

**TOWN OF GIBRALTAR  
REGULAR MONTHLY MEETING  
WEDNESDAY, JUNE 7, 2017**

**Approved: July 5, 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 Dwayne Daubner

Board members absent: None

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

**Approve minutes of previous meeting(s):** *Motion: (Sohns, Hackbarth) to approve the minutes of May 3, 2017 as written. Carried Motion: (Hackbarth, McKesson) to approve the minutes of May 5, 2017 as written. Carried Motion: (Sohns, Hackbarth) to approve the minutes of May 31, 2017 as corrected. Carried*

**Committee Reports:**

**Parks & Lands:** Brian Hackbarth reported an evaluation has been done on the Ash trees at Clark Park. Two of the trees will be removed.

**Fire Department/EMR:** Chief Anderson reminded residents and visitors alike that the boating season is here and encouraged personal flotation devices. Captain Adrian Murre and Chief Anderson have passed their Fire Inspection Certificate #1. Four individuals have now passed their EMR certifications.

**Noble House:** Barb McKesson stated the Noble House is open for the season including the Ghost Tours. This year's show is "A Glimpse of Old Fish Creek."

**Watershed:** No report.

**Airport:** No report.

**Planning:** Brian Hackbarth stated the commission is continuing discussions on the outdoor display and sign ordinance currently in the town's overlay in the county zoning ordinance.

**Harbor Commission:** Dave Harris stated the dock opened May 15<sup>th</sup> and is well staffed. The commission has unanimously disallowed barge mooring in the harbor. The Summer Festival has contracted with a different barge operator that has been given permission to be in the mooring area for the fireworks. Positive feedback has been received on the newly striped ramp staging area.

**Room Tax:** Dick Skare stated 2017 has started out slow but is anticipated to be well booked. 90.5% of room tax collected is from May to October.

**Building Committee:** Karl Stubenvoll reported it has been a busy month of inspections. Temporary occupancy has been given of the new shop and occupancy for the cold storage building. Annual inspection of the dock house and Noble property have yielded issues that the committee will be making recommendations on to the town board and maintenance department.

**Clerk Report:** Beth Hagen stated that it is time to renew operator's licenses. Applications can be picked up at the office. The graphics from the May 31<sup>st</sup> workshop are in the Town Center hallway along with comment/concern/suggestion forms. All forms will be forwarded to the consultant for inclusion in the public input summary. A website specific to the workshop is being created for additional input with a link to it from the town's website.

**Door County Coastal Byways:** Nothing new to report.

**Chairman:** Dick Skare stated SEH is gathering the ideas garnered from last week's workshop. A thank you was received on the Viking 5K event.

**County Board:** Supervisor Steve Sohns reported the ARDC building is coming along. The legislative committee went over federal and state budget issues. There is nothing new to report on the board of health. Ground will be broken for the south ambulance and BUG station tomorrow.

**Public Comment: None**

**Special Event Request: FCCA Waunakee Community Band Concert, June 18, 2017 at Noble Square 11:00 a.m. – 1:30 p.m., 2 temporary sandwich boards day of the event: *Motion: (Hackbarth, Daubner) to***

*approve the Special Event Request: FCCA Waunakee Community Band Concert, June 18, 2017 at Noble Square 11:00 a.m. – 1:30 p.m. with 2 temporary sandwich boards day of the event as presented. Carried*

**Harbor Commission recommendation to amend Ordinance # 2002-04:** Harris recapped the recommendation. *Motion: (Daubner, McKesson to amend ordinance #2002-04 from May 15<sup>th</sup> to Labor Day Monday. Carried*

#### **Update on SEH projects:**

Workshops Andrew Dane stated a mailing will be going out before the August workshop. A summary of the recent workshop will be sent to the office tomorrow. A website is being set up for graphics, comments etc. A link will be put on the town website. The Beach House inspection report will be finished by Friday. Dane will be available on July 5<sup>th</sup> from 4-7 p.m. to receive questions and comments about the workshop boards. It is the board's desire for inclusion of all comments. Until the next workshop the boards will be in the hallway with comment forms available.

Streetscape, Wayfinding, Parking: Signage to Blossomberg Cemetery should be included on the highway.

Lighting: An updated perspective graphic will be delivered to the office. A dimming memo will be soon sent to the state. Lighting diagram will be updated for Shore Road. Lighting to the Evergreen system will be hooked up to the new lighting on Shore Road. A lighting option extension from Spruce Road to Sunset Park will be drawn up.

Bike Lane Demonstration: SEH is waiting direction from the DOT. A cross-section illustration has been sent to the DOT. A plan will be ready for the July 5<sup>th</sup> meeting.

Sidewalk Design: The survey has been completed; a cross section and preliminary design options will be ready for July 5<sup>th</sup>.

#### **Kufrin Consulting Project Updates:** Bob Kufrin reported the following:

Plan Commission: Work on building the town's own zoning chapter within the county ordinance continues.

County Meeting: A meeting date is being scheduled to meet with Mariah Goode, Dave Lienau, Ken Pablich, Ken Fisher and Rick Brauer.

Spring Road: The initial survey work is complete. Two small section of the road will be designed to address line of sight that does not meet minimums. The bridge box culver is in good shape and extending is easily done with cost sharing from the county. An estimated \$35,000 is to widen the base and shoulder preparation for this year prior to completing the project in 2018. Phasing of the project will have an increased cost due to mobilization etc. John Kolodziej will be present at the meeting on June 20 for questions and clarifications. A letter will go out to property owners for an informational meeting later part of July.

Parking Lot: Chris Hulbur of the DNR told Kufrin that parking can be expanded to Fish Creek Park to the extent that parking is used for nature based activities. The parking plan can be done on a staged basis. Baudhuin can do the plan and DCHD can pave. The wetland delineation must be done first. A cost of \$1,800 would provide assurance to Soil and Water on areas that need to be protected. The plan can be coupled with alternatives to address stormwater run-off. A topo can also be done for an additional \$1,600. The wetland and topo mapping will be on the 6/20 agenda.

**Determination of 2017 Road Projects:** The 2017 road construction estimates were reviewed. The following projects are to be scheduled per DCHD estimates dated May 30<sup>th</sup>.

- ✓ Gibraltar Road @ \$119,386
- ✓ Wandering Road @ \$26,150
- ✓ Skiview Road @ \$7,900
- ✓ Maple Grove East – County F to West Meadow Road @ \$14,980
- ✓ Maple Grove Road East – County F to West Meadow Road @ \$7,400
- ✓ Gibraltar Road @ \$59,950
- ✓ Gibraltar Road patch work up to \$15,000
- ✓ Spring Road prep work @ \$35,000

*Motion: (Hackbarth, McKesson) to move forward with all of the road project on this memo except for Cottage Row, up to \$15,000 in the patchwork repairs on Gibraltar Road and move forward with the Spring Road prep work of \$35,000 as quoted. Survey for Cottage Row will be put on a future agenda. The crackfilling company will be up in 2 weeks.*

**Kufrin Consulting Project Updates:** Kufrin's billing was questioned in regard to travel, communication with Skare and work outside of specifications. Communication is to be with Hagen as the point of contact. Contract funding expires on June 30<sup>th</sup>. *Motion: (Hackbarth, Sohns) to have Kufrin prepare a proposal starting July 1<sup>st</sup> for completion of each of the projects underway with detail and address concerns brought up tonight so the board can select which projects or portions of projects are to be continued. Additional detail as needed to be included. Carried*

**Consideration of Regulating Application of Liquid Animal Manure Ordinance:** Hagen stated that Attorney Dahl crafted the proposed manure ordinance attempts to regulate manure spraying based on the odor control and safety issues. Further study of the proposed ordinance will be needed prior to a decision being made. *Motion: (Skare, Hackbarth) move to table. Carried*

**Door County Coastal Byways Rock Fence Letter/Position Response:** Sohns detailed the back story of the Hwy.57 stonefence issue. Points of concern with the letter are committing property owners, present and future, to maintenance, geological issues, over reach, a slippery slope of action and other stipulations that may be imposed by the fences be put on historic registers. Skare thanked Sohns for his insight on the issue. It was stated that it was being presumptuous on the part of the Council to bring this forward. *Motion: (Skare, Hackbarth) to deny support. Carried*

#### **Considerations of FAA Requirement for 2017 Federal Funding Certifications**

- a. **Sponsor Certification for Construction Project Final Acceptance:** *Motion: (Hackbarth, Sohns) to approve the Sponsor Certification for construction Project Final Acceptance. Carried*
- b. **Sponsor Certification for a Drug-Free Workplace:** *Motion: (Sohns, Hackbarth) to approve the Sponsor Certification for a Drug-Free Workplace Carried*
- c. **Sponsor Certification for Equipment and Construction Contracts:** *Motion: (Hackbarth, McKesson) to approve the Sponsor Certification for Equipment and Construction Contracts. Carried*
- d. **Sponsor Certification for Project Plans & Specifications:** *Motion: (Sohns, Hackbarth) to approve the Sponsor Certification for Project Plans & Specifications. Carried*
- e. **Sponsor Certification for Real Property Acquisition:** *Motion: (McKesson, Hackbarth) to approve the Sponsor Certification for Real Property Acquisition. Carried*
- f. **Sponsor Certification for Selection of Consultants:** *Motion: (Hackbarth, McKesson) to approve the Sponsor Certification for Selection of Consultants. Carried*
- g. **Sponsor Certification and Disclosure Regarding Potential Conflicts of Interest:** *Motion: (Sohns, Hackbarth) to approve the Sponsor Certification and Disclosure Regarding Potential Conflicts of Interest. Carried*
- h. **Certification Regarding Lobbying:** *Motion: (Hackbarth, McKesson) to approve the Certification Regarding Lobbying Carried*

**Remove from the Table: Replacement Table Recommendation for Town Hall with Corresponding Budget Amendment:** *Motion: (Sohns, McKesson) to Remove from the Table: Replacement Table Recommendation for Town Hall with Corresponding Budget Amendment. Carried*

**Replacement Table Recommendation for Town Hall with Corresponding Budget Amendment:** Hagen reported 36" wide tables are not available. Prices were compared between Menards, National Business Furniture, Uline and Amazon. *Motion: (McKesson, Sohns) to purchase 12 (96" X 30") tables @ \$74.98 each and 6 (72" X 30") tables @ \$49.98 each, delivered. Carried*

**Determination on Trackless Drive Shaft Repair:** The trackless was purchased from the City of Sturgeon Bay in 1999 for \$15,000. One repair in the last few years exceeded \$8,000. The cost to transport the piece to have it repaired will be \$1,400 alone; Keith's Automotive estimated the part over \$2,400. Sohns will come up with a replacement recommendation. *Motion: (Hackbarth, Sohns) not to repair the drive shaft and explore other possibilities. Carried*

**Advertise for Ephraim-Gibraltar Airport Commissioner 3-year Term:** *Motion: (Hackbarth, McKesson to approve the ad. Carried*

**Advertise for Fish Creek Sanitary District No. 1 Commissioner 6-year Term:** *Motion: (McKesson, Hackbarth) to approve the ad. Carried*

**Advertise for Administrative Temporary Receptionist:** The ad was reviewed and the following changes made: delete "temporary and receptionist," there is also the potential for additional hours and long term employment. *Motion: (Hackbarth, McKesson) to move forward with an ad deleting receptions. Use the same ad as for Kelly as a part-time administrative assistant. Carried*

### **2017-18 Liquor Licenses:**

*MOTION: (Hackbarth, McKesson) to approve a Class "B" Beer License and a "Class B" Winery License with the 2016 description and map to Lautenbach's Orchard Country Inc. Carried*

*MOTION: (Sohns, Hackbarth) to approve a "Class A" Liquor License to White Cottage Red Door LLC. Carried*

*MOTION: (Hackbarth, Sohns) to approve a "Class A" Liquor License to Jacobson Enterprises Inc. (Fish Creek BP) and cigarette license. Carried*

*MOTION: (Hackbarth, McKesson) to approve a "Class A" Liquor to Hill General LLC (Fish Creek Market) and cigarette license. Carried*

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

*MOTION: (Sohns, McKesson) to approve a "Class A" Liquor License to Loretta Robertoy adding "wine display and storage" (Hyline Orchard Farm Market). Carried*

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

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

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

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

*MOTION: (Daubner, Sohns) to approve a "Class B" Combo License to Dockside Enterprises Inc. (Bayside Tavern) for A, B and C which match the premise description only and a cigarette license. Carried*

*MOTION: (Hackbarth, McKesson) to table a "Class B" Combo License to DLD Enterprises LLC for site plan clarification. Carried The license will be put on the June 20<sup>th</sup> special meeting agenda.*

*MOTION: (Hackbarth, Daubner) to approve a "Class B" Combo License to Door Inc., (English Inn) with the 2016 map. Carried*

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

*MOTION: (Hackbarth, Sohns) to approve a "Class B" Combo License to Summer Kitchen Inc. (Arroyo Bay Grill) with the description not to include the beer wagon and parking area. Carried*

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

*MOTION: (Hackbarth, McKesson) to approve a Class "B" Beer and "Class C" Wine License to WGI Inc. (White Gull Inn) matching attached premise description. Carried*

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

*MOTION: (Sohns, McKesson) to approve a Class "B" Beer and "Class C" Wine License to MOJO Real Enterprises II LLC (Villaggio's) with the 2016 description. Carried*

MOTION: (McKesson, Daubner) 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: (Hackbarth, Sobns) to approve a Class "B" Beer and "Class C" Wine License to Julie's Park Café & Motel LLC with the 2016 description and map. Carried

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

MOTION: (Hackbarth, McKesson) to approve a Class "B" Beer and "Class C" Wine License to Gibraltar Grill, Inc. with the 10/31/17 Krause lot lease noted. Carried

MOTION: (Sobns, Hackbarth) to approve a Class "B" Beer and "Class C" Wine License to Waterloo Sunset, LLC (Craig Coffee) noting it is for the interior of the unit only. Carried

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

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

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

MOTION: (Skare, Hackbarth) to approve a Class "B" Beer License to Hands On Studios, Inc. with the 2016 description. Carried

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

**2017-18 Operator's Licenses:** It has been noticed that the number of operator's licenses have decreased. Hagen will remind liquor license owners of the need for the license. Motion: (Sobns, Hackbarth) to approve the 2017-18 operator's licenses as presented with the except the license for Brian Hackbarth. Carried

**2017-18 Operator's Licenses:** Motion: (McKesson, Daubner) to approve the 2017-18 operator's license for Brian Hackbarth. Carried with Hackbarth abstaining.

**Set Date and Location for Meeting of the Electors:** Motion: (Hackbarth, McKesson) to set the meeting of the electors for July 5<sup>th</sup> at the Town Center for real estate acquisition associated with the Hny. 42 project. Carried

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

**Adjourn:** Motion: (Hackbarth, McKesson) to adjourn at 12:14 a.m. Carried

Respectfully submitted,

Beth Hagen, Clerk