

TOWN OF LIBERTY GROVE PUBLIC MEETINGS

Highway Committee

Date: Monday, July 12, 2021

Time: 8:00 AM

Place: Town Hall 11161 Old Stage Rd.

Agenda:

1. Call to order
2. Declaration of quorum
3. Approve agenda
4. Approve minutes: 5-3-2021
5. Public input
6. Report on Current Projects
7. Consider removal of Driveway Ordinance from the table
8. Consider Driveway Ordinance
9. Consider 2022 highway budget & 5-year plan
10. Consider memorials in Town ROW
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
Minutes of the Highway Committee on May 3, 2021
(this meeting was correctly posted)

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

Committee Chair Dale Stewart called the meeting to order at 8:01am. Committee members Jay Olson, Walter Kalms, and Bill Surbaugh were present along with Clerk/Treasurer Anastasia Bell, Deputy Clerk/Treasurer Doug Curzon, and 1 members of the public via teleconference (Zoom). Committee member Kim Maedke-Shumway was excused.

Olson moved, Surbaugh second to approve the agenda as posted. Passed 4-0. Committee member Cathy Ward connected to the meeting.

Olson moved, Surbaugh second to approve the 3-39-2021 minutes with one spelling correction. Passed 5-0.

2021 Chip Sealing Bids – Kalms opened the following bid from Scott Construction which was the only bid received.

Road	Mileage	Single Chip	Double Chip
Homestead (all)	0.56	\$ 12,352	
Green (Old Stage – 42)	0.70	\$ 15,441	
Bluebird Tr (Garrett Bay – end)	0.68	\$ 14,999	
Old Stage Ct (Old stage – east end)	0.26	\$ 7,260	\$ 11,348
Old Lime Kiln (57 – Townline)	0.99	\$ 21,938	\$ 40,307
Hillcrest (Hill – Waters End)	0.52	\$ 11,470	
		\$ 83,460	\$ 105,917

Olson noted that due to the age it would be better to pave Old Lime Kiln in the near future instead of double chipping it. **Surbaugh moved, Kalms second** to table this discussion. Passed 5-0.

2022 Paving – A list of roads was reviewed for consideration to pave in 2022. It was noted that Grasse Lane was passed in 2021, Woodcrest has been committed for completion with the Village, and the Town continues to wait for Frontier to move the telephone poles on Cedar Dell. Kalms indicated this list would be recommended to the Finance Committee to consider during the budget process and an override is an option if necessary. **Ward moved, Olson second** to

recommend to Finance a budget of \$864,000 in 2022 for paving the following roads in 2022 and to include \$14,245.00 for extra patching.

- Grasse Lane: Porcupine Bay to end (0.44 mi.)
- Woodcrest Road: Plateau to Flintridge (0.51 mi.)
- Door Bluff: into park (0.60 mi.)
- Garrett Bay: at post office (.20 mi.)
- Garrett Bay: Old School to Highway 42 (.25 mi.)
- Twin Pine Drive: (0.16 mi.)
- N Sand Bay Lane: (0.66 mi.)
- Winding Lane: County Q to North Bay (0.53 mi.)
- Wildwood Court: (0.50 mi.)

2021 Chip Sealing Bid– Kalms moved, Ward second to resume discussion of this item. Passed 5-0. **Stewart moved, Olson second** to accept the bid from Scott Construction with removal of Old Lime Kiln, double chipping of Old Stage Court, and addition of Prinsen Woods. Passed 5-0.

Temporary Rumble Strips – Surbaugh indicated that there are several locations where he feels speed bumps would control speeding traffic. Stewart requested accident statistics for these locations before a decision is made. Olson noted protruding objects are a significant hazard, especially to bicycle and motorcycle traffic. Kalms stated that the DOT did not allow placement of these on Town Roads when it was being considered for Cedar Shore Road in the past.

Ellison Bay Post Office Lot – Kalms noted this item was included in the 2022 paving discussion.

Ordinance 4-21, Driveway Ordinance – Curzon reported that driveway permits are only required for driveways on public roads and the recommendation is to have the same requirements for all driveways. Kalms noted there is equal concern for emergency vehicle access for all driveways regardless of if they are on a private or public road. Ward inquired if private roads currently have a maintenance standard. Kalms will confirm the building inspection requirements and Stewart will confirm the Fire Department's jurisdiction related to driveways and property access. **Surbaugh moved, Kalms second** to table this until the next meeting. Passed 5-0.

Correspondence – None

The next Highway meeting will be Monday, June 7, 2021 at 8:00am. The 2022 budget was requested to be on the next agenda.

Ward moved, Surbaugh second to adjourn at 9:51am. Passed 5-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

TOWN OF LIBERTY GROVE
ORDINANCE __-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 ~~or their designee~~ 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 ~~Office 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 98. 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

Town of Liberty Grove Highway Committee

2022 Budget

July 12, 2021

	A	B	C	G	K	L	M
2	Category		Contents-Proposed	2021 Budget	2022 Proposed		
57	Repair- equip		General repairs: Tires, plow blades, l	45,976.98			
58	Shop-supp & exp		Gas, rags, cleaner, bulbs, hose end:	15,000.00			
59	Ads & surveys		Paving ads	3,000.00			
60	ID-signs & posts		Street signs & posts, caution/directio	1,000.00			
61	Maint-surface			81,600.00	78,275.00		
62	Shop fuel-heat			5,000.00			
63	Vehicle fuel-NL			4,125.00	5,625.00		
64	Vehicle fuel-DF			38,500.00	52,500.00		
65	Oil & supplies			3,000.00			
66	Shop electricity			5,400.00			
67	Telephone			2,900.00			
68	Wages			229,459.53			
69	Retirement			11,472.98			
70	FICA			18,431.34			
71	Medical			51,448.88			
72	HVSL						
73	Building-repair		Lighting, HVAC service, pump catch	3,000.00			
74	Street lights			13,800.00			
75	Legal-public works			12,000.00			
76	Quarry			10,000.00			
77	Msc (San. legal,consult)		Engineering	1,000.00			
78	*Public Works Total*			556,114.71			
79	Roads Capital Outlay						
80	-equipment			22,000.00	230,000.00		
81	-paving			533,995.00	519,750.00		
82	-chip seal			81,055.00	76,770.00		
83	-shoreline protection			30,000.00			
84	-shop			10,000.00	10,000.00		
85	-gravel & msc			120,875.00	54,245.00		
86	*Roads Outlay-Total*			797,925.00	890,765.00		

LIBERTYGROVE: 22
Salt 500 ton/\$75.00 \$37,500
200 ton/76.50 (2023) 15,300
Sweep 2,000
15 ton cold mix/\$85 1,275
Shoulder 8,000
Trees 1,200
Road oil 10,000
Culverts 3,000

Liberty Grove: 22
1500@3.75

LIBERTYGROVE: 22
14,000 @ \$3.75

Liberty Grove: 22
82% of total wages
After finance approves
(All grey from Finance)

LIBERTYGROVE: 22
Broom 5,000
Loader 225,000

LIBERTYGROVE: 22
Crush 15,000 yd x 2700#/yd=
20,250 ton @ \$3.50: \$72,875
Road prep 40,000
Extra patch 14,245
54,245

	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 .19		3	1984	0.00	0	
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	0.00	0	
104		Beach Trail: Cedar Dell - termini 4 (gr) .17 mi.		3	1971	0.00	0	
105		Cedar Ln: Cedar Dell-termini 4(gr) .11 mi.		3	2002	0.00	0	
106		Newport Ln N ((NP north to end) 3(gr) .51 mi.		3	1972	0.00	0	
107		N Appleport .9		4	1975	0.00	0	
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).95		3	1999	0.00	0	
111		Winding Ln???.5(Q-North Bay) .53		3	1983	0.53	71,550	
112		Wildwood Ct???(Cold mix on gravel).5		5	2000	0.50	67,500	
113								
114		Extra patch			\$14,245			
115								
116		Chip: Seaquist 7						18,705
117		Top O Thumb 7						7,095
118		Hill 8						23,435
119		Homestead 6						12,040
120		Mossey Cliff 8						10,750
121		Muffin Ln 6						4,085
122		TOTALS			\$14,245	3.85	\$519,750	\$76,110

	A	B	C	D	E	F	I	J
1	<u>Year</u>	<u>Equipment/Roads+rating</u>	<u>Rating</u>	<u>Year</u>	<u>Miles</u>	<u>\$ Pave</u>	<u>\$ Chip</u>	
125	2023	Winding Ln: Q - termini 3		1983	0.53	71,550		
126		Hllside(42 to end) 6		1995	0.80	108,000		
127		Juice Mill 5		2006	0.50	67,500		
128		Newport Ln 3			0.23	31,050		
129		Hill: O Stage-ZZ 5		1995	1.50	202,500		
130		Robin Ln ????						
131		Chip: E Lake 9						23,435
132		E Bay 8,4						18,705
133		Townline 9						23,220
134		TOTALS			3.56	\$480,600		\$65,360
135								
136		07 Mack						???
137		11 highway tractor						???
138		--side mower						10,000
139		--rear mower						10,000
140								
141		Crush						75,000
142	2024	Skaugum 5 (gr)			0.56	75,600		
143		N Bay 6,7			2.28	307,800		
144								
145								
146		Chip: Timberline 10						43,860
147		Maplewood 10						11,180
148		Old School 9						4,945
149		Plateau 10						21,930
150								
151		TOTALS			2.84	\$383,400		\$81,915
152								
153		FUTURE:						
154		<u>Year</u>	<u>Purchase</u>					
155		2025	1999 Grader					
156		2029	2010 Chipper					
157		2031	2015 Pickup					
158		2031	2015 Patrol truck					