

TOWN OF LIBERTY GROVE PUBLIC MEETING

February Board Meeting

Date: Wednesday, February 15, 2023

Time: 7:00 PM

Place: Town Hall, 11161 Old Stage Road

Agenda:

1. Call to order
2. Declaration of a quorum followed by pledge of allegiance
3. Approve Agenda
4. Approve Minutes: 2/1/2023
5. Public Input
6. Payment of Bills: Town, Sanitary District
7. Treasurer's Report
8. Car Charging Station Repairs
9. Plan Commission Recommendation: deny request to rezone parcel 018-02-27322843A from HL10 to CS10
10. Plan Commission Recommendation: resubmit application for HL10 Text Amendment to County of Door
11. Rescind Tax Bill Parcel 018-01-28312844B
12. CliftonLarsonAllen Contract for Audit Services
13. Authorize Request for Disbursement BCPL Loan
14. Correspondence
15. Future meetings
16. Adjourn

***Report items will not be discussed or voted on, all other agenda items may 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 ***

Anastasia Bell, Clerk/Treasurer

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
Minutes of the Town Board meeting on February 1, 2023
(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: 1/18/23
5. Public Input
6. Destination Door County Presentation: Community Investment Fund
7. Payment of bills
8. Administrator's report
9. Letter to U.S. Fish & Wildlife re: Cormorants
10. Short-Term Rental License(s)
11. Correspondence
12. Future meetings
13. Adjourn

Chairman John Lowry called the meeting to order at 6:59pm. Supervisors Janet Johnson, Cathy Ward, Nancy Goss and Dan Watts were present along with Administrator Walter Kalms, Clerk/Treasurer Anastasia Bell and 1 member of the public.

Johnson moved, Lowry second to approve the agenda as presented. Carried 5-0.

Ward moved, Goss second to approve the minutes from 1/18/23 as presented. Carried 5-0.

Public Input – Ward attended a Green Tier meeting and there may be funds available for citizens in the area with contaminated wells. Goss requested the DOT be petitioned to lower the speed limit on the Ellison Bay hill.

Destination Door County – None.

Lowry moved, Ward second to approve the payment of bills as verbally presented totaling \$80,398.66. Carried 5-0.

Administrator – Kalms reported that we are preparing for the audit, he has started the 2024 budget, the excavator has arrived, the last required order of salt has been placed, the library roof quote came in at \$91,000, the furniture shop operations have been reported to the County, and the Highway committee will create chip seal and paving bids in March.

Cormorants – Kalms noted Washington Island representatives have requested a letter prior to their discussions with U.S. Fish and Wildlife. **Ward moved, Goss second** that the administrator write a letter to U.S. Fish and Wildlife regarding cormorants. Carried 5-0.

Short-Term Rental License(s) – **Johnson moved, Ward second** to approve licenses for 10972 Hillcrest, 11692 Tipperary, 11121 Hillcrest, 12232 Blackberry, and 12567 Door Bluff Road. Carried 5-0. Ward noted the Town has 171 DCTZC licenses for the homes, cabins, and cabins classification.

Correspondence – Kalms reported LGHS annual letter, Lamperts is now Wisconsin Building Supply, WPS may be working on Mink River Road, there was an addition to MFL, and the WAPA convention.

The next Board meeting will be Wednesday, February 15, 2023, immediately following the Sanitary District Committee meeting which is scheduled to start at 6:45pm.

Lowry moved, Goss second to adjourn at 7:32pm. Carried 5-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

Liberty Grove Sanitary District
2/15/2023 Meeting

Name of Payee	Description of bill	Amount
WPS	Lift Station electric	\$ 212.78
Deluxe	Checks	\$ 295.29
Deluxe	Deposit Slips	\$ 89.19
	Monthly Lift Station Flushing, Electric, Annual Meter	
Sister Bay Utilities	software, HydroCorp, Annual Billing (Civic) software	\$ 735.23
Sister Bay Utilities	Pump Crane Engineering & 10% surcharge	\$ 6,465.17
	TOTAL	\$ 7,797.66

Liberty Grove Utility District #1

	2023	2022
Checking account		
Balance as of December 30,	\$ 57,845.71	\$ 76,820.21
Add Deposits	\$ 45,761.91	\$ 47,879.00
Less Disbursements	(\$44,086.66)	(\$54,069.24)
Add Interest	\$ 49.65	\$ 1.86
Balance as of January 31,	\$ 59,570.61	\$ 70,631.83
Savings account		
Balance as of December 30,	\$322,089.28	\$290,895.59
Add deposits	\$ -	\$ -
Less Disbursements	\$ -	\$ -
Add Interest	\$ 697.48	\$ 12.35
Balance as of January 31,	\$ 322,786.76	\$ 290,907.94
Savings Restricted account		
Balance as of December 30,	\$ 95,958.35	\$ 71,629.47
Add Deposits	\$ -	\$ -
Less Withdrawals	\$ -	\$ -
Add Interest	\$ 42.06	\$ 1.83
Balance as of January 31,	\$ 96,000.41	\$ 71,631.30
North Shore Bank CD (23 months Closed 7/18/2022)	\$ -	\$ 149,248.04
Nicolet Bank CD (90 days ending 11/2022)	\$ -	\$ -
Nicolet Bank CD (90 days ending 5/2023)	\$ 150,440.36	\$ -
Balance as of January 31,	\$ 628,798.14	\$ 582,419.11

Town of Liberty Grove balance as of January 31,	2023	2022
1 Municipal Checking account	2,982,647.40	2,282,683.42
Transfer from Checking	2,500,000.00	2,360,000.00
Early Tax Collections	4,160,601.78	4,463,912.24
Transportation Aid/PILT/ARPA Pilot reimbursement	137,834.23	84,673.27
Interest (0.75%)	3,366.07	178.34
Balance as of January 31,	4,784,449.48	4,471,447.27
2 Money Market Acct.	1,475,436.14	1,354,541.91
Transfer from Checking	-	-
Interest (1.77%)	3,195.03	57.52
Balance as of January 31,	1,478,631.17	1,354,599.43
3 Checking Acct.	906,948.88	612,925.99
Plus deposits and transfers	2,543,618.05	2,383,652.77
FICA	10,326.05	5,609.62
State Withholding	1,572.35	1,573.34
Payroll	29,641.68	30,751.79
Annual Service Charge	1,199.53	1,292.67
State Sales Tax	697.07	790.88
Disbursements	3,243,962.21	2,750,106.58
Balance as of January 31,	163,168.04	206,453.88
4 Utility District Checking	59,570.61	70,631.83
Utility District Savings	322,786.76	290,907.94
Utility District Restricted Savings	96,000.41	71,631.30
North Shore Bank CD (23 months ending 07/17/2022)	-	149,248.04
Nicolet Bank CD (3 months ending 11/16/2022)	-	-
Nicolet Bank CD (6 months ending 5/04/2023)	150,440.36	-
Balance as of January 31,	628,798.14	582,419.11
Municipal Checking	4,784,449.48	4,471,447.27
Money Market Acct.	1,478,631.17	1,354,599.43
Checking	163,168.04	206,453.88
Utility Dist.	628,798.14	582,419.11
As of January 31, 2023, the total in all Town accounts is:	7,055,046.83	6,614,919.69



SemaConnect

SemaConnect Inc.
4961 Tesla Drive, Ste A
Bowie MD 20715
United States

Bill To
Death's Door Maritime Museum
United States

Estimate

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Date 1/5/2023
Estimate # QUO01322

Expires 2/4/2023
Exp. Close 1/5/2023
Project
Subsidiary SemaConnect
Shipping Method UPS® Ground
Shipping Tax Code AVATAX
Shipping Tax Rate 0
Shipping Code (2)

Memo

CASE0191100 - BAE902756 - J1772 Coupler

Item	Quantity	Units	Inventory Detail	Description	Rate	Amount	Tax Rate
Repair - J1772 cable/coupler	1			Repair - J1772 cable/coupler			
J1772 Cable Assembly-18ft	1			J1772 Cable Assembly-18ft	211.00	211.00	0.0%
SemaConnect 620 Repair - Shop Labor	1			SemaConnect 620 Repair - Shop Labor	60.00	60.00	0.0%
Shop Supplies	1			Shop Supplies	50.00	50.00	0.0%
End of Group						321.00	
SemaConnect - NW Repair	1	EA		SemaConnect - NW Repair	0.00	0.00	0.0%
SemaConnect 620 RMA Kit	1			SemaConnect 620 RMA Kit			
SemaConnect 620 Mounting Cap	1			SemaConnect 620 Mounting Cap	30.00	30.00	0.0%
HEAD UNIT BOX(PACKAGING)	1			HEAD UNIT BOX(PACKAGING)	0.00	0.00	0.0%
FOAM INSERT - 2 pc set (PACKAGING)	1			FOAM INSERT - 2 pc set (PACKAGING)	0.00	0.00	0.0%
CABLE TRAY(PACKAGING)	1			34-3/16 x 13-1/4 CABLE TRAY(PACKAGING)	0.00	0.00	0.0%
CABLE RACK INSERT(PACKAGING)	1			17-3/8 x 28-3/4 CABLE RACK INSERT(PACKAGING)	0.00	0.00	0.0%
End of Group						30.00	



SemaConnect

Estimate

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Date

1/5/2023

Estimate #

QUO01322

SemaConnect Inc.
4961 Tesla Drive, Ste A
Bowie MD 20715
United States

Item	Quantity	Units	Inventory Detail	Description	Rate	Amount	Tax Rate

	Subtotal	351.00
Shipping Cost (UPS® Ground)		75.00
	Total	\$426.00



QUO01322

Town of Liberty Grove
Minutes of the Plan Commission meeting on January 25, 2023

Agenda:

1. Call to order
2. Declaration of quorum
3. Adopt agenda
4. Approve minutes: 1-25-23
5. Public input
6. Request to Rezone Parcel 018-02-27322843A to Countryside 10 (CS10)
7. HL10 Zoning Change: add Trade and Contractor Establishments and Auto Repair
8. Correspondence
9. Future meeting dates
10. Adjourn

Chair Nancy Goss called the meeting to order at 7:00pm. Commissioners Anne Miller, Cathy Ward, Paul Bokelmann, Cheryl Culver, Bill Surbaugh, and Dan Watts were present along with Administrator Walter Kalms, Clerk/Treasurer Anastasia Bell, and approximately 30 members of the public.

Ward moved, Miller second to approve the agenda as posted. Carried 7-0.

Surbaugh moved, Ward second to approve the 1/25/23 minutes as presented. Carried 6-0 (Miller abstained)

Public Input – Several members of the public requested to speak specifically to agenda items.

Rezoning Request Parcel 018-02-27322843A – Jonathan Orrick noted recent commercial property sales trends and provided the history of this request which was filed one year ago. He proposes to operate a landscape yard in the center of the property and establish homes for his children on the other areas of the 40-acre parcel. He noted HL10 and CS10 are more similar than different, this would help keep young citizens in the area and CS10 would add a layer of protection because the parcels would first need to be rezoned before the CUP application. Karee Orrick outlined the 17 different uses between HL10 and CS10 identifying that all could occur as a home business in either zoning. Ann Tockstein, Wildwood Road, expressed concerns about the future if the land were rezoned and the Orricks sold the property within a residential area. Billy Appel, Old Stage Road, noted the cooperation amongst the local business owners and noted the rezoning could allow their current businesses to expand and creates an opportunity for other businesses to purchase products locally. Miller noted incorporation of the family would have officers on the property, 2 dwellings are allowed on one parcel, and salvage yards are her only immediate concern with CS10. She asked if the County would assist with the financial burden to open the Town Plan and allow CS10 zoning. Ward stated the State opened the door to STRs, the current regulating process is a reaction to this. Spot zoning is concerning especially because it would remain with the property through sales. Goss clarified that all zoning categories allow home businesses, and private air strips require a small area. She outlined the following options: 1-request rezoning to CS10, there is no CS10 zoning within the Town and the official plan does not fit rural residential character; 2-Wait for HL10 amendment to address property size and building size concerns; 3-Review home business options with an attorney. Watts noted the Town maps should be reviewed for possible inclusion of CS in the future. Kalms noted the HL10 process is likely to take 2-4 months at the County. **Ward moved Miller second** to recommend the Town Board not approve the request to rezone parcel 018-02-27322843A from HL10 to CS10. Roll call: Watts, Ward, Miller, Culver, Goss, and Bokelmann voting aye, Surbaugh voting nay. Defeated 6-1.

Heartland 10 Zoning Change – Ann Tockstein, Wildwood Road, stated that it seems excessive to make the changes for all HL10 properties. Billy Appel, Old Stage Road, stated this change would support expansion of other current small businesses. **Goss moved, Ward second** to add language to the text amendment stipulating a minimum of 10 acres for these additional uses. Discussion: The CUP process will allow for lot size confirmation and to create the balance of a business within a residential area.

Carried 7-0. Miller noted one large building is more appealing than a cluster of small ones and equipment outside. The building size could also be addressed by review of the site plan for setbacks and lot coverage. **Goss moved, Surbaugh second** to recommend the Town Board submit the HL10 Zoning Amendment with the addition of 10 acre minimum. Carried 7-0.

Correspondence – None

The next meeting will be Wednesday, February 22, 2023 at 7:00pm. The STR ordinance will be discussed.

Surbaugh moved, Goss second to adjourn at 8:47pm. Carried 7-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

DRAFT