

TOWN OF GIBRALTAR
PLAN COMMISSION
TUESDAY, JANUARY 26, 2021
GIBRALTAR TOWN CENTER*
IMMEDIATELY FOLLOWING THE
SPECIAL JOINT MEETING OF GIBRALTAR TOWN BOARD AND PLAN COMMISSION

Call to Order: Merline called the meeting to order at 7:41 p.m.

Roll Call / Quorum: A quorum was present.

Members present: Linda Merline, Tom Blackwood, Don Freix, Brian Hackbarth, Paul Pillat

Proper Notice / Adopt Agenda: Sara Lancaster stated that proper notice was given. *Motion (Blackwood, Freix) to adopt the agenda as posted. Carried*

Approve Minutes of Previous Meeting(s): *Motion (Freix, Blackwood) to approve the minutes from the October 27, 2020 meeting as written. Carried*

Public Comment: None

Plan Commission 2021 Goals:

Tonight's Plan Commission meeting immediately followed the annual joint meeting of the Plan Commission and Town Board. Merline commented that the Plan Commission has work to do in 2021, highlighting the goals prioritized by the Town Board.

One of the first goals the Plan Commission will take up is Goal 6: Begin Work on 2024 Comprehensive Plan. Specifically, the Plan Commission will begin by reviewing the chapters of the Town's Comprehensive Plans. After some discussion of what chapters to begin with or if other chapters should take a higher priority, the Plan Commission decided to begin the process by reviewing Chapter 1 next month and review it in order, chapter by chapter, moving forward.

Regarding Goal 8: Pursue Adjustment of County Zoning to Match the Vision of the Comprehensive Plan, some of the zoning issues the PC addressed and worked on in 2019 will likely be revisited as well. Merline reminded the Plan Commission that the Town Board did act on and create a Town sign ordinance based on the previous work the Plan Commission had done regarding town signage. Merline suggested the Plan Commission revisit the outdoor display ordinance next so that it might be adopted prior to this upcoming season. Sara Lancaster to look through the zoning recommendations for any mention of "food truck." Merline reminded the Plan Commission that they are only tasked with looking for what areas might need to be updated, not recommending what needs to be done.

The Plan Commission will also address Goal 12: Improved Communication with Residents. Sara Lancaster will email the Plan Commission the copy of the Town Communication Policy she created for the Town back in 2018. To date, not much has been done with the Communication Plan at the Town Board level, but it is one of her current professional goals within the office so she expects to see some movement on it soon.

Merline asked for other suggestions of Plan Commission Goals that should be on upcoming agendas. Hackbarth suggested the Fish Creek meander (Goal 3C – Restoring the Meander in Fish Creek, Goal 2, Outcome 2.4) as it affects other Town committee projects, specifically Parks and Lands.

Goal 3A: Implement the Fish Creek Watershed Plan / Fish Passage at the Culvert --Consideration of Baudhuin's Proposal to Conduct a Survey & Site Plan of Fish Passage at the Culvert:

The Plan Commission had previously discussed hiring Baudhuin Surveying & Engineering to conduct a survey of the Fish Creek box culvert to know exactly where the Town can and cannot access the creek. Due to the nature of the work, the actual construction would have to be conducted when the creek is low or dry and the ground is hard. Merline said November 2021 is when the work would likely be completed. The permitting process will also affect the time line.

Merline to have a conversation with Pillat to get him up to speed with this project.

Motion (Blackwood, Freix) to accept Baudhuin's proposal to conduct a survey and site plan of the fish passage at the culvert. Pillat abstained. Carried

Goal 3A: Implement the Fish Creek Watershed Plan / Fish Passage at the Culvert -- Consideration of Miller Engineers & Scientists' Proposal to Create RFP and/or Provide Construction Administration Services for Next Phase of Fish Passage at Culvert Project:

The next step in implementing the approved plans for the Fish Creek Box Culvert is to hire someone to do the construction work. Pillat and Freix questioned why the Plan Commission is looking at hiring Miller, or an outside source, to create the RFP. Merline and Hackbarth explained that given the complexity of the project and technicalities involved in an RFP of this nature, it would likely require the assistance of someone who is more familiar with writing RFPs for this type of project.

Motion (Freix) to approve hiring a consultant to create RFP for next phase of the fish passage at culvert project. Motion failed due to lack of a second.

Lancaster stated that she looked at the total grant funds awarded to the Town vs. Miller's estimated costs for the project, and the estimated costs did not take into account the expense of hiring someone to create an RFP or provide construction administration services. Therefore, if the Plan Commission decided they wanted to use grant funds for these construction-related services they run the risk of not having enough funds to do the actual construction work seeing as the total grant amount was based off of Miller's estimated construction costs. The Plan Commission did not budget separate funds for consultants in their 2021 budget because in the past the Town Board chose to take funds for commission and committee project consultants directly out of their budget for Projects/Consultants. The Town Board voted not to include funds under Project Consultants in 2021. Therefore, the funds for both the RFP and any construction administration services would have to come from the grant or be brought before the Town Board as a separate request.

Pillat suggested reaching out to another company separate from Miller to create the RFP so they could provide another set of eyes look at the plans. Merline didn't feel that was necessary as Miller's plans have been reviewed and approved by the WisDOT. The DNR is also well aware of the project and several representatives from the DNR have walked the creek and looked at the culvert and meander. Pillat disagreed with the order of the project's components. There was discussion about tabling the item Merline said her intention with bringing up the item tonight for a decision is so the Town can line up a construction company to do the work while construction companies are creating their schedules for the upcoming year. Blackwood would like to see the Plan Commission move forward and then get the dollars lines up. Two separate motions were made regarding this agenda item.

Motion (Blackwood, Freix) to tentatively approve hiring Miller Engineers & Scientists to create an RFP for the next phase of the Fish Passage at Culvert Project with a request of the Town Board to provide the necessary funding. Carried

Merline said she felt the Plan Commission was not ready to address the second part of this agenda item related to the construction administration services. It was suggested it be tabled.

Motion (Hackbarth, Freix) to table consideration of hiring Miller Engineers & Scientists to provide construction administration services for the next phase of the Fish Passage at Culvert Project. Carried

Reports

a. Chair Report - None

b. Ground and Surface Water - None

c. Town Board/Parks and Lands - None

Set Next Meeting Date: The next meeting is set for February 23, 2021 at 7 p.m.

Adjourn: *Motion (Freix, Hackbarth) to adjourn at 8:38 p.m. Carried*