

**TOWN OF GIBRALTAR  
REGULAR MONTHLY MEETING  
WEDNESDAY, AUGUST 7, 2024  
GIBRALTAR TOWN CENTER  
4097 HIGHWAY 42, FISH CREEK, WI 54212  
7:00 PM**

**Approved: September 4, 2024**

**Call to order:** Chair Sohns called the regular meeting to order at 7:00 p.m.

**Pledge of Allegiance:**

**Roll call/quorum:** Board members present: Chair Sohns, Supervisor Merkel, Supervisor Birmingham, Supervisor Selenica and Supervisor Chomeau. Board member(s) absent: None

**Adopt agenda:** *Motion:(Birmingham/Chomeau) to approve the agenda as amended to remove item 12. Carried.*

**Approve minutes of previous meeting(s):** *Motion:(Merkel/Chomeau) to approve July 10, 2024 Regular Meeting Minutes as amended to correct grammatical error. Carried. Motion (Birmingham/Selenica) to approve July 25, 2024 Special Meeting Minutes as amended to correct spelling error. Carried.*

**Committee Reports:**

**Parks and Lands:** Buske reported bench plaques arrived and have been placed on 7 of our donated benches in town. Several Parks and Lands Committee members attended the Chambers Island tour. Very impressed with lighthouse maintenance and grounds. Working on Park goals. Those on walking tour of Fish Creek Park very excited about the property and possibilities for community. Chair Sohns commented on steps at Sunset Park. Comment from Wayne Kudick on planting at Half Mile Bridge in conjunction with sanitary district.

**Fire Department/EMR:** Chief Bertges provided a written report. **Call Volume:** 48 calls in July, up from 36 in 2023. **Significant Events:** Sailboat victim search. Significant accident at EE and A but minor injuries. EE and A continues to be bad intersection. Rescue in park with ATV transport. **Projects:** Working on CERT team class with 12 new members. Working on drill for MERT some time in September.

**Police Department:** Chief Roesch reported July is typically a busy month. He also reported on speed study on South Highland Road. The drone was deployed several times to assist in the search for missing sail boaters. Police department received a donation from Hounds of My Heart. Question from Chair Sohns about speed trailer on Spring Road.

**VFC:** Lancaster reported the center is staffed daily 10 a.m. to 4 p.m. Added two new associate members, Door County EggXpress and Door County Sling Shot. Next Fish Fri Concert on August 10 at beach. They are gearing up for their fall events, Fish Market, which is a rebranding of Inside/Outside Days with a makers/artisan component and Jack O' Lantern Day, the last Saturday in October.

**Noble House:** Buske reported Monday, August 26 at 7:00 Mark Woerfel is going to do the "Life and Times of the Amelia D" as well as tell his story of growing up with a father who was a commercial fisherman. Museum is doing well and so are docent-led walking tours. She reported they have received a lot of donations from 1800s, everything from a death mask to a gasoline iron. Buske also reported the personalized bricks have been installed at Noble Square.

**Airport:** Drajesk reported airport very busy in summer as expected. Upgraded surveillance system that monitors air traffic in area. SOPs were updated and sent to all hangar owners. Added language about hangar usage and FAA policy on hangar use. Also added section on commercial activities, stating all commercial activities require a written agreement with airport.

1 **Watershed:** Merline reported she did regular monitoring last month. Only 6 inches of water in  
2 creek. Question from Birmingham about dam and flowage.

3 **Plan Commission:** Merline advised Plan Commission moved to approve the Outdoor Display of  
4 Sample Merchandise Ordinance and send it to the Board. Proposed ordinance has been sent to  
5 attorney for review of the exemption clause. Commission continues to work on design standards.

6 **Harbor Commission:** Thyssen reported the AMI dive inspection is scheduled for August 21.  
7 They will conduct an inner wall inspection underneath to test density and leak spots. Thyssen  
8 also advised additional signs have been placed in back parking lot to direct people for parking.  
9 Looking to schedule a date with Door County IT for dock camera installation.

10 **Door County Tourism Zone/Room tax:** No report.

11 **Building Committee:** Stubenvoll reported the Committee met on August 5 and maintenance  
12 issues were discussed. Committee inspected the Town Center and beach facilities and set up a  
13 schedule for the remaining inspections.

14 **Broadband report:** Thyssen reported that per Bertram the sign-up numbers have tripled. Bertram  
15 reps had a meeting with condominium associations today. Signs are posted in Town Center and  
16 at Post Office. Bulk mailings have been done and Committee members will be assisting with sign  
17 ups on election day. Next meeting August 21 at 2:00 p.m.

18 **County Board Representative Report:** Chomeau reported the meeting was brief. County is still  
19 looking at ideas for Yonkers building. Sober living facility for women in the works with ARPA  
20 funding from Covid and other funding from opioid settlements.

21 **Clerk report:** Reetz reported on status of public test of election equipment and is ready for  
22 election on August 13, 2024.

23 **Treasurer Report:** Cain-Bieri reported she attended week-long training for Treasurer Institute.  
24 A lot of legal issues came up including updating of employee handbook. She is working with  
25 assessor for airport hangar personal property tax. She also reported the Equalized Value Reports  
26 came out. Town had estimated increase of 13% or which is about \$152 million in equalized value.  
27 Town estimated total equalized value is about 1.3 billion dollars. Estimated TID increment also  
28 came in. TID increment is a little over 16 million, which is above what was projected.

29 **Administrator:** Thyssen reported on vote of electors on August 6. Vote was 23-1 to approve  
30 moving forward with selling/removing the cottages. He also reported the Hill Street/Bluff Lane  
31 project is finalized with final change order submitted. Upper Bluff Phase II is being designed and  
32 most easements in place. Islandview entrance design has begun. Now that there is a plan for the  
33 cottages, can start putting numbers together for waterfront watershed. Maintenance is completing  
34 Building Committee projects from 2023-2024 season and starting on work on this year's list. Bids  
35 have been solicited for steps in Sunset Park. Question from Birmingham on status of Kinsey  
36 House. Next step is to work with County Zoning to get parcel separated and work with Town  
37 Attorney on bid sheet for cottages. Once zoning is worked out can go back to electors to sell house  
38 property.

39 **Chairman:** Chair Sohns commented on August 6 23-1 vote of electors as to cottages.

40 **Public Comment:** Comment from Supervisor Merkel on trees in front of Kinsey house. Rudy  
41 Carl addressed the Board regarding the barge in harbor. Wayne Kudick addressed the Board about  
42 the status of the Harbor design. Nancy Sargent addressed the Board about the dumpster placement  
43 at the dock.

44 **Fire Department Recognition:** Chief Bertges reported on community efforts to locate the  
45 missing sailboat and passengers and recognized all those who assisted including, but not limited  
46 to, Keith Kocourek, Dave Harris, Chambers Island CERT team, Gloria Heck and County Incident  
47 Support Team, Fish Creek Market, the Bayside and countless others.

1 **Destination Door County presentation:** Presentation from Destination Door County and Door  
2 County Tourism Zone with Julie Gilbert, Juliana Behme, Jon Jarosh, Amanda Stuck, Meredith  
3 Coulson-Kantor and Holly Feldman present. Packet was provided with information on distribution  
4 of room tax. Questions and comments from Supervisors and administration.

5 **Accept SCBA AFG grant for Fire Department:** Chief Bertges requested Town Board accept the  
6 recently awarded Assistance to Fire Fighter Grant (AFG) in the amount of \$30,000 with 5% Town  
7 match. Grant was for self contained breathing apparatus (SCBA.) *Motion (Birmingham/Chomeau)*  
8 *to approve acceptance of SCBA AFG grant and approve payment of Town's share. Carried.*

9 **Consideration of Operator's Licenses 2024-25:** *Motion (Birmingham/Selenica) to approve*  
10 *additional 2024-2025 Operator's License. Carried.*

11 **Special Event Request: Evergreen Miniature Golf:** Request withdrawn.

12 **Special Event Request Hands on Art Studio:** Special Event request from Karon Ohm of Hands  
13 On Art Studio to hold a pop-up art fair on the Hands On lawn space at 3655 Peninsula Players  
14 Road on August 9 and September 28. *Motion (Chomeau/Selenica) to approve Hands On Art Studio*  
15 *pop-up art fair. Carried.*

16 **Consideration of Right of First Refusal for Hangar A-3:** *Motion (Merkel/Chomeau) to waive*  
17 *right of first refusal for Hangar A-3. Carried.*

18 **Consideration of Sale of Hangar A-3 to Christ Walker:** *Motion (Selenica/Merkel) to approve*  
19 *the sale of Hangar A-3 to Christ Walker. Carried.*

20 **Consideration of Lease Agreement for Hanger A-3 with Christ Walker:** *Motion*  
21 *(Birmingham/Chomeau) to approve lease agreement for Hangar A-3 with Christ Walker. Carried.*

22 **Highland Road speed study report:** Chief Roesch reported the speed trailer was left out for  
23 several weeks and the data showed that vehicles are going less than the 45 MPH posted limit speed  
24 and study does not support lowering the limit. Request from Sara Lancaster to have Board consider  
25 lowering limit to 35 MPH at section around curve. A change in limit would require action at the  
26 next Board meeting. Recommendation from Chief Roesch. *Motion to (Merkel/Chomeau) agenda*  
27 *matter for next month for a speed reduction and ordinance change for the speed limit on Highland*  
28 *Road in the approximate area from Shady Lane to County A. Carried.*

29 **Approve Hill Street/Bluff Lane change order and final numbers:** Staff request to approve  
30 change order and final numbers for Hill Street/Bluff Lane project. Project has come in under  
31 projected project costs. Cedar is satisfied with final quantities measurements and workmanship  
32 and is confident in the Board approving the final change order. *Motion (Chomeau/Birmingham) to*  
33 *approve the final payment (less hold funds) to Advance Construction and approve change order*  
34 *and final numbers for the project. Carried.*

35 **Consideration of Amendment to extend easement for Chambers Island fire house land and**  
36 **payment of attorney fees.** Thyssen reported easement with Blahnik expired and Blahnik has  
37 agreed to extend the easement for one year. Town staff has been actively trying to complete  
38 project. Extension will give time to complete the project. *Motion (Sohns/Chomeau) to approve*  
39 *the extension agreement with Mr. Blahnik. Carried.*

40 **Consideration to apply for and accept ARPA funds from County for internet:** Staff  
41 recommendation to accept ARPA funds to assist with installation of high-speed internet. *Motion*  
42 *(Selenica/Merkel) to apply for and accept Door County ARPA funds for broadband. Carried.*

43 **Consideration to retain Coco & Kiki, Inc. to prep land for Chambers Island fire station:** Staff  
44 recommendation to retain Coco & Kiki, Inc. to clear a section of land near the parking area and  
45 near the crossroads of trees and stumps. *Motion (Birmingham/Merkel) to contract with Coco &*  
46 *Kiki Inc. to complete the lot clearing for an estimated amount not to exceed \$20 000. Carried.*

47 **Consideration to amend Ordinance 2022-30-Speed Limits Identified to set speed limit on**  
48 **Choke Cherry Lane:** Staff recommendation to set speed limit on Choke Cherry Lane. Residents

1 of Hidden Blossom have asked to have the limit set at 20 MPH to match Cottage Row. Chief  
2 Roesch supports the request. Jim Keuck and Gregory Cote of Hidden Blossom addressed the  
3 Board. Nancy Sargent addressed the Board. *Motion (Merkel/Selenica) to Amend Ordinance 2022-*  
4 *30 Speed Limits to set Choke Cherry Speed limit at 20 MPH. Carried.*

5 **Consideration of Ordinance 2024-05-Business License Ordinance:** Staff recommendation to  
6 adopt a business license ordinance. *Motion (Selenica/Birmingham) to adopt Ordinance 2024-05-*  
7 *Business License. Carried.*

8 **Consideration to Amend 2024 Fee Schedule:** Staff recommendation to amend the fee schedule  
9 to include a \$500 forfeiture for 2<sup>nd</sup> noncompliance notification of failure to comply with Ordinance  
10 2024-05-Business License. *Motion (Merkel/Birmingham) to approve amended fee schedule.*  
11 *Carried.*

12 **County of Door estimate for excavation of White Cliff Road:** Staff recommendation to accept  
13 estimate from Highway Department for excavation of portions of White Cliff Road. There are  
14 budgeted and/or TUF funds available to pay for the cost. *Motion (Birmingham/Merkel) to approve*  
15 *Door County Highway Department estimate for bluff excavation/shoulder leveling on a portion of*  
16 *White Cliff Road. Carried.*

17 **Estimate(s) for road maintenance/crack filling:** Staff recommendation to accept Fahrner bid to  
18 crack fill Spruce Street, Main Street, Cottage Row, Maple Street to the dock and the dock parking  
19 area, High Ridge Road from EE to the quarry entrance, Town Center parking lot and fire station  
20 lot. *Motion (Chomeau/Birmingham) to approve of the Fahrner estimate, without airport parking*  
21 *lot. Carried.*

22 **Initial resolution to vacate a portion of Base Line Road –Busch property set October 2, 2024**  
23 **public hearing date:** Staff recommendation to vacate the portion of Base Line Road that dead  
24 ends into the airport runway. Landowner will pay all fees and costs including Town attorney fees.  
25 *Motion (Birmingham/Chomeau) Approve the initial resolution to vacate a portion of Base Line*  
26 *Road on Chambers Island. Carried.*

27 **Consideration of appointment to Coastal Byways Committee:** Chair Sohns recommendation  
28 to appoint Laura Reetz to Coastal Byways Committee to fill vacancy left by Cindy Gutschow.  
29 *Motion (Selenica/Chomeau) to appoint the Town Clerk as representative to the Door County*  
30 *Costal Byways Council. Carried.*

31 **2024 Budget Committee procedure:** Staff request to form an ad hoc finance committee.  
32 Treasurer reported most communities similar in size have finance committees that assist in creating  
33 the annual budget. Committee will consist of two Board members and one member of the public.  
34 Staff will publish a request soliciting a member of the public with a financial/accounting  
35 background to write a letter of interest to sit on the committee. Chair Sohns explained reasons why  
36 he would like to be on finance committee. Supervisor discussions regarding procedure to create  
37 committee and role of committee, not just a budget committee but a finance committee. Board to  
38 approve proposed procedure and appointments to committee would be at September meeting.  
39 *Motion (Chomeau/Birmingham) to establish an ad hoc finance committee with 2 board members*  
40 *and one outside member of the public to sit on committee. Carried.* Supervisors interested in  
41 serving on committee should advise Chairman. Staff will provide Board with public applicants.

42 **Town Zoning/Door County Zoning discussions:** Chair Sohns reported he was contacted by the  
43 Town of Liberty Grove administrator about scheduling a joint meeting with administration and  
44 chairpersons from other northern Door municipalities for preliminary discussion to explore  
45 withdrawing from Door County Zoning. Administrator Thyssen requested permission from the  
46 Board to have that discussion with other municipalities. This would just be discussions to see  
47 where other municipalities are at and what their issues with County Zoning are. Administrator  
48 Thyssen advised this would not be a meeting to see how northern Door municipalities could enter

1 into joint agreement to withdraw from County Zoning but an opportunity to learn what other  
2 municipalities' concerns and problems are and what their plan would be for withdrawing from  
3 County Zoning, which he could then present to Town Board. Per board member request, Chair  
4 Sohns and Administrator Thyssen clarified some of the reasons to consider withdrawing from  
5 County Zoning and articulated current issues with County Zoning. Administration said one goal  
6 is to find ways to work with County Zoning to fix things that are not working. Supervisor  
7 discussion regarding need for a joint workshop with Board and Plan Commission to address  
8 County Zoning concerns and logistics of withdrawing prior to meeting with other municipalities.  
9 Supervisor Chomeau pointed out ramifications of withdrawing, including loss of legal  
10 representation from County. Public comment from Nancy Sargent. The matter will be put on the  
11 agenda for further discussion prior to meeting with other municipalities.

12 **Payment of Accounts:** *Motion (Birmingham/Chomeau) to approve payment of bills. Carried.*

13 **Adjourn:** *Motion (Chomeau/Selenica) to adjourn at 9:42 p.m. Carried*

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16 Respectfully submitted,

17 Laura Reetz, Clerk