

TOWN OF LIBERTY GROVE PUBLIC MEETINGS

Highway Committee

Date: Monday, May 3, 2021

Time: 8:00 AM

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

Agenda:

1. Call to order
2. Declaration of quorum
3. Approve agenda
4. Approve minutes: 3-29-2021
5. Public input
6. Consider bids for chip sealing in Town in 2021
7. Discussion and possible action: Town Roads to be paved in 2022
8. Consider temporary rumble strips on Town Roads
9. Consider repair options for Ellison Bay Post Office parking lot
10. Consider Ordinance 4-21, Driveway Ordinance
11. Correspondence
12. Future meetings
13. Adjourn

Anastasia Bell, Clerk/Treasurer

****Deviation from the order shown may occur****

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

<https://us02web.zoom.us/j/86458036492?pwd=WmRqTUxEeUgxVzNnOHZVZlVMdGF6UT09>

Meeting ID: 864 5803 6492

Passcode: 122588

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://zoom.us/join>. 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 (Germantown)

(646) 558-8656 US (New York)

(346) 248-7799 US (Houston)

(253) 215-8782 US (Tacoma)

(669) 900-9128 US (San Jose)

Town of Liberty Grove
Minutes of the Highway Committee on March 29, 2021
(this meeting was correctly posted)

Agenda:

1. Call to order
2. Declaration of quorum
3. Approve agenda
4. Approve minutes: 3-1-2021
5. Public input
6. Consider bids for chip sealing in Town in 2021
7. Consider bids for paving in Town in 2021
8. Discussion and possible action: review of Committee mission statement
9. Discussion and possible action: citizen inquiry regarding access on east end of German Road
10. Discussion and possible action: citizen petition for no parking signs on Pebble Beach Road
11. Correspondence
12. Future meetings
13. Adjourn

Committee Chair Dale Stewart called the meeting to order at 8:03am. Committee members Cathy Ward, Walter Kalms, Jay Olson, and Bill Surbaugh were present along with Clerk/Treasurer Anastasia Bell and 7 members of the public via teleconference (Zoom). Committee member Kim Maedke-Shumway was excused.

Ward moved, Surbaugh second to approve the agenda as posted. Passed 5-0.

Surbaugh moved, Ward second to approve the 3-1-2021 minutes as presented. Passed 5-0.

2021 Chip Sealing Bids – Kalms reported that bids will be due at the next Highway meeting.

2021 Paving Bids – Only one bid was submitted from Northeast Asphalt. The bid total was \$545,235 to pave Mink River Road from State highway 42 to County ZZ, 2.75 miles, 26-ft wide, and 4-inch thickness. Kalms reported the \$11,240 over the budgeted amount is available in other categories. **Olson moved, Ward second** to recommend the Town Board pave Mink River Road as stated by Northeast Asphalt. Passed 5-0.

Committee Mission Statement – **Ward moved, Olson second** to adopt the mission statement as stated. Passed 5-0. The mission statement is attached to these minutes.

Access on east end of German Road – Kalms reported the Nature Conservancy inquired how far to the east of German Road the public road is currently located related to parcel and the current maps shows it currently extends part way into that property. Kalms was asked to confirm this information with a title company and/or the County.

No Parking on Pebble Beach Road – Else Christensen-Wilson, Lindem Lane, stated she appreciated the consideration to allow access to the family's property. Ingrid Christensen, Townline Drive, indicated no parking would be helpful to maintain access for emergency vehicles. Mark Lindem, Pebble Beach Road, stated it is very difficult to access his property and requested the Town consider no parking by initiating the petition. Carl Dietz, Lindem Lane, stated that safety is a concern and requested that the Town also encourage the Land Trust to

create the parking lot as they have said they will. Ward noted that Fire Chief Hecht has also expressed similar safety access concerns. Kalms noted that the right of way is the only Town owned portion of the road. **Steward moved, Surbaugh second** to recommend to the Town Board to install no parking signs on the Liberty Grove side of Pebble Beach Road. Stewart noted that enforcement may continue to be an issue as it will be a responsibility of the Sheriff's department. Kalms will stay in contact with the Village and the Land Trust on the status of the parking area. Passed 5-0.

Correspondence – None

The next Highway meeting will be Monday, May 5, 2021 at 8:00am. Portable rumble strips on Town roads and the Ellison Bay Post Office parking lot were requested to be included on a future agenda.

Ward moved, Olson second to adjourn at 9:20am. Passed 5-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

Town of Liberty Grove Highway Committee Mission Statement

The Highway Committee provides recommendations to the Liberty Grove Town Board and the Town Highway Department staff, endeavoring to provide **safe** roads for vehicles, bicycles and when practicable, pedestrian traffic using the most efficient and cost-effective methods possible.

The Highway Committee's duties include but are not limited to:

- Establish a yearly budget for recommendation to the Town Finance Committee, said budget to include capital projects to be undertaken for that year.
- Formulate and keep current a 4-5-year schedule of projects to be undertaken—including but not limited to pave, chip seal, process of gravel, brushing, equipment upgrade and maintenance.

Undertake projects and assignments that are road related as referred to by the Town Board.

**TOWN OF LIBERTY GROVE
REQUEST FOR BIDS**

The Town of Liberty Grove is soliciting bids for the following work in 2021:

Chip seal the following paved roads (20 feet wide):

Homestead—Mink River to Mink River	0.56 mile
Green—Old Stage to STH 42	0.70 mile
Bluebird Trail—Garrett Bay to end	0.68 mile
Old Stage Court—Old Stage to end	0.26 mile
Old Lime Kiln—STH 57 to Townline	0.99 mile
Hillcrest—Hill to Waters End	0.52 mile

Additional requirements: Sweep road and patch potholes prior to application. Oil to be PG 58-28 5% cut back liquid asphalt, heated to 340 degrees Fahrenheit. Application to be late summer of 2021.

Sealed bids shall be submitted by 8 AM Monday May 3, 2021 at the Liberty Grove Town office at 11161 Old Stage Road, Sister Bay, WI 54234. Any proposals submitted after this date and time will be rejected. It is anticipated that bids will be opened at a highway committee meeting to be held Monday May 3, 2021 at 8 AM. The meeting will be a zoom meeting, see the highway agenda on the Town website, libertygrove.org to connect. Certificate of insurance must accompany bid. Further information may be obtained at the Town Office, phone number 920-854-2934, fax 920-854-7366. The Town of Liberty Grove reserves the right to accept or reject any or all bids it deems to be in the best interest of the Town, to accept any part or combination thereof, to waive any technicalities, and to accept any proposal deemed most advantageous to the Town. Town reserves the right to postpone award of the work for a period not to exceed 30 days from the date of bid opening. Bids shall remain firm for that period of time.

Walter L. Kalms
Administrator

	A	B	C	D	E	F	I	J
1	Year	Equipment/Roads+rating		Rating	Year	Miles	\$ Pave	\$ Chip
97	2022	Grasse Ln: Porc Bay to end 3 .44 mi.		3	1983	0.44	59,400	
98		Woodcrest(Plateau-Flintridge)		5	2008	0.51	68,850	
99		Door Bluff Park--gravel		3	1987	0.60	81,000	
100		Prinsen Woods		3	1984	0.19	25,650	
101		Garrett Bay at post office		2	1980	0.20	27,000	
102		Garrett Bay: Old School-42		4,3	1985	0.25	33,750	
103		Cedar Dell: G Bay - termini 4(gr) .54 mi.		3	1971		0	
104		Beach Trail: Cedar Dell - termini 4 (gr) .17 mi.		3	1971		0	
105		Cedar Ln: Cedar Dell-termini 4(gr) .11 mi.		3	2002		0	
106		Newport Ln N ((NP north to end) 3(gr) .51 mi.		3	1972	0.51	68,850	
107		N Appleport		4	1975	0.90	121,500	
108		Twin Pine Dr 2 .16 mi.		2	1983	0.16	21,600	
109		N Sand Bay		3	1971	0.66	89,100	
110		Europe Bay???(Timberline-Lake)		3	1999	0.95	128,250	
111		Winding Ln??? (Q-North Bay)		3	1983	0.53	71,550	
112		Wildwood Ct???(Cold mix on gravel)		5	2000	0.50	67,500	
113								
114								
115							864,000	

Temporary/Portable Rumble Strips

A citizen has requested 'temporary/portable' rumble strips be placed on Town roads to increase citizen safety by reducing vehicle speeds. Per Bud's request, some research has been done to gather some information on this subject, including discussions with the product manufacturers and a spokesperson from the Wisconsin Department of Transportation.

Data on Temporary/Portable Rumble Strips:

- Roadquake 2F by PSS Innovations; (High quality)
Strip dimensions: 13"W x ¾"H x 132"L (11 feet), each strip weighs 110 pounds
Price: \$1949 per strip
-The 11-foot length of this strip would run the strip on to the shoulder of the road.
-This particular strip is built to handle higher speed traffic.
- Trans Supply Company;
Strip dimensions: 12"W x 1"H x 46.5"L, each strip weighs 24 pounds. Strips may be linked together.
Price: \$809.85 per 3-pack. Strips must be sold in quantities of three.
-These are shorter, lighter strips, but they are not made to handle speeds in excess of 30-35mph.

Comments from Wisconsin DOT spokesperson:

- Has not seen temporary/portable rumble strips used as a means to calm traffic.
- Rumble strip 'warning' road signs must be installed before each 'array' of strips.
- Cautioned about potential danger for bicyclists driving over rumble strips.

**TOWN OF LIBERTY GROVE
ORDINANCE 4-21
DRIVEWAY ORDINANCE**

Section 1. Scope of Ordinance

All previous driveway ordinances and all other rules of driveway construction for the Town of Liberty Grove, hereafter “the Town”, are hereby rescinded and replaced by this ordinance.

Section 2. Application

This ordinance shall apply to any new driveway in the Town, from public **or private** roadways over and to parcels of land privately owned, constructed after the date of adoption of this ordinance and to any driveway in the Town, which is being altered or replaced in an amount in excess of Two Thousand Dollars (\$2,000.00) after the date of the adoption of this ordinance. Furthermore, this ordinance shall apply to any driveway where a material “change of use” of the parcel the driveway serves takes place.

Section 3. Definitions

Driveway: a private road on private property for private or public use consisting of improvements such as excavation, filling, and grading by the property owner(s) or an agent to construct it or an unimproved motor vehicle trail to access any property with an improvement.

Change of use: A change of utilization, as defined by the Door County Zoning Ordinance, or any parcel that a driveway serves which limits reasonable access for fire and other emergency services.

Section 4. Permit

Any owner of a parcel of real estate who wishes to construct or alter a driveway to serve said parcel in the Town shall make written application to the Town Clerk or Administrator for a permit. The application shall include a schematic drawing of all the parcel to be served by the driveway, including and showing:

- a. All existing improvements
- b. All proposed improvements
- c. Methods that will allow for the proper flow of water (including placement of culverts in roadway ditches) if deemed necessary by the Town
- d. Location on the parcel and specifications (as described in section 4 of this ordinance) of the proposed driveway, as well as description of the materials to be used in construction of the proposed driveway.

Anyone applying for a permit to construct a driveway shall give the Town access to the proposed site for inspection at the time of the application. In the event a permit is granted, the Clerk or Administrator shall inspect the driveway after completion to confirm it was constructed to the standards set forth in the application.

The fee for a driveway shall be determined by the Town Board of Liberty Grove and may be changed without notice or amendment to this ordinance. Contact the Town Clerk or Administrator for the current fee.

The permit shall be valid for a one-year period from date of issuance, and if construction is not completed during said one year-period the permit shall lapse and become void, unless the term of the permit is extended by the Town Board, upon written request of the permittee.. The Town Board may extend the term of the permit for a period of time it deems appropriate under the circumstances in its sole discretion, provided that there has been no material change in circumstances since the date of issuance of the permit which renders the permit inappropriate, and provided the Town Board is

satisfied that construction of the driveway cannot reasonably be accomplished within the one-year period without unnecessary hardship or unnecessary inconvenience. Written request for extension of the permit must be received by the Town Clerk at least 30 days prior to the date of expiration of the permit, or it will not be considered by the Town Board.

If a permit expires, or is not extended by the Town Board as provided herein, due to the failure of the permittee to pursue construction of the driveway in a diligent manner, no new permit for driveway may be issued for a period of 90 days from the date of expiration of the permit unless consented to by the Town Board. An applicant seeking the consent of the Town Board in such circumstances shall request such consent in a writing delivered to the Town Clerk, and the request shall be considered by the Town Board at its next regular meeting, provided such request is delivered at least 72 hours prior to such meeting.

Section 5. Specifications

Minimum Width: Driveway right-of-way shall be at least 16 feet wide with a road surface of at least 12 feet wide throughout its length. All curves contained within a driveway shall have a minimum inside radius of 28 feet.

Vertical Clearance: All driveways shall have at least 13'6" feet of vertical clearance throughout the width and length of the road surface.

Turnarounds: If a driveway is over 400 feet in length, provisions must be made for the ingress and egress of fire, emergency, and sanitation vehicles including but not limited to an adequate turnaround. Provisions for the turnaround shall be adequate enough for a forty (40) foot vehicle to turn around, as deemed necessary by the Town.

Side Banks: The side banks shall be graded to a slope of not more than 1 foot of vertical rise in each 2.5 feet of horizontal distance. (such rise is equal to 25% slope). Excluded from this grading requirement are driveways for which retaining walls and/or other erosion control measures are installed as specified in an Engineer's Plan approved by the town.

Setback: All driveways shall be set back at least 5 feet from an adjacent property line, unless the adjacent property owner also uses the driveway, or as otherwise specified by the Door County Zoning Ordinance.

Culverts: If culverts are required, the recommended minimum diameter shall be twelve (12) inches.

Section 6. Violations

Subsection 1. Notices

Whenever the Town determines that there are reasonable grounds to believe that there has been a violation of any provisions of this ordinance, it shall give notice of such alleged violation to the person or persons responsible therefore, or to any known agent of such persons, as hereinafter provided. Such notice shall:

- a. Be put in writing.
- b. Include a statement of the reasons why it is being issued.
- c. Be served upon the owner or his agent, or the occupant, as the case may require: provided that such notice shall be deemed to be properly served upon such owner or agent, or upon such occupant, if a copy thereof is served upon him personally, or if a copy thereof is sent by registered mail to his last known address, or if a copy thereof is posted in a conspicuous place in or about the premises affected by the notice, or if he is served with such notice by another method authorized or requested under the laws of the state.

- d. Contain an outline of remedial action which, if taken, will affect compliance with the provision to this chapter.

Subsection 2. Citations

- a. In the event the violation is not cured, the ordinance shall be enforced by the issuance of a citation by any designee of the Town, or any authorized member of the Door County Sheriff's Department. The Town will prosecute the violation(s) according to Wisconsin law and Town ordinance, specifically, but not limited to, provisions of SS 66.12, Wis. Statutes.
- b. The citation shall include the following:
 - i. Name and address of the alleged violator
 - ii. Factual allegations describing the alleged violation
 - iii. Time and place of offense
 - iv. Section number of ordinance violated
 - v. A designation of the offense in such a manner as can be reasonably understood by a person making a reasonable effort to do so
 - vi. The time at which the violator may appear in court
 - vii. Penalty for violation of the ordinance

Subsection 3. Penalties

In the event a driveway is constructed or altered as set forth in this ordinance without an appropriate permit being granted, the owner(s) of the parcel being served by the driveway shall be subject to the following:

- a. A forfeiture of an amount not to exceed \$250.00
- b. After the Town issues notice of violation, each day of violation shall be considered an additional violation.
- c. In the event the parcel owner fails to correct the violation and be in compliance with this ordinance, upon 72-hour notice, the Town shall be granted access to correct the violation and charge the actual costs of bringing the driveway into compliance to the owner of the parcel.

Section 7. Naming of Roads

The Town reserves the right under Wisconsin Statutes 81.01(11) and 60.23(17) to name driveways/roads under its jurisdiction.

Section 9. Severance Clause

The 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

This ordinance shall take effect upon passage and publication as provided by law.

Adopted at a regular meeting of the Town Board of Liberty Grove, Door County, Wisconsin, this ____ day of ____, 2021

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 that was adopted on the ____ day of ____, 2021 by the Town of Liberty Grove Board.

Dated this ____ day of ____, 2021.

Anastasia P. Bell Clerk/Treasurer