

Important Update: Meeting Packets

For the safety of both residents and the Town's cyber systems, **full meeting packets will no longer be posted online.**

What's available online: A summary of meeting topics and recommendations.

Physical packets: Complete meeting packets are available for review at the Town Clerk's office. Copies can be made at **25¢ per page.**

This change helps protect sensitive information while keeping residents informed and engaged.

This meeting can be attended remotely.
To join via phone: Call 1-312-626-6799
To join via Zoom meeting: www.zoom.us.

Meeting ID: 837 3024 9910
Passcode: 564448

REMOTE PARTICIPANTS MUST JOIN USING AN AUTHENTICATED ZOOM ACCOUNT AND WILL BE ADMITTED INDIVIDUALLY FROM THE WAITING ROOM.

TOWN OF GIBRALTAR
REGULAR MONTHLY MEETING WITH
CLOSED SESSION PER WIS. STATS. §19.85(1)(d)
WEDNESDAY, AUGUST 5, 2026
GIBRALTAR TOWN CENTER, 4097 HIGHWAY 42,
FISH CREEK WI 54212
6:00 P.M.

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll call/quorum
4. Approve the agenda D/A
5. Approve minutes of previous meeting(s) D/A
6. Correspondence
7. Committee reports (*Reports are for informational purposes only*)
8. Public Comment
9. Consideration of VFC Special Event Request: Jack O’ Lantern Days: October 30-November 1, 2026 D/A
10. Consideration of DC Pedal Productions Special Event Request: Door County Century Ride: September 13, 2026 D/A
11. Consideration of Special Event Request: Door County Fall 50: October 24, 2026
12. Consideration of Special Event Request: On Deck Year End Tent Sale: September 5, 2026 D/A
13. Update from Cedar on Spruce Street area /storm water/infrastructure design D
14. Trackless repairs D/A
15. Consideration to explore sale of boom flail mower and joint use agreement with Village of Sister Bay D/A
16. Right of first refusal Hangar A-4 D/A
17. Sale of Hangar A-4 from Mary Houck to Fabian Waleffe D/A
18. Recommendation to enter into lease with Fabian Waleffe for Hangar A-4 D/A
19. Consideration of bids for crack filling/infrared heat patching D/A
20. Consideration of Gibraltar Fire Department funding request for Chambers Island D/A
21. Consideration of Parks and Lands Committee recommendation for RFP for Fish Creek Park Trail (Knowles Nelson) D/A
22. Consideration of Fish Creek Park Bridge D/A
23. Consideration of installation of pedestrian railing along Highway 42 from Hide Side to Founders Square, design, funding options D/A
24. Consideration of authorization for staff to submit application for Wisconsin Elections Commission 2026 Election Security Subgrant D/A
25. 2026-2027 propane contract D/A
26. November meeting date D
27. Payment of accounts D/A
28. Adjourn to closed session according to Wisconsin State Statutes 19.85(1)(d) D/A
(d) Considering specific applications of probation, extended supervision or parole, or considering strategy for crime detection or prevention: municipal security.
29. Reconvene to open session pursuant to State Statute 19.85(2) to take any action(s) or adopt resolution(s) on issues discussed in closed session D/A
30. Approve action(s) taken in closed session D/A
31. Adjourn D/A

/s/ Steve Sohns, Chair

DEVIATION IN ORDER MAY OCCUR

Posted: July 31, 2026	<u>X</u>	Fish Creek Post Office
	<u>X</u>	Fish Creek BP
	<u>X</u>	Town Center Display Case
	<u>X</u>	Town Website
Laura Reetz, Clerk		

In compliance with the Americans with Disabilities Act, any person needing assistance to participate in this meeting, should contact the Office of the Town Clerk at (920) 868-1714. Notification 24 hours prior to a meeting will enable the Town to make reasonable arrangements to ensure accessibility to that meeting.

It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

**Any item may have action taken unless otherwise specified*

Approved:

**TOWN OF GIBRALTAR
REGULAR MONTHLY MEETING
WEDNESDAY, JULY 1, 2026
GIBRALTAR TOWN CENTER
4097 HIGHWAY 42, FISH CREEK, WI 54212
6:00 p.m.**

Call to order: Chair Sohns called the regular meeting to order at 6:00 p.m.

Roll call/quorum: Board members present: Chair Sohns, Supervisor Birmingham, Supervisor Hancock, Supervisor Selenica and Supervisor Merkel (arrived at 6:26 p.m. late arrival excused due to EMS call). Board member(s) absent: None.

Pledge of Allegiance:

Adopt agenda: Chair Sohns announced agenda item 28 would be moved to follow item 15 and item 11 would be removed from agenda as request has been withdrawn. Selenica requested discussion regarding installation of a fence along Highway 42 to be placed on a future agenda. *Motion (Birmingham/Selenica) to approve agenda as amended. Carried. Motion (Selenica/Birmingham) to place discussion regarding installation of a railing (along Highway 42 from Hide Side Corner Store to Founders Square) on a future agenda. Birmingham aye, Hancock aye, Selenica aye, Sohns nay. Carried.*

Approve minutes of previous meeting(s): *Motion (Birmingham/Hancock) to approve minutes from June 3, 2026 Regular Meeting as presented. Carried.*

Reports:

Parks and Lands: Buske reported Committee continues to evaluate stream restoration alternatives, including options for the dam. She anticipates next meeting will involve substantial discussion.

Fire Department/EMR: Chief Bertges provided a written report. 35 calls were received in June, up from 30 in 2025. Projects include Chambers Island solar panel and driveway improvements. Department is working on digital pre-plans for notifications. CERT class was completed and 13 members were added to team. Upcoming events include fireworks on July 2 and Hairpin Run on July 4.

Police Department: Chief Roesch reported drone has been deployed several times. Parking citations are being updated with QR codes. The motor in squad needs to be replaced.

VFC: Schultz reported visitor center is open 7 days a week and planning for fall events has started.

Noble House: Buske reported 16 new bricks were installed at Noble Square. First concert was held June 30. Fundraising continues for the Heritage Center and is at 78%.

Airport: Thyssen reported construction has begun on four new hangars following completion of the concrete slabs. He also reported a grading error between the hangar slabs and adjacent pavement that will require corrective work by the contractor. Hangar C-7 has been leased, and maintenance continues to troubleshoot a runway lighting issue.

Watershed: Thyssen reported June WAV testing has been completed.

Plan Commission: Thyssen reported Plan Commission met June 22, held a public hearing on Chris & Corey Spaces, LLC Conditional Use Permit application, approved a Certificate of Compliance under Architectural Design Standards Ordinance for a residence at 9430 Spruce Street, and reviewed proposed Door County text amendments regarding shipping containers as accessory structures.

Harbor Commission: Harris reported dock is busy. Nathan is doing a great job. Dock will be staffed until after the fireworks show on Thursday. Barge is at the dock but will be towed offshore to load fireworks.

Door County Tourism Zone/Room Tax: Thyssen reported on changes to Executive Committee and noted he is now serving as Vice Chair. Committee reviewed delinquent businesses. 2026 season appears to be ahead of schedule.

1 **Building Committee:** No report.

2 **Door County Coastal Byways:** Reetz reported next meeting is August 17, 2026.

3 **Broadband:** Committee is meeting in August and will discuss options and suggestions for the
4 Board.

5 **County Board Representative:** Hancock had nothing to report. Cain-Bieri reported on a
6 resolution recognizing Dale Williams for his service, employee handbook revisions, and work on
7 an intent to borrow for the tower project.

8 **Treasurer:** Cain-Bieri reported over \$36,000 has been received for fireworks including room tax
9 dollars plus \$10,000 pledged by VFC. She reported there have been a significant number of new
10 building permits including permits for new hangars at airport.

11 **Administrator:** Thyssen reported West Downtown Phase I is entering its final stages.
12 Reclamation work has been completed, railings are being installed, remaining asphalt work is
13 anticipated within one to two weeks, and staff has begun developing the project punch list. The
14 new maintenance truck has been placed into service, and maintenance staff continue seasonal
15 roadway, cemetery and Chambers Island work. Thyssen also reported he continues to attend
16 condominium association annual meetings to answer questions, maintain communication with
17 residents, and strengthen relationships with the community.

18 **Chair:** No report.

19 **Clerk:** Reetz reported 2026-2027 alcohol beverage licenses have been issued. Letters were sent to
20 license holders regarding operator permit requirements. Reetz also reported on Chambers Island
21 Road review and sale of Rhino mower and 2011 Chevy.

22 **Public Comment:** None.

23 **Consideration of Plan Commission recommendation regarding Chris & Corey Spaces, LLC**
24 **Conditional Use Permit Application to establish a private school within condominium units**
25 **2-A and 3-A at 4140 Bluff Lane; 014-90-0002 & 014-90-0003 (move to a new location):**
26 Thyssen reported Plan Commission held a public hearing on June 22, 2026 and unanimously
27 recommended approval of request to relocate Peninsula Roots Academy from Unit 4-A to Units
28 2-A and 3-A within same building. Board previously approved a Conditional Use Permit for
29 preschool in Unit 4-A in May 2025. According to application, enrollment, staffing, operating
30 hours, and previously approved conditions would remain unchanged. Buske commented positively
31 on preschool and noted it has been a beneficial addition to community. *Motion*
32 *(Birmingham/Hancock) to approve Plan Commission recommendation and conditions regarding*
33 *Conditional Use Permit application for Chris & Corey Spaces, LLC. Carried.*

34 **Consideration of special event request: Door County Cherry Hut Altrusa Hospitality House**
35 **Charity Fundraiser August 1, 2026:** Trent Snyder made statement on behalf of Door County
36 Cherry Hut, noting date would be August 15 not August 1. Snyder advised parking will be
37 addressed with use of neighboring property if needed. Signage requirements/restrictions were
38 noted. Parking feedback from Chief Roesch. *Motion (Selenica/Hancock) to approve Special Event*
39 *Request submitted by Door County Cherry Hut for Altrusa Hospitality House Charity Fundraiser*
40 *on August 15, 2026. Carried.*

41 **Consideration of special event request: Door County Cherry Hut DoCo Vintage Market**
42 **September 5, 2026:** Trent Snyder made statement on behalf of Door County Cherry Hut. Snyder
43 advised event is similar to Vintage Market approved in 2025 and will consist of vendors selling
44 vintage merchandise from temporary tents on Cherry Hut property. Vendors are already working
45 on obtaining farm market permits. There will be limited signage. *Motion (Hancock/Merkel) to*
46 *approve Special Event Request submitted by Door County Cherry Hut for a DoCo Vintage Market*
47 *on September 5, 2026. Carried.*

48 **Consideration of special event request: Door County Auditorium Food Truck at Cramer**
49 **Exchange July 15, 2026:** Request withdrawn.

1 **Consideration of Special Event Request: Fish Stock concert series food truck and**
2 **consideration of exemption of licensing requirement under Section 3(c) of Ordinance 2023-**
3 **02:** Board reviewed request for Link's Hot Dog Truck to operate at Fish Stock summer concert
4 series. Supervisors discussed granting an exemption from licensing requirements. Erik Skinner
5 noted Fish Stock is a not for profit. Staff noted Fish Stock can have food truck at all ten events, it
6 just cannot have the same food truck at all ten events. *Motion (Birmingham/Selenica) to deny the*
7 *request for an exemption from the licensing requirement under Section 3(c) of Ordinance No.*
8 *2023-02. Carried.*

9 **Consideration of Special Event Request: VFC Fish Fri August 7 Fish Fri Concert:** Karlie
10 Schultz presented request on behalf of Visit Fish Creek to amend previously approved Fish Fri
11 Summer Concert Series to add an August 7, 2026 concert date under same terms and conditions
12 as previously approved. *Motion (Birmingham/Hancock) to approve request to add August 7*
13 *concert. Carried.*

14 **Consideration of Special Event Request: VFC Shoptember Sidewalk Sales Weekend**
15 **September 25-27, 2026:** Karlie Schultz presented request on behalf of Visit Fish Creek for
16 Shoptember Sidewalk Sales Weekend. Participating businesses would be permitted to utilize
17 temporary tents, tables, and merchandise displays outdoors during last weekend in September.
18 Signage and use of sidewalks for merchandise was discussed. Board discussed revisiting use of
19 sidewalk space and exemptions from ordinance in August. *Motion (Birmingham/Selenica) to*
20 *approve Special Event Request for Shoptember Sidewalk Sales Weekend September 25-27, 2026.*
21 *Carried.*

22 **Consideration of Special Event Request: Little Miss Addies LLC pop up vendor event July**
23 **8, 2026:** Thyssen advised this is a request for a one-day pop-up event at Little Miss Addies' new
24 location at 8819 Highway 42 featuring cupcakes and other participating vendors. Parking and
25 signage concerns were discussed. Connie Judd addressed Board. Karl Stubenvol addressed Board.
26 Supervisors discussed applicant attendance at meetings. *Motion (Merkel/Hancock) to approve*
27 *Special Event Request contingent upon a plan for off-street parking and compliant signage. Staff*
28 *to advise applicant. Carried.* (It was subsequently determined that applicant had joined meeting
29 remotely, but participation was not recognized during meeting due to technical difficulties
30 associated with Zoom disruption.)

31 **Consideration of engineering proposal for Cedar Street/Spruce Street area (update):** Thyssen
32 and Mike Kaster reviewed proposed addendum and discussed anticipated scope of West
33 Downtown Phase II and Harbor Walk Park improvements, including project budgeting, permitting,
34 design services, and estimated timelines. Discussion focused on coordinating future waterfront
35 improvements with concepts being developed by Harbor Commission, incorporating prior
36 waterfront planning efforts, and advancing related projects concurrently to improve efficiency.
37 Thyssen noted Board previously authorized \$25,000 to begin preliminary work and clarified that
38 amount is included in proposed addendum. Discussion included financing options, potential
39 borrowing timelines, and need to establish a project direction in advance of Board of
40 Commissioners of Public Lands funding deadlines. *Motion (Selenica/Hancock) to approve*
41 *Addendum No. 5 to Agreement for Professional Services with Cedar Corporation, Project No.*
42 *05073-0021 for Contract A-26, West Downtown Phase II and Harbor Walk Park Reconstruction.*
43 *Carried.*

44 **Consideration of Right of first refusal hangar D-5:** *Motion (Sohns/Merkel) to waive right of*
45 *first refusal for Hangar D-5. Carried.*

46 **Sale of hangar D-5 from Base III, LLC to Lauren Lopez:** *Motion (Birmingham/Merkel) to*
47 *approve sale of Hangar D-5 from Base III, LLC to Lauren Lopez. Carried.*

48 **Recommendation to enter into lease with Lauren Lopez for hangar D-5:** *Motion*
49 *(Merkel/Birmingham) to approve lease agreement with Lauren Lopez for Hangar D-5. Carried.*

1 **Right of first refusal hangar A-8:** Motion (Birmingham/Selenica) to waive right of first refusal
2 for Hangar A-8. Carried.

3 **Sale of hangar A-8 from Lauren Lopez to Jeff Drajesk:** Motion (Selenica/Merkel) to approve
4 sale of Hangar A-8 from Lauren Lopez to Jeff Drajesk. Carried.

5 **Recommendation to enter into lease with Jeff Drajesk for hangar A-8:** Motion
6 (Merkel/Birmingham) to approve lease agreement with Jeff Drajesk for Hangar A-8. Carried.

7 **Recommendation to enter airport hangar lease agreement with Steve Gravely for hangar**
8 **site C-7, with Rich Bierman for hangar site E-7, with Tom Wilson for hangar site F-1, with**
9 **Laura Seidensticker for hangar site F-2, with John Wilson for hangar site F-3 and with David**
10 **Krueger for hangar site F-4:** Thyssen advised all leases except C-7 are in the new hangar area.
11 Motion (Birmingham/Selenica) to enter into airport hangar lease agreements with Steve Gravely
12 for Hangar Site C-7, Rich Bierman for Hangar Site E-7, Tom Wilson for Hangar Site F-1, Laura
13 Seidensticker for Hangar Site F-2, John Wilson for Hangar Site F-3, and David Krueger for
14 Hangar Site F-4. Carried.

15 **Consideration of amendment of Ordinance 2020-04, Sign Ordinance:** Chair noted comments
16 received from visitors expressing concern regarding number of feather flags in Fish Creek. Staff
17 identified concerns with current sign ordinance related to readability and clarity and resulting
18 difficulties with enforcement. Supervisors discussed revisions intended to improve readability and
19 facilitate enforcement. Preserving character of Fish Creek, providing consistency among
20 businesses, and establishing clearer regulations regarding sandwich boards, open flags, and feather
21 flags was discussed. Supervisors acknowledged current ordinance is difficult to interpret and a
22 comprehensive review and rewrite of ordinance should occur during winter months. Connie Judd
23 addressed the Board. Karl Stubenvol addressed the Board. Supervisors approved the following
24 modifications to existing ordinance:

- 25 • One sandwich board per licensed business shall be permitted.
- 26 • Sandwich boards shall not exceed 24 inches by 36 inches.
- 27 • Sandwich boards shall not impede pedestrian travel or public safety.
- 28 • One Visit Fish Creek open flag shall be permitted per licensed business.
- 29 • Visit Fish Creek open flags shall not exceed 3 feet by 5 feet. A smaller version of Visit Fish
- 30 Creek open flag may be permitted where necessary.
- 31 • Feather flags shall remain prohibited.

32 Motion (Sohns/Birmingham) to approve changes to Ordinance No. 2020-04 as discussed and set
33 forth on the record. Carried.

34 **Consideration of amendment of 2026 fee schedule:** Staff identified an inconsistency between
35 Ordinance No. 2020-04 and 2026 Fee Schedule regarding forfeiture for sign ordinance violations.
36 Motion (Merkel/Selenica) to amend 2026 Fee Schedule consistent with Ordinance No. 2020-04
37 (\$200 for first offense and \$500 for second and subsequent.) Carried.

38 **Consideration of entering contract with Stantec for grant administration:** Thyssen reviewed
39 Stantec's proposal for grant administration services associated with the Fish Creek Stream
40 Restoration Project. Discussion included grant compliance requirements, reporting obligations,
41 reimbursement requests, and agency coordination. Staff noted Stantec prepared the grant
42 applications, possesses the project background and supporting documentation, and has the
43 expertise to administer the grant, while Town staff does not have the capacity to assume those
44 responsibilities in-house. The agreement will be funded through existing grant awards.
45 (Merkel/Birmingham) to approve contract with Stantec for grant administration services. Carried.

46 **Consideration of Memorandum of Understanding Fish Creek Sanitary District regarding**
47 **District and Town involvement in creating District expansions:** Thyssen reviewed proposed
48 Memorandum of Understanding between Town and Fish Creek Sanitary District establishing a
49 formal process for evaluating future sanitary district expansion requests. Discussion included

responsibilities of Town and District, procedures for receiving and reviewing requests, reimbursement of engineering, legal, and administrative review costs, and ensuring applicants understand that consideration of an expansion request does not obligate either entity to approve an expansion. Steigenberger addressed Board and discussed need for a consistent process and clear expectations for property owners seeking sanitary service extensions. *Motion (Selenica/Birmingham) to approve Memorandum of Understanding with Fish Creek Sanitary District. Carried.*

Consideration of RFP for bids for crack fill/patching: Staff reviewed proposed roads for crack filling and patching and requested authority to solicit bids. Proposals will be returned to Board in August for consideration. *Motion (Merkel/Birmingham) to direct staff to solicit bids for 2026 crack filling and patching. Carried.*

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

Adjourn: *Motion (Hancock/Selenica) to adjourn at 8:52 p.m. Carried.*

Respectfully submitted,

Laura Reetz, Clerk

Approved by Town Board:
Approved by Harbor Commission:

**TOWN OF GIBRALTAR
SPECIAL JOINT TOWN BOARD AND HARBOR COMMISSION MEETING
MONDAY, JULY 13, 2026
GIBRALTAR TOWN CENTER
4097 MAIN STREET
FISH CREEK WI 54212
6:00 P.M.**

Call to order: The special joint meeting of the Gibraltar Town Board and the Harbor Commission was called to order at 6:00 p.m. by Chairpersons Steve Sohns and Dave Harris.

Roll call/quorum: Chair Sohns stated that a quorum of the Gibraltar Town Board was present. Chair Harris stated that a quorum of the Harbor Commission was present.

Members present: Town Board: Chair Sohns, Supervisor Birmingham, Supervisor Selenica, Supervisor J. Merkel. **Members absent:** Supervisor Hancock, excused. **Harbor Commission:** Chair Harris, Commissioner B. Merkel (arrived at 6:02 p.m.), Commissioner Woerfel, Commissioner Grawien. **Members Absent:** Commissioner Hecker, excused.

Agenda/proper notice/adopt agenda: Chairs confirmed agenda had been properly noticed. *Motion (Selenica/Birmingham) to approve agenda. Carried.*

Presentation of Harbor Design Master Plan and Town infrastructure collaboration by Harbor Commission: Chair Harris thanked Harbor Commission and Town staff for their work on development of proposed Harbor Design Master Plan. Harris explained proposal builds upon Waterfront Master Plan, which was developed through extensive public engagement that included workshops, surveys, open houses and community input. Harris explained Commission's recommendations are intended to implement recommendations contained in Waterfront Plan. Harris explained Commission's focus is on improvements from shoreline outward while coordinating with planned Town infrastructure projects. Harris reviewed prior waterfront property acquisitions completed in furtherance of Waterfront Master Plan and discussed goals of improving public access, walkability, traffic circulation and wayfinding while preserving character of Fish Creek Harbor. Harris noted current harbor configuration has changed little since 1970s, with last significant improvements completed in 1980s, and explained Commission's 2021 conversion to an enterprise fund allows revenues to be reserved for future capital improvements. Thyssen reviewed proposed capital project summary and funding plan. Discussion included Town's proposed borrowing for Spruce Street/West Downtown infrastructure project. Thyssen explained financial plan contemplates coordinating Harbor Commission investments with Town project to complete related infrastructure improvements while maintaining current tax levy. Discussion included proposed investment from existing Harbor Commission enterprise fund reserves in conjunction with Town project while maintaining Harbor reserve balance. Thyssen explained coordinating projects would allow Phase 1B and Phase 1C improvements to be completed concurrently with Town infrastructure work, allowing storm sewer, utility, fire suppression and launch improvements to be constructed together to achieve economies of scale. Harris reviewed proposed Phase 1 improvements to the west dock, west launch area and east launch/bulkhead, future Harbor Walk Park improvements, Holiday Harbor dock replacement, municipal dock improvements and installation of a proposed future wave attenuator. Harris reiterated Commission's planning responsibilities are from shoreline out while Town considers landside improvements. Harris explained Phase 1B and Phase 1C were identified as priority projects due to their relationship with Town's planned Spruce Street and West Downtown infrastructure improvements.

Supervisors and Commissioners discussed proposed closure of east launch ramp. Chair Sohns requested Commission consider retaining limited east launch access for dinghies, kayaks, jet skis and emergency use should the west launch become unavailable. Extensive discussion followed regarding proposed east ramp closure. Discussion included Commission's rationale for recommending closure based on pedestrian safety, vehicle and trailer congestion, traffic circulation, existing property encroachment issues and parking requirements associated with existing and future slips. Commissioners emphasized recommendation was reached unanimously following years of evaluating operational and safety concerns. Chair Sohns suggested evaluation of pedestrian circulation associated with proposed waterfront improvements would assist future consideration of proposed east ramp configuration. Discussion concluded with review of later phases of Plan, including future Harbor Walk Park improvements, municipal dock improvements, ticket booth location, future slip holder facilities and long-term planning associated with 4148 Main Street. Future planning for Harbor Walk Park will be influenced by ultimate disposition of 4148 Main Street.

Adjourn: *Motion (Birmingham/Selenica) to adjourn meeting at 7:33 p.m. Carried. Motion (Woerfel/Grawien) to adjourn meeting at 7:33 p.m. Carried.*

Respectfully submitted,

Laura Reetz, Clerk

To: Town Board

From: Staff

Request:

Visit Fish Creek Special Event Request for Jack O' Lantern Days, October 30–November 1, 2026.

Background:

VFC is requesting use of the Old Town Hall, Clark Park, and Fish Creek Park for Jack O' Lantern Days. The request also includes permission to place a general event banner at Noble Square, a Haunted Trail banner at Fish Creek Park, and event signage at Clark Park. In addition, VFC is requesting assistance from law enforcement, Gibraltar Fire & Rescue, and Public Works to support the costume march and Haunted Trail. This is a recurring community event that has been approved by the Town in prior years.

Analysis:

The event schedule includes family activities throughout the day, including a mask-making event, Gibraltar Fire & Rescue Open House, Open Door Bird Sanctuary exhibit, Bonnie Smith Memorial Halloween Costume March, trick-or-treating at local businesses, a magic show at the Old Town Hall, and the Haunted Trail at Fish Creek Park. Staff has reviewed the request and notes that Town assistance is requested for the costume march, Haunted Trail, and placement of temporary event signage.

Recommendation:

Staff has reviewed the request and has no objections.

Fiscal Impact:

Pursuant to the Town's Fee Schedule, the requested municipal services are subject to a fee of \$50 per department. As requested, law enforcement, Gibraltar Fire & Rescue, and the Public Works Department would result in a total fee of \$150.

To: Town Board

From: Staff

Request:

Special Event Request from DC Pedal Productions LLC for the Door County Century bicycle ride through the Town of Gibraltar on Sunday, September 13, 2026, between approximately 7:15 a.m. and 11:45 a.m.

Background:

DC Pedal Productions LLC is requesting approval for the Door County Century bicycle ride to pass through the Town on Sunday, September 13, 2026. This is one of the largest single-day cycling events in the United States, drawing participants from nearly 40 states. The event serves as a fundraiser benefiting Gibraltar, Sevastopol, and Sturgeon Bay school districts. The Town has approved the event in prior years, and this is a recurring request.

Analysis:

Approximately 2,000 riders participating in the 70- and 100-mile routes will pass through the Town via White Cliff Road, Juddville Road, Highway 42, Peninsula Players Road, Gibraltar Bluff Road, Cottage Row, and Main Street before entering Peninsula State Park. Riders on the 70-mile route will then cross Highway 42, continue on Juddville Road, travel briefly on County Highway A, and exit the Town via Little Marsh Road. No use of Town facilities or rest stops within the Town are requested. Organizers will coordinate traffic control and event logistics with the Wisconsin DOT, Wisconsin DNR, County Highway Department, Door County Sheriff's Office, and Gibraltar public safety personnel. The application has been reviewed by law enforcement. Based on past experience and the information provided, staff find the event to be well managed, with impacts limited primarily to temporary traffic delays along the designated route.

Recommendation:

Staff has reviewed the request and has no objections, subject to compliance with all applicable traffic control and safety requirements coordinated with Gibraltar public safety and other participating agencies.

Fiscal Impact:

No fiscal impact to the Town. The event provides charitable contributions benefiting the Gibraltar, Sevastopol, and Sturgeon Bay school districts.

To: Town board

From: Town staff

Request:

Approval of the Special Event Request for the Door County Fall 50 on Saturday, October 24, 2026.

Background:

The Door County Fall 50 began in 2006 and has become an annual community and tourism event in Door County. The event benefits multiple local charities and attracts more than 2,000 participants each year. Since 2018, the Gibraltar rest station and relay exchange has been located behind Gibraltar High School to minimize traffic congestion in downtown Fish Creek. The organizers have submitted a completed 2026 Special Event Request and a certificate of insurance naming the Town of Gibraltar as an additional insured.

Analysis:

The event is scheduled for Saturday, October 24, 2026, from 9:00 a.m. to 1:00 p.m. Participants will travel from Gibraltar School south along Highway 42 to Cottage Road. The application requests use of Town property for runners along the highway shoulder and through Gibraltar School grounds. Law enforcement and emergency services have reviewed the request and have no objections to the event as proposed.

Recommendation:

Staff has reviewed the application and has no objections.

Fiscal Impact:

A fee of \$50 per department will be assessed for municipal services provided in support of the event.

To: Town Board

From: Staff

Request:

Special Event Request from On Deck Clothing Company for a year-end tent sale on Saturday, September 5, 2026, from 9:00 a.m. to 5:00 p.m. in the rear parking lot of the On Deck Clothing Store.

Background:

On Deck Clothing Company is requesting approval to conduct a one-day year-end tent sale in the **rear parking lot** of its business on Saturday, September 5, 2026, from 9:00 a.m. to 5:00 p.m. The applicant is also requesting permission to place two temporary event signs: one at the corner of Main Street and Spruce Street and one within the On Deck Clothing Company parking lot.

Analysis:

The event will take place entirely on private property and is limited to retail sales. The applicant is requesting approval for two temporary event signs to advertise the event. One sign would be located at the corner of Main Street and Spruce Street, and the second sign would be located within the On Deck Clothing Company parking lot. The Board may determine whether the proposed event and signage are appropriate and whether any conditions should be imposed as part of its approval.

Recommendation:

Staff has reviewed the request and has no objections.

Fiscal Impact:

No fiscal impact to the Town.

To: Town Board

From: Staff

Request:

Approval of the proposed trackless repair estimate, and authorization to proceed with repairs.

Background:

The Town of Gibraltar uses the trackless machine very extensively in all seasons from snow removal to road sweeping. The machine experienced some damage with the heavy snowfall we had this spring bending the rotor shaft. Maintenance brought it to McQueen in Milwaukee to have a thorough look over and assessment. Attached to this request is the full breakdown of their assessment.

Analysis:

The machine is still in very good working condition barring the repairs needed, like any piece of heavily used equipment from time to time an investment will be needed to keep them working at peak levels, this is one of those times.

Recommendation:

Town Staff recommends approval of the request and utilize on of the fiscal options to assist in budget management.

Fiscal Impact:

Option 1 we could sell the truck that is dedicated to the Island and use the funds estimated around 10,000-15,000

Option 2 sell the rotor arm to Sister Bay with a governmental use agreement (later agenda item)

Option 3 Theresa feels there may be enough in the maintenance budget to cover the expenses but would be tight for the rest of the year.

To: Town Board

From: Staff/Maintenance

Request:

Engage in sale of the Towns trackless attachment (rotary arm) to the Village of Sister Bay with the condition of an intergovernmental use agreement.

Background:

When the Town purchased the trackless in 2020 the machine came with a rotary arm attachment. The Town has not used the arm much since the purchase of the John Deere tractor with the 18 extensions boom arm. The Village of Sister Bay is looking into the arm for cutting saplings in the parks there. The Village of Sister Bay could also agree to borrow the attachment in the event the Town could utilize it if it were sold.

Analysis:

The sale of the arm with an agreement to use in the event the town sees a need would provide the funds to repair the trackless without straining the maintenance budget. The fact the Town hasn't had a need to use the attachment, and it is taking up room at our shop seem like a good opportunity and benefit for both communities.

Recommendation:

Maintenance feels a sale to Sister Bay with a signed use agreement makes fiscal sense for the Town and recommends approval.

Fiscal Impact:

The estimated value of the rotary arm is between \$15 – 20,000 the funds would go into the general fund balance but could be used for the trackless maintenance repair bill.

To: Town Board
From: Staff

Request:

Approval of the Airport agreement for Hangar A-4 sale from Mary Houck to Fabian Waleffe for \$60,000 with lease.

Background:

The Town of Gibraltar is granted the right of first refusal under the Airport hangar lease agreements. If the Town declines to exercise its right of first refusal, the Airport Commission may approve the transfer of the hangar interest and recommend the Town and Village enter into a new lease agreement with the purchaser.

Analysis:

The Airport Commission has recommended that the Town waive its right of first refusal for Hangar A-4, approve the proposed sale, and enter into a new lease agreement with the purchaser. The Town currently has no need for hangar space.

Recommendation:

Staff recommends the Town Board waive its right of first refusal for Hangar A-4, approve the proposed sale, and recommend the Town and Village enter into a lease agreement with Fabian Waleffe for Hangar A-4.

Fiscal Impact:

There is no fiscal impact to this request.

To: Town Board

From: Staff

Request:

Approval of low bidder **Fahrner Asphalt Sealers LLC**. to complete 2026 crack filling services

Background:

The Town each year assesses the Town owned roads and looks deeper into road that have formed cracks. Filling the cracks prevents water from seeping into them and causing additional damage with frost heaves and separations as well as undermining the subbase aggregate. Additionally, the firms were asked to provide infrared services to patch an area on Spring Road and Maple Street. The infrared has been used by the Town in the past and has been successful in repairing potholes, edge crack outs, and asphalt repairs that settled.

Analysis:

The Town staff, as directed by the board, solicited bids from qualified firms to complete the 2026 crack filling. (4) firms submitted bids and Fahrner Asphalt Sealers LLC was the lowest bidder. Town staff have worked with this firm before and see no concerns about awarding this contract.

Recommendation:

Town staff has reviewed the bids and recommends awarding the crack filling and infrared heat patching to Fahrner Asphalt Sealers LLC for the contract amount of \$38,048

Fiscal Impact:

The cost will be paid from the road repair budget.

TOWN OF GIBRALTAR

BID OPENING RECORD AND CHECKLIST

TOWN PROJECT CRACK FILLING AND HEAT PATCHING SERVICES

Time/date of Bid opening: July 31, 2026 10:15 a.m.

Witness name Travis Thyssen

Witness signature T. Thyssen

Company/individual making the bid

Amount bid

Meets bid criteria

American Pavement Solutions \$64,765.00

X

Asphalt Seal & Repair \$76,610.00

X

Fahrner \$38,048.00

X

Thunder Road \$41,030.00

X

ATTESTED: Clerk

[Signature]

DATE: 7-31-26

To: Town Board

From: Fire Department

Request:

The Fire Department requests Town Board approval to contribute funding toward the purchase of two critical emergency response assets for Chambers Island:

- 1) Emergency notification siren
- 2) Water tender (2,100-gallon AWD vacuum truck)

These purchases represent the final significant components needed to complete the emergency response objectives jointly identified by the Fire department and Chambers Island community.

Background:

Approximately eight years ago I was approached by the Chambers Island community concerning a needs assessment conducted by some of the emergency responders on the island. These four items were noted on the letter from President Krause of the Chambers Island Association (attached.) They were:

- 1) Secure appropriate EMS and Fire equipment.
- 2) Provide appropriate training.
- 3) Secure an appropriate building to preserve equipment
- 4) Develop mass alerting system for responders.

The Fire Department agreed with these priorities and has worked steadily with the Town Board and Chambers Island residents to address them. Together, we have:

- Established a Community Emergency Response Team (CERT).
- Trained island residents as Entry-Level Firefighters and Emergency Medical Responders.
- Constructed a new building on Chambers Island.

These achievements would not have been possible without the partnership between the Town Board and the Chambers Island community.

Today, only two major needs remain: responder notification and improved water delivery capability.

Analysis:

Emergency Notification Siren

Reliable communications remain one of the greatest operational challenges on Chambers Island. Cellular service and radio coverage are often inconsistent, making it difficult to quickly notify responders during emergencies.

Unlike mainland responses, emergency incidents on Chambers Island frequently require multiple residents to assist in various roles, including transportation, scene support, and patient care. Rapid notification of available personnel is critical.

An emergency siren provides a proven and dependable method of alerting responders when other communication systems fail. A suitable used siren has become available for approximately \$10,000, with

installation assistance being provided by Chambers Island residents. A comparable new system would cost an estimated \$25,000 to \$35,000.

Water Tender

The Island's current mobile water supply consists of a 1,000-gallon tank mounted on an aging farm trailer and pulled by a tractor. This arrangement presents operational limitations and potential safety concerns during emergency responses.

A pre-emissions all-wheel-drive vacuum truck with a 2,100-gallon tank and fewer than 5,000 miles has become available for approximately \$10,000. The unit would:

- 1) More than double current mobile water capacity.
- 2) Improve reliability and safety.
- 3) Enhance fire protection throughout the Island.
- 4) Replace equipment that has reached the end of its practical service life.

Comparable replacement equipment would be expected to cost \$30,000 to \$50,000 on the used market and \$150,000 to \$200,000 if purchased new.

This represents a rare opportunity to acquire critical emergency apparatus at a fraction of its replacement value.

Recommendation:

Fire Department staff recommends approval of funding assistance for these projects, subject to final inspection and approval of the water tender by Fire Department command staff.

The community and Town have already made significant investments toward achieving the emergency response goals identified for Chambers Island. Approval of these two projects would complete the remaining major objectives while leveraging an unusually favorable purchasing opportunity.

Fiscal Impact:

The total project cost is approximately \$20,000:

-Emergency siren: \$10,000

- Water tender: \$10,000

Contribution Break down:

Requested Town Contribution: \$10,000

Chamber's Contribution: \$10,000 **plus tender maintenance to bring it to operational status.**

The Chambers Island Association has requested Town assistance and is prepared to partner in funding the projects. The Town's contribution would secure emergency response capabilities with an estimated replacement value many times greater than the purchase cost.

Approval would allow the Town to protect and maximize its investment in the Chambers Island Station while avoiding potentially much greater costs in the future.

To: Town Board

From: Parks and Lands Committee

Request:

Allow Parks and Lands to request firms to submit proposals (RFP) for the design and construction of the trails, crosswalks, and bridges outlined in the Knowles Nelson grant application.

Background:

The Town Board authorized staff to write a grant for design and construction of connectivity trails through Fish Creek Park both in the lower section and on the upper bluff. The grant included portions of Peninsula State Park and included improvement to safety along the State Highway 42 corridor.

The Town has been awarded the grant, and the Town Board has moved forward with acceptance and intergovernmental agreements (MOU) with the State Park.

Analysis:

The Town Parks and Lands had assisted in the trail proposal identifying the best route, the least environmental impact, including the connectivity, bluff impact, bridge crossing and wetlands. The next step is to look for firms to assist in engineering and construction oversight of the trails and crossings.

The selected firm will be required to be engaged with the Parks and Lands Committee through the entire process including community information sessions.

Recommendation:

Parks and Lands voted to move forward with soliciting RFPs (request for proposals) from qualified firms and ask the Town Board to support their request.

Fiscal Impact:

The Town received a Knowles Nelson grant of just under \$500,000 utilizing a 50/50 match, a combination of Town funds and additional grant funds will be needed.

Request for Proposal

For

Professional design and engineering services

Town of Gibraltar, Fish Creek Park, State Park and Gibraltar School area Door County WI.

Background: The Town of Gibraltar has been awarded grant funding to complete approximately 2.5 miles of trail work. The trail work will include design and engineering of stream crossing and navigating greater than 15% inclines. Some sections already have a trail outlined, cleared, or partially identified, other areas will need more design to complete.

As a selected firm you will be working directly with the Town of Gibraltar in Fish Creek Park and additionally has agreements with the State Park and Gibraltar Schools where the trail will be installed. The firm will need or have experience in obtaining permits, locally, County, and in State right of ways, Highway crossings, wetland navigation and preparing shovel ready plans for use.

Scope of work:

1. Review of preliminary plans submitted for the grant
2. Engineer trail routes and stream crossings based on preliminary routes
3. Design two State HWY 42 crossings that will also need to be permitted
4. Host meetings with Gibraltar Parks and Lands to assure all questions can be answered.
5. Navigate wetlands and engineer plans to complete trails through these sections that might need additional permits and approvals.
6. Design the bridge crossing that may include a covered bridge

Interested firms needing additional information can contact Travis Thyssen tthyssen@gibraltarwi.gov (920) 868-1714 M-T 10-3 and Friday 8-12 preliminary plans and the identified trail route as well as maps are available upon request.

Firms may submit proposals to clerk@gibraltarwi.gov no later than XX-XX 2026

Timeline:

- a. Proposal submittals by XX-XX-2026
- b. Award XX-XX-2026
- c. XX-XX-2026 – March 2027 engineering timeline
- d. Completed engineering plans can be submitted sooner but the deadline would be March 1st, 2027
- e. All permits needed would also need to be approved by the March 1st, 2027, deadline as well.

To: Town Board

From: Parks and Lands

Request:

Consideration of the Fish Creek Bridge (stream crossing in Fish Creek Park)

Background:

The Town of Gibraltar applied for and received a grant from Knowles-Nelson to complete several portions of the connectivity trail in Fish Creek Park. One area of the future trail will cross the Fish Creek Park stream. Discussions regarding the location away from the current ground level creek crossings were had. The determination was to have the crossing closer to State Highway 42 after the two creeks merge into one, therefore requiring only one crossing that could be built up higher to be out of any high water when the spring thaw occurs or in heavy rain events. Currently, with heavy rain events and spring runoff the two bridges get submerged or floated.

Discussions began on what would be appropriate for the new bridge as it will be used often as part of the connectivity trail and access to Fish Creek Park, additionally used as an observation deck to the creek.

Analysis:

Parks and Lands discussed the idea of enhancing the bridge with a covered roof to go along with the deck and railings, the enhancement would be a draw for visitors as well as potential wedding photos etc. Parks and Lands voted to request the Town Board support their decision to incorporate the covered bridge enhancement.

Installing a bridge will be part of the design in any scenario the covered portion is the enhancement.

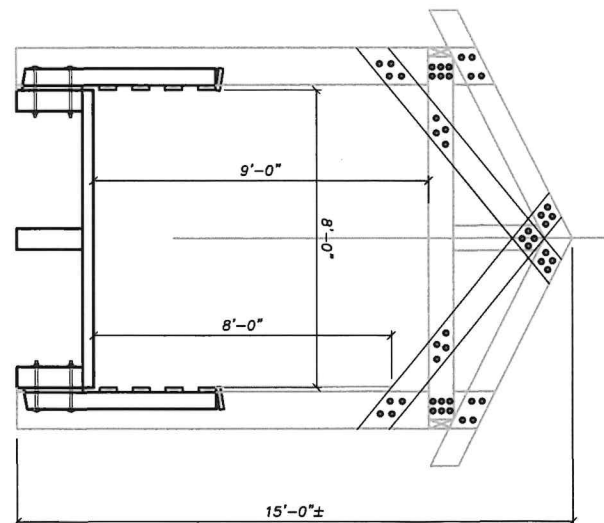
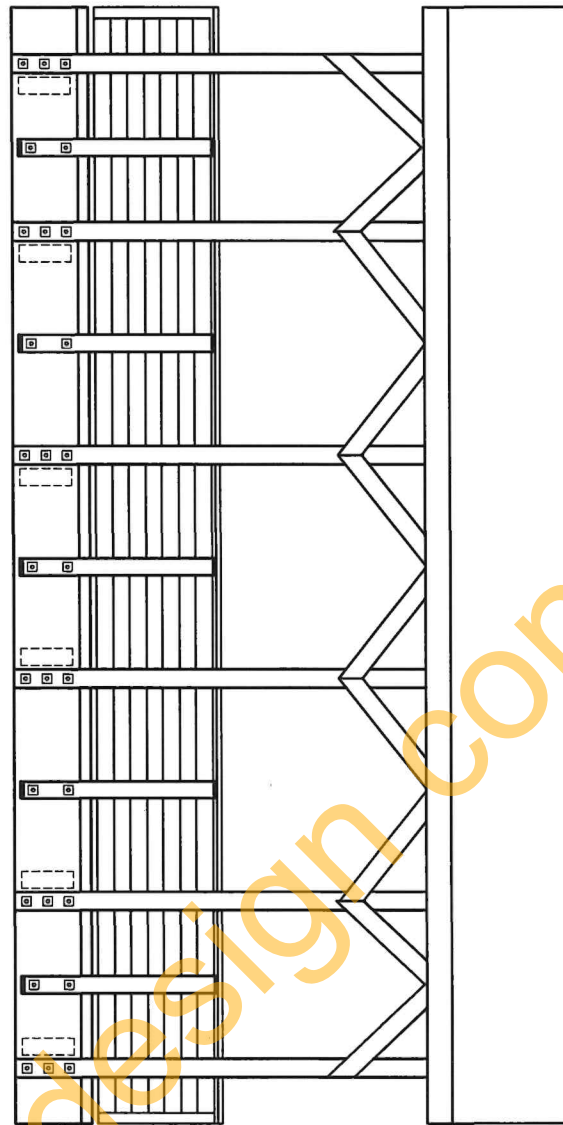
There have been community members who have come forward who would like to contribute to the covered bridge.

Recommendation:

Parks and Lands voted to include the covered bridge and are asking the board to support their vote.

Fiscal Impact:

The design and construction are part of the Knowles-Nelson grant, additional funds may be received through a donation.



To: Town Board

From: Staff

Request:

Staff are requesting directions on a potential railing along State Highway 42 from Hide Side to the newly installed railing by the concrete steps. The railing would be placed atop the elevated concrete wall on Main Street.

Background:

The Cedar Court Main Street project has been completed, A section of sidewalk near Hide Side Boutique has been identified as a potential area that could possibly be used for additional safety enhancements. The project included a retaining wall to help shore up the tree roots and stabilize the road shoulder atop of the retaining wall is where the sidewalk is located a road verge of grass is located between the sidewalk and the retaining wall. The road verge starts narrow at the 42 intersection and widens as it moves west. A suggestion to install a railing atop the retaining wall has been investigated for board review.

Checking with the design engineers the current condition meets all codes and safety requirements.

Analysis:

Town Staff met with members of a downtown committee to offer opinion on the potential railing. The group did not have issue with the railing being added to the wall.

Staff received a rough quote for the railing at around \$42-45,000 this was not included in the Cedar Ct. Main Street project and would need to be paid out of the Towns capital funds.

The new railing would match the existing railing installed in front of Noble Square.

The railing will take several weeks to make putting its installation past the heavy season.it could possibly be included in the Spruce Street project if the board moves forward with this project.

Recommendation:

Staff are seeking directions from the board on this request.

Fiscal Impact:

If the railing is approved to be installed funds will need to be used in our capital account or be placed with a future project funding source.

To: Town Board
From: Staff

Request:

Authorize staff to submit an application for the Wisconsin Elections Commission (WEC) 2026 Election Security Subgrant.

Background:

WEC has opened applications for the 2026 Election Security Subgrant Program. The program provides up to \$2,000 per municipality to support eligible security improvements, including baseline-compliant computer hardware and software, professional IT support, limited physical security improvements, and cyber or physical security training. Applications will be accepted through December 1, 2026, or until available funding is exhausted.

Analysis:

The grant program provides an opportunity to offset the cost of security improvements using available state funding. Authorizing staff to submit an application allows the Town to maximize available grant opportunities for eligible security-related expenses.

Recommendation:

It is recommended the Board authorize staff to submit an application for the Wisconsin Elections Commission 2026 Election Security Subgrant.

Fiscal Impact:

There is no cost to submit the grant application. If awarded, the Town may receive up to \$2,000 to offset eligible security-related expenses.

To: Town Board
From: Town Staff

Request:

Award 2026–2027 Propane Contract.

Background:

For the 2026–2027 heating season staff solicited quotes from Gasco, Ferrellgas, Milton, AmeriGas, Lakes Gas, Ritchie, and Door County Cooperative. Quotes received will be presented to the Town Board for consideration.

Analysis:

Staff received the following proposals for the 2026–2027 heating season:

- **Gasco** – Pending
- **Ferrellgas** – Pending
- **Milton** – Pending
- **AmeriGas** – \$1.62 per gallon fixed price with a 12-month volume commitment, or \$1.44 per gallon floating price with a fixed markup.
- **Lakes Gas** – Pending
- **Ritchie** – Pending
- **Door County Cooperative** – Pending

During the 2025–2026 heating season, the Town contracted with Gasco under a guaranteed price agreement at a fixed rate of \$1.399 per gallon for deliveries between October 1, 2025, and April 30, 2026. Propane usage totaled 12,125.30 gallons.

Staff will provide an updated comparison of all quotes received prior to the Board meeting.

Recommendation:

Staff recommends the Town Board review the proposals received and award the 2026–2027 propane supply contract to the vendor offering the proposal determined to be in the Town's best interest, considering price and contract terms.

Fiscal Impact:

The cost will depend on the vendor selected and the pricing submitted. Propane costs are budgeted within the Town's operating budgets.