

**TOWN OF GIBRALTAR
REGULAR MONTHLY MEETING
WEDNESDAY, AUGUST 2, 2017
7:00 PM**

Approved: September 6, 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 presented. Carried*

Approve minutes of previous meeting(s): *Motion: (Sohns, McKesson) to approve the minutes of July 5, 2017 regular meeting as corrected. Carried*

Motion: (Daubner, McKesson) to approve the minutes of July 12, 2017 special meeting as presented. Carried

Motion: (Sohns, Daubner) to approve the minutes of the July 19 2017 Board of Review as presented. Carried

Motion: (Daubner, McKesson) to approve the minutes of the special meeting on July 19, 2017 as corrected. Carried

Motion: (Sohns, McKesson) to approve the minutes of the special meeting on July 25, 2017 as presented. Carried

Committee Reports:

Parks & Lands: Brian Hackbarth reported the committee is working on 2018 budgeting, tree planting and community garden.

Fire Department/EMR: Fire Chief Anderson stated the July special events went well. July, as usual, was very busy. Interested persons are encouraged to contact the department for volunteer opportunities.

Noble House: Barb McKesson stated July 19th and 20th will be the Civil War Reenactment in Fish Creek Park. "Ghost Tours" and "A Glimpse of Old Fish Creek" daily tours are in full swing.

Watershed: Linda Merline stated WAV testing was done at the bridge on July 12th. The next testing will be done again on August 12th.

Airport: No report.

Planning: Linda Merline reported the last meeting focused on the 2018 budget and the 1st draft of the "Creek Plan" goals.

Harbor Commission: Dave Harris stated June was a wash out but July was busy. The striping for boat staging cleans up the area and enhanced traffic flow. The new pump out has been hooked up. The Coast Guard has finally approved the anchorage re-designation that was filed last summer. The approval and re-designation will be published in the federal register on Friday.

Room Tax: Bill Weddig stated the executive committee met last month; a 2.6% increase has been noted.

Building Committee: Karl Stubenvoll reported that the committee will be meeting this Monday. PBS will be fixing the concrete that is holding up occupancy. Hackbarth requested Karl's compensation be placed on a future agenda.

Clerk Report: Beth Hagen stated work in earnest has begun on the 2018 budget; workshop dates will be set later this evening. A market study for attainable/multi-family housing is being discussed on a high level and will be brought to municipal boards. The benefit of a market analysis is that as municipalities speak to developers there is analyzed empirical data.

Door County Coastal Byways: Beth Hagen stated the council did not meet in July. The Byways annual report is posted on the town website.

Chairman: Dick Skare stated the July 25th SEH workshop was well attended. A meeting was held on Spring Road improvements as well last month. August 16th Skare will meet with John Kolodziej and Pete Hurth on Spring Road. On Monday the sinkhole at the main intersection was repaired. Harbor Construction was thanked for the excellent job. Gibraltar Road should be paved shortly; it was graded today.

County Board: Supervisor Steve Sohns reported the "Back 40 Mine" issue was taken up. The Senior Center construction has made good progress; the roof is on and ahead of schedule.

Public Comment:

- John Reinhard expressed concern on impacts to the family property as improvements are made to the beach.
- Rudy Karl expressed concern on stormwater discharge not extending far enough into the bay.

Special Event Request: Peninsula Pacers LLC, Peninsula Century Fall Challenge, September 16, 2017, 7:30 – 9:00 a.m., use of Clark Park, 3-4 portables, 2 10' x 10' tents, directional arrows 12" x 18": Brian Fitzgerald presented the event request. There are not changes from previous years'. *Motion: (BH, DD) to approve the special event request: Peninsula Pacers LLC, Peninsula Century Fall Challenge, September 16, 2017, 7:30 – 9:00 a.m., use of Clark Park, 3-4 portables, 2 10' x 10' tents, directional arrows 12" x 18".* Carried

Update on SEH projects: Andrew Dane reported the following updates,

- Wayfinding:
 - Opportunities and Challenges
 - Confusing and inconsistent signage
 - Lack of pedestrian wayfinding
 - Some key destinations difficult to find
 - Use wayfinding to improve parking efficiency
 - Historic interpretation at Sunset and Clark parks
 - Consistent branding/placemaking important
 - Design Objectives
 - Identify size, type, and character of 2 historic interpretations signs
 - Design a preferred sign family for vehicular and pedestrian wayfinding
 - Prepare an overall wayfinding strategy identifying sign locations and sign types
- Streetscape: opportunities and Challenges
 - Decorative lighting fixture type on STH 42 has been chosen
 - Biking, pedestrian, boat trailer, vehicular mobility important
 - Maintain charm, character of community
 - Support pedestrian activity
- Design Objectives
 - Landscaping plan for new beds along STH 42
 - Develop long-range lighting concept plan for historic downtown area (which will impact STH 42 lighting design)
 - Provide power to parks along Main Street (which will impact STH 42 lighting design)
 - Provide better access to and from the beach and Town Center
 - Other?
 - Preferred waste/recycling receptacles
 - Information kiosk relocation
 - Special lighting areas
 - Fish Creek Park design recommendations to make park more welcoming
- Beach Access and Facility Inspection Project Next Steps
 - What is preferred ingress/egress option
 - Should beach concepts be refined and shared at concept alternatives workshop September 5th
- Sidewalk Design Project
 - Spring Road & CTH F preliminary designs completed
 - Draft Hide Side preferred alternative completed
 - Determination that project will be part of WisDOT STH 42 project
- STH 42 Lighting Project
 - Lighting calculations and permit sent to DOT
 - Approved District signed permit received
 - Latest lighting plan sent to DOT 8/1/17

- Memo on lighting controls sent to DOT 8/2/17
- Waiting on feedback from Town to identify future power needs. Where does the Town want to provide power? What is the long range plan for lighting the historic downtown and Main Street west of Spruce?
- Next Steps
 - Confirm design objectives with Town Board
 - Develop concept alternatives (August)
 - Public Workshop #3 (September 5th)
 - Town Board select preferred alternatives (September 6)
 - Complete preliminary design for preferred alternatives (Fall)

Presentation of draft parking study recommendations: Andrew Dane presented the following recommendations for consideration.

- The study was conducted in June and July
 - Typical parking generation demand was reviewed and based on land use and ITE Parking Generation manual
 - Parking supply was verified
 - A focus group with businesses was facilitated
 - On-line business survey
 - Two public open houses
- June Count Results
 - Localized parking supply issues noted by areas > 70% occupied
 - Predominantly Main Street between Cottage Row and Town Center
 - Smaller pockets of “full parking or nearly full parking on Spruce Street between Main and Cedar
 - Public Lot Occupancy is low particularly at Town Center, Boat Trailer Parking Lot, Town Beach and newly acquired gravel lot adjacent to the Dock
- July Count Results
 - Localized parking supply issues noted by areas >70% occupied
 - Predominantly Main Street between Cottage Row and Town Center, Maple Street, Spruce Street, Pine Street and Bluff Lane
 - Public Lot Occupancy is low particularly at Town Center, Boat Trailer Parking Lot and newly acquired gravel lot adjacent to the Dock. The town beach parking is full during the daytime hours but is less than half occupied in the evening hours
 - Private Lots are generally underutilized and may resent some opportunities
 - Based upon the localized congestion of public on street parking in the downtown core area it would be beneficial to consider options to better utilize parking near the downtown core. Areas that could provide relief include the beach in the PM, the old Diocese lot, Town Center Parking Lot and the Boat Trailer Parking lot.
 - Cottage Row is underutilized for parking compared to neighboring streets and suggests visitors are less inclined to park here
 - Improving parking on Cottage Row without other improvements may not see much benefit
- Short Term Recommendation(0-2 years)
 - Stripe stalls in boat trailer parking
 - Remove trees, underbrush from Boat Trailer Parking to improve visibility of lot
 - Create designated Town Center employee parking stalls at Town Center lot at rear of building
 - Consider permitting or encourage use of up to 20 spaces at rear of Town Center building for employees or island residents
 - Discuss options to increase utilization of Town Dock lot with Harbor Commission
 - Encourage downtown employees to utilize old Diocese lot. Consider permits for a portion of the lot

- Create a parking map for study area, post to websites; provide to visitors at dock and visitor center
- Encourage business to business arrangement to share parking where opportunities exist
- Explore potential for officially signing and utilizing Catholic Church and Gibraltar Schools parking lots for temporary special events and holidays (possibly with shuttle or trolley service) Incorporate public parking signage into wayfinding plan
- Consider providing tourist bus drop off location at Town Center
- Medium Term Recommendations (2-4 years)
 - Convert portion of Boat Trailer Parking lot to visitor parking adjacent to rear of Town Center lot (improve lighting, entrance, paving)
 - Investigate potential for regional park and ride trolley system
 - Work with business owners to investigate potential for public-private partnership to provide parking using existing, underutilized private lots
 - Encourage businesses to develop better signage to direct customers to private lots
 - Modify existing Boat Trailer Parking signage to include Public Parking and improve connection to Town Center lot
- Long Term Recommendations (4+ years)
 - Implement regional park and ride system to allow visitors to bike, walk, and explore Fish Creek and neighboring communities without having to drive
 - Consider purchase of existing private parking lot(s) downtown to convert to public lot(s)
 - Expand boat trailer parking for vehicles

Fish Creek Sanitary District #1 Term Appointment: Greg Stillman sent in a letter of continued interest in the appointment; no other letters of interest were received. The term is for six years and will end August 31, 2023. *Motion: (Daubner, McKesson) to appoint Greg Stillman to the Fish Creek Sanitary District #1 as a commissioner for a 6 year term. Carried*

Ephraim-Gibraltar Airport Commission Term Appointment: Myrv Somerhalder sent in a letter of continued interest in the term appointment. No other letters of interest were received. *Motion: (Sobns, Hackbarth) to appoint Myrv Somerhalder to another term on the airport commission. Carried*

Budget Amendment Watershed flow probe computer repair and calibration: Linda Merline requested a budget amendment to the Watershed account in the amount of \$500 to have the flow probe computer repaired and calibrated. This particular instrument will be collect vital data in the implementation stage of the Fish Creek Restoration and Improvement Plan which will begin in 2018. *Motion: (Daubner, Hackbarth) to approve a budget amendment to the Watershed for repair costs and shipping from the 16% reserve. Carried*

Open bids for beach building purchase and removal: Dick Skare stated 1 bid had been received from Christie Weber in the amount of \$100 cash plus costs/benefits detailed in the offer. *Motion: (Hackbarth, Sobns) to accept the bid from Christie Weber as detailed in the proposal along with proof of insurance. Carried*

Update on Manure Ordinance: Skare stated that the DNR has come out with additional information that relates to manure spreading. The DNR does not address spraying only spreading only specifics on location and volume. Dean Heugar will be invited to make a presentation.

Door County United resolution request: Skare stated that Bill Hoehn is requesting the board pass a resolution to amend the United States Constitution to allow limits on campaign contributions and conducting a non-binding statewide referendum. *Motion: (Skare, Daubner) to adopt the resolution as requested. Carried with Hackbarth opposed.*

Employee Medical Insurance proposals: Hagen updated the board on the status of 2018 employee medical insurance proposals. Deadlines for the State public employers' group health insurance program are

October 1st for the Employee Trust Funds (ETF) to receive a resolution to elect participation in a specific program option. October 15th for the ETF to receive a resolution to withdraw from the Wisconsin Public Employer's Group Health Insurance Program. ETF does not have premiums for the upcoming calendar year until mid to late September. Other group medical insurance options are being requested for comparison. Based on last year's discussion deductible insurance plans are being requested. Discussion revolved on the instability of the ACA. *Motion: (Hackbarth, Daubner) to stay with the state plan for the next year. Carried*

Propane bids: Three bids were received: Milton Propane \$1.049, Gasco \$1.069 and Ferrellgas \$1.099. The locked in price for the 2016-17 season was \$0.839 per gallon. *Motion: (Sohns, Hackbarth) to rebid for next month. Carried*

Set dates for 2018 budget preparation: Calendars were reviewed and the following dates set:

- September 27th at 6:00 p.m.
- October 18th at 6:00 p.m.
- November 8th at 7:00 p.m.
- Meeting of the Electors November 28th at 6:00 p.m.

Adopt Amendment to Ordinance 2002-04: This amendment reflects a date change in the use of the dock parking lot. *Motion: (Hackbarth, McKesson) to adopt Ordinance 2017-01 amending Ordinances 84-3 and 2002-04. Carried*

Reapply for the beach variance with the Board of Adjustment (BOA): *Motion: (Hackbarth, McKesson) to reapply for the beach variance with the BOA. Carried*

Shop Municipal Auditing/Accounting and Assessment proposals: *Motion: (Hackbarth, Sohns) to shop auditing and other additional accounting services but to leave the assessment alone. Carried*

2017-18 Operator's Licenses: *Motion: (Sohns, Daubner) to approve the 2017-18 operator's licenses as presented. Carried*

Update on Hwy. 42 project:

Storm Sewer Realignment at the beach & Storm Sewer Realignment Sanitary Potholing: *Motion: (Hackbarth, Skare) to move ahead with Option #2 for the storm sewer realignment and the town to do the potholing for the state. Carried*

Need to consider contracting for new dock at the beach. Bulkhead line?

Conduit Crossings for Electrical: Conduits in general should be asked of Ken Tallion. The one at Shore will be going in this fall.

Sidewalk extension by Hide Side Corner Store, County F, and Spring Road: Approved by town with the latest drawing from SEH.

Groundbreaking Work: A rock cutter is currently up at the school – let Jeremy know. Water impacting main intersection, On Deck and Barringer's from the highway. Curb, driveway replacement? Blacktop up to the top of the curb, locations where the curbs are dipped, how to be handled. Board wants to see where the curbs etc. are going to be redone. Drawings of street work and funding.

Payment of bills: *Motion (Hackbarth, McKesson) to approve the bills as presented with the addition of \$1,500 to Karl Stubenvoll. Carried*

Adjourn: *Motion: (McKesson, Hackbarth) to adjourn at 11:10 p.m. Carried*

Respectfully submitted,

Beth Hagen, Clerk