

**TOWN OF GIBRALTAR
REGULAR MONTHLY MEETING
WEDNESDAY, JUNE 1, 2016
GIBRALTAR TOWN CENTER
4097 HIGHWAY 42, FISH CREEK WI 54212
IMMEDIATELY FOLLOWING THE BOARD OF REVIEW**

Approve: August 3, 2016

Call to order: Dick Skare, chairman called the regular monthly meeting to order at 7:02 p.m.

Board members present: Dick Skare, Brian Hackbarth, Steve Sohns, Brian Merkel and Barb McKesson

Board members absent: None

Adopt/proper notice/adopt agenda: *Motion: (Hackbarth, McKesson) to adopt the agenda as presented. Carried*

Approve minutes of previous meeting(s): *Motion: (Hackbarth, McKesson) to approve the minutes of the special meeting on March 23, 2016 as written. Carried Motion: (Sohns, Merkel) to approve the minutes of the special meeting on May 2, 2016 as written. Carried Motion: (Merkel, Hackbarth) to approve the closed session minutes of May 2, 2016 as written. Carried Motion: (Sohns, McKesson) to approve the minutes of the regular meeting on May 4, 2016 as written. Carried Motion: (Hackbarth, Sohn) to approve the closed session minutes of May 19, 2016 as written. Carried Motion: (Merkel, Hackbarth) to approve the closed session minutes of May 24, 2016 as written. Carried*

Committee reports:

Parks and Lands Committee: Brian Hackbarth stated that one take away from the Waterfront meetings was to make the trails at Sunset Beach more inviting.

Fire Department & EMRs: Fire Chief Anderson reported that call volume is picking up. Adrian Murre has graduated paramedic training and has also been promoted to Captain. The pump equipment is assembled and nearly ready to go to Chambers Island.

Noble House: Barb McKesson reported the fund raising dinner was sold out. The museum will be opening June 10th. The self-directed and audio tours have begun.

Plan Commission and Watershed: Linda Merline stated the goals are ready to be posted on the website in their new format. A watershed test coming up next Tuesday. This particular test is done 3 times per year; Spring Road is still dry.

Airport: The Young Eagles event had more than 70 youth participating. The hangar expansion project is expected to start within the next 2 months.

Harbor Commission: Dave Harris stated the dock is open with limited hours. New swim buoys have been installed at the beach. The gas dock will be raised shortly.

Room Tax: Skare stated there is nothing unusual and there are positive indications from bookings

Building Committee: Karl Stubenvoll nothing to report at this time.

Door County Coastal Byways Council: The coloring book is project is continuing on schedule.

Clerk's Report: Nothing to report at this time.

Chairman's Report: Dick Skare stated a SEH meeting will be scheduled soon. Both a second law enforcement officer and maintenance supervisor hiring continue this month. The annual Chambers Island trip by the board and select committees will be scheduled after the new equipment has gone over to the island.

County Supervisor's Report: Supervisor Sohns stated Airport and Parks discussed the county fair; there is a plan to pave the midway. Racing may not happen this year. When not in use for 4H the horse arena can be used by other equine enthusiasts. Paving is underway at the airport. The Property Committee is moving forward on the Senior Center/EMS project. Southern ambulance station will begin January 2017.

Public Comment:

- Andrea Kinsey-Jauquet voiced characteristics of what makes our village area endearing to the tourists.
- Ben Kornowski of the new alpaca store introduced himself to the board.
- Karl Stubenvoll expressed concern with the spread of invasive species.

Agenda

Take from the table special event request: Gibraltar Area Schools Viking 5K June 7, 2016, Gibraltar Road closure and Law Enforcement assistance: *Motion: (Hackbarth, Merkel) to take from the table special event request: Gibraltar Area Schools Viking 5K June 7, 2016, Gibraltar Road closure and law enforcement assistance. Carried*

Special event request: Gibraltar Area Schools Viking 5K June 7, 2016, Gibraltar Road closure and Law Enforcement assistance: Tim Mulrain Dean of Students stated this event is a partnership between FOG, YMCA and Ministry Door County. The route begins at the YMCA on Gibraltar Road, heads east to Cty. A and then returns. Assistance from Officer Crowell is in closing Gibraltar Road. A reserve deputy will be assisting students cross Hwy. 42 at the YMCA. The time requested for the road closure is 11:30 a.m. – 3:15 p.m. Letters will be sent June 2nd to the property owners along the route regarding the event and planned road closure. *Motion: (Sobns, Merkel) to approve the event request to close down Gibraltar Road. Carried*

Fire Department progress report: Chief Anderson recapped the meeting of department volunteers. A contract for service was not felt to be a good fit. Full time staffing could be seasonally viable. Paid stand by shifts would have seasonality issues. A full-time chief or officer position had merit but a second officer would be needed also. Staffing is the only current problem; there are no executive issues. The Mid Door Agreement needs to be updated and the agreement may hold options for staffing. The Executive Committee of the Mid Door Agreement consists of each of the municipalities Fire Chief, a Town Board member and 1 other appointed person from the municipality. The Executive Committee will get together in September followed by the 3 full municipal boards meeting later in the fall.

The majority of the CI equipment is ready to go. Brush truck may stay on the island. Mid Door will practice with the mainland pump. Hose should arrive within 2 weeks, and some fittings in 3 weeks. Al Matzke is moving forward with the CERT program.

Consideration of termination of Holy Name Retreat lease on Chambers Island Dock: Dave Harris stated the commission and town attorney reviewed the existing lease. There is a 1 year notice for termination of the lease and can be terminated at any time for any reason. Holy Name Retreat will still have 2 slips inside the marina so there is no hardship. Termination would give no misinterpretation to potential Retreat purchasers. The road through the Retreat property will need to be clarified/pursued. *Motion: (Hackbarth, McKesson) to terminate the lease per the Commission's recommendation. Carried*

Consideration to assign space at Chambers Island Dock to Holy Name Retreat: Dave Harris stated there was a request to assign space from the Retreat. The commission has recommended denial to the board. *Motion: (Hackbarth, Sobns) to deny the Holy Name Retreat access space. Carried*

Harbor recommendation to amend Ordinance #88-4 to include barge: Dave Harris stated in remaking the charts it was realized that there is a need to accommodate barges. In making this accommodation Ordinance #88-4 should be amended to include rules and regulations for barge moorings. Barge and barge ramp rules and regulations include:

- Notify Harbormaster prior to arrival
- 4 days before and after job, weather permitting
- Vessel cannot be moored for more than 30 days, unless arrangements are made with the Harbor Commission
- Penalty will be \$250/day
- No daily charge for keeping the barge in the mooring area; it is included in the barge ramp fee
- Need to provide proof of insurance
- Right to see contract/proof of work if needed
- Staging for loading the barge will be done at the Town Center parking lot

Changes discussed:

- Use of metal cleats on equipment is prohibited
- Barge ramp use is at the approval of the Harbor Commission

Motion: (Hackbarth, McKesson) to move forward with the ordinance amendment with the discussed changes. Carried The amendment will be forwarded to Attorney Dahl.

Special event request: FCCA Art After Dark: Digger DeGroot detailed the new event. It is scheduled for July 27th from 5-10 p.m. Two banners are being requested not to exceed 24 square feet at Noble Square and

Peninsula Park (2 weeks). Concerns: not to impede sidewalks and roadways, and compliance with the noise ordinance. *Motion: (Hackbarth, Sohns) move to approve with stipulation of keeping off the sidewalks/ roadways and work out overlapping banners with the office. Carried*

Special event request: Top of the Hill Shops June 25, 2016, 10 a.m. – 5 p.m., tents, banner: Joni Witalison gave an overview of the event “Party with the Pirates.” Request is for 1 banner at the Top of the Hill Shops for 2 weeks and tents allowed for 8 vendors on the grassy area. *Motion: (McKesson, Hackbarth) to approve the Top of the Hill Shops special event request as presented. Carried*

Special event request: Lautenbach’s 11th Annual Summer Harvest Fest, July 23, 2016, 9 a.m. – 6 p.m. outside sales, tents, banners: Carrie Viste gave an overview of the 12th annual event. The specific request is for July 23rd. *Motion: (Hackbarth, McKesson) to approve 2 banners not exceed 24 square feet 1 week prior to the event with outside sales and 2 tents to end at 6 p.m. Carried with Merkel abstaining.*

Special event request: Lautenbach’s 11th Annual Fall Harvest Fest, September 24, 2016, 9 a.m. – 6 p.m. outside sales, tents, banners: Carrie Viste gave an overview of the 12th annual event. *Motion: (Sohns, Hackbarth) for the September 24th with 2 banners not to exceed 24 square feet 1 week prior with 2 tents as proposed. Carried with Merkel opposed.*

Special event request: Door County Fall 50, October 22, 2016 use of parking at Gibraltar Town Center and Fish Creek Beach, Law Enforcement assistance: Sean Ryan, Race Director stated he continues to work with Officer Crowell. Officer Crowell’s primary concern is Juddville Road. The number of teams has been reduced to 450 due to safety concerns. Ryan’s annual request is to use the Gibraltar Town Center parking area, Fish Creek Beach and Law Enforcement assistance. When weather conditions create mud on Juddville Road, Ryan was directed to contact the Door County Highway Department to bring up a sweeper to clean the road after the event. *Motion: (Merkel, Hackbarth) to approve Special event request: Door County Fall 50, October 22, 2016 use of parking lot at Gibraltar Town Center and Fish Creek Beach, Law Enforcement assistance with follow-up on sweeping if necessary. Carried*

Request for resolution of support for PSC grant by Nate Bell Door County Broadband: Nate Bell stated he is looking for a letter of support for a grant application that he is submitting to the PSC. Skare spoke to Steve Minten who was positive toward this effort. A copy of the Liberty Grove resolution will be requested. *Motion: (Hackbarth, McKesson) to have a formal resolution supported in this effort drafted and put on the June 15th agenda. Carried*

2016 road review outcome and project and services list for vendor pricing: Tim Biwer will ride along with Fahrner to determine what work is covered under 3 year warranty. Biwer will also review the road projects with Rich Weisgerber of the DCHD. Get prices for all road work noted on the review. Additional prices/work:

- All quotes should be ala carte for example: pulverizing, ditch shaping,
- All roads that are being worked on i.e. repaving should have ditches shaped.
- 2015 road construction estimates re-evaluated for current costs.
- End of Gardner Court place post at culvert.
- Cost for west side ditch to be shaped on Gardner Court
- Wandering Road shoulders shaped, grinding from Powell corner west to Schneider corner, evaluate for drainage issues and culvert at Buzz’s.
- Daisy Patch hill to Wildflower washes out on the south side, what type of fix?
- Spring Road, balance to Peninsula Players, how to approach with correct placement, bridge, bike plan.

Sohns recommended meeting with the Baileys Harbor board when considering West Meadow being blacktopped and to include the bike and ped plan in the discussion. Merkel also questioned what impact the Hwy. 57 work will have on town roads; this is a Jeremy Ashauer issue. Brushing of Wilder Road is to be done in cooperation with the village. Hackbarth asked for the DOT concessions that were given to Sister Bay and Liberty Grove in their construction project.

Remove from the Table Maintenance Supervisor wage rate: *Motion: (Sobns, Merkel) to remove from the table Maintenance Supervisor wage rate. Carried*

Maintenance Supervisor wage rate and benefit package: Beth Hagen presented the current benefits. Wages for the same position: Baileys Harbor \$20.65, Sister Bay \$30.96, Gibraltar \$20.86, Ephraim \$22.60, Liberty Grove does not have an individual that matches our maintenance supervisor duties.

Recommended changes were:

- Funeral leave change to “up to 5 days as approved by supervisor” (not limited to immediate family only)
- Clothing allowance within budget limits (also add to budget as a line item)
- Take off “2016” and add “subject to change of the Town board”

Motion: (Sobns, Hackbarth) to approve the changes as discussed. Carried

Law enforcement officer amended job descriptions:

A. Law enforcement officer: add to the description “and other duties as assigned” also change “Officer in Charge” to “Police Chief” *Motion: (Hackbarth, Sobns) to add “and other duties as assigned by the Police Chief and Administrator” and replace “Officer in Charge” with “Police Chief”. Carried*

B. Law enforcement officer in charge: change “Officer in Charge” to “Police Chief” and specify that this description is for police activities only. *Motion: (Hackbarth, Sobns) move forward with job description with change the title to Chief with the stipulation that Beth checks that there are no problems with that title and notation that this description is for police activities only. Carried with Merkel opposed.*

Law enforcement conditions of employment: This is an opportunity for the board to modify the terms of employment as drafted by the town’s HR attorney. This is not a contract; a contract was not recommended.

- Probation period at 15 months
- You are eligible for a wage increase periodically at the discretion of the Town Board
- Notify supervisor at least 5 days in advance and receive prior approval to use vacation or compensatory time
- Eligible for the town’s group health insurance upon employment
- Direct supervisor is the Police Chief

Motion: (Hackbarth,) move to table. The motion died for lack of a second. Motion: (Hackbarth, McKesson) to approve as amended. Carried

2016-17 Propane Contract Bids: Two bids were received: Gasco \$0.849(expired), Ferrellgas \$0.899, Milton \$0.899. *Motion: (Hackbarth,) go forward with Gasco \$0.849. Motion died for lack of a second. Verify gallons and locations to vendors. New shop use would be similar to the fire station+, send out for rebids.*

Maintenance Supervisor job description: The description draft reflected the amendments from previous discussions. *Motion: (Merkel, McKesson) to approve the Maintenance Supervisor job description as corrected. Carried*

Maintenance Supervisor wage rate: Rates were received from the Town of Baileys Harbor, the Villages of Sister Bay and Ephraim for \$20.65, \$30.96 and \$22.60 respectively. Additional benefit package information was requested. *Motion: (Merkel, Hackbarth) move to table. Carried*

2015-16 Operators licenses: There were none.

2016-17 Operators licenses: *Motion: (Sobns, Merkel) to approve the operators licenses (Brian Kelsey and Brandon Fabry) as presented. Carried*

2016-17 Liquor licenses:

MOTION: (Hackbarth, McKesson) to approve a Class “B” Beer License and a “Class B” Winery License to Lautenbach’s Orchard Country Inc. Carried with Merkel abstaining.

MOTION: (Sobns, Hackbarth) to approve a “Class A” Liquor License to Blind Dog Inc. (Cherry Hut). Carried

MOTION: (Sobns, Hackbarth) to approve a “Class A” Liquor License to Jacobson Enterprises Inc. (Fish Creek BP). Carried

MOITION: (Hackbarth, McKesson) to approve a “Class A” Liquor to Hill General LLC (Fish Creek Market). Carried

MOTION: (Hackbarth, Merkel) to approve a "Class A" Liquor License to Hide Side Ltd (Hide Side Corner Store). Carried

MOTION: (Merkel, Hackbarth) to approve a "Class A" Liquor License to Loretta Robertoy (Hyline Orchard Farm Market). Carried

MOTION: (Sobns, Merkel) to approve a "Class A" Liquor License to Lagniappe of Door County, LLC. Carried

MOTION: (Sobns, McKesson) to approve a "Class B" Combo License to Greenwood Supper Club Inc. Carried

MOTION: (Hackbarth, McKesson) to approve a "Class B" Combo License to Blind Dog Inc., (Juniper's Gin Joint) Carried

MOTION: (McKesson, Hackbarth) to approve a "Class B" Combo License to Alexander's of Door County, Inc. Carried

MOTION: (Sobns, Hackbarth) to approve a "Class B" Combo License to Dockside Enterprises Inc. (Bayside Tavern) Include letter on site plan restriction to description. Carried

MOTION: (McKesson, Sobns) to approve a "Class B" Combo License to Summertime Restaurant LLC. Carried with Hackbarth abstaining.

MOTION: (Hackbarth, McKesson) to approve a "Class B" Combo License to Door Inc., (English Inn). Carried

MOTION: MOTION: (Sobns, McKesson) to approve a "Class B" Combo License to Peninsula Players Theatre Foundation Inc. Carried

MOTION: (Merkel, Hackbarth) to approve a "Class B" Combo License to Summer Kitchen Inc. (Arroyo Bay Grill) with property description as approved in 2015-16. Carried

MOTION: (Hackbarth, McKesson) to approve a Class "B" Beer and "Class C" Wine License to Cookery Inc. Carried with Skare abstaining.

MOTION: (Sobns, McKesson) to approve a Class "B" Beer and "Class C" Wine License to WGI Inc. (White Gull Inn). Carried

MOTION: (Hackbarth, Sobns) to approve a Class "B" Beer and "Class C" Wine License to Peterson of Door County Inc., (Pelletier's Restaurant). Carried

MOTION: (Sobns, Hackbarth) to approve a Class "B" Beer and "Class C" Wine License to MOJO Real Enterprises II LLC (Villaggio's) with no sales, storage or consumption in the parking lot or past picket fence line. Carried

MOTION: (McKesson, Sobns) to approve a Class "B" Beer and "Class C" Wine License to Unkefer Inc. (Wild Tomato Wood Fired Pizza & Grill) Carried with Hackbarth abstaining.

MOTION: (Sobns, McKesson) to approve a Class "B" Beer and "Class C" Wine License to Julie's Park Café & Motel LLC. Carried

MOTION: (McKesson, Hackbarth) to approve a Class "B" Beer and "Class C" Wine License to Whistling Swan Hotel, Inc. Carried

MOTION: (McKesson, Sobns) to approve a Class "B" Beer and "Class C" Wine License to Gibraltar Grill, Inc. Carried

MOTION: (Hackbarth, McKesson) to approve a Class "B" Beer and "Class C" Wine License to Waterloo Sunset, LLC (Craic Coffee). Carried

MOTION: (Sobns, McKesson) to approve a Class "B" Beer and "Class C" Wine License to Conundrum Creek LLC (Mr. Helsinki's). Carried

MOTION: (Sobns, McKesson) to approve a Class "B" Beer License to Peninsula Gun Club Inc. Carried

MOTION: (Sobns, McKesson) to approve a Class "B" Beer License to Settlement Courtyard Inn LLC. Carried

MOTION: (Hackbarth, Merkel) to approve a Class "B" Beer License to Hands On Studios, Inc. Carried

2016-17 Cigarette licenses: Motion: (Hackbarth, Merkel) to approve a cigarette license for Hill General LLC Carried with McKesson abstaining. Motion: (Hackbarth, Sobns) to approve a cigarette license for Dockside Enterprises LLC. Carried Motion: (Merkel, Hackbarth) to approve a cigarette license for Jacobson Enterprises Inc. Carried

Payment of bills: Motion: (Merkel, Hackbarth) to approve the payment of bills as presented. Carried

Consider motion to convene into Closed Session pursuant to Wisconsin State Statutes, Section 19.85(c) deliberating or negotiating the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. For the purchase of land for town purposes: Motion: (Sobns, McKesson) to go into closed session at 11:12 p.m. Roll Call: Hackbarth, Sobns, Merkel, McKesson and Skare

Consider a motion to reconvene into Open Session: Motion: (Hackbarth, McKesson) to reconvene into open session. Carried

Consider a motion to take action, if required: Closed Session pursuant to Wisconsin State Statutes, Section 19.85(c) deliberating or negotiating the purchasing of public properties, investing of public

funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. For the purchase of land for town purposes: *Motion: (Sobns, Hackbarth) to rescind previous motion in closed session. Carried Motion: (McKesson, Skare) to approve action taken in closed session. Carried*

Adjourn: *Motion: (Sobns, Hackbarth) to adjourn at 11:26 p.m. Carried*

Respectfully submitted,

Beth Hagen, Clerk