

Approved: October 21, 2025

**TOWN OF GIBRALTAR
PARKS AND LANDS COMMITTEE MINUTES
GIBRALTAR TOWN CENTER
TUESDAY, SEPTEMBER 16, 2025**

Call to Order: Chair Buske called meeting to order at 8:01 a.m.

Roll call/Quorum: Present: Buske, Kinsey-Jauquet, Merkel and Lancaster. Absent: Dixon, excused. Also Present: Cain-Bieri.

Proper Notice/Adopt Agenda: Buske confirmed agenda had been properly noticed. *Motion (Merkel/Lancaster) to adopt the agenda as posted. Carried.*

Approve Minutes of Previous Meeting(s): *Motion (Merkel/Lancaster) to approve minutes from August 26, 2025 meeting with changes to note the need to address poison ivy at **Champagne Rock.** Carried.*

Public Comment: Steve Korte requested permission to trim lilacs on Town side of property. See: Agenda Item 6b. Buske reminded about Bayshore Trail meeting in September. Buske also read an email from Amy Wilde.

Waterfront property updates:

Restoration & Fence: September 19 completion date for fence installation.

Landscape work: Buske reported County removed stumps and maintenance leveled ground. Buske shared concerns about additional wood chippings that were placed by town crew. Kinsey-Jauquet suggested landscaping and design should not be done in house. Sohns asked what was meant by “prepping grounds for grass” at last meeting. Discussion followed regarding communication between Committee and maintenance staff. *Motion (Kinsey-Jauquet/Lancaster) that all waterfront park landscaping must be approved by Parks and Lands Committee prior to implementation. Carried.* Committee discussed Korte's request to landscape lilacs. *Motion (Buske/Lancaster) to allow Korte to trim shrubs on boundary between his property and Town property. Carried.* Sohns addressed the Committee, noting it was previously agreed the pillar would be saved. *Motion (Lancaster/Kinsey-Jauquet) that the pillar and all its parts and pieces be saved for restoration and future use. Carried.*

Review Park notes: Buske added items to walkthrough list, blow grass clippings away from buildings, and clean trash can covers. Committee also discussed signage at 4148 Main Street and concerns that barricade limits space for Amy Wilde’s car. Committee agreed barricade should be moved back several feet and added to walkthrough notes. *Motion (Lancaster/Kinsey-Jauquet) that maintenance department carry out walkthrough notes for all town parks and land. Carried.*

Maintenance report: Absent.

Trees, best practices, and damage: Buske reported on snagging damage to trees in Fish Creek Park, Clark Park, Waterfront Property and Noble Square. Committee discussed importance of educating community about damage caused by pulling off branches. Committee also discussed improper trimming practices by town crew along Founder’s Square, stunting or potential killing young trees, and possibility of using an arborist for future maintenance.

Work order form: Buske presented sample draft work order form to improve communication between committees and maintenance staff. Committee members suggested adding a completion date, priority box, and staff recommendations. *Motion (Merkel/Kinsey-Jaquet) for town office to move forward with finalizing work order form with recommendations from staff and bring back to committee for final approval. Carried.*

Trees and shrubs for parks and cemeteries: Buske reported that a citizen requested permission to plant a birch tree in Blossomberg Cemetery near a family grave. Fairchild advised of a nearby location, and Committee members expressed concern about setting a precedent and denied request. Buske also asked about planting a willow shrub at west side of Fish Creek Beach to deter geese. *Motion (Kinsey-Jaquet/Lancaster) to purchase a willow shrub for \$50 and plant it on the west side near the water at Fish Creek Beach. Carried.*

Fish Creek Park updates:

Stantec: Buske reported survey was completed and marked. Committee agreed to delay hike to later in the year. Clerk announced Town was awarded U.S. Fish and Wildlife Service grant for Fish Creek Park Ecosystem Enhancement Phase 1. Merkel thanked staff for their efforts in securing grants.

Champagne Rock poison ivy control: Committee reviewed quote for \$200 from Nature Care Ecological Consulting and Services for poison ivy treatment at Champagne Rock. *Motion (Kinsey-Jaquet/Lancaster) to accept quote. Carried.* Lancaster suggested asking about treating other invasives. Cain-Bieri advised that there is an app available for tracking phragmites.

2026 Budget update: Committee reviewed budget line by line and worked on proposed budget to bring to Finance Committee and Board, keeping costs similar or less than 2025. *Motion (Lancaster/Merkel) to approve the 2026 budget as discussed and present it to the Board. Carried*

Reports:

Chair: Buske reported receiving a letter from Alexander Thill with American Society of Landscape Architects. Thill's group will be visiting Door County in October and would like to do a guided tour of Fish Creek Park, in addition to visiting The Ridges and The Clearing. Group is focused on restoration and ecology topics.

Invasive Species: No report.

Gardens: Buske reported she continues with maintenance on gardens.

Lighthouse: Sharon Zellner provided written report. She gave an overview of solar lights installation, August visitor numbers, need for pea gravel, and junk removal from Town parking lot. She also commented lighthouse painting. Buske asked for an inventory of what has been completed and what is left on exterior painting to plan for next year. This can be on next month's agenda.

Administrator Updates: Absent

Schedule next meeting: October 21, 2025 at 8:00 a.m.

Adjourn : *Motion (Lancaster/Merkel) to adjourn at 9:48 a.m. Carried.*

Respectfully Submitted,

Laura Reetz, Clerk