm Green Tier Legacy Communities Member Meeting (https://zoom.us/j/96)	2	3 7:00pm Town Board Meeting (Town Center)	4 7:00am Airport Committee Meeting (Town Center)	5	6
7	8	9	10 4:00pm Parks and Lands Meeting <i>Budget Hearing/ Meeting of The Electors</i>	11	12	13
14	15 7:00pm Building Committee Meeting (Town Center) <i>Special Meeting of the Electors</i>	16	17 7:30am Harbor Commission Meeting (Town Center)	18	19	20
21	22	23 7:00pm Planning Commission Meeting (Town Center)	24	25	26	27
28	29	30	Dec 1	2	3	4



TOWN OF GIBRALTAR

To: Town Board

From: Town Staff

Request:

2021-2022 Propane

Analysis:

Milton Propane - \$1.599

Gasco - \$1.545

Ferrellgas - \$1.67

Amerigas - \$1.05 through April 2022. Then the going rate for the remainder of the season.

The last few years, the Town has worked with Gasco for our propane services on a keep full basis.

Staffed called for updated fuel prices.

Amerigas is new to Door County and they are trying to expand their footprint. They are servicing one of the condo associations here in Fish Creek. Their local office is in DePere. Apparently they purchased bulk in 2020, when prices were low and they still have a surplus. Therefore, they are able to offer a much lower rate. The Town contracts approximately 16,000 gallons

Recommendation:

Staff has reviewed and recommends Amerigas at \$1.05/gallon. The bulk of our heating season is complete by the end of April.

Fiscal Impact:

Budgeted expense per building