

Approved 02/08/2022

**TOWN OF GIBRALTAR
PARKS AND LANDS COMMITTEE
TUESDAY, JANUARY 11, 2022
MINUTES**

Call to Order: Buske called the meeting to order at 8:01 a.m.

Members Present: Buske stated that a quorum of the committee was present. Laurie Buske, Andrea Kinsey-Jauquet, John Lancaster, and Jayson Merkel. Administrator Thyssen and Clerk Murre also present. Kat Kerscher arrived at 8:10 am. Jauquet left at 9:30 am.

Absent:

Proper Notice/Adopt Agenda: Cain-Bieri confirmed the agenda had been properly noticed.

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

Approve Minutes of Previous Meeting(s) *Motion: (Merkel, Lancaster) to approve the minutes of the October 19, 2021 meeting as written. Carried.*

Public Comment: None

Reports:

Invasive Species: None

Gardens: Frozen

Lighthouse: Zellners said they did get the stove and are working on it. The stove fits the décor and era of the lighthouse. Jauquet asked for a photo of the stove for records, we do have a photo. Thyssen said the gutters were removed last fall and looking into custom aluminum gutters without seams to be installed in Spring. The hatch will be done at the same time. A sealant was also purchased and will be sealed with the new hatch to prevent leaking and rusting. Painting of the eaves will be looked at when the gutters are installed.

Chair: “Thank you for coming to our meeting visitors are always welcome.

We have a long agenda, to begin projects and committee members impute for the year ahead.

We have several people in attendance that I would like to introduce:

Town Administrator. Travis Thyssen

Town Clerk. Kelly Murre

Town Treasurer & Deputy Clerk. Theresa Cain-Bieri

Planning Commission Chair. Linda Merline

Town Board Member. Jayson Merkel

Parks & Lands Committee John Lancaster, Andrea Jauquet Kinsey, Kat Kerscher, Jayson Merkel and Laurie Buske.

Lighthouse Keepers: Leon & Sharon Zellner, Mary Ann Blahnik

Town Building Committee. Jayson Merkel, John Lancaster and myself.

I feel our goal in this committee is to assist the town in keeping our Parks and Lands to look esthetically pleasing, address community needs and find solutions to aid our town board in future projects.

As many of you are aware the Town has purchased the Kinsey property at 4148 Main Street.

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The property is approximately ½ acre, it is an odd, shaped lot that is narrow at the street and wide at the water's edge.

The Building Committee will be meeting this week for a walk through, and the Harbor Commission is also meeting to begin the planning process of the docks and how it fits into the Waterfront Master Plan.”

Donation Policy: The committee was provided with the Donation Policy approved in 2020. Cain-Bieri suggested adding a donation option on the website so people can donate anytime. The form could have multiple options and fields. Playground equipment could be added as well, since the town doesn't have any. Merkel asked if the website has a popup for a donation. Staff will look into it. Buske said the form will generate the donor's address and we could send out thank you's. Merkel asked about tax deduction, Cain-Bieri said the form could provide the EIN from the town, so it is tax deductible.

Zellner asked about paper copies of donations at the website. Buske is looking into the Historical Society helping with artifacts in the lighthouse. Merkel suggested a form and checklist that could be used at the lighthouse. Murre said we can use a form that we used previously as a template. Staff will work on the forms.

2020 Invasive Flyer: Buske said education is key and in the past the committee has sent out a flyer that went out to everyone in the township. Buske said with the new ordinance, the group needs to educate the community. Buske asked for a volunteer to head up the flyer. Lancaster volunteered and have Sara help. Cain-Bieri said we might be able to add a donation aspect to the flyer as well.

Signs: Buske asked if anyone on the committee wanted to head up signs so that signs can be ready for spring. Jauquet said she has been working on sign needs with Troy so that there is a consistency throughout the town with signs. She can continue working on the signs, but Fish Clark Park kiosks would need to be separate. Jauquet will work on signs and pricing for the next meeting. Merkel was concerned about maintenance of the signs. Jauquet looked into an acrylic based paint that has better longevity, perhaps changing the paint is a possibility. She will talk to Troy about this option. Thyssen asked if staff should look into a pvc based sign that would last forever and not rot. Buske suggested that Jauquet and Thyssen look into options together and report back for next meeting.

Chambers Island push mower: Zellners need a mower at the lighthouse and have researched and found a mower that they feel would be best. Zellners are suggesting a Toro with personal pace for the hills, a side discharge with bagger option, the sale price is \$399. This is last year's price and includes a second blade. Leon said there are areas where a push mower is necessary and would provide a cleaner look. Zellners bring blades to maintenance and have an extra blade when needed. Merkel said we should replace blades instead of sharpening to avoid injury. *Motion (Merkel, Kerscher) to approve the purchase of the Toro lawn mower. Carried.*

Joint Meeting with Plan Commission: Buske said in the past Parks and Lands has met with Plan Commission to work on various projects, Linda Merline was asked to comment. Linda said in 2015 Brian Hackbarth saw an opportunity to work together on invasive species and the next year we did a few invasive species challenges with the community. In 2017 when the Creek Plan was passed, Plan commission was put in charge for implementing and there were opportunities to work together with Parks and Lands for invasive species removal and ash tree removal. Joint meetings between the two committees occurred to find causes to team up on. Merline said the Green Tier Project and Comprehensive Plans might be options to work together. Jauquet suggested working with the Plan commission for the Fish Creek Park because of the Creek Plan and the Green Tier. Lancaster also said the disc golf might be a joint venture with maps if that continues. Buske suggested to work at setting up dates with discussion on Fish Creek Park signage, Creek Plan, Disc Golf, and Green Tier, etc. Thyssen suggested inviting Plan commission to the February Parks and Lands Meeting.

Benches: Buske said more benches were in disrepair in fall than anticipated. Staff asked the Town Board to fund replacement up to 9 benches, the board approved. Buske said most of the bad benches were wooden, memorial benches, with carvings. Part of the problem is the sprinkler system rotting the legs as there isn't an opportunity for the benches to dry. Buske said we can attempt to talk to the people connected to the benches for possible replacement funding. Buske reached out to Bob Speilman, and he offered \$425/bench if we order 5 or more. Kersher asked if the committee did a cost analysis for different bench material options. Buske said the hinderance is the concrete slab size and the size of trex benches don't match up. Merkel asked about benches at the beach, those benches were just over \$450 for the composite. Merkel suggested that we don't intermix styles on properties. Buske said the benches at the beach were not on slabs and it worked better for mowing etc. Buske and Merkel didn't think having the benches on the sidewalk interfered with walking on the sidewalks. Carole Vandwalle asked if the composite benches need a concrete slab. Not necessary, but it is preferred as it helps with stability and movement. Thyssen suggested looking into composite bases for the benches as well. Jauquet said a composite base fits better into a Green Tier Project as well. Jauquet asked if it would be possible to take the names from the memorial benches and put them on the new benches or put a leaf on a giving tree? Buske said this was discussed with the new donation policy, and the committee decided it ended with the life of the bench. Buske said she will reach out to John for a list of names of retired bench. *Motion: (Merkel, Lancaster) to purchase as many 6ft grey composite benches for the beach that budget allows and move the current benches at the beach to the other parks. Carried.*

Re-Map Fish Creek Park: Buske said the rack card needs to be updated because when the retention pond and the parking lot was put in the posts had to be removed. Buske asked if any committee member want to take on the project. Jauquet said she can talk to a friend at the Land Trust that does this. The Door County GIS map could be utilized. Jauquet and staff will check with Land Trust and the county and bring back for next meeting. Thyssen asked about putting the Disc Golf on the agenda in the future, and perhaps the GIS could be incorporated for the mapping as well. Buske said this can be added to the February Meeting.

Sunset Beach Wall Repairs: (Discussion only) Buske reported, "Our committee pursued repair of the middle wall next to the terrace area as it was showing signs of failure and concern over safety. Parks & Lands did not have the funding to repair as we felt repair of the masonry was more important and affordable. Travis advised us to bring our concerns to the Town Board, a bid was requested from Mike Karr. He advised to also add rip rap in front of this area. To protect the big wall on the North Pull out and restack the middle wall and put in the necessary mesh to prevent the water pulling the fill out and repeat of what happened. He also advised carrying the rip rap past this area to the south. The Town Board approved this work. It was revisited by the Town Board to reconsider this work and determine if this was fixing all of the issues going on in this area. It was brought to the attention of the Town board again requesting the funding to repair the wall should be used to redesign the area. At last week's board meeting Ward requested it go back to Parks & Lands to determine what direction we would suggest." Merkel said we need to look at options because we are going to have to start from the streetside and fix it once, not several times Thyssen, said we need to incorporate drainage into the middle section, add a mesh under the terrace area and several feet beneath the grass area. Jauquet suggested returning it be what it was before and add a French drain. She said, since we started to save it, it has created more problems. Rip rap could just disintegrate the shoreline of neighbors. Jauquet questions trying to stop mother nature.

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Thyssen said in the past natural water flow in the area was allowed, but with EPA laws it is important to clean that water before it goes out into the Bay. A catch basin could be added to clean the water first. Thyssen said could consider protecting the area that will be undercut by the water, not reconstruct the park. Two engineering firms, Cedar and Mike Kahr both recommended undercutting the area to properly fix for the future. Merkel said Sunset is the heaviest used park. Jauquet wants to preserve the beauty of this park. Buske asked the committee to consider ideas and thoughts for the next meeting. Thyssen will put together a cost analysis of repair options for the board and committee.

Budget & Goals (5 Year Plan): The committee was provided with the 2022 approved budget and 5y year plan from 2020. Buske asked that the committee look at the information and come back with suggestions next month.

Lawn Care Maintenance: Buske said she is happy to continue overseeing lawn care unless someone else wants to take it on. Merkel was happy with the services TruGreen offered. Laurie will tweak the proposal and work with TruGreen. *Motion:(Merkel, Lancaster) to allow Buske to contour the agreement according to needs and budget. Carried.*

Maintenance Requests: Buske already talked to Thyssen about removing snow pile in front of snowflakes as it is part of the lighted walking tour. This will be done when the snow fence is put up and temperatures increase.

Schedule Next Meeting: February 8, 2022 at 8 am with the Plan Commission.

Adjourn: *Motion: (Lancaster, Kerscher) to adjourn at 9:37 A.M. Carried*

Respectfully Submitted,

Theresa Cain-Bieri
Treasurer, Deputy Clerk