

**TOWN OF GIBRALTAR
REGULAR MONTHLY MEETING
WEDNESDAY, SEPTEMBER 6, 2017
GIBRALTAR TOWN CENTER
4097 MAIN STREET, FISH CREEK WI
7:00 PM**

Approved: October 5, 2017

Call to order: Dick Skare called the regular meeting to order at 7:00 p.m.

Roll call/quorum:

Board members present: Dick Skare, Steve Sohns, Brian Hackbarth, Barb McKesson and Dwayne Daubner

Board members absent: None

Agenda/proper notice/adopt agenda: *Motion: (Daubner, McKesson) to adopt the agenda as altered. Carried*

Approve minutes of previous meeting(s): *Motion: (Sohns, McKesson) to approve the minutes of August 2, 2017 regular meeting as corrected. Carried Motion: (Sohns, Hackbarth) to approve the minutes of the Joint Town of Gibraltar, Village of Ephraim and Ephraim-Gibraltar Airport Commission on August 15, 2017 meeting as presented. Carried Motion: (Daubner, McKesson) to approve the minutes of the closed meeting August 29, 2017 as presented. Carried Motion: (Sohns, Skare) to approve the minutes of the special meeting on August 29, 2017 as amended. Carried Motion: (Daubner, McKesson) to approve the minutes of the special meeting on September 5, 2017 as presented. Carried*

Committee Reports:

Parks & Lands: Brian Hackbarth reported the committee is having the trees evaluated in Sunset Park.

Fire Department/EMR: No report

Noble House: Barb McKesson stated all is running well and looking forward to a good fall.

Watershed: Linda Merline reported the September test will be the last to be sent for lab analysis. The Creek Plan is being worked on.

Airport: No report.

Planning: Linda Merline reported the last meeting focused on a conditional use application, budget and the revamp of the sign ordinance.

Harbor Commission: Dave Harris stated the dock is now on fall hours 10-3 Monday - Friday and 9-6 Saturday and Sunday. The dock is full this coming weekend! Swim buoys will be pulled in the next 2 weeks. Staffing is covered thru the fall.

Room Tax: Bill Weddig stated the overall June reports are up 7%; Gibraltar is up 4.8%.

Building Committee: Karl Stubenvoll reported committee did not meet but have occupancy of the new shop buildings.

Clerk Report: Beth Hagen stated the budget workshop dates are October 5th, 18th at 6:00 p.m. and November 8th at 7:00 p.m. A meeting of the electors is scheduled for November 28th at 6:00 p.m. regarding the 2018 budget.

Door County Coastal Byways: Beth Hagen stated there is nothing to report; the council did not meet in August.

Chairman: Dick Skare stated workshops continue with DOT and they are shooting for a construction start and finish date of 2109; a workshop was held with SEH last night.

County Board: Supervisor Steve Sohns reported the property committee began a discussion on a study of the Government Center building. The cost to make it more efficient \$800,000 -2,000,000; this would be the third time the building would be renovated. There is the potential for new construction at the Justice Center. Door County Community Center is on schedule for January completion.

Public Comment:

- Tom Thurman expressed appreciation on the process that has been used regarding the Spring Road project.
- Nancy Sargent thanked the board and SEH for the advertising and promotion of the workshop as a full house turned out.

Application for Temporary Class “B” License: Peninsula School of Art, PenArt’s “Iron Pour” October 7, 2017, 2:00-10:00 PM, 3900 Cty. F: Cathy Hoke gave an over view of the event. *Motion: (Hackbarth, Daubner) to approve the Temporary Class “B” retailer’s license for October 7, 2017 at Peninsula School of Art PenArt’s “Iron Pour” from 2 p.m. – 10:00 p.m. at 3900 Cty. F. Carried*

Application for Temporary Class “B” and “Class B” License: Friends of Peninsula State Park, September 30, 2017 1:00 – 4:00 PM, 8821 Hwy 42: *Motion: (Hackbarth, Sohns) to approve the Temporary Class “B” / “Class B” retailer’s license for September 30, 2017 at 8821 Hwy 42. Friends of Peninsula State Park Southwest Florida Fest from 1:00 p.m. – 4:00 p.m. at 3900 Cty. F. with temporary signage. Carried*

Conditional Use Permit Application: Keith A. Mueller 3485 Hwy. 42, Parcel # 014-02-28312743C:
Proposed Use – Commercial Storage Facility Zoning Ordinance 2.05(3)(b) & 11.04: Linda Merline gave an overview of the conditional use request. The Plan Commission recommended support of the conditional use for storage units with any lighting, now or in the future, be downcast, and to maintain existing vegetative screening along the 3777 Northhaven Drive property line. *Motion: (Daubner, Hackbarth) to recommend support to the RPC for the Conditional Use Permit Application: Keith A. Mueller 3485 Hwy. 42, Parcel # 014-02-28312743C: Proposed Use – Commercial Storage Facility Zoning Ordinance 2.05(3)(b) & 11.04 with the condition that any lighting, now or in the future, be downcast, and to maintain existing vegetative screening along the 3777 Northhaven Drive property line. Carried*

Consideration of Participation in a Housing Market Analysis: Zeke Jackson, Administrator of Sister Bay and Caleb Frostman, Door County Economic Development Corporation gave a presentation on the need for Northern Door County municipalities to have a comprehensive housing market analysis done with a request for the town to consider a corresponding 2018 budget item for \$3,000-5,000 toward the project. The project would take approximately 6 months. Analysis benefit:

- Information that could be used to get resident buy-in of the need
- Why have housing ventures not been successful
- Quantify housing units that are actually being used for workforce population
- Developer would be able to make a case to a bank for a project
- Potential resolutions – self-imposed regulations, zoning?
- Create clarity and sense of urgency
- It would include income and demographic data
- What other issues may be part of the problem – transportation

Implementation would be by task force, intergovernmental agreement? Participation will be discussed during the preparation of the 2018 budget.

Discussion/consideration on food trucks/trailers: Skare introduced the topic of food trucks/trailers. This past weekend a food trailer was operated at the White Cottage Red Door. It had been approved by county zoning as a restaurant - principle structure. Definitions of principle structure, accessory structure and restaurant were questioned. No communication was received from the county on this permitted use. The board was resolute in their opposition of this use and the effects it would have on the character of the town. Permanent restaurants carry with it property taxes and all the requirements needed for a standalone business. Rick Brauer had responded to Skare that this is how trucks/trailers were allowed in other communities. An easy fix would be an ordinance, an amendment to the zoning code. *Motion: (Hackbarth, McKesson) to move forward with retaining Bob Kufirin’s services and town counsel’s services to getting this arrant permit reversed and protect the community from having this ever happen again. Carried*

Kufirin Consulting Update:

- Wetland delineation for the town center parking lot was done today, it matches fairly well with the mapping done in 1995. Pete Hurth will create the survey and topo maps.
- Bluff Lane – met with Mr. Gilson and Mr. Behrend at their properties; both were strongly opposed to having a bike path cut across their property. Contact was made with Rick Menard about the goal the town had to provide a better connection off Main Street. A meandering path using the private Fox Hollow road may be a viable alternative. Sohns stated the roads in Fox Hollow paved over the existing snowmobile trails. Sohns expressed concern that the use of snowmobiles is clear in this process. Bob gave the board a rough sketch of alternatives.
- Plan Commission is working on the outdoor display to develop alternatives for the different commercial areas and display types.

Motion: (Skare, Sohns) to continue the conversation about the multi modal trail on the Fox Hollow property. Carried

Update on Hwy 42 project: Skare stated the corner at On Deck has been painted to show the potential bump out radius. The decision will be made at the next meeting. Ashauer stated easements on the sidewalks at Cty. F and Hide Side need to be done by the town. Andrew Dane stated they can easily do the easements. Easement negotiations with the School and Art School have been delayed by the DOT due to the budget process. Marigolds will be a future agenda item. Will the state replace broken drives/sidewalks at owners' expense? The DOT has inventoried curbs and gutters that will be replaced during the project.

Update on SEH projects:

- Sidewalk design: PAS drive moving to the east. Nancy Sargent to send drawing of Peninsula School of Art design.
- Beach facility and access study: Looked at connectivity between Town Center and beach
- Communication: Principals need to communicate better. Emails received will be shared with town board, DOT and SEH.
- Lighting design: Look at extending lighting into the downtown area. Final decision?
- Streetscape, parking and wayfinding: Alex is finalizing the parking.

September 5th Concept Review Workshop Results:

- Keep limited parking at the beach
- Signs colors and designs were liked.
- The stone walls going up the hill above the retaining wall were liked as well.
- Funding opportunities:
 - Three are in the fall and stewardship in May.
 - Coastal Management grant is due Nov 3rd.
 - Fund for Lake Michigan proposal is due September and November 1st for grant application.
 - TAP 20/80, other state grants are 50/50.
 - Grants could be used for transportation connections.
 - Andrew to bring restrictions that go with grant funding.

September 19th at 6 p.m. will be the next special meeting with SHE, the primary goal is to narrow decisions.

Beach Contractor: Skare questioned if this is premature (design of restrooms, etc.) Put RFP on the next agenda possibly partner with the dock engineer.

Updated Spring Road Plan: Pete Hurth is backed up and has not gotten anything to John Kolodziej. Given the movement changes in the road \$80,000 in project costs may be realized.

Harbor Commission Request to Retain Engineering Firm: Dave Harris stated the commission met and part of the waterfront master plan requires a firm that specializes in marine engineering. The west dock, fixed piers on the main dock exploring options that may include the Clark Park and the dock at the beach property (beach property to include a holistic view which would include DOT project and stormwater). *Motion: (Hackbarth, Daubner) to have the Harbor Commission move forward with retaining an engineering firm with final approval of the contract by the town board. Carried*

Harbor Commission Recommendation on 2018 West Dock Use: Dave Harris stated the commission recommendation was for 1.5% increase in the rental fee for Fish Creek Scenic Boat Tours with the lease limited to 1 year and rent due on January 15th. . *Motion: (Hackbarth McKesson) move to approve the Harbor Commission recommendation for a 1.5% increase to Fish Creek Scenic Boat Tours for 1 year with rent due on January 15th. Carried*

Police Committee Term Ad: The ad was reviewed for November appointments. The current members will be notified. *Motion: (Hackbarth, Sohns) to approve the police committee ad as presented. Carried*

Approval of 3-Year Agreement for Maintenance Assessment Services: Associated Appraisal Consultants, Inc.: *Motion: (McKesson, Hackbarth) to approve the 3-year agreement for maintenance assessment services with Associated Appraisal Consultants, Inc. Carried*

Employee Medical Insurance Proposals: Beth Hagen gave an overview of the High Deductible Health Plan option available under the Employee Trust Funds (ETF) state plan. An expanded comparison of options under ETF was requested. *Motion: (Hackbarth, McKesson) to put off until September 19th. Carried*

Propane Bids: *Motion: (Hackbarth, Skare) move to table to next regular meeting. Carried*

Project List Update (Bucket List): The bucket list was reviewed and will be forwarded to committees and commissions that are impacted.

CI Facilities Tour: Skare stated the last date was rained out. Harris will check his calendar for the 13th or 14th at 4 p.m.

Door County Highway Department Intergovernmental Agreement and Tasks Check –

CY 2018-2019: *Motion: (Sobns, McKesson) to sign the intergovernmental agreement with just the checking of snow plowing. Carried*

Determination of DNR Variance Application or Compliant Well Installation for the Town Hall:

Questions raised were grandfathering of the 4’ well and what triggered the need for compliance review. The response deadline is 10/10. Ask attorney of what options are to challenge or replace (grandfathering). *Motion: (Daubner, McKesson) to challenge the well replacement requirement under grandfathering. Carried*

Town Shop Open House: The fire department has an open house on 10/28th, during Jack-O-Lantern Days.

Motion: (Hackbarth, Skare) to have 2 open houses for the new town shop 1 on the Wednesday before the 28th (25th) 5-6 p.m. and on October 28th same hours as the fire department open house. Carried

Consideration of Recycling Location Change: *Motion: (Skare, Sobns) to move recycling to the new town shop in November. Carried with Hackbarth opposed.*

Consideration of Attorney Ad: *Motion: (Daubner, McKesson) have Collin modify the existing Platteville RFP for Attorney to be Gibraltar Specific. Carried*

2017-18 Operators’ License(s): *Motion: (Sobns, Hackbarth) to approve the 2017-18 operator’s licenses as presented (#201718-50-52). Carried*

Payment of bills: *Motion (Hackbarth, McKesson) to approve the bills as presented with PBS approved amount of \$340 for the Wulf Brothers change. Carried*

Adjourn: *Motion: (Hackbarth, McKesson) to adjourn at 11:07 p.m. Carried*

Respectfully submitted,

Beth Hagen, Clerk