

Approved: July 9, 2025

**HARBOR COMMISSION
SPECIAL MEETING
WEDNESDAY, JUNE 18, 2025
GIBRALTAR TOWN CENTER
4097 HIGHWAY 42, FISH CREEK WI 54212
7:30 a.m.**

Call to order: Chair Harris called the meeting to order at 7:30 a.m.

Roll call/quorum: Harbor Commission Members Present: Dave Harris, Rick Hecker, Brian Merkel (excused at 8:47 am), Bob Grawien, and Paul Woerfel. **Not present:** None.

Also present: Travis Thyssen and Michael Pothast.

Agenda/proper notice/adopt agenda: Harris confirmed the agenda had been properly noticed. *Motion (Hecker/Merkel) to approve the agenda as presented. Carried.*

Approve Death's Door Design & Development, Inc. invoice: Invoice amount as of June 5, 2025 was \$11,370.00. *Motion (Harris/Woerfel) to approve invoice for \$11,370.00. Carried.*

Death's Door Design & Development, Inc. consulting fee-next steps: Kahr stated next steps include Town Board review of the plan, followed by permit applications, grant coordination, and final engineering. He noted the Town may choose whether to retain him or seek another engineer for the final design phase. Thyssen reported that landside permits are underway. Commission discussed the importance of establishing a budget cap and including a financial guardrail. Kahr stated he billed approximately an additional 5 hours. *Motion (Harris/Woerfel) to pay Death's Door Design bill over and above the \$11,370.00 for work since June 5 plus an additional \$2,500. Carried.*

Dock short term repairs/plan design: See below.

Review/consideration of draft plan presentation: Commission reviewed draft plan to present to Board and discussed the sequence of implementation, beginning with widening of the west ramp to ensure operational continuity before work begins on the east ramp. This would be followed by improvements at Holiday Harbor and, finally, encapsulation of the main dock. Commissioners emphasized the importance of clarifying the presentation to Board by including a summary of the dock's current condition, key safety and operational issues, project goals, and a rationale for phased implementation. It was noted that a clearer narrative is needed to bridge the history section of the presentation with the proposed phases. Commissioners requested the addition of estimated cost ranges based on potential material choices (e.g., dimensional stone vs. steel sheeting), relocation of the ticket office, and upgrades to infrastructure such as utilities and public walkways. Specific attention was given to ensuring flexibility in future engineering decisions without being bound by current conceptual assumptions. A general statement should be added to clarify that figures are preliminary and may change based on site conditions and materials selected. Woerfel and Grawien emphasized including a financial overview detailing the dock's historic funding structure, absence of a long-term capital reserve, and impact of prior revenues being absorbed into general fund. Commission recommended outlining potential funding sources, anticipated grant opportunities, and long-term revenue

strategies including slip fee projections in proposal. Grawien noted that Board presentation must be comprehensive and visual, with large-format drawings showing the full conceptual layout and a tabular breakdown of phases and associated costs. Kahr was asked to revise the proposal accordingly and include assumptions behind the estimates.

Status of dock cameras: Chad Mielke from Door County IT updated Commission on status of flagpole camera and live feed on website. A prior security issue has been resolved. Harris stated public view needs to be broader to include mooring area, larger area of harbor and show water conditions. Additional hardware will be required to broaden the public livestream view to include mooring and harbor conditions. Completion expected after July 4. Commission expressed frustration with delays. Thyssen to contact Chad after meeting and express urgency in getting camera up and running.

Chair report: Dockmaster updated Commission on business at dock, status of reservations and employee training. upcoming house relocation affecting parking. Notice was issued to the public. Maintenance staff will open alley gates to assist with traffic during the move.

Set Next Meeting date: July 9, 2025 at 7:30 a.m.

Adjourn: *Motion (Woerfel/Hecker) to adjourn at 8:59 a.m. Carried.*

Respectfully submitted,

Laura Reetz, Clerk