

**TOWN OF GIBRALTAR  
REGULAR MONTHLY MEETING  
WEDNESDAY, APRIL 12, 2023  
GIBRALTAR TOWN CENTER  
4097 HIGHWAY 42, FISH CREEK WI 54212  
7:00 PM**

**Approved: May 3, 2023**

**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 (via zoom), Jayson Merkel, Brian Merkel, and Karl Stubenvoll.

Board member(s) absent: None

**Adopt agenda:** *Motion: (Stubenvoll, B. Merkel) to approve the agenda as presented. Carried.*

**Approve minutes of previous meeting(s):** *Motion: (B. Merkel, J. Merkel) to approve the minutes of the March 1, 2023, regular meeting, as amended. Carried*

**Committee/Commission Reports:**

**Parks & Lands:** Buske reported P&L are working on Comprehensive Outdoor Recreation Plan (CORP). On May 12<sup>th</sup> will hold an outreach with school and watershed. 3 benches have been ordered for Noble Square. Mulch has been ordered. Working on Spring prep of the gardens.

**Fire Department/EMR:** Bertges reported call volume was 13. Old Engine 8 sold for \$20,000. Polaris 6x6 was purchased. Small fire at Apple Creek Inn. Assisted Jacksonport in a chimney fire. Mid door chiefs discussed dissolving mid door contracts in 2024. Gibraltar was opposed to reduced Mid-Door training. J. Merkel outfitted the new/old engine 9.

**Law Enforcement:** Chief Roesch reported he has been working with FirstNet to resolve communication issues.

The Department received a grant for Narcan, it has been received and shared with Gibraltar Fire and Rescue.

**VFC:** Denise Stillman introduced Sara Lancaster as their new membership coordinator and office manager. Hoping to hire another events coordinator.

**Noble House:** Buske reported getting ready for the upcoming season. Wrote a grant for the porches. Membership mailing went out. Working on programs and exhibit for the upcoming season.

**Airport:** Jeff Drajesk reported the 2022 financials were received. It shows an operating loss due to depreciation, but an overall net profit. Saving towards acquisition of property and improvements. Closing set for May 3<sup>rd</sup> for new hangar construction. Need to comply with federal regulations to confirm hangars are being utilized accordingly, conducting hangar inspections. June 3 is scheduled for the next Young Eagle event.

**Watershed:** No report, water is flowing, will begin monitoring for suckers.

**Plan Commission:** Comprehensive Plan workshop is scheduled for later this month.

**Harbor Commission:** Harris reported the dock opens May 15<sup>th</sup>. Launch ramp and docks will be going in next week and Pier and Waterfront will be doing some repair and maintenance.

**Door County Tourism Zone:** Cain-Bieri reported that they have even more surplus money and will be creating another committee to determine how that will be distributed.

**Building Committee:** Stubenvoll stated the committee did not meet. Waiting for more carpet bids.

**Coastal Byways:** Murre reported the Coastal Byways is working on the coloring book update.

**Clerk:** Murre reported the annual meeting is next week at the Old Town Hall. Liquor License renewal packets will be going out later this month.

**Treasurer:** Cain-Bieri reported the grant application is in for the playground soft surface. Working on more letters of support. Also working with the DOT on LRIP. Will be attending the Municipal Treasurers Conference at the end of the month.

**Administrator:** Maintenance is working on winter cleanup. Town Hall bathrooms are getting updated. Fully staffed with the hiring of Dustin Reinert.

Snow fences are coming down this week. Working on several grants. Scheduling for Chambers Island spring maintenance. Working with a developer on Workforce housing. TID construction will start breaking ground next month.

**Chairman:** Sohns reported he was in Madison lobbying with WTA to fix shared revenue funding.

**Public Comment:** Tom Birmingham stated the neighbors received a notice from the County regarding the proposed workforce housing.

Michael Ness, the contractor for the proposed housing development said extensive design work has been done on buffers and berms, will be low profile, with downward lighting. Trying to present a very professional environment. Organized with a condo association.

Murre stated the office has not received the notice or review packet. Once received, it will go the Plan Commission for review and then the Town Board.

**Audit Report:** Leah Lasecki from CLA presented the annual financial statements and gave a presentation.

*Motion: (Johnson, B. Merkel) to approve the audit report. Carried.*

**Special Event Request: Peninsula Century Fall Challenge September 16, 2023:** *Motion: (Johnson, B.*

*Merkel) to approve the special event request for the Peninsula Century Fall Challenge. Carried*

**Special Event Request: MS Challenge Walk September 22, 2023:** *Motion: (B. Merkel, Stubenvoll) to approve*

*the special event request for the MS Challenge Walk. Carried*

**Special Event Request: Peninsula Pacers Use of Parking Lot – Door County Beer/Wine Fest, June**

**17 & 24<sup>th</sup>:** The event takes place in Baileys Harbor but are coordinating pick-up locations between Fish Creek and Sister Bay. Would like to utilize the Town parking lot. Extra signage to deter people from parking in the boat trailer area. Pick-up at the designated drop-off location. *Motion: (B. Merkel, Stubenvoll) to approve the special event request for the Peninsula Pacers Use of Parking Lot. Carried*

**Special Event Request Hairpin 5K Run/Walk, July 4, 2023:** *Motion: (B. Merkel, Stubenvoll) to approve the*

*special event request for the Hairpin 5K, with the staff recommendations. Carried*

**Special Event Request: Visit Fish Creek Concerts in the Park:** *Motion: (Stubenvoll, B. Merkel) to approve the*

*special event request for the Concerts in the Park. Carried*

**Cottage Row Turn Around Landscaping:** The Cottage Row homeowners association has donated funds to landscape the center of the turn-around. Parks and Lands and staff have reviewed the plan. The design is a natural setting with low maintenance.

*Motion: (B. Merkel, J. Merkel) to approve the installation and landscaping plan. Carried*

**Consideration/Approval of Waterfront Design RFP:** RFPs were received from Farr and Associates, Ayres, Stantec, and Edgewater Associates. Staff reviewed the RFPs with Parks Chair Buske, Planning Chair Merline, Harbor Chair Harris, and Building Chair Stubenvoll. They recommend Ayres as the firm to create proposals for the Kinsey parcel and the parking lot.

*Motion: (B. Merkel, Stubenvoll) to hire Ayres to create proposals for the Kinsey parcel and parking lot. Carried.*

**Term Appointments:**

**Plan Commission 1 term to expire 12/31/2025:** Letter of interest was received from Sara Lancaster.

*Motion: (B. Merkel, Johnson) to appoint Sara Lancaster to the Plan Commission term to expire 12/31/2025. Carried*

**Harbor Commission 2 terms to expire 03/31/2026:** Letters of interest were received from Paul Woerfel, Brian Merkel, and Tom Schroeder.

*Motion: (Johnson, Stubenvoll) to appoint Paul Woerfel and Brian Merkel to the Harbor Commission term to expire 3/31/2026. Carried, B. Merkel abstained*

*Thank you to Tom Schroeder for your interest.*

**Parks and Lands 2 terms to expire 4/30/2025:** Letters of interest received from John Lancaster and Kat Kerscher.

*Motion: (B. Merkel, J. Merkel) to appoint John Lancaster and Kat Kerscher to the Parks and Lands Committee terms to expire 4/30/2025. Carried.*

**Building Committee 2 terms to expire 01/31/2025:** Letters of interest received from Steve Sohns and Jayson Merkel.

*Motion: (Stubenvoll, Johnson) to appoint Steve Sohns and Jayson Merkel to the Building Committee terms to expire 01/31/2025. Carried, Sohns and J. Merkel abstained*

**Consideration of Mailbox Ordinance:** Sohns has suggested the Town create an ordinance to regulate the placement of mailboxes. When roads are widened often the boxes aren't relocated causing issues with snow removal. There are standards provided by the postal service. To direct staff to research and work on a policy.

**Food Truck Ordinance:** Thyssen has revised the ordinance based on previous discussions. *Motion: (Johnson, J. Merkel) to approve ordinance 2023-02 Regulating Mobile Food Establishments. Carried*

**Liquor License Ordinance:** The liquor license ordinance was amended to include the issuance of the reserve license and to require a business be open at least 100 days. *Motion: (J. Merkel, Stubenvoll) to approve amended ordinance 2014-05 regarding the Issuance of Alcohol Licenses. Carried*

**Liquor License Fee:** *Motion: (Stubenvoll, J. Merkel) to approve the \$20,000 fee for the reserve liquor license. Carried*

**Special Event Request: Northern Sky Tailgate Tuesday:** *Motion: (Sohns, Johnson) to approve the special events request for Food Truck Tuesday contingent upon if they chose not to go with the permitting process. Motion Rescinded. Motion: (Sohns, Johnson) to approve as long as permitting process is met if necessary. Carried*

**Approval of Old Town Hall door repairs:** An estimate was received from LaForce for \$4286  
*Motion: (B. Merkel, J. Merkel) to approve the LaForce quote for \$4286. Carried*

**Lighthouse keepers:** Sharon and Leon Zellner have been active with the lighthouse for several years, assisting the Blahniks. With the passing of Mary Ann, Parks and Lands recommends appointing the Zellners officially. *Motion: (J. Merkel, Stubenvoll) to appoint Leon and Sharon Zellner as the Chambers Island Lighthouse caretakers. Carried*

**Set Dates for open Book and Board of Review:** Myles McKown from Associated Appraisals suggested Open book over the phone on Tuesday, September 26 from 10-4. In-person, Thursday, September 21, 11-5 and Board of Review to be held Thursday, October 26 from 6-8pm.  
*Motion: (Johnson, J. Merkel) to approve the suggested with staff effort for an earlier date and in-person open book. Carried*

**Approve updated Bike Ped Plan:** The Town Board reviewed the revisions presented from Parks and Lands. Page 25 and 31 need to update Baylake Bank to a fire number. *Motion: (Stubenvoll, J. Merkel) to approve the Bike/Ped Plan as amended. Carried*

**Approve Sale of Small Fire Boat:** When the new fire boat is received, Chief Bertges would like permission to sell the old boat. *Motion: (B. Merkel, Stubenvoll) to approve the sale of the old small fire boat upon receipt of the new with the proceeds to be passed through to the 501c3. Carried*

**Resolution 2023-02 – Transportation Alternative Program:** This is a resolution needed for the TAP grant as support from the community. *Motion: (B. Merkel, Johnson ) to approve resolution 2023-02 Transportation Alternative Program. Carried*

**Approve the Payment of Bills:** *Motion: ( B. Merkel, J. Merkel ) to approve the payment of bills. Carried.*

**Adjourn to closed session according to Wisconsin State Statutes 19.85(1)(e)(g):** *Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved*

*Deliberating or negotiating the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session -Consideration of property acquisition.*

*Motion: (B. Merkel, Johnson) to enter closed session at 9:17 via roll call vote. Carried.*

**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: (B. Merkel, Stubenvoll) to reconvene to open session at 9:38 pm. Carried*

**Approve action(s) taken in closed session.**

*Motion: (B. Merkel, Stubenvoll) to pursue the acquisition of property discussed in closed session. Carried*

**Adjourn:** *Motion: (B. Merkel, Johnson) to adjourn at 9:40 p.m. Carried*

Respectfully submitted,  
Kelly Murre, Clerk