

**TOWN OF GIBRALTAR
BUILDING COMMITTEE
MONDAY, JULY 19, 2021
GIBRALTAR TOWN CENTER
7:00 PM**

To mitigate the impact of COVID-19 this meeting can be attended remotely.

To join via phone: Call 1-312-626-6799

To join via Zoom meeting:

www.zoom.us

Meeting ID: 874 3737 5885

Password: 439672

1. Call to Order
2. Roll Call/ Quorum
3. Proper notice/ adopt agenda D/A
4. Approve Minutes of Previous Meetings D/A
5. Public Comment
6. Chambers Island Fire Station Design Plans/Next Steps D/A
7. Review Notes from Walking Tours
 - a. Town Center
 - b. Bathhouse
8. Prioritize 2022 Budget Items D/A
9. Other Lighting/Maintenance Issues D/A
10. Set Next Meeting Date D/A
11. Adjourn D/A

/s/ Karl Stubenvoll, Chairman

Posted:


Kelly Murre, Clerk

July 16, 2021

Fish Creek Post Office

Fish Creek BP

Baylake Bank – Fish Creek Branch

Gibraltar Town Center Display Case

In compliance with the Americans with Disabilities Act, any person needing assistance to participate in this meeting, should contact the Office of the Town Clerk at (920) 868-1714. Notification 72 hours prior to a meeting will enable the Town to make reasonable arrangements to ensure accessibility to that meeting.

A quorum of the Gibraltar Town Board may be in attendance at the above meeting.

Approved:

**TOWN OF GIBRALTAR
BUILDING COMMITTEE
GIBRALTAR TOWN CENTER
MONDAY, JUNE 21, 2021
7:00 P.M.**

Call to order: The Town of Gibraltar Building Committee meeting was called to order at 7:00 P.M. by Karl Stubenvoll, chairman.

Roll Call/Quorum: A quorum of the Committee was present.

Members present: Karl Stubenvoll, Steve Sohns, Jayson Merkel, Laurie Buske and John Lancaster

Absent:

Also Present: None

Proper Notice/Adopt Agenda: Stubenvoll verified the agenda had been properly noticed.

Motion: (Sohns, Buske) to adopt the agenda as posted. Carried.

Approve Minutes of Previous Meetings:

Motion: (Sohns, Buske) to approve the minutes of the May 17, 2021, as written. Carried.

Motion: (Sohns, Merkel) to approve the minutes of the June 7, 2021, as written. Carried.

Motion: (Buske, Merkel) to approve the minutes of the June 14, 2021, as written. Carried.

Public Comment: None

Review Notes from Walk Throughs:

Noble House Annex: Window washing, carpet replacement, the restroom fan venting needs to be repaired. Replace restroom faucets.

Check whether the cleaning products are corrosive. Repaint outer door, install kick plate. Replace South outside light. Have Synergie check the exhaust fan. Paint shutters in the off-season. Replacement paint for the gazebo. Bench repairs. Soffits and fascia will need painting.

Noble House Museum: Baluster railing and deck need replacing. Side porch needs to be replaced. May need to do a temporary fix. West side faucet bib is broken. Blistering paint on SW outside wall, damage possibly due to water drainage. Rewrap insulated pipes in the basement.

Fish Creek Town Dock: Paint restroom doors, replace trim molding, loose tile in women's bathroom. Need to determine the deep clean process.

FCSBT Ticket Office: Paint/replace shelf counter. Replace railings. Concrete work. The interior ceiling fan needs to be replaced. Concrete resurfacing.

Old Town Hall: NE baseboard needs painting. Trim branches. Full exterior repaint. Eave troughs over the air conditioners. Remove flag pole light. Install new flag pole.

Men's exterior bathroom door replacement.

Main entrance needs to be repainted. Remove nails and hooks from around doors.

Clean out crawl space. Replace electrical cover plate. Top hinge is loose into old fire station.

Paint men's restroom door, clean tile. Paint bathroom. Replace lighting.

Women's outside door threshold.

Schedule Remaining 2021 Building Inspections:

Town Center/Bath House: *Motion: (Sohns, Buske) to meet on Monday, June 28 @ 7:00 AM. Carried.*

Other Lighting/Maintenance Issues:

Beach/Bath house lighting: The lighting is too bright, need to determine how to get them dimmed down.

Buske reported the portable power pack for the gazebo is being stored in the annex garden shed.

Set Next Meeting Date: Monday, July 19, 2021 at 7 PM.

Approved:

Adjourn: *Motion: (Buske, Sohns) to adjourn at 8:01 P.M. Carried.*

Respectfully Submitted,
Kelly Murre
Clerk

DRAFT

Approved:

**TOWN OF GIBRALTAR
BUILDING COMMITTEE
MONDAY, JUNE 28, 2021**

Call to order: The Town of Gibraltar Building Committee was called to order at 7:00 A.M. by Karl Stubenvoll.

Roll Call/Quorum: A quorum of the Committee was present.

Members present: Karl Stubenvoll, Steve Sohns, Jayson Merkel, Laurie Buske and John Lancaster

Absent: None

Proper Notice/Adopt Agenda: Stubenvoll verified the agenda had been properly noticed.

Motion: (Sohns, Buske) to adopt the agenda as posted. Carried.

Town Center

- Nails popping up along tile roof
- Concrete sealing
- Re-stain trim, peeling paint
- Wet & Forget Roof tiles
- Broken roof tiles
- Tuckpointing of a few pillar cracks
- Switch garbage can lids to covered
- Upsize east side gutters
- Fix flag pole light
- Post office edging, soil and stone
- Add stone by back PO door
- Seal and caulk electrical panel lights
- Paint hatch door and railings
- Concrete repair back steps and stone
- Info Center light is out
- Check security system/smoke detectors (when was the last time they were checked/replaced?)
 - o Current monitoring company is CEC, check with Martin
- Check exit light batteries
- Clean men's bathroom grout, fix broken tile
- Library exit door gap in children's room
- Tack in wood trim at front entrance

Beach/Bathhouse

- Weeds along sidewalk from TC to beach
- Clean bathroom doors
- Condensation in mechanical room

Adjourn: *Motion: (Lancaster, Buske) to adjourn at 8:48 A.M. Carried.*

Respectfully Submitted,
Kelly Murre, Clerk

Approved: May 17, 2021

**TOWN OF GIBRALTAR
BUILDING COMMITTEE
MONDAY, MAY 3, 2021**

Call to order: The Town of Gibraltar Building Committee was called to order at 7:00 A.M. by Karl Stubenvoll, chairman.

Roll Call/Quorum: A quorum of the Committee was present.

Members present: Karl Stubenvoll, Steve Sohns, Jayson Merkel, Laurie Buske and John Lancaster

Absent: None

Proper Notice/Adopt Agenda: Stubenvoll verified the agenda had been properly noticed.

Motion: (Merkel, Sohns) to adopt the agenda as posted. Carried.

Fire Station Notes:

Exterior

- Eave leak
- Bollard Covers
- Concrete Seal
- Garage Door Windows
- Landscaping Mulch/Weed Treatment
- Mudjack Entry Concrete
- Paint Handicap Posts
- Back Entry Light

Interior

- Paint Locker Room
- Mildew in bathroom
- Water Fountain Adjustment
- Shower Curtains/Hooks
- Grout cleaning/repair
- Paint Meeting Room

New Town Shop Notes:

- Outside Clean-up
- Grade Gravel

Adjourn: *Motion: (Buske, Merkel) to adjourn at 8:10 A.M. Carried.*

Respectfully Submitted,
Kelly Murre
Deputy Clerk

Approved: May 10, 2021

**TOWN OF GIBRALTAR
BUILDING COMMITTEE
MONDAY, MAY 10, 2021**

Call to order: The Town of Gibraltar Building Committee was called to order at 7:00 A.M. by Steve Sohns.

Roll Call/Quorum: A quorum of the Committee was present.

Members present: Karl Stubenvoll, Steve Sohns, Jayson Merkel, Laurie Buske and John Lancaster

Absent: None

Proper Notice/Adopt Agenda: Stubenvoll verified the agenda had been properly noticed.

Motion: (Merkel, Sohns) to adopt the agenda as posted. Carried.

Airport Notes:

- Garage Door Gasket/Servicing
- 4 Bollard Covers
- Base Trim
- Utility Sink Mildew
- Pressure Tank Leak
- Numbers for Hangars

Old Town Shop Notes:

- Outside door trim
- Auction Items
- Remove junk

Adjourn: *Motion: (Buske, Merkel) to adjourn at 8:10 A.M. Carried.*

Respectfully Submitted,
Kelly Murre
Deputy Clerk

Approved: June 21, 2021

**TOWN OF GIBRALTAR
BUILDING COMMITTEE
GIBRALTAR TOWN CENTER
MONDAY, MAY 17, 2021
7:00 P.M.**

Call to order: The Town of Gibraltar Building Committee meeting was called to order at 7:00 P.M. by Karl Stubenvoll, chairman.

Roll Call/Quorum: A quorum of the Committee was present.

Members present: Karl Stubenvoll, Jayson Merkel, Laurie Buske and John Lancaster

Absent: Steve Sohns

Also Present: None

Proper Notice/Adopt Agenda: Stubenvoll verified the agenda had been properly noticed.

Motion: (Buske, Merkel) to adopt the agenda as posted. Carried.

Approve Minutes of Previous Meetings:

Motion: (Buske, Merkel) to approve the minutes of the April 12, 2021, as written. Carried.

Public Comment: Jayson Merkel asked if the meetings could be available via Zoom.

Chambers Island Fire Station Design Plans: Andy Bertges reported the deed has not been obtained. Everything has been approved and was told it would be OK to proceed. Need to obtain a set of plans for a municipal storage building. The size is based on equipment and future needs. Both eaves have doors for drive through ability.

50 X 60 is recommended with 12' doors. Need to get a set of plans to put out to bid. Extend the overhang to 18" minimum, long enough to shed snow away from the building. 4-12 pitch to optimize snow shedding. Open for contractor recommendations. Rough in electric for possible future development. A continuous span truss is preferred. 2" foam insulation under the aprons. Sub grade and pad must support fire apparatus. Appropriate drainage for the building.

Review Notes from Walk Throughs:

Fire Department-

Garage door Windows/replace panels, sign, gutters, bollard covers, power down water fountain, cage around LP regulator. Would Parks and Lands be interested in maintaining the grounds. Order shower hooks.

New Town Shop-

Turn down thermostats, ice dams on cold storage building.

Airport-

Hangar numbers (ask Ryan), power panel in SE hangars electrical wires, water heater and pressure tank leaks.

Very impressed with the Friends Building.

Old Town Shop-

North outside door trim. Remove lean-to.

Schedule 2021 Building Inspections: 7 AM, Monday, June 7 @ Old Town Hall & Dock and June 14th Noble House & Bathhouse.

Other Lighting/Maintenance Issues: None

Set Next Meeting Date: Monday, June 21, 2021 at 7 PM.

Adjourn: *Motion: (Buske, Merkel) to adjourn at 8:00 P.M. Carried.*

Respectfully Submitted,

Approved: June 21, 2021

Kelly Murre, Clerk

Approved: June 21, 2021

**TOWN OF GIBRALTAR
BUILDING COMMITTEE
MONDAY, JUNE 7, 2021**

Call to order: The Town of Gibraltar Building Committee was called to order at 7:00 A.M. by Karl Stubenvoll.

Roll Call/Quorum: A quorum of the Committee was present.

Members present: Karl Stubenvoll, Steve Sohns, Jayson Merkel, Laurie Buske and John Lancaster

Absent: None

Proper Notice/Adopt Agenda: Stubenvoll verified the agenda had been properly noticed.

Motion: (Buske, Lancaster) to adopt the agenda as posted. Carried.

Noble House Annex:

- Prime/paint railings
- Prime/paint bathroom doors
- Adjust bathroom faucets
- Repair exhaust fan
- Replace carpeting
- Patch holes on door trim
- Paint outside door frame
- Replace light fixture

Noble House Museum:

- Replace bench boards
- Shutters need repainting
- Deck and porch repairs
- Cracked window panes
- Check dehumidifier
- Fill along sidewalk
- Move Charter lines to new pole

Adjourn: *Motion: (Sohns, Lancaster) to adjourn at 8:06 A.M. Carried.*

Respectfully Submitted,

Kelly Murre, Clerk

Approved: June 21, 2021

**TOWN OF GIBRALTAR
BUILDING COMMITTEE
MONDAY, JUNE 14, 2021**

Call to order: The Town of Gibraltar Building Committee was called to order at 7:00 A.M. by Karl Stubenvoll.

Roll Call/Quorum: A quorum of the Committee was present.

Members present: Karl Stubenvoll, Steve Sohns, Jayson Merkel, Laurie Buske and John Lancaster

Absent: None

Proper Notice/Adopt Agenda: Stubenvoll verified the agenda had been properly noticed.

Motion: (Sohns, Buske) to adopt the agenda as posted. Carried.

Fish Creek Town Dock Notes:

- Clean/paint exterior door
- Electrical Panel above heaters
- Loose tile
- Deep Clean grout
- Exterior paint
- Sign replacements
- New emergency stop sign
- Door trim
- Sign trim
- Paint railings

FCSBT Ticket Office:

- Paint shelf
- Prime/ paint railings
- Concrete repair

Old Town Hall:

- Concrete slab under garbage cans
- Gutter downspout extension
- Kitchen door replacement
- Remove stuff from under deck
- Adjust flag pole light
- Install flag pole
- Cover/replace stage lights
- Paint around bathroom toilets
- Replace broken paper towel dispenser
- Stove replacement
- Men's exterior bathroom door is warped

Adjourn: *Motion: (Buske, Lancaster) to adjourn at 8:18 A.M. Carried.*

Respectfully Submitted,
Kelly Murre, Clerk

BUILDING COMMITTEE BUDGET RECOMMENDATION

		2021	2022
Noble House	Proposed Cost	BUDGET	
Foundation		22,000	
Porch Repiars			
Annex			
Painting			
Carpet			
Lighting Upgrade Annex - 6 fixtures			
Town Hall			
Exterior painting		\$15,600	
Gutters over A/C unit			
Airport			
Garage Door Gasket/Serviceing			
Town Shop			
Town Center			
Tuckpointing			
Gutters			
Grout & Tile Work			
Roof Repiars/Maintenance			
Lighting		\$2,000	
Lighthouse			
Rubberized patch top of the tower			
Paint Gables	2,500.00		
Cistern recoating	2,500.00		
Replace eave troughs	1,000.00		
Paint interior walls and ceiling	100.00		
Paint exterior of outhouse	50.00		
Paint stairs to tower	50.00		
Batten Boards Covering Side of Boat house			
Fire Department			
Meeting Room Carpet			
Meeting Room Paint			
Overhead Door Windows			
Bollard Covers			
Sign Options			
Flag Pole			
Mudjack Entry Concrete			
Dock			
Exterior Painting			
Sign Replacement			