

**TOWN OF GIBRALTAR
REGULAR MONTHLY MEETING
WEDNESDAY MAY 1, 2019
GIBRALTAR TOWN CENTER
4097 HIGHWAY 42, FISH CREEK WI 54212
7:00 PM**

Approved: June 5, 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, Bill Johnson and Tim Luetgen

Board members absent: None

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

Approve minutes of previous meeting(s): *Motion: (Sohns, Johnson) to approve the special minutes of February 13, 2019 as written. Carried Motion: (Sohns, McKesson) to approve the special minutes of March 20, 2019 as written. Carried Motion: (Johnson, Sohns) to approve the special minutes of April 1, 2019 as written. Carried Motion: (Johnson, Sohns) to approve the regular minutes of April 3, 2019 as amended. Carried Motion: (Johnson, Sohns) to approve the special minutes of April 8, 2019 as written. Carried Motion: (McKesson, Johnson) to approve the special minutes of April 8, 2019 as written. Carried Motion: (Johnson, McKesson) to approve the special minutes of April 15, 2019 as amended. Carried*

Committee Reports

Parks & Lands: The committee did not meet this month other than the joint meeting with the Plan Commission.

Fire Department/EMR: Fire Chief Andy Bertges stated April's call volume at 15 is up from 12. Door County EMS update - the RFQ is due June 24th. Currently pursuing a single medic system (medic plus EMT) vs. 2 medic system. Fire inspections continue with good contacts. Prepaint inspection was done on the new fire boat. Movie night possibly "Bumblebee" on the May 24th.

Noble House: Laurie Buske stated the new furnace is in. The house is scraped and primed. Still working on membership. Memorial Day exhibit is weddings.

Airport: No report.

Watershed: Linda Merline stated May 7th will be the first testing day for this season at the creek. The sucker run monitoring is finishing, the count seems down from last year, it may be temperature related.

Planning: Linda Merline stated the commission heard the Guenzel petition. Joint meeting with Parks & Lands had discussion on reforestation, invasive species and 5th grade trip.

Harbor Commission: Dave Harris stated water is high. The dock master will be arriving tomorrow. The new docks will be installed in early June. New gas pump hoses will be installed on May 5th or 6th that should speed up dispensing.

Room Tax: Bill Weddig reported the county as a whole is down .4%. Gibraltar is up 2.8% for the same period. Dick gave a brief history of how the room tax revenue is divided.

Building Committee: Karl Stubenvoll the committee met and made the recommendation for the Noble furnace. Inspections will begin in May.

Maintenance Department: Maintenance Supervisor Patrick Strantz reported the docks are in. Garbage cans are in, potholes are being filled but does not seem to be sticking well.

Fish Creek Beach Project: Andy Crowell stated the foundation has been poured and the well drilled 248' pump at 140'. Weather has been an issue. A contractors' meeting is scheduled for Friday at 9 a.m.

Clerk Report: Nothing to report at this time.

Door County Coastal Byways Council: The council met last Friday and continued discussion on the Management Plan. The next meeting will be held in Sister Bay at the fire department on June 7th at 8:30 a.m.

Chairman: Dick Skare stated a \$75,000 grant was received for the stormwater situation from the Palmer Foundation. Dick thanked Buzz Enroth for his work on and presentation of the town's grant application. The Highway Department has restarted work on the parking lot. The boat parking portion will be graveled and marked. Harris will work with Patrick regarding signage for boat trailer parking. New signage has been received for the hairpin. The DCEDC will be having 3 meetings regarding Door County's affordable housing issues and potential solutions. May 21st 6:30 p.m. Sister Bay Old Village Hall, May 29th 6:30 p.m. Sturgeon Bay High School Auditorium and May 30th 6:30 p.m. Southern Door High School Auditorium

Public Comment:

- Judith Kalb expressed her displeasure that her simple request at last year's annual meeting picnic tables did not get a better response.
- Don Freix expressed concern on the Door County Economic Development Council's voice seems to be corporate not an inclusive voice.
- Nancy Sargent would like to see a short informational letter sent out about the Redmann property to dispel misinformation that is being circulated.
- Steve Sohns is disappointed with the location of the power poles across the street (not as originally agreed upon with the town). Need to meet with WPS.
- Lynne Krause Weddig asked who is watching them (WPS).

Agenda Items:

Liquor Licensing general overview: Attorney Bob Gagan gave a general overview of the types and differences between liquor licenses that the municipality can issue and quotas.

Vacation of an undeveloped portion of Bluff Lane to Bob Gray: Attorney Gagan stated the process for vacation of an undeveloped portion of a road is straight forward beginning with a resolution to discontinue a public roadway, schedule a public hearing and serving the neighbors of the intent, publication of notice, a meeting would follow to vacate and documents would be filed at the Register of Deeds. Mr. Gray approached the board to show them on the survey map what he was requesting. Steve Sohns, from previous conversations, was hoping there could be an exchange for a 2-3' strip of land on the road side. This would give the town additional flexibility should they ever choose to widen Bluff Lane. Mr. Gray and the board agreed to the town gaining 3' across length of the hypotenuse of the triangle and to begin the process. Attorney Gagan will confirm the ability to exchange the 3' across the triangle for the outlined portion of the unused road. *Motion: (Johnson, McKesson) to add 3' to the hypotenuse and continue the process. Carried*

Planning recommendation on Rebecca Carlton outdoor flag installation: Skare feels it is appropriate to let them have a waiver for a year. *Motion: (Johnson, McKesson) to allow them to have a 1-year waiver for their art display. Carried*

Plan Commission recommendation on Conditional Use Permit: William Guenzel Parcel

#014-01-08302734C, Write On Door County (4177 Juddville Rd & Hwy 42) to establish a Private School (Writing School): Linda Merline detailed the conditional use permit application. In reviewing the organization's mission, location for the school and desired type of businesses/schools that the town would encourage it blends well with the town's comprehensive plan. It was positively received by neighboring property owners. The development is not an intense development keeping in scale with surrounding businesses. The building is also being sustainably constructed. It was noted that a conditional use goes with the land. *Motion: (Johnson, McKesson) to recommend supporting the Conditional Use Permit: William Guenzel Parcel #014-01-08302734C, Write On Door County (4177 Juddville Rd & Hwy 42) to establish a Private School (Writing School). Carried with Sohns abstaining.* Sohns believes his wife may have a connection to Write On Door County.

Special Event Request: Gibraltar Area Schools, Viking 5K, June 7, 2019 9 a.m. – Noon, closure of Gibraltar Road Hwy 42 to Cty. A:

Tim Mulrain change the times of the event to 9-11 a.m. to allow for better staffing with parent volunteers. Gibraltar Road residents are made aware of the event by a mailer. Police Chief Crowell stated there were no problems in the past. Tom Goelz asked if there was any way to close 1 lane of traffic. Mulrain said the concern is with the elementary students. *Motion: (Johnson, McKesson) to approve the special event request with the time change of 9 – 11 a.m. on June 7th. Carried*

Special Event Request: Door County Fall 50, October 26, 2019 9 a.m. – 1 p.m.: Sean Ryan detailed 13th annual race. Additional law enforcement may need to be requested of the Door County Sheriff's Department. Gibraltar High School will serve as the parking location for the support/team vehicles with runners coming from Peninsula Park behind the school exchanging and continuing on the shoulders of Hwy. 42 through the village. The next area used is behind Villagios on Juddville Road. Chief Crowell had no problems with the request. *Motion: (Johnson, McKesson) to approve the Special Event Request for the Door County Fall 50 as presented. Carried*

Special Event Request: Friends of Gibraltar Hairpin 5K Run/Walk, July 4, 2019, use of Old Town Hall:

Vinnie Chomeau will be keeping the event on July 4th. The number of portables will be reduced, location will be up to Vinnie. *Motion: (Johnson, McKesson) to approve the Special Event Request for the Friends of Gibraltar Hairpin 5K Run/Walk, July 4, 2019, use of Old Town Hall. Carried*

Special Event Request: Peninsula School of Art, Plein Air Festival July 23rd – 25th Use of Clark Park, tent, banner, direct sales, 5 parking spaces: Cathy Hoke stated this was the 13th year for the event. Hoke detailed the event with the tent put up July 23rd for the ticketed event on the 24th. Banner, parking spaces and direct sales approved as well. *Motion: (McKesson, Johnson) to approve the event as presented. Carried*

Peninsula School of Art Request for Temporary Class “B” and “Class B” Licenses for Door County Plein Air Festival July 24th 3:00 p.m. - 10:30 p.m., Clark Park, 4150 Maple Street: Cathy Hoke stated this temporary license is for the ticketed event in Clark Park as previous years. Chief Crowell stated there were no issues with the event (Wednesday, Friday or Saturday) *Motion: (Johnson, McKesson) to approve the Peninsula School of Art request for Temporary Class “B” and “Class B” Licenses for Door County Plein Air Festival July 24th 3:00 p.m. - 10:30 p.m., Clark Park, 4150 Maple Street. Carried*

Peninsula School of Art Request for Temporary Class “B” and “Class B” Licenses for Door County Plein Air Festival July 26th at 3:00 p.m. through July 27th at 10:00 p.m. at 3900 Cty. F: Cathy Hoke requested the picnic licenses for the July 26th and 27th events at the school. The events are the same as in years past. *Motion: (Sobns, McKesson) to approve the Peninsula School of Art Request for Temporary Class “B” and “Class B” Licenses for Door County Plein Air Festival July 26th at 3:00 p.m. through July 27th at 10:00 p.m. at 3900 Cty. F. Carried*

Law Enforcement recommendation for Lexipol software: Chief Andy Crowell detailed the recommendation on policy updating software. DC Sheriff's Department uses this software. The software updates all policies, returns for review, after approval then returns in electronic format. Scenario based training is included and would count toward state mandated training. Any mandated changes would be made in the form of a policy to be added to our manual. Cost is prorated for 2019 at \$1,057. We would own the product if the service was discontinued. *Motion: (Johnson, Sobns) approve the purchase of the software prorated for the year. Carried*

Consideration of possible Beach House project change order – well/plumbing: No information to discuss.

Consideration of contract for parking lot lighting installation: Skare spoke to Jeff Saxby regarding lighting installation. John K. olodziej recommendation to let gravel sit for a year. Consider using the same contractor as the highway. Boat trailer area will be ready in a couple weeks followed by the balance in June. The clay in the detention pond needs to dry. SEH will need to get an RFP out. The county will do the sidewalk and coordinating with the utilities. *Motion: (Sobns, Johnson) to get SEH to draw up a contract and the RFP for the electrical. Carried*

Bath House color selections: doors, shingles, siding, trim stain, windows, FRP panels, Epoxy floor and timber brackets: The board looked at the samples provided.

✚ Choices made:

- Siding shadow gray
- Trim antique parchment
- Shingles Georgetown gray
- Doors medium gray
- Awning windows white
- Timber brackets galvanized
- Posts shadow gray
- Underside of porch antique parchment if not shadow gray
- Epoxy TBD
- FRP sand color to compliment epoxy.

Motion: (Johnson, McKesson) to approve the selections that Barb McKesson mentioned. Carried

Ad Hoc Committee formation: Dick Skare stated this was put on the agenda to start the discussion on if an Ad Hoc should be formed or not. Skare has been discussing the project with about a dozen individuals emphasizing how important it is for public input. Rob Burke, UW Extension Agent heard about project and is

willing to help get the group organized and direct the 1st community gathering. Interested/contacted individuals Luca Fagundes, Bruce Hill, Linda Merline, Bob and Bonnie Spielman, Bill Weddig. Dick Skare also contacted Dale Reiser of PBS, Neighborworks, and the Housing Trust in Sturgeon Bay.

How does the board want to proceed?

- Skare the biking hub is the least expensive thing to do and can be of great economic benefit. Sohns – the bike hub will not keep my taxes down.
- Johnson concern on forming the group, getting parties willing to commit funding to the project. Need people who have the experience in planning. Need to compress the conversation for September decision.
- McKesson define an ad hoc committee
- Sohns questions how many people, how many meetings, if involved in the process can someone then bid on the job, how much are they expected to do?
- Ad hoc 1st trying to come up with ideas then given to a board. The board may have already done what the ad hoc would do, bubble plan. Board needs to get developers in. Put more on the office. Having a separate committee may not happen fast enough. May need to get new numbers from Cedar Corp. The pieces are mostly there.
- Johnson hire someone to get this put together and done. Can we expect a group of local citizens to have the time and expertise?
- Bill Weddig questioned Half Mile Bridge easements/covenants. Skare spoke to Tad Gilster on April 17th regarding this.
- Tom Goelz a lot of moving parts to something like this.
- Sohns – sewer and development are most important part as that is the payback portion. Project should pay for itself.
- Mariah Goode is involved in the Housing Trust. County land use on permits, how they can be used, divided, etc.
- Nancy Sargent talk to sellers the option is driving the speed of the decision-making process.
- Andrea Kinsey-Jauquet make sure neighbors are knowledgeable about what is going on i.e. buffers they need a full understanding.
- Johnson get the financial end worked out.
- Meeting: Mariah Goode, FCSD#1, Housing Trust, Rob Burke, Cedar Corp, Farnsworth, Neighborworks, etc.
- Sohns the community needs to be in the room from the beginning.
- Linda Merline now that the plan is out in the open it belongs to us (people of the town), it's not your (town board) plan anymore.
- Mariah Goode is putting together a group of developers on the 13th in Sturgeon Bay. Dick will ask individuals to attend and will contact Rob Burke.
- Town Board will have necessary meetings to get going. A meeting date will be set – Burke will be contacted.

Consideration of Plan recommendation regarding Gibraltar Sign Overlay to County Ordinance:

Motion: (Johnson, McKesson) to table. Carried Have Attorney Gagan review. Get final draft from Kufirin.

Plan Commission appointment: Leonard Adent submitted a letter of interest. *Motion: (Sohns, Skare) to appoint Leonard Adent to the fill the unexpired term on the Gibraltar Plan Commission ending 12/31/2021. Carried*

Parks & Lands unexpired term ad: Dwayne Daubner stepped down from his position on the Parks & Lands Committee. The board thanked him for his service. *Motion: (Sohns, McKesson) to place an ad for the unexpired term on the Parks & Lands Committee. Carried*

Consideration of Town Center concrete work: Karl Stubenvoll would like to proceed and if possible, determine the status of the French drain. *Motion: (Johnson, Sohns) to authorize the repair and also inspect the drain tile in the amount of \$6500. Carried*

Funding determination for Town Center concrete work: *Motion: (Sohns, Johnson) to take \$6,500 out of CIP for concrete work. Carried*

Budget amendment for Town Center concrete work: *Motion: (Sobns, Johnson) to make a budget amendment to the Town Center for \$6,500 for concrete work. Carried*

Request to change all committee/commission term appointments to the May Regular meeting: Beth Hagen requested in an effort to consolidate appointment and advertising efforts a request to change all committee/commission term appointment to the May meeting was requested. Term dates would remain the same it would just consolidate appointments to the May meeting. *Motion: (Johnson, Sobns) to adjust the appointments for the month of June for the single advertisement and that it would not terminate a term that is running. Carried*

Consideration of Noble House foundation repair: Karl Stubenvoll stated that this is something that needs to be done. Funding the project was done within the 2019 budget. Currently proposing the Hockers work \$13,166 with a \$2,500 contingency. *Motion: (McKesson, Johnson) to hire Hockers at the suggested \$13,166 plus \$2,500 contingency to repair the Noble House foundation. Carried*

Schedule 2019 road review: May 14th 6 a.m. contact Door County Highway Department Rob Robison.

Schedule 2019 Chambers Island facilities and road review: The board opted to wait until transportation schedules can be determined in June.

Consideration of road gravel for Chambers Island: Dick Skare stated additional road gravel is needed for the island. *Motion: (Skare, McKesson) to have 6 loads of gravel delivered to Chambers Island. Carried*

Resolution 2019-05 Publication of Legal Notices: Newspapers Beth Hagen stated that both the Peninsula Pulse and the Door County Advocate are available for publication of legal notices. A resolution stating that the town has the discretion to use either paper is not necessary but available if the town would like that to be made known officially. *Motion: (Johnson, Skare) to pass on adopting Resolution 2019-05. Carried*

SEH Amendment 3 to Supplemental Letter Agreement: Town Beach Storm Sewer Design: The board questioned what was unforeseen that created the need for the amendment. *Motion: (Johnson, Sobns) to table. Carried*

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

Set date for meeting with Public Administration Associates, LLC regarding Law Enforcement Officer applicants: Dick Skare spoke with Stephen Hintz regarding the setting a date for interviews. May 10th and 11th were set.

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

Adjourn: *Motion: (Luetzgen, McKesson) to adjourn at 10:51 p.m. Carried*

Respectfully submitted,

Beth Hagen, Clerk