

**Town of Liberty Grove**  
**Minutes of the Town Board meeting on November 17, 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: 11/3/2021, Sp. Board 11/9/2021
5. Payment of bills
6. Treasurer's report
7. Public input
8. Door County North activities
9. Life, dental, and health insurance plans for full-time employees
10. Ord 9-21, Establish Procedures for the Liberty Grove Town Marina(s) and Town Launch Ramps
11. Ord 10-21, Administration of Liberty Grove Cemeteries
12. Ord 11-21, Regulating Short-Term Rentals
13. Refine research for Town-wide garbage service with designated funds
14. Excess Room Tax funds and budget application
15. Short-Term Rental License(s)
16. Correspondence
17. Future meetings
18. Adjourn

Chairman John Lowry called the meeting to order at 6:53pm. Supervisors Cathy Ward, Paul Schwengel, Janet Johnson, and Nancy Goss were present along with Administrator Walter Kalms, Clerk/Treasurer Anastasia Bell, Deputy Clerk/Treasurer Doug Curzon, and 4 members of the public via Zoom.

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

**Lowry moved, Goss second** to approve the minutes from the 11/3/21 Town Board meeting as corrected. Passed 5-0.

**Johnson moved, Lowry second** to approve the minutes from the 11/9/21 Special Town Board as presented. Passed 5-0.

**Payment of bills – Ward moved, Lowry second** to approve the payment of bills as presented, with a total of \$19,684.87. Passed 5-0.

**Treasurer's report** – Bell reported the following Town account balances as of October 29, 2021:

|                    |              |
|--------------------|--------------|
| Municipal Checking | 1,187,986.74 |
| Money market acct. | 649,092.63   |
| Checking           | 209,016.54   |
| Utility Dist.      | 585,958.46   |

As of October 29, 2021, total in all Town accounts was \$2,632,054.37. **Lowry moved, Ward second** to approve the Treasurer's report as presented. Passed 5-0.

**Public input** – None.

**Door County North** – Mickie Rasch reported that the membership renewal process continues, and the annual meeting went well.

**Life, dental, and health insurance** – Curzon reported on the premium increases and other plan options. Major facilities were identified on the coverage map for the other companies, but Door County providers were not specifically identified. **Lowry moved, Johnson second** to continue with Anthem health coverage with renewal of the current plan. Passed 5-0. **Lowry moved, Goss second** to continue with Delta Dental as the renewal was presented. Passed 5-0.

**Ord 9-21, Establish Procedures for the Liberty Grove Town Marina(s) and Town Launch Ramps** – Ward indicated the intent of the changes in section 8 is to alleviate kayaks occupying significant launch areas when they're not being used. **Lowry moved, Johnson second** to adopt Ordinance 9-21 as presented. Roll call vote with Schwengel, Lowry, Johnson, Goss, and Ward voting aye, no nays. Passed 5-0. The full ordinance can be viewed on the Town website or at the Town Hall.

**Ord 10-21, Administration of Liberty Grove Cemeteries** – Ward noted that the only exception for when items are allowed on graves is Memorial Day and Section 5 was modified to specifically include wreaths. Section 3 (O) (a) was modified to read "...immediately prior to care facility or campy residency to be eligible....". **Lowry moved, Johnson second** to adopt Ordinance 10-21 as corrected. Roll call vote with Ward, Lowry, Johnson, Schwengel, and Goss voting aye, no nays. Passed 5-0. The full ordinance can be viewed on the Town website or at the Town Hall.

**Ord 11-21, Regulating Short-Term Rentals** – The last line of license section (B)(1) was modified to read "The number of Town licenses required for any one Property Owner will be equal to the number of DCTZC licenses issued to that Property Owner in Liberty Grove." The last line of license section (B)(5) will read "...all information requested and identify changes since the previous application." **Lowry moved, Goss second** to adopt Ordinance 11-21 as adjusted. Roll call vote with Schwengel, Johnson, Lowry, Goss and Ward voting aye, no nays. Passed 5-0. The full ordinance can be viewed on the Town website or at the Town Hall.

**Town-wide garbage service** – Lowry requested the amount of funds for research be defined and that informational meetings will occur after the research is complete, prior to implementation. Johnson noted this cost will be minimal, she has the list and can review it differentiating commercial vs residential, and to identify the condominiums that will need to be asked if they want to transition or maintain their current operations.

**Room Tax funds and budget application** – Lowry noted the Fire Department may have an increased in maintenance costs and inquired if these funds could be set aside in a separate account for use by the Fire Department if needed. Johnson noted excess funds have been designated for a purpose at the end of each calendar year and this idea could be shared with the Village at the next Fire Board meeting since excess maintenance will be a split cost.

**Short-Term Rental License(s)** – the list of applications received was reviewed and the following was noted:

- Holding tanks don't typically have a bedroom design capacity because they just require more frequent emptying based on use.
- The State needs to change the definition of STRs. Currently they are defined as a residential use and in many cases they are really a commercial use.
- The owner could be required to reside at the location for a specified amount of time.
- Granicus performance evaluation should be discussed for services in 2022.

James Quick requested his application be approved since he has rentals booked for early 2022. **Johnson moved, Goss second** to approve the STR license for James & Lisa Quick at 448 Isle View Road. Passed 5-0.

**Correspondence** – The Dougherty amendments were approved by the County, Madsen has requested speed signs on Hill Road, and there are changes to the cyber insurance.

The next Town Board meeting will be Wednesday, December 1, 2021 via Zoom following the conclusion of the Personnel Meeting.

**Lowry moved, Johnson second** to adjourn at 8:33pm. Roll call vote with Ward, Lowry, Johnson, Schwengel, and Goss voting aye, no nays. Passed 5-0.

Respectfully submitted,  
Anastasia Bell, Clerk/Treasurer  
Approved at the 12/1/2021 Town Board meeting.