

TOWN OF LIBERTY GROVE PUBLIC MEETING

Special Board Meeting *Via ZoomAmended Agenda***

Date: Wednesday, December 29, 2021

Time: 6:00 PM

Place: Town Hall, 11161 Old Stage Rd *via Zoom*

Agenda:

1. Call to order
2. Declaration of a quorum followed by pledge of allegiance
3. Approve Agenda
4. Approve Minutes: 12/15/2021
5. Payment of bills
6. Public input
7. Move Excess Room Tax Funds
- 8. Finley Engineering Contract Estimate**
- 9. Rescind motion from 12-16-2020 Regarding Campground Overlay**
10. Ordinance 12-21, Regulating Campgrounds
11. Correspondence
12. Future meetings
13. Adjourn

Anastasia Bell, Clerk/Treasurer

All agenda items will include discussion and possible action. Deviation from listed order may occur

***Audience members must ask for permission, during public input, to speak on agenda items ***

Members of the Town Board or any other Town committee, who are not members of the body whose meeting agenda is published in this notice, are entitled, as any other citizen of the Town of Liberty Grove, to attend this meeting in an unofficial capacity. It is possible the attendance of one or more non-members may create a quorum of the membership of another body. Such a quorum is unintended, and the non-members are not meeting for the purpose of exercising the powers or duties attendant upon their membership on any Town committee or board.

Town of Liberty Grove is inviting you to a scheduled Zoom meeting (teleconferencing). To Join Zoom Meeting enter the following on your computer:

<https://us02web.zoom.us/j/81214932615?pwd=WTJKbWhFQWw1YnRUeEZaUnlIa1AvQT09>

Meeting ID: 812 1493 2615

Password: 919456

If the link doesn't work, go to <https://zoom.us/>, click the "Join a meeting" button and enter the meeting ID and Password when prompted.

To find your local number visit <https://zom.us/u/atMFqvZKe>. To join the meeting by telephone dial one of the numbers below based on your location.

(312) 626 6799 US (Chicago)

(301) 715 8592 US (Washington D.C.)

(646) 558 8656 US (New York)

(346) 248 7799 US (Houston)

(253) 215 8782 US (Tacoma)

(669) 900 9128 US (San Jose)

	2020	2021
January		\$ 1,241.86
February		\$ 1,515.16
March		\$ 2,320.24
April		\$ 2,658.95
May		\$ 8,648.83
June		\$ 21,911.79
July		\$ 38,989.71
August		\$ 35,734.57
September		\$ 24,936.59
October		\$ 20,303.12
November	\$ 3,471.51	
December	\$ 1,889.30	
Total received	\$ 5,360.81	\$ 158,260.82
501 group donations		\$ 50,550.00
4/7/21 Board: \$2 per capita of 1757 for DCEDC broadband study		\$ 3,514.00
10/20/21 Board: Granicus from 2021 DCTZ		\$ 7,830.00
11/3/21 Board: Join Baylakes Regional Planning		\$ 5,943.00
Total spent		\$ 67,837.00
Total remaining		\$ 90,423.82

Town of Liberty Grove
Minutes of the Town Board meeting on December 15, 2021
(this meeting was correctly posted)

Agenda:

1. Call to order
2. Declaration of a quorum followed by pledge of allegiance
3. Approve Agenda
4. Approve Minutes: 12/1/2021
5. Payment of bills
6. Treasurer's report
7. Public input
8. Baileys Harbor Broadband Efforts as Related to Liberty Grove
9. Technology Recommendation to Seek Estimate for Town-wide Broadband Fiber
10. Door County North activities
11. Administrator Report
12. Move excess Room Tax Funds for Fire Department Use
13. Personnel Recommendation to Hire Additional Crew Member
14. Town Commercial Insurance for 2022
15. Short-Term Rental License(s)
16. Correspondence
17. Future meetings
18. Adjourn

Chairman John Lowry called the meeting to order at 6:57pm. Supervisors Janet Johnson, Cathy Ward, Nancy Goss, and Paul Schwengel were present along with Administrator Walter Kalms, Clerk/Treasurer Anastasia Bell, Deputy Clerk/Treasurer Doug Curzon, and 6 members of the public via Zoom.

Ward moved, Goss second to approve the agenda as posted. Carried 5-0.

Ward moved, Johnson second to approve the minutes from the 12/1/21 Town Board meeting as presented. Carried 5-0.

Payment of bills – Lowry moved, Goss second to approve the payment of bills as presented, with a total of \$57,684.21. Carried 5-0.

Treasurer's report – Bell reported the following Town account balances as of October 29, 2021:

Municipal Checking	1,205,833.87
Money market acct.	649,121.08
Checking	216,116.81
Utility Dist.	587,696.90

As of November 30, 2021, total in all Town accounts was \$2,658,768.66. **Lowry moved, Ward second** to approve the Treasurer's report as presented. Carried 5-0.

Public input – David Studebaker, Ellison Bay, expressed his encouragement for the Town Board to proceed with the Technology Committee recommendation. Chuck Scheckel, Sister Bay, expressed his encouragement for the Town Board to proceed with the Technology Committee recommendation.

Baileys Harbor Broadband Efforts – Kurt Kiefer, Baileys Harbor, introduced himself and provided information regarding the broadband efforts occurring in Baileys Harbor. He noted that the private sector doesn't have return on investment and the public sector could complete this as

infrastructure. The State Loan Program and other federal funding options are being investigated because it is estimated that 40% to 60% of this project costs can be offset. The work is based on the DCEDC study by Finley. The industry standard cost has been applied to the Town boundaries and they're currently searching for a local partner that can solve the broadband issue and become the Internet Service Provider (ISP). CapEx debt may be available through the ISP where a portion of the customer fees collected are returned to the Town for application to the project debt. Collaboration may occur on the middle-mile work, by using the same ISP, and by gaining access to WPS poles. Chuck Scheckel noted that this could allow a diverse expansion of business since tourism isn't always the focus of work-from-home opportunities.

Town-wide Broadband Fiber Estimate – Lowry moved, Johnson second to follow the Technology Committee recommendation and direct Administrator follow along the lines of Baileys Harbor. Ward noted that Baileys Harbor has sought more specific area-costs from Finley and David Studebaker confirmed he has requested an estimate for similar information as related to Liberty Grove. Carried 5-0.

Door County North – None.

Administrator Report – Kalms reported there are several housing proposals being opposed by WTA, the office has received a record request for the 11/2020 election, and Frank Forkert has resigned from the Library Board.

Moving Excess Room Tax Funds – Goss reported that this was well received by the Fire Board. It was the consensus to review the 90/10 percentage split of DCTZC revenue received after the 8% tax is realized.

Hiring of Crew Member – Ward moved, Johnson second to approve hiring a new crew member as recommended by the Personnel Committee. Carried 5-0.

2022 Town Commercial Insurance – Curzon reported on the insurance quotes which were received for auto physical damage, municipal liability, property, and workers compensation. Johnson asked if CIC offers a rebate as Chubb did, and this was unknown. **Lowry moved, Goss second** to go with CIC for property, auto physical damage, municipal liability, and workers compensation insurance in 2022. **Lowry moved, Goss second** to amend the motion to include an increase of the auto deductible to \$1,000. Carried 5-0. The amended motion then carried 5-0.

Short-Term Rental License(s) – Johnson moved, Goss second to approve the STR licenses for 11206 N Sand Bay Lane up to and including 10972 Hillcrest Road. Carried 5-0. **Johnson moved, Goss second** property owners advertising a maximum occupancy beyond the POWTS design capacity be sent a letter stating they have to advertise what their POWTS design capacity is. Carried 5-0.

Correspondence – Donation requests, Library Commission minutes, Fire Board minutes, Core Map amendment will go before the County on 2/22/2022, and Savard's application has been approved.

A special Town Board meeting will be Wednesday, December 29, 2021 at 8600pm via Zoom.

Lowry moved, Johnson second to adjourn at 8:54pm. Carried 5-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

Map amendment request for Ellen Rundle parcels 018-02-15322813P6 & 13P7 – Linda Johansen, property owner, indicated that her and her sister are attempting to sell the property and the mixed commercial zoning is prohibiting a buyer from finding a residential loan. Sue Daubner stated that the banks will only offer a 3-year loan due to the commercial zoning. Goss indicated that this area is defined as “commercial core” on the future map and indicated that if a request is not consistent with the Town Comprehensive Plan it is not supported and if a parcel is dual zoned it has historically been changed to the zoning which is the majority. Covotsos noted that the law prohibits economic hardship to be considered as a reason for zoning changes. **Goss moved, Johnson second** that that Board recommend to the Resource Planning Commission that these two parcels become consistent with their zoning and that the zoning be High Density Residential. Roll call vote with Ward, Johnson, Goss, Covotsos, and Lowry voting aye, no nays. Passed 5-0.

Liberty Grove campground overlay – Goss reported that this overlay has been sent to the County and the Town Attorney and this is the final form. **Goss moved, Johnson second** that the Town of Liberty Grove send a request to the County Resource Planning Committee to consider this campground overlay for the Town of Liberty Grove. Roll call with Ward, Goss, Johnson, Lowry, and Covotsos voting aye, no nays. Passed 5-0.

Tower lease agreement for 11161 Old Stage Road – Kalms reported on recommendations by the Town Attorney. It was the consensus to have the Town Attorney add the recommended information and send the agreement to Door County Broadband’s legal department.

Election workers for 2021 – **Lowry moved, Goss second** to approve the list as presented. Roll call with Covotsos, Goss, Lowry, Johnson, and Ward voting aye, no nays. Passed 5-0.

Town Commercial insurance for 2021 – Curzon reported the following values for 2021 commercial insurance: Workers Compensation \$10,107, Liability \$13,459, Automotive \$6,009, and Property \$10,369 with a total estimate of \$39,944. **Covotsos moved, Johnson second** to accept the 4 proposals as presented. Roll call vote with Lowry, Covotsos, Johnson, Goss, and Ward voting aye, no nays. Passed 5-0.

2021 budgetary purchases: lawn mower trailer & lawn mowers – Kalms reported the mower estimate is \$16,655 and the trailer estimate is \$3,945. Both were approved for purchase in 2021 and are under the budgeted amounts. **Goss moved, Ward second** to move forward with the 2021 budget purchases of mowers and trailer. Passed 5-0.

Correspondence – None

The next Town Board meeting will be Wednesday, January 6, 2021 at 7:00pm.

Lowry moved, Goss second to adjourn at 9:36pm. Passed 5-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer
Approved at the 1/20/2021 Town Board meeting

**TOWN OF LIBERTY GROVE
ORDINANCE 12-21
REGULATING CAMPGROUNDS**

Section 1. Intent.

This ordinance is hereby enacted in order to promote the health, safety and general welfare of the citizens of Liberty Grove. Identified areas of concern include, but are not limited to:

- Maintaining the rural nature of the Town
- Controlling campground density while balancing the rights of property owners
- Recognizing unique karst topography and the relationship to protecting groundwater resources
- Protecting areas of natural importance such as Dark Sky, Ramsar, Mink River Estuary and other sites of local/county/regional/state/federal and international importance.

Section 2. Definitions.

Definitions other than enumerated in this ordinance refer to Door County Amendatory Ordinance 2019-08. In the absence of any definition in the most recent version of the Door County Comprehensive Zoning Ordinance definitions, then reference is made to ATCP § 79.03.

Buffer Zone Borderline - A borderline determined by a measurement that is offset a specified distance from the aforementioned areas of concern.

Wilderness Campground – Is an area for non-wheeled camping accommodations on walk-in sites accessible from a single main trail for tent or under-the-stars camping.

Wilderness Campground Buffer Zone - An area intended to protect environmentally sensitive features specified in this ordinance extending a minimum of 1,000 feet outward from the aforementioned areas of concern.

Section 3. Application and Specifications.

Campground Design – A campground developer approaching a "final" design approval by the Door County Department of Land Use Services shall submit said design to the Town of Liberty Grove in order to comply with the Town's Campground Ordinance. A concept review is recommended and encouraged by the Town of Liberty Grove Plan Commission before Land Use Services is contacted.

Wilderness Campground – Only wilderness campgrounds will be permitted within a “**Wilderness Campground Buffer Zone**”.

- a. **Trails in Wilderness Campgrounds** - main trails to campsite areas shall be no greater than 8' wide and shall be pervious.
- b. **Parking** - Spaces shall be equal to 1.5 times the number of sites on property and be located adjacent to the main office or entrance area.
- c. **Utilities** - Flush toilets, hand-washing and potable water facilities shall be provided in common areas deemed suitable by Land Use Services and the Door County Sanitarian. Utilities shall not be provided at any wilderness camp sites.
- d. **Campfires** – One campfire ring not to exceed 3' in diameter is allowed for each site.
- e. **Lighting** – Wherever lighting is required by law, downcast lighting shall be used.
- f. **Motorized and/or wheeled camping units** – are not permitted in the **Wilderness Campground Buffer Zone**

Vegetative screening of all classifications of campgrounds

- a. Screening should consist of vegetation that will visibly block the campground as well as mitigate noise from the surrounding neighboring properties.

- b. Vegetative screening shall be in accordance with wildlife corridor management per Wisconsin DNR Land Legacy Report.
- c. Vegetative screening is recommended to be 2 to 3 rows running parallel to each other with vegetation planted in a staggered pattern.

Section 4 Enforcement.

- a. This Ordinance may be enforced by the issuance of a citation to any violator of this Ordinance by any Sheriff or Deputy Sheriff of the County of Door, State of Wisconsin, by any State of Wisconsin Officer with police powers, or by any other Law Enforcement Officer employed by the Town of Liberty Grove.
- b. In the alternative, any forfeitures imposed by this Ordinance may be sued for and recovered pursuant to Chapter 778, Wis. Stats., in the name of the Town of Liberty Grove.

Section 5. Penalties.

Penalties for violations of provisions of this Ordinance shall be not less than \$50 and not more than \$250 for each offense, plus the costs and disbursements of prosecution. Each violation of any section constitutes a separate offense.

Section 6. Conflicting Ordinances.

All Ordinances in whole or in part of the Town of Liberty Grove which conflict with provisions of this Ordinance are hereby repealed.

Section 7. Severability.

Provisions of this Ordinance are declared to be severable, and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses or phrases of the Ordinance.

Section 8. Effective Date.

This Ordinance shall take effect upon passage and publication according to law.

Approved at a regular meeting of the Town Board of Liberty Grove, Door County on this 29th day of December 2021.

John Lowry, Town Chair

I, Anastasia P. Bell, Clerk/Treasurer of the Town of Liberty Grove, Door County, Wisconsin do hereby certify that the above is a true and correct copy of an ordinance adopted at a properly noticed, special meeting, held on the 29th day of December 2021 by Town Board of the Town of Liberty Grove, Door County, Wisconsin.

Dated this 29th day of December 2021

Anastasia P. Bell, Clerk/Treasurer