

**TOWN OF GIBRALTAR
REGULAR MONTHLY MEETING
WEDNESDAY SEPTEMBER 5, 2018
GIBRALTAR TOWN CENTER
4097 HIGHWAY 42, FISH CREEK WI 54212
7:00 PM**

Approved: October 3, 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: (Daubner, Johnson) to adopt the agenda as presented with items 18 and 19 moved after #7. Carried*

Approve minutes of previous meeting(s): *Motion: (Sohns, Johnson) to approve the minutes of August 1, 2018, regular meeting as written. Carried*

Committee Reports

Parks & Lands: Brian Hackbarth stated the committee is currently working on implementation of creek restoration plan, and tree restoration.

Fire Department/EMR: Gibraltar Fire Chief Bertges reported that calls are up 30% from last year. Mock ATV and helicopter landing training on Chambers Island was held. Extinguisher training with Gibraltar School staff went well.

Noble House: Barb McKesson stated ghost tours are starting. The next Gibraltar Talks will be First Residents presented by David Lea

Airport: Myrv Somerhalder stated the airport is having a good year; 4,000 gallons of gas has been sold. The commission has completed their 2019 budget.

Watershed: Linda Merline stated a field test was done in the past month. The creek did go dry and has come back with the recent rain.

Planning: Linda Merline stated worked with Kufrin on setbacks in Village Commercial. Discussion was had on the impacts of Act 67 to conditional use permits which included reviewing the Table of Principle Uses.

Harbor Commission: Reporting for Dave Harris, Kelly Murre stated a successful season was had, fall hours have begun and the permit parking lot at the dock is now open to the public.

Room Tax: No report.

Building Committee: Karl Stubenvoll reported the committee prioritized needs/projects/repairs.

Maintenance Department: Maintenance Supervisor Patrick Strantz reported shouldering and striping is finished. Ditch mowing will begin on the 10th.

Clerk Report: Beth Hagen stated the absentee ballots for the November 6th election will be arriving within the next few weeks. Election registration is available online or in our office.

Door County Coastal Byways Council: Beth Hagen stated a meeting of the council will be held at 8:30 AM next Friday at the Liberty Grove Town Hall.

Chairman: No report.

Public Comment:

- Karl Stubenvoll voiced concern on email agenda mailings.
- Don Freix expressed concern about online availability of board packet information prior to meetings.
- Jayson Merkel asked that fire department payroll be by direct deposit. He questioned when the fencing would be completed at the Noble House corner.
- Hackbarth voiced concern on safety issues at the intersection of CTH A and EE.

Agenda Items:

Beach Bath House Parameters for Conceptual Plans and Cost: Rick Toyne, Architect presented 3 conceptual design family restroom options for the beach.

- ✚ Option #1 building area (24 x 18) 432 SF with a porch area of 736 SF. The high-end cost for this option would be \$218,400.
- ✚ Option #2 building area (24 x 28) 672 SF with a porch area (10 x 28) 280 SF. The high-end cost for this option would be \$210,000. This option is easier to close off for seasonal closures.
- ✚ Option #3 building area (40 x 10) 400 SF with a porch area (46 x 10) 460 SF. The high-end cost for this option would be \$169,000.
- ✚ All are stick frame and insulated for shoulder seasons.
- ✚ Urinals would add another 30" to each restroom to meet ADA requirements.
- ✚ A concession area is not on the plan.
- ✚ Wind and sand could be problematic with open north and south doorways.

SEH Drawings: The drawings have not changed but pricing reflects updated mechanical/electrical and plumbing numbers. The building will not be heated or used in the winter but will have some small unit heaters for use in fall and spring. It will not have any air conditioning.

- ✚ Painted block interior/clapboard siding exterior \$226,949
- ✚ Burnished block interior/clapboard siding exterior \$246,807
- ✚ Painted block interior & exterior \$210,206
- ✚ Wood framed walls – FRP interior/clapboard siding exterior \$221,272

All drawings should have family bathrooms.

Consideration of Revised Parking Lot Lighting Plan: Jeff Saxby and Ken Tallion of SEH joined the meeting via conference call. Bollard lighting can be in addition to the acorn type lights. Bollards are not a good source of main lighting as they do not provide vertical illumination. Each luminaire or group of luminaires can be set to its own schedule. All the poles can be individually controlled onsite with a tablet/phone or on a pc at the office.

Motion: (McKesson, Johnson) to approve the amended lighting plan with 7 - 13' poles and remainder at 25'. Carried

Beach Stormwater Bioretention Concepts – SEH: The bioretention system should not be within the building envelope. Soil borings will determine soil types and water levels. Soil borings will be done tomorrow. A typical flow situation includes piping, when capacity is exceeded there would be ponding. There is a baffle system built into the piping. Saxby did not think the planted surface of the system would be distinctly different; once borings are done options will be looked at in plantings.

Remove from the table: Special Event Request: FCCA 2018 Inside/Outside Sale September 28, 2018, Temporary Structures, Banners, Trolley Signs: *Motion: (Daubner, Johnson) to remove Special Event Request: FCCA 2018 Inside/Outside Sale September 28, 2018, Temporary Structures, Banners, Trolley Signs from the table. Carried*

Special Event Request: FCCA 2018 Inside/Outside Sale September 28, 2018, Temporary Structures, Banners, Trolley Signs: Denise Stillmann gave an overview of the event request. *Motion: (Sohns, Johnson) to approve the Special Event Request: FCCA 2018 Inside/Outside Sale September 28- 30, 2018, temporary structures, 2 banners for 2 weeks prior to the event (Noble Square and Park Entrance), Trolley Signs Carried*

Remove from the table: Special Event Request: FCCA 2018 Jack O'Lantern Days October 26-28, 2018, Use of Town Hall and Clark Park, Banners, 3 Sandwich Boards and Parade: *Motion: (Daubner, Johnson) to remove Special Event Request: FCCA 2018 Jack O'Lantern Days October 26-28, 2018, Use of Town Hall and Clark Park, Banners, 3 Sandwich Boards and Parade from the table. Carried*

Special Event Request: FCCA 2018 Jack O'Lantern Days October 26-28, 2018, Use of Town Hall and Clark Park, Banners, 3 Sandwich Boards and Parade: Denise Stillmann Costume march to judge costumes. Ask for Law Enforcement on road control. *Motion: (Johnson, McKesson) to approve the event as submitted and reach out to Officer Crowell. Carried*

Special Event Request: Peninsula Century Fall Challenge, September 15, 2018 7:30 – 9:30 a.m. Use of Clark Park, Signs, Tent, Porta Potties: Brian Fitzgerald stated this is the 6th year for the event. He requested the use of

Clark Park, 2 tents, 4 portables and 18” x 24” coroplast signs used at intersections. *Motion: (Johnson, Sohns) approve as submitted. Carried*

Peninsula School of Art, Inc. Temporary Class “B” October 6, 2018, 3900 Cty F, Iron Pour, 4 – 8 PM:

Cathy Hoke recapped the details Iron Pour *Motion: (Johnson, McKesson) to approve the Peninsula School of Art, Inc. Temporary Class “B” License for October 6, 2018, 3900 Cty F, Iron Pour, 4 – 8 PM as submitted. Carried*

Special Event Request: Another Century LLC, 40th Door County Century Ride, September 9, 2018:

John Mory stated this is the 40th year for the event. The request is for passage through town with a Law Enforcement “funnel” at the intersection of Main and Spruce. There will be 10 volunteers on the hairpin for safety. *Motion: (Daubner, Johnson) to approve as submitted. Carried*

Recommendation by Plan Commission to create an Ordinance Prohibiting the Application, Dispersal or Land Spreading of Unmanipulated Animal or Vegetable Manure:

Linda Merline gave an overview of the recommendation. Sohns spoke with Roy Engelbert in Forestville regarding a Wisconsin Towns Association legal opinion on enforcement of this type of ordinance. The opinion cited its ability to stand up in court and, restricting agriculture and commerce. *Motion: (Johnson, McKesson) not to adopt the proposed ordinance. Carried*

Consideration of Resolution to Establish CERT Team:

Fire Chief Andy Bertges gave an overview of the CERT program. It is a federal program, operated at the state and local level that is designed to train citizens to aid in emergency response. The program was adopted by the Federal Emergency Management Agency (FEMA) in the wake of the 9-11 tragedy, as a component of the Citizen Corps program, and adapted to address all types of hazards on a local level. Because of the success of the Chambers Island program (15 volunteers) it is evolving into an organization benefiting the whole of Gibraltar. A resolution is needed to be adopted by the town to establish the program. Two minor grammatical errors were to be corrected which constituted the amendment in the motion. *Motion: (Johnson, Sohns) to adopt the resolution as amended. Carried* Skare read the resolution into the record.

Harbor Recommendation on Fish Creek Scenic Boat Tours Lease Renewal for 2019:

The commission recommendation was reviewed. *Motion: (Johnson, McKesson) to approve the Fish Creek Scenic Boat Tours Lease renewal for 2019. Motion withdrawn by McKesson and Johnson. Motion: (Sohns, Johnson) to approve the Harbor Commission recommendation but at the next monthly meeting to come up with new recommendations for our lawyer to amend the existing lease. Carried* Sohns stated he spoke Eric Lundquist who asked if it was reasonable to come up with a contract that could address both a multi-year lease and the potential for harbor renovations. This line of thought will also be forwarded to the town attorney.

A 5-minute break was taken. The meeting resumed at 10:12 p.m.

Consideration of Parking Lot Conditional Use Application Filing:

Skare stated that everything needed to move forward with the conditional use has been received. The completion date of the parking lot should be changed from July 1, 2019 to November 1, 2019. The hearing will be attended as board, the 28-day waiting day period can be forgone with documentation. *Motion: (McKesson, Johnson) to continue the application process for the Parking Lot Conditional Use Application with the completion date change to November 1, 2019. Carried*

Remove from the table: Consideration of re-drafted Blossomberg Cemetery Easement Agreement:

Motion: (Bill, Steve) to remove from the table: Consideration of re-drafted Blossomberg Cemetery Easement Agreement. Carried

Consideration of re-drafted Blossomberg Cemetery Easement Agreement:

The red-lined copy had several lines that were unreadable, and omissions were questioned. *Motion: (Johnson,) to table until there is a complete copy and information regarding the type of stones required. Johnson withdrew the motion. A complete copy was retrieved and reviewed. Motion: (Johnson, McKesson) to approve as revised. Carried*

Consideration of Municipal Financial Advisory Services:

Johnson stated Dick Christianson, a retired investment broker, spoke to the Village of Ephraim board on project financing. This type of service could provide a better product over going out for a standard bond. Ehlers is an example of this type of firm. Hagen stated there are

several firms in Wisconsin: Baker Tilly, Trilogy Consulting, Ehlers, Baird and PMA (list is not all inclusive). Our accountant highly recommended an advisor that works closely with the municipal accountant. *Motion: (Daubner, Johnson) to create an RFP for a financial advisor. Carried*

Consideration of Project Manager/Coordinator: Skare stated this is something he wanted to start a discussion on. In creating a summary document of all the projects, costs, etc. It would be advantageous to have an individual that can pull it together on all projects. Skare will contact Saxby for a process and summary timeline, due date, overages, etc. for their projects. Johnson recommended a local coordinator for projects.

Determination of Gibraltar Area School Lighting and Sidewalk Improvement Costs: *Motion: (Johnson, McKesson) to table. Carried*

Propane Quotes for 2018-19: Three quotes were received: GASCO \$1.169, Milton \$1.249, Ferrellgas \$1.379. *Motion: (Sobns, Johnson) to go with GASCO provided they will extend to May 15th. Carried*

Project Funding Source for Spring Road and Parking Lot: Skare recommended using \$265,000 from the CIP for the Spring Road Project. This should be put on another agenda for a budget amendment.

Set Meeting of the Electors for Approval of a Beach House Design and Cost: Inquiries about available dates at the auditorium or gym will be made.

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

Payment of Bills: *Motion: (Johnson, McKesson) to approve the bills for payment as presented. Carried*

Adjourn: *Motion: (Johnson, Skare) to adjourn at 11:54 p.m. Carried*

Respectfully submitted,

Beth Hagen, Clerk