

**TOWN OF GIBRALTAR
REGULAR MONTHLY MEETING
WEDNESDAY MARCH 4, 2020
GIBRALTAR TOWN CENTER
4097 HIGHWAY 42, FISH CREEK WI 54212
7:00 PM**

Approved: April 1, 2020

Call to order: Steve Sohns called the regular meeting to order at 7:04 p.m.

Pledge of Allegiance

Roll call/quorum:

Board members present: Steve Sohns, Barb McKesson, Bill Johnson and Brian Merkel

Board member(s) absent: Tim Luetgen

Agenda/proper notice/adopt agenda: *Motion: (Merkel, Johnson) to adopt the agenda as adjusted (removal of #8 and to be put on next month's agenda). Carried*

Approve minutes of previous meeting(s): *Motion: (Merkel, Johnson) to approve the minutes of the special meeting of January 27, 2020 as written. Carried Motion: (Johnson, Brian) to approve the minutes of the regular meeting of February 5, 2020 as amended. Carried Motion: (Johnson, McKesson) to approve the minutes of the special meeting of February 5, 2020 as written. Carried*

Committee Reports

Parks & Lands: No report.

Fire Department/EMR: Jayson Merkel reported 15 calls. Bags for sand are at the shop. Chainsaw training at Peninsula State Park is coming up and there are spots open for the public to participate. If interested contact Chief Bertges. The 501C donation letter is out; the project is for extrication equipment.

Law Enforcement: Officer Roesch reported new laptop and equipment have arrived.

FCCA: Meredith Coulson introduced Joni Witalison is a new board member.

Noble House: Laurie Buske stated the annual membership renewal has begun. Letters will be going out this week.

Airport: Myrv Somerhalder stated snow removal has been very good this year; no complaints.

Watershed: No report.

Planning: Linda Merline stated the commission took up 2 conditional uses and goal #11 (short term economic needs of the town). May 29th the 5th grade will have their field trip to Fish Creek Park.

Harbor Commission: Brian Merkel stated there was an open discussion on high water issues and employee staffing for 2020.

Room Tax: Bill Weddig reported the commission 2019's numbers. The entire county was up and surpassed the \$5,000,000 mark.

Building Committee: Karl Stubenvoll stated the committee did not meet, no report.

Maintenance Department: Patrick Strantz, Maintenance Supervisor stated equipment repairs are completed and ready for use.

Clerk Report: Beth Hagen stated absentee ballots for the April 7 Presidential Preference and Spring Election will be available March 23rd.

Door County Coastal Byways Council: Beth Hagen stated that Jane Corolla hired to assist with the All American Roads application.

Chairman: Sohns stated the town was not awarded a Multimodal Supplemental Grant. We did get TRIP funding for Cottage Row. The rapid flashing beacons have been shipped. There may be a way to bring the fireworks back for the 4th of July. Will try to pull it together for this year but it may be too late a start for 2020.

Public Comment:

- John Lewis concern about Wi-Fi and tower ordinances.
- Nancy Sargent would like the town to consider room tax funds for special projects.

- Don Freix encouraged voter participation.

Agenda Items:

Original Liquor License for Salt & Cedar LLC Class “A” and “Class A” Eric Algrem, Agent, 4164 Main Street Period of 1/10/2020 ending 6/30/2020: The board reviewed the original application. *Motion: (Johnson, McKesson) to approve the original Liquor License for Salt & Cedar LLC Class “A” and “Class A” Eric Algrem, Agent, 4164 Main Street ending 6/30/2020. Carried* The board welcomed Jones’ to the community.

Conditional Use Permit Application, Parcel #014-02-28312734A, Nicholas A. & Laura L. Dokolas to establish a Motorized Recreational Equipment Sales/Service/Rentals business on the property: Linda Merline gave an overview of the conditional use application submitted. The owner was asked to set the improvement back from the Right-of-Way so as not to interfere with the anticipated trail. There was no objection to the additional setback by the owner. *Motion: (Johnson, McKesson) to approve the conditional use permit application, Parcel # 014,-02-28312734A, Nicholas A. & Laura L. Dokolas to establish a Motorized Recreational Equipment Sales/ Service/Rentals business on the property. Carried*

Conditional Use Permit Application, Parcel #014-001-02302723A John W. and Sara R. Lancaster propose to establish an Art Gallery (pottery studio) in an existing 28' x 32' building on the property: Linda Merline gave an overview of the conditional use permit application. Pottery studio to sell John’s own work. Use is tied to the building. Agrees with the comprehensive plan. No conditions were recommended. A bathroom will be put in this summer. *Motion: (Johnson, Merkel) to recommend support to the RPC. Carried*

Cedar Corporation Update: Dennis Steigenberger reported:

- A. WDOT STH 42 Project General Update: Project restarts next week. The rectangular rapid flashing beacons have been shipped.
- B. STH 42 Town Curb/Gutter and Sidewalk Project:
 - i. General Update: Temporary easements are needed, not recorded on deed, will end with the project.
 - ii. Review Sidewalk width from beach crosswalk to the sidewalk on the East side of new parking lot: Dennis reviewed the sidewalk draft plan. Upper and lower would be about 9.5 to 10’. Consistent to the 8’ to red neck down area. *Motion: (Johnson, McKesson) to approve the plan per-drawing. Carried*
 - iii. Award Contract for Town Project to Vinton Construction: The town project in a state right of way. *Motion: (Johnson, Merkel) to approve the bid of Vinton Construction as proposed with option a1 a2 less b1b2 for a total cost of \$733,465.81. Carried* Dennis will contact the DOT and file the permit tomorrow.
 - iv. Town Center storm water pipe: Vinton to find leaders on a time and material basis with as-builts when done.
 - v. Noble House sidewalk project retention walls: Reviewed under ii.
- C. Award contract for installation of Rapid Flashing Beacons: *Motion: (Johnson, Merkel) to award the contract for installation to Bodart for \$22,475. Carried*
- D. Consideration of Terry Goettelman light pole relocation request: Sohns gave an overview of the request. Approximate cost \$2400, actual up to owner. *Motion: (Johnson, Merkel) approve the request and select the location to the east and the owner to pay all costs. Carried*
- E. Parking Lot Update:
 - i. Approve going out for bid on parking lot and related asphaltting: Dennis will need details for bid. Continue going with double lift 3”. Pete to check to staking height of the gravel. Confirming the staking of the lights. *Motion: (Merkel, Johnson) approve the going out for bid process for asphalt. Carried*
 - ii. Approve going out for bid on parking lot sidewalks and other concrete curb work: *Motion: (Merkel, Johnson) to go out for bid on parking lot sidewalks and other concrete curb work. Carried*

- iii. Approve going out for bid on the maintenance shop asphaltting as proposed: *Motion: (Johnson, Merkel) to get a bid for a 3" lift for the maintenance shop. Carried*

Fish Creek Beach General Beach Update:

- A. Review bid documents and permit information on Phase 2 Beach Project: Pete Hurth summarized the latest iteration of the beach phase 2 plan.

Discussion points:

- o enforcement of boats tying up
- o Type of piping/railing on pier
- o Sod vs. seeding,
- o ADA pier,
- o Rip/rap will be temporary to protect the new wall.
- o DNR will need a permit for the wall and the pipe per Sarah Szabo.
- o Lighting on plan. Ballard lighting and some type of lighting on the pier, conduit at the bath house.
- o Unlocking gate on pier for emergency services
- o Brick walkway beyond half-moon beach area removed
- o Fines and forfeitures are the responsibilities of the bidder

Motion: (Johnson, Sohns) we put out the beach phase 2 for bid to include the 100' pier with include the stainless steel posts, option of stainless steel cable. Project to start May 1 and complete June 30 with a \$500/day penalty. The plan is modified to remove the pavers past the half-moon beach. Lighting per discussion. Carried

Resolution 2020-03 James DeGroot Fish Creek Ambassador: *Motion: (Johnson, Sohns) to approve Resolution 2020-03. Carried Sohns read the resolution.*

Consideration of a gazebo in Noble Square: *Johnson, McKesson approve the process of putting the gazebo in James DeGroot's honor following all building codes with final approval by the town board. Carried*

Approval of DNR Recreational Trail Program Resolution: This proposal is to get the board's approval to avoid the necessity of calling a special meeting due to timing factors. *Motion: (Johnson, McKesson) to approve the resolution as proposed. Carried*

Approval of Door County Tourism Zone letter of support for Lodging Market Place Bill AB683/SB646: *Motion: (Johnson, McKesson) to approve the letters of support. Carried*

Consideration of lease renewal of airport building to Friends of Ephraim-Gibraltar Airport: *Motion: (Johnson, Merkel) to approve the lease renewal with sublease wording amended from Grizzley Air Tours to commercial air tours. Carried*

Discussion on committee/commission member make up: Sohns stated that in years previous each committee/commission had a town board member as a representative. That representation smooths information flow and reduces those things that do not need to go to the board, brings the board's view to the committee, etc. There was a consensus of the board to continue this type of make-up.

Consideration of Door County Tourism Zone representative qualifications: Should it be hired staff or a volunteer from the public? Bill Weddig stated that it is a substantial time commitment. The town by volume of tax collections has 2 representatives. *Motion: (Merkel, Johnson) appoint someone from within. Carried Motion: (Johnson, Merkel) to put it on next month's agenda. Carried*

Approval of committee/commission term advertisements: *Motion: (Merkel, Johnson) approval of the advertisements, except the Door County Tourism Zone ad. Carried*

Consideration of USPS Lease Renewal: Hagen stated the lease has come back at the rate requested by the town but still tied to the commission fee. *Motion: (Johnson, McKesson) not to accept the renewal. Carried*

Consider creating a permit to cut into municipal storm sewer piping: This is something that has been spoken about. We would need an ordinance to tie to it. The building inspector would be able to do the permitting. This should cover water management whether eaves, sump pumps, etc. *Motion: (Johnson, Merkel) work on ordinance for water run-off. Carried*

Consider creating a business license: What is a business? Why should someone file? Ordinance needed for enforcement. Could tie to data conditional uses, fire department contact, etc. *Motion: (Merkel, McKesson) that someone internally will start evaluating the creation of a business license. Carried*

Determination of Open Book and Board of Review dates: *Motion: (Johnson, Merkel) to set Open Book for 5/16 from 10 a.m. - Noon and Board of Review on June 10th 6-8 p.m. Carried*

Payment of bills: *Motion: (Johnson, Merkel) to approve the bills for payment as presented. Carried*

Adjourn: *Motion: (Johnson, Barb) to adjourn at 11:28 p.m. Carried*

Respectfully submitted,

Beth Hagen, Clerk