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**TOWN OF GIBRALTAR**  
**REGULAR MONTHLY MEETING**  
**Wednesday, December 6, 2023**  
**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 7:02 p.m.

**Pledge of Allegiance**

**Roll call/quorum:**

Board members present: Chair Sohns, Supervisor Merkel Zoom, Supervisor Birmingham, Supervisor Selenica.

Board member(s) absent: Supervisor Chomeau

**Adopt agenda:** *Motion:* (Birmingham, Selenica) to approve the agenda as presented. *Carried.*

**Approve minutes of previous meeting(s):** *Motion:* (Birmingham, Selenica) to approve the minutes of the November 1, 2023, regular meeting as written. *Carried*

**Committee/Commission Reports:**

**Parks & Lands:** Chair Buske thanked the community foundation that allowed us to have a grant for the playground. Chair Buske thanked our town board, thanked the maintenance department, and thanked town staff for helping create a great year.

**Fire Department/EMR:** Chief Bertges provided a written report: November call volume was 16 total calls (down from 18 in 2022).

Significant events: Tree Lighting, Pictures with Santa, raised over \$600 for the Hatch family, handed out fire prevention literature.

Helped with search and rescue in Jacksonport over the weekend.

Assisted with a shop fire in Baileys Harbor

Assisted with Car vs. School bus on December 1, 2023

Fire Department Projects: Working on community emergency response team steering committee.

Affordable housing

SAR Dog group has 2 working dogs and expects to have 5 to 6 by next year.

EMT B class for high school summer class

**Police Department:** Assisted in a search and rescue in Jacksonport, Chief Roesch stated that he used the drone to assist.

**VFC:** Murphy reported: We had our first-time hometown event. Thank you to everyone that helped plan and execute the event. We have Toys for Tots and Door County Cares personal products drive going on, there are bins for donations outside the VFC office at the town center. The VFC office is staffed on the weekends from 10-3pm.

**Noble House:** Buske reported: At the Noble house we are wrapping up for the season. Soon you will receive our newsletter. Our wreath sale was a huge success. The annual tree lighting was well attended. Thank you to the town maintenance crew for all their help with the tree and sleigh. Thank you to VFC for helping promote the event as well as Colleen for the several Facebook posts promoting the event.

**Airport:** Drajesk reported: Continuing to work on our long-range plan as well as new hangars. They have bats that need to wake up from hibernation before they can move forward. We must have some asbestos we need to remove from the house, then we will remove or have the fire department do some training with a burn. Looking at a grant for E bikes for public use at the airport, the grant will cover 90-95% of the cost. The income from the E bikes will go to the

1 youth program. Also, a potential community collaboration with E-bikes, networking and  
2 charging stations.

3 **Watershed:** Nothing new.

4 **Planning Commission:** Thyssen reported the plan commission is working on their goals for  
5 2024. Discussed the outdoor display ordinance. They began the process of a document regarding  
6 the town building design standards. The Plan commission is looking forward to a joint meeting  
7 in January with the board.

8 **Harbor Commission:** Harris reported we have completed our budget and completed renewal  
9 packages. Sent out request for engineering ideas for our dock development. We finalized the  
10 west dock contracts. Chair Harris thanked the town staff for all their contributions and help  
11 throughout the last year and their continued work for the harbor commission and the town.

12 **Room tax:** Theresa Cain-Bier reported: September collection was good. We will end the year  
13 favorably.

14 **Building Committee:** Stubenvoll reported. We discussed the carpet bids presented to the board  
15 this evening and we learned about the issue with the furnace at the Kinsey rental. The committee  
16 has completed walk throughs of town buildings.

17 **Coastal Byways:** Chair Sohns reported that the committee is creating a new coloring book, and  
18 they will include crayons this time around.

19 **Broadband Ad-Hoc Committee:** No update.

20 **Clerk:** Gutschow reported that the election inspectors completed their required training here at  
21 the town hall in November and are ready for the upcoming election season. I have completed my  
22 election training as well.

23 **Treasurer:** When the budget is approved on December 11, 2023, then the tax statements will go  
24 out in the mail.

25 **Administrator:** Thyssen reported: Center section in front of the Noble Square has been  
26 completed. Kinsey house furnace bids have been requested. Staff is researching workforce  
27 housing.

28 **Chairman:** Sohns reported preliminary approval for a NRDA Grant for \$41,000. Chair Sohns  
29 will be attending the TAC meeting soon and will report back after the next meeting.

30 **Public Comment:** Connie Judd spoke, see attached document.

31 Nancy Kinsey Sargent: Shared points about the Kinsey property. See attached document.

32 **Approve Election Inspectors:** *Motion:* to approve elections inspectors as presented.  
33 (Birmingham, Selenica) *Carried*

34 **Renewal Options for CD** *Motion:* to approve renewal options for CD (Selenica, Birmingham)  
35 *Carried*

36 **Visit Fish Creek Special Event Request** - to use the old town hall, banners, fireworks,  
37 permission to sell beer and mulled wine for Winter Fest February 2024. Our Chief of Police,  
38 Roesch requested that the Door County sheriff reserves be contacted to assist with this event.  
39 Supervisor Merkel asked that staff is around after the event to supervise clean-up and other  
40 needs. Supervisor Merkel requested that the firework supplies not be stored at any town  
41 buildings. *Motion:* to approve the conditions requested by the chief of police and Supervisor  
42 Merkel. (Birmingham, Selenica) *Carried*

43 **2024 Office Schedule** *Motion* to approve 2024 as presented by the staff (Merkel, Selenica)  
44 *Carried*

45 **Appoint Costal Byways** *Motion:* to approve Cyndi Gutschow as the new Costal Byways  
46 representative for the town of Gibraltar. (Birmingham, John) *Carried*

1 **Renewal Intergovernmental Agreement with Door County to snowplow our local roads**  
2 **when there is 2 inches or more of snow, including spreading of sand and salt as needed.**  
3 *Motion:* to approve renewal as presented by the staff (Birmingham, Selenica) *Carried*  
4 **Kinsey House Rental-Wilde Contract** -Travis asked Chief Bertges to speak on mixed use  
5 occupancy and suggested the town building inspector be consulted. Discussion occurred.  
6 *Motion:* The town will not proceed with leasing the property commercially and maintains the  
7 status quo (Birmingham, Merkel) *Carried*  
8 **Plan Commission Member Appointments** *Motion:* to approve reappointment of Merline and  
9 Pillat to the plan commission (Selenica, Birmingham) *Carried*  
10 **Approve Parks and Land Committee reconstruction of Champagne Rock.** Discussion  
11 occurred. It was noted that we do have donors that will cover the cost. *Motion:* to accept staff's  
12 recommendation on authorizing reconstruction of Champagne Rock. Please note that the town  
13 will not redo this if the rock drops again. (Birmingham, Selenica) Supervisor Merkel opposed.  
14 *Carried*  
15 **Parks and Land oversight of the Kinsey property greenspace.** Chair Buske shared the intent  
16 of the Parks and Land Committee to take care of the greenspace and provide maintenance of the  
17 greenspace on the property. Chair Sohns will add this as a resolution on the January agenda.  
18 **Chambers Island -Lynn Busch Land Abatement** *Motion:* to give staff permission to begin the  
19 process of land abatement. (Birmingham, Sohns) *Carried*  
20 **Right of refusal** *Motion:* to deny right of first refusal for E-1 (Sohns, Birmingham) *Carried*  
21 **Sale of Hangar E-1** *Motion:* to approve (Birmingham, Selenica) *Carried*  
22 **Lease Agreement** *Motion:* to approve lease agreement for hangar E1 (Birmingham, Selenica)  
23 *Carried*  
24 **Traffic Utility Fee Discussion-** Supervisor Birmingham spoke regarding the Town of  
25 Buchanan's traffic utility fee. Discussion occurred. Supervisor Selenica suggested that we  
26 consider creating a workshop/committee regarding the traffic utility fee, prior to voting again on  
27 the traffic utility fee. Discussion occurred. Chair Sohns suggested that the town charge one more  
28 fee for the year. Administrator Thyssen stated that our attorney said we will have to bill for the  
29 January 2024 traffic utility. Treasurer Cain- Bieri stated that the traffic utility bills are accrual-  
30 based accounting, the income is from 2023, which means we bill in arrears. Supervisor Merkel  
31 suggested we need to continue with the TUF to see out the project we committed to already,  
32 using the TUF money. Chair Sohns stated that he will add traffic utility fee to the agenda for  
33 January 2024 for a vote to rescind.  
34 **2024 fee:** *Motion:* to go ahead with the 2024 fee schedule that staff presented with change to  
35 STR license for \$125 (Merkel, Birmingham) *Carried*  
36 **Building Committee Recommendations** *Motion:* to approve purchasing carpet squares for the  
37 fire department and a stove for town hall (Birmingham, Selenica)  
38 **Approve Payment of Bills:** *Motion:* (Birmingham, Selenica) to approve the payment of the bills  
39 as presented. *Carried*  
40 **Closed session:** *Motion:* to adjourn to closed session regarding employee compensation.  
41 (Selenica, Birmingham) **Roll Call Vote:** Chair Sohns-I, Supervisor Birmingham-I, Supervisor  
42 Selenica-I, Supervisor Merke-I *Carried.*  
43 **Reconvene to open session:** *Motion:* to reconvene to open session. (Selenica, Birmingham)  
44 *Motion* to approve actions take in closed session (Selenica, Birmingham) *Carried*  
45 *Adjourn:* *Motion* to adjourn at 9:46p.m. (Birmingham, Selenica)  
46 Respectfully submitted,  
47 Cyndi Gutschow, Clerk  
48



Connie Judd  
minute insertf.pdf



kinsey minutes  
attachment.pdf

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DRAFT