

TOWN OF LIBERTY GROVE PUBLIC MEETING
Amended Agenda

May Board Meeting

Date: Wednesday, May 19, 2021

Time: 7:00 PM, or immediately following conclusion of the Board of Review meeting

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

Agenda:

1. Call to order
2. Declaration of a quorum followed by pledge of allegiance
3. Approve agenda
4. Approve minutes: 5/5/2021 Town Board
5. Approve payment of bills
6. Treasurers report
7. Public input
8. Update on Door County North activities
9. Utilities Committee report
10. Consider Bids for Chip Sealing projects in 2021
11. Consider Opening of Town Facilities
12. Consider removal of Town Supervisor Vacancy from the table
13. Discussion and possible action: Town Supervisor Vacancy
14. ***Consider Committee appointments***
15. Consider resolution 4-21, Recognizing Lou Covotsos
16. Consider resolution 5-21, Approving eCMAR for LGUD#1
17. Consider resolution 6-21, In Appreciation of Peter Brooks
18. Consider Proposal for Services by Granicus
19. Consider legal review of draft STR Ordinance
20. Discussion and possible action: review of committee mission statements
21. Consider Commercial Launch Passes(s)
22. Consider Operator License(s)
23. Correspondence
24. Future meetings
25. Adjourn

Anastasia Bell, Clerk/Treasurer

****Deviation from listed order may occur****

****Audience members must ask for permission, during public input, to speak on agenda items ****

Members of the Town Board or any other Town committee, who are not members of the body whose meeting agenda is published in this notice, are entitled, as any other citizen of the Town of Liberty Grove, to attend this meeting 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/81214932615?pwd=WTJKbWhFQWslYnRUeEZaUnlIa1AvQT09>

Meeting ID: 812 1493 2615

Password: 919456

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://zom.us/u/atMFqvZKe>. To join the meeting by telephone dial one of the numbers below based on your location.

(312) 626 6799 US (Chicago)

(346) 248 7799 US (Houston)

(301) 715 8592 US (Washington D.C.)

(253) 215 8782 US (Tacoma)

(646) 558 8656 US (New York)

(669) 900 9128 US (San Jose)

Town of Liberty Grove
Minutes of the Town Board meeting on May 5, 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: 4/21/2021
5. Approve payment of bills
6. Public Input
7. Administrator report
8. Consider Sewer Rate Increase
9. Consider Adjusting Fee for Letters of Non-assessment
10. Consider opening of Town Facilities
11. Consider proposal for services by Granicus
12. Discussion and possible action: Town Supervisor vacancy
13. Consider commercial launch pass(es)
14. Consider operator license(s)
15. Correspondence
16. Future meetings
17. Adjourn

Chairman John Lowry called the meeting to order at 7:02 pm. Supervisors Janet Johnson, Cathy Ward, and Nancy Goss were present along with Administrator Walter Kalms, Clerk Treasurer Anastasia Bell, and 5 members of the public via teleconference (Zoom). Supervisor Lou Covotsos was excused.

Ward moved, Goss second to approve the agenda as presented. Passed 4-0.

Johnson moved, Lory second to approve the minutes from 4/21/2021 as presented. Passed 4-0.

Johnson moved, Ward second to approve the payment of Town bills as presented with a total of \$147,210.27. Passed 4-0.

Lowry moved, Ward second to approve the payment of the Utility bills as presented with a total of \$24,015.44. Passed 4-0.

Public Input – None.

Administrator report – Kalms reported Mink River Road has been widened to 26-feet, the annual meeting authorized the disposal of the house at Mariners Park, the technology representatives met with NWTC and they determined that the office is in good standing for technology and recommended a systematic computer replacement schedule. The Highway Committee opened chip sealing bids and has started to work on the 2022 paving list, Mariners Park Committee is nearing completion, and work has started on the 2022 budget.

Sewer Rate Increase – **Lowry moved, Johnson second** to approve the sewer rate increase as presented. Passed 4-0.

Fee for Letters of Non-assessment – Kalms indicated that the current fee is \$25 which was determined 10 years ago. Johnson noted that this fee is charged to the buyer by the title company. **Lowry moved, Johnson second** to increase the fee for non-assessment letters to \$35 starting June 1, 2021.

Opening of Town Facilities – Bell noted that the facilities are currently closed until the expiration of Resolution 2-20 is cancelled. This resolution was most recently extended by Resolution 3-21 until September 30, 2021. It was the consensus to discuss this item at the 5-19-2021 Board meeting with information from Door County Public Health available.

Granicus Proposal for Services – Kalms reported that the Town Attorney has reviewed the proposal and has sent a letter to Granicus which has been forwarded to their legal team. Goss noted that the Plan Commission is nearing completion of the ordinance draft.

Town Supervisor vacancy – Lowry noted that Covotsos has submitted his resignation effective 5/31/2021. Paul Schwengel is willing to fill this vacancy. Johnson stated that advertising and interviewing for the vacancy may allow the Town Board to find an individual who is willing to run in the April 2022 election. **Lowry moved, Goss second** to not advertise and interview for the supervisor vacancy. Failed 2-2. **Lowry moved, Ward second** to table this discussion. Passed 4-0.

Commercial Launch Pass(es) – None.

Operator License(s) – None.

Correspondence – The DNR will be purchasing 20 acres for the Mud Lake Preserve.

The next Town Board meeting will be Wednesday, May 19, 2021 at 7:00pm, or immediately following the conclusion of the Board of Review meeting which begins at 6:30pm.

Lowry moved, Goss second to adjourn at 9:38pm. Passed 5-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

Town of Liberty Grove balance as of April 30,	2021	2020
1 Municipal Checking account	1,507,026.61	1,432,868.22
Transfer from Checking	275,000.00	300,000.00
Transportation Aid	66,685.50	66,685.50
Interest (0.05%)	55.30	315.23
Balance as of April 30,	1,298,767.41	1,199,868.95
2 Money Markey Acct.	648,904.16	648,004.21
Interest (0.05%)	26.67	133.15
Balance as of April 30,	648,930.83	648,137.36
3 Checking Acct.	97,024.48	103,454.80
Plus deposits and transfers	327,250.09	320,121.06
Less FICA	9,667.76	12,313.56
Less State withholding	1,636.37	-
Less payroll	28,232.80	23,914.48
Less disbursements	168,295.23	134,452.33
Balance as of April 30,	216,442.41	252,895.49
4 Utility District Checking	98,694.25	63,531.43
Utility District Savings	290,797.99	101,020.75
Utility District Restricted Savings	60,582.50	51,798.95
North Shore Bank CD (23 months ending 07/31/2022)	149,248.04	-
Nicolet CD 00-134	-	144,785.92
Nicolet CD 00-135	-	183,930.78
Balance as of April 30,	599,322.78	545,067.83
Municipal Checking	1,298,767.41	1,199,868.95
Money Market Acct.	648,930.83	648,137.36
Checking	216,442.41	252,895.49
Utility Dist.	599,322.78	545,067.83
As of April 30, 2021, the total in all Town accounts is:	2,763,463.43	2,645,969.63

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"An Equal Opportunity Employer."

Submitted To:	Contact:	Proposal/Date:
TOWN OF LIBERTY GROVE	C/O WALTER KALMS	
DOOR COUNTY	CLERK	S0150034
11161 OLD STAGE ROAD	- -	4/9/2021
SISTER BAY, WI 54234	prevailing wage determination number:	None Provided

Asphaltic Chip Seal Surfacing for Pavement Maintenance and Preservation

Includes men and equipment to sign work zone and thoroughly clean existing pavement with a combination self-propelled power broom/mechanical blower, furnish cold mix patch material and pot hole hand patch prior to chip seal surfacing.

PG 58-28 5% Cut Back Liquid Asphalt blended at a State of Wisconsin and AASHTO certified liquid asphalt production facility: furnished, heated to 350 degrees F and applied in a single pass up to 24 feet wide.

Scott Construction Inc. to furnish, load, haul and place cover aggregate, in a single pass up to 24 feet wide, using a self-propelled chip spreader and compact using a rubber tire and/or combination rubber tire/steel wheel self-propelled roller.

1 – Homestead Road -- (Mink River to Mink River) -- .56 miles – Apply a Single hot oil seal coat -- \$ 12,352.00

2 – Green Road -- (Old Stage to STH 42) -- .70 miles – Apply a Single hot oil seal coat -- \$ 15,441.00

3 – Bluebird Trail -- (Garrett Bay to End) -- .68 miles – Apply a Single hot oil seal coat -- \$ 14,999.00

4 – Old Stage Court -- (Old Stage to End) -- .26 miles – Apply a Double hot oil seal coat -- \$ 11,348.00

5 – Hillcrest Road -- (Hill to Waters End) -- .52 miles – Apply a Single hot oil seal coat -- \$ 11,470.00

6 – Prinsen Woods – 1050 ft. X 22 ft. -- Apply a Single hot oil seal coat -- \$ 7,060.00

TOTAL FOR ALL 6 PROJECTS \$ 72,670.00

If SCI determines the scope and/or quantity of work to be performed under contract differs from this proposal, SCI retains the right to price adjust prior to commencement of the work.

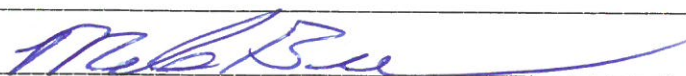
Payment Terms: Net 30

NOTE: This proposal may be withdrawn by us if not accepted within 30 days from issue date.

Acceptance of Proposal -- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Customer Signature(s): _____

SCI Representative Signature:  Mike Burnside

From: Powers, Susan
Date: Tue, Apr 20, 2021 at 1:43 PM
Subject: RE: Baileys Harbor 4th of July
To: Baileys Harbor Community Association

Hi Brynn,

You make me smile! Yes, we are all tired of this. I appreciate that you reached out for guidance.

Here's the short answer. It is still recommended that people avoid medium- and large-sized gatherings. This guidance applies even for those who are fully vaccinated.

We have revised our event safety planning guideline, please find it attached. The document walks through all the safety considerations, gives advice and suggestions.

I understand the need to plan. At this point it is not safe to have large gatherings. It is *unknown* whether large gatherings will be low risk in summer, if I had to guess I would say they will continue to be discouraged. We are doing well with vaccinations. However, it will take more time to get everyone who wants a vaccine vaccinated. Also, we need to observe how the vaccines work in real communities, and see that the COVID disease activity level goes down to low prior to being able to safely hold these events.

The following is from the CDC:

- **The higher the level of community transmission in the area that the gathering is being held, the higher the risk of COVID-19 spreading during a gathering**

Lowest risk: Virtual-only activities, events, and gatherings.

More risk: Smaller outdoor and in-person gatherings in which individuals from different households remain spaced at least 6 feet apart, wear masks, do not share objects, and come from the same local area (e.g., community, town, city, or county).

Highest risk: Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees travel from outside the local area.

Also find more information on the WI DHS website here: <https://www.dhs.wisconsin.gov/covid-19/community.htm>

I'm sure you are aware there are no ordinances or orders restricting any of your plans.

For safety of our community, at this point, we need to do whatever we can to discourage large gatherings. Having said that, I am well aware there will be many visitors to Door County especially around the 4th, and we have little control over whether they gather.

Good luck with your planning. If you have any further or specific questions please feel free to reach out. If you prefer to talk, my direct line is below.

Sincerely,
Sue

Sue Powers, RN, BSN
Health Officer/Manager

Public Health Division
Door County Department of Health and Human Services

Door County Public Health Event Planner Safety Assessment



Large events and mass gatherings can contribute to the spread of COVID-19. The purpose of this tool is to assist those planning and hosting events in making decisions during the COVID-19 pandemic.

The risk of COVID-19 spreading at events and gatherings increases as follows:

- **Lower Risk:** Virtual-only activities, events, and gatherings.
- **More Risk:** Smaller outdoor gathering in which individuals from different households remain spaced at least 6 feet apart, wear cloth face coverings, do not share objects, and come from the same local area (e.g., a community, town, city, or county)
- **Higher Risk:** Medium-sized in-person gatherings that are organized/laid out to allow individuals to remain spaced at least 6 feet apart, some wear cloth face coverings and some come from outside the local area (e.g., a community, town, city, or county).
- **Highest risk:** Large in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart, individuals do not wear cloth face coverings and many travel from outside the local area.

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

Wisconsin DHS: <https://www.dhs.wisconsin.gov/covid-19/community.htm>

Door County Public Health Event Planner Safety Assessment

Considerations Before Holding an Event

- ✓ Strongly consider whether the benefits of an in person gathering outweigh the risks of COVID-19 spreading in our community.
- ✓ Is [COVID-19 transmission in](#) the county and immediately surrounding counties none to minimal?
- ✓ Events that last longer pose more risk than shorter events.
- ✓ Events where people engage in behaviors such as singing, shouting, not maintaining physical distancing, or not wearing masks consistently and correctly, can increase risk.
- ✓ Travel to the event from those who do not live in our community increases risk
- ✓ Do medical and public health systems in the county and immediately surrounding counties have the [capacity](#) to respond to an outbreak? (<https://www.dhs.wisconsin.gov/covid-19/disease.htm>)
- ✓ Are you prepared to cancel the event and tell attendees if there has been an outbreak or increased community spread?



If your event will involve high risk activities from above, our county's disease prevalence is high, or our local and/or surrounding hospital capacity is low, **Door County Public Health discourages you from holding the event.**

Recommended Health and Safety Actions

- ✓ Modify layouts BEFORE event
 - ☐ Adjust size of event to allow distancing between different households (at least 6ft)
 - ☐ Install physical barriers, such as sneeze guards, where distancing is difficult
 - ☐ Stagger entrances and exits
 - ☐ Space seats and patrons 6ft from each other
 - ☐ Limit the formation of lines by changing and adding markings on the floor, such as tape, or barriers

Door County Public Health Event Planner Safety Assessment

✓Promote [healthy hygiene practices](#) and have the following available:

- ☐ Hand washing stations
- ☐ Hand sanitizer (at least 60% alcohol)
- ☐ Disposable masks
- ☐ No touch garbage bins
- ☐ Procedure for frequent cleaning and disinfecting

✓Limit food and beverage

- ☐ No self-serving buffet
- ☐ Space lines
- ☐ Close water fountains and only allow water bottles
- ☐ Consider prepacked food options
- ☐ Use pre-packaged utensils
- ☐ Use single serve condiments

Ongoing Monitoring and Messaging

✓Train all staff on health and safety protocols, educate them on disease signs and symptoms, and discourage them from coming to the event if they have any

✓Add messaging on your event website, in emails, and at your event telling attendees that you will be following COVID-19 safety precautions such as:

- ☐ Requiring face coverings
- ☐ Social distancing
- ☐ Washing hands regularly
- ☐ Do not attend event if ill

✓ If someone develops symptoms during the event, they should leave immediately and seek COVID-19 testing

✓Be prepared to work with Door County Public Health and notify attendees if confirmed cases are linked to your event

If you're unable to comply to all of the above, we advise to not hold the event.

If you're in compliance with all of the above and hold the event, please continue safety monitoring.

Door County Public Health 920-746-2234

March 29, 2021



Public Health
Prevent. Promote. Protect.
Door County

Town of Liberty Grove
Resolution # 4-21, Recognizing Lou Covotsos

WHEREAS, the Town of Liberty Grove is the largest municipality in Door County; and

WHEREAS, service on the Town Board and Town Committees is an important function for the Town to operate; and

WHEREAS, Lou Covotsos has served since 2012 as Town Board Supervisor and has been part of many other Committees during that tenure and

WHEREAS, Lou Covotsos has served throughout the Town by joining several community service groups; and

WHEREAS, Lou Covotsos is retiring after many years of valuable service to the Community;

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Town Board of the Town of Liberty Grove gives recognition to Lou for his valuable service and insight.

BE IT FURTHER RESOLVED that the Town Board wishes Lou the best in his future years.

Town Chairman

Town Supervisor

Town Supervisor

Town Supervisor

I, Anastasia P. Bell, Clerk/Treasurer of the Town of Liberty Grove, hereby certify that the above resolution was passed at a properly noticed meeting of the Liberty Grove Town Board on May 19, 2021.

*Anastasia P. Bell, Clerk/Treasurer
Town of Liberty Grove*

**TOWN OF LIBERTY GROVE
RESOLUTION 5-21**

**RESOLUTION APPROVING ELECTRONIC COMPLIANCE MAINTENANCE ANNUAL
REPORT (eCMAR) FOR LIBERTY GROVE UTILITY DISTRICT #1**

The Liberty Grove Town Board, the governing body of the Liberty Grove Sanitary District and Liberty Grove Utility District, hereby approves the eCMAR as formulated for the Liberty Grove Utility District.

Motion to adopt: _____ Second: _____
Vote: Aye: _____ Nay: _____

I, Anastasia Bell, Clerk/Treasurer of the Town of Liberty Grove, hereby certify that the above resolution was passed at a properly noticed meeting of the Liberty Grove Town Board on May 19, 2021.

*Anastasia Bell, Clerk/Treasurer
Town of Liberty Grove*

Compliance Maintenance Annual Report

Liberty Grove Utility District 1

Last Updated: Reporting For:
5/12/2021 2020

Financial Management

1. Provider of Financial Information

Name:

Anastasia Bell

Telephone:

(920)854-2934

(XXX) XXX-XXXX

E-Mail Address
(optional):

tlibertygrove@gmail.com

2. Treatment Works Operating Revenues

2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?

- Yes (0 points) ☐
- No (40 points)

If No, please explain:

2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?
Year:

2019

- 0-2 years ago (0 points) ☐
- 3 or more years ago (20 points) ☐
- N/A (private facility)

2.3 Did you have a special account (e.g., CWF required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?

- Yes (0 points)
- No (40 points)

REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]

3. Equipment Replacement Funds

3.1 When was the Equipment Replacement Fund last reviewed and/or revised?

Year:

2019

- 1-2 years ago (0 points) ☐
- 3 or more years ago (20 points) ☐
- N/A

If N/A, please explain:

3.2 Equipment Replacement Fund Activity

3.2.1 Ending Balance Reported on Last Year's CMAR

\$ 328,716.70

3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)

\$ 0.00

3.2.3 Adjusted January 1st Beginning Balance

\$ 328,716.70

3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)

+ \$ 10,201.21

Compliance Maintenance Annual Report

Liberty Grove Utility District 1

Last Updated: 5/12/2021 Reporting For: 2020

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below*)

- \$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 338,917.91

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

3.3 What amount should be in your Replacement Fund? \$ 338,917.91

0

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

☒ Yes

☐ No

If No, please explain.

4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

☐ Yes - If Yes, please provide major project information, if not already listed below. ☐ ☐

☒ No

Project #	Project Description	Estimated Cost	Approximate Construction Year
None reported			

5. Financial Management General Comments

ENERGY EFFICIENCY AND USE

6. Collection System

6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

COLLECTION SYSTEM PUMPAGE: Total Power Consumed

Number of Municipally Owned Pump/Lift Stations: 1

Compliance Maintenance Annual Report

Liberty Grove Utility District 1

Last Updated: Reporting For:
5/12/2021 2020

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	443	
February	478	
March	512	
April	560	
May	520	
June	469	
July	445	
August	506	
September	469	
October	412	
November	489	
December	554	
Total	5,857	0
Average	488	0

6.1.2 Comments:

6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- ☐ Comminution or Screening
- ☐ Extended Shaft Pumps
- ☐ Flow Metering and Recording
- ☐ Pneumatic Pumping
- ☒ SCADA System
- ☐ Self-Priming Pumps
- ☒ Submersible Pumps
- ☐ Variable Speed Drives
- ☐ Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

● No

○ Yes

Year:

By Whom:

Describe and Comment:

Compliance Maintenance Annual Report

Liberty Grove Utility District 1

Last Updated: Reporting For:
5/12/2021 2020

6.4 Future Energy Related Equipment

6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?

The current 5 hp pumps are very efficient running on three-phase power. When the pumps are in need of replacement we could add a variable frequency drive to further reduce power usage.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Liberty Grove Utility District 1

Last Updated: Reporting For:

5/12/2021

2020

Sanitary Sewer Collection Systems

1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

☒ Yes

☐ No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

☒ Yes

☐ No (30 points)

☐ N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

☒ Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Inspect and repair manholes and mains during televising.

Did you accomplish them?

☒ Yes

☐ No

If No, explain:

☒ Organization [NR 210.23 (4) (b)] ☐ ☐

Does this chapter of your CMOM include:

☒ Organizational structure and positions (eg. organizational chart and position descriptions)

☒ Internal and external lines of communication responsibilities

☒ Person(s) responsible for reporting overflow events to the department and the public

☒ Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer use ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2020-12-15

Does your sewer use ordinance or other legally binding document address the following:

☒ Private property inflow and infiltration

☒ New sewer and building sewer design, construction, installation, testing and inspection

☒ Rehabilitated sewer and lift station installation, testing and inspection

☐ Sewage flows satellite system and large private users are monitored and controlled, as necessary

☒ Fat, oil and grease control

☒ Enforcement procedures for sewer use non-compliance

☒ Operation and Maintenance [NR 210.23 (4) (d)]

Does your operation and maintenance program and equipment include the following:

☒ Equipment and replacement part inventories

☒ Up-to-date sewer system map

☒ A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

Compliance Maintenance Annual Report

Liberty Grove Utility District 1

Last Updated: Reporting For:
5/12/2021 2020

- ☒ A description of routine operation and maintenance activities (see question 2 below)
 - ☒ Capacity assessment program
 - ☒ Basement back assessment and correction
 - ☒ Regular O&M training
 - ☒ Design and Performance Provisions [NR 210.23 (4) (e)] ☐ ☐
- What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?
- ☒ State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
 - ☒ Construction, Inspection, and Testing
 - ☒ Others:

All new sewer extensions are reviewed.

- ☒ Overflow Emergency Response Plan [NR 210.23 (4) (f)] ☐ ☐
- Does your emergency response capability include:
- ☒ Responsible personnel communication procedures
 - ☒ Response order, timing and clean-up
 - ☒ Public notification protocols
 - ☒ Training
 - ☒ Emergency operation protocols and implementation procedures
- ☒ Annual Self-Auditing of your CMOM Program [NR 210.23 (5)] ☐ ☐
 - ☐ Special Studies Last Year (check only those that apply):
- ☐ Infiltration/Inflow (I/I) Analysis
 - ☐ Sewer System Evaluation Survey (SSES)
 - ☐ Sewer Evaluation and Capacity Management Plan (SECAP)
 - ☐ Lift Station Evaluation Report
 - ☐ Others:

0

2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	25	% of system/year
Root removal	0	% of system/year
Flow monitoring	100	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	25	% of system/year
Manhole inspections	25	% of system/year
Lift station O&M	1	# per L.S./year
Manhole rehabilitation	0	% of manholes rehabbed
Mainline rehabilitation	0	% of sewer lines rehabbed
Private sewer inspections	5	% of system/year
Private sewer I/I removal	0	% of private services

Compliance Maintenance Annual Report

Liberty Grove Utility District 1

Last Updated: Reporting For:

5/12/2021

2020

River or water crossings

% of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

We have added the sewers on GIS to show up-to-date cleaning and manhole inspections and repairs.

3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

30.83	Total actual amount of precipitation last year in inches
30	Annual average precipitation (for your location)
4.4	Miles of sanitary sewer
1	Number of lift stations
0	Number of lift station failures
0	Number of sewer pipe failures
0	Number of basement backup occurrences
0	Number of complaints
	Average daily flow in MGD (if available)
	Peak monthly flow in MGD (if available)
	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

0.00	Lift station failures (failures/year)
0.00	Sewer pipe failures (pipe failures/sewer mile/yr)
0.00	Sanitary sewer overflows (number/sewer mile/yr)
0.00	Basement backups (number/sewer mile)
0.00	Complaints (number/sewer mile)
	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

4. Overflows

LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED **

Date	Location	Cause	Estimated Volume
None reported			

** If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

☐ Yes

☒ No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

☐ Yes

☒ No

Compliance Maintenance Annual Report

Liberty Grove Utility District 1

Last Updated: Reporting For:
5/12/2021 2020

If Yes, please describe:

5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:

None

5.4 What is being done to address infiltration/inflow in your collection system?

During televising leaking laterals are repaired. Inspections are now updated on the GIS.

Total Points Generated	0
Score (100 - Total Points Generated)	100
Section Grade	A

Compliance Maintenance Annual Report

Liberty Grove Utility District 1

Last Updated: Reporting For:
5/12/2021 2020

Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial	A	4	1	4
Collection	A	4	3	12
TOTALS			4	16
GRADE POINT AVERAGE (GPA) = 4.00				

Notes:

A = Voluntary Range (Response Optional)

B = Voluntary Range (Response Optional)

C = Recommendation Range (Response Required)

D = Action Range (Response Required)

F = Action Range (Response Required)

Compliance Maintenance Annual Report

Liberty Grove Utility District 1

Last Updated: Reporting For:
5/12/2021 2020

Resolution or Owner's Statement

Name of Governing
Body or Owner:

Liberty Grove Utility District 1

Date of Resolution or
Action Taken:

2121-05-19

Resolution Number:

5-21

Date of Submittal:

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade = A

Collection Systems: Grade = A

(Regardless of grade, response required for Collection Systems if SSOs were reported)

ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. = 4.00

**TOWN OF LIBERTY GROVE
RESOLUTION 6-21
IN APPRECIATION OF PETER BROOKS**

TO THE FAMILY OF PETER BROOKS:

Whereas, the passing of Peter Brooks, Town of Liberty Grove resident, is a loss for the entire community, and

Whereas, Peter contributed countless time and effort to the citizens of the Town through his membership on the Town Technology Committee, and

Whereas, Peter was instrumental in the completion of many technology-related projects and strategies to keep the Town moving forward in a positive manner, and

Whereas, Peter's service was beneficial not only to the Town Board but to all citizens of the Town who benefited from his dedication and service, therefore

Be it hereby resolved, the Liberty Grove Town Board issues a heartfelt salute to Peter for his service to his fellow citizens, and gives thanks for his service to the Town.

Adopted by the Liberty Grove Town Board on the nineteenth day of May, 2021.

Town Chairman

Town Supervisor

Town Supervisor

Town Supervisor

Administrator

Clerk/Treasurer

TOWN OF LIBERTY GROVE
ORDINANCE __ – 21
REGULATING SHORT-TERM RENTALS

The Town Board of the Town of Liberty Grove (hereinafter referred to as “the Town”), in the County of Door, State of Wisconsin, does hereby ordain as follows:

Purpose

The purpose of this Ordinance is to balance the interests of property owners to use their property as short term rentals [“STR” or “STRs”], on the one hand, with the interests of residents who seek to protect the quality of life and the character and stability of neighborhoods, on the other hand.

Due to the fractured bedrock and karst topography of most of Door County, STRs that are rented “over capacity” for their private onsite wastewater treatment system (“POWTS”) risk contamination of and, thereby, the health and quality of the potable water supply.

State Statutes Adopted – Authority

The Board of Supervisors of the Town is granted authority for adopting this Ordinance under § 60.10(2)(c) and § 60.22(3), Wisconsin Statutes. The Town Board adopts this Ordinance under its general village powers authority and § 66.1014 of the Wisconsin Statutes, 2017 Act 59.

Definitions

- A. “DATCP” means the Wisconsin Department of Agriculture Trade and Consumer Protection.
- B. “DCTZC” means the Door County Tourism Zone Commission.
- C. “Office of Short-Term Rentals,” [“OSTR”] means the Agent or agency employed by the Town to administer the regulation of STRs, including but not limited to permitting, collection of fees, and the reporting of instances of non-compliance for enforcement purposes.
- D. “POWTS” means Private Onsite Wastewater Treatment System.
- E. “Property Owner (“Owner”)” means the person or entity who owns the Residential Dwelling that is being rented.
- F. “Property Owner’s Agent (“Agent”)” means a person or an entity who is not the property Owner of record and who is authorized to act as the Agent of the Property Owner for the receipt of service of notice and remedy of municipal Ordinance violations and for service of process pursuant to this Ordinance.
- G. “Resident Agent” see “Property Owner’s Agent.”
- H. “Residential Dwelling” means any building, structure or part of the building or structure, that is used or intended to be used as a home, residence, or sleeping place by one or more persons maintaining a common household, to the exclusion of all others.
- I. “STR (“Short-Term Rental”)” means a Residential Dwelling that is offered for rent for a fee and for fewer than 29 consecutive days.

Enforcement

The Town may contract with an outside provider to assist with establishing an enforcement structure, one that incentivizes compliance with appropriate fees and fines, but should not be so overburdensome that it prevents users from participating in the enforcement and regulatory process.

The enforcement structure includes but is not limited to the posting of and adhering to the “good neighbor” policy. Also, the enforcement structure includes but is not limited to the “three-strikes”

policy which prohibits an Owner from using the property as an STR if the Owner is out of compliance three times in an annual permitting cycle.

Short-Term Rental License

- A. NO person may maintain, manage, or operate a STR more than ten (10) nights each year without a Town STR license issued pursuant to this Ordinance.
- B. License shall be issued using the following procedures:
 - 1. All applications for a STR license shall be filed with the Town Clerk, or the designee of the Town Clerk, on forms provided. Applications shall be filed by the Property Owner or authorized Agent. No license shall be issued unless the completed application form is accompanied by the payment of the required application fee.
 - 2. All applications for a STR license shall include a copy of the annual inspection report as required by Wisconsin Department of Agriculture Trade and Consumer Protection "DATCP".
 - 3. The Town Clerk shall issue a STR license to all applicants following payment of the required fee, receipt of all fully completed documentation and information requested by the application, and application approval by the Town Board, or its designee.
 - 4. A STR license shall be effective for one year. The annual licensing terms begins January 1st and ends December 31st the same year.
 - 5. A fully completed renewal application and renewal fee shall be filed with the Town Clerk at least forty-five (45) days prior to license expiration so that the Town Board or its designee, if required, has adequate time to consider the application. The renewal application shall include any updated information since the filing of the original application.
 - 6. Any changes in ownership of the property require a new license per Wisconsin Administrative Code §72.04(b) prior to obtaining a permit from the Town.
- C. An Owner may apply for a new license no less than 12 months after being revoked (see "Revocation" and "Revocation Process" sections below.)

Application and Permit Process

The Town, in collaboration with its Agent OSTR shall provide an easy, online way of getting and renewing a permit.

- A. The application shall include the following:
 - 1. Address and tax key of the residential dwelling.
 - 2. Names and addresses of the applicant, Owner of the dwelling, and promoter or sponsor.
 - 3. Copy of current DATCP rooming house license.
 - 4. Copy of DCTZC license.
 - 5. Name, address and phone number of the Owner and a designated operator for the property where such a distinction might occur.
 - 6. Proposed MAXIMUM occupancy for the dwelling.
 - 7. Proof of design capacity of POWTS to accommodate subsection (f) above.
 - 8. Copy of Town Good Neighbor standards. (consider DCTZC & other hosts Good Neighbor standards)-permit process.

9. Proof of casualty and liability insurance issued by an insurance company authorized to do business in the state of Wisconsin, identifying the property as used for rental, short-term or otherwise.

Operation of a Short-Term Rental

Each Short-term Rental shall comply with all of the following requirements:

- A. The Property Owner or his/her Resident Agent shall be accessible either directly or through the OSTR.
- B. No recreational vehicle, camper, tent, or other temporary lodging arrangement shall be permitted on site as a means of providing additional accommodations for paying guests or other invitees.
- C. If the property is not served by a public sanitary sewer, a private onsite wastewater treatment system (POWTS) in full compliance with this Ordinance and in accordance with Chapter 21 of the Door County Code shall serve the property.
- D. If the property is served by a POWTS, occupancy shall be limited to the number of occupants for which the POWTS was designed.
- E. Sufficient off-street parking shall be available to accommodate all vehicles on the Short-term Rental premises. Off-street parking shall be in compliance with Door County Comprehensive Zoning Ordinance, Chapter 7.
- F. Signage shall conform to applicable Town and Door County Ordinances.
- G. Rental dwellings shall be able to reasonably accommodate reliable telephone communications in case of emergency.
- H. Outdoor events including but not limited to, weddings, graduations, reunions and the like are limited to six (6) in a calendar year as per Door County Zoning §2.07(1)(a).

Property Rules

A copy of the State of Wisconsin tourist rooming house license and the Town STR license shall be posted on the property. Property rules shall be made available to the renters and shall include at a minimum the following information:

- A. Maximum occupancy of the property.
- B. Contact information for the designated operator.
- C. Where to park.
- D. Quiet hours of 10:00 p.m. to 7:00 a.m.
- E. Property Owner's policy regarding pets, if applicable.
- F. Outdoor burning regulations.
- G. Non-emergency contact information for law enforcement and fire.
- H. How to deal with existing POWTS, if applicable (location of high-water alarms, etc.).
- I. How to deal with waste and recyclables.

Revocation

A license, as issued, is subject to revocation if the Owner of the property fails to comply with the requirements of this Ordinance under the "three-strikes" policy as set forth in the Enforcement Section above.

Over and above the “three-strikes” policy, the Town Board has the authority to suspend, revoke, reject or non-renew a STR license or license application if the Board determines that the licensee:

- A. Has been convicted or whose Agent or renters have been convicted of engaging in illegal activity while on the STR premises; or
- B. Has outstanding fees, taxes, or forfeitures owed to the Town; or
- C. Has failed to adhere to Town and/or County Ordinances.

Revocation Process

The Town, at its discretion, shall:

- A. Notify the Owner of the property of any noncompliance.
- B. Determine whether the Owner has remedied the violation and shall schedule a license revocation hearing if the violation is not remedied.
- C. Notify the Owner and attempt to notify all property owners located within 150-feet of the property of the hearing date at least two weeks prior to the hearing.
- D. Hear written or verbal testimony from other affected parties at the time of the hearing.
- E. Provide its decision in writing to the Owner.

Fees

Permit fee schedule. The license application fees established by the Town of Liberty Grove Board of Supervisors shall correlate with the administrative and related costs involved with compliance monitoring. A schedule of the fees shall be made available for review.

Initial STR application fee.....	\$500
Renewal STR application fee.....	\$250
Late fee.....	\$100
Inspections (as necessary).....	\$100

Severability

If any portion of this Ordinance be declared invalid or unconstitutional by a court of competent jurisdiction, such a decision shall not affect the validity of any other provisions of this Ordinance.

Effective Date and Publication

This Ordinance shall become effective upon adoption and publication as required under § 60.80 Wisconsin Stats.

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

Motion to adopt: ____ Second: ____ Vote: Aye: ____ Nay: ____

I, Anastasia 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 Liberty Grove Town Board.

Dated this ____ day of ____ 2021.

Anastasia Bell, Clerk/Treasurer

Economic Development Committee

The mission of the Economic Development Committee is to accomplish the following while maintaining the rural character of Liberty Grove:

- Develop programs for existing businesses to ensure their continued economic viability.
- Meet with existing business leaders to exchange information relevant to their concerns and needs.
- Develop programs to create opportunities to attract new businesses.
- Meet with outside agencies and organizations to identify new ideas and sources for funding to support its initiatives.
- Review, suggest and prioritize programs related to the broadband and workforce housing.

Highway Committee

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.

Parks and Property Committee

To assist the Town Board and to facilitate the Town's Comprehensive Plan, the Committee provides leadership and guidance for the preservation and development of existing properties and future acquisitions. A quality park system is a source of community pride and economic benefit, showcasing the natural beauty and features of the Town and inviting all to experience public spaces with safe recreational opportunities.

Mariner's Park Project Development ad hoc Committee

To solicit input on the park project and assign costs to the proposed project that accords with the Town's 5-year budget process. This committee shall present a 5-year budget request and plan to the Parks and Property Committee.

Plan Commission Mission Statement

The mission of the Plan Commission, as an advisory body to the Liberty Grove Town Board and to the Door County Resource Planning Committee, and as a deliberative body, is to adhere to and promote the goals and objectives of the Town's Comprehensive Plan, by balancing land use, maintaining rural atmosphere, protecting environmental quality, and fostering employment opportunity while preserving the Town's scenic beauty and abundant natural resources.

Technology Committee

The mission of the Liberty Grove Technology Committee is to recommend to the Town Board feasible solutions that address technology-related needs identified by the Town and/or Community and determined to benefit the governing unit, businesses, and the community of the Town of Liberty Grove.