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**TOWN OF GIBRALTAR
REGULAR MONTHLY MEETING
WEDNESDAY, DECEMBER 7, 2022
GIBRALTAR TOWN CENTER
4097 HIGHWAY 42, FISH CREEK WI 54212
7:00 PM**

Approved:

Call to order: Steve Sohns called the regular meeting to order at 7:15 p.m.

Pledge of Allegiance

Roll call/quorum:

Board members present: Steve Sohns, Bill Johnson, Jayson Merkel, and Karl Stubenvoll. Brian Merkel via Zoom.

Board member(s) absent: None

Adopt agenda: *Motion: (Johnson, Stubenvoll) to approve the agenda as presented. Carried.*

Approve minutes of previous meeting(s): *Motion: (Stubenvoll, Johnson) to approve the minutes of the November 2, 2022 regular meeting, as amended. Carried*

Motion: (Johnson, Stubenvoll) to approve the minutes of the November 16, 2022 special meeting and budget hearing as written. Carried

Committee/Commission Reports

Parks & Lands: Buske reported less than \$2000 is needed for the playground set at Fish Creek Beach. Currently reviewing Ped-Bike Plan, inventory of trash receptacles and SCORP plan. Holiday ad hoc committee has accomplished their goals and planning to determine how to utilize the remaining funds. Made possible by the 5 committee members. Thank you to VFC for providing the little trees throughout Town and Town staff for hanging the snowflakes and installing the arch. Thank you to the group from the community for lighting the Town.

Fire Department/EMR: Bertges reported 18 calls for the month. Significant events include a house fire on Sugar Bush Rd. Projects include working to obtain a back-up pumper, pictures with Santa raised funds for the Wittmeyer family, and a functional exercise involving the state incident management team.

Law Enforcement: Roesch reported missing and endangered response team training was attended in Sturgeon Bay. Drone was deployed twice. Will be attending a training exercise tomorrow. He participated in the Chop and Shop with a cop.

VFC: Kanter-Coulson reported the info center is open Friday, Saturday, and Sunday. Winterfest committee is meeting regularly Memberships are coming in for 2023. Some social media marketing is being done by Pea Pod Marketing. After Winterfest, will begin the hiring search for a marketing coordinator.

Noble House: Buske reported a successful wreath sale with over 200 sales. Thank you to Dave Harris for the Christmas tree. Thank you to the Pulse for putting the Noble House on the cover. Eunice Rutherford, a beloved teacher and founding GHA member passed away. The newsletter will be going out very soon. Thanked Thyssen for reconnecting the duct work in the crawl space.

Airport: Drajesk reported the plow situation has been reconfigured to plow the runway more efficiently. Bathroom is now year-round with the costs covered by the Friends.

Watershed: Merline reported the fish ladder has been installed. Did not complete October testing due to downfallen trees and lack of water. Received a DNR grant for \$100,000 to restore the meander and wetlands.

1 **Plan Commission:** Merline reported the commission did not meet but will be meeting December
2 13th at 11 am and at 1 p.m. will be joined by BLRP. Will be pulling things from the old plan into the
3 new plan. Working to simplify the plan.

4 **Harbor Commission:** Thyssen report our dockmaster will be returning for the 2023 season.
5 Renewal packets have been sent out for 2023.

6 **Door County Tourism Zone:** Thyssen reported the commission has switched their focus to
7 tourism infrastructure, supporting housing and recruitment endeavors. They are also assisting with
8 STR management. They will be rolling out a room tax surplus grant program

9 **Building Committee:** Stubenvoll reported the committee met and prioritized maintenance
10 projects.

11 **Coastal Byways:** Murre reported she was unable to attend the last meeting. They are still working
12 on coloring book updates and brochures.

13 **Clerk:** Murre reported nomination papers can now be circulated for the April 4th, 2023 Spring
14 election. They are due to the Town Clerk January 3, 2023 by 5:00 PM

15 **Treasurer:** Cain-Bieri reported the tax bills were mailed out on Monday.

16 **Administrator:** Thyssen reported a lot of projects

17 **Chairman:** Sohns reported he was appointed to the executive board of the Town Advisory Council
18 (TAC). A voluntary council that can make recommendations on transportation funds, and local
19 government funding. Bill Johnson suggested they also focus on the water quality of Green Bay.
20 Nancy Sargent suggested they work with NERR.

21
22 **Public Comment:** Kalb would encourage the Town to apply for funding from the DCTZ to assist
23 with the issues of increased tourism: housing etc.

24 Kudick reported Neighborworks has received a grant in conjunction with other businesses for
25 housing partnerships.

26 Kantor-Coulson reported the DDC board is working very hard to benefit the tourist infrastructure.
27

28 **Kinsey Property Winter Month Considerations:** Staff is looking for direction on what to do with the
29 property after Barb vacates at the end of the year. Options include winterizing, keeping the heat on low,
30 or renting it out. Need to determine if the propane tank is owned or leased. Travis will meet with Barb to
31 inspect the house to determine needed repairs and obtain the inner workings. *Motion: (Stubenvoll,
32 Johnson) to consider rentability based on cost of bringing it up to code. Carried*

33
34 **Consideration of Kinsey Property RFP:** Funds have been budgeted to have a study done on the
35 potential uses for the entire property. Staff would like to send out an RFP. *Motion: (B. Merkel,
36 Stubenvoll) to allow staff to send out an RFP. Carried.*

37
38 **Approve Building Committee Recommendations:** The Building Committee has reviewed estimates for
39 exterior painting of the Old Town Hall and bathroom updates. \$10,000 has been rolled over for the
40 painting, the board has budgeted in 2023 an additional \$5,000. We received low bids for
41 \$13,750 from project solutions, the 2022 budget has \$20,000 for bathroom repairs we have
42 already completed a venting and heating system upgrade at \$3500 and would like to receive
43 approval to finish the remaining plumbing fixture piping work from the Reinhardt bid of \$11,550
44 The board also budgeted \$12,000 in 2023 to repair the manhole at the beach. All estimates are
45 under budget to date. *Motion: (J. Merkel, Johnson) to accept the Building Committee recommendations.
46 Carried*

47
48 **Amend Employee Handbook:** The employee handbook needs to be amended to reflect changes made to
49 PTO, funeral leave, payment in lieu of insurance, and other leave of absences. Thyssen presented the
50 amendments. *Motion: (Johnson, J. Merkel) to approve the amendments as presented. Carried.*

1
2 **Approve 2023 Compensation Schedule:** The compensation schedule employee pay rates as previously
3 discussed. The compensation schedule is a requirement of the auditors. *Motion: (Johnson, B. Merkel) to*
4 *approve the 2023 compensation schedule as presented. Carried.*
5

6 **2023 Holiday Schedule:** The holiday schedule reflects days the office will be closed.

7 Friday April 7th in observation of Good Friday (staff is given a ½ day, but the office will be
8 closed the whole day)

9 Monday May 29th observation of Memorial Day

10 Tuesday July 4th Observation of Independence Day

11 Monday September 4th Observation of Labor Day

12 Thursday November 23rd Observation of Thanksgiving Day

13 Friday November 24th Observation of Thanksgiving Day

14 Friday December 22nd Observation of Christmas Eve

15 Monday December 25th Observation of Christmas Day

16 Monday January 1st observation of New Years Day

17 *Motion: (B. Merkel, Johnson) to approve the 2023 Holiday Schedule as presented. Carried.*
18

19 **2023 Fee Schedule:** Board reviewed the 2023 fee schedule. Suggested changes include a credit card
20 processing fee, NSF fee, an increase to driveway permits, an increase in STR license fee with late fee, an
21 increase for liquor licensing, and an increase in park/facility rentals. The Town Board amended driveway
22 permits to \$100 and to clarify the wording for the seasonal launch and trailer parking permits. *Motion:*
23 *(Johnson, Stubenvoll) to approve the fee schedule as amended. Carried.*

24 *The full 2023 fee schedule will be posted to the Town website.
25

26 **Bratt Road Access Update:** Thyssen reported the Bratts and their neighbors are moving forward with
27 road access.
28

29 **Allow Cottage Row HOA to adopt and landscape turn radius:** A group of Cottage Row homeowners
30 would like to adopt and landscape the turn radius. Concerns were brought up about when these owners no
31 longer want to be involved, then what happens with the maintenance. It was suggested to have Parks and
32 Lands review the design/plant selection. *Motion: (Stubenvoll, Johnson) to approve with a 2-year review*
33 *and have Parks and Lands review the designs. Carried, B. Merkel opposed*
34

35 **Authorize Payment to Grube Construction/Miller Engineers before end of year for grant**

36 **requirements:** Grube construction is almost completed with the Fish Ladder project. Our grant expires
37 December 31, 2022. We may have to issue payments prior to year-end to meet grant requirements.

38 *Motion: (Johnson, Stubenvoll) to approve the payments to Grube Construction and Miller Engineers.*
39 *Carried*
40

41 **Special Event Request – Fish Creek Winterfest February 3-4, 2023:** Kantor-Coulson presented the
42 request. No change from previous year, temporary picnic license request will be on next month's agenda.
43 *Motion: (Johnson, Sohns) to approve the special event request for the Fish Creek Winterfest. Carried.*
44

45 **Consideration of 501c3 Fire Truck Purchase and Sale:** The work on Engine 8 is complete. The back-
46 up tanker has some pump issues and the 501c3 has found another replacement. *Motion: (Johnson, B.*
47 *Merkel) to approve the purchase by the 501c3 for the tanker.*

48 *Carried. Motion: (Stubenvoll, Johnson) to sell the other back-up tanker. Carried*
49

50 **Adjourn to closed session according to Wisconsin State Statutes 19.85(1) (c)(e):** *Motion: (*
51 *Johnsonb, Stubenvoll) to adjourn to closed session at 9:02 PM*

1 *Deliberating or negotiating the purchasing of public properties, investing of public funds, or conducting other specified public*
2 *business, whenever competitive or bargaining reasons require a closed session. Consideration of property acquisition.*
3 *Carried by roll call vote: Sohns, Johnson, B. Merkel, J. Merkel, and Stubenvoll.*
4

5 **Reconvene to open session pursuant to State Statute 19.85(2) to take any action(s) or adopt**
6 **resolution on issues discussed in closed session:** *Motion: (Stubenvoll, J. Merkel) to reconvene to open*
7 *session at 9:15 PM. Carried*

8 **Approve action(s) taken in closed session:** *Motion: (B. Merkel, Johnson) to allow the Ephraim-Gibraltar*
9 *Airport and the Bureau of Aeronautics to pursue the property acquisition and to not oppose any imminent domain*
10 *procedures, if necessary. Carried.*

11
12 **Approve the Payment of Bills:** *Motion: (Johnson, J. Merkel) to approve the payment of bills. Carried.*

13
14 **Adjourn:** *Motion: (J. Merkel, Stubenvoll) to adjourn at 9:16 p.m. Carried*

15
16 Respectfully submitted,

17
18 Kelly Murre, Clerk