

Town of Liberty Grove
Minutes of the Town Board meeting on January 20, 2021
(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: 12/16/20 Board meeting
5. Approve payment of bills
6. Treasurers report
7. Public input
8. Update on Door County North activities
9. Utilities Committee report
10. **Consider committee appointments
11. **Consider use of Town roads by Snowmobile Club for 2020-2021 season
12. Consider request by Snowmobile Club to traverse Town property at 11161 Old Stage
13. Consider Resolution 1-21, Remote Meeting Attendance
14. Consider engagement letter for auditing services from CliftonLarsonAllen
15. Consider list of options to be included in Town 5-year plan
16. Discussion and possible action: revised room tax proposal
17. Correspondence
18. Future meetings
19. Adjourn

Chairman John Lowry called the meeting to order at 7:04pm. Supervisors Janet Johnson, Lou Covotsos, Nancy Goss, and Cathy Ward were present along with Administrator Walter Kalms Clerk/Treasurer Anastasia Bell, Deputy Clerk/Treasurer Doug Curzon, and 9 members of the public via teleconference (Zoom).

Lowery moved, Ward second to approve the agenda with the removal of # 9 and to move #16 to immediately follow #7. Passed 5-0.

Ward moved, Johnson second to approve the minutes from 12/16/20 as presented. Passed 5-0.

Payment of bills – Lowry moved, Ward second to approve the payment of bills as verbally presented for a total of \$184,533.86. Passed 5-0.

Treasurer's report – Bell reported the following balances in the Town accounts at the end of December:

Municipal Checking	290,430.42
Money market acct.	648,795.37
Checking	389,286.38
Utility Dist.	563,347.84

As of December 31, 2020, total in all Town accounts was \$1,891,860.01. It was noted that the balance is significantly less than 2019 due to fewer early collections recorded by the County.

Lowry moved, Johnson second to approve the Treasurer's report as presented. Passed 5-0.

Public input – Kalms reported that the Weborg house has been vacated. It was the consensus to allow Northeast Asphalt to use the Town Hall parking lot as a staging area for their trailer during

the Highway 42 project in 2021. Johnson volunteered to attend the housing focus group on 2/5/2021.

Room Tax Changes – David Eliot, Town of Baileys Harbor Chairman, reported that municipalities have received push-back from permit holders related to the permit fee process. To alleviate this concern Destination Door County (DDC) has committed to grant 19% of their budget to the community organizations as well as granting a percentage-based amount of funds to each municipality in an amount up to \$300,000 to support Door County Tourism Zone (DCTZ). This has been estimated at \$21,000 or 7% for the Town of Liberty Grove. These funds would be granted as the municipalities provide documentation that they have been expended on tourism-related items. Mickie Rasch noted that this does not cover the other organizations which have been funded with tourism dollars, this funding would still be determined by the Town. The turnaround time for funding is uncertain at this time. **Covotsos moved, Lowry second** to adopt Resolution 2-21 to include the following text after the title, “Notwithstanding the action taken at the 12/16/2020 Town Board meeting, on agenda item entitled “room tax changes”, the Town resolves as follows regarding the Door County Tourism Zone Commission Agreement” with the resolution to follow the format as presented by the Town of Baileys Harbor. Roll call vote with Johnson, Goss, Covotsos, Lowry and Ward voting aye, no nays. Passed 5-0. The full resolution is attached to these minutes.

Door County North Update – Mickie Rasch reported that work continues related to membership renewals, revamping events considering the pandemic, and website updates.

Utilities Committee report – Removed

Committee appointments – Lowry reported that Dan Watts has expressed interest and would be valuable for Plan Commission and the Technology Committee. **Lowry moved, Goss second** to replace Michael Mercier from the Plan Commission and to appoint Dan Watts to both Plan Commission and the Technology Committee. Passed 5-0. **Lowry moved, Goss second** to remove Matt Stone from the Finance Committee. Passed 5-0.

Snowmobile Club use of Town Roads for 2020-2021 season – **Lowry moved, Ward second** to approve the list of Town Roads for use by the Top of the Thumb Snowmobile Club for the 2020-2021 season as presented. Passed 5-0.

Snowmobile Club traverse 11161 Old Stage – Johnson noted that the snowmobiles will follow their own course regardless of the posed trail. **Lowry moved, Ward second** to approve the proposed trail across the Town Hall property which will be rescinded if not used. Passed 5-0.

Resolution 1-21, Remote Meeting Attendance – **Lowry moved, Goss second** to adopt Resolution 1-21 as presented. Passed 5-0. The full resolution is attached to these minutes.

CliftonLarsonAllen engagement letter – Kalms reported that the estimate is within the budgeted amount and he has requested the language regarding a Minnesota firm to be removed. **Ward moved, Johnson second** to approve the engagement letter for auditing services with CliftonLarsonAllen for 2020. Passed 5-0.

Town 5-year plan list – Lowry noted that a list should be created and presented at the next annual meeting. The list should include possible ideas to be addressed in the future within the Town. The following list was created:

- Facilities evaluation
 - Womens club
 - Town Hall
 - North fire station
 - Gus Klenke garage
 - Office upgrades
 - Docks/launching areas
- Val-A property
- Organizational evaluation
 - Improve progress of decision making
 - Review committee mission statements annually
- Composting site
- Human resource evaluations
 - Classifications and job descriptions
- Municipal wide garbage pick-up
- County-wide zoning
 - Establish methods to address zoning issues unique to northern door which may not accord with other areas-focus on 5-year plan
 - Joint approach with other municipalities
 - Village powers
- Affordable housing

Correspondence – Kalms reported on the updates from DCEDC and the County Resource Planning office

The next Town Board meeting will be Wednesday, February 3, 2021 at 7:00pm.

Lowry moved, Ward second to adjourn at 8:45pm. Passed 5-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer
Approved at the 2/17/2021 Town Board meeting

**Town of Liberty Grove
Resolution 1-21
Remote Meeting Attendance**

WHEREAS, Resolution 18-19 was adopted on December 18, 2019 and scheduled to be reconsidered 1 year from the date of effectiveness.

BE IT HEREBY RESOLVED, by the Liberty Grove Town Board, that Town Board Supervisors may appear via telephone or other electronic device for Town Board meetings; and

BE IT FURTHER RESOLVED, members of Town Committees may appear in the same manner for Town Committee meetings; and

BE IT FURTHER RESOLVED, such appearances shall count toward the minimum quorum requirement; and **BE IT FURTHER RESOLVED**, parties appearing in this manner will be allowed to vote, roll call fashion, on all matters that come before the Town Board or Committee during such meetings; and

I, Anastasia Bell, Clerk/Treasurer of the Town of Liberty Grove, Door County, Wisconsin, hereby certify that the above is a true and correct copy of a resolution which was adopted at a properly noticed meeting of the Liberty Grove Town Board on the 20th day of January, 2021.

Dated this 20th day of January, 2021

Anastasia Bell, Clerk/Treasurer

TOWN OF LIBERTY GROVE
Resolution No. 2-21
RESOLUTION AUTHORIZING AN AMENDMENT TO THE
DOOR COUNTY TOURISM ZONE COMMISSION AGREEMENT

Notwithstanding the action taken at the 12/16/2020 Town Board meeting, on agenda item entitled “room tax changes”, the Town resolves as follows regarding the Door County Tourism Zone Commission Agreement.

WHEREAS, the Town of Liberty Grove is a municipality located within the Door County Tourism Zone; and

WHEREAS, the Town of Liberty Grove imposes a room tax pursuant to Wis. Stat. 66.0615; and

WHEREAS, the Town of Liberty Grove entered into an intergovernmental agreement, the Door County Tourism Zone Commission Agreement, pursuant to Wis. Stat. 66.0615(1m)(b) and Wis. Stat. 66.0301 with other municipalities located in Door County (“the “Member Municipalities”); and

WHEREAS, the Tourism Zone Commission Agreement created the Door County Tourism Zone Commission for the purpose of monitoring the collection of room taxes, contracting with the Tourism Entity to obtain staff, support service and assistance in developing and implementing programs to promote the Tourism Zone to visitors, and to do all things necessary and provided for by Wis. Stat. 66.0615; and

WHEREAS, the Tourism Zone Commission Agreement includes the amount of room tax to be charged by all Member Municipalities, the duties of the Door County Tourism Zone Commission, and other fees and administrative costs to be charged; and

WHEREAS, the Tourism Zone Commission Agreement may be amended at any time by two-thirds (2/3) majority written vote of the Member Municipalities; and

WHEREAS, the Town of Liberty Grove wishes to amend the Door County Tourism Zone Commission Agreement and wishes to submit its proposed amendments to the other Member Municipalities of the Door County Tourism Zone Commission to be approved by those Member Municipalities.

NOW THEREFORE, BE IT RESOLVED by the Town of Liberty Grove, Door County, Wisconsin, that:

1. Paragraph 4 of the Door County Tourism Zone Commission Agreement be amended to increase the Room Tax Rate to eight percent (8%).

2. Paragraph 9 of the Door County Tourism Zone Commission Agreement be amended to read:

9. *Distribution of Tax.* *Of the Room Tax collected, seventy percent (70%) will be used by the Commission for the promotion of the Tourism Zone to visitors and to encourage overnight stays. The seventy percent (70%) shall be distributed to a contracted tourism entity in such manner as the Commission so determines to satisfy an agreed upon budget to promote the Tourism Zone. All funds in excess of the approved Tourism Entity budget shall be retained by the Commission in a reserve fund. These reserve funds need not be expended in the year they were collected and may be used in the proceeding budget cycle. These reserve funds can be used by the Commission to help promote local or special events within the Tourism Zone through the Tourism Entity. The tourism entity may from time-to-time present special non-budgeted promotions that may require the use of the reserve funds. The expenditure of these reserve funds for any reason shall be approved by the Commission by a two-thirds (2/3) assenting vote of the commissioners present at a meeting, properly noticed and at which a quorum is present. The remaining thirty percent (30%) shall be distributed to the municipality from which the Room Tax was collected “to use for” such purposes as the respective governing body determines.*

3. Paragraph 11 of the Door County Tourism Zone Commission Agreement be amended to reflect an increase to an eight percent (8%) room tax.

4. Paragraph 18 of the Door County Tourism Zone Commission Agreement be amended to read:

18. *Administration.* *Administrative expenses of the Commission, which include the cost of: issuing permits, monitoring collection of Room Tax, reviewing the progress of the*

contracted Tourism Entity, approving the Tourism Entity's budget, approving the payment of monthly expenses and preparing monthly, quarterly and annual reports to the participating municipalities plus any and all tasks and costs necessary in the operation of the Commission shall come from direct payment by the Member Municipalities. The amount owed by each Member Municipality shall be determined by its percentage share of the room tax collected, as shown on the previous year's Tourism Zone Audit, multiplied by the adopted budget of the Commission. These expenses also include, but are not limited to, the following: compensation to Commissioners for actual expenses and mileage while attending meetings or on official business for the Commission, wages paid to an administrative assistant, mileage paid to the administrative assistant when necessary in his/her work, rental of office space, accounting fees for the annual audit, insurance costs to cover bonding and anything else found necessary, office equipment, office supplies, postage, telephone, internet, utilities and any legal expenses, including litigation and any other expenses associated with the collection of unpaid Room Tax. The rate paid for mileage shall be the same as the standard Internal Revenue Service rate for business mileage adjusted periodically.

5. The Town Chairperson and/or Town Clerk is hereby authorized to submit this resolution to the other Member Municipalities in order to amend the Door County Tourism Zone Commission Agreement by two-thirds (2/3) majority.

NOW, THEREFORE, it is hereby resolved that the Town Board of the Town of Liberty Grove does hereby adopt the foregoing resolution at a regular meeting of the Board of Supervisors of the Town of Liberty Grove held this 20th day of January 2021.

John Lowry, Town Chairman