

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

Approved: May 5, 2021

Call to order: Steve Sohns called the regular meeting to order at 7:07 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 confirmed the agenda had been properly noticed. *Motion: (Johnson, B. Merkel) to adopt the agenda. Carried*

Approve minutes of previous meeting(s): *Motion: (B. Merkel, Johnson) to approve the minutes of the regular meeting of March 3, 2021 as written. Carried Motion: (Johnson, B. Merkel) to approve the minutes of the special closed meeting of March 8, 2021 as written. Carried Motion: (Johnson, J. Merkel) to approve the minutes of the special closed meeting of March 24, 2021 as written. Carried*

Committee/Commission Reports

Parks & Lands: Kelly Murre reported the committee met last month and reviewed seasonal preparations.

Fire Department/EMR: Fire Chief Bertges reported call volume increased from 2020. There currently is a burn ban, 3 department members are taking entry firefighter class. UTV donations are up to \$26,000. The UTV has been ordered. An additional \$5,000 in donations is needed to purchase the trailer.

Law Enforcement: Officer Roesch reported 81 contacts for the month. The new docking station for the TASER was installed. A wireless solution for transferring squad camera video to the main office computer is being researched. A wireless solution will extend the life of the camera system by not having to repeatedly removing the memory to manually transfer the video.

FCCA: Karlie got the electric vehicle station up and running. The Visitor Guide is at the printer. Visitor Center opening May 1st. Karlie is also working on grand opening and ribbon cutting to celebrate our many completed projects.

Airport: No report.

Noble House: No report.

Watershed: Linda Merline stated the water is extremely low, 1-2 inches deep at the culvert.

Plan Commission: Linda Merline stated continued discussion on short term rentals will be at the May meeting. Chapters 1 & 2 will need a lot of public input. The outdoor display draft was reviewed and will continue before it is brought back before the town board.

Harbor Commission: Dave Harris reported the dock is full for July 4th and several other weekends this season. The staffing looks good. Chase and Lindsey will be back in May. The east and west ramps will be put in place by week's end.

Room Tax: Bill Weddig stated the commission met and reviewed income for January; up 30% over last year.

Building Committee: Karl Stubenvoll reported that there was no meeting in March but is anticipated to meet Monday the 12th at 7 p.m.

Clerk: Beth Hagen stated the Spring Election was held yesterday. Steve Sohns has been re-elected as chairman, Brian Merkel and Tim Luetzgen have been re-elected as supervisors. The annual meeting is scheduled for 7 p.m. April 20th at the Gibraltar Fire Department, 3496 Cty. F. Zoom audio accommodations will be available for the public. There is a 100-participant capacity for the Zoom accommodation.

Door County Coastal Byways Council: The council will be meeting here next Wednesday at 8:30 a.m.

Chairman: Steve Sohns stated our Door County Medical Clinic will be moving to Sister Bay in the fall. Lower Cottage Row will be repaved this year; a grant has been awarded to defer some of the cost. Charter did not get the PSC initial grant; if reopened Charter will resubmit as our town is a good candidate.

Public Comment: None

Agenda Items:

Driveway Variance Request: Calvin Akin, 9251 Cottage Row, Parcel # 014-02-31312711C: Nick Meissner presented the driveway design for the Akin property. The request is to reduce the traveled surface to 12' with 1.5' on either side. Concerns were turning radius at the entry/exit and drop off traveled surface having soft material. The Fire Chief and Nick Meissner will meet to see if a compromise can be worked out and bring back at the next meeting of the board.

Beach Project Phase II Update: Steve Sohns stated an excavator and piping has appeared. The DNR has approved the latest permit. Baudhuin will touch base with the sprinkler company to make sure a better sprinkler pattern is used.

Cedar Corporation: Approval of Vinton Construction Change Order #5: Dean Zanon of Cedar Corporation detailed the Vinton Change Order #5 in the amount of \$45,281.71. The contract price incorporating this Change Order is \$992,114.71. Change order to remove striping would reduce by \$258.72. If conduit needs to be added to the island now is the time. Sprinkler heads in this area should be checked. Mike gave an overview of the plan set in order to make the area ADA compliant. *Motion: (Johnson, Luetzgen) to approve Vinton Construction Change Order #5 minus the painting. Carried*

Approval of Ordinance 2021-01 Organizational Ordinance: Bill Johnson asked minor changes be made to page 9 A 2. Last sentence to read: "The town board may create or amend policy and the town administrator shall implement such policy." Also, page 10 B 5 add a sentence to read "Such will be communicated to the board at the next scheduled meeting." *Motion: (Johnson, J. Merkel) to approve Ordinance 2021-01 Organizational Ordinance with additional changes as mentioned. Carried*

Application for Cigarette License: Salt + Cedar, LLC: *Motion: (B. Merkel, Johnson) to approve a cigarette license for Salt + Cedar, LLC through 6/30/2021. Carried*

Liquor License Application 2020-2021 Shiny Moon Hospitality Group/Shiny Moon Café Class "B" and "Class C", 4164 Main Street: Angie McMahon for Shiny Moon Hospitality Group detailed her application. *Motion: (Johnson, B. Merkel) to approve the liquor license application 2020-2021 for Shiny Moon Hospitality Group/Shiny Moon Café Class "B" and "Class C", 4164 Main Street. Carried*

Liquor License Application 2020-2021 DC Chocolate Design, LLC/DC Chocolate Design Café Class "B" and "Class C", 9341 Spring Road Unit 6A: Kara VanderLeest for DC Chocolate Design, LLC detailed her application. *Motion: (Johnson, B. Merkel) to approve the liquor license application for 2020-2021 DC Chocolate Design, LLC/DC Chocolate Design Café Class "B" and "Class C", 9341 Spring Road Unit 6A as submitted less outside area. Carried*

Special Event Request: Tracy Alpert "Explosions of Fun" Fireworks, July 3, 2021, Use of Clark Park, Closure of portion of Spruce Street, barge loading at Fish Creek Town Dock: Tracy Alpert asked the item to be rescheduled. Ms. Alpert will contact the clerk for rescheduling.

Special Event Request: Hairpin Run July 4, 2021, Use of Noble Square Park, Hill St. & Bluff Lane closure, EMR and Law Enforcement Assistance: Vinnie Chomeau stated she has spoken with the Sheriff's Department, Fire Chief Andy Bertges, and Police Chief Ryan Roesch regarding the event. A race start of 7:30 a.m. is recommended by Sheriff's Department. It is unknown when the road work will be done by Charter on Cottage Row. Sohns asked about portables; Vinnie will contact Tracy Alpert. Brian recommended sending out letters to property owners along the route. *Motion: (Johnson, Luetzgen) to approve the special event request for the Hairpin Run July 4, 2021, Use of Noble Square Park, Hill Street and Bluff Lane closure, EMR and Law Enforcement assistance with portables to be provided, and all route property neighbors to be notified. Carried*

Determination of Funding Level for Watershed Box Culvert Construction RFP: Linda Merline reviewed the quote from Miller. The board asked Dean Zanon of Cedar Corporation was asked if his firm could quote the RFP as well. The item will be brought back at the next regular meeting for determination.

Set date of 2021 Road Review: *Motion: (Johnson, Luetzgen) to set the date and time of 5:30 a.m. April 26th for the 2021 Road Review. Carried* The board will meet at the Town Center parking lot. This is for information gathering purposes only; no action will be taken.

Set Date for 2021 Chambers Island Facilities and Road Review: *Motion: (Johnson, Luetzgen) to set the date and time of 3:30 p.m. May 19th for the 2021 Chambers Island Facilities and Road Review. Carried*

Set Date for 2021 Open Book and Board of Review: *Motion: (Johnson, Luetzgen) to approve the date of Saturday May 15th 10 a.m. – Noon for Open Book and Wednesday, June 9th, 6-8 p.m. for Board of Review. Carried*

Adoption of Ordinance #2021-02 Regarding Appointment of Members for Board of Review: *Motion: (Johnson, B. Merkel) to adopt Ordinance #2021-02 Regarding Appointment of Members for Board of Review. Carried*

Approval of CLA Final 2020 Audit Report: *Motion: (B. Merkel, J. Merkel) to accept the final 2020 Audit as presented. Carried*

Consideration of Spring Road Reshaping of Ditches and Addition of 2 Road Culverts: Steve detailed the project and what it remedies which is to correct the ponding issues, ditching, culverts where there were issues and a driveway culvert specified in the correction plan. *Motion: (Johnson, Luetzgen) move to approve as submitted with the conditions we have discussed which include analyzing the ditching or replacing culverts with the approach to cutting into the ditches as opposed to using culverts that may not be needed. Carried*

Special Event Request: Top of the Hill Shops, 4th of July DoorCan Benefit, 7/2/21: Kelly Khemchandani from the Town of the Hill Shops is to have a DoorCan Benefit as donations are significantly down in the past year due to COVID. The idea is to have a 1-day benefit with a band from Nashville and a food truck with proceeds to go to the non-profit. The entry fee would be \$10. There would be no beer or wine sold unless DoorCan would apply for one at a later time. A stage may be set up for the band in the parking lot. They did not plan on using banners only advertising on social media. The board ok'd a banner not to exceed 24 square feet should they choose. There may be a 40' x 20' tent if needed. *Motion: (Johnson, J. Merkel) to approve the Special Event Request: Top of the Hill Shops, 4th of July DoorCan Benefit, 7/2/21 including a banner that complies with the ordinance, beer & wine would need to be applied for by DoorCan. Carried*

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

Adjourn: *Motion: (B. Merkel, Luetzgen) to adjourn at 9:50 p.m. Carried*

Respectfully submitted,

Beth Hagen, Clerk