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 **10¢ 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

TOWN OF GIBRALTAR
REGULAR MONTHLY MEETING WITH CLOSED SESSION
PURSUANT TO WIS. STATS. §19.85(1)(c)
WEDNESDAY, NOVEMBER 11, 2026
GIBRALTAR TOWN CENTER, 4097 HIGHWAY 42,
FISH CREEK WI 54212
6:15 p.m. or immediately following special meeting of electors starting at 6:05 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. Public Recognition	
8. Committee reports (*Reports are for informational purposes only)*	
9. Public Comment	
10. Adopt 2027 Town Budget	D/A
11. Consideration of VFC Special Event Request: Hometown Christmas December 5, 2026	D/A
12. Consideration of YMCA Special Event Request: Ugly Sweater Run December 5, 2026	D/A
13. Consideration of right of first refusal Hangar C-1	D/A
14. Consideration of sale of Hangar C-1 from K-Air Inc. to Adrian Allen	D/A
15. Recommendation to enter into lease with Adrian Allen for Hangar C-1	D/A
16. Consideration of lease mortgage addendum for Hangar F-1 Amplatz Left Properties LLC	D/A
17. Consideration of Northern Electric, Inc. proposal for manual transfer switch at Fish Creek dock	D/A
18. Consideration of selection of consultant for Fish Creek Trail Design and Build RFQ #2026-01 and authorization to negotiate a contract for future Town Board consideration and approval.	D/A
19. Consideration of amendments to Blossomberg Cemetery Easement & cemetery rules and regulations including burial marker height and size limitations.	D
20. Status of GHA fundraising for 4148 Main Street and next steps	D/A
21. Set date for joint Plan Commission meeting	D
22. Consideration of SMA with Wis DOT for CMAQ project	D/A
23. Consideration of 2027 Fee Schedule	D/A
24. Consideration of Ordinance 2026-XX Regarding Committees and Commissions	D
25. Discussion on Hill Street/Bluff Lane 3-way stop	D/A
26. Adjourn to closed session according to Wisconsin State Statutes 19.85(1)(c)	D/A

Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Employee Compensation.

27. 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	D/A
28. Approve action(s) taken in closed session: Resolution 2026-11, 2027 Compensation Schedule	D/A
29. Payment of accounts	D/A
30. Adjourn	D/A

/s/ Steve Sohns, Chair

***DEVIATION IN ORDER MAY OCCUR**

Posted November 6, 2026

_____
Laura Reetz, Clerk

X Fish Creek Post Office
X Fish Creek BP
X Town Center Display Case
X Town Website

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, OCTOBER 7, 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.
Pledge of Allegiance:
Roll call/quorum: Board members present: Chair Sohns, Supervisor Birmingham, Supervisor Hancock, Supervisor Selenica, and Supervisor Merkel. Board member(s) absent: None.
Adopt agenda: *Motion (Selenica/Hancock) to approve agenda as presented. Carried.*
Approve minutes of previous meeting(s): *Motion (Birmingham/Selenica) to approve minutes from September 2, 2026 Regular Meeting. Carried.*
Correspondence:
Reports:
Parks and Lands: Buske was unable to attend due to filling in for a docent at Noble House.
Fire Department/EMR: Chief Bertges provided written report. He reported 29 calls, compared to 39 in 2025. **Significant events**: Homecoming parade, drowning at Nicolet Bay, intoxicated driving rollover and Eagle Trail rescue requiring use of a one-wheel Stokes basket. **Projects:** MERT training with law enforcement, delivery of tender and Chevy to Chambers Island, working on GEO Mat drive for Chambers Driveway. **Events:** Open House/fire safety day October 31.
Police Department: Chief Roesch reported on drowning at Nicolet Bay and a multi-agency meeting concerning recent water rescues and drownings. Homecoming went smoothly. He attended firearms training and MERT training with fire department. Drone demonstrations will be available at Fire Department open house.
VFC: Lancaster reported Jack O'Lantern Days is October 31, 2026. Beginning November 1, Visitor Center will be open Fridays and Saturdays from 10:00 a.m. to 3:00 p.m., with self-service available remainder of week. Community social is scheduled for November 2 at Helioterra Winery.
Noble House: Buske excused.
Airport: Chair Drajesk reported Friends group September 20 volunteer workday addressed all items identified during Building Committee inspections. Commission submitted its 2027 budget and will complete its annual report, including five-year projection by end of October. Airport office will close for season the end of October. Work continues with BoA on Master Plan. Concerns regarding compliance with Wis. Stats. §114.14 and Airport Commission's authority over leases and contracts were noted. Construction of new hangars continues, with enclosure anticipated by year-end. Additional clearing is planned for winter. He had preliminary discussions with VFC regarding a possible airport fly-in event in October 2027.
Watershed: Merline reported Creek has been dry since end of July.
Plan Commission: Merline reported Commission reviewed a variance application, discussed its goals for 2027 and approved revisions to Design Standards application/checklist.
Harbor Commission: Harris unable to attend. Cain-Bieri reported Dock will close October 15, 2026. September revenues increased more than 120% over previous year, with overall seasonal revenues up approximately 25%.
Door County Tourism Zone/Room Tax: Thyssen reported Commission discussed declining occupancy rates despite increased room tax revenues. Gibraltar remains slightly above average in rental capacity and revenue. Commission also discussed delinquent accounts, including one in Gibraltar, and potential grant program for community improvements.

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Building Committee: Stubenvoll reported Committee continues its inspections of Town properties, including Dock, Old Town Hall, airport, old maintenance shop and Windmill property. Inspections are expected to be completed by end of October. He acknowledged maintenance staff's work in addressing items identified during last year's inspections.

Coastal Byways: Reetz reported Committee last met in April and will meet October 12, 2026, at 8:30 a.m. at Gibraltar Town Center.

Broadband: Thyssen reported letters were sent to internet service providers requesting information regarding their infrastructure investment plans for Town.

County Board Representative: Hancock reported on County's lease agreement for space in former Younkers building. County hired Tyler Pluff as its new Land Use Services Director.

Clerk: Reetz reported preparations are underway for the November General Election, including processing a high volume of absentee ballot requests.

Treasurer: Cain-Bieri reported work on 2027 budget is nearing completion with updated state aid figures and adjustments to fuel costs. She attended County training in the Dells and WTA Convention. She noted NIMS training requirements for elected officials and possibility of arranging a training session.

Administrator: Thyssen reported maintenance is preparing for fall cleanup activities. Work continues with Cedar Corporation on Spruce and Maple Street reconstruction designs. Fish Creek trail design/build RFQ will be reviewed by Parks and Lands. He also provided an update on CMAQ grant.

Chair: Chair Sohns reported he just came back from WTA convention where he attended a TAC session as well as workshops addressing fire protection fees as an alternative funding source for fire departments, municipal legal issues, and zoning considerations for solar and wind energy development. Town may have some regulatory authority over smaller solar and wind energy projects and suggested Plan Commission discuss issue.

Public Comment: None.

Door County Trails presentation--Door County Strategic Trails Plan and discussion regarding request for Resolution of Support: Craig Charles and Sam Herheim presented Door County Strategic Trails Plan, outlining countywide effort to develop a connected bicycle and pedestrian trail network. They reviewed public engagement process, noting survey respondents expressed a preference for trails serving transportation and connectivity between communities rather than primarily recreational purposes. They requested a resolution of support and designation of two representatives from Gibraltar to a Community Trail Partners Working Group. Board members discussed trail design standards, permitted uses, and coordination among municipalities. Thyssen acknowledged the group's assistance in securing the $4.7 million CMAQ grant. Kathy Grawien addressed the Board.

Presentation by Door County Economic Development Corporation regarding current initiatives, housing study, and broadband progress: Michelle Lawrie provided update on DCEDC's 2026–2028 Strategic Plan and initiatives involving business development, workforce recruitment and retention, housing, and broadband. She discussed new programs to assist businesses and connect residents with community resources and countywide housing study expected to be completed in January 2027. Lawrie advised DCEDC is coordinating broadband efforts throughout County and offered assistance to Town. A $4,040 contribution was requested from Town based on a per capita assessment of $3.29.

Consideration of 2027 Cleaning Contract: Regina Rudoi present on behalf of ProTouch. Thyssen reported Town has been very pleased with services. 2027 contract reflects no increase in pricing. Chair Sohns echoed positive feedback. Rudoi requested permission to post flyers

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advertising its services. *Motion (Hancock/Merkel) to approve 2027 Custodial Services Agreement with ProTouch Commercial Cleaning. Carried.*

Consideration of Plan Commission recommendation to appoint Natalie Dorrler-Hyde as Volunteer Leader/Coordinator of the Fish Creek Watershed Monitoring Program: Longtime volunteer coordinator Merline is stepping down from the position. Merline noted Dorrler-Hyde's educational and professional background and willingness to continue program's annual activities with local fifth-grade students. *Motion (Selenica/Merkel) to appoint Natalie Dorrler-Hyde as Volunteer Leader/Coordinator of the Fish Creek Watershed Monitoring Program. Carried.*

Update from Cedar Corp on Spruce Street area/storm water/infrastructure design: Thyssen and Mike Kaster of Cedar reviewed revised concept plan for Spruce and Maple Streets project. Thyssen reported meeting with downtown businesses and community groups and confirmed he attempted to contact Clark family by telephone and text message and sent a letter with proposed plans. Revisions included slight realignment of Spruce to preserve pedestrian space near Barringer's and elimination of proposed sidewalk along north side of Maple Street from current plan with area to be graded for future sidewalk installation. Additional improvements included stormwater drainage modifications near Main and Spruce Streets, landscaped terrace near Bayside lift station and revisions to parking area to incorporate grass pavers throughout, resulting in approximately 85% of existing gravel area being converted to green or pervious surface. Board discussed proposed dry hydrant and underground utilities, including relocating alignment closer to existing sanitary easement to minimize interference with future park development. Proposed lighting improvements include downward-directed bollard lighting in lot. Thyssen reported an independent arborist evaluated willow tree and recommended removal due to interior deterioration. Hancock requested delaying removal pending necessary DNR approvals for bulkhead. Kaster reviewed proposed west boat launch expansion, reduced use of east launch, preservation of a portion of natural shoreline and DNR permitting process for proposed bulkhead and shoreline improvements. Judy Korte and Christie Weber addressed the Board. Following discussion Board considered proceeding with detailed engineering of concept plan. *Motion (Sohns/Merkel) to authorize Cedar Corporation to proceed with detailed engineering of the Downtown Area Reconstruction Phase II project based on the revised concept plan presented, contingent upon closing of the Town's loan. Carried.*

Consideration of pursuing amendment to Blossomberg Cemetery easement: Chair Sohns reviewed history of cemetery expansion agreement with Peninsula State Park, which includes an easement agreement that places restrictions on grave marker height and Christie Weber's request to amend easement to permit upright markers. Weber read correspondence from Peninsula State Park Superintendent Eric Hyde indicating DNR would consider an easement amendment through its internal approval process. Estimated fee to amend the easement is $500. Linda Merline, Bob Grawien, Kathy Grawien, and Jeff Hecht addressed Board. Discussion focused on fairness to families who had previously been required to use flat grave markers, including those who would have preferred upright markers, while also considering wishes of current plot owners who would like option of upright markers in the future. Board discussed potential costs, maintenance considerations, and appropriate limitations on marker sizes. Weber offered to pay one-half of costs associated with amending the easement. *Motion (Birmingham/Hancock) to pursue an amendment to the existing cemetery easement to allow above-ground grave markers on all cemetery property governed by the easement. Birmingham aye, Sohns aye, Hancock aye, Selenica nay, Merkel nay. Carried.*

Consideration of request to County to review speed limit on CTH F from CTH A to campground and other safety alternatives: Matter comes before the Board in response to a

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citizen request to reduce speed limit on CTH F. Request was referred to County Highway Safety Department which indicated it would like a formal request from Town to review the matter. Chiefs Bertges and Roesch provided written recommendations. Neither supported reducing speed limit, but both recommended roadway improvements to provide safer shoulders for pedestrians and bicyclists. Kathy Grawien addressed Board. *Motion (Merkel/Birmingham) to direct staff to contact County regarding safety improvements on CTH F. Carried.*

Consideration of revised Hangar F-1 lease changing lessee to Amplatz Left Properties, LLC: At hangar owner's request previously approved lease was revised to name Amplatz Left Properties, LLC as lessee. All other terms remain unchanged. *Motion (Selenica/Hancock) to approve the revised Hangar F-1 lease with Amplatz Left Properties, LLC. Carried.*

Consideration of Quarles & Brady LLP Scope of Engagement for bond counsel services: Cain-Bieri explained Johnson Bank requires a bond counsel opinion regarding tax-exempt status for Town's $2.9 million borrowing. Proposed engagement with Quarles & Brady LLP carries a fee of $7,000, which would be paid from available funds in Town's legal-fees budget. *Motion (Birmingham/Hancock) to engage Quarles & Brady LLP for bond counsel services related to the Town's $2.9 million borrowing. Carried.*

Consideration of Resolution 2026-10 Authorizing the Issuance and Sale of a $2,900,000 General Obligation Promissory Note: Formal resolution is required for previously approved $2.9 million borrowing from Johnson Bank for Downtown Area Reconstruction Phase II and CMAQ grant share. Note may subsequently be sold with notice to Town. Closing is scheduled for October 20, 2026. *Motion (Selenica/Birmingham) to adopt Resolution 2026-10 Authorizing the Issuance and Sale of a $2,900,000 General Obligation Promissory Note. Carried.*

Consideration of Plan Commission recommendation - Variance Application #Z-26-0987; PIN 014-02-29312714 (9392 Cottage Row Rd.) - David J. Sterner Trust: Thyssen advised Plan Commission reviewed application at its September 28 meeting and unanimously recommended support. Merline addressed Board and explained the proposed construction would largely remain within existing building footprints, with a modest garage extension to accommodate a larger vehicle. She reviewed Plan Commission's findings that the property's narrow configuration and existing driveway placement created physical limitations, strict compliance with setback would be unnecessarily burdensome, and variance would not adversely affect public interest. She also noted adjoining property owners supported request and Commission found proposal consistent with Town's Comprehensive Plan. *Motion (Selenica/Merkel) to adopt the Plan Commission's recommendation supporting Variance Application #Z-26-0987. Carried.*

Consideration of acceptance of Fire Department FFP grant: Bertges reported Department was awarded $10,609.90 Forest Fire Protection grant for wildland firefighting equipment and AED with a 50% local match. Department applies for this grant annually and required matching funds are budgeted. Due to short turnaround between receipt of grant award paperwork and acceptance deadline Cain-Bieri suggested adopting a standing resolution authorizing recurring acceptance of the grant. Board directed staff prepare resolution for placement on a future agenda. *Motion (Birmingham/Hancock) to accept the Fire Department FFP grant. Carried.*

Consideration of acceptance of Fire Department AFG grant: Bertges reported Department was awarded $26,765 Assistance to Firefighters Grant for protective equipment for five firefighters, with a Town match of $1,274.53. He noted $20,000 was included in the proposed 2027 budget for protective equipment before grant was awarded. *Motion (Merkel/Hancock) to accept the Fire Department AFG grant. Carried.*

Consideration of Change Order #1 – Peters Concrete Company – West Downtown Reconstruction Phase I: Thyssen reviewed Change Order No. 1 for remobilization, aggregate

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base replacement, and reconciliation of actual quantities, resulting in a net contract increase of $10,532.90. *Motion (Birmingham/Merkel) to approve Change Order No. 1 for Peters Concrete Company in the amount of $10,532.90. Carried.*

Consideration to use Fire Department dedicated/restricted funds for purchase of fire apparatus: Thyssen explained proceeds from sale of 1999 Pierce Saber were restricted for Fire Department use because the truck was originally purchased with donated funds. Chief Bertges discussed plans to use proceeds toward purchase and refurbishment of a smaller tactical tender, with a projected total cost of just under $200,000. *Motion (Sohns/Birmingham) to authorize the use of Fire Department dedicated/restricted funds for the purchase of fire apparatus. Carried.*

Discussion regarding Town Purchasing Policy: Thyssen advised Town received invoices for emergency tree clearing on Chambers Island following a windstorm. Although the work was necessary, Town's purchasing policy was not followed. Discussion included importance of following proper authorization procedure. It was noted failure to follow required procedures could jeopardize Town's eligibility for FEMA reimbursement in the event of a declared disaster. Board directed staff to send a letter to Chambers Island Association explaining proper procedure for authorizing emergency work and enclosing a copy of Town's purchasing policy.

Consideration of payment of Death's Door Design & Development invoice for tree clearing on Chambers Island: Following discussion of Town Purchasing Policy, Board considered payment of invoice for emergency tree clearing on Chambers Island. *Motion (Sohns/Selenica) to approve payment of the Death's Door Design & Development invoice and provide written clarification of the Town's purchasing and authorization procedures for future work. Carried.*

Payment of Accounts: Cain-Bieri advised of an additional $2,000 invoice for barging services to transport trucks to Chambers Island. She also reported an invoice of nearly $6,000 from Sanitary District for beach facilities which is being withheld pending review of unusually high water usage. *Motion (Birmingham/Hancock) to approve payment of accounts. Carried.*

Adjourn: *Motion (Birmingham/Hancock) to adjourn at 9:25 p.m. Carried.*

Respectfully submitted,

Laura Reetz, Clerk

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Approved:

TOWN OF GIBRALTAR
SPECIAL MEETING
BUDGET WORKSHOP
WEDNESDAY, OCTOBER 14, 2026
GIBRALTAR TOWN CENTER
4097 HIGHWAY 42, FISH CREEK WI 54212
6:00 p.m.

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

Roll call/quorum: Board members present: Chair Sohns, Supervisor Birmingham, Supervisor Selenica and Supervisor Merkel. Board members Absent: Supervisor Hancock. Also present Administrator Thyssen and Treasurer Cain-Bieri.

Agenda/proper notice/adopt agenda: Chair Sohns confirmed the agenda had been properly noticed. *Motion:(Birmingham/Selenica) to approve the agenda as presented. Carried.*

2027 Budget workshop: Supervisors reviewed proposed 2027 budget as recommended by Finance Committee. Treasurer Cain-Bieri reviewed levy limitations, including allowable increase based on net new construction. She outlined changes made since Finance Committee meeting, including updated transportation aids and shared revenues, insurance adjustments and increased fuel allowances. Discussion included capital reserves for future equipment replacement, Noble House roof, road improvements, projected utility costs and anticipated revenues. Treasurer explained the $2.9 million Downtown reconstruction project would be accounted for separately in Capital Projects Fund. Supervisors discussed funding requests from Door County Economic Development Corporation and Wisconsin Towns Association. Treasurer reviewed projected decrease in the mill rate.

Approve 2027 Budget to send to Special Meeting of Electors: *Motion: (Selenica/Merkel) to approve the proposed 2027 budget and send it to the Special Meeting of the Electors on November 11, 2026, at 6:00 p.m. at Gibraltar Town Center. Carried.*

Adjourn: *Motion: (Birmingham/Sohns) to adjourn at 6:42 p.m. Carried.*

Respectfully submitted,
Laura Reetz, Clerk

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Door County Transportation Department Newsletter
2026 Service Overview
Quarter 3

DOOR COUNTY CONNECT
PUBLIC TRANSIT

Get Connected. Get on Board.

The County of Door operates public transit services through its Transportation Department located at the Aging and Disability Resource Center. Public transit services do not have eligibility requirements. Therefore, anyone can ride for any reason. Services are offered through Door County Connect (DCC) and Door 2 Door Rides (D2D). Please see next page for service details.

Ridership:

Door 2 Door Rides provided 37,938 rides in 2025. Through September 2026, D2D provided 30,359 rides. Door County Connect provided 6,072 rides in 2025. Through September 2026, DCC provided 4,316 rides.

Upcoming Events:

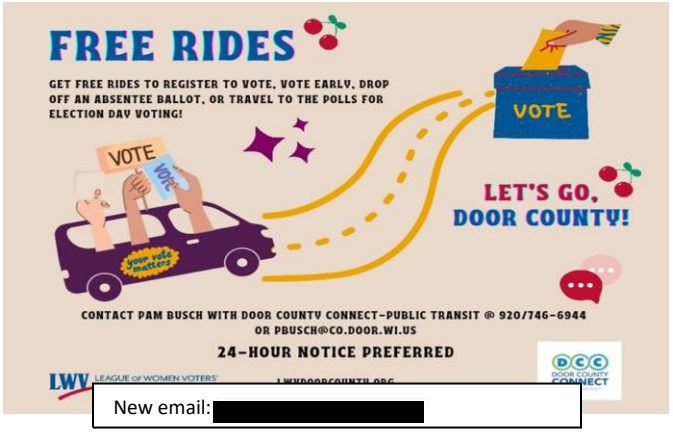
NOTICE OF PUBLIC HEARING

Specialized Transportation Assistance Grant Application for 2027
for the Door County Public Transit System

Notice is hereby given that a Public Hearing will be held by the Door County Administrative Committee on behalf of the County of Door (applicant) at the **Door County Government Center, 421 Nebraska Street (Chambers Room – 1st Floor), Sturgeon Bay, WI 54235** at **8:30 a.m. on Tuesday, October 20, 2026** for the purpose of receiving comment for Door County's proposed plan for spending the allocation ($112,592) authorized under Section 85.21 of the Wisconsin Statutes to maintain its elderly and disabled transportation program in 2027.
Door County intends to continue with the current plan and make no changes during 2027.

At the hearing, the County of Door will afford an opportunity for interested persons or agencies to be heard with respect to the social, economic, and environmental aspects of the project. Interested persons may submit, orally or in writing, evidence and recommendations with respect to said project. Additionally, written comments will be considered if sent to: **Pam Busch, Door County Transportation Department, 914 N 14th Ave., Sturgeon Bay, WI 54235, or Email:** [redacted] no later than **12:00 p.m. on Monday, October 19, 2026.** You may request a copy of the draft application or request a ride to the Public Hearing by contacting Pam at 920-746-5982.





New email: [redacted]



Door County Connect

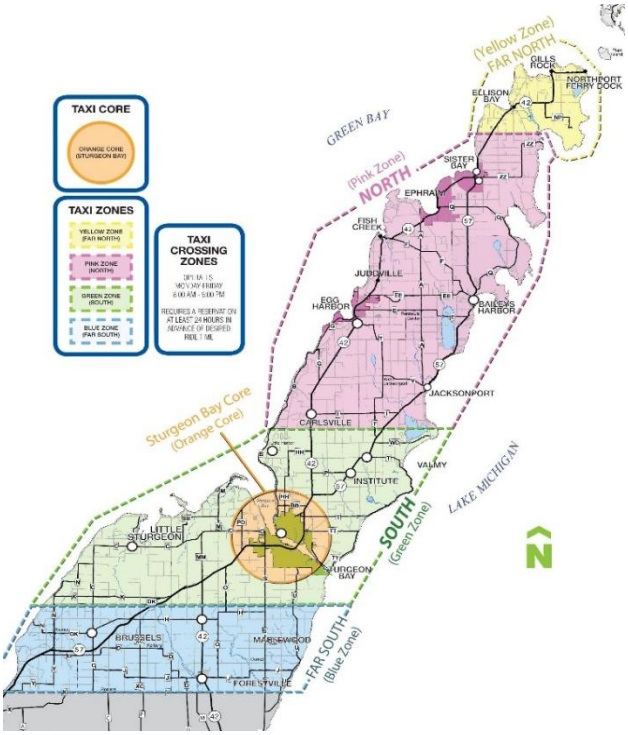
Door County Connect provides rides throughout the City of Sturgeon Bay and an extended area up to 10 miles from the ADRC. Service is available Monday through Thursday, 7:45 am-4:15 pm and Friday 7:45 am-1:15 pm.

Riders pay $2.00 per trip in the city and $5.00 per trip in the extended area. Travelers who are within the city service area and have lunch at the ADRC in pay a half price fare.

Schedule a Ride: Call (920) 746-6944
Questions: Call (920) 746-5982 or Email [redacted]

Door 2 Door Rides

Door 2 Door Rides provides rides throughout the County, except for service on Washington Island.





Service is available Monday through Sunday in the Orange and Green areas and Monday through Friday in the Blue, Pink and Yellow areas.

Fares are dependent on where a person is traveling. You can view fares at: https://doorcountyconnect.com/1049/Service-Areas-Hours-and-Rates

Schedule a Ride: Call (920) 746-6948
Questions: Call (920) 746-5982 or Email [redacted]

Follow Door County Connect on Facebook and check out the website at doorcountyconnect.com

For up-to-date information, to schedule a presentation, or to support Door County Connect-Public Transit, please contact: Pam Busch at (920) 746-5982 or e-mail [redacted]



TOWN OF GIBRALTAR 2027 BUDGET
NOTICE OF PUBLIC HEARING AND
NOTICE OF A SPECIAL TOWN MEETING OF THE ELECTORS

Notice is herby given that the Gibraltar Town Board has scheduled a public hearing on the Proposed 2027 Budget for the Town of Gibraltar to be held at the Gibraltar Town Center, 4097 Main Street, Fish Creek, Wisconsin, at 6:00 p.m. on Wednesday, November 11, 2026.

Notice is hereby given that on Wednesday, November 11, 2026 immediately following the completion of the public hearing on the proposed budget which begins at 6:00 p.m. in the Gibraltar Town Center, a special town meeting of the electors is called for the following purposes:
1.) To approve the 2026 total town tax levy to be collected in 2027 pursuant to s. 60.10(1)(a) of Wis. Statutes.

Notice is herby given that on Wednesday, November 11, 2026 at 6:15 pm or immediately following the completion of the Special Meeting of the Electors, the Gibraltar Town Board will hold the regular monthly Town Board Meeting and will Adopt the 2027 Town Budget.

*Wis. Stat. § 60.14: MUST BE PRESENT TO VOTE AND MUST BE A QUALIFIED ELECTOR TO VOTE. PLEASE ALLOW TIME FOR ELECTOR SIGN IN.

	GENERAL FUND			DEBT SERVICE FUND 300	CAPITAL PROJECTS FUND 401	TOTAL
	2026	PROPOSED 2027	% CHANGE			
EXPENDITURES:						
GENERAL GOVERNMENT	$ 1,496,975.00	$ 1,447,483.00				$ 1,447,483.00
PUBLIC SAFETY	$ 669,006.00	$ 800,001.00				$ 800,001.00
PUBLIC WORKS	$ 587,100.00	$ 573,878.00			$ 2,900,000.00	$ 3,473,878.00
HEALTH & HUMAN SERVICES	$ 6,438.00	$ 6,307.00				$ 6,307.00
CULTURE/REC/EDUCATION	$ 109,859.00	$ 202,545.00				$ 202,545.00
DEBT SERVICE (IN GEN FUND)	$ 36,550.00	$ 30,000.00		$ 1,633,849.00		$ 1,663,849.00
CONSERVATION AND DEVELOPMENT	$ 101,544.00	$ 88,440.00				$ 88,440.00
CAPITAL EXPENSE/OUTLAY	$ 20,000.00	$ 50,000.00				$ 50,000.00
						$ -
TOTAL EXPENDITURES	**$ 3,027,472.00**	**$ 3,198,654.00**	**5.65%**	**$ 1,633,849.00**	**$ 2,900,000.00**	**$ 7,732,503.00**
REVENUES AND OTHER FINANCING SOURCES:						
TOWN LEVY	$ 1,703,740.00	$1,722,223.00	**1.08%**	$ 1,633,849.00		$ 3,356,072.00
OTHER TAXES/REIMBURSEMENT	$ 440,000.00	$490,000.00				$ 490,000.00
INTERGOVERNMENTAL REVENUES	$ 448,874.00	$476,332.00				$ 476,332.00
LICENSES AND PERMITS	$ 88,225.00	$97,208.00				$ 97,208.00
FINES AND FORFEITURES	$ -					$ -
PUBLIC CHARGES FOR SERVICE	$ 13,000.00	$16,750.00				$ 16,750.00
INTERGOV'T CHARGES FOR SERVICE	$ 8,000.00	$8,000.00				$ 8,000.00
MISCELLANEOUS REVENUE	$ 204,792.00	$298,141.00				$ 298,141.00
FUNDS APPLIED TO THE LEVY	$ -					$ -
MONEY CARRIED OVER	$ 80,341.00					$ -
BOND PROCEEDS	$ -					$ -
CIP TRANSFER IN	$ 40,500.00	$90,000.00				$ 90,000.00
LOAN PROCEEDS	$ -				$ 2,900,000.00	$ 2,900,000.00
						$ -
TOTAL REVENUE	**$ 3,027,472.00**	**$ 3,198,654.00**	**5.65%**	**$ 1,633,849.00**	**$ 2,900,000.00**	**$ 7,732,503.00**
TOTAL LEVY WITH DEBT SERVICE		**$3,356,072.00**				

Beginning of year Undesignated Fund Balance: $544,945
Estimated end of year Undesignated Fund Balance: $575,758
*Net new construction: Changes to equalized value due to new building construction and land improvements minus changes to equalized valude to to demo/destruction of buildings and removal of land improvements.

AIRPORT FUND:	2026	PROPOSED 2027
AIRPORT FUND:EXPENDITURES	$ 212,100.00	$105,710.00
AIRPORT FUND:REVENUES	$ 222,749.00	$118,299.00
PROFIT/LOSS	$ 10,649.00	$12,589.00
Beginnning of year Fund Balance $143,616		
Estimated end of year Fund Balance $195,363		
Capital Projects Projected Expenditure	$150,000.00	$30,000.00

DOCK FUND:	2026	PROPOSED 2027
DOCK FUND: EXPENDITURES	$ 522,900.00	$ 566,470.00
DOCK FUND: REVENUES	$ 598,478.00	$ 636,406.00
PROFIT/LOSS	$ 75,578.00	$ 69,936.00
Beginning of year Fund Balance $524,559		
Estimated end of year Fund Balance $639,854		

Laura Reetz, Clerk
Theresa Cain-Bieri, Treasurer
Dated: October 23, 2026

Public inspection of the budget detail may be made during regular office hours (Monday - Thursday 10:00 a.m. - 3:00 p.m., Friday 8:00a.m. - 12:00 p.m.) at the office of the Town Clerk, 4097 Highway 42, Fish Creek, Wisconsin. Budget detail also available on townwebsite, www.gibraltarwi.gov

To: Town Board
From: Staff (VFC)

Request:

Special Event Request from Visit Fish Creek for Hometown Holiday event on December 5, 2026. Event will include tree lighting at Noble Square, photos with Santa at the Old Town Hall provided by Gibraltar Fire and Rescue and a bake sale benefiting Gibraltar's 8th grade Washington DC trip, and card making at the library. They are requesting placement of a banner at Noble Square from November 21-through December 5.

Background:

This is recurring well-attended event that has seen no issues in the past.

Analysis:

Hometown Holiday is a popular community event that consistently draws strong attendance and brings residents and visitors together to celebrate kickoff of the holiday season. Photos with Santa is a particularly popular attraction, with donations typically benefiting a local family or individual facing medical or other hardships. The event offers a variety of family-friendly activities while fostering community spirit and contributing to the festive atmosphere in Fish Creek.

Recommendation:

Submitted for Town Board consideration.

Fiscal Impact:

No fiscal impact.

To: Town Board

From: Staff

Request:

Special Event Request – Northern Door YMCA Ugly Sweater Fun Run, December 5, 2025 at 10:00 a.m.

Background:

The Northern Door YMCA hosts the annual Ugly Sweater Fun Run each December to promote community wellness and support local programs. The event begins and ends at the YMCA, following Gibraltar Road to County Road A and back. Participation is open to the public, and proceeds benefit YMCA youth and family programming. The event has been held successfully for several years without issue.

Analysis:

This is a recurring annual event following the same route from the YMCA to County Road A and back. The Y is requesting that one lane of Gibraltar Road be closed to traffic from 10:00 a.m. to 11:00 a.m. The YMCA has requested Maintenance to place barricades at the YMCA and at the corner of Gibraltar Road and County Road A. The YMCA will notify residents along the route in advance of the temporary closure and provide each household with a courtesy day pass to the YMCA. The YMCA will also contact the Door County Sheriff's Department regarding the temporary one-lane road closure.

Recommendation:

Submitted for Town Board consideration.

Fiscal Impact:

Maintenance staff services for barricade placement.

To: Town Board
From: Staff/Airport Commission

Request:

Approval of the Airport agreement for the sale of Hangar C-1 from K-Air Inc. to Adrian Allen, a new hangar lease agreement, and a lease addendum related to financing of the purchase.

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 C-1, approve the proposed sale, and enter into a new lease agreement with the purchaser. The Town currently has no need for hangar space.

The purchaser is financing the hangar purchase through Capitol Bank, which has requested a lease addendum to protect its interests as lender. The addendum establishes provisions regarding lender notification, consent to lease modifications or transfers, and the lender's rights in the event of default. This is a new requirement associated with financing of the hangar purchase.

The lease agreement also includes a provision requiring the lessee to reimburse the airport for administrative and legal fees or costs incurred in connection with financing-related addendums.

Recommendation:

The Airport Commission recommends the Town Board waive its right of first refusal for Hangar C-1, approve the proposed sale, and recommend the Town and Village enter into a lease agreement with Adrian Allen for Hangar C-1.

Fiscal Impact:

There is no fiscal impact to this request.

To: Town Board
From: Staff/Airport Commission

Request:

Approval of a lease mortgage addendum for Hangar F-1 at the Ephraim-Gibraltar Airport.

Background:

The Town of Gibraltar and Village of Ephraim previously approved a hangar lease agreement with Amplatz Left Properties LLC for Hangar Site F-1. The lessee is obtaining financing through BLC Community Bank for construction of a new hangar.

Analysis:

BLC Community Bank has agreed to provide a construction loan of up to $260,000 and has requested a lease addendum to protect its interests as lender. The addendum establishes provisions regarding lender notification, consent to lease modifications or transfers, and the lender's rights in the event of default. The addendum does not replace the previously approved lease agreement but modifies certain provisions to accommodate the financing.

Recommendation:

The Airport Commission recommends the Town Board approve the lease mortgage addendum for Hangar F-1 with Amplatz Left Properties LLC and BLC Community Bank.

Fiscal Impact:

There is no direct fiscal impact to this request.

To: Town Board

From: Staff

Request:

Consideration of Northern electric proposal to install a manual transfer switch at Fish Creek Dock.

Background:

In the past five years several occasions the power in the Town of Gibraltar has been knocked out for extended periods of time. One outage knocked out the power at the local gas station for two days, this outage forced Town to seek alternatives to fuel our emergency equipment.

The Gibraltar Fire and rescue is the first line of emergency management from a warming shelter to welfare checks on the Towns in need and elderly population. The need for fuel is imperative.

Analysis:

Gibraltar Fire and Rescue reviewed options to create a resource in the event obtaining fuel would be limited. The Town dock has ready fuel and maintains a certain level to keep the tanks from floating up, this fuel is accessible year-round if needed. A power transfer switch would allow the Fire Department to use a portable generator to energize the system and obtain fuel it may not be able to access from another location due to power outages.

Town Staff looked at other options: fuel storage at the maintenance shop, a full emergency generator at the dock, fueling system at the fire station etc. The transfer switch will provide the resource needed at a cost of $4343.00 including the plug cords versus the other options that were in the tens to hundreds of thousands.

Recommendation:

Staff have reviewed several options and installing a transfer switch would be a cost-effective piece of mind and assurance our emergency management system will be able to provide uninterrupted service.

Fiscal impact:

The transfer switch estimate for parts and install is $4343.00 this would be used from the Fire department budget.

To: Town Board

From: Staff

Request:

Consideration selecting a consultant for Fish Creek Trail Design and Build (RFQ 2026-01 and authorization to negotiate a contract to be approved by the Town Board at a future meeting.

Background:

The Town of Gibraltar wrote and received a Knowles Nelson grant for completion of a trail through Fish Creek Park and Peninsula State Park. Because the Town also received the CMAQ grant that overlaps the State Park portion, grant coordinators suggested the Town proceed with the Fish Creek sections in a proposal and combine the State Park portion with the CMAQ.

The Grant was written to have a bridge crossing of Fish Creek inside Fish Creek Park as well as trail improvements to the parking lot on top of the bluff and connection to the Settlement Shops.

The Town Board approved sending out an RFQ (request for qualifications) staff received 7 responses, 5 individuals, a representative from the Town Board, Parks and Lands, Door County trails group, a Gibraltar business owner, and a resident were selected to score the proposals based on a series of questions relating to experience, presentation, timeline, familiarity with Gibraltar and understanding of the Gibraltar vision.

Analysis:

The score sheets presented to the board were very consistent among the five scoresheets ranking three of the firms higher than the other 4 MSA, Stantec, And Ruekert-Mielke. The Town has worked with two firms directly and the third has worked for surrounding communities and in the State Park. Staff would have no concerns working with any of the three firms to complete the trail project.

Packets for the firm's qualifications are in the packets. Staff are looking for directions to negotiate a contract for the work. Staff would like the firms to be rated as the first choice, second and third, so if the first firm cannot negotiate a contract, staff can then move on to the second and so on. Staff don't expect getting a contract to be problematic. The contract would then be reviewed and approved by the Town Board at the December meeting.

Recommendation:

Rank the proposals and agree on first choice, second choice and third. Direct staff to begin contract negotiations and prepare for the contract to be reviewed and potentially approved at the December meeting.

Fiscal Impact:

There is no fiscal impact to selecting a firm, however the K-N grant will require matching funds.

REQUEST FOR QUALIFICATIONS

FOR

FISH CREEK TRAIL DESIGN AND BUILD

RFQ #2026-01

Issuance date: September 30th , 2026

RFQ due date: October 19th, 2026 at 2:00 P.M.

All questions regarding this RFQ shall be submitted electronically to:

Town of Gibraltar administrative offices
ATTN: Clerk Reetz, Town of Gibraltar Clerk
Email: [redacted]

TOWN OF GIBRALTAR

ADMINISTRATIVE OFFICES

[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted] 868-1714

INTRODUCTION AND BACKGROUND

The Town of Gibraltar is soliciting statements of qualifications from qualified consulting/engineering firms to prepare, design, and conduct oversight of construction, including assisting the Town in soliciting and evaluating bids for construction, and provide grant management services. The selected consultant will evaluate the existing trail, review the proposed trail route, evaluate environmental concerns (including wetlands and stream crossings), design the needed trail sections, assist the Town in soliciting and evaluating bids for construction**,** monitor the work for compliance, and assist the Town with grant compliance.

Fish Creek Park is a 150-acre park that is popular due to its natural scenery and secluded natural features, including Fish Creek watershed. The Park is adjacent to Peninsula State Park and will have connecting trails. The trail offers an off-road alternative for travel between the Settlement Shops on the upper bluff, the Downtown area of Fish Creek, Peninsula State Park, and Gibraltar Schools, with a trail system that will become part of the Bayshore connectivity trail connecting our neighboring communities.

SCOPE OF SERVICES

Scope of services includes:

- Review of park environmental areas and Fish Creek stream impacted areas.
- Recommendations on stream crossing location.
- Design/engineering services for the creek crossing and trail layout, including navigating any wetlands in the proposed trail area, utilizing as much of the currently used trail as possible.
- Apply for and receive any necessary permits, or easements in the project area.
- Assist the Town in soliciting and evaluating bids for construction of the designed trail and stream crossing (may include a covered bridge), in accordance with applicable Wisconsin law and grant requirements.
- Provide oversight and inspection services during the construction process including any lien waivers and quality control.
- Assist the Town in grant management and required compliance.

PROJECT SCHEDULE

Fall 2026 selection of consultants.

Winter – fall 2027 evaluation, design and engineering.

2027-2029 trail construction.

The timeline is determined by the requirements of the Knowles-Nelson grant, environmental permitting, and construction availability.

CONTRACT EXCEPTIONS AND CONCERNS

All prospective consultants shall be familiar with, and willing to execute, all terms contained in the agreement before submitting a Statement of Qualifications. Any potential exceptions to the scope of services or terms of the agreement should be clearly identified in the response to this RFQ.

The Town may consider any reasonable exceptions or desired modifications; however, if the requests are not acceptable to the Town, the consultant shall accept the agreement without any desired changes or the Town may choose to negotiate an agreement with another consultant.

SUBMITTAL REQUIREMENTS

The Town of Gibraltar administrative offices will receive submissions mailed to or electronically sent to the person listed on page 1 of this RFQ. Interested consultants can submit until the deadline listed on page 1. Any submissions received after the deadline will not be considered.

SUBMISSION CONTENT AND ORGANIZATION

Submissions shall not be more than 10 pages in length and shall be prepared on 8½" x 11" pages, with pages numbered. All submitted material must be relevant to the RFQ requirements.

1. Title page: Show the RFQ title, the name of the firm, the address, telephone number, name of the contact person, date, and any other relevant company information.
2. Cover letter/narrative:

   a. Identify the project for which the submission has been prepared. Provide a brief written summary of your understanding of the work and the Town's expectations. Explain your familiarity with the Town of Gibraltar and the unique challenges the Town's projects include.

   b. Provide the names, titles, addresses, and contact information of the people authorized to make representations for your firm.

c. Confirm willingness to complete all requests and terms identified in the RFQ and identify any potential exceptions.

d. Staff capabilities: Identify the designated project manager and key design staff, along with their availability, experience, and capacity to carry out the needs of this project. Include resumes for key individuals and identify the services to be provided. Identify project aspects that may require the use of sub-consultants.

e. Project approach: Describe your firm's experience in similar areas of expertise and its ability to provide the required services for these project types. Include examples of similar services your firm has provided and successfully executed for other municipalities, including experience meeting timeline and grant requirements.

f. Project timeline: Provide your own project schedule based on the project schedule, identifying the distinct phases of the project, milestones, and deliverables expected at each phase. Identify any obstacles that may affect the proposed project schedule and discuss how these obstacles can be avoided or resolved.

SELECTION PROCESS

This is not a bid procedure. This is a qualification-based selection. Do not include costs in the submission. Fee negotiations will occur after the selection.

Evaluation Criteria: The following criteria will be used in the evaluation process:

Overall qualifications, experience, and competence of key staff:	25 points
Project approach and understanding, including strategy to perform the requested work and time schedule:	35 points

GENERAL NOTICES

The selected consultant will enter into negotiations with the Town of Gibraltar. If an agreement cannot be reached, the Town will end negotiations and enter into negotiations with the next qualified firm. This process may continue until an agreement is reached. The Town reserves the right to cease negotiations at any time if it is in the best interest of the Town.

The Town of Gibraltar administrative office is the sole point of contact for the Town during the selection process. Questions or any noted errors, discrepancies, omissions, or other deficiencies in this RFQ should be directed to the individual identified on page 1. Any request for modification or clarification of the RFQ must be made before the submission deadline.

By submitting qualifications, the firm represents that it has thoroughly examined and become familiar with the work required under this RFQ and can perform quality work to achieve the objectives of the Town of Gibraltar in a timely manner.

This RFQ has been prepared by the Town of Gibraltar administrative office and does not purport to be all-inclusive or to contain all information a firm may desire. No legal liability is assumed with respect to the accuracy or completeness of this RFQ.

The Town of Gibraltar reserves the right to revise any part of this RFQ by issuing an addendum at any time prior to the submission deadline. The Town of Gibraltar reserves the right to accept or reject any and all submissions, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

The Town of Gibraltar will not be responsible for any costs associated with preparing or submitting qualifications. By submitting qualifications, each firm agrees to be bound in this respect and waives all claims regarding such costs and fees.

RFQ 2026-01 REVIEW AND SCORESHEET

Instructions:

Read all proposals prior to filling out the scoresheet; upon completion fill out the score sheet reflecting on your opinion of how the proposed firm will design, navigate, and manage the Fish Creek Park Trail improvements. The goal is to indicate 1st choice to last by scoring accordingly

Overall qualifications: 25 total points Firm_____

1. Review the designated project managers, architects, and engineers. Score how you feel their experience and expertise is specialized in managing and completing the Fish Creek Trail Project.

   Scoring 1-10 points _____

2. Score the firm's experience with similar projects to the Fish Creek Trail Project.

   Scoring 1-5 points _____

3. Score the firm's knowledge and experience in administering and managing grants, including the ability to complete grant compliance.

   Scoring 1-5 points _____

4. Score the firm's qualifications and experience with water crossings, bridges, wetlands, and construction.

   Scoring 1-5 points _____

Total points: _____ Max 25

Project scope and understanding, including strategy to perform the requested work and time schedule. 35 total points

1. Score the firms understanding of the Fish Creek Trail Project and Fish Creek (Gibraltar) in general. Does the firm grasp the visions and goals of the Town.

   Scoring 1-10 points _____

2. Score the firms understanding and approach to eco-friendly and environmentally sensitive construction management.

   Scoring 1-10 points _____

3. Score the firm's flexibility of scheduling, oversight, and construction management.

   Scoring 1-5 points _____

4. Score the firms described community engagement and involvement.

   Scoring 1-5 points _____

5. Score the firm's overall proposal compared to the others.

   Scoring 1-5 points _____ Max 35

Total group 1 _____

Total group 2 _____

Combined total _____ Max 60

Firms with Proposals	MSA	STANTEC	Rukert MIELKE	CEDAR CO	GZA	RA SmitH	ENDEAVOR	
Town Board Representative	60	55	55	55	39	41	35	
Parks and Lands Representative	46	33	55	37	26	24	21	
Gibraltar Business owner	48	58	56	45	38	49	41	
Gibraltar Resident	60	52	46	42	42	36	17	
Door County Trails Group (Land owner Gib)	51	53	47	36	33	41	28	
Totals	265	251	259	215	178	191	142	
300 Possible RANK	1	3	2	4	6	5	7	

To: Town Board
From: Staff

Request:
Consideration of amendments to the Blossomberg cemetery rules and regulations, including burial marker height and size limitations and proposed revisions to the cemetery easement with the Wisconsin Department of Natural Resources (DNR).

Background:

Blossomberg cemetery is owned by the Town of Gibraltar. It is located inside the Peninsula State Park. The cemetery had two requirements previously. The original section had various height and size head stones and markers. When the expansion section was added (2007) the State park-imposed marker regulations of ground height only.

At the October Town Board meeting the board voted to request removal of the restrictions. The State was contacted and has authorized the Town, as the owner, to manage under Town rules. DNR has indicated that its legal staff has no objection to amending the easement to remove the headstone height restriction and is working with its real estate division on the revised easement.

Under current cemetery rules there are no size, shape, placement rules in place because all new section burials had ground level requirements. Older section burials were likely part of a large family headstone already in place.

Analysis:

To keep relative uniformity and not impede the Towns ability to maintain the cemetery in a timely fashion a set of guidelines and rules to placement, height, size may be considered to help manage and guide identification placement. Additionally, guidelines and rules should be considered for flower, planter, stand, and any other secondary placement that requires additional time for maintenance.
With respect to the easement amendment, consideration should be given to removing the existing headstone restrictions without incorporating new height, size, or other cemetery regulations into the easement. Instead, the easement could reference the Town's authority to regulate cemetery use through its own ordinances, rules, and policies. This would allow the Town to modify cemetery requirements in the future without having to amend the easement.
Staff would also like to see a policy/forms for burial recordkeeping to help ensure accurate records of burial locations and cemetery activity.

Recommendation:

Staff is seeking direction from the Town Board regarding cemetery regulations so that clear and consistent information can be provided to individuals purchasing burial sites or wishing to install or modify existing grave markers. The Board may wish to send this to a committee for an opinion.

Fiscal Impact:

The Town will be responsible for recording and title fees associated with the amended easement. No other fiscal impact is anticipated at this time.

To: Town Board
From: Staff

Request:

Board direction regarding next steps for commencement of the lease agreement with the Gibraltar Historical Association (GHA) for 4148 Main Street.

Background:

On October 1, 2025, the Board adopted Resolution 2025-07 approving a 40-year lease agreement with GHA, contingent upon successful completion of a fundraising period. The electors subsequently authorized the long-term lease at a special town meeting on November 10, 2025.

On January 7, 2026, the Board adopted Resolution 2026-01, establishing November 10, 2025 through November 9, 2026 as the fundraising period. Under the original resolution, GHA was required to raise $675,000 within one year, with the Board retaining discretion to grant an extension if at least 75% of the goal was raised within that period. The lease could also commence earlier upon confirmation of sufficient fundraising. GHA is nearing completion of its fundraising requirements, so the parties need to prepare to move forward with commencement of the lease.

Analysis:

With GHA nearing completion of its fundraising requirements, several details remain to be addressed before commencement of the lease. These include the specific timing of lease commencement, responsibility for utility payments during the transition, and transfer of utility accounts.

Additionally, clarification is needed regarding ownership of existing appliances, including the washer, dryer, stove, and refrigerator, and responsibility for their maintenance, repair, and eventual replacement. Given the 40-year lease term, responsibility for major mechanical equipment, including the furnace, should also be addressed. Establishing these responsibilities at the outset would help avoid uncertainty regarding future maintenance and replacement expenses.

Recommendation:

Staff is seeking Board direction regarding outstanding lease commencement and transition details, including utility arrangements, existing appliances, and responsibility for maintenance and replacement of mechanical equipment. Staff recommends that these matters be addressed through a memorandum of understanding or other appropriate agreement between the Town and GHA, subject to Town Board direction and approval.

Fiscal Impact:

Fiscal impact will depend on the allocation of responsibility for existing appliances, mechanical equipment, and utility expenses during the transition.

To: Town Board

From: Staff

Request:

Consideration of SMA with Wis DOT for the CMAQ project (trail)

Background:

The Town of Gibraltar received the CMAQ grant for completion of the trail through the State Park and around the school.

The grant is 5,925,800.00, with a 20% match

Staff have completed the required classes and have requested a State Let agreement. (allowing the state to lead the project and pay for their portion directly while billing the Town only for our 20%).

Analysis:

The State DOT have agreed to LET the CMAQ project for the Town of Gibraltar this will allow the state to control the funds and bill the Town for only the 20% of the project bills. This process will allow the Town not to have to come up with large amounts of funds upfront and get reimbursement. Additionally, the State will handle the contracting, and paperwork alleviating additional Town Staff time.

Recommendation:

Approve the SMA for the State Let program (CMAQ grant)

Fiscal Impact:

Approval of the SMA will not have a fiscal impact. A separate discussion on the Towns' 20% contribution will take place in 2027 with the Town Board.

To: Town Board
From: Town Staff

Request

Approve the 2027 Fee and Forfeiture Schedule to update Town fees and forfeitures consistent with costs and statutory fees.

Background

Each year the Town reviews its Fee and Forfeiture Schedule to keep fees fair, up to date, and consistent with Wisconsin law. The 2027 schedule incorporates two changes, 1: reinstatement of copy fee charges which were not in the 2026 fee schedule; and 2: Revision of the fee for Town services requested in connection with special events. Previously the fee was a flat $50 fee per department, the fee will now be determined by the Town Board at the time of the request based on the scope of services required, with a minimum fee of $50.00 per department.

Analysis

The cost of providing Town services for special events varies considerably depending on the type and extent of services requested. For example, a $50 fee may be reasonable when the Maintenance Department is simply placing traffic cones. However, events such as the half marathon or Century Ride may require law enforcement or other public safety personnel for extended periods, resulting in costs that far exceed the current flat fee. Allowing the Town Board to establish the fee based on the scope of services requested provides flexibility to more accurately reflect the actual cost to the Town.

Fiscal Impact

Adoption of the revised schedule maintains cost recovery for Town administrative services and aligns user fees with actual staff and contractual expenses. **Increases are designed to cover costs rather than generate revenue.**

Recommendation

Staff recommends approval of the 2027 Fee and Forfeiture Schedule as presented, effective January 1, 2027.

Town of Gibraltar
2027 Fee and Forfeiture Schedule

The following fees for satisfying record requests under s. 19.35, Wisconsin Statutes, are as established.

General fees:

a. Cost of transcription and reproduction — $ .35 per page
b. Cost of locating a record file — Clerk's loaded wage
c. Cost of shipping or mailing requests — Actual costs
d. Special meeting fee — $350.00
e. Town services requested for special event— fee to be determined by the Town Board at time of request, based on scope of services required; minimum fee of $50.00 per department
f. Credit card fee --based on the actual charges assessed to the Town not to exceed 4%
g. (NSF) returned check fee — $50.00
h. Copy fees (per page)
   - Letter size — $0.10 grey scale/$0.50 color
   - Legal or ledger size — $0.25 grey scale/$1.00 color

The following fees are established for the referenced Town of Gibraltar ordinances:

Emergency services:

Fire rescue medical assistance calls	$0
False alarms	1st free 1 per year 2nd and consecutive $50.00

Chapter 10-Orderly Conduct:

10.01 - State Traffic laws adopted.	based on state forfeiture schedule
10.125 – Town speed limits adopted	based on state forfeiture schedule
10.02 - Discharging firearms within Harbor Limits	Municipal Forfeiture $175.30*
10.03 - Throwing or Shooting arrows, stones, and other missiles.	Municipal Forfeiture $200.00
10.04 - Sale and discharge of fireworks restricted.	Municipal Forfeiture $200.00
10.05 - Obstructing streets and sidewalks prohibited.	Municipal Forfeiture $200.00
10.06 - Disorderly conduct prohibited.	Municipal Forfeiture $235.00
10.07 - Disorderly Conduct with a motor vehicle.	Municipal Forfeiture $235.00
10.08 - Urinating or defecating on property.	Municipal Forfeiture $235.00
10.09 - Unreasonable, excessive, and unnecessary noise	Municipal Forfeiture $235.00
10.10 - Obedience to officers.	Municipal Forfeiture $235.00
10.11 - Firearms in public buildings	Municipal Forfeiture $235.00
10.12 - Reserved	
10.13 - Loitering Prohibited.	Municipal Forfeiture $200.00

10.14 - Destruction of private property.	Municipal Forfeiture $235.00
10.15 - Alcohol beverage possession/ consumption In public places prohibited	Municipal Forfeiture $200.00
10.16 - Littering prohibited.	Municipal Forfeiture $200.00
10.17 - Possession of Marijuana.	Municipal Forfeiture $300.00
10.18 - Permitted parking lots	Municipal Forfeiture $50.00/$100.00 handicapped
10.19 - Parking prohibited	Municipal Forfeiture $50.00/$100.00 handicapped
10.20 - Illegal dumping	Municipal Forfeiture $300.00
10.21 - Use of municipal docks.	Municipal Forfeiture $200.00
10.22 - Petty theft.	Municipal Forfeiture $235.00
10.23 - Trespass to land, buildings or other premises.	Municipal Forfeiture $235.00
10.24 - Possession of drug paraphernalia.	Municipal Forfeiture $275.00
10.25 - Purchase or possession of tobacco products prohibited	Municipal Forfeiture $200.00
10.26 - Restrictions sale, gift, of cigarette or tobacco products	Municipal Forfeiture $200.00
10.27 - Possession of tobacco, vapor products by minors	See Juvenile bond schedule 10.40
10.28 - Smoking, tobacco use where prohibited	Municipal Forfeiture $200.00
10.29 - Sign, flag display when/where restricted	Municipal Forfeiture $200.00 1st violation $500.00 2nd + violation
10.30 – Truancy	See Juvenile bond schedule 10.40
10.31 – Animals	Municipal Forfeiture $200.00
	Municipal Forfeiture $500.00 Death of animal
10.32 – Adopting other State Statutes	As listed in state bond schedule
10.33 – Peddlers	Municipal Forfeiture $100.00*
Ordinance 2024-03 Regulation of Fire/Burn Permits	Municipal Forfeiture $50.00 violation w/burn permit
	Municipal Forfeiture $150.00 violation without burn permit
Ord 2023-03- Reg the Application of Coal Tar Sealant Prod	Municipal Forfeiture $250 Individual
	Municipal Forfeiture $1000 Contractor
Ord 2024-04- Waterfowl Feeding Prohibited	Municipal Forfeiture $50

Ord 2024-06-Outdoor Display of Merchandise Municipal Forfeiture $50

The Town of Gibraltar will operate a fee schedule designated for individuals under the age of 17, who are in violation of any town ordinances listed in the code of ordinances. Forfeitures under the Juvenile Bond category are as follows.

Juveniles ages 12-14	Juveniles 14-16	Juveniles 16-17
1st offence $25.00	1st offence $50.00	1st offence $75.00
2nd offence $50.00	2nd offence $75.00	2nd offence $100.00
3rd offence $100.00	3rd offence $100.00	3rd offence $125.00

Building Permits – Chapter

Driveway permits	$60.00
Building permits --subject to Inspection Specialists' Fee Schedule	
Administrative Compliance fee	$75.00
Erosion control	$75.00
Fire Impact fees	TBD
Demolition	$150.00
Tower Permits- New	$1000.00
Tower Permits-Modification to existing	$500.00
Architectural Design Standards Certificate of Compliance application fee*	$100

Underground Right-Of-Way Access

Permit Application Fee	$50.00
Additional Inspection / Review Fee	$50.00
Underground Access Parallel ROW (2 Inspections)	$150.00
Opening or Boring of a Paved Roadway	$650.00
Penalty for Starting Work Without a Permit	$1,000.0

Town Cemetery Fees:

Blossomberg plat purchase	$750.00 resident	$1500.00 non-resident (Family)
Blossomberg cremation burial plat Purchase	$150.00	$300.00 Non-resident (Family)
Cremation Burials	$300.00	
Burial Fees	$600.00	
Administrative fee for burial buybacks	$50.00	

Licenses:

Dog License	$5.00 spayed/neutered	$10.00 unaltered

Operators Licenses fee)	$25.00 includes provisional (includes background check
Picnic Liquor License (special event)	$10.00
Firework permit special event	$50.00
Business License	$50.00 / $25.00 late penalty fee (in addition to licensing fee after February 1)
Business License (2nd noncompliance notification)	$500.00 (in addition to the $25.00 penalty fee and $50.00 licensing fee)
STR License	$125.00 / $100.00 late penalty fee (in addition to licensing fee after February 1)
STR License (2nd noncompliance notification)	$500.00 (in addition to the $100 first penalty and $125 licensing fee)
Liquor Licenses:	
Class A Beer	$100.00 ($100 max per statute)
Class A Liquor	$ $300.00 ($500 max per statute)
Class B Beer	$100.00 ($100 max per statute)
Class B Liquor	$500.00 ($500 max per statute)
Reserve Class B	$25,000 ($10,000 min per statute) One-time fee
Class B Combination	$600.00 ($500 max on liquor per statute)
Class C Wine	$100.00 ($100 max per statute)
Provisional Retail License	$15.00 (set by statute)
Publication/Background check Fee	$50.00
Cigarette License	$ 25.00

Facility Rentals:

Fire Station/Town Hall/Parks	$100 taxpayer, $200 deposit required
	$200.00 non taxpayer, $200 deposit required
	$ 25.00/8 hours for non-profit and local groups

Parking:

Seasonal Launch Trailer parking permit	$60/season (only short-term parking permitted)
Harbor parking lot permit	Included in facilities use fee for slip and mooring holders only
Gibraltar Road Offsite Trailer Parking	$100.00/season

*Indicates fee set specifically by ordinance

To: Town Board
From: Staff

Request:
Consideration of Ordinance No. 2026-XX Regarding Committee and Commission Appointments and Terms.

Background:

Currently, appointments to Town committees and commissions occur at various times throughout the year, with terms expiring on different dates. There is no uniform process for advertising vacancies, soliciting letters of interest, or coordinating appointments. The proposed ordinance establishes a consistent process for committee and commission appointments, with terms transitioning to an April expiration schedule beginning in 2027.

Analysis:

The ordinance provides for appointments at the regular April Town Board meeting, establishes membership qualifications and term lengths, and maintains staggered terms to ensure continuity. It also establishes procedures for public notice of expiring seats, submission of letters of interest, filling vacancies, and designation of committee and commission chairs.

Existing terms would transition to the April schedule as they expire, avoiding the need to replace or reappoint all committee and commission members at once. The ordinance also recognizes statutory requirements and existing governing agreements applicable to certain commissions.

Establishing a uniform annual appointment process would simplify administration, improve tracking of terms and vacancies, and provide greater consistency and transparency in the appointment process.

This has not yet been sent to Town counsel. Staff is waiting for feedback from the Board before sending a final draft for lawyer review.

Recommendation:

Presented for Town Board consideration and direction.

Fiscal Impact:

There is no anticipated fiscal impact associated with adoption of the ordinance.

TOWN OF GIBRALTAR
ORDINANCE NO. 2026-XX
REGARDING COMMITTEE AND COMMISSION APPOINTMENTS AND TERMS

The Town Board of the Town of Gibraltar, Door County, Wisconsin, does hereby ordain as follows:

SECTION 1. PURPOSE; AUTHORITY.

A. Purpose. The purpose of this Ordinance is to establish a consistent and transparent process for appointments to Town committees and commissions and to provide for continuity in their membership and operation.

B. Authority. This Ordinance is adopted pursuant to Wis. Stats. §60.10(2)(c) and the Town's general village powers under Wis. Stats. §60.22(3).

SECTION 2. APPOINTMENTS AND TERMS OF OFFICE.

A. Appointments. Appointments to Town committee and commission seats shall be made at the regular April Town Board meeting unless otherwise required by applicable law or governing agreement.

B. Terms of Office. Members shall serve the terms established in Section 3 of this Ordinance. Terms shall commence on May 1 and shall expire on April 30 of the designated year, with appointments made at the regular April Town Board meeting unless otherwise required by applicable law or governing agreement.

C. Staggered Terms. Committee and commission appointments shall be staggered to provide continuity of membership and experience. Existing staggered terms shall be maintained when making appointments.

D. Town Board Representation. Whenever practicable, one member of the Town Board shall serve on each Town committee and commission, except the Police and Fire Commission, which shall not include elected or appointed Town officials or Town employees, in accordance with Ordinance No. 2025-01, as amended. All appointments shall be subject to applicable Wisconsin Statutes, Town Ordinances, and governing agreements.

E. Appointment Authority. Appointments shall be made in accordance with applicable Wisconsin Statutes, Town Ordinances and governing agreements.

F. Except as otherwise provided by applicable Wisconsin Statutes, Town Ordinances, or governing agreements, all persons appointed to committees and commissions shall reside within the Town of Gibraltar, either full-time or part-time. Ownership of property within the Town, without actual residency, shall not satisfy this requirement. Appointments to the Harbor Commission and Police and Fire Commission shall be subject to the specific residency requirements set forth in Section 3 of this Ordinance.

G. Transition of Existing Terms. Beginning in April 2027, Town committee and commission terms shall transition to an April expiration schedule. Members whose terms have expired prior to April 2027 shall continue to serve until their successors are appointed and qualified, as permitted by applicable law, with appointments to be made at the April 2027 regular Town Board meeting for terms to take effect on May 1, 2027. All other existing terms shall be adjusted to expire on April 30 immediately following their originally scheduled expiration dates. For example, a term scheduled to expire on January 31, 2028, shall be extended to April 30, 2028, while a term scheduled to expire on September 1, 2028, shall be extended to April 30, 2029. Staggered terms shall be maintained in accordance with Section 3 of this Ordinance, subject to applicable Wisconsin Statutes, Town Ordinances, and governing agreements.

SECTION 3. COMMITTEE AND COMMISSION MEMBERSHIP; TERMS.

The membership and terms of office for the following Town committees and commissions shall be as established below. Terms shall be staggered to provide continuity of membership. Each committee and commission shall exercise the duties and responsibilities established by applicable Wisconsin Statutes, Town Ordinances, governing agreements, and Town Board action.

A. Parks and Lands Committee. The Parks and Lands Committee shall consist of five (5) members, each serving a term of three (3) years.

B. Harbor Commission. The Harbor Commission shall consist of five (5) members, each serving a term of three (3) years. Members shall meet the residency requirements established by Wis. Stats. §30.37(3), including qualification as electors of the Town of Gibraltar and residency within the Town for at least three (3) years. Appointments shall be made in accordance with Wis. Stats. §30.37 and the Fish Creek Harbor Ordinance, Ordinance No. 1982-01, as amended.

C. Plan Commission. The Plan Commission shall consist of five (5) regular members and one (1) alternate member, each serving a term of three (3) years, in accordance with Wis. Stats. §60.62(4) and the Town of Gibraltar Plan Commission Ordinance, Ordinance No. 2003-02, as amended. At least one (1) member shall be a citizen who is not a Town official as required by Wis. Stats. §60.62(4)(a).

D. Ephraim-Gibraltar Airport Commission. The Ephraim-Gibraltar Airport Commission shall consist of six (6) members, three (3) appointed by the Town of Gibraltar Chair and three (3) appointed by the Village of Ephraim President, each serving a term of three (3) years. Commissioners shall be persons especially interested in aeronautics, as required by Wis. Stats. §114.14(2)(a). Appointments shall be made in accordance with Wis. Stats. §114.14, the Airport Operations Ordinance, Ordinance No. 2008-03, and the Airport Operation and Maintenance Agreement between the Town of Gibraltar and the Village of Ephraim, as amended.

E. Police and Fire Commission. The Police and Fire Commission shall consist of three (3) members, each serving a term of three (3) years. Members shall meet the residency requirements established by Ordinance No. 2025-01, including residency within the Town of Gibraltar for at least six (6) months of the calendar year or 183 days annually. The Commission

shall not be subject to the Town Board representation requirement established in Section 2(D) of this Ordinance. Appointments shall be made in accordance with Ordinance No. 2025-01, as amended, and applicable Wisconsin Statutes.

F. Building Committee. The Building Committee shall consist of five (5) members, each serving a term of three (3) years.

G. Finance Committee. The Finance Committee is hereby established as a standing committee consisting of three (3) members, each serving a term of three (3) years. Initial appointments under this Ordinance may be made for terms of one (1), two (2), or three (3) years to establish staggered terms.

SECTION 4. NOTICE, LETTERS OF INTEREST, AND VACANCIES.

A. Notice of Expiring Terms. Prior to regular April Town Board meeting, the Town shall post notice on its website identifying committee and commission seats with terms scheduled to expire. Notice shall be posted regardless of whether the incumbent has expressed interest in continuing to serve. The notice shall identify the committee or commission and the number of seats available for appointment.

B. Letters of Interest. Persons interested in appointment to a Town committee or commission, including incumbents seeking another term, shall submit a letter of interest to the Town Chair and send it to the Town Clerk. Letters of interest shall identify the committee or commission for which appointment is sought and may include relevant experience, qualifications, or other information for consideration. The Town Clerk shall provide letters of interest received to the Town Chair and Town Board prior to consideration of appointments.

C. Appointments. The Town Chair shall nominate individuals for appointment to Town committees and commissions, and the Town Board shall vote to confirm the nominations, except as otherwise provided by Wisconsin Statutes, Town ordinances, or applicable governing agreements.

D. Vacancies. When a seat becomes vacant before expiration of its term, the Town shall post public notice of the vacancy. Interested persons shall submit a letter of interest to the Town Chair and send it to the Clerk. The vacancy may be filled at any properly noticed Town Board meeting, subject to applicable appointment requirements. An appointment to a vacant seat shall be for the remainder of the unexpired term.

E. Compliance with Governing Requirements. All appointments shall comply with applicable statutory qualifications, appointment procedures, Town Ordinances, and governing agreements. Where specific statutory or contractual requirements apply to a committee or commission, those requirements shall govern.

SECTION 5. COMMITTEE AND COMMISSION CHAIRS.

A. Appointment of Committee and Commission Chairs. Subject to the provisions of subsections B and C below, the Town Chair shall designate a chairperson for each Town committee and

commission from among its appointed members. The designated chair shall serve for the duration of his or her term unless a successor is designated by the Town Chair.

B. Harbor Commission. The Harbor Commission shall elect a chairperson and vice chairperson from among its members in accordance with Wis. Stats. § 30.37(4) and the Fish Creek Harbor Ordinance, Ordinance No. 1982-01, as amended.

C. Ephraim-Gibraltar Airport Commission. The Ephraim-Gibraltar Airport Commission shall elect a chairperson and secretary in accordance with Wis. Stats. § 114.14(2)(d), the Airport Operations Ordinance, Ordinance No. 2008-03, and the Airport Operation and Maintenance Agreement between the Town of Gibraltar and the Village of Ephraim, as amended.

D. Vacancies in Office. In the event of a chair vacancy, the Town Chair shall designate a successor at the next regularly scheduled Town Board meeting, except that vacancies in the Harbor Commission and Ephraim-Gibraltar Airport Commission shall be filled in accordance with subsections B and C above.

SECTION 6. REMOVAL OF COMMITTEE AND COMMISSION MEMBERS.

A. Removal for Cause. Members of Town committees and commissions may be removed before expiration of their appointed terms for cause, including, but not limited to, repeated failure to attend meetings, failure to perform assigned duties, misconduct, violation of Town policies, failure to maintain eligibility for appointment, or conduct detrimental to the effective operation of the committee or commission.

B. Initiation of Removal. Any person, including a committee or commission chairperson, may submit a request for removal of an appointed committee or commission member to a Town Board Supervisor. Upon receipt of such a request, a Town Board Supervisor may initiate formal removal proceedings by requesting that the Town Chair place the matter on a Town Board agenda for consideration. The request shall identify the member, the committee or commission on which the member serves, and the grounds for proposed removal.

C. Notice to Member. The Town Clerk shall provide written notice to the member at least ten (10) calendar days before the meeting at which removal will be considered. The notice shall identify the proposed action, the grounds for removal, and the date, time, and location of the meeting.

D. Opportunity to Respond. Before action is taken, the member shall be afforded an opportunity to address the Town Board, either in person or in writing. The member may decline to respond. The Town Board may consider the matter in closed session only when authorized by Wisconsin's Open Meetings Law. Any final action shall be taken in open session.

E. Removal by Town Board. Removal of an appointed committee or commission member shall require an affirmative vote of a majority of all members of the Town Board, except where a different removal procedure is required by applicable Wisconsin Statutes, Town ordinances, or governing agreements. No airport commissioner appointed by the Village of Ephraim may be removed under this Ordinance.

F. Written Order of Removal. Removal shall be documented by a written order identifying the member, the committee or commission, the grounds for removal, and the effective date of removal. A copy of the order shall be filed with the Town Clerk.

G. Vacancies. Vacancies resulting from removal shall be filled in accordance with Section 4(D) of this Ordinance for the remainder of the unexpired term.

SECTION 7. SEVERABILITY.

If any provision of this Ordinance or its application to any person or circumstance is held invalid, such invalidity shall not affect the remaining provisions or applications of this Ordinance, which shall remain in full force and effect.

SECTION 8. EFFECTIVE DATE.

This Ordinance shall take effect upon passage and publication or posting as required by law. Adopted by the Town Board of Gibraltar this ___ day of November, 2026.

Approved: Aye: _____ Nay: _____

Steve Sohns Town Chair _____

Jayson Merkel Supervisor _____

Tom Birmingham Supervisor _____

John Selenica Supervisor _____

Vinni Hancock Supervisor _____

Attested:
Laura Reetz Clerk _____

To: Town Board

From: Staff

Request:

Consider changing Hill ST. and Bluff Lane intersection from a three way stop to a four-way stop.

Background:

Hill Street and Bluff Lane intersection have always been a three way stop allowing traffic heading south to not stop.

There have been two significant variables that have changed in the past three years that have affected the area and the functionality of the intersection with current traffic control.

1. The recent road reconstruction and parking placement have systematically started directing visitor traffic around Noble square to seek a parking location. The reconstruction was in 2023
2. The opening of Hill Street restaurant and bar has brought a year-round traffic presence to Hill Street and Bluff Lane.

Additional changes in the past year or so are the addition of the day care center on Bluff Lane and the reopening of Cut restaurant.

The Town has received complaints and concerns about the current 3 way set up stating there is confusion. Several near misses have been noted including pedestrians trying to cross.

Analysis:

To change the street to 4 way stop will be relatively simple and the cost would be minimal if adding a four way can reduce confusion and prevent potential accidents it would be worth the change.

Recommendation:

Staff has reviewed the request and supports the change from a three way stop to a four way stop on the intersection of Hill St. and Bluff Lane.

Fiscal Impact:

The Town already has posts and stop signs. Minimal maintenance time for the change.

TOWN OF GIBRALTAR
DOOR COUNTY, WISCONSIN
RESOLUTION 2026-11

2027 COMPENSATION SCHEDULE

WHEREAS, the Town of Gibraltar (the Town) Auditor, CLA has recommended that Town adopt a Compensation Schedule on an annual basis to facilitate the preparation of the Town's Financial Statements and;

WHEREAS, such a Compensation Schedule will facilitate the proper financial management of the Town and;

WHEREAS, such the Town has prepared a Compensation Schedule, shown in Attachment A to this resolution and;

NOW, THEREFORE IT BE RESOLVED, that the Town of Gibraltar adopts the Compensation Schedule as shown in Attachment A and;

BE FUTHER IT RESOLVED, that a Compensation Schedule shall be adopted by the Town annually,

BE FUTHER IT RESOLVED, that this Resolution is permanently entered in the record of the proceeding of the Town of Gibraltar, Door County, Wisconsin.

Approved and adopted this 11th day of November

_____
Steve Sohns, Chairperson

_____
Laura Reetz, Clerk

A copy of Attachment A can be seen at the Gibraltar Clerk's Office.