

**TOWN OF GIBRALTAR
REGULAR MONTHLY MEETING WITH CLOSED SESSION
PER WISCONSIN STATE STATUTES 19.85(1)(c) AND (e)
WEDNESDAY AUGUST 1, 2018
GIBRALTAR TOWN CENTER
4097 HIGHWAY 42, FISH CREEK WI 54212
7:00 PM**

Approved: September 5, 2018

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, Barb McKesson, Dwayne Daubner and Bill Johnson

Board members absent: None

Agenda/proper notice/adopt agenda: *Motion: (McKesson, Johnson) to adopt the agenda as presented with items 15 and 16 removed. Carried*

Approve minutes of previous meeting(s): *Motion: (Johnson, McKesson) to approve the minutes of July 3, 2018, regular meeting as amended. Carried Motion: (Sohns, Daubner) to approve the special meeting minutes of July 16, 2018, as presented. Carried Motion: (Johnson, McKesson) to approve the minutes of July 25, 2018 Board of Review as presented. Carried Motion: (Sohns, Johnson) to approve the minutes of July 25, 2018, special meeting as amended. Carried*

Committee Reports

Parks & Lands: Brian Hackbarth stated Bonnie's work with invasive species was discussed. August 16th at 1 p.m. Bonnie and Door County Invasive Species Team (DCIST) will be walking along the creek to identify invasive species. Work was also done on the 2019 budget.

Fire Department/EMR: Gibraltar Fire Chief Bertges stated there were 23 calls, 2 of which were fires. Fire detector installations will begin in the next couple of weeks. Chief Bertges stated our volunteers perform as well as any paid fire department personnel. Many thanks to our volunteers!

Noble House: Barb McKesson stated there were no real changes.

Airport: Myrv Somerhalder reported the activity is normal and fuel sales are steady this spring and summer. The Ephraim Fire Department continue to water the newly planted trees. Next year the runway will be crackfilled and striped. The work will be funded by a 95/5 grant; the cost for the work is not known at this time.

Watershed: Linda Merline stated a test was done on Monday; the water is low, and Spring Road is dry.

Planning: Linda Merline stated Bob Bultman brought the first draft of the RFP for the fish passage. The grant is good through 12/31/19. The meander restoration was discussed in relation to the fish passage.

Harbor Commission: Kelly Murre reported for Dave Harris, stated July was very busy with a few days that were record breaking. The commission did not meet last month.

Room Tax: Bill Weddig stated receipts are up 4.5%

Building Committee: Karl Stubenvoll reported the committee did not meet in July. Meeting this month for budget recommendations.

Maintenance Department: Maintenance Supervisor Patrick Strantz reported Spring Road has one lift applied, the schedule for striping is up to Kewaunee County as they are subcontracted. Shouldering on Sky View and Wandering Roads will be late next week or Monday and Tuesday of next week. Chip sealing will be done on Triangle Road.

Clerk Report: Beth Hagen stated the public test for the partisan primary on August 14th will be next Wednesday at 8 a.m. in the Clerk's office.

Door County Coastal Byways Council: No report.

Chairman: Dick Skare stated a work session will be scheduled for current projects within the next few weeks. Doug Butchart offered bathroom fixtures to donate to the bath house project. Dana Hanson of Lakeshore Deep Cleaning will be giving recommendations to SEH for the bath house design. Liberty Grove is discussing a manure ordinance tonight.

Public Comment:

- Brian Hackbarth expressed concern on the continued accidents at the intersection of CTY A and EE.
- Brian Hackbarth expressed concern on unresolved issues with county zoning.
- Jayson Merkel expressed concern with the new beach appearance.

- Nancy Sargent expressed concern with manure runoff into the bay.

Agenda Items:

Remove from the table: Special Event Request: Ephraim Yacht Club Bratfest, August 4, 2018, Klein residence at 3282 Gibraltar Road, 6 - 10 PM, parking limited to 1 side of Gibraltar Road: *Motion: (Johnson, McKesson) to Remove from the table: Special Event Request: Ephraim Yacht Club Bratfest, August 4, 2018, Klein residence at 3282 Gibraltar Road, 6 - 10 PM, parking limited to 1 side of Gibraltar Road. Carried*

Remove from the table: Temporary Class “B” License Request: Ephraim Yacht Club Bratfest, August 4, 2018, Klein residence at 3282 Gibraltar Road, 6-10 PM: *Motion: (Daubner, Sohns) to Remove from the table: Temporary Class “B” License Request: Ephraim Yacht Club Bratfest, August 4, 2018, Klein residence at 3282 Gibraltar Road, 6-10 PM. Carried*

Remove from the table: Special Event Request: Ephraim Yacht Club Commodores Party, August 11, 2018, 6 – 10 PM Peninsula School of Art 3900 County F, parking on one side of Cty. F: *Motion: (Sohns, Johnson) to Remove from the table: Special Event Request: Ephraim Yacht Club Commodores Party, August 11, 2018, 6 – 10 PM Peninsula School of Art 3900 County F, parking on one side of Cty. F.*

Remove from the table: Temporary Class “B” & “Class B” License Request: Ephraim Yacht Club Commodores Party, August 11, 2018 6 – 10 PM, Peninsula School of Art, 3900 Cty. F: *Motion: (Daubner, Johnson) to Remove from the table: Temporary Class “B” & “Class B” License Request: Ephraim Yacht Club Commodores Party, August 11, 2018 6 – 10 PM, Peninsula School of Art, 3900 Cty. F. Carried*

Special Event Request: Ephraim Yacht Club Bratfest, August 4, 2018, Klein residence at 3282 Gibraltar Road, 6 - 10 PM, parking limited to 1 side of Gibraltar Road: Marcella Fults detailed the annual event. The parking on the south side of the road is taped “no parking.” *Motion: (Sohns, McKesson) to approve the special event on August 4, 2018 at the Klein residence with the stipulations as discussed. Carried*

Temporary Class “B” License Request: Ephraim Yacht Club Bratfest, August 4, 2018, Klein residence at 3282 Gibraltar Road, 6-10 PM: *Motion: (Johnson, Daubner) to approve the Temporary Class “B” License Request: Ephraim Yacht Club Bratfest, August 4, 2018, Klein residence at 3282 Gibraltar Road, 6-10 PM. Carried*

Special Event Request: Ephraim Yacht Club Commodores Party, August 11, 2018, 6 – 10 PM Peninsula School of Art 3900 County F, parking on one side of Cty. F: Marcella Fults detailed the annual event with parking on the north side of Cty. F. Sohns stated the county put no parking signs on the south side of Cty. F to mitigate event parking issues. *Motion: (Sohns, Johnson) to approve the Special Event Request: Ephraim Yacht Club Commodores Party, August 11, 2018, 6 – 10 PM Peninsula School of Art 3900 County F, parking on the north side of Cty. F. Carried*

Temporary Class “B” & “Class B” License Request: Ephraim Yacht Club Commodores Party, August 11, 2018, 6 – 10 PM, Peninsula School of Art, 3900 Cty. F: *Motion: (Johnson, Sohns) to approve the Temporary Class “B” & “Class B” License Request: Ephraim Yacht Club Commodores Party, August 11, 2018, 6 – 10 PM, Peninsula School of Art, 3900 Cty. F. Carried*

Airport recommendation to reassign Hangar E6 from John Parrish to Parish Properties LLC: *Motion: (Sohns, Johnson) to approve the reassignment. Carried*

Airport recommendation to approve sale of Hangar B3 to Gary Glojek: Sohns questioned if the Airport Commission was aware of the required process for a hangar sale. The new lease will be at the current lease rate of \$.48 per sf. *Motion: (Johnson, Daubner) to approve the sale of Hangar B3 to Gary Glojek. Carried*

SEH Parking Lot lighting: *Motion: (Johnson, McKesson) to table. Carried*

Consideration of Stormwater Outfall at the beach: Skare stated he met with Greg Coulhorst of DCS&WC and Penny Enroth of the Palmer Foundation. DCS&WC has done 12 projects throughout Door County many have

reduced contamination by implementing the county's recommendations. Three example parks: Lakeside, Anclam, Otumba have vortecnic units that drain perforated pipes into the grass area of the park where the stormwater is filtered. Coulhorst suggested use of the corrugated pipe like the examples. The need for an outfall into the bay may not be needed. The Palmer Foundation may be able participate in funding something of this nature. There is a cost savings potential. Skare to find out who did the 3 projects. What is the engineering, maintenance, and design? If there was a heavy rain, there would be an overflow from the drain field. Coulhorst felt the DNR would be more amenable to the option with no outfall covered with a pier. DOT should have the total volumes of water for the outfall. Sohns was not ready to give up the idea of a pier. *Motion: (Johnson, McKesson) to explore the field, getting the volumes of water in the storm sewer so that we can approach the engineer for more ideas. Carried*

Consideration of an architect for the Bath House: Skare stated in talking with Craig at Carlson & Erickson Builders, he stated he did not want to do the design citing the type of design/build he does. Two specific architects were recommended Rick Toyne of Sturgeon Bay and Mike Kickbusch from Washington Island. Sohns questions why not continue the use of SEH. Toyne charges 7% of the building cost. *Motion: (Johnson, McKesson) to go with SEH and Toyne give revised requirements give them photos. Charge for drawing based on parameters. Carried*

Consideration to enter into a contract with an architect for the Bath House: *Motion: (Johnson, McKesson) to table Carried*

Consideration of Hwy 42 Streetlight Project Assessment: Ken Tallion is to determine the number and infrastructure costs. No was action taken.

Recommendation from Parks & Lands Committee to amend Ordinance 1995-5: Brian Hackbarth presented the recommendation from the committee. Recommendations include allowing picnicking, correcting grammatical errors along with allowing intoxicating beverages and fermented malt beverages in Clark Park and Fish Creek Bathing Beach until 10 p.m. *Motion: (Daubner, Sohns) to approve the recommendations to 1995-5 and 1995-6. Carried* The ordinances to be amended will be forwarded to counsel for revisions/formatting and be brought back for adoption.

Recommendation from Parks & Lands Committee to amend Ordinance 1995-06: See above.

Recommendation from Parks & Lands Committee to amend Town Hall Rental rules: The recommendation was to allow intoxicating beverages in the Town Hall. *Motion: (Johnson, Sohns) to accept the suggestion by the Parks & Lands Committee to amend the 2007 town hall rules. Carried*

Consideration of town use and parameters of social media: Sara Lancaster, Administrative Assistant gave an overview of the proposed town use and parameters of social media. For this discussion social media is defined as Facebook. This would be used to get information out to residents almost in real time and via a means that many are using as opposed to directly checking a municipal website. If an individual were to follow the town Facebook page they would get alerts as to changes, for example a meeting date or time change. Social media (Facebook) would help us make better use of the town website. Use of social media is not intended to eliminate anything, only supplement add to or enhance the information in another format that would accommodate a wider sector of our population.

Best practices for this media recommend having a team that have access to the account and administrator privileges. It maintains access transparency. One or 2 people to be the main copywriters and posting. The team would plan, draft, discuss and have an approval process for the posts before they went live. The team could be 5 persons: town chairman, board member, clerk and office staff. Concern was expressed with the ability to manage comments that could be posted. Sara responded that a policy that is clearly stated on the home page that details expectations could be used. If parameters are violated the comment can be taken offline but not deleted due to open records. Johnson stated a Facebook page can be controlled better by the town where as the website has another layer of formatting etc. that must be worked under. A phased roll out was recommended.

Consideration of social media policy: An overarching communication policy for all forms of communication is needed – Facebook, website, email, mailers etc. Our attorney reviewed the draft policy and agreed in its need and outsourcing the back-up of all communications. *Motion: (Daubner, Johnson) communication policy established for all*

communication channels to include Facebook, web, direct mail etc. for the board to review. Carried Motion: (Sobns, Daubner) go ahead and look at the choices for outsource companies and bring back to the board. Carried

Determination of Gibraltar Road Access Easement name per Town and County Ordinance: The Door County Real Property Listing forwarded a request for the town to name an easement off Gibraltar Road. This is a new type request from the county when an access then serves 4 homes. Motion: (Johnson, Sobns) town remain mute. Carried with Skare opposed.

Consideration and adoption of Family and Medical Leave (FMLA & WFMLA) Policy: Hagen stated this is a policy that was to be included in our listing of employee policies per our HR attorney. Motion: (Johnson, McKesson) to adopt the Family and Medical Leave (FMLA & WFMLA) Policy as presented. Carried

Consideration of re-drafted Blossomberg Cemetery Easement Agreement: A red-line version of the easement agreement is wanted prior to discussion. Motion: (McKesson, Johnson) to table. Carried

Project financing: Skare reached out to Associated, Bank of Luxemburg, Nicolet National. Nicolet was the only response with basically a bridge loan \$5,000,000. Skare to contact Baird regarding bond issue. Prepayment penalties were questioned.

Set dates for 2019 budget workshops: The budget workshops were set for October 4th, 17th, and 24th if needed. The budget hearing and meeting of the electors for the 2019 budget was set for November 14th. All meetings will begin at 6 p.m. and be held at the Town Center.

2018-19 Operators' licenses: Motion: (Daubner, Johnson) to approve the 2018-19 operator's licenses as presented. Carried

Payment of bills: Motion: (Sobns, Daubner) to approve the bills for payment as presented. Carried

Enter into closed session: Motion: (Johnson, Daubner) to enter into closed session at 10:43 p.m. Carried by roll call vote: Sobns, Skare, Johnson, McKesson and Daubner

- A. Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – performance evaluations, Police Chief
- B. 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 for public purposes

Exit closed session and enter into open session: Motion: (Johnson, Sobns) to exit closed session and enter return to open session at 10:52 p.m. Carried

Approve action(s) taken in closed session: Motion: (Sobns, Daubner) to approve the action taken in closed session to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – performance evaluations, Police Chief. Carried

Adjourn: Motion: (McKesson, Daubner) to adjourn at 10:53 p.m. Carried

Respectfully submitted,

Beth Hagen, Clerk