

**TOWN OF GIBRALTAR
SPECIAL MEETING
THURSDAY, MARCH 16, 2017**

Approved: April 12, 2017

Call to order: Dick Skare chairman called the special meeting to order at 6:00 p.m.

Roll call/quorum: A quorum of the board was present.

Present: Dick Skare, Steve Sohns, Barb McKesson, Brian Hackbarth. Brian Merkel is anticipated to arrive shortly.

Agenda/proper notice/adopt agenda: *Motion: (Hackbarth, McKesson) to approve the agenda as amended. Carried*
Item #4 was to follow #6, #22 to follow #4, #15 – #21 follow #22, #7 - #14 to follow #21 and #23-28 to follow #14. Brian Merkel arrived.

Remove from the Table: Determination of 2016 Funds to be Applied to Capital Outlay and Debt Service Fund: *Motion: (Hackbarth, Sohns) to remove from the table: determination of 2016 funds to be applied to Capital Outlay and Debt Service Fund. Carried*

Determination of 2016 Funds to be Applied to Capital Outlay and Debt Service Fund: Virginia Hinz, Auditor from Schenck SC joined the meeting via conference call. The surplus is \$561,060. Board members expressed concern about the surplus funds and processes to mitigate this in the future. A large surplus gives the impression that the public is being overtaxed. The surplus is due to unanticipated increases in revenues (forest crop, building inspection, donations, and sale of personal property) but primarily unexpended expenses (projects not completed – roads, harbor, equipment repair, and anticipated 2017 debt payoff of the tanker loan.) Two payments on the fire truck loan have been made out of unassigned funds which should be subtracted for a new total of \$550,680. \$96,000 should be subtracted for a payoff of the loan as had been discussed in budget meetings. The minimum fund balance is currently determined by 16% of actual expenditures (2016 for 2017). Hagen original operating budget number \$328,298. Given the \$10,380, \$96,000 and the change in the new minimum fund balance of \$328,298 would leave \$410,744 for additional consideration. *Motion: (Merkel, Hackbarth) to apply \$96,000, \$10,380 and \$410,744 to the Capital Outlay and Debt Service Fund leaving a minimum fund balance of \$328,298 in unassigned funds to be recorded as of 12/31/16. The Capital Outlay and Debt Service Fund balance as of 1/1/17 is \$904,488.*

Approval of Schenck 2016 Audit Report: Hackbarth expressed concern on how the tax levy is shown in the report. Currently the taxes and debt service are not combined to show the total tax levy. *Motion: (Hackbarth, Sohns) to approve the 2016 audit report with the change in how the debt service is shown in the general fund in relation to how the tax levy is shown. Carried*

SEH Working Session:

A. Approval of SEH Supplemental Agreement for Wayfinding, Streetscaping and Parking Design:

Andrew Dane stated the “Demonstration Project” is option with a base cost of \$13,070. ALTA would be subcontracted and the base cost does not include the actual costs of materials. The board was in favor of the project as an evaluation tool for the other design elements. The basic service activities in the supplemental agreement is \$66,822. *Motion: (Hackbarth, Merkel) to approve the SEH supplemental agreement for Wayfinding, Streetscaping and Parking (\$66,822) with the additional demonstration project cost of \$13,070. Carried*

B. Review and Determination of Pedestrian Crossing Locations: The push by the DOT is in regard to historic properties. A map showing the current crosswalks was reviewed. McKesson suggested that individual crosswalk decisions be made as needed; where it is known what is wanted that can be solidified. Surface treatments to identify the crosswalks is not a topic for this discussion. SEH will continue the discussion on options in a more in-depth level on April 12th. Alex Saunders will be attending the meeting on the 12th.

- Downtown crosswalks are not anticipated to change. Not marking the east/west crossing on the south side of Hwy 42 was reiterated. Crossing the remaining 3 ways will be encouraged.
- Crossing at the Wild Tomato will be moved to the west going to Shore Road; this will be brought up at the DOT meeting on Monday.
- Crossing at Nor Door Sport and Cyclery is heavily used and will be kept.
- Crossing at Not Licked Yet to be moved around the curve to the west?
- Crossing at the Town Center and beach is undetermined as the plans for the parking lot and the beach are not defined.
- The possibility of having a crosswalk on Hwy 42 between the Nicolet Bank and the Noble House.
- Dane will check into the WPS pole replacement project as it may impact sidewalks/crosswalks.
- Dane will forward an 11" x 17" copy of the marked up map for the Monday meeting with the DOT.

C. Determination of Stormwater Outfall and Vortecnic Unit at Town Beach:

Dane stated that he will contact the county for data from the county and UW study. The Miller Assoc. plan did not allow the parking lot runoff get to the water, it was mitigated by a multi-faceted approach for containment. *Motion: (Sohns, Hackbarth) to have the vortecnic and first part of the pipe to be located on the east side of the beach property. Carried unanimously.*

Consideration of Beach Project Consultant: Dane submitted SEH qualifications and stated that Ed would be the lead on the project. No costs were determined. Baird Engineering would be a sub consultant for water flow, particle size. A more in depth proposal would be needed for the next meeting (April 12th). The architectural group will evaluate the construction of the existing buildings for tear down, renovation/modification, vehicular access, handicapped access, pier, rental facility. Ward Merkel highly recommended getting a maintenance agreement to repair the pier prior to making any changes on the property. The DNR maintenance agreement could be a task for the consultant. SEH will bring a proposal for the next meeting.

Remove from the Table: Approval of Hangar Lease Keith Kocourek, site E-3: *Motion: (Merkel, McKesson) to remove from the table: Approval of Hangar Lease Keith Kocourek, Site E-3. Carried*

Approval of Hangar Lease Keith Kocourek, Site E-3: *Motion: (Merkel, Hackbarth) to approve the amended hangar lease for Keith Kocourek, Site E-3, and the hangar size of 66' x 60' will be allowed pending the Airport Commission approval. Carried* A request for septic and well for a hangar or group of hangars will need to be presented by the Commission to the town board approval.

Remove from the Table: Approval of Hangar Lease N551B LLC, Site E-1: *Motion: (Merkel, Hackbarth) to remove from the table: Approval of Hangar Lease N551B LLC, Site E-1 Carried*

Approval of Hangar Lease N551B LLC, Site E-1: *Motion: (Hackbarth, Sohn) to approve the hangar lease for Site E-1 to N551B LLC. Carried*

Approval of Hangar Lease John Parrish, Site E-6: *Motion: (Sohns, Hackbarth) to approve the hangar lease for Site E-6 to John Parrish. Carried*

FCSD#1 request for variance on Underground Right-of-Way Access Ordinance: Bill Weddig representing FCSD#1 is requesting a variance to use crushed stone for MH 114, MH 121, MH 132 and possibly MH 122. This request is similar to the variance given for MH 125. An engineer will be on site. *Motion: (Merkel, Hackbarth) to grant the request for a variance to use crushed stone and there be no fee for the Underground ROW Access per what is proposed. Carried*

Remove from the Table: Consideration of Minimum Fund Balance Formula Change and Policy: *Motion: (Merkel, McKesson) to remove from the table: Consideration of Minimum Fund Balance Formula Change and Policy. Carried*

Consideration of Minimum Fund Balance Formula Change and Policy: The policy was reviewed, in particular the definitions of spendable and non-spendable funds. *Motion: (Hackbarth, Merkel) to change the fund balance policy to (last paragraph) verbiage to "The Town will maintain a minimum unassigned general fund balance of 16% of the next fiscal year's budgeted general fund expenditures. Carried*

Create a Separate Bank Account for the Capital Improvement Fund: Hackbarth stated this item is to create additional clarity. *Motion: (Sohns, Hackbarth) to create a separate bank account for the Capital Improvement Fund. Carried*

Create a separate bank account for the Blossomberg Cemetery Fund: Hackbarth stated this item is to create additional clarity. Currently Blossomberg Cemetery Trust Funds are not in the town's general fund. They are separate and distinct. Given the listing on the chart of accounts it appears as though they are but the chart of accounts lists all accounts that the town has whether it is under the general fund or separate. Future discussion will be had on combining the 3 current accounts as FDIC regulations have changed.

Consideration of a Change to the Minimum Fund Balance Formula and Policy and the Amount of Unassigned Funds to be Applied to Debt: There was no action as this had been covered earlier on the agenda.

Consideration of Amount of Unassigned Funds to be Moved to the CIP Fund and the Movement of 2017 Budgeted CIP Monies to the CIP Fund: *Motion: (Merkel, Hackbarth) to move the \$904,488 into the separate bank account CIP fund. Carried*

Consideration of Hiring an Accountant to do Monthly Bank Reconciliations: Hagen requested this be tabled as there are statutory questions yet to be answered and potential costs determined. *Motion: Hackbarth, Sohn's) move to have this back on in May with questions answered. Carried*

Budget Amendment to Move \$4,100 from the 2017 Town Hall Budget to the CIP Fund: *Motion: (Hackbarth, Merkel) to move \$4,100 into the new CIP bank account. Carried*

Enter Closed Session: *Motion: (Hackbarth, Sohn's) to move into closed session at 9:40 p.m. Carried by roll call vote: Sohn's, Skare, Hackbarth, McKesson and Merkel.*

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. Consideration of property acquisition.
Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Exit Closed Session and Enter into Open Session: *Motion: (Hackbarth, Sohn's) to exit closed session and enter into open session at 10:45 p.m. Carried*

Approve Action taken in closed session: No action was taken.

Adjourn: *Motion: (Merkel, McKesson) to adjourn at 10:45 p.m. Carried*

Respectfully Submitted,

Beth Hagen, Clerk