

## TOWN OF LIBERTY GROVE PUBLIC MEETINGS

**Parks & Property Committee**

**Date: Tuesday, July 13, 2021**

**Time: 9:00 AM**

**Place: Liberty Grove Town Hall, 11161 Old Stage Rd, Sister Bay**

**Agenda:**

1. Call to Order
2. Declaration of Quorum
3. Approve Agenda
4. Approve minutes of 6-8-21
5. Public input
6. Consider 2022 Parks and Property budget
7. Consider removal of benches in Town Parks from the table
8. Consider benches in Town Parks
9. Consider Ordinance \_\_-21, Administration of Liberty Grove Cemeteries
10. Consider disc golf course on Town Property
11. Correspondence
12. Future meetings
13. Adjourn

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Anastasia Bell, Clerk/Treasurer

**\* Deviation from posted order may occur. Audience members must ask for permission, during public input, to speak on topics they wish to address\***

*Members of the Liberty Grove Town Board or any other Liberty Grove Town committee, who are not members of the body whose meeting agenda(s) is(are) published in this(these) notice(s), are entitled, as any other citizen of the Town of Liberty Grove, to attend this(these) meeting(s) 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 Parks and Property Committee on June 8, 2021**  
(This meeting was correctly posted)

**Agenda:**

1. Call to Order
2. Declaration of Quorum
3. Approve Agenda
4. Approve minutes of 5-11-21
5. Public input
6. Report on Mariners Park at Gills Rock
7. Consider grave digging and maintenance for non-Liberty Grove facilities
8. Discussion and possible action: 2022 Parks and Property budget
9. Discussion and possible action: benches in Town Parks
10. Correspondence
11. Future meetings
12. Adjourn

Chair Cathy Ward called the meeting to order at 9:02am. Committee members Cheryl Culver, Christine Bridenhagen and Donna Scattergood were present along with Clerk/Treasurer Anastasia Bell and 5 members of the public. Ward noted there is currently one vacancy on this Committee.

**Bridenhagen moved, Culver second**, to approve the agenda as posted. Passed 4-0.

**Culver moved, Bridenhagen second** to approve the 5-11-21 as presented. Passed 4-0.

**Public Input** – Dave Laluzerne provided information for a USDA Community Compost initiative and cited several locations which have been successful with their composting efforts. The deadline for this grant program is 7/21/2021. Mickie Rasch, 1276 Door Bluff Park Road, reported on the current “Take the Pledge Campaign” and indicated that Liberty Grove will be the community spotlight on September 14<sup>th</sup> for Destination Door County’s program. Tyler Frykman, Sylvan Lane, requested consideration of a disc golf course at a Liberty Grove Town Park. The estimated cost would be \$15,500 for 18 holes and would take approximately 2 months to install. The courses are not invasive, and the baskets are installed in a manner which allows them to be removed if a need arises or use of the land changes. Myles Dannhausen indicated that farmers may want to be involved in the composting efforts since they can use the resulting materials and there is potential for publicizing of this effort in the newspaper.

**Mariners Park at Gills Rock** – Ward read the final cover document and updated the committee on the changes made to the phased plan at the 6/7/2021 meeting. A few changes were made to the phased plan and the budgetary figures were inserted in the 5-year Parks and Property budget document. Bridenhagen asked if any consideration was made to have swimming access? It was reiterated that a “friends of the park” type group could be formed to solicit donations through the DC Community Foundation for this park. Myles Dannhausen noted that a process has started to create access to funds by groups that wish to support municipal projects instead of the groups needing to start over for every project of interest. It was noted that Beam & Board may be interested in the materials when the buildings are demolished.

**Grave Digging & Cemetery Maintenance** – Kalms reported that the Town crew has requested to cease digging and maintenance in other cemeteries because inappropriate maintenance has resulted in additional plowing and retrieval of digging machinery. **Bridenhagen moved, Scattergood second** to continue grave digging and maintenance for Liberty Grove facilities, and to cease these operations for other cemeteries as of 8/31/2021. Passed 4-0.

**2022 Parks and Property Budget** – The 2022 budget draft was reviewed, various changes were made, and the following items were noted for follow-up:

- Mariners Park should remain a separate line item at this time
  - Opinion regarding water access for swimmers and the effect on the current shoreline protection as well as determining the best location should be included in the discussions regarding the safe harbor design.
- Confirm amount of bid overage for shoreline protection
- Broom to be split by Highway and Parks – determine accurate estimate
- Klenke Garage – Mary Carson may be interested in assisting
- Confirm work period for Dock Master
- Check with DCN to see if a bike rack is in their storage area for use at Wills Park
- Use of room tax dollars, especially for Mariners Park
- Obtain new price quote for north fire station windows

**Benches in Town Parks** – **Bridenhagen moved, Culver second** to table this item until the July meeting. Passed 4-0.

**Correspondence** – None

The next meeting will be Tuesday, July 13, 2021 at 9:00am.

**Bridenhagen moved, Ward second** to adjourn at 11:27pm. Passed 4-0.

Respectfully submitted,  
Anastasia Bell, Clerk/Treasurer

|    | A                                               | C           | D           | E           | F           | G           | H           | I                                                                                                                       |
|----|-------------------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------------------------------------------------------------------------------------------------------------------|
| 1  | <b>Parks &amp; Property Budget</b>              | <b>2020</b> | <b>2021</b> | <b>2022</b> | <b>2023</b> | <b>2024</b> | <b>2025</b> |                                                                                                                         |
| 2  | Yearly parks maintenance                        | 14,000      | 15,000      | 16,000      | 14,000      | 14,000      | 14,000      | 1000-pit toilet roofs<br>1000-picnic bench<br>lumber/hardware<br>14,000 potties, flags,<br>chemicals, paper<br>products |
| 3  | Signs in Parks                                  | 6,000       | 1,000       | 1,000       |             |             |             |                                                                                                                         |
| 4  | Gillis Rock--playground equipment               |             | 2,000       | 2,000       | 2,000       | 2,000       | 2,000       |                                                                                                                         |
| 5  | Maintenance                                     | 3,800       | 500         | 500         | 500         | 500         | 500         |                                                                                                                         |
| 6  | EB Community Center-maint                       | 4,000       | 4,000       | 1,500       | 1,500       | 1,500       | 1,500       | not Mariners Park                                                                                                       |
| 7  | Beach repair/maint.                             |             | 2,000       |             | 2,000       |             | 2,000       | woodchips                                                                                                               |
| 8  | WC Bldg maint.                                  | 1,000       | 1,000       | 1,000       | 1,000       | 1,000       | 1,000       | Potential issues due to<br>being closed for 1 season                                                                    |
| 9  | Seal & line tennis court                        |             |             |             | 3,000       |             |             |                                                                                                                         |
| 10 | Europe Bay--Hotz park                           | 100         | 100         | 100         | 100         | 100         | 100         | 5,200 for concrete ramp                                                                                                 |
| 11 | Fitzgerald park                                 | 1,250       | 650         | 650         | 650         | 650         | 650         | roof for pit toilets and<br>paper products                                                                              |
| 12 | Garrett Bay                                     | 5,200       | 5,400       | 5,400       | 200         | 200         | 200         |                                                                                                                         |
| 13 | Europe Lake                                     | 300         | 300         | 300         | 300         | 300         | 300         | return to contingency<br>(or other category) for<br>2021 bid overage                                                    |
| 14 | Grand View                                      | 750         | 500         | 500         |             |             |             |                                                                                                                         |
| 15 | Sand Bay                                        | 200         | 700         | 1,000       | 700         |             |             |                                                                                                                         |
| 16 | Mariner Park at Gillis Rock maint               | 750         | 1,000       | 103,080     | 279,180     | 5,000       |             |                                                                                                                         |
| 17 | Mariners Park Shoreline protection              |             | 70,000      | 20,000      |             |             |             |                                                                                                                         |
| 18 | Olson Property                                  | 10,000      | 2,000       |             |             |             |             |                                                                                                                         |
| 19 | Klenke Garage Museum                            |             | 10,000      |             |             |             |             |                                                                                                                         |
| 20 | Ellison Bay Parking Lot                         | 200         | 200         | 200         | 200         | 200         | 200         |                                                                                                                         |
| 21 | Gardens-Community Center                        | 3,500       | 4,000       | 4,000       | 4,000       | 4,000       | 4,000       |                                                                                                                         |
| 22 | Staircase-Port des Morts                        | 1,500       | 750         |             |             |             |             | *Broom to be split with<br>highway (5,000)<br>*Disc golf course (9<br>holes) 7,750                                      |
| 23 | part time summer help                           | 9,000       |             |             |             |             |             |                                                                                                                         |
| 24 | Capital Reserve-Contingent Property Acquisition | 35,000      | 20,000      | 45,000      | 50,000      | 55,000      |             |                                                                                                                         |
| 25 | Capital Reserve-Equipment purchases             | 10,400      | 20,700      | 12,750      | 7,750       |             |             |                                                                                                                         |
| 26 | Cemetery Improvements                           | 35,000      |             |             |             | 40,000      |             | revisit timeline for<br>working                                                                                         |
| 27 | EB Harbor: wage                                 | 9,500       | 10,313      | 10,500      | 11,000      | 11,500      |             |                                                                                                                         |
| 28 | Bike rack                                       | 400         |             |             |             |             |             |                                                                                                                         |
| 29 | Maint-dredge, weed control                      | 3,000       | 1,000       | 1,250       | 1,000       | 1,000       | 1,000       | check with DCN on<br>availability at<br>information booth                                                               |
| 30 | Install water                                   | 10,000      |             |             | 10,000      |             |             |                                                                                                                         |
| 31 | Town hall: maint                                | 2,500       | 3,500       | 3,500       |             |             |             |                                                                                                                         |
| 32 | heat                                            | 6,560       | 4,000       | 6,500       |             |             |             |                                                                                                                         |
| 33 | electric                                        | 4,000       | 4,500       | 5,000       |             |             |             |                                                                                                                         |
| 34 | Library                                         | 36,000      | 36,500      | 37,000      |             |             |             |                                                                                                                         |
| 35 | N Fire Station: maint                           | 5,500       | 10,000      |             |             |             |             | follow up on windows                                                                                                    |
| 36 | electric                                        | 7,500       | 6,500       | 7,000       |             |             |             |                                                                                                                         |
| 37 | heat                                            | 8,200       | 4,750       | 8,200       |             |             |             |                                                                                                                         |
| 38 | Old Fire Station                                |             | 12,150      | 1,000       |             |             |             |                                                                                                                         |
| 39 | TOTALS                                          | 235,110     | 255,013     | 294,930     | 389,080     | 136,950     | 27,450      |                                                                                                                         |

**TOWN OF LIBERTY GROVE  
CEMETERY ORDINANCE # ~~2~~ -17**

**An ordinance for administration of Liberty Grove cemeteries.**

**Section 1.**

All previous cemetery ordinances, ~~including Ord. 15-6,~~ and all other rules of cemetery operation for the Town of Liberty Grove, hereafter referred to as "Town", are hereby rescinded, to be replaced by this ordinance.

**Section 2.**

All cemeteries and subdivisions thereof operated by the Town of Liberty Grove shall be ruled by the regulations herein set forth.

**Section 3. Definitions:**

- A. **Burial:** Entombment, inurnment, or interment of human remains.
- B. **Calendar Year:** A period of 12 consecutive months.
- C. **Casket Burial Site:** Actual site of interment contained within a ~~lot~~ burial site which measures ~~is~~ 4'(W) X 10'(L).
- D. **Cemetery:** Any location for burial of human remains within the Town.
- E. **Condominium Owners or Nursing Home Residents:** must have ~~been residents of said municipalities previously resided in Liberty Grove~~ for a period of one year to be eligible to purchase a burial site ~~at the resident rate~~.
- F. **Cremation Burial:** Actual site of inurnment contained within a burial site which measures 10"(L) X 10"(W) X 12"(H).
- G. **Deed:** Official document issued by the Town ~~A deed for each site shall be issued~~ to the owner of the site. Multiple sites may not be held by one individual.
- H. **Family Burial Sites:** Must be contiguous, consisting of 2 or more sites, and the layout shall be determined by the Town Administrator.
- I. **Flat Marker:** A marker and foundation that is level with the contour of the ground on all sides; that is, flush with the surface of the ground on all sides.
- J. **Human Remains:** The body of a deceased individual that is in any stage of decomposition or has been cremated.
- K. **Immediate Family:** Relatives consisting of husband, wife, sons, daughters ~~18 years or younger,~~ and ~~mother or father~~ ~~parents~~ of husband or wife.
- L. **Lot:** A section of eight burial sites. ~~contained within a specific lot.~~ A lot for eight graves shall have a dimension of 16' X 20'.
- M. **Non-Resident:** A person who cannot show proof of residing within the Town of Liberty Grove for at least one calendar year preceding death. ~~A person who is not a registered voter in the Town of Liberty Grove and has not paid property tax for one calendar year as defined in ordinance to the Town of Liberty Grove.~~
- N. **Opening Fee:** The fee set by the Town of Liberty Grove to excavate the burial site and refill it once the burial has taken place. Included in the opening fee are normal excavation, and replacement. Not included are abnormal costs such as opening frozen ground or hammering rock. See Section 4~~B~~.

- O. **Place of Residence:** For these purposes, shall mean residing within the said municipality for a continual period of 5 (five) months or greater per calendar year.
- P. **Plat:** That section of the cemetery which is differentiated according to time of incorporation into the cemetery, e.g., original plat, first addition, second addition, etc.

~~Q. **Property:** Real property consisting of land and/or buildings.~~

- R. **Purchase Price:** Actual cost in dollars to purchase a burial site. The purchase price entitles the purchaser to a burial site and care of that site thereafter. See Section 4A.

~~S. **Resident:** A person who can show proof of residing within the Town of Liberty Grove for at least one calendar year preceding death. A registered voter in the Town of Liberty Grove and/or a person who pays property tax to the Town of Liberty Grove and has done so for one calendar year or more including the calendar year preceding death.~~

- T. **Sister Bay Residents:** With respect to this ordinance, Sister Bay Village residents may purchase burial sites at the resident price in the Little Sister Cemetery only.

#### **Section 4. Fees:**

- A. Charge to purchase burial sites shall be determined by the Town Board of the Town of Liberty Grove and may be changed without amendment to this ordinance. Contact Town ~~Clerk Office~~ for current fee.
- B. ~~Changes to cemetery deeds shall be determined by the Town Board of the Town of Liberty Grove and may be changed without amendment to this ordinance. Contact the Town Office for current fee.~~
- C. The opening fee shall be set by the Town Board of the Town of Liberty Grove and may be changed as the need arises without amendment to this ordinance. Contact Town ~~Clerk Office~~ for current fee.
- D. Shall the desires of a gravesite owner change from the original intention of burial, extra work by Town staff at the site above and beyond the normal procedures of opening and closing shall be charged on a time and materials basis.

#### **Section 5. Plantings and objects placed ~~on-in~~ cemetery lots:**

- A. ~~Annual p~~Plants or flowers ~~may are to~~ be planted only in a cultivated area the width of the stone marker, extending out from the base of the marker on the face side for a distance not greater than eight inches. No bushes, ~~or~~ shrubs, ~~or~~ perennials are allowed to be planted.
- B. No artificial flowers shall be placed on or near the grave in the summer months (May 15 – Sept 15) EXCEPT for the Memorial Day observance, Friday before thru Tuesday after. All artificial flowers shall be removed by June 1. Any remaining after that date shall be subject to removal and disposal by the Town and its employees.
- C. In order to maintain the dignity of the cemeteries and in order to perform the routine maintenance of the cemetery grounds there are to be no objects placed anywhere on a cemetery lot including but not limited to the following: shepherd's hooks, statues, stones or rocks, remembrances, potted plants. If placed anywhere on a cemetery lot such objects will be subject to removal by Town employees

#### **Section 6. Cremations:**

- A. ~~Cremains:~~ The maximum number of urns placed on one burial site is four (4).
- B. Any additional cremation burials on an existing cremation site that is not a named owner of the site is limited to ~~immediate family. sons, daughters, mothers or fathers of the owner of the site. The limit to additional burials on a site is based on the number of burials allowed as defined in~~

~~Section 6A. The cost of the addition to the burial site shall be one-half the price of a resident site purchase.~~

C. An oversized cremation burial may occur and additional fees will apply as defined in Section 4.

## **Section 7. Markers and Foundations:**

### **A. Foundations.**

1. Foundations shall be concrete or stone a minimum of 4" thick and placed according to Town's instructions and shall be below the surface.
2. The foundation for an upright marker can have a width of not more than 5" on each side of the marker.

### **B. Markers.**

1. All markers, flat or upright, must be placed on foundations.
2. Individual markers shall be flat and not exceed 1 foot x 2 feet in size.
3. Double markers shall be flat and not exceed 1 foot x 3 feet in size.
4. The top of the combined flat marker and foundation shall be level with the contour of the ground on all sides.
5. Family markers are allowed only as defined in section 3D of this ordinance. The maximum dimensions of a family marker shall be 4' long and 3' high. Placement of a family marker shall be determined by the Town.
6. All other types of designs of monuments, markers or mausoleums are hereby prohibited.
7. Only one marker is allowed on a single burial site; the only exception is an additional flat military marker which will be placed at the foot of the site lot.
8. Only flat markers will be permitted in the second addition of Little Sister Cemetery

### **C. Setting of Markers**

1. Location of all markers shall be determined by the Town of Liberty Grove and/or its designee.
2. All markers to be erected and placed on the graves shall be of the specifications herein set forth. Failure to set the markers properly shall result in notification in writing to the company or individuals setting the markers, informing them as to the inappropriateness of their setting. The company/individual shall have 60 days from the day of notification to correctly set the marker. Should said company/individual fail to perform within said time limits, the Town of Liberty Grove shall correct said marker's setting, and bill the company/individual for the cost of correcting the fault.

## **Section 8. Rules regarding purchase and release of burial sites:**

- A. Residents as defined in the ordinance may purchase burial sites, and those sites may be used by the named owner of the site unless changed by Section 8 (E) of this ordinance.
- B. The Town retains exclusive buy back rights to burial sites for original sale price, without interest.
- C. The purchase price is to be paid to the Town of Liberty Grove in full within 30 days upon receipt of bill, or a deed for the site will not be issued by the Town.
- D. Corporate officers or members whose corporation owns property in said municipalities may not purchase burial sites based upon membership in their respective corporations.

- E. Upon the change in status of a gravesite owner by death or divorce or other situation, sites not used may be transferred to immediate family members only, provided they own no other sites in the cemetery, upon presentation of one of the following:
- A legal document detailing the terms of the transfer of ownership of the site.
  - A signed, notarized agreement of the immediate family members designating to whom the site(s) shall be transferred.
- ~~F. An additional cremation burial on an existing cremation site that is not a named owner of the site is limited to sons, daughters, mothers or fathers of the owner of the site. The limit to additional burials on a site is based on the number of burials allowed as defined in Section 6. The cost of the addition to the burial site shall be one half the price of a resident site purchase.~~
- G. No additional burials are allowed ~~on a cemetery lot site~~ where a ~~full~~casket burial has taken place.

**Section 9. Severance Clause:**

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 this ordinance.

This ordinance shall take effect after passage and notice as provided by law.

Adopted at a regular meeting of the Town Board of the Town of Liberty Grove, Door County, Wisconsin, ~~the 19<sup>th</sup>~~ this \_\_\_\_ day of July, 2021~~17~~.

**CERTIFICATION:**

*I, ~~Janet Johnson~~ Anastasia P. Bell, Clerk/Treasurer of the Town of Liberty Grove, hereby certify that the above is a true and correct copy of an ordinance that was adopted on ~~the 19<sup>th</sup>~~ this \_\_ day of July, 2021~~17~~ at a properly noticed meeting of by the Town of Liberty Grove Board of Supervisors.*

~~Janet Johnson~~ Anastasia P. Bell, Clerk/Treasurer