

**TOWN OF GIBRALTAR  
REGULAR MONTHLY MEETING  
WEDNESDAY, OCTOBER 5, 2016**

**Approved: November 2, 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: (Sohns, McKesson) to approve as amended (Strike #11). Carried*

**Approve minutes of previous meeting(s):** *Motion: (Sohns, Hackbarth) to take from the table the minutes of August 3, 2016. Carried Motion: (Sohns, McKesson) to approve the minutes of August 3, 2016 as presented. Carried Motion: (Sohns, Merkel) to approve the minutes of August 24, 2016 as presented. Carried Motion: (McKesson, Sohn) to approve the minutes of September 7, 2016 as presented. Carried Motion: (Hackbarth, McKesson) to approve the minutes of September 21, 2016 as presented. Carried*

**Committee reports**

Parks & Lands Committee: Brian Hackbarth stated there was nothing to report

Fire Department & EMRs: Chief Anderson stated there will be an "Open House" on October 29<sup>th</sup> with the focus on recruitment.

Noble House: Barb McKesson stated GHA is maintaining the same as last year. The house and grounds are getting ready for a long winter's nap.

Watershed/Plan Commission: Linda Merline stated testing watershed tomorrow, last week's test results are in. A number of individuals participated in the public input on county zoning.

Airport: Nothing to report.

Harbor Commission: Dave Harris stated the dock will be closing October 16<sup>th</sup>. Chambers Island gravel and other pier needs have been addressed. The steering committee accepted the draft plan with revisions.

Room Tax: Bill Weddig stated that totals for July are looking up about 4.1%. The commission purchased an office in the Country Walk Shops; rental of the old office is compatible with the purchased office payments.

Building Committee: Karl Stubenvoll stated the lighthouse property was toured on Chambers Island.

Clerk: Beth Hagen stated in-person voting begins on Monday, October 10<sup>th</sup>. A picture ID is required. Bob Kufirin of Kufirin Consulting has begun working on 5 assigned projects (Spring Road, zoning, multi modal path from YMCA to Northhaven, parking lot and Bluff Street bypass path).

Door County Coastal Byways: Beth Hagen stated the council is reviewing what would be the next project that would forward the byways efforts toward federal designation when it may be available.

Chairman: Dick Skare stated he met with WPS on the clean-up of multiple lines crossing Main Street. WTA Door County Unit will meet on October 13<sup>th</sup> at the fire station. Sam Perlman will speak on broadband in Door County. Contracted road paving is done. Shouldering and grinding is yet to be completed. Brian Hackbarth and Dick Skare met with the neighbors to the east of the York property to foster a positive working relationship.

County Supervisor: Steve Sohns stated that he voted no on the Shoreland Zoning at the latest County Board meeting. A "Just Fix It" state-wide transportation meeting was held last week that yielded good information. The Property Committee met, the Senior Center will be going out for bid. The interior demolition will be complete next Friday.

**Public comment:** None

**Request for temporary Class "B" picnic license for Peninsula School of Art, 3900 Cty. F for October 8, 2016 "Iron Pour" from 3:00 – 11:00 p.m.:** Cathy Hoke spoke for the school and its Iron Pour event. *Motion: (Hackbarth, McKesson) to approve a temporary Class "B" picnic license for Peninsula School of Art for October 8, 2016 from 3:00 – 11:00 p.m. Carried*

**Special event request: 43<sup>rd</sup> Annual Door County Antique Show, 3924 Hwy 42, July 27-29, 2017, sign placement:** No representative was present. *Motion: (Hackbarth, McKesson) to table. Carried*

**Variance request by Ken Resler for internment at Blossomberg Cemetery:** Ken Resler expressed his desire to have the variance granted. *Motion: (Merkel, Hackbarth) to table for further clarification on if there is space where the family is currently buried. Carried*

**Consideration/determination of York Trust property purchase financing:** Leslie Gast and Doug Dahl of Nicolet National Bank were in attendance. A commitment of 2.31% was given. 1<sup>st</sup> National Bank did not have a representative in attendance but offered a commitment at 3.21% with a depository relationship. *Motion: (Hackbarth, Skare) to accept the 2.48% with Option #3 and a written addition of no prepayment penalty. Carried*

**2017 Airport Rates:** The 2017 rates were reviewed. *Motion: (Hackbarth, Merkel) to approve the rates as presented. Carried*

**Municipal employee health coverage options/proposals:** Proposals were received from 4 vendors: McClone, Cottingham Butler, Employee Trust Funds and Rural Insurance. The proposals were reviewed; more comparative information was needed. *Motion: (Hackbarth, Sobns) to table. Carried*

**Consideration of Maintenance Department boom lift:** Maintenance Supervisor Patrick Strantz detailed the need for a boom lift. A Genie TZ50 tow behind boom lift was recommended. As this purchase is unbudgeted funding would need to be from capital improvements. A used units are about \$20-24,000. A new lift is \$47,000. Given the limited hours of service the department would have compared to a tree service it may be a better investment to purchase new. Maintenance is approximately \$600 per year. Strantz will check into annual inspection certifications and the type of warranty there is with a new unit. *Motion: (Merkel, Hackbarth) to table for more information. Carried*

**Determination/use of Law Enforcement old squad:** Chief Crowell stated a benefit to keeping the old squad is that it could be used as a back-up when the new squad is out of service. Both squads would be able to be used at special events. In discussion it was mentioned that vehicles were typically traded in or sold when a replacement was received. If the decals were removed, lights kept with an older radio it could remain in use as a back-up but also used as a multi-purpose vehicle. The last squad sold for \$5-6,000. Future maintenance cost is a factor in the decision. The vehicle has approximately 100,000 miles and the tires would get through the winter. *Motion: (Skare, Hackbarth) to keep the second vehicle as a utility vehicle. Carried with McKesson opposed.*

**Determination/use of 2 outdated trucks – 1 CI fire and 1 maintenance:** The Chambers Island fire truck is in poor condition and the maintenance tank truck is in need of repair. It was recommended that the vehicles be sold as is, where is and not road safe at auction. *Motion: (Merkel, McKesson) to list the 2 vehicles on Wisconsin Surplus Auction as discussed. Carried*

**Request by Gibraltar Police Department to create a Facebook page:** Chief Crowell asked that the department be able to create a Facebook page as a public relations tool and means to get other information out to the public. Hackbarth stated there should be a written policy on how and what can be posted. Crowell will check for policies. *Motion: (Merkel, McKesson) to allow the Gibraltar Police Department create a Facebook page. Carried*

**Advertising for engineering:** The RFP for engineering services for municipal wayfinding, parking and streetscaping was reviewed. Separate proposals should be submitted for the three types of projects. *Motion: (Hackbarth/Sobns) approve this ad with modifications to advertise separately for wayfinding, parking and streetscaping. Carried*

**Municipal vendor for building inspection proposal:** Two proposals were received Safebuilt LLC and Inspection Specialists, LLC. Brett Temme of Safebuilt gave an overview of their services and staffing to meet the town's inspection needs. Brett Guillette of Inspection Specialists, LLC gave an overview of his services and staffing to meet the town's inspection needs. *Motion: (Hackbarth, Sobns) retain Inspection Specialists LLC for next year (2017). Carried with Merkel opposed.*

**Consideration of temporary limited easement at Fish Creek Beach during the WisDOT highway resurfacing project on WI42:** Hackbarth questioned the details of the landscaping at the beach and who would be responsible for restoration. *Motion: (Sobns, McKesson) to approve the temporary limited easement at the Fish Creek Beach. Carried with Hackbarth opposed.*

**Determine Fire Department baseline human resources analysis (i.e., roster size, longevity, retention recruitment, retain consultant to review current conditions:** Al Matzke gave a broad overview on gap analysis. Gap analysis is an overall organizational analysis. The analysis takes the goal of where you want the organization to be

and review the strengths and needs of what is currently available in the organization. This “asset” determination will then guide the process in the path to get to the desired organizational goal. Analysis should be done before hiring a full time chief so you will know if that is the means to get the department to where it is wanted to be. Public Administration Associates is one firm that can provide this service. Merkel stated the analysis should be breached at Mid Door. Given each fire department’s politics and personalities care needs to be taken on presenting this type of service. Chief Anderson had previously submitted a 5 year plan for the department which outlined the steps toward the end goal of the department. No action was taken on this item.

**Set special meeting date for DLD Enterprises LLC dba The Summertime Restaurant “Class B” Combo liquor license:** *Motion: (Sobns, McKesson) to set a meeting date of October 26<sup>th</sup> at 5:45 p.m. Carried*

**Building Committee recommendation on New Shop cabinets and funding source:** Karl Stubenvoll stated there were 2 estimates for cabinetry and included open wood lockers. The committee preferred to install closed metal lockers. The cabinets are for the office/kitchen. The committee recommended the estimate from Valley Cabinet in the amount of \$5,717.66. *Motion: (Merkel, Hackbarth) support the recommendation from the building committee regarding the cabinets with the funding source to be determined. Carried*

**Building Committee recommendation on Home Siding estimate for Gibraltar Fire Department:** Two estimates were received. The committee recommended accepting the Home Siding estimate of \$20,960. The funds have been brought forward from a previous year. The work is to be completed and billed by the end of the year. *Motion: (Sobns, Hackbarth) to go with the Home Siding estimate in the amount of \$20,960 and be completed and billed by 12/31. Carried*

**Fish Creek Beach enhancements/timeline:** Skare recommended creating a timeline to move forward with the property. Access to the property is allowed prior to closing for evaluation purposes is allowed by the York’s. Evaluations/actions:

- PBS to evaluate the house
- Disassemble Adirondack arches to evaluate and preserve for future use
- Brown Avenue brushing and as much other brushing as allowed
- Well, septic and lift/grinder station evaluation
- Certified survey map on Brown Avenue and York property
- Dock evaluation

*Motion: (Hackbarth, Sobns) move forward with brushing Brown Avenue this fall and move forward with having PBS come in and give us options on what can be done for bathroom facilities etc. on the new property his fall and survey the property and road. Carried*

**Noble House budget amendment for porch painting by Peissig Painting \$2,302.45 from unassigned funds:** *Motion: (Merkel, McKesson) to support the budget amendment. Carried*

**2016-17 Operator’s licenses:** *Motion: (Merkel, Sobns) to approve the 2016-17 operator’s licenses as presented. Carried*

**Payment of bills:** *Motion: (Hackbarth, Sobns) to pay the bills as presented. Carried*

**Adjourn:** *Motion: (McKesson, Merkel) to adjourn at 10:15 p.m. Carried*

**Respectfully Submitted,**

Beth Hagen, Clerk