

TOWN OF LIBERTY GROVE PUBLIC MEETING

May Board Meeting

Date: Wednesday, May 4, 2022

Time: 7:00 PM

Place: Town Hall, 11161 Old Stage Road

Agenda:

1. Call to order
2. Declaration of a quorum followed by pledge of allegiance
3. Approve Agenda
4. Approve Minutes: 4/20/2022
5. Payment of bills
6. Administrator's report
7. Public Input
8. Presentation from Harmari STR (Zoom)
9. Request for Picnic Staging Business Operations in Town Parks
10. Liquor License for Dovetail Grill LLC
11. Liquor License for Door County Bakery LLC
12. Committee Appointments
13. Nsight RFP for Broadband Engineering Design
14. Town Facilities Assessment
 - a. Use of Encumbered funds
15. Ordinance 5-22, Mailbox Policy
16. Ordinance 6-22, Establishment of Speed Zone on Town Roads
17. Short-Term Rental License(s)
18. Operator License(s)
19. Adjourn to Closed Session per Wi. Stat. § 19.85 (1) (g): conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved – citation at 2199 Hill Road
20. Reconvene into Open Session
21. Action from Closed Session
22. Correspondence
23. Future meetings
24. Adjourn

All agenda items will include discussion and possible action. Deviation from listed order may occur

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

Anastasia Bell, Clerk/Treasurer

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
Minutes of the Town Board meeting on April 20, 2022
(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: 4/6/2022, Sp. Board 4/11/22
5. Payment of bills
6. Treasurer's report
7. Public input
8. Highway Committee Recommendation: 2022 Paving
9. Plan Commission Recommendation: Heartland-10 (HL10) District Text Amendment
10. Committee Appointments: Finance, Fire Board, Plan Commission
11. De Moulin HVAC Service Contract Renewal
12. Associated Appraisals Assessment Contract Renewal
13. STR Monitoring Service Contract
14. Disposition of Encumbered Funds intended for Garbage Service
15. Short-Term Rental License(s)
16. Correspondence
17. Future meetings
18. Adjourn

Chairman John Lowry called the meeting to order at 6:59pm. Supervisors Janet Johnson, Cathy Ward, Nancy Goss, and Dan Watts were present along with Administrator Walter Kalms, Clerk/Treasurer Anastasia Bell and 6 members of the public.

Goss moved, Ward second to approve the agenda as posted. Carried 5-0.

Goss moved, Johnson second to approve the minutes from the 4/6/22 Town Board meeting as presented. Carried 5-0.

Ward moved, Johnson second to approve the minutes from the 4/11/22 Special Town Board meeting as presented. Carried 5-0.

Payment of bills – Ward moved, Goss second to approve the payment of bills as presented with a total of \$33,329.70. Carried 5-0.

Treasurer's report – Bell reported the following Town account balances as of March 31, 2022:

Municipal Checking	1,701,691.78
Money market acct.	1,354,708.92
Checking	251,213.26
Utility Dist.	600,084.76

As of March 31, 2022, total in all Town accounts was \$3,907,698.72. **Lowry moved, Goss second** to approve the Treasurer's report as presented. Carried 5-0.

Public Input – None.

2022 Paving – Dale Steward, Highway Committee Chair, noted that Woodcrest will be split 50/50 with the Village and materials and cost were reasons why a bike lane was not possible in 2022. Kalms confirmed there are funds available in the "highway prep" and "highway capital" lines to cover the amount in excess of

the budget. **Lowry moved, Goss second** to accept the Highway Committee's recommendation for Northeast Asphalt to complete the 2022 paving. Carried 5-0.

Text Amendment, Heartland-10 – Chuck Scheckel, 2058 Wildwood Road, asked what is the benefit of this change? Jonathon Orrick, 11345 Wildwood Court stated his support of the text amendment because

it will fill a niche not currently being met for small service businesses. Karee Orrick, 11345 Wildwood Court stated her support of the text amendment because it may help the next generation return to the area and start their own businesses without initially purchasing retail space. Jim Robinson, 12747 Highway 42, stated his support of the text amendment because it will clean things up. Goss noted that this text amendment would correct the inconsistency/loophole due to the imbalance of residential areas since the population growth anticipated in 2000 has not been realized. This amendment is consistent with the comprehensive plan goals because Liberty Grove is the only municipality with HL-10 areas, it will unobtrusively increase employment opportunities due to the CUP application process, and the Town Plan Commission reviews CUP applications and can suggest conditions for the applicant. **Goss moved, Ward second** to petition the County for a text amendment to change the table of principal uses to allow Auto Repair (s. 4.04(5)) and Trade or Contractor Establishments (s. 4.04(7)) as conditional uses in the Heartland-10 districts. Goss noted that the commercial nature of STRs negatively affect the residential neighborhoods, but this is an issue with the State definition. Watts noted the original request was to rezone parcels to Countryside-10 which would have allowed other business that would negatively affected the character of Liberty Grove without any zoning permission. Carried 5-0.

Committee Appointments – Lowry moved, Goss second to appoint Cheryl Culver to the Plan Commission. Carried 5-0. **Lowry moved, Goss second** to appoint Cathy Ward and Dan Watts to Finance Committee and to remove Mike Repp. Carried 5-0. **Lowry moved, Goss second** to reappoint Paul Bokelmann and Bill Surbaugh to the Plan Commission. Carried 5-0.

De Moulin HVAC Contract – Kalms noted service has been prompt when necessary and the fire station has decreased because the equipment isn't used as often. **Lowry moved, Ward second** to approve the De Moulin Contract for routine maintenance. Carried 5-0.

Associated Appraisals Contract – Kalms noted the terms are the same and it is anticipated to increase \$500 per year. Johnson requested the office hours are consistent each month. **Lowry moved, Goss second** to approve the contract with Associate Appraisals. **Lowry moved, Ward second** to amend the motion to add "no" in 4f. Carried 5-0. The amended motion carried 5-0.

STR Monitoring Contract – Bell noted another company has provide preliminary pricing information. Paul Schwengel, 824 Top of the Thumb Lane, noted he was underwhelmed with the performance of Granicus. Goss noted the Town could monitor STRs in-house while information is gathered about monitoring companies. The license fees are modest, and funds could be reserved for attainable housing if a monitoring company is not selected.

Encumbered Funds for Garbage Service – Johnson moved, Ward second to allocate \$100,000 to Nsight Engineering design and \$265,534 into Capital Fire Equipment. Goss requested the Board create a list of Town-owned properties and prioritize the projects that have not been completed. Broadband is significant and will rely on borrowing. The encumbered funds may help to get a couple projects moving. Kalms will contact the two companies willing to assist with a facility evaluation.

Short-Term Rental License(s) – It was noted that Backes DTCAP information was received. **Goss moved, Lowry second** to approve short-term rental licenses for 11772 Humbug Road, 12733 State Highway 42, 1900 Hillside Drive, and 12717 Kenosha Drive. Carried 5-0.

Correspondence – Kalms reported the DNR received a riprap application for 12707 Highway 42, DCSW will treat invasive species on 4 Town properties, S&B Farms will complete DNR forms for farming operations on leased Town property, and WPS is working along roadways.

The next Town Board meeting will be Wednesday, May 4, 2022 at 7:00pm.

Lowry moved, Goss second to adjourn at 9:18pm. Carried 5-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

To The Town Of Liberty Grove Board Members,

In this note I hope to make clear to you my intention for operating Wicker Baskt out of the following Parks:

Sand Bay Town Park
Grand View Park
Host Memorial Park
Isle View Park
Fitzgerald Park

Thank you for your consideration.

What is Wicker Baskt?

Wicker Baskt is a luxury picnic company that offers guests a unique way to experience Door County. Working with local farmers, florists, artisan cheese shops, and other local businesses allows these picnics to truly be a representation of the best that Door County offers. On the following page you will find pictures that offer a deeper explanation of what a Luxury Picnic entails. You may also visit my website www.wickerbasktdc.com, instagram @wickerbaskt, or Facebook "Wicker Basket Door County."

Why is it important to you?

These picnics are meant to be something special. I am offering picnics in a range of settings, but it would be nothing without the intimate settings these parks provide. My personal motivation of showing visitors unique spots around Northern Door County they might not otherwise see for lunches, sunsets, or anything in between comes down to my love of this landscape. By anything in between, I mean engagements, dates with friends or a partner, and small gatherings (10 person max).

Tourism in Door County is continuing to grow, and people come back to sites where they've had magical experiences. Working on the Edith M. Becker, I hear this story every single day. My aim is to be a part of this growth, this force, and help shape it into the kind of future and community I am already a part of. By highlighting local artisan foods, introducing a select group of people to parks that they will continue to think fondly of over the years (and keep coming back to), all the while encouraging respect to these public spaces, I think it is an equal give and take opportunity to create for our community.

A few things to note:

These picnics are mobile. I set up, am in close proximity for the duration of the picnic, and I clean up. A motto I picked up from hiking around Utah was "leave no trace" and that has quickly become a motto I share with my picnickers. I have an LLC for this company and am insured for

catering. Every precaution I can take down to flameless candles has been taken to ensure the safety of each guest and the environment.

All picnic details including payment are done in advance, and there is no alcohol available for purchase. Considerations to respect the environment and public space are carefully detailed in writing before guests arrive.

I am happy to contribute to the wellbeing and longevity of the parks. I am not looking to take for my own personal gain. If there are events to clean up the parks, fundraisers or raffles to be a part of, or simply a donation based on each picnic held in the park, I am more than happy to create a symbiotic relationship.



WICKER BASKET

LUXURY PICNICS ON THE PENINSULA

Door County, WI

What is a Luxury Picnic?

Each Wicker Basket Luxury Picnic comes as a standard package that you can add onto based on your occasion. A standard picnic includes a seasonally decorated wooden table with stemware, small plates, cutlery, pillows for each guest, fresh flowers from Cedar Blue Flower Farm, a grazing board, & infused water.



TOWN OF LIBERTY GROVE

ORDINANCE 5-228-01

MAILBOX POLICY

The Town of Liberty Grove does hereby adopt the following standards and regulations for the placement of mailboxes in the road right of way of all Town roads:

Section I. Safety

- A. No mailbox or newspaper delivery box (hereinafter referred to as a “mailbox”) will be allowed to exist along a Town road right of way if it interferes with the safety of the traveling public or the function, maintenance, or operation of the Town road system. A mailbox installation that does not conform to the provisions of this policy is an unauthorized encroachment, and the owner will be requested to remove the mailbox.
- B. The location and construction of mailboxes shall conform to the rules and regulations of the U.S. Postal Service as well as the standards established by the Town of Liberty Grove. The Town of Liberty Grove standard for construction and installation of mailboxes is hereby adopted as per the attached sheet.

Section II. Standards for Materials and Placement of Mailboxes

- A. Supports: the following standards for mailbox supports will ensure that they break away on impact:
 - 1. Steel pipes must be 1½ inch inside diameter or less.
 - 2. Square wood supports must be 4 inches by 4 inches or less. Round wood posts should not be larger than 4 inches in diameter.
 - ~~3. Metal channel posts should not weigh more than 2 pounds per foot.~~
 - 3. Imbed mailbox supports no more than 24 inches into the ground. If imbedded in concrete, the concrete must be below the grade of the shoulder.
 - ~~4. Do not use anchor plates with metal posts. Anti-twist flanges are acceptable as long as they do not project more than 10 inches into the ground. These should be attached to the metal posts or pipe with 2 3/8 inch muffler clamps.~~
- B. Placement of any material around the mailbox post is prohibited per Town Ordinance ~~4-19, 2-96.~~

Section III. ~~Multiple~~ Installations.

- ~~A. Mount no more than four mailboxes on two supports. Separate the supports a distance apart, which equals three-quarters of the height of the post above ground. Such multiple mailboxes shall be 45 inches above the ground. The bottom of all mailboxes must be a minimum of 41 inches and a maximum of 45 inches above the asphalt pavement. Under no circumstances shall the roadside face of the mailbox project onto the usable shoulder or onto the traveled way of a Town road.~~
- B. ~~Multiple mailboxes shall be~~ supported by 2 posts at least 32 inches apart.

~~Section IV. Siting Mailboxes.~~

~~The bottom of all mailboxes must be 45 inches above the asphalt pavement. Under no circumstances shall the roadside face of the mailbox project onto the usable shoulder or onto the traveled way of a Town road.~~

~~Section IV. Lateral Placement.~~

- ~~A. The mailbox post location should be a minimum of 18 feet from the centerline of the Town road. If a turnout is needed to achieve the 18 feet, the turnout can be installed alongside the shoulder of the road by the homeowner. Ditch drainage must not be impaired by the installation of the turnout.~~
- C. The face of the mailbox shall be at least 36 inches from the edge of the pavement.
- D. The face of the mailbox is to be ~~offset~~ at least ~~8 to~~ 12 inches behind the edge of the shoulder of gravel roads ~~or turnout~~.
- E. Where there are guardrails, mailboxes should be installed behind the guardrails., ~~projecting enough for the mail carrier to reach them.~~
- F. In the event no shoulder exists due to a tree line or other obstacle, the face of the mailbox must be flush ~~or behind with~~ the tree line or obstacle ~~and must be readily visible and accessible.~~

~~Section IVI. Reflectors.~~

Pursuant to State Statute 346.41 (3), only blue reflectors can be attached to mailbox posts.

~~Section VIH. Diggers Hotline.~~

Prior to any digging, residents must first call Diggers Hotline to locate underground utilities at phone numbers ~~1-800-242-8511 or 811.~~

~~Section VIH. Policy.~~

Residents who follow these standards should reduce damage to their mailbox caused by flying snow and slush coming off the snowplow. The Town of Liberty Grove is not liable for damage done to any mailbox that is placed in the Town road right of way.

~~Section VIIIX. Implementation.~~

This ordinance shall take effect upon ~~adoption and publication proper passage and publication~~ according to law.

Adopted ~~at a regular meeting of th~~ Town Board of the Town of Liberty Grove, Door County, Wisconsin on this 4th ~~third~~ day of May, 2022. ~~October, 2001.~~

John Lowry, Town Chair

Attest: _____

Walter L. Kalms, Clerk Administrator

I, Anastasia P. Bell, Clerk/Treasurer of the Town of Liberty Grove, Door County, Wisconsin, hereby certify that the above is a true and correct copy of an ordinance adopted at a properly noticed, regular meeting, held on the 4th day of May 2022 by the Town Board of the Town of Liberty Grove, Door County, Wisconsin.

Dated this 4th day of May 2022.

Anastasia Bell, Clerk/Treasurer

**TOWN OF LIBERTY GROVE
ORDINANCE 6-22**

Establishment of Speed Zone on Town Roads

The Town Board of the Town of Liberty Grove, Door County, Wisconsin, does ordain as follows:

Section 1. Any previously established speed limit on Settlement Road is hereby rescinded.

Section 2. A traffic investigation having been made on the following described highway, the maximum permissible speed at which vehicles may be operated on said highway, which speed is herewith established as reasonable and safe pursuant to Section 349.11, Wisconsin State Statutes, shall be as set forth herein, upon the erection of standard signs giving notice thereof:

1. Town Roads, Town of Liberty Grove, Door County, Wisconsin. Forty-five miles per hour for all vehicles on the following specified Town roads:
 - a) Settlement Road from its intersection with State Highway 57 westerly to its intersection with Townline Drive.
 - b) Settlement Road from its intersection with Townline Drive easterly to its intersection with State Highway 57.

Section 3. Any person violating any provision of this ordinance may be fined not less than \$20 nor more than \$200.

Section 4. This ordinance shall become effective upon passage and publishing according to law.

Adopted at a regular meeting of the Liberty Grove Town Board on the 4th day of May 2022.

John Lowry, Town Chairman

I, Anastasia Bell, Clerk/Treasurer of the Town of Liberty Grove, Door County, WI. hereby certify that the above ordinance was adopted on the 4th day of May 2022, by the Town Board of the Town of Liberty Grove, Door County, Wisconsin.

Dated this 4th day of May 2022

Anastasia Bell, Clerk/Treasurer