

**TOWN OF GIBRALTAR  
SPECIAL MEETING  
THURSDAY, SEPTEMBER 12, 2019  
GIBRALTAR TOWN CENTER  
4097 HIGHWAY 42, FISH CREEK WI 54212  
6:00 PM**

**Call to order:** Dick Skare called the special meeting of the town board to order at 6:00 p.m.

Present: Dick Skare, Steve Sohns, Barb McKesson, Bill Johnson and Tim Luetgen

Absent: None

**Agenda/proper notice/adopt agenda:** Skare confirmed the agenda was properly noticed. *Motion: (McKesson, Johnson) to adopt the agenda as presented. Carried*

**Review of Uptown Open House:** Dick Skare reported the open house was well attended and many questions were asked. Summary information is available on the website. Tom Young was thanked for use of his electric vehicle.

**Determination of Debt Management Policy Revisions:** Todd Taves of Ehlers reviewed the “2 Phases” of the Debt Management Policy. Phase 1 *Motion: (Johnson, McKesson) to approve the changes as proposed with the exception being under VII e to be “As a matter of policy the Town will not backload, use “wrap around” techniques or other such formats.” Carried with Sohns opposed.* Sohns opposition was to the removal of the majority and super majority voting requirements in the policy.

Phase 2 *Motion: (Johnson, Sohns) to leave alone for future discussion. Carried*

#### **Ehlers**

Timeline:            January 2, 2020    Pay off Nicolet loans  
                          December 20        Close on the sale of the bonds  
                          December 4        Conduct the sale the bonds  
                          November 6        Authorize the issuance of the refunding bonds  
                          Prior to 11/6       Electors resolution to authorize board to issue bonds

**Determination of paydown of \$313,503.05 of budgeted debt service:** This will be used to pay down interest on the current draw loan and the balance as a source to pay down additional debt prior to bonding.

**Set date for Town Elector Approval (authority to issue refunding bonds): Continuing authority or for single project.** Todd Taves stated this resolution was gotten from Quarels and Brady. An alternate resolution for just current debt will be requested.

**Determination on expected draw amount on bank loan for General Obligation bond:** An amount anticipated to be spent but not exceeding the bank loan. The board reviewed the current project listing. Another meeting will be scheduled to narrow costs.

#### **SEH**

**Light equipment order:** Jeff Saxby of SEH brought up the electrical site plan for the town center.

- All 5 that are marked with a triangle would get a new luminaire and keep the old pole
- Square - eliminate or add to the DOT project - consensus to eliminate.
- Circle (by Rudy’s shed) stay with acorn, trench across the parking lot, could use a salvaged pole
- How many spares? 3 and 1 for the parking lot.
- Pump for the detention pond – separate conduit max 240 single phase

**Approval of Supplemental Letter Agreement for Parking Lot Lighting Bid Package:** *Motion: (Sohns, McKesson) to approve the Supplemental Letter Agreement for Parking Lot Lighting Bid Package in the amount of \$5,550. Carried*

## Cedar Corporation

**Consideration of agreements: Sidewalk, utility pole removals, stormwater:** Sohns stated that Jeremy Ashauer (DOT) is concerned about curb and gutter. Jeremy would like to meet with the board and Cedar at a meeting next week. *Motion: (Johnson, Sohns) to engage Cedar Corporation services. Carried* Dennis would be available next Monday daytime, Tuesday 3 p.m., 9/17 or later? There is some discrepancy between the lighting plan and the removal plan. Stormwater The catch basin at On Deck, Founders Square, Barringers, and Noble Square.

**Preliminary draft resolutions for special assessments: lighting, sidewalks:** A preliminary resolution has to be passed that identifies the intent and a map of the area of the project to special assess. Involve your attorney after the notice of intent resolution. You have to do that before construction starts. At a minimum you would need 2 resolutions, lighting and sidewalk. You could combine the 2 areas (DOT sidewalks and our sidewalks). After the preliminary resolution your engineer would do a preliminary cost estimate with owner's name and cost using a consistent formula for all properties. Options for cost would be determined at that time, no perfect way to do it. A public hearing would need to be held prior a final resolution. Property owners do have the right to contest the assessment. They would have to prove that the benefit is less than the cost.

**Schedule work session for sidewalk:** A meeting will be scheduled for the week of September 16<sup>th</sup>.

## Tree clearing on Chambers Island

**Town Parking Lot cement pad for propane depot:** *Motion: (Johnson, McKesson) to have the clerk to contact Tim Fitzgerald for a new contract. Carried*

**Potential Municipal Storage Building on Parcel #014-170052:** Clearing cannot be done until the property has changed hands.

## Chambers Island Land Disturbance Permits for Town Parking Lot and potentially #014-170052 post donation:

A land disturbance permit will be needed prior to clearing trees. Nothing can be done with the other property at this time. *Motion: (Sohns, Johnson) to proceed with a permit for land disturbance for the town parking lot on Chambers Island. Carried*

**Permit Application for Zoning change for potential land donation on Chambers Island for Municipal Storage Building on Parcel # 014-170052:** There may need to be a zoning change on the potential donated land which may have to be bridged.

**Determination on Peninsula Players Road work:** The cost for patch paving on Peninsula Players Road came in from the Highway Department at approximately \$100,000. The road budget was reviewed.

**Discussion of rebidding tree removal in Fish Creek Park:** Sohns stated the 3 tree removal bids should be reviewed and awarded at the meeting next week along with a draft bid practice if it is available for review.

**Discussion of process for committees to go out for bid on projects:** A draft practice will be created for board review.

**Adjourn:** *Motion: (Johnson, Luetzgen) to adjourn at 9:40 p.m. Carried*

Respectfully Submitted,

Beth Hagen, Clerk