

**TOWN OF GIBRALTAR  
REGULAR MONTHLY MEETING  
WEDNESDAY, MARCH 2, 2022  
GIBRALTAR TOWN CENTER  
4097 HIGHWAY 42, FISH CREEK WI 54212  
7:00 PM**

**Approved: April 6, 2022**

**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 posted. Carried*

**Approve minutes of previous meeting(s):** *Motion: (Johnson, J. Merkel) approve the minutes of the February 2, 2022, as amended. Carried*

**Committee/Commission Reports**

**Parks & Lands:** Buske reported the committee is busy working ahead for spring.

**Fire Department/EMR:** Chief Bertges reported 16 calls in February, 3 vehicle accidents, rescue in the Park requiring snowmobiles. Entry level class is in the works and Chainsaw 1 this weekend and 2/3 in March. Wildland class and fire prevention day over spring break.

**Law Enforcement:** Chief Roesch reported he and the office staff have been working on updating ordinances. New squad has arrived. Warnings were given out for sign boards. New citations have been ordered. Nearly all reports are being filed electronically.

**VFC:** Karlie reported Winterfest was a huge success. Thanks to maintenance staff, Andy, Ryan, and Winterfest committee. Working on redesigns of the brochure.

**Noble House:** Buske reported working on membership drive. A very old saw was donated by Pat Quinn.

**Airport:** No report

**Watershed:** Merline reported that Tony Fiorato sent a report he created of the Watershed data collected since 1999. It is quite impressive and thanked him for his work. Will post to the website.

**Plan Commission:** No report

**Harbor Commission:** Harris reported the Harbor Commission has been working to integrate the Kinsey marina with Town dock operations. Will possibly need to lower piers this spring. Working to finish striping and signing the boat trailer lot.

**Room Tax:** Weddig reported year end numbers. 8% room tax is now in effect. Finalizing agreement with Destination Door County.

**Building Committee:** Stubenvoll reported they received and will be reviewing an independent inspection of the Kinsey properties.

**Door County Coastal Byways Council:** Murre reported the Council is still working on website upgrades, brochure updates, and coloring books. A donation platform has been added to their website.

**Clerk:** Murre reported the office has been busy. Reminder there will be a Spring Election April 5<sup>th</sup>. If you will be on vacation or spring break, it is very helpful to get your absentee ballot requests in early.

**Treasurer:** No report other than what is on the agenda

**Administrator:** Staff has been working very hard with Chief Roesch in updating the ordinances. Maintenance staff is getting ready for spring projects.

**Chairman:** Sohns thanked the staff for the informational meetings that are being held. The TIF bill came out of committee.

**Public Comment:**

Dennis Steigenberger stated the plan for streetlighting will be proposed after the design plans are complete.

Harris reported the parking lot he was referring to, was the boat trailer parking lot.

**Agenda Items:**

1  
2 **Consideration of Cottage Row Design Approval and Bid:** Sohns inquired about shouldering. Dennis  
3 stated it is a good idea to have a gravel base extend the asphalt. A 1 ft shoulder could be tapered with topsoil  
4 and seed. Stop sign on Cottage Row Ct. 11 additional trees to be removed that are dead, dying, or affecting  
5 the road surface. Curve to stay as it is proposed to slow down traffic. Green space to be maintained in the  
6 turn around as much as possible with natural colors. Nothing along Cottage Row Ct. Cottage row project  
7 would begin at Main Street.

8 *Motion: (Johnson, Luetzgen) To approve the Cottage Row construction proposal which includes the removal of 11 trees, new*  
9 *radius design and Cottage Row Ct, with Cedar Engineering and Construction. Carried*

10  
11 **2021-22 Liquor License Premise Amendment for Alpaca to Apparel:** A representative was not in  
12 attendance. *Motion: (Johnson, Luetzgen) to table the premise description. Carried.*

13  
14 **2021-22 Class “B” Beer Liquor License Application for Northern Sky Theater, 9058 Cty Rd A:** *Motion:*  
15 *(B. Merkel, Johnson) to support a 2021-22 Class “B” Beer license for Northern Sky Theater. Carried, Luetzgen opposed.*

16  
17 **Payment Schedule for Emergency Services for Special Events:** *Motion: (Johnson, Sohns) to approve a special*  
18 *event fee for additional Town services excluding VFC and GHA. Motion Rescinded*

19 It was noted that the agenda refers to “Emergency Services”. Would like it to include maintenance and other  
20 staff services. Will have on next month’s agenda.

21 *Motion: (Johnson, B. Merkel) to table. Carried.*

22  
23 **Special Event Request: Friends of Gibraltar, Hairpin 5K, July 3-4, 2022:** *Motion: (B. Merkel, Johnson) to*  
24 *approve the special event request as presented. Carried*

25  
26 **Approve 2021-22 Operator’s License:** The applicant has an OWI on their record that wasn’t disclosed on  
27 the application. *Motion: (Johnson, Luetzgen) to table for staff to contact. Carried*

28  
29 **Consideration of Additional Foundation/Drainage at Noble House:** Additional stone and silt sock  
30 around the foundation to help with drainage. *Motion: (Johnson, Luetzgen) to approve the foundation drainage proposals.*  
31 *Carried*

32  
33 **Building Committee Recommendation Regarding Kinsey Building Inspections:** The cottages need  
34 some substantial repairs to be able to rent. But since there isn’t a plan for the property, do not want to take  
35 on the expense of repairing the buildings. Staff will continue to research other options.

36  
37 **Assignment of Excess Fund Balance:** There is an excess fund balance of \$138,988. Treasurer Cain-Bieri  
38 presented a couple of options and recommends paying down the Nicolet Bank loan and reserving the  
39 remaining to off-set debt service in next year’s budget. If additional funding is needed for the Noble House, it  
40 will be in the general fund.

41 *Motion: (B. Merkel, Johnson) to pay-off the Nicolet Bank loan and set aside in the general fund the remaining balance to off-set*  
42 *debt service in next years budget. Carried*

43  
44 **Consideration of Engaging Onward Consulting for Financial Management Plan:** An estimate was  
45 received from Onward Consulting for a financial management plan. Ginny Hinz is familiar with the Town’s  
46 finances and budget. It will be beneficial to have you assist in long-term financial planning. *Motion: (Johnson, B.*  
47 *Merkel) to engage Onward Consulting for a financial management plan, not to exceed \$6000. Carried.*

#### 48 49 **Term Appointments**

50 **Parks and Lands Committee:** *Motion: (Johnson, Luetzgen) to appoint Laurie Buske, Jayson Merkel, and Andrea*  
51 *Janquet to the Parks and Lands Committee. Carried, J. Merkel abstained*

52  
53 **Building Committee:** *Motion: (Johnson, Luetzgen) to appoint Karl Stubenvoll, Laurie Buske, and John Lancaster to the*  
54 *Building Committee. Carried.*

1 **Plan Commission:** *Motion: (B. Merkel, Luetzgen) to appoint Bill Johnson and Tom Blackwood to the Plan Commission.*  
2 Carried, Johnson abstained.

3 **Ephraim-Gibraltar Airport Commission:** *Motion: (B. Merkel, Johnson) to appoint Jeff Dragesk to the Airport*  
4 *Commission. Carried.*

5  
6 **Consideration to Resubmit RTP Trail Grant Application:** The Town previously applied for the RTP  
7 grant but was not awarded. A new resolution must be completed. It is a 50% matching grant. The Town must  
8 fund the entire project and is then reimbursed. *Motion: (Sobns, Johnson) to apply for the RTP Grant for \$600,000.*  
9 Carried, J. Merkel opposed.

10  
11 **Consideration of Cedar Corp 2023-2024 BIL Grant Applications:** The DOT is looking for simple  
12 projects to apply BIL grant funds. The grant is an 80-20 match. Juddville Rd has a pacer rating of 4 and  
13 would be a good candidate.  
14 Culvert work would need to be done prior to the project and an exemption may be needed for the guard rail.  
15 Estimated cost for the project \$925,000: WDOT cost of \$740,000 and Town cost of \$185,000.  
16 Cedar's cost for engineering services is \$76,919.64  
17 *Motion: (Johnson, Luetzgen) to apply for the BIL grant for Juddville Rd. using Cedar Corporation services for \$76,919.64.*  
18 Carried.

19  
20 **Approval of RFP for Chambers Island Sub-Station (fire station) Design:** *Motion: (B. Merkel, Johnson) to*  
21 *approve going out for bid. Carried*

22  
23 **Consideration to Add Donation Portal to Town website:** Theresa has been working with Town Web to  
24 set up a donation page on the Town website. *Motion: (Johnson, J. Merkel) to approve the addition of the donation portal*  
25 *to the Town website. Carried*

26  
27 **Consider Municipal Code of Ordinances:** Staff has been updating ordinances to be included in a code of  
28 ordinances Chapter 10. Need to publish a resolution to be approved at a March special meeting and showcase  
29 the ordinances for them to be approved in April. *Motion: (J. Merkel, B. Merkel) to allow staff to proceed with the*  
30 *municipal code of ordinances. Carried*

31  
32 **Set Dates for Open Book and Board of Review:** *Motion: (Johnson, Luetzgen) to schedule the open book for*  
33 *Saturday, May 17<sup>th</sup> and the Board of Review Tuesday, June 7<sup>th</sup> at 6 PM. Carried*

34  
35 **Broadband Discussion:** Will continue to follow the County's progress and gather information.

36  
37 **Staff Direction on How to Proceed with Current Lighting System:** The lighting system still is not fully  
38 functioning. All the lights work but do not communicate with the office. Acuity says another router will be  
39 needed at an additional monthly cost. Ken Tallion from SEH says the system was designed according to  
40 specs and should work. *Motion: (Johnson, Sobns) to proceed with attempting to get remedy through the warranty process.*  
41 Carried

42  
43 **Resolution 2022-02 Disapproval of County Zoning Amendments:** *Motion: (Johnson, J Merkel) to approve*  
44 *resolution 2022-02 Disapproval of County Zoning Amendments. Carried*

45  
46 **Approve the Payment of Bills:** *Motion: (Johnson, B. Merkel) to approve the payment of bills as presented. Carried.*

47  
48 **Adjourn:** *Motion: (Johnson, B. Merkel) to adjourn at 10:55 p.m. Carried*

49  
50 Respectfully submitted,

51  
52 Kelly Murre, Clerk