

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

**Approved: November 4, 2020**

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

**Pledge of Allegiance**

**Roll call/quorum:**

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

Board member(s) absent: none

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

**Approve minutes of previous meeting(s):** *Motion: (B. Merkel, Johnson) to approve the minutes of the regular meeting of September 9, 2020 as written. Carried Motion: (Johnson, B. Merkel) to approve the minutes of the special closed meeting of September 16, 2020 as amended. Carried*

**Committee Reports**

**Parks & Lands:** Buske reported the P&L Committee had a special meeting to approve the gazebo plans. Fundraising is going very well with the snowflakes. Some are on order. The Ad Hoc will be meeting again on Monday.

**Fire Department/EMR:** Fire Chief Bertges filed a written report with the board. Call volume: 36. There was a vehicle accident on Hwy 42 with one fatality. Received the forest fire protection grant. 501c3 has met their goal for extrication equipment.

**Law Enforcement:** Officer Roesch filed a written report with the board.

**FCCA:** Stillman reported they are planning a fall social on Oct 29<sup>th</sup>. Jack-o-Lantern days will be completely virtual with an online costume contest and a business decorating contest. Next board meeting is Tuesday. Trying to decide what to do with the Visitor Center during the off season. No decision has been made for Winterfest. Working with P&L/GHA to get funding for Digger's Gazebo.

**Noble House:** Buske reported the sign fundraiser has been going very well. Sold 2/3 of the signs in 2 weeks.

**Airport:** Franke reported the rotating beacon has been repaired. The installation of the U-fuel upgrade and internet/phone upgrades have been completed.

**Watershed:** No report

**Planning:** No report

**Harbor Commission:** Harris reported they will be closing Oct. 15. Kahr is doing barge runs to/from Chambers and work on Cottage Row. The west pier will be removed. Water levels are down. Swim buoys have been removed. Pump outs will be offered to our seasonal slip/mooring holders.

**Room Tax:** Weddig reported the Commission met the 3<sup>rd</sup> Thursday of September. July income shows only a 5% decrease from last year. Currently through July down 20.9% on the year. August/September predictions is to be down 10-15% for the year. Considering raising the room tax from 5 to 8%. Haven't had a formal discussion yet.

**Building Committee:** Stubenvoll contacted Sohns about the bathrooms at the Town Dock. Some upgrades need to be done.

**Maintenance Department:** No report

**Clerk Report:** The town office is open for election activities only. In person absentee voting will begin on October 20<sup>th</sup>. All other services can be done remotely by either email or telephone.

**Door County Coastal Byways Council:** No report.

**Chairman:** Sohns reported Peninsula Players and Gibraltar Rd have been ground and have or will be paved very soon. Projects are wrapping up.

**Public Comment:** None

## Agenda Items:

**Special Event Request: Northern Door YMCA Ugly Sweater Fun Run, December 12, 2020, Gibraltar Rd to CTH A Closure 10:00 AM – 11:15 AM:** 4<sup>th</sup> year of the run. Will be socially distanced with possibly a Santa drive-by. They will send out a mailer to property owners on Gibraltar Rd. Request partial use of Gibraltar Rd.

*Motion: (Johnson, Luetzgen) to approve the special event request. Carried.*

**Parrish Lease Addendum, Hangar E-6:** Franke explained the Airport Commission has been working with Parrish for over a year regarding the lease amendment. The airport master plan has potential future expansion of the airport that affected the location of the well/septic.

The other three hangar owners will be given the same amendment. This will become the new “boiler plate” amendment.

*Motion: (Johnson, J. Merkel) to approve the Parrish Lease addendum with the new “boiler plate” addendum. Carried.*

**Consideration of Right of First Refusal for Hangar B-2, Jeff Drajesk:** *Motion: (B. Merkel, Johnson) to refuse the right of first refusal. Carried.*

**Consideration of Sale of Hangar B-2 to Kinney Transportation:** *Motion: (Johnson, J. Merkel) to approve the sale of Hangar B-2 to Kinney Transportation, LLC. Carried.*

**Consideration of Lease Agreement for Hangar B-2 with Kinney Transportation:** *Motion: (Johnson, B. Merkel) to enter into a lease agreement with Kinney Transportation, LLC for Hangar B-2. Carried.*

## Cedar Corporation Update:

### a. WI-DOT Hwy 42 Project General Update:

a. **Vinton Construction Company** Work is complete. Sidewalks have not gone through a winter and suggests the Town notify property owners to be cautious on salt usage. Suggests posting a message on the website as reminder and send a letter.

i. **Change Order No. 3 # 1** is misc. project items: Vinton’s bid did not include a price per sq ft. to cover the sidewalks if they needed to be poured during cold weather and Sanitary Sewer manholes that needed to be adjusted. \$24,200.88 #2 Pre-final quantity adjustments, remainder will come in January. Total comes to: \$71,122.48

*Motion: (Johnson, B. Merkel) to approve the change order in the sum of \$71,122.48. Carried*

ii. **Payment Request No. 5:** The payment request includes the change order and additional paving. Amount due: \$87,996.88. Still holding a \$12,000 retainage.

*Motion: (Johnson, J. Merkel) to approve the payment request #5 of \$87,996.88 to Vinton Construction. Carried.*

### b. Railing Project

i. **Schuh Construction Final Invoice:** Payment request includes waiver of lien.

*Motion: (Johnson, Luetzgen) to approve the final payment request of \$29,432.00 to Schuh Construction. Carried.*

### c. Rapid Flashing Beacons

i. **Bodart Electric Services Inc.** The issue has not been resolved. 6 control boxes need to be replaced. Sohns inquired with Action Electric to see if they could be converted. Will continue to work with SEH for a solution.

d. **Radar Installation Update:** No update. Requires a DOT permit. Dennis is working to get prices from the County and Bodart for placement of the pole.

e. **Noble House Pole and Meter Update:** Dennis contacted Ayres. Control box needs to be moved. The flashing light needed to be raised. The state has taken care of. Waiting to hear from the DOT regarding the utility pole.

- b. **Community Center and Maintenance Shop Paving – Contract A-20:** Project is complete. The grass east of the exit at the Town Center has been planted. Asphalt at the maintenance shop is supposed to be picked up. Holding a retainage on the contract. Sohns will follow-up on those items.
  - a. **Asphalt and curb/sidewalk project – Contract A-20 Update**
    - i. **Vinton Construction Company**
  - b. **Fish Creek Parking Lot Paving – Contract B-20 Update:** Project is complete, no further punchlist. Holding a small retainage for lien waivers.
    - i. **Northeast Asphalt Inc.**
  - c. **Parking Lot Lighting Update**
    - i. **Bodart Electric Services:** Project is complete. The start-up of the system has been delayed. Each light has a serial number that the programmer needs to program the system. Additional time and cost for Bodart will be \$3250. Scheduled for the week of Nov. 9/10<sup>th</sup>. Dennis recommends having Bodart record the serial numbers. Dennis will also follow-up with Viking to see if they can provide the numbers to be programmed w/ sequence to be adjusted later by the Town.  
*Motion: (Johnson, Sohns) to sign the purchase order for Bodart. But if we can move forward with numbers from Viking and sequencing later to do that option. Carried.*
  - d. **Special Assessments for STH 42 Sidewalks – Update**
    - i. **Schedule “B” Cost Items:** Misc. items to include: top soil, brackets, frost protection, manhole adjustments and removal of existing sidewalks. Will use actual numbers.
    - ii. **Proposed Hearing Date:** When preliminary resolution is ready and given to the Town Clerk, it needs to be on display for 10 days. A notice needs to be sent to every property that is to be assessed. Meeting of the electors is scheduled for Nov. 18<sup>th</sup> to approve the budget.  
Dennis will have prefinal drafts on Nov 4<sup>th</sup>. Could move ahead for the notice of the hearing at that time. Hesitate to put the extra work on the office during the election week.  
Need a legal opinion on how to handle the hearing during the emergency order. State and local government operations are exempt.  
Will decide in November.  
Won't be assessed until next year, don't need to rush it through.
  - e. **Other Projects**
    - i. **Beach Driveway and Ramps:** Cost estimate is \$35,000. The DOT needs to issue a permit that takes time. They need the final design plans. It is getting too late to get started this fall. The neighbor's driveway is getting washed out and needs to be ADA compliant. Need to extend and raise the concrete of the driveway to be 5” higher than the curb. Dennis will work on a design to rectify the project.  
Concrete work to be done in the Spring.
    - ii. **Cedar Street Storm Sewer:** The inlet to the north and south of Cedar Street are full of water. The rest of the inlet is filled with silt. About 50 ft of storm sewer and catch basin. Estimated cost about \$25,000. Won't know what size pipe to order until it is dug up. Still possible to get done this year. Need to make sure maintenance is inspecting and cleaning the storm sewer grates. Need to determine if someone could do it this fall. Dennis suggested getting a vacker truck to vacuum out the inlets to inspect. Also suggest having all the basins and vortecnic unit vacuumed out. All of them in the old downtown area should be done.
    - iii. **Noble House Storm Sewer:** Cedar took elevations and will look into different approaches.
    - iv. **Pothole Repair at Maple Street and Alley Near East Ramp:** Northeast Asphalt repaired the pothole at the corner for \$2640. Cost to be split between the Town and the Sanitary District.

**Consideration of Hwy 42 Streetlight and Sidewalk Assessment Methodology and Associated Actions:** Dennis will calculate the costs with the misc. items previously discussed.

**Beach Project Phase II Update and Redi-Rock Options:** A variance was granted to allow for the walkway. The DNR permits were approved. Contracts were given to Kahr. Parent spoke with Redi-Rock and the blocks would need to have a good base. Would need to de-water and dig a trench. Estimated cost of \$150,000. Due to cost, recommends sticking with the dimension stone. The wall will be 5'6" above the 100-year flood elevations.  
*Motion: (Johnson, Luetzgen) to move forward as the contract was let. Carried*

**GHA Gazebo Project Design Presentation and Approval:** Buske presented the plans for the Digger DeGroot Memorial Gazebo to be placed in Noble Square Park. *Motion: (Johnson, Luetzgen) to approve the plans as presented. Carried.*

**Amend Ordinance 2020-03 Handicapped Parking – Map Amendment:** *Motion: (Johnson, Sohns) to add handicap parking spots to 4006 Hwy 42 east of the driveway and at Paul Krause's east of the alley. Carried*

**Adoption of Gibraltar Sign Ordinance No. 2020-04:** Section 5 #11: strike "contain, consist or have". Section 6(3)(b) is unclear. Would like to get clarification and add to next week's meeting. What was decided on Section 6(2) regarding "wood or wood-like materials" and adding "the board may consider variances".  
*Motion: (Johnson, Sohns) to add to the next meeting for clarifications and legal opinions. Carried.*

**Consideration of Sidewalk Maintenance Equipment:** Sohns presented new and used options. There is a unit in Pennsylvania that is very reasonably priced. It was replaced as part of an insurance claim due to a building fire and heat damage. The extent of the damage is unknown. Would like an estimate to see how much it would cost for a local rep to inspect.

**Payment of bills:** *Motion: (Johnson, Luetzgen) to approve the bills for payment with the exception of Bandhuin Pool \$296. Carried*

**Adjourn:** *Motion: (Luetzgen, Johnson) to adjourn at 11:18 p.m. Carried*

Respectfully submitted,

Kelly Murre, Deputy Clerk