

**TOWN OF GIBRALTAR
REGULAR MONTHLY MEETING
THURSDAY FEBRUARY 28, 2019
GIBRALTAR TOWN CENTER
4097 HIGHWAY 42, FISH CREEK WI 54212
7:00 PM**

Approved: April 3, 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 modified, move #14 to #10.*

Carried

Approve minutes of previous meeting(s): *Motion: (Sohns, Johnson) to approve the special meeting minutes of February 4, 2019 as corrected. Carried Motion: (Daubner, Johnson) to approve the regular meeting minutes of February 6, 2019 as written.*

Carried *Motion: (Johnson, Sohns) to approve the minutes of the special joint meeting of the town board and plan commission on February 11, 2019 as amended. Carried*

Committee Reports

Parks & Lands: Brian Hackbarth stated began discussing playground set at the beach. Encouraged public participation. The 5th grade class at Gibraltar School will be working in Fish Creek Park for Arbor Day. The committee meets the third Tuesday of the month at 8 a.m.

Fire Department/EMR: Fire Chief Andy Bertges stated call volume 8, down from 14 in 2018. Fortunately, there were no significant events. Mid Door training consisted of snowmobile operations and rescue. A “Vulnerability Assessment Program” was completed. It identified 4 high risk areas concerning the department. The assessment will guide creation of the department’s strategic plan.

Noble House: Barb McKesson stated planning has begun for this year’s Gibraltar talks and the first newsletter.

Airport: No report.

Watershed: Linda Merline stated not much is happening at this time.

Planning: Linda Merline stated that Doug Lindeman has resigned his seat on the commission.

Harbor Commission: Dave Harris stated it was quiet at the dock. Slip assignments are complete. Fixed piers were raised as the water did not go down in the fall. The newly installed Chambers Island piers have been rented. Upgrades to the fuel lines will aid in faster fills. Estimates for a new west dock are expected within the next month. Chase Austin will be the new Dock Master, Dennis Schermerhorn has retired.

Room Tax: No report.

Building Committee: No report.

Maintenance Department: Maintenance Supervisor Patrick Strantz reported snow continues. The well drilling at Clark Park began today.

Clerk Report: Beth Hagen stated in-person absentee voting for the Spring election will begin March 18th. Mailed absentee ballot requests will begin March 11th.

Door County Coastal Byways Council: No report at this time.

Chairman: No report.

Public Comment:

- Brian Hackbarth asked the town board to consider not changing the debt management policy tonight as it is a good policy.

Agenda Items:

Review of 2018 Draft Audit Report: Virginia Hinz, CLA stated the audit is performed within government auditing standards, an internal control opinion is given, compliance with laws and state statutes. The last paragraph states it is an unmodified opinion which is the best opinion that the town can get. It means the numbers and the financial data presented in the audit report is materially correct. The findings were typical of a small government i.e. footnotes

on actuarial studies being contracted out to CLA for assistance. An overview of the report was given. A complete copy of the audit can be seen in the town office. *Motion: (Johnson, Daubner) to accept the draft as presented. Carried*

Update/modify Police Chief advertisement and timeline: Dick Skare stated a conference call was held yesterday between Andy Crowell, Steve Hinz and himself. Andy recommended the position be changed to police officer (sole) vs. chief; it makes more sense to keep it general and opens it up to more that would consider applying. The pay scale is reasonable. The modified position as a police officer will be advertised in Wilenet with a new response deadline of March 24th. Andy will contact Steve regarding the changes. *Motion: (Sohns, Daubner) to modify and go through the process again and Andy sole officer. Carried*

Review/approve Bath House 100% : Karl Stubenvoll detailed the committee's recommendations.

- The building cost will be separate from the site
- Leave the current playground equipment in place
- Take out the new playground
- Elevation for the building will be raised 4'
- A pier will not be able to be put in this year, maybe 2020
- No plantings are to be included
- For the purpose of the bid seed with grass
- Patrick to arrange screening of topsoil – soil is at the Biver pit
- Remove stone path
- Put in 3 bollards and single light to tie in with system
- Typically, light pole outlets are hot
- Hub for portable generator (transfer switch inside maintenance room)
- Use same soap and toilet paper as currently being used through-out town buildings
- Trash cans – use plastic not stainless wall mounted
- **C200**
 - No plantings
- **C300**
 - Well location – no option due to codes
- **C400**
 - Add vane drain at the eastern entrance of the parking lot
 - Speed bump to slow/divert water from rushing across parking lot
- **C500**
 - Speed bump to slow/divert water from rushing across parking lot
- **L100**
 - No site amenities
- **L200**
 - Planting north of the building to be removed
 - Shrubs along west side removed
 - Shrubs along the east property line will be listed as an option; Skare will contact the neighbors
 - Gardens to be determined by Parks & Lands
- **L300**
 - Rain Bird irrigation system should have an alternate for lake water
 - Rain sensor for irrigation system - zones
- **A100**
 - Add faucet on east side, faucets to be keyed
 - Exterior hose bibs for lake water
 - Interior hose bibs (keyed) and to be softened water
- **A101**
 - Add trim at top of the window trim board
 - Floor mounted toilet as originally specified by Toyne (American Standard), auto/power flush with easy to clean square/rectangular base
 - Blocking for mounting changing tables in all restrooms (future tables)
 - Center support wall to be 10" wide with shelf on both sides

- Frost protection on outside wall under post
- **A102**
 - Tile style FRP
- **S200**
 - Post base detail connection plate to be reconfigured
 - Change posts to 8” x 8” square timber posts with matching brackets to mount the base plates
- **M101**
 - Add exhaust fan in mechanical room
 - Exhaust from soffit vents rather than roof vents
- **M501**
 - Tamper proof thermostats
 - Auto locks as used throughout town (LaForce)
- **P100**
 - Larger drain for maintenance to use as a clean out
- **P101**
 - No vertical water lines
 - Copper lines above grade
 - Pex tubing below grade
 - Plumbing in for water softener
 - Condensation protection on cold lines
- **E100**
 - Conduit from closest power pole to maintenance room
 - Put an access into mechanical room ceiling
- **E200**
 - Hardwire water fountain – no outlet
- **E500**
 - Power outlets at bollards

Motion: (Johnson, McKesson) to approve the modified 100% plan. Carried

SEH Projects: Jeff Saxby stated the storm sewer is taken care of, the rapid flashing beacons are not being put out for bid until the build date for the islands is known and the lighting is going to Ken.

Swimming Beach dock/pier discussion/moving forward: Dick approached Dave Harris regarding the beach dock. Baird engineering estimates were high. Harris felt the pier should not be longer than neighboring piers. The commission could come up with some ideas for the beach. Fixed with floating options will be explored. Jeff Saxby of SEH will give Dave the dimensions of the ovate drain pipe. Installation would not be until spring 2020 and be a 2-part project.

Consideration or/appointment Project Manager for the Beach Project: Dick Skare spoke with Andy Crowell regarding the need for a project manager for beach bath house. Crowell stated how he grew up in the trades and continued working in the multiple facets of the trades. The board questioned specific skills i.e. ability to read prints etc. and were satisfied with his skill set. Given his schedule the timing will work out. *Motion: (Skare, McKesson) to appoint Andy Crowell as the project manager for the beach bath house with a \$3,000 stipend. Carried*

A 5-minute break was taken at 9:57 p.m.

Remove from the table: Review, discuss and consider potential amendments to the Town’s Debt Management Policy: *Motion: (Johnson, McKesson) remove from the table: Review, discuss and consider potential amendments to the Town’s Debt Management Policy. Carried*

Review, discuss and consider potential amendments to the Town’s Debt Management Policy: Skare stated that he scheduled a phone conference with Todd from Ehlers and asked Dwayne to attend as he had more questions. Dwayne added that he wanted clarification on some of the recommendations that were put forward.

- That recommendations were made based on the modified Phase 1 that had had some Phase 2 project moved forward.
- Based on the current notes outstanding, existing maturity dates and the desire to keep level debt payments.
- Wrapping was due to properties that had been purchased and would be having balloon payments within the next 2 years, so that made sense and should be wrapped into the bond and is a good practice.
- In order to bond the current and future debt based on their recommendation the debt policy would need to be changed to raise the debt ceiling for Phase 2 to come into Phase 1 and then some of the restrictions on the back end for the wrapping.
- These changes would be in our best interest.
- The policy language is industry language.
- Dick stated that they emphasized that these are recommendations but needed to tell us the ramifications.
- Dick added that the policy is not required to be modified prior to securing the bond.
- Bill stated the wording on the policy is illogical in areas, contradictory in others and cannot be accepted it as written. See page 4 section 7.
- Bill questioned the inclusion of seasonal revenues and their associated expenditures; using revenues from sales of equipment should not be part of this.
- Ratings are based on expenditures; and is a correction that Ehlers recommended.
- Concern about future boards using wrap arounds.
- What about all the extra debt that is not included in the bond, fire trucks, shingles on buildings, maintenance, etc.

Ehlers to come back the following:

- ✚ Footnotes around each of the changes to explain the reasoning for the recommended change.
- ✚ Scenarios following the current debt management policy this is what happens, if you change by 25% this is the result, if it is changed by 30%.....50% Context around the if/what (phase 1-2, current debt)
- ✚ In the scenarios what would the taxes have to be if phase 1, if phase 1 plus some of phase 2. Basic information for the board and public in an easy to understand way.
- ✚ The scenarios and footnotes would give clarity that the board needs.

Dick to contact Todd to come up and give detailed explanations and scenarios. *Motion: (Johnson, McKesson) to table.*
Carried

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

Adjourn: *Motion: (Johnson, Daubner) to adjourn at 10:40 p.m. Carried*

Respectfully submitted,

Beth Hagen, Clerk