

**TOWN OF GIBRALTAR
REGULAR MONTHLY MEETING
WEDNESDAY FEBRUARY 3, 2021
GIBRALTAR TOWN CENTER
4097 HIGHWAY 42, FISH CREEK WI 54212
7:00 PM**

Approved: March 3, 2021

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: Sohns verified that the agenda had been properly noticed. *Motion: (Johnson, J. Merkel) to adopt the agenda as submitted. Carried*

Approve minutes of previous meeting(s): *Motion: (Johnson, B. Merkel) to approve the minutes of the special meeting with closed session of December 9, 2020 as written. Carried Motion: (Johnson, Luetzgen) to approve the minutes of the regular meeting of January 6, 2021 as corrected. Carried Motion: (B. Merkel, Johnson) to approve the minutes of the special meeting of January 13, 2021 as written. Carried*

Committee/Commission Reports

Parks & Lands: Kelly Murre reported the committee met and reviewed goals for the season.

Fire Department/EMR: Fire Chief Bertges reported 10 calls in January. The responders should be done with their second set of COVID shots this week. Applying for AFG's grant a new Chambers Island (CI vehicle) with an approximate cost of \$300,000. Waiting on Raibrook grant for the CI UTV. Online classes should be starting in the next week or 2 primarily for CI but available for mainland as well. A captain's corps is being formed for the department specifically for use in rough water situations.

Law Enforcement: Officer Roesch reported 63 contacts. Protective gear from Adopt-A-Soldier was received. Use of Force Accreditation has been received from the Wisconsin Law Enforcement Accreditation Group, Inc. Parking ordinance consolidation work continues.

FCCA: Karlie stated that 2021 membership have been wrapped up. Advertising updates are underway for the maps, posters, and website. The cooperative venture of the Peninsula State Park paper with the Ephraim Business Council and Peninsula Park is moving forward for this year. "Tour of Lights" will be wrapping up February 16th. Denise stated the board is in discussion what is proper with the visitor center this Spring as far as scheduling. The FCCA has had inquiries if it will be coming to the town to ask for flexibility regarding zoning/ordinances again. The association would like to have the topic on next month's town agenda.

Airport: No report.

Noble House: Laurie Buske stated that outreach has been done via email and Facebook. A lot of behind-the-scenes work. Fish Creek stories and memories are always welcomed.

Watershed: No report.

Plan Commission: Linda Merline stated joint meeting with town board was held on 2021 goals.

Harbor Commission: Dave Harris reported they met last week with the primary items of slip and mooring renewals. Two slips were relinquished and reassigned. The commission is working on solutions to mooring issues due to aging ordinances.

Room Tax: Bill Weddig stated the commission met and reviewed November collections which trended 13% higher. Gibraltar is still down 8.3% down overall.

Building Committee: Karl Stubenvoll reported that the committee did not meet. Karl Stubenvoll did meet with David DeGroot regarding the foundation of the Noble House which continues to deteriorate.

Clerk: Beth Hagen stated that the public test for election equipment will be held next Wednesday at 8:30 a.m. The Spring Primary is February 16th; poll hours are 7 a.m. – 8 p.m.

Door County Coastal Byways Council: The council met on January 13th. A decision should be coming through shortly by the Federal Highway Administration on the successful All American Road applicants. JEM Grant application options were discussed regarding a 3-year marketing plan on Town

WebDesign/Tweak on Phases 1, 2, 3 of the website. Discussions were put on hold until the NSB/AAR designation is known. The next meeting is Wednesday, February 17th.

Chairman: Steve Sohns stated that a joint meeting was held with Planning. The brush was used in the smaller snow event and performed well but noted there are a number of places that the brush cannot fit. A custom width brush can be made. Sohns met with Pete Hurth on Spring Road. It appears the cause for the current pooling is that before the roadwork there was no crown on the road; the remedy would be to add culverts. A date will be set tonight for special assessment discussions. Questions will be answered at the meeting. Johnson stated there is a lot of misinformation regarding the topic.

Public Comment:

- Carole Vande Walle request to consider other options on room tax increase.
- Cal Burnton expressed concern regarding the special assessments and the good of the community.

Agenda Items:

Beach Project Phase II Update: Sohns stated that the project is moving forward now that additional staking has been done by Baudhuin.

A. Consideration of design change to crescent beach area: Kahr is recommending that the semi-circular beach area be increased by 30% to make a larger space. He is willing to cover the cost. Sohns said he was not sure on what the 30% bigger meant. Sohns called Kahr. *Motion: (Johnson,) to table. Failed for lack of a second.* A combination of deeper and longer 30% of 60' crescent. It could be made more ovate to minimize impact on elevations. Kahr responded the 30% change would be a combination of 30% bigger the width of 60'. Kahr recommended making the 30% in width not in elevation. Baudhuin spoke with the DNR regarding the change would need a revised plan from Baudhuin. Sohns cost for revision estimated under a thousand dollars. *Motion: (Johnson, B. Merkel) move to approve as long as it does not change the elevations and meets DNR approval. It is the responsibility of the General Contractor to get the DNR approval and coordinate other changes and contractors at no additional cost, this will not affect the completion date in the original contract. Carried*

*Jayson Merkel and Paul Woerfel questioned if ADA standards were included in this project in making it pedestrian friendly. The project already considers ADA compliance.

The Harding Group

A. Present draft organizational ordinance for Township including the role of town board, town chairman, appointed officials and town administrator: Mark stated he is looking for feedback on the document itself. The intent is to codify the responsibilities of the chair, town board, officials, and committees/commissions. A final draft ordinance will be brought back for approval on March 3rd.

- Steve questioned the reference to the town supervisor's job description and where it is. At the end of the town administrator last bullet point – all officials and employees of the town shall cooperate and assist the administrator. That should be listed under others not under the administrator. Bill suggested a cooperating requirement.
- Brian question on why the roads would not be listed under the administrator. Steve responded that it is the responsibility of the town board. Brian stated as far as a contact should it be the administrator. For example: road needs salting, a tree down, etc., those calls should be directed to the administrator as part of day-to-day responsibilities.
- Police Chief and Fire Chief that is an option. The board agreed to include the descriptions.
- Johnson stated if the opportunity of separating the clerk-treasurer position for cost savings from no longer being required to have an annual audit. That is not to say that audits would not happen just not as often. Beth Hagen expressed serious concern on the possibility of no longer requiring a minimum of an annual audit. There are efficiencies for both types of clerk and treasurer positions, Beth felt that an audit should be done which ever position configuration is in place. A separation of duties will not necessarily be a cost savings in fact it could increase personnel costs. It is a matter of transparency for the clerk and treasurer that should be welcomed, the town board and reassurance for the public. For many years, the town had reviews done as a cost saving measure; reviews have their place, but Gibraltar is no longer at that place.

Audits have a positive effect on our bond ratings as well. Bill responded that as a point of discussion and means of trying to create further separation of duties to meet recommendations in the management letter from the auditors it is a suggestion. Marc stated that he and John felt that at this time with Beth holding the combined position it is not recommended. Beth added that it can easily be added in when the board would like to make that change.

- B. Present draft Community Profile: Marc asked the board to look over the draft that came out late this afternoon and get back with any changes in particular the major challenges and opportunities which are after financials. Is this an accurate list from the board's perspective? Please respond by Friday. This document could be used for numerous things by pulling out the job description. It has been a collaborative effort with Sara, Kelly, and Beth. The job will be posted by the end of the week.
- C. Review feedback from committee/commission chairs: Marc spoke with each of the committee/commission chairs (Dave, Linda, Brian, Marty, Karl). He did not talk to sanitary district as they were not in the original piece. There is overall support for an administrator but no support for combining Parks & Lands and the Building Committee. There did not seem to be any issues with broadening the Building Committee role to a Public Works role. There was significant support to move toward township zoning. There is support for an organizational planning process and using the mission vision out of the comprehensive plan. There was no feedback for a public safety committee, but Marc had not spoken to Ryan or Andy. There was good feedback on the staff in the office and their work with the office. Other issues that came up were funding for the airport short and long term. One individual brought up funding for the civic association. Effectiveness of \$250 spending limit vs. \$500 or \$1,000.

Based on the feedback:

- Leave Parks & Lands separate from Building Committee
- Rename and broaden the scope (could include roads) of the Building Committee to Public Works Committee
- Move ahead with the planning process, have each of the functional groups provide a list of 2021 projects
- As far as the spending piece, have an annual resolution that adopts what spending limits committees and positions have.

An informational piece on committee v. commissions is included.

- D. Present initial Performance Model: Performance Model Skills: Cognitive, behavioral, career fit will be completed by the applicants to assist in determining if they are the correct fit for the job. Screening questions to get to short list is attached that will be used to further cull the applicants.

Set date for Streetlight and Sidewalk Special Assessment discussion: *Motion: (B. Merkel, Johnson) to set the date for February 24th at 6 p.m. Carried*

Consideration of Baudhuin Survey Funding for Fish Creek Watershed Hwy. 42 Box Culvert: A quote from Baudhuin for the survey is \$800 if done in the near future. *Motion: (Johnson, Sohns) go ahead with the Baudhuin survey for the Fish Creek Watershed Box Culvert. Carried*

Consideration of Miller Associates Funding for Fish Creek Watershed Hwy 42 Box Culvert Construction RFP: Linda Merline stated an RFP needs to be written for the construction of the project. Miller was asked for a quote for the writing of an RFP a range of \$1,500 - \$3,000 was given. This was not included as part of the grant. The grant only covered the cost of the construction. *Motion: (B. Merkel, Johnson) to table with further consideration of other options. Carried*

Adoption of Door County Parks and Open Space Plan 2020-2025 (Outdoor Recreation Plan): *Motion: (B. Merkel, Johnson) to adopt the Door County Parks and Open Space Plan 2020-2025. Carried*

Consideration of further definition of the Recreational Trail Grant Program: road crossings, DOT permits and path/trail locations: Steve Sohns stated there needs to be clarification, so Sara Lancaster stated the maximum funding for the grant is \$200,000. Intent trail from parking lot, 2 new bridges across the creek,

road crossing walk at Fish Creek Park to Sunset Trail in Peninsula Park. Another portion - YMCA to Northhaven. Do we want to put in a crossing at the gas station to Peninsula Park to the snowmobile trail in the Park? Do we need a crossing if it is only a snowmobile trail in the park? What is the difference between a multi modal and rural path? Brian asked if the trail council has realigned the use of the trail in the park. The trail is not a designated hiking trail. Jayson stated we might be opening ourselves up to a liability if we are giving the appearance of a usable trail. Steve questioned, focusing on Northhaven trail to the YMCA is there a particular surface? Bill stated that the trail is over the sanitary district ROW. Jayson recommended putting in a base that would be sufficient for asphalt. Brian remembered in a previous conversation that the surface was improved whether asphalt or concrete. Sara clarified what she needs to move forward with the grant application and permitting. *Motion: (B. Merkel, Johnson) to start the permitting process with the DOT and do the whole works north to Northhaven, and the north end being a hard improved surface blacktop or concrete. Carried*

Consideration of Jon A. Blahnik and Christianna N. Blahnik Revocable Trust U/A August 21, 2006 charitable gift of parcel #014-17-0052 on Chambers Island for development of a fire department service building: Steve Sohns gave a brief history of the gifting. The change is under 4C – timber rights. Johnson asked if under 2E there any noxious plants there that we would have to take care of? *Motion: (Johnson, J. Merkel) to accept the Jon A. Blahnik and Christianna N. Blahnik Revocable Trust U/A August 21, 2006 charitable gift of parcel #014-17-0052 on Chambers Island for development of a fire department service building. Carried*

Approve ad for Harbor Commission terms: *Motion: (B. Merkel, Johnson) to approve the ad for Harbor Commission terms as presented. Carried*

Approve ad for Parks & Lands Committee terms: *Motion: (B. Merkel, Johnson) to approve the Parks & Lands Committee terms ad as presented. Carried*

Disposal of old Trackless and accessories: Sohns consider selling the old trackless with old narrow blower with it. The trackless has 1868 hours and is in better shape. *Motion: (J. Merkel, Johnson) to sell the old trackless and blower as well as Andy's equipment (Fire Department). Carried*

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

Adjourn: *Motion: (Luetzgen, J. Merkel) to adjourn at 9:58 p.m. Carried*

Respectfully submitted,

Beth Hagen, Clerk