

**TOWN OF GIBRALTAR
REGULAR MONTHLY MEETING
WEDNESDAY JULY 1, 2020
GIBRALTAR TOWN CENTER
4097 HIGHWAY 42, FISH CREEK WI 54212
7:00 PM**

Approved: August 5, 2020

Call to order: Steve Sohns called the regular meeting to order at 7:03 p.m.

Pledge of Allegiance

Roll call/quorum:

Board members present: Steve Sohns, Bill Johnson, Brian Merkel, Tim Luetzgen and Jayson Merkel.

Board member(s) absent: none

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

Approve minutes of previous meeting(s): *Motion: (Johnson, B. Merkel) to approve the minutes of the regular meeting of June 3, 2020 as written. Carried Motion: (B. Merkel, Johnson) to approve the minutes of the special closed meeting of June 3, 2020 as written. Carried Motion: (Johnson, B. Merkel) to approve the minutes of the Board of Review meeting on June 10, 2020 as written. Carried Motion: (Johnson, Luetzgen) to approve the minutes of the DOT walk-through meeting of June 11, 2020 as written. Carried Motion: (B. Merkel, Johnson) to approve the minutes of the special closed meeting of June 25, 2020 as written. Carried*

Committee Reports

Parks & Lands: No report.

Fire Department/EMR: Chief Bertges stated June calls were back to normal. The department should be receiving \$5,519 from WIDNR for grant reimbursement.

Law Enforcement: Officer Roesch reported a seasonal rise in calls. Police and Fire departments are coordinating equipment needs for potential purchases through the Government Surplus Program.

FCCA: Denise Stillmann reported they are working toward getting the Information Center open more. Most businesses are reporting being short staffed.

Noble House: No report.

Airport: No report.

Watershed: No report.

Planning: No report.

Harbor Commission: No report.

Room Tax: No report.

Building Committee: No report.

Maintenance Department: No report.

Clerk Report: Beth Hagen stated June was a busy month with Board of Review, liquor licensing and an Annual Meeting. Absentee ballots are being sent out for the August Partisan Primary; this week a federal court decision changed residency requirement from 10 to 28 days and that ballots can only be faxed or emailed to military and permanently overseas individuals. If you will be overseas during the remaining 2020 elections and requesting an absentee ballot, please get your request in as soon as possible.

Door County Coastal Byways Council: Beth Hagen reported the council met and discussed Jem Grant application possibilities for media promotion of the byway and partnering with other agencies. The next meeting will be held at the Bertschinger Center next Wednesday at 8 a.m.

Chairman: Steve Sohns stated busy month, finishing off projects. Laid out asphalt striping of sharrows, drop off zones at the beach, town center rear parking lot and turning arrows and curb at Julies. The new parking lot will be available for use on July 10th.

Public Comment: None

Agenda Items:

Special Event Request: Mike Van Zandt August 28, 2020, Clark Park, Welcome Reception for Wedding Reception with Catering, Beer/Wine and Tent: *Motion: (Johnson, Luetzgen) to approve the Special Event Request: Mike Van Zandt August 28, 2020, Clark Park, Welcome Reception for Wedding Reception with Catering, Beer/Wine and Tent with the beer and wine served and consumed inside the tent. Carried.*

Cedar Corporation Project Updates:

- A. WDOT STH 42 Project General Update:
 - i. Vinton Construction Company: Dennis Steigenberger reported that construction is complete. DOT found four reminder punch list items in the town portion of the project that needed correction and have been fixed. Any issues needing correction should contact the office. The netting can be picked up by our maintenance department if needed.
 - ii. Railing Project:
 - 1. Schuh Construction:
 - a. Final Design Drawings: The decorative ball is welded onto the fence and designed in sections for maintenance/repair sections. *Motion: (Johnson, J. Merkel) to approve the final design drawings with sections for future maintenance. Carried* Potential installation week of July 20th.
 - 2. Sidewalk/retaining wall black caution paint: *Motion: (Johnson, Luetzgen) approve to go with the black caution paint. Carried*
 - iii. Rapid Flashing Beacons:
 - 1. Bodart Electric Services, Inc.: Installed At testing there were some operational issues that programming changes corrected. *Motion: (Johnson, B. Merkel) to approve Bodart billing less 5% retainage. Carried*
 - iv. Temporary railing/sidewalk barricade: Barricades will stay until railings are in place.
 - v. Update and next steps with STH 42 radar sign: Steve and Dennis will work together to
- B. Town Center Projects
 - i. Roof downspout update: Completed
 - ii. Library and Post Office sidewalk update: Completed
 - iii. Asphalt and curb/sidewalk project – Contract A-20, update: Vinton included concrete sidewalks, Town Center concrete by Hat Head and paving by Maintenance Shop. Landscaping to be done next week.
 - iv. Vinton Construction Company Contract A20 Application for Payment #1 *Motion: (Johnson, B. Merkel) to approve the Vinton Contract A20 Application for Payment #1 for \$118,174.62. Carried*
- C. Maintenance Shop paving project – Contract A-20 update:
 - i. Vinton Construction Company Completed yesterday.
- D. Fish Creek Parking Lot paving project – Contract B-20 update
 - i. Northeast Asphalt, Inc. - update: Complete asphalt Tuesday of this week.
- E. Parking Lot Lighting – (SEH designed)
 - i. Bodart Electric Services Inc. - update: Wires are pulled for all of the bases. Planning on coming in on 13th of July.

Consideration of Cookery driveway on Hwy. 42: Diana Shay representing the Cookery, asked the town to have the parking spaces that were marked in front of the “driveway” removed or designated as a drop off zone. Sohns read the response from Jeremy Ashauer of the WI DOT relating as to how it does not meet DOT criteria. Ashauer sent the DOT application that details the criteria needed. It is not permitted as a driveway and cannot be permitted as such. The Cookery was using the area as a drop off zone vs. a driveway for the last several years. Johnson stated that anything done in the ROW must be done by WI DOT permit. The town board denied the request and directed her to the application which had been sent by Ashauer.

Consideration of additional handicapped parking: Sohns stated this topic came on the heels of the Cookery driveway question. So, he took an aerial look at Main Street for appropriate locations to consider

additional handicapped parking. Mr. Duderstadt, a resident who has a handicapped wife, reminded Steve Sohns about the lack of parking and considerations in looking for appropriate spaces for that parking. Consider first or last slots in a row of parking spaces, and the value of putting handicapped parking in where they are likely to go. Jayson Merkel stated that the board needs to be handicapped proactive. It is a positive when a town is accessible; its accessibility is readily communicated within the handicapped community. Sohns will continue with follow-up.

Consideration of Town Parking Lot Ordinance: Officer Roesch wrote up a sample ordinance using his past experience noting issues to disallow. This would be a standalone for town owned properties. *Motion: (B. Merkel, J. Merkel) forward to the town attorney for draft at the next month's meeting. Carried*

Consideration of Town Parking Lot Rules: Officer Roesch put together 11 suggested rules for the parking lot. Most are common sense, some tied to the camping on public property and others from past experience. Length/term of parking, definitions and locations of signage need to be worked on. Johnson was willing to work with Roesch on this along with input from any others.

Sign Ordinance Recommendation: Linda Merline began to compare the old overlay with the new ordinance. As the recommendation was formed at last night's commission meeting the board did not have time to review it prior to this meeting and tabling the recommendation seemed appropriate. *Motion: (B. Merkel, Johnson) move to table to a future meeting. Carried*

Consideration of Airport Commissions 6-year Improvement Plan and Approval of Coordinating Resolution: *Motion: (Johnson, Luetggen) to approve the 2020-2025 6-year Improvement Plan and coordinating resolution. Carried*

Approval of Petition of Airport Relief Funds "Cares Act": The commission intends to use the funds for operational expenses. *Motion: (B. Merkel, Johnson) to approve the Petition of Airport Relief Funds "Cares Act." Carried*

Approval of Airport U-Fuel Reimbursement Grant: *Motion: (Johnson, B. Merkel) to approve the Airport U-Fuel Reimbursement Grant Application. Carried*

Fish Creek Beach Updates, Plan & Bid Documents: Sohns stated he went over the plans with Pete Hurth and Steve Parent. A change was made to move the opening in the wall to the east leaving a portion of the wall to the west so that beachgoers will not access the beach right at the west corner of the beach where the old outfall had been. Johnson felt that the grinder station should be taken care of during this phase of the project. Sohns recommended that Dennis Steigenberger be tasked with oversight of this project and also have him rework the grinder station and concrete sidewalk repairs. Johnson did not have an issue with the plan documents. J. Merkel was opposed to numerous things: riprap, use of 8" pipe for the dock, and the masonry work that is to be done underwater, opposed on the whole design. Luetggen questioned if the work could be held off to see if the water recedes at all. The riprap is just for protection of the wall during the highwater afterward the riprap will be used elsewhere by the town. Sohns stated this is not about if we want to change something or do something. This discussion is to bring the latest update to the board and to make sure no details were missed prior to going out for bids. B. Merkel wanted the sidewalk and the re-engineering of the grinder pump part of this project done together. *Motion: (Johnson, Sohns) to move ahead with Dennis taking coordination of the project and to be sure that it is done correctly, and get the grinder station situation resolved and the sidewalks in, to go along with the existing plan that was already approved. It is the expectation that all three pieces of the larger project (beach, sidewalk, grinder) get completed at the same time. Carried with J. Merkel opposed. Dennis will take oversight of the beach project once it is let and a vendor has been selected. Dennis will review the current 90% plans.*

Application for Variance Fish Creek Public Beach to Construct a Retaining Wall Above the OHWM to Protect Park From Further Erosion and Provide a Small Beach Area. All Accessible by Walkway: *Motion: (Johnson, Luetggen) to approve the Application for Variance Fish Creek Public Beach to Construct a Retaining Wall Above the OHWM to Protect Park From Further Erosion and Provide a Small Beach Area. All Accessible by Walkway. Carried*

Determination of 2020 road projects: Sohns feels that more information is needed. A short-term loan is anticipated. Sohns finding striping cost and chip sealing vendor. Revisit priority list.

Adoption of Ordinance #2020-02 Use of Fish Creek, Noble Square and Sunset Parks: *Motion: (Johnson, B. Merkel) to adopt Ordinance #2020-02 Use of Fish Creek, Noble Square and Sunset Parks. Carried*

2020-2021 Operators Licenses: *Motion: (Johnson, B. Merkel) to approve the 2020-2021 Operators Licenses 202021-16 through 202021-45 as presented. Carried*

Payment of bills: *Motion: (B. Merkel, Johnson) to approve the bills for payment with the addition of Vinton and correction of Bodart as presented. Carried*

Adjourn: *Motion: (B. Merkel, J. Merkel) to adjourn at 9:45 p.m. Carried*

Respectfully submitted,

Beth Hagen, Clerk