

**TOWN OF GIBRALTAR  
REGULAR MONTHLY MEETING  
WEDNESDAY JANUARY 8, 2020  
GIBRALTAR TOWN CENTER  
4097 HIGHWAY 42, FISH CREEK WI 54212  
7:00 PM**

**Approved: February 5, 2020**

**Call to order:** Steve Sohns called the regular meeting to order at 7:00 p.m.

**Roll call/quorum:**

Board members present: Steve Sohns, Barb McKesson, Bill Johnson and Tim Luetgen

Board members absent: Dick Skare excused absent.

**Agenda/proper notice/adopt agenda:** *Motion: (Johnson, McKesson) to adopt the agenda as posted less item #15.*

*Carried*

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

**Committee Reports**

**Parks & Lands:** Brian Hackbarth stated the DNR has responded in writing that playground equipment can be put in Fish Creek Park. Work continued on 2020 projects.

**Fire Department/EMR:** Chief Andy Bertges stated there was a call volume of 13; there were no carbon monoxide or chimney fires. There were 20 kids at movie night, best attendance yet! Projects - working on the emergency action plan, continuing with fire inspections; many hotels do not have emergency plans.

**Noble House:** Laurie Buske reported over 130 hearty carolers came out for the tree lighting. Preparations have begun for "All Things Chocolate". Laurie invited bakers, chocolatiers and consumers alike to participate in this GHA fund raiser during the Winter Festival.

**Airport:** No report.

**Watershed:** No report.

**Planning:** No report.

**Harbor Commission:** Dave Harris stated the fuel dock was raised and the electrical lines should be fine. Additional bubblers are running along with close monitoring of the ice and water levels. There will be a few different scenarios developed with Mike Kahr in case the water should rise the additional foot that is being projected by the Army Corp of Engineers.

**Room Tax:** Bill Weddig reported the commission reviewed October income and it is even with last year. The town is up 4.03% through October.

**Building Committee:** No report.

**Maintenance Department:** A written report was given to the board.

**Clerk Report:** Beth Hagen stated the deadline for nomination papers for town supervisor has been extended to Friday at 5 p.m. There will be a Primary on February 18<sup>th</sup> for State Supreme Court Justice. First half tax payments are due January 31<sup>st</sup>. Please send to Jay Zahn at the Government Center in Sturgeon Bay.

**Door County Coastal Byways Council:** Beth Hagen stated the council did not meet last month. The next meeting will be in Baileys Harbor next Friday at 10 a.m.

**Chairman:** Sohns stated individuals may wish to let their assembly man and/or representative know their opinion on AB551 and SB501, the legislation relates to riparian rights of a property owner next to navigable water.

**Public Comment:**

- Ron Merkel concern regarding payment of property taxes and the Redmann property option.
- Ward Merkel desire for public to see the bills that are to be paid.
- Don Freix would like the information packets made available prior to the meeting.

## Agenda Items:

### Project Reports:

GO Bond Final: The closing memorandum dated December 19<sup>th</sup> was included in the board's packet and is available for review at the town office. On December 27<sup>th</sup> the loans scheduled for payment with the bond were paid off. Two loans remain with Nicolet Bank as planned.

Beach Bath House: The iron filter has been installed and the grinder station installation has been corrected. Blue Sky has redone the mounting of the bench seats. Steve and Bill want to have another conversation with Bob Gagan.

Parking Lot wiring: Steve Sohns stated he received information from SEH, agenda #17.

Parking Lot sidewalks: Dennis Steigenberger to get clarification on the county project.

Highway 42 sidewalks and stormwater piping: Dennis stated the DOT did incorporate some of the sidewalk requests. The curb radius at the Hide Side Corner Store and Taco Cervesa are being replaced by the DOT. The intention is to make the sidewalk at Noble House as wide as possible. The retaining wall yielded a significant amount of discussion on what could be done. It was determined to raise the retaining wall and fill in the area for additional width of sidewalk and to put up a railing for safety. The retaining wall does the town want it to be decorative or flatwork; this is undetermined at this time. This may need to be a stand-alone project.

In discussion with Vinton, they have to be completely done with the project area of Bluff to Windmill by May 22<sup>nd</sup>. Dennis stated that given Vinton's size they are a large enough contractor to complete the job but not without a time extension. Generally, frost is out of the ground by the end of March. Vinton would like the date pushed back to June 12<sup>th</sup> to accommodate the extra work and the \$10,000/day liquidated damages waived and extra time for signage placement. If the board is serious about adding this work a meeting will need to be set with Dennis, board members, the DOT and Vinton. *Motion: (Johnson, Luetzgen) that construction is done by May 22<sup>nd</sup> with the exception of the signs and painting. Carried* A question was raised on whether any pavement markings including curbing that are yellow (ex. no parking) be changed to white without affecting the paint's purpose. Dennis will check on this.

Rapid Flashing Beacons: Dennis stated the specifications have been received from SEH. The project was split by materials and installation. Proposals are due January 22<sup>nd</sup> at Cedar and will be finalized by end of January. A recommendation will be coming to town board at February 5<sup>th</sup> meeting. Beside the published notice 2 vendors were mailed the specifications - Decker and Tapco. SEH is still working on drawings for installation.

### Resolution for construction of sidewalk, curb and gutter related to the Highway 42 construction project:

Steve Sohns stated this resolution is needed due to the short time frame with the Highway 42 construction per the town's attorney. *Motion: (Johnson, McKesson) to adopt a construction contract addition resolution. Carried*

### Door County Highway Department Intergovernmental Agreement and Tasks Check 2020-2021:

*Motion: (Johnson, McKesson) to approve the agreement for regular tasks performed by the Door County Highway Department for snowplowing of local roads of 2" more; including spreading of sand and salt as needed. Carried*

**Consideration of Beach Plan:** Steve Sohns detailed the beach plan that he has been working on with Mike Kahr and Baudhuin. Discussion yielded the following changes and items to be incorporated into the project package. Changes/Project Requirements

- Any sand added to the beach is to be coarse sand specifically recommended for beach use
- Add a railing on the steps, minimum 1 side, to match pier railing
- Pier - measurements on drawing with railing around entire pier
- Remove new stormwater pipe to the new connecting pipe and redirect new piping to pier location
- Shore area east of the pier to be restored to beach with a gradual slope to the water
- Pathway from west stairs is to be removed from the street to the rock wall
- Pathway along the stone wall to be extended to the west end of the old stone wall

- Add a 12” “planting” area between the stone wall and the pathway edge, the full length of the stone wall for a “taller grass” planting to discourage waterfowl at the beach
- Sprinkler system to be adjusted as necessary to accommodate new grade and expanded to additional new areas
- Map sprinkler lines and include a tracer lines
- Stormwater pipe under pier at water’s edge should have relief outlet to allow water to escape if the pipe is blocked
- Tree barrier on the large tree is to be built to accommodate a grate
- Spade out other tree and replant after grade is finished
- Penalty clause minimum \$100/day past work completion deadline
- If work is done in spring deadline would be June 30
- Town will remove and reinstall playground equipment
- Town will remove cedar trees next to the playground before project begins

Options in bid:

- Sod vs. seeded topsoil
- Pathway: brick, pervious pavers or “smart options”, no stamped concrete
- Pier decking: treated, “plastic” wood product, other wood options
- Pier railing: Stainless pipe construction vs. other options (low maintenance)
- Spring or fall timeline for work

The board discussed having Baudhuin move forward with permits and have Baudhuin put together a bid package to be approved by the board prior to being sent out for proposals. *Motion: (Johnson, Luetzgen) to have Baudhuin finish designs based on the suggestions and incorporating the options discussed and proceed with the permits from the DNR and the County as necessary and prepare the bid documents.*

**Approval of Lighthouse Caretaker advertisement:** The advertisement was reviewed for publication.

*Motion: (Johnson, McKesson) to approve Lighthouse Caretaker ad. Carried*

**Fire Department volunteer hourly pay increase from \$21.50 to \$23:** *Motion: (Johnson, Luetzgen) to approve the pay increase from \$21.50 to \$23.00. Carried*

**SEH Supplemental Agreement Fish Creek Beach – Phase 1 Reduction of \$3,050:** *Motion: (Johnson, McKesson) to accept the Supplemental Agreement Fish Creek Beach – Phase 1 Reduction of \$3,050. Carried*

**Approval of Workhorse Software purchase:** Beth Hagen stated this is the planned for fund accounting software; the upgrade to QuickBooks that we are currently using. This software will meet the current and known anticipated needs of the town. Our auditor Ginny Hinz of CLA recommends this It can be funded with carry over and current year funds in Administration. *Motion: (Johnson, Luetzgen) to approve the purchase of the Workhorse Software accounting, payroll and special assessment products. Carried*

**Budget Amendments & carryovers:** The carryovers and budget amendments were directly from the 2020 budget preparation. The exception is Parks & Lands \$1,300 which is the amount that is what they had left over at the end of the year; they would like to have it brought into 2020 for the step repair in Sunset Park.

Type	Department	Amount
2019		
Carry Forward	Administration	\$13,000
	Elections	\$1,500
	Town Center	\$6,500
	Law Enforcement	\$1,000
	Law Enforcement	\$500
	Fire Department	\$15,000

	1 <sup>st</sup> Responders	\$6,000
	Roads	\$100,000
	Noble House Museum	\$22,000
	CI Lighthouse	\$10,500
	Parks & Lands	\$1,300
<b>2019 Budget Amendment</b>	Town Center – Furnace	\$4,178
	Town Center – Water Fountain	\$2,500
<b>CIP Move</b>	Town Center	\$6,678
<b>2020 Budget Amendments</b>	Administration	\$13,000
	Elections	\$1,500
	Town Center	\$6,500
	Law Enforcement	\$1,000
	Law Enforcement	\$500
	Fire Department	\$15,000
	1 <sup>st</sup> Responders	\$6,000
	Roads	\$100,000
	Noble House Museum	\$22,000
	CI Lighthouse	\$10,500
	Parks & Lands	\$1,300

*Motion: (Johnson, McKesson) to carry forward, make recommended move to CIP and amend 2020 budget as submitted. Carried*

**Advertising of RFP for installation of Parking Lot conduit and bases:** Dennis Steigenberger, Cedar Corporation stated SEH is contracted to put the bid documents together. Jeff Saxby will have the bid packet will be ready by the end of January; the town will need to do a Class 2 notice. Bid opening early February with town award at February 5<sup>th</sup> meeting. Dennis to contract Jeff tomorrow. Beth to contact Baudhuin to stake the parking lot lights in addition to the lot.

*Motion: (Johnson, McKesson) move to put out the RFP for installation of the conduit and bases and allow the schedule to be determined by Dennis and Beth to meet the legal requirements for publication. Bid documents to include elevations.*

**Payment of bills:** *Motion: (Johnson, Luetgen) to approve the bills for payment with further action on the Redmann property. Carried Motion: (Johnson, Luetgen) move to discuss at a future meeting regarding the Redmann property option. Carried*

**Adjourn:** *Motion: (Luetgen, Johnson) to adjourn at 10:44 p.m. Carried*

Respectfully submitted,

Beth Hagen, Clerk