

**TOWN OF GIBRALTAR
REGULAR MONTHLY MEETING
WEDNESDAY JANUARY 2, 2019
GIBRALTAR TOWN CENTER
4097 HIGHWAY 42, FISH CREEK WI 54212
7:00 PM**

Approved: February 6, 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, McKesson) to adopt the agenda as presented. Carried*

Approve minutes of previous meeting(s): *Motion: (Sohns, McKesson) to approve the regular meeting minutes of December 5, 2018 as corrected. Carried Motion: (Johnson, Sohns) to approve the minutes of December 18, 2018 as written. Carried*

Committee Reports

Parks & Lands: No report.

Fire Department/EMR: Fire Chief Andy Bertges stated there were 12 calls in December, up 2 from the previous year. The department assisted Egg Harbor with a fire and Baileys Harbor in a search and rescue.

Noble House: Barb McKesson stated a nice evening was had for the tree lighting with approximately 70-75 people attending. Blue Horse Beach Café was thanked for hosting and supplying hot chocolate and coffee.

Airport: No report.

Watershed: No report.

Planning: A joint meeting will be held with the town board on January 22nd at 6 PM.

Harbor Commission: No report.

Room Tax: Bill Weddig stated the commission reviewed the October numbers. Gibraltar is up 4.26%; the entire zone is up 4.3% over 2017.

Building Committee: Steve Sohns stated there was nothing to report outside of the furnace agenda item.

Maintenance Department: Maintenance Supervisor Patrick Strantz reported warmer temperatures are keeping work slow at Sunset Park with the crew is not wanting to tear up the ground. Christmas trees will be taken down right after Winter Fest. If there are lights on the trees that should be saved please remove them prior to tree take down as lights will not be saved. Dwayne Daubner questioned why the lights were not saved and reused. Strantz responded that he was directed to dispose of them.

Clerk Report: Beth Hagen stated the offices for the Spring Election are town chairman and 2 town supervisors. The incumbents are Dick Skare, Steve Sohns and Dwayne Daubner. Dwayne Daubner will not be running for re-election. The deadline for nomination papers to be filed with the office for town chairman has passed. The supervisor deadline for nomination papers will be extended due to the late notice from Supervisor Daubner.

Door County Coastal Byways Council: Beth Hagen stated the next meeting is scheduled for January 11th at the Baileys Harbor Town Hall. Discussion continues on the upcoming renewal of the Corridor Management Plan.

Chairman: Dick Skare stated that all the permits for the parking lot construction have been issued to the town.

Public Comment:

- o Wayne Kudick sent information and an invitation for the public to attend a presentation on January 24th at Crossroads at Big Creek 7 PM on coal-tar pavement sealants.
- o Jan with the Interfaith Prosperity Coalition expressed interest in what the town's objectives were on affordable year-round housing.

Agenda Items:

Bulkhead Line: Attorney Paul Kent joined the board meeting via conference call. Attorney Kent stated a bulkhead line can be a general authorization to put fill into a lake. If there are a number of structures, placement of structures a bulkhead line will allow you to do those things without getting permits every time. DNR lakebed leases in the last 25 years have been more common. Dredging is not covered under bulkhead line approval. Shoreland zoning is still in force even if there is a bulkhead line. A bulkhead line can be done for a specific property – i.e. beach. The property has to be for harbor facilities or recreational facilities related to navigation. Can 2 places (dock and beach)

be done at the same time? Yes, Kent stated, it can be done simultaneously but the DNR would make the decisions separately. To determine if a bulkhead line is the best way to go is by doing an assessment of what activities you want to accomplish with it. What is the best regulatory plan to get the town there, bulkhead line or DNR permits. Having a bulkhead line does not negate the need for all permits.

To establish a bulkhead line is a 2-part process 1) enact an ordinance with survey etc. 2) the request would go to the DNR for approval; if a lease it would go to the Commissioner of Public Lands with a 3 - 6 month timeframe. Anticipated cost for the process is \$5,000 – 8,000. It would be recommended to compare this cost to the cost of separate permits. Further discussion with municipalities that have bulkhead lines would be helpful prior to proceeding.

FCCA Application for Temporary Class B”B”/”Class B” License, February 2, 2019, 2019 Winter Festival 4051 Maple Street, 10 AM – 7 PM: Denise Stillman representing the Civic Association outlined the temporary beer and wine application for the 2019 Winter Festival on February 2nd. The time requested is 10 a.m.- 7 p.m. *Motion: (Sohns, Daubner) to approve the Temporary Class “B”/”Class B” Retailer’s License for the FCCA on February 2, 2019 at Clark Park from 10 a.m. – 7 p.m. Carried*

Special Event Request: FCCA 2019 Fish Creek Winter Festival, Use of Clark Park and Town Hall, tent, Porta Potties, trolley stops, 2 banners, 3 sandwich boards, partial closure of Maple and Spruce Streets, reserve parking spaces, warming fires: Denise Stillman stated the FCCA is requesting use of Clark Park, the Old Town Hall (GHA), tent, Port-a-Potties, Trolley stops, 2 banners 2 weeks before event, road closures Maple Street from Spruce to the East ramp and Spruce Street from Maple to the West ramp, 3 sandwich boards (42 and Main, Noble Square and Peninsula Park entrance Saturday only, temporary road block Sunday for the Fruit Loop Run, dumpsters behind Town Hall, blocked parking on east and west side of Spruce Street at Clark Park, warming fires/fire rings. Sohns questioned if another deputy should be reserved for the event. Skare will discuss with Chief Crowell. *Motion: (Johnson, McKesson) to approve the event request as submitted. Carried*

FCCA Fireworks Application: Denise Stillman representing the Fish Creek Civic Association requested a fireworks permit for February 2nd at 5:45 p.m. The required certificate of insurance has been received from Wolverine Fireworks Display, Inc. *Motion: (McKesson, Sohn) to approve the fireworks permit for the FCCA Winter Festival on February 2nd at 5:45 p.m. Carried*

Liquor License Location Transfer Application – Alpaca to Apparel LLC: Ben Kornowski requested a transfer of his current license to his new business address, 4185 Main Street. The site plan was discussed and modified with just the dressing room being used for storage. *Motion: (Johnson, Daubner) to approve the liquor license location transfer – Alpaca to Apparel LLC as submitted. Carried*

Ehlers Presale Report related to Resolution No. 2019-01: Maureen Holsen, Municipal Advisor and Jonathan Schatz, Financial Specialist from Ehlers gave an overview of the pre-sale report. Points below are based on Phase 1. There are 2 phases of projects/financing the first for \$5,830,000; the second for illustrative purposes only, of \$9,010,000.

- o \$5,830,000 General obligation Promissory Note, Series 2019A
- o Purpose: Issue includes interim financing for projects Highway 42 and Beach Building projects
- o Authority: Notes will be general obligations of the town and count against the debt capacity limit of 5% of total equalized valuation. Currently at 12%. Outstanding debt principal approximately \$11 million = 29% of limit, remaining capacity would be approximately \$26.7 million
- o Estimated closing date January 15, 2019
- o Refunding of interim financing to be done in June
- o Nicolet can meet a draw requirement and quick turn around needs of the town
- o A recurring resolution of the electors for April, need to work with Bond Council in March.
- o Phase 2 is for illustrative purposes only

Resolution No. 2019-01: Awarding the Sale of \$5,830,000 General Obligation Promissory Notes, Series 2019A: *Motion: (Johnson, Sobns) to approve Resolution 2019-01 for \$5,830,000 General Obligation Promissory Note as submitted and expected to be drawn as needed. Carried*

Review, discuss and consider potential amendments to the Town's Debt Management Policy: Maureen Holsen stated the Debt Management Policy was reviewed and potential amendments were put forward in phases that related to the financing previously discussed. Skare requested the review for impact on the anticipated financing. It was noted that it does take a supermajority to make any changes to the policy. Holsen stated that the changes are not needed to proceed with the interim financing plan tonight but will be needed before the initial resolutions in April. If just using Phase 1 changes during the financing the town is still out of compliance with the policy.

Phase 1

- Page 4 VII a and d. Changes to type, consistency and limits of debt wording and measurements used within the industry such as:
 - Increases limit the total governmental funds debt service to no more than 30% (previously 20%)
 - Add minimize unintended spikes and be open to other structure options
 - Phase 1 uses some wrap around which is a feathering in of payments
- Debt ceiling change from 4 times the previous year's total annual revenue to "the Town's goal is to maintain a level of debt not to exceed 50% of the legal debt limit."
- Removal of the balance of section XII. Debt Ceiling

Phase 2

- Change language to more industry appropriate language
- Page 4 VII a. Increase limit of total governmental funds debt service to no more than 50% (previously changed in Phase 1 to 30%)

Daubner stated he would like to absorb the recommendations which are more liberal than the original policy. Bring models between 20% (original policy) and 30% (recommended) and use 3% for an average rate. Model information and Phase 2 to be brought back. *Motion: (Johnson, McKesson) to table. Carried*

Approval of SEH Supplemental Letter Agreement (SLA) Fish Creek Beach – Phase 1: Jeff Saxby presented the updated (SLA) for the bath house and associated site. It brings the scope up to date to what was last discussed with Pat. Skare asked if this includes the beach plan? Saxby said there is a Phase 2 yet to come. This agreement basically includes the parking area, the widened sidewalk around the building and the widened sidewalk. The building and the other components need to be broken out. The building is \$300,000. The modified SLA will be brought back with the breakout in costs (design/construction, building/associated site).

Review and approval of Bath House Update and choices made/needed: Pat Fehrenbach sent notes from last meeting that brought up questions.

- Playground equipment – give question to P & L, need to know for appropriately sized equipment, low not bright climbing apparatus, limits of building envelope, Molly to give a few suggestions for possible donations
- Fence and tree plantings along east boundary line will need to be negotiated
- Timed locks to match other municipal restrooms
- Siding options
- Sprinkler system in at the beach
- Sand, rubber mats, mulch at playground
- Divided cost between site cost and building in bid documents
- Town specification front end specs that they would like incorporated into project specifications. SEH develop specifications

Budget Amendments: The budget amendments were reviewed. *Motion: (Sobns, Johnson) to approve the budget amendments and take care of the library and dock house repair out of CIP. Carried*

Building Committee Town Center Furnace Recommendation: The Building Committee recommendation

was from Eagle Mechanical Option #1 Carrier “Performance” 96% Efficient 2-stage gas furnace with high efficiency ECM blower Model 59TP6A100E21-20 \$3981. Strantz will investigate if when the second original furnace fails if it is feasible to use the new single furnace for the entire building. *Motion: (Daubner, Johnson) to accept the Building Committee’s recommendation to replace the furnace with the Eagle bid. Carried*

Door County Tourism Zone Commission Appointment: *Motion: (Sobns, Johnson) to reappoint Dick Skare to the Door County Tourism Zone Commission. Carried*

Set date for special meeting – employee reviews: The meeting was set for January 30th at 6 PM.

Operator’s License: *Motion: (Daubner, Johnson) to approve the operator’s license as presented (Nicole Termini). Carried*

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

Adjourn: *Motion: (Johnson, McKesson) to adjourn at 10:30 p.m. Carried*

Respectfully submitted,

Beth Hagen, Clerk