

**TOWN OF GIBRALTAR
SPECIAL MEETING
TUESDAY, SEPTEMBER 17, 2019
GIBRALTAR TOWN CENTER
4097 HIGHWAY 42, FISH CREEK WI 54212
6:00 PM**

Approved: October 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, Bill Johnson and Tim Luetzgen

Board members absent: None

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

Review and determination of proposals for tree removal in Fish Creek Park: The Parks and Lands Committee had process concerns and questions arose with how the project was awarded. Brian Hackbarth forwarded the decision to the Town Board for consideration. Townline Timber, Dave's Tree Service and Acorn Tree Service provided proposals. Acorn's estimate did not arrive in time for Parks and Lands to consider. Sohns contacted Acorn Tree Services about what his quote included. His estimate includes approximately 35-40 trees, brush would be chipped and put back on the grounds. It does not include stump grinding. Stump grinding would cost \$200 for the two biggest trees. The wood and the logs would remain ours (could be used to make planks for the bridge). Tom Thurman provided a background when contacting the 3 vendors. Each contractor was invited to contact him to meet onsite. Andy from Acorn was unable to reach Thurman. Sohns stated the maintenance crew could grind the stumps. Johnson suggested they be cut to stool height. *Motion: (Johnson, Sohns) to approve the Acorn Tree Service proposal. Carried, McKesson abstained.*

Preliminary Beach Plan: Mike Kahr presented a preliminary sketch for the beach to redirect the storm sewer, with a pier on top that is the same length as the original dock. Kahr recommends a walkway path with dimension stone. The existing stone wall to be preserved with stepping stones. The other side of the dock could accommodate silent sports and kayaks. Equipment access would be easier from the west side of the beach due to grade. A viewing platform was discussed instead of a pier. The determination would depend on how far out we want the outfall pipe to be. The dock would be a separation from the swimmers and the boaters.

Skare asked if it was necessary to have a pier or if it could be protected with rip rap. It is possible but then have the risk of people climbing across the rocks. Would also need to be marked for navigation. Barb asked if the pier could be shortened. Kahr would like to obtain more accurate soundings to determine water flow. The proposal would decrease the grade about 3 feet.

Kahr will work with Buadhuin. It was suggested the walkways connect the sidewalks. Making the loop a little wider. An estimated cost for the project is \$410,000, does not include the work from Hockers.

Motion: (Johnson, Luetzgen) to have Kahr proceed with working with Buadhuin and Hockers on the next steps of the design and return with a more detailed plan. Carried.

DOT sidewalk, curb & gutter: The DOT will have a preconstruction meeting on Oct. 1 at 11:00 AM in Green Bay. Trying to coordinate a meeting with Cedar to discuss the curb and gutter and address storm sewer concerns.

Cedar storm sewers, sidewalk, curb & gutter: Steigenberger stated the existing storm sewer main line ends east of the beach. He suggests extending the main line pipe to the FCCA kiosk. There would be catch basins on both sides of the Town Center driveways. The French drain would connect into the extension. Dennis will look into connecting the Noble House storm sewer and French drain. The catch vein at Bluff Ln and Hwy 42 may not be big enough or it is clogged. Is it possible to convince the DOT to do something to divert water from going into Noble Square?

Barringers may only be a catch basin issue.

Pelleteirs may need an inlet replacement.

The addition of bike lanes was discussed. Dennis stated there is not enough room to add bike lanes. Would need to eliminate parking lanes on both sides of the Hwy. 2-way bike traffic on one side of the road is not recommended due to driveways, traffic and safety concerns.

Weddig suggests concentrating on the minimum repairs for the State to approve. Focusing on driveway entries, curb and gutter and storm drains. Suggesting they include sidewalks would conflict with the timing of the project and most likely denied. Need to determine what areas are priority.

Is it possible for the state contractor to extend past June 26? Time extensions can be allowed for unusual weather conditions.

The Town can come back after the project is complete to replace sidewalks.

Will work to get everything done and create a minimal plan. A field walk through to identify priority area is scheduled for Monday, Sept. 23 at 7:30 AM.

Preliminary draft resolutions for special assessments: lighting, sidewalks: Steigenberger stated the special assessment procedures require a preliminary resolution about the intention to apply special assessments. It would need to describe the project with all affected parcel numbers listed or a map attached before construction begins. The State's sidewalk project is about 800 ft. east of Shore Rd past Gibraltar Rd for complete reconstruction with funding from the State. The amount assessed back to the property owners is 20%. A separate resolution and map would be needed for that portion of the project. If the Town Board chose to go with full replacement to Bluff Street, then that cost would be 100% and a separate resolution would be needed. Splitting the project would split the costs for charging the assessment. Another option would be to combine it into one sidewalk special assessment divided equally, with everyone getting advantage of the State funding. The resolution would cover sidewalks replaced outside of the Hwy project, as long as the intent was noted. Would not be able to assess until both are completed. A public hearing would be needed and assessment documents available to view 10 working days prior. Curb and gutter would not be included in the assessment.

Motion: (Sobns, Johnson) to proceed with the resolution to assess both sidewalk projects equally. Carried

Lighting assessment would also need a resolution. The assessment district designed by Bob Kufirin includes the back lot lines of properties and condominium complexes (Evergreen and Half Mile Bridge). Would need Kufirin to attend the public hearing to address his methodology. Weddig suggested including the downtown in the special assessments, similar to the sidewalk assessment.

Cannot assess the existing project until the downtown is complete. The downtown is an unknown project at this time and may consist of additional. Can't assess a district twice for the same project.

Motion: (Johnson, Sobns) to proceed with the lighting resolution at the October 2nd meeting to encompass the existing highway project with the initial lighting assessment district. Carried

Recap of Uptown Open House and determine timeline: Ken Jaworski provided a recap and summary of the uptown project. Skare suggests waiting until spring for the vote of the electors in order to research and have answers to everyone's questions. Johnson suggests having the electors meeting this fall in order to move forward on the option without wasting time and resources. The Cedar agreement is based on phasing of the project and is working on the next step. Can the electors make a motion to purchase the property for less than the accepted offer?

Motion: (Johnson, Sobns) to schedule the meeting of electors in October. Carried, Skare, McKesson opposed.

Set date for meeting of the electors - bond issue and/or Redmann Property: Will need to contact the school for use of the gym or auditorium. Sometime between Oct. 10th and 21st. *Motion: (Sobns, Johnson) to set the meeting of the electors for the purchase of the Redmann property and bond issue. Carried*

Determination on expected draw amount on bank loan for General Obligation bond: The board updated the debt worksheet. *Motion: (Sobns, Skare) to draw the full amount from the Nicolet Bank Loan. Carried*

Consideration of our Accountant's opinion on costs, interest and savings on current debt and anticipated future debt: Johnson suggests that advice be obtained from the Ginny on anticipated future debt. *Motion: (Johnson, McKesson) to engage the accountant's services for their opinion on costs, interest and savings on current debt and anticipated future debt. Carried*

Consideration of survey of a ½ acre of Parcel # 014-170101A: *Motion: (Johnson, Sohns) to obtain a survey of a ½ acre of Parcel # 014-170101A. Carried*

Funding source for Propane Depot Project including permits and survey costs: *Motion: (Sohns, Johnson) to have the costs related to the propane depot be covered by the CIA. Carried*

Permit Application for Zoning change for ½ acre on Parcel # 014-170101A to Light Industrial to facilitate propane depot: *Motion: (McKesson, Johnson) to apply for Zoning change for ½ acre on Parcel # 014-170101A to Light Industrial to facilitate propane depot. Carried*

Review of purchase/bid practices: Beth drafted a summary of the municipal purchasing practices that includes the steps needed for a committee to accept a bid. Bids should be handled by the Town Office and only awarded once a purchase order is completed by the committee and Town Board Chair. Sohns suggested in line #6 to add “with specific detail.” *Motion: (Johnson, McKesson) to accept the municipal purchasing practices as amended. Carried*

Adjourn: *Motion: (Luettgen, Johnson) to adjourn at 10:00 p.m. Carried.*

Respectfully submitted,

Kelly Murre, Deputy Clerk