

**TOWN OF GIBRALTAR
REGULAR MONTHLY MEETING
WITH CLOSED SESSION
PER WISCONSIN STATE STATUTES 19.85(1) (g)
WEDNESDAY DECEMBER 5, 2018
GIBRALTAR TOWN CENTER
4097 HIGHWAY 42, FISH CREEK WI 54212
7:00 PM**

Approved: January 2, 2019

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: (Johnson, Sohns) to adopt the agenda as amended. (no closed session, move #22 after 10, #18 and 21 after 22). Carried*

Approve minutes of previous meeting(s): *Motion: (Sohns, Johnson) to approve the special meeting minutes of August 27, 2018 as written. Carried Motion: (McKesson, Johnson) to approve the regular meeting minutes of November 7, 2018 as presented. Carried Motion: (Daubner, Johnson) to approve the special meeting minutes of November 12, 2018 as written. Carried Motion: (Sohns, Johnson) to approve the special meeting minutes of November 14, 2018 as corrected. Carried*

Committee Reports

Parks & Lands: Brian Hackbarth stated the committee approved the removal of 6 large diseased trees in Sunset Park.

Fire Department/EMR: Chief Andy Bertges reported a call volume of 11 for November. Beth Neu of the department spearheaded the December 1st "Pictures with Santa." Three hundred dollars was raised for the Secret Santa program. Thank you, Beth Neu for a fantastic job! A Family Movie Night followed the event with 20 in attendance. Fire and Police are working on an Emergency Operations Plan. An Emergency Mitigation Plan is being researched with input from Door County Emergency Services.

Noble House: Barb McKesson stated the house is closed but the annual tree lighting is scheduled for Saturday at 5 p.m. Hot chocolate and sweet treats will be had afterwards at Blue Horse Beach Cafe.

Airport: Jon Neville reported that the Door County Sheriff's Department, Gibraltar Police and Fire Departments are working on an emergency plan. Cherryland Airport has an exhaustive plan that is compliant with all enforcement agencies (Fire, Police, Sheriff's, FAA). It has been made available to the town and village to be modified for our use.

Watershed: Linda Merline stated there are meander decisions pending on the watershed.

Planning: Linda Merline stated the commission met and finished up work with Bob Kufirin that will be presented to the board.

Harbor Commission: No report.

Room Tax: Bill Weddig stated numbers were up 4.36% for the year including September numbers. A 2% increase is anticipated for 2019. State Act 59 tries to address issues in room tax collections.

Building Committee: Karl Stubenvoll stated the committee did not meet last month.

Maintenance Department: Patrick Strantz stated the department is comfortable with their level of winter preparedness.

Clerk Report: Beth Hagen stated nomination papers are available for pick up. An insert will be included with the tax bills that includes information on subscribing to website notifications, dog licensing, a survey and tourism zone compliance.

Door County Coastal Byways Council: No report.

Chairman: Dick Skare stated that Baudhuin has finished staking in the parking lot, Meissner's landscape plan and SEH's lighting plan are being amended for the county. Ehlers will have an update and report in January, they will also contact Nicolet for cooperative financing.

Public Comment:

- Bill Wolff expressed concerns on the detour impact on Maple Grove East.

- Brian Hackbarth questioned numerous project costs.
- Jayson Merkel had concerns on audio recordings.
- Additional Christmas decorations were encouraged throughout downtown.

Agenda Items:

Adopt 2019 Budget: *Motion: (Johnson, McKesson) to adopt the 2019 budget. Carried*

Special Event Request: YMCA Registration Week Feather Banner, Multiple Dates: Heidi Erickson representing the YMCA is requesting the use of a feather flag for multiple registration dates. *Motion: (Johnson, Daubner) to approve the use of feather flags for multiple dates of YMCA Registration.* Sohns stated that flags are not allowed per the town’s sign ordinance. The motion was withdrawn by Johnson and Daubner. *Motion: (Johnson, Daubner) to approve the request using a 4’ x 6’ banner. Carried*

Ordinance # 2018-06 All-Terrain vehicle and Utility-Terrain Vehicle Route: *Motion: (Johnson, Sohns) to approve Ordinance # 2018-06 All-Terrain vehicle and Utility-Terrain Vehicle Route as proposed. Carried with McKesson opposed.* Skare read the ordinance into the record.

Approval of Parrish Properties LLC Hangar lease for E-6: The hangar lease has not been returned. Sohns questioned #5 on the addendum, the wording is incorrect, Kelly will check with the Commission on the wording. *Motion: (Johnson, Daubner) move to table. Carried*

Term Appointment to Ephraim-Gibraltar Airport Commission: *Motion: (Johnson, Daubner) to appoint Jeff Dragesk to the Airport Commission for the unexpired term of Brett Lecy. Carried*

Term Appointments to Plan Commission: *Motion: (Daubner, Johnson) to appoint Tom Blackwood and Brian Hackbarth to the Plan Commission for another term. Carried*

Set date of Joint meeting of Town Board with the Plan Commission: *Motion: (Skare, Johnson) to set the joint meeting for January 22nd at 6:00 p.m. Carried*

Bath House Update and choices needed: Skare stated a notification was received that Rick Toyne has withdrawn from the design/construction phase of the Bath House. SEH is willing to take up this portion of the project. Pat will send a contract amendment. Daubner would like assurance that Pat is able to meet the deadlines etc. Jeff was thanked for SEH’s willingness to continue working on this project.

Update on SEH Bio-filter system for the beach: Mark Michelson from SEH joined the meeting via conference call. The results came in well below workable levels. The bio filtration system would not be able to be used in this project. Sohns asked what other options are available. “Chambermax” cartridges placed in the proprietary system can be used but have a significantly higher price point. The system would be to build a vault, cartridges are being placed in, cartridges replaced annually. Cost estimates are not known on the chamber option. Skare questioned if there were other available options. SEH replied extending the pipe remains an option.

Other SEH Projects: Jeff Saxby stated there are 3 power options for the Rapid Flashing Beacons:

1. Install conduit from 1 RFB to the other RFB at a cost of \$9,000
2. New power off power pole
3. Run power off new light pole

Motion: (Sohns, Johnson) #1 tap off lamp post, #2 putting meter off power pole. Carried

Streetlights: Bill Weddig stated there are 2 poles not in the contract (at Top of the Hill) but could order 2 extra and have them installed during the project. The Town Center parking lot has 3 lights that also need to be added into the streetlight order noted Bill Johnson.

Parking Lot Project: Saxby stated the County rules state the main beam of the light cannot leave the property. 2 options outline the parking lot with bollards or lower the height of the lamps. There is an expectation of safety in a public parking lot. Dick to reach out to Mariah on Thursday.

Sohns brought up the project of putting in a conduit from top of the hill at the school to our building for fiber. Now would be the time to get that done. Jeff to get a quote. Jeff will confirm scheduling a meeting during the week of the 18th at 6 p.m.

Consideration of Archiving Project: Sara Lancaster stated this proposal stems from the social media proposal. How is the meta data to be stored for recordkeeping. This proposal is to adopt an archiving service to preserve these digital communication records. The reason more and more municipalities are going to archiving companies is they are able to store in its original format, remain accessible and efficient. Archive Social was not a fit for us as it does only social media. Smarsh is out of Washington and does not have a public facing portal. All the services are cloud based and have redundant back up. Erado is the company that started social media archiving and holds the patent. It enables the town to issue a temporary user name password and set parameters for the public to do their own records search. Erado is recommended for the town, based on functionality, it has been in the game the longest, built in auditing function. Next Request has a free platform that can be added on at no cost. Quantity 24 emails, 2 websites (town and dock) for sizing. Funding has been budgeted under Administration for 2019. *Motion: (Daubner, Johnson) to purchase Erado for the town archiving. Carried*

Approval of Communication Plan: Sara Lancaster stated the revisions have been worked into the communication plan starting with page 9 ownership clause. Employees will need to be notified/made aware of the plan and ramifications of breaching. It is recommended by our attorney to have an employee handbook. Sohn's stated that page 11 and 14 the town dock, Gibraltar Fire, Gibraltar Police are not affiliated organizations. The only affiliates are the Friends of the Airport, the Gibraltar Fire 501C3 and Gibraltar Historical Association. Oversight and enforcement are paramount and need to be automatic. *Motion: (Sohns, Daubner) in the 2 paragraphs related to affiliated organizations to remove Gibraltar Fire, Town Dock and Gibraltar Police Department from affiliated organizations and add Gibraltar Historic Association and the Gibraltar Fire Association. Carried*

Budget Amendments: *Motion: (Sohns, Daubner) to approve the Fire Department budget amendments as presented with the exception of \$12,000 payroll expense. Carried*

Set date for special meeting: The meeting was set for Tuesday December 18th at 6 p.m.

Consideration to use Peninsula Players Road as a Detour Route for the 2019 Hwy 42 Project: The State detour starts at County E. There is business signage that will be at the intersection of Peninsula Players and Spring Road. A sign for the school will be added at that intersection as well as the directional sign on County A. GPS apps may automatically show the shortest route as Spring Road.

Clark Park Well Driller Determination: Two proposals were received: Euclid Well Drilling Inc at \$9,310 and Ground Source at \$8,180. *Motion: (Sohns, Johnson) to go with Ground Source with a contract price of \$8,180. Carried*

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

Adjourn: *Motion: (Sohns, Daubner) to adjourn at 10:22 p.m. Carried* :

Respectfully submitted,

Beth Hagen, Clerk