

**TOWN OF GIBRALTAR
REGULAR MONTHLY MEETING
WEDNESDAY JULY 6, 2016**

Approved: August 3, 2016

Call to order: Dick Skare, chairman called the regular monthly meeting to order at 7:00 p.m.

Roll call / quorum:

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

Agenda/proper notice/adopt agenda: *Motion: (Hackbarth, McKesson) to approve as posted. Carried*

Approve minutes of previous meeting(s): *Motion: (Hackbarth, Skare) to table the minutes of the June 1st regular meeting.*

Carried Motion: (Hackbarth, Sohns) to approve the BOR minutes of June 1st as presented. Carried Motion: (Sohns, McKesson) to approve the minutes of June 8th as presented. Carried Motion: (McKesson, Sohns) to approve the minutes of June 15th as amended. Carried Motion: (McKesson, Hackbarth) to approve the minutes of June 28th as presented. Carried

Committee reports

Parks & Lands Committee: Brian Hackbarth stated the work masonry work is done at Champagne Rock. The committee is working on their 2017 budget.

Fire Department & EMRs: Chief Anderson reported the children's games provided needed entertainment for children of all ages at the Summer Festival. Volunteers assisted at the Hairpin Run.

Noble House: Barb McKesson stated that fresh squeezed lemonade was a hit at the Summer Festival. Gibraltar Talks will be next Thursday; the topic is the day the Hackley sank.

Watershed/Plan Commission: Linda Merline reported the watershed test was done this morning.

Airport: Marty Franke stated fuel sales were up over last year with a profit of \$1.43 per gallon.

Harbor Commission: Dave Harris stated the past weekend was busy to the point of nearly selling out of fuel (4,000 diesel and 9,000 midgrade).

Room Tax: Bill Weddig reported that numbers are up.

Building Committee: Karl Stubenvoll stated the project is proceeding. A temporary drive is in and foundations have been poured.

Clerk: Beth Hagen encouraged electors to check with the office to make sure their registration is up to date to alleviate undue waiting time on election days. Burn permits are available at the office too.

Chairman: Dick Skare stated both a new maintenance supervisor and new police officer have been hire and will be starting this month.

County Supervisor: Steve Sohns stated the question being currently discussed is if the pond should be restored at the Forestville dam.

State Assembly: Joel Kitchens stated he is here mainly to see what is happening locally. Highway funding will be rather contentious. Eagle Tower will be rebuilt it is just a matter of funding.

Public comment

- Tom Goelz expressed opposition Gibraltar Road closure during the YMCA run and asked the race be run elsewhere.
- Charlie and Jeffrey Pelletier expressed opposition on the road closure during the YMCA run.

Application for Conditional Use: Gary Nelson on behalf of Burgess Nelson Partnership LLC Parcel # 014-02-27312711C, Zoning Ordinance Section 2.05(3)(b) & 11.04, to add trailer and truck rental to business: Linda Merline gave an overview of the conditional use request. *Motion: (Hackbarth, Sohns) to support the request with up to 5 trucks/trailers behind the tree line on the east but not further than 65' from the building and the rest to be kept alongside or behind the building. In winter the 5 trucks/trailers would be allowed to alternate sides to accommodate snow plowing. Carried unanimously.*

Special event request: Door County Century September 11, 2016 7:30 a.m. – Noon: John Mory presented the request for the 38th running of the event. *Motion: (Hackbarth, Sohns) to approve the event with 3 reserve deputies and any other law enforcement as necessary. Carried*

Special event request: EYC "Bratfest" 6 p.m. August 6, 2016, road parking at 3282 Gibraltar Road: Tim Fultz gave a brief overview of the annual Bratfest at the Klein's residence. *Motion: (Hackbarth, Sohns) to approve the event with parking only on the north side of the road. Carried*

Temporary Class “B” license for EYC “Bratfest” 6 p.m. August 6, 2016 at Klein residence 3282 Gibraltar Road: *Motion: (Sobns, Merkel) to approve a Temporary Class “B” license for the Ephraim Yacht Club as requested. Carried*

Special event request: EYC “Commodore’s Party” 6 p.m. August 13, 2016, at Peninsula School of Art, outdoor music: Tim Fulz shared the details of the annual event at the Art School. *Motion: (Merkel, Hackbarth) to approve the request as detailed. Carried*

Temporary Class “B” and “Class B” license 6 p.m. EYC “Commodore’s Party 6 p.m. August 6, 2016 at Peninsula School of Art: *Motion: (Sobns, Hackbarth) to approve the Temporary Class “B” and “Class B” license 6 p.m. EYC “Commodore’s Party 6 p.m. August 6, 2016 at Peninsula School of Art. Carried*

Special event request: Door County Medical Center Auxiliary sign request for July 26, 2016 House & Garden Walk: Gloria Heck requested a 6’ x 3’ sign to be placed in front of the Clinic. *Motion: (Hackbarth, Sobns) to approve the sign request up to 14 days in advance of the event. Carried*

Consideration of fiber connection for Administration data saving and back up: *Motion: (Sobns, McKesson) to table to August. Carried*

Consideration of Harbor Commission recommendation for bid process for rental of West town dock for 2017 season: Dave Harris presented the commission recommendation of putting out an RFP for a 1 year contract that the commission can evaluate and present a recommendation to the board in September. *Motion: (Hackbarth, Sobns) to move forward with the recommendation with a 21 day response and the Town Board action to be no later than the September regular meeting. Carried*

Approval of statement of project intentions for Ephraim-Gibraltar Airport 2016-2021: Brett Lecy gave an overview of the AIP Entitlement Grant program (\$150,000/year) and Discretionary Funding (5%) that can be used for larger projects provided Entitlement funds have been expended. The State Land Acquisition Loan Program is another means for financing airport acquisitions. The project of intentions is one of the qualifiers that keep the airport within the program. *Motion: (Hackbarth, Sobns) to approve the Ephraim-Gibraltar Airport 2016 – 2021 project of intentions. Carried*

Adopt Resolution 2016-04 project of intentions for Ephraim-Gibraltar Airport 2016-2021: *Motion: (Hackbarth, Sobns) to adopt Resolution 2016-04 Project of Intentions for Ephraim-Gibraltar Airport 2016-2021. Carried, the resolution was read into the record.*

Presentation of airport financial plan: Brett Lecy stated the month by month financial plan is in process and will be presented at the August board meeting. *Motion: (McKesson, Sobns) to table. Carried*

Consideration and approval of hangar expansion cost overruns: Marty Franke detailed the cost overruns for the project. Mandated tree trimming may come in as estimated but additional funding was requested. *Motion: (Hackbarth, Sobns) to approve moving forward with the project with up to \$140,000 additional for tree trimming. Carried*

UWSP FDP cost reimbursement research subaward agreement in regard to WDNR Project #RP28216: Linda Merline gave an overview of the subaward agreement from UWSP. The town’s responsibility would be \$5,076 for the project. The commission is recommending approval of the agreement. *Motion: (McKesson, Sobns) to approve the UWSP FDP cost reimbursement research subaward agreement in regard to WDNR Project #RP28216 as presented. Carried*

Determination of 2016 road projects: The budget for road improvement is \$275,000 last year \$193,000 was spent.

- Updated numbers for 2015 partial projects will be requested of the DCHD.
- Costs for shaping of the ditch on Gardner Court
- Cost for shaping ditches on Wandering Road
- Biwer recommended that the blacktop be replaced that had been taken out and leaving the balance gravel on Gardner Court
- More ditching on the west side Gardner Court
- Survey needed for High Plateau (EE to the north property line of McNeil’s) - cost
- Gibraltar Road grant asphalt purchase is for 2017, Hagen will clarify with DCHD
- The culvert at the bridge on Spring Road was inspected and is in good shape and will not have to be replaced, an extension can be added if widening the road

- Clarification on South Highland Road – cost to complete the paving on the top of the hill through the curve to the new section
- Clarify on when the DCHD will be up for roadwork
- Biver and Skare will meet with John Kolodiej to look at all new projects
- Target High Plateau, Gardner Court, South Highland and Wandering as well as the undated numbers

Decisions will be held off until next month.

Determination of 2016 crack sealing: Fahrner stated that those roads that scored at a rating 4 or less were not cost effective to seal as they were considered beyond this type of maintenance. Those roads that had a few cracks Glatz stated was not cost effective to mobilize. Fahrner was the only bid this year. Additional bids will be requested that would include the smaller jobs. No decision will be made until August.

Consideration of Building Committee recommendations

- A. BATC geo-technical proposal:** *Motion: (Hackbarth, McKesson) to approve the BATC geo-technical proposal. Carried*
- B. town shop color choices:** *Motion: (Hackbarth, McKesson) to approve the town shop color choices. Carried*
- C. town shop lighting:** *Motion: (Hackbarth, Merkel) to approve the town shop mezzanine lighting. Carried*
- D. installation location and vendor for the electric vehicle charging station:** *Motion: (Sohns, Merkel) to have the charging station installed at the back shop garage which includes an LED light with a cost of \$738 from Baylake Electric. Carried with Hackbarth opposed.*

Building Liaison for Town Shop project: *Motion: (Hackbarth, McKesson) to appoint Karl Stubenvoll to be the building liaison with discretion up to a \$5,000 change order limit. Carried*

Compensation for Building Liaison: *Motion: (Sohns, Hackbarth) to approve \$3,000 compensation for the building liaison. Carried*

Set change order limit for Town Shop project: See combined motion above.

Consideration/adoption of harassment policy: Employees will be given the policy with a signed copy to be put in the employee’s file, annually. *Motion: (Sohns, Merkel) to adopt the harassment policy with the reporting change to Deputy Clerk, Clerk and Town Chairman and the policy may be promulgated from time to time. Carried with Hackbarth opposed.* Hackbarth opposed as he wanted to see it come back in its final version.

Identification, timing and coordination of municipal projects: A spreadsheet is to be created grouping projects together by category. The spreadsheet will be used to plot project steps, timing and progress. The use of a consultant (someone like Kufirin vs SEH) to manage/oversee the projects was recommended by Skare. Hackbarth stated that continuity is the key and keeping it in house is a better long term option. A meeting for strictly highway related projects will be scheduled in the next 2 weeks.

Approval of FAA sponsor certifications:

- A. drug-free workplace:** *Motion: (Hackbarth, Sohns) to approve the sponsor certification for drug-free workplace. Carried*
- B. equipment and construction contracts:** *Motion: (Hackbarth, McKesson) to approve the sponsor certification for equipment and construction contracts. Carried*
- C. project plans & specifications:** *Motion: (Sohns, Hackbarth) to approve the sponsor certification for project plans & specifications. Carried*
- D. real property acquisition:** *Motion: (McKesson, Hackbarth) to approve the sponsor certification for real property acquisition. Carried*
- E. selection of consultants:** *Motion: (Sohns, McKesson) to approve the sponsor certification for selection of consultants. Carried*
- F. construction project final acceptance:** *Motion: (Sohns, Hackbarth) to approve the sponsor certification for construction project final acceptance. Carried*
- G. disclosure regarding potential conflicts of interest:** *Motion: (Hackbarth, McKesson) to approve the sponsor certification for disclosure regarding potential conflicts of interest. Carried*

Set 2017 budget workshops: *Motion: (Hackbarth, McKesson to set the first meeting for September 21st, a 2nd meeting for October 12th a third meeting for October 26th. The meeting of electors will be set for November 17th if the last meeting was held November 1st and if the last meeting was held November*

2016-17 Operators licenses: *Motion: (Sohns, Merkel) to approve the operators licenses as corrected. Carried*

2016-17 Propane quotes: *Motion: (Merkel, Hackbarth) to wait another month. Carried*

Payment of bills: *Motion: (Hackbarth, McKesson) to pay the bills as presented making sure that no late fees are being included in the WPS billing. Carried*

Adjourn: *Motion: (Sohns, Hackbarth) to adjourn at 11:58 p.m. Carried*

Respectfully Submitted,

Beth Hagen, Clerk