

**TOWN OF GIBRALTAR  
REGULAR MONTHLY MEETING  
WEDNESDAY, FEBRUARY 1, 2017**

**Approved: March 1, 2017**

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

**Roll call/quorum:**

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

Board members absent: None

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

**Approve minutes of previous meeting(s):** *Motion: (Sohns, McKesson) to approve the minutes of January 4, 2017 as amended. Carried Motion: (Sohns, Skare) to table the minutes of January 17, 2017 as presented. Carried Motion: (Sohns, Hackbarth) to approve the minutes of January 18, 2017 as corrected. Carried Motion: (McKesson, Hackbarth) to approve the January 24 Special Joint Meeting as amended. Carried Motion: (Sohns, Merkel) to approve the minutes of January 24, 2017 as amended. Carried*

**Committee Reports:**

**Parks & Lands:** Brian Hackbarth stated the last meeting was cancelled due to freezing rain.

**Fire Department/EMR:** Chief Jerrad Anderson reported an entry level EMR class began last Wednesday with 6 individuals from Gibraltar. An ISO audit was done; a rating will be received and reviewed in a few weeks.

**Noble House:** Barb McKesson stated “All Things Chocolate” will be at the Old Town Hall during the Winter Festival.

**Watershed:** Linda Merline stated there is nothing new to report.

**Airport:** Brett Lecy stated new land leases have been sent out. Communication continues with property owners on tree trimming.

**Planning:** Linda Merline stated the commission talked about the 2017 goals at their last meeting.

**Harbor Commission:** Harris stated the commission has met twice. Brian Holan will be returning this season as dock master. Dennis will be returning as dock staff. Slip assignment will be made shortly. The barge issue in the mooring area will be on the next agenda.

**Room Tax:** No report.

**Building Committee:** Karl Stubenvoll reported the committee met at the new town shop. The committee is not satisfied with the sealer on the cold storage building. The electricians are working on the main building.

**Clerk Report:** Beth Hagen stated the Spring Primary will be held February 21<sup>st</sup>.

**DCCB:** Beth Hagen stated the council continues work on a mobile app. The DOT has compromised where possible on the rock walls and rock fence issues.

**Public Works:** No report.

**Chairman:** Dick Skare stated he spoke with DNR State Park Regional Director Mike Bergum. He was very positive about the sidewalk, multi modal trail and turning lane on Shore Road and stated that approval may not have to wait for the comprehensive master plan. Rick Brauer will be coming up tomorrow to meet with Dick and Brian Hackbarth at the former York property about setbacks etc.

**County Board:** Supervisor Steve Sohns stated senior center bids came back favorably. South ambulance station bids not complete but favorable and within scope. Airport and Parks Committee continues to discuss how to market the fairgrounds year round. Applying for a grant for the Forestville pond and dam to determine what type of sediment and runoff is impacting the pond.

**Public Comment:**

- Nancy Sargent: commented on seeing detailed agenda information via PowerPoint during the meeting.

**Municipal insurance proposals:** Proposals were received by McClone and Rural Insurance. Sherri Rusch-Regenwether presented for McClone and Nick Weldon for Rural Insurance. Our provider for the last 8 years has been Rural. In reviewing the proposals it was noted that there were inconsistencies and some

comparables left out. These points will be addressed prior to the proposals being updated and returning to the board. *Motion: (Sohns, Merkel) to table to the next monthly meeting. Carried*

**Approval of Public Safety Liaison job description:** Both Fire Chief Anderson and Police Chief Crowell gave an overview of the job description. Crowell has been training with the department; Tuesdays are used for scheduled training. Crowell stated law enforcement is the front line being the first to respond, assist with water and high angle rescue and EMR capabilities. Anderson stated the job is more than communication it is consistency; Crowell it is how the departments work as a team. Sohns stated this is more of a long term description – future individuals and what the expectations will be. The budget will aid in defining the liaison position; it was budgeted at 500 hours under the fire department. The 500 hour number came from former Chief Whitney. Merkel stated originally this position was to be November through April. Most of the duties are seasonal due to the busyness of the high season. The average would be 9 hours per week. Skare stated this position is only to help with the personell that are currently on hand, this does not make it a permanent position. The position will be revisited prior to budget. Hackbarth questioned where the discussion on the permanent solution for the fire department was at.

Responding to questions from the public on why there are 2 full time officers Crowell will create an informational article for the next newsletter on the why's and what they are doing: call volume, cross training with the fire department and EMR certification, being that first line of response.

*Motion: (Skare, Sohns) to approve the job description with the addition of “average 9 hours per week and a review at the end of the year.” Carried with the Merkel and Hackbarth opposed.*

**SEH scoping session for wayfinding, streetscaping and parking:** Andrew Dane gave an overview of the draft scope of work. Questions about contact, cross coordination between consultants and deliverables were asked. A refreshed plan will be brought back to the February 22<sup>nd</sup> special meeting.

**Accept final draft of Waterfront Master Plan:** Andrew Dane stated the appendix is an electronic form of the survey. Changes requested to the draft:

- P42 #5 bike share or rental program or snowmobile access
- P52 4 bullet these paths would support snowmobiles for winter tourism
- P67 under all grants – Outdoor motorized recreational aids grant program (snowmobile bridge rehabilitation and snowmobile trail rehabilitation)

*Motion: (Sohns, McKesson) to accept the Waterfront Master Plan with the 2 changes and addition. Carried*

**Building Committee recommendation on Town Shop epoxy flooring:** The Committee recommended the bid by Klinger Painting for a Hybri-flex system for \$38860. Vinyl trim had not been specified and the option to wrap the flooring up the wall the same height as vinyl seems to be a better option. This flooring will be on/in the maintenance area, locker room and office. *Motion (Hackbarth, McKesson) to approve the Klinger Painting Hybri-flex system for \$38,860. Plus \$1,500 to wrap up the wall as discussed with the building committee to determine the color. Carried*

**Building Committee recommendation on Superior Concrete billing:** The committee unanimously voted to oppose the payment request. *Motion: (Merkel, Hackbarth) to accept the committee's recommendation. Carried*

**Building Committee recommendation on Town Shop and Cold Storage security system:** The recommendation by the committee was reviewed. It was noted that exit signs should be installed both in the new shop and cold storage building. Door Guard Security Systems proposal for a camera system came in at \$5750 and a fire alarm system for \$3840 with an additional charge for hook up and monitoring for a year at \$390. *Motion: (McKesson, Sohns) to approve the Door Guard camera and fire alarm recommendation and wait on the security alarm. Carried with Hackbarth opposed.*

**Beach property action plan:** The board will view the property as soon as 5:30 p.m. on February 22<sup>nd</sup>. Combining the 2 parcels allows for the opportunity to best use the parcels. *Motion: (Sobns, McKesson) to combine the 2 lots. Carried*

**Determine vortecnic unit location:** No additional information has been received from Jeremy Ashauer. Skare in favor of keeping on west side. A vortecnic unit will only address solids; Skare feels it will not change beach closings. Ashauer will be at the special meeting on February 22<sup>nd</sup>.

**Approval of LTE receptionist job description and set pay rate:** The draft job description was reviewed. Amendments to the description: distributes mail daily, maintain the town websites and contents and the addition of postings. The budgeted rate scale was \$12-\$15 per hour. *Motion: (Skare, McKesson) to set a rate of \$13.50 per hour and approve the description as amended. Carried with Merkel opposed.*

**Request to hire LTE receptionist (20 hours per week):** Hagen requested to hire an LTE receptionist. *Motion: (Hackbarth, McKesson) to approve hiring a LTE receptionist. Carried* In fall the conversation will be continued on hours/wage for 2018.

**Building Committee terms & definitions:** The building committee terms and definitions were reviewed. Tony Fioroto was thanked for his hard work on this. *Motion: (McKesson, Sobns) to accept the building committees purpose, membership, limitations on powers and duties, definitions and powers and duties. Powers and duties were amended to exclude the Chambers Island Dock and modify Fish Creek Municipal Dock Facilities to Fish Creek Municipal Dock Buildings. Carried with Hackbarth opposed.*

#### **Legislative Days**

**1) Donation request:** *Motion: (Sobns, Merkel) to donate \$250. Carried with Hackbarth opposed.*

**2) Agenda ideas:** Peninsula State Park  
Skare will attend the first meeting on Friday.

**Consideration to reschedule April 5<sup>th</sup> regular meeting to April 12<sup>th</sup>:** *Motion: (McKesson, Skare) to reschedule the April 5<sup>th</sup> regular meeting to April 12<sup>th</sup>. Carried*

**Consideration/determination of education reimbursement policy:** *Motion: (Hackbarth, Sobns) move to table. Carried*

**Determination on how to proceed on health insurance stipend for non WRS employee(s):** The recommendation from the Attorney Schnepfer was that the Town could provide this employee with a raise equivalent to the amount the Town was going to reimburse the employee for health insurance premiums/expenses. The Town would have to ensure that the raise is not contingent on the employee having health insurance, and the raise should be provided to the employee regardless of whether or not the employee has or obtains coverage elsewhere. Schenck will be contacted as to what options there to payout the compensation. *Motion: (Hackbarth, Skare) move to table. Carried*

**Approve advertisement for Harbor Commission:** *Motion: (Sobns, McKesson) to approve the advertisement for the Harbor Commission terms. Carried*

**Approval of Nicolet Bank Town Shop construction draw:** *Motion: (Hackbarth, Merkel) to table approval of Nicolet Bank Town Shop construction draw. Carried*

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

**Adjourn:** *Motion: (McKesson, Sobns) to adjourn at 1:07 a.m. Carried*

Respectfully submitted,

Beth Hagen, Clerk