

**TOWN OF GIBRALTAR  
SPECIAL MEETING WITH CLOSED SESSION  
PER WISCONSIN STATE STATUTES 19.85(1) (g)  
THURSDAY, JUNE 25, 2020  
GIBRALTAR TOWN CENTER  
4097 HIGHWAY 42, FISH CREEK WI 54212  
6:30 PM**

**Approved: July 1, 2020**

**Call to order:** Steve Sohns, chairman called the special meeting to order at 6:40 p.m.

**Roll call/quorum:** Roll call of board members: Brian Merkel, Steve Sohns, Bill Johnson, Tim Luetzgen and Jayson Merkel

Also present: Attorney Larry Konopacki via conference call.

**Agenda/proper notice/adopt agenda:** *Motion: (J. Merkel, B. Johnson) to approve the agenda as posted. Carried*

**Consideration of ATV Route sign funding approximately \$250:** *Motion: (J. Merkel, Luetzgen) to approve the purchase of route signs not to exceed \$250. Carried*

**Approval of updated Direct Sellers Permit:** *Motion: (Johnson, Luetzgen) to approve the updated permit and make it an annual permit. Carried*

**Approval of Farmers Market Sellers Permit:** *Motion: (Johnson, Luetzgen) to approve the updated permit and make it an annual permit. Carried*

**Adoption of Resolution Authorizing a Taxation District to Waive Interest and Penalties on Property Tax Installment Payments per 2019 Act 185:** This is being brought forward from the County Treasurer's office as another way to assist taxpayers through COVID 19. The resolution waives interest and penalties on property tax installment payments after April 20, 2020 through October 1, 2020. *Motion: (Johnson, Sohns) to adopt Resolution Authorizing a Taxation District to Waive Interest and Penalties on Property Tax Installment Payments per 2019 Act 185. Carried*

**Tracy Alpert Event Ancillary Mitigations:** Tracy Alpert is having a private event for her family that includes a fireworks display. The event is being held at her condo on Spruce Street across from the Alibi dock. Wristbands are required for her guests over and under 21 to avoid any confusion should the public try to attend. Alpert wishes all of Fish Creek to enjoy the 4<sup>th</sup> and is taking extensive measures to mitigate issues with COVID19 as much as possible. She requested that the road be closed from 6-9 p.m. that evening for the safety of party goers but Jayson felt it was a higher safety issue to keep the road open for emergency vehicles. The board declined the closure. Sohns queried the board on if there were any other steps (Maintenance, Fire, Police) that the town should take given the date of the event and that there are no other fireworks scheduled in Door County and that most likely the "word is out" and this display will be watched by many. The board did not.

**Adjourn to closed session according to Wisconsin State Statutes 19.85(1) (g):** *Motion (B. Merkel, Johnson) to adjourn to closed session according to Wisconsin State Statutes 1985(1) (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Discussion related to riparian zone issues near the town dock. The motion was carried by Roll Call vote: B. Merkel, Sohns, Johnson, Luetzgen, J. Merkel. Also present in closed session: Attorney Konopacki, Harbor Commissioners: Dave Harris, Bob Grawien, Paul Woerfel and Rick Hecker. The meeting adjourned into closed at 7:27 p.m.*

Reconvene to open session pursuant to State Statute 19.85(2) to take any action(s) or adopt resolution on issues discussed in closed session: *Motion: (Merkel, Johnson) to reconvene to open session pursuant to State Statute 19.85(2) to take any action(s) or adopt resolution on issues discussed in closed session at 8:12 p.m. Carried*

**Approve action(s) taken in closed session:** *Motion: (Johnson, Luetzgen) to approve to approve the action taken in closed session related to riparian zone issues near the town dock. Carried*

**Consideration of Parking lot opening:** Sohns stated everything will be paved by the 30th. The first lift is done. Recommendation is to stay unused to allow for curing through July 10th. If not cured and wheels are turned when not moving it will leave marks. Curing depends on time, temperature, etc.

*Motion: (Johnson, B. Merkel) to open the parking lot on the 10th for use. Carried*

**Consideration of updated/new management position:** Sohns stated that Brian had asked for the board's consideration of a future management position. Discussion and points of consideration:

- Education: business management, personnel management, accounting, planning
  - Education can be weighed against/with experience
- Skills: process analysis, administration, zoning administration, human resources, project management, statutory duties
- Duties: zoning (if municipally breaks away from the county), permitting, HR, day-to-day operations, project management, interface with county and other communities, administration, 20-year Comprehensive Plan implementation management
- Other comments:
  - Brian – proponent of an administrator, other projects coming up, a headhunter would be the next step
  - Steve – if breaking away from county zoning would be in favor, concern that it may be a reaction to the previous 3 years of management, companies can be hired ala carte for administration the board would need to determine what they wanted to be done
  - Bill – do a needs analysis first, a “manager” would be a plus in getting people to run for the board who do not necessarily have the skill set they currently see on the board nor feel they would have to dedicate undue volumes of time to the position
  - Jayson – not sure what the answer is but need to have it evaluated, look long term, bring in headhunter as was done with the fire department and law enforcement
  - Tim – in favor of investigating it, headhunters are good but where are thoughts with another full-time position?
  - Paul Woerfel – need to have a HR resources study done and listen to what is needed
  - Bill – much of what is needed is process, define the process maybe there is a better way to do things with what we have
  - Paul Woerfel – The town is running a business, there will always be projects do you have all the little parts needed to run well, its never going to get smaller. The board doesn't have to have all the knowledge
  - Beth – have a 3<sup>rd</sup> party analyze what you have, cull/rearrange/modify job descriptions/positions to maximize skills and talents then fill holes in municipal framework; Bill agreed
  - Paul – there will always be a need for a “Dennis Steigenberger” for a specific job; hire people (HR consultant) to make recommendations and then do them
- Mark Harding Group – Bill to reach out to him to get direction on how a community moves forward. Consensus to have Bill contact Mark Harding. Come back at the next available meeting.

**Adjourn:** *Motion: (B. Merkel, Johnson) to adjourn at 8:57 p.m. Carried*

Respectfully Submitted,

Beth Hagen  
Clerk