

Town of Liberty Grove
Minutes of the Special Town Board and joint Plan Commission meeting on March 10, 2021
(this meeting was correctly posted)

Agenda:

1. Call to order
2. Declaration of quorum
3. Adopt agenda
4. Public input
5. Presentation from Bruce McCaskill of Granicus
6. Correspondence
7. Future meeting dates
8. Adjourn

The Plan Commission meeting was called to order by Chair Nancy Goss at 6:42pm and The Town Board meeting was called to order by Clerk/Treasurer Anastasia Bell at 6:43pm. Roll call: Commissioners Lou Covotsos, Bill Surbaugh, Paul Bokelmann, Paul Schwengel, Anne Miller, and Dan Watts, and Supervisors Lou Covotsos, Cathy Ward, Nancy Goss, and Janet Johnson were present along with Administrator Walter Kalms via Zoom (teleconference).

Public Input – None

Granicus Presentation – Bruce McCaskill of Granicus provided the following information related to the monitoring services offered by Granicus.

- There are currently 190 listings for 140 unique units within the Town with an average nightly rate of \$225.00.
- The Town could provide the DCTZ list of properties to compare and determine which are not compliant with permits.
- The fees collected by municipalities are typically 1 or 2 times the average nightly rate. Excess revenue may be used for attainable housing or other improvements, as determined by the Town.
- The following cost estimate was provided; much of it is based on the number of listings which would be updated annually based on a 10-month rolling average (174 was used for this estimate). The invoice would be due 30 days after set-up, but this may be discussed.

○ Tax collecting (fixed charge)	\$5,000
○ Address identification (variable-\$45 per listing)	\$7,830
○ Compliance monitoring (variable)	\$2,970
○ Activity monitoring (variable)	\$3,960
○ 24/7 Hotline (variable)	\$1,584
- 1 hour per week is the average office time commitment once the service is active.
- A toll-free area specific hotline could be available 24/7 to answer citizen questions and offer guidance/resolution to complaints.
- The Town would need to provide POWTS information for Granicus to monitor this.
- Granicus does not use or sell the data collected.
- Jeff at Granicus could review the ordinance draft.

After the presentation, the following items were noted:

- The system is impressive and could serve the monitoring needs of the Town.

- The Town's ordinance should be complete prior to implementation, the goal was established at May first.
 - The Plan Commission will review Wallworth's ordinance next.
 - The intent statement could be generalized and not include reference to hotels.
 - Attainable housing could be incorporated to justify excess revenue. Additional funding will still be needed for housing.
 - \$500 is an appropriate permit fee.
 - Long-term rentals are 30 days. A property can switch between "short-term" and "long-term" rentals throughout the year.
 - The nightly minimum may be necessary to preserve the residential character even if compliance is achieved based on the POWTS.
- This would be a contracted service which will require bids.
- Modules can be added as revenue occurs.

Correspondence – None

The next Board meeting will be Wednesday, March 17, 2021 at 7:00pm or immediately following the Sanitary District meeting. The next Plan Commission meeting will be Wednesday, March 24, 2021 at 7:00pm.

Miller moved, Surbaugh second to adjourn the Plan Commission meeting at 8:29pm. Passed 6-0.

Lowry moved, Johnson second to adjourn the Town Board meeting at 8:29pm. Passed 5-0.

Respectfully submitted,
 Anastasia Bell, Clerk/Treasurer
 Approved at the 3/24/2021 Plan Commission meeting.
 Approved at the 4/7/2021 Town Board meeting.