

## TOWN OF LIBERTY GROVE PUBLIC MEETING

### July Board Meeting

**Date:** Wednesday, July 6, 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: 6/15/2022, 6/22/2022
5. Payment of bills
6. Administrator's report
7. Committee Reports: Highway, Plan Commission, Technology
8. Public Input
9. Ayres Associates Contract for Isle View Standpipe
10. Ayres Associates Contract for Facility Assessment
11. Broadband Engineering Design Proposals-FARR, Mi-Tech
12. WPS Joint Construction Project: E Door Bluff Rd, Garrett Bay Rd
13. Harmari STR Compliance Contract
14. Invasive Species Control Contract with Merjent
15. Schedule Public Meeting for HL-10 Zoning Use Changes
16. Liquor License for Door County Bakery LLC
17. Temporary Liquor License(s)
18. Short-Term Rental License(s)
19. Operator License(s)
20. Commercial Launch Pass(es)
21. Correspondence
22. Future meetings
23. 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 \*\**

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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 June 15, 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. Adjourn to closed session per Stat. 19.85 (1)(f): considering financial, medical, social, or personal histories or disciplinary data of a specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons which, if discussed in public, would likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations – “Class A” Liquor License, Operator License
5. Reconvene into Open Session
6. Announcements from Closed Session
7. Approve Minutes: 6/1/2022, Special Board 6/9/2022
8. Payment of bills
9. Treasurer’s report
10. Committee Reports: Economic Development, Fire Board, Parks and Property
11. Public input
12. Variance Application: Joseph & Judith Richardt – parcel 018-03-04322924H, setback from ordinary high water mark and setback from side lot line
13. Recycling Vendor for 2022 Recycling Day
14. Ordinance 9-22, Establishment of Speed Zone on Town Roads
15. Engineering proposal—Isle View standpipe—Ayes Associates
16. Liquor License for La Puerta Sister Bay, LLC
17. Liquor License Renewals
18. Operator License(s)
19. Temporary Liquor License(s)
20. Short-Term Rental License(s)
21. Commercial Launch Pass(es)
22. Correspondence
23. Future meetings
24. Adjourn

Chairman John Lowry called the meeting to order at 7:00pm. Supervisors Dan Watts, Janet Johnson, Nancy Goss, and Cathy Ward were present along with Administrator Walter Kalms, Clerk/Treasurer Anastasia Bell, and 4 members of the public.

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

**Lowry moved, Johnson second** to adjourn to closed session per Stat. 19.85 (1)(f): considering financial, medical, social, or personal histories or disciplinary data of a specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons which, if discussed in public, would likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations – “Class A” Liquor License, Operator License. Roll Call: Watts, Goss, Lowry, Johnson, and Ward voted aye, no nays. Carried 5-0.

**Lowry moved, Ward second** to reconvene into open session. Carried 5-0.

**Announcements** – None.

**Ward moved, Lowry second** to approve the minutes from the 6/2/22 Town Board meeting as presented. Carried 5-0.

**Johnson moved, Goss second** to approve the minutes from the 6/9/2022 Special Board meeting as presented. Carried 4-0-1 (Ward).

**Payment of bills – Johnson moved, Ward second** to approve the payment of bills as presented with a total of \$57,476.27. Carried 5-0.

**Treasurer’s report** – Bell reported the following Town account balances as of May 31, 2022:

|                    |              |
|--------------------|--------------|
| Municipal Checking | 1,669,336.01 |
| Money market acct. | 1,354,972.45 |
| Checking           | 174,935.06   |
| Utility Dist.      | 602,573.17   |

As of May 31, 2022, total in all Town accounts was \$3,801,696.69. **Lowry moved, Watts second** to approve the Treasurer’s report as presented. Carried 5-0

**Committee Reports** – John Lowry, Economic Development, reported that the committee is working to determine option available to for attainable housing on Town property. Nancy Goss, Fire Board, reported the auditor transition went well and the new truck process is underway. Cathy Ward, Parks and Property, reported kayak companies have been encouraged to launch swiftly and not block ramps, there is a new parks brochure, and the house and garage have been removed and grass planted at Mariner Park, and disc golf is to come at the Gills Rock Park.

**Public Input** – Kalms noted Ayres will tour facilities on 7/27 and 7/28. Ward noted that Liberty Grove has 181/1376 permits in the County, 475/5072 of the daily units and 15 new DCTZC permits in the last month.

**Richardt Variance parcel 18-03-04322924H** – Goss reported that the applicant started the planning process 3 years ago prior to water level changes and under the previous zoning administrator, while they didn’t meet the hardship criteria, there was confusion related to the zoning information they received. **Goss moved, Ward second** to recommend the variance to the County without comment or prejudice for parcel 018-03-0422924H. Johnson asked if the project could be done in another fashion without a variance and Goss indicated the applicant was reluctant to change their plans. Carried 5-0.

**2022 Recycling Vendor** – Curzon reported that the recycling vendor does not charge the municipalities. Andrew Gantman, Going Garbage, noted their costs are higher because they will have to take the items to an end processor. It was noted that there is not an illegal dumping problem at this time. **Johnson moved, Ward second** to use going Garbage for the 2022 Recycling Day vendor. Carried 5-0.

**Ordinance 9-22, Establishment of Speed Zone on Town Road** – **Lowry moved, Goss second** to adopt the ordinance as presented for Lakeview Road. Roll call: Ward, Lowry, Goss, Johnson, and Watts voted aye, no nays. Carried 5-0. The full ordinance can be viewed on the Town’s website or at the Town Office.

**Isle View Engineering Proposal** – Kalms reported that Ayres will evaluate the Isle View standpipe, culvert, and road and create a proposal. Most of the citizen responses to the letter have been in favor of a 6-inch raise. Concrete may be a better material, and this will likely go through an RFP process.

**La Puerta Liquor License** – **Johnson moved, Lowry second** to approve a combination Class B license for La Puerta Sister Bay, LLC as presented. Carried 5-0.

**Liquor License Renewals** – **Ward moved, Goss second** to approve the four “Class A” liquor and Class “A” Beer, the nine “Class B” liquor and Class “B” Beer, the two Class “B” Beer, the one Special “Class B” Winery, the three “Class C” wine, the one Temporary “Class B” Beer and one Temporary “Class B” wine licenses as presented. Carried 5-0.

**Operator License(s)** – Bell reported additions of Elizabeth Unkefer, Corrine Gersek, Juan Manuel Jauregui, Joseph Tachovsky, and Joseph Burlo to be working at La Puerta Sister Bay. **Johnson moved, Ward second** to approve the 39 operators as presented. Carried 5-0.

**Short-Term Rental License(s)** – **Goss moved, Ward second** to approved licenses for 12725 Timberline Road, 797 Isle View Road, 11269 Bay View Road, and 11996 Highway 42. Carried 5-0.

**Commercial Launch Pass(es) – Ward moved, Lowry second** to approve two commercial launch passes for Camp Zion. Carried 5-0.

**Correspondence** – Kalms noted the water is safe for all facilities, rip rap was approved adjacent to Mariner Park, and the DNR is now allowing trusts to be named owners of forestland properties.

A Special Board meeting was scheduled for Thursday, June 23, 2022 at 6:30pm to discuss broadband. The next regular Town Board meeting will be Wednesday, July 6, 2022 at 7:00pm.

**Lowry moved, Watts second** to adjourn at 8:33pm. Carried 5-0.

Respectfully submitted,  
Anastasia Bell, Clerk/Treasurer

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**Town of Liberty Grove**  
**Minutes of the Special Town Board meeting on June 22, 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. Fiber Project Agreement with Nsight-Northport PILOT Project
5. Broadband Engineering Design Proposals-FARR, Mi-Tech
  - a. Informational Meetings/Mailings
6. Harmari STR Compliance Monitoring Contract
7. Adjourn

Chairman John Lowry called the meeting to order at 6:30 pm. Supervisors Dan Watts, Janet Johnson, Cathy Ward, and Nancy Goss were present along with Administrator Walter Kalms, Clerk/Treasurer Anastasia Bell, and 7 members of the public.

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

**Northport PILOT Project** – Johnson received confirmation that the project costs are only Liberty Grove even though this will tie into the Island project. Kalms indicated there are several items legal staff would like added. It was the consensus to have the Town legal staff revise the agreement and submit it to Nsight for further review.

**Broadband Engineering Design** – Bob Webb, Nsight, noted that this project will require additional equipment and commuting time which directly increased the estimate. The final report will be Nsight specific, it will leverage current assets and be used to create a project cost for construction bids. Nsight is working to develop a clawback clause in the event of bankruptcy, corporate structure changes, or sale. It is the assumption that Nsight will be the partner for this project and assets will be transferred to them upon completion as the ISP. Andrew Gantman, Sister Bay, expressed concern with turning all assets over to Nsight, and asked if any other vendors were asked to install the fiber. Goss noted Frontier and Spectrum have only focused on densely populated areas, not Town-wide service in grant applications. Chuck Scheckel, Sister Bay, asked if the County has funds. Watts noted there may be State funds available in the next few years. Webb indicated Statutes §66.042 allow a municipality to build a neutral network which would exclude any currently serviced areas from funding requests. The Town would then need to become a public access network provider and have an agreement with WPS for make-ready information. The recent service price increases by Nsight is the first in several years and speed tests are typically limited by the equipment on site, not the network. Dave Studebaker, Ellison Bay, indicated that this process started over two years ago. Nsight is the first company willing to be the partner in providing town-wide service; investigating another company would create a 2-to-4-year delay. Nsight has the expertise we need to manage the construction processes with the understanding they may be able to recover some construction costs as the end ISP. Kalms noted that construction is the only portion that will require bids. Robert LeClair, Sister Bay, reported Frontier has a new CEO with a fiber focus and asked if Nsight is making plans for a local office to handle service calls. Johnson asked if Nsight would consider a return of funds based on the number of subscribers. Webb replied that this is the only model that has been developed by the Nsight legal team at this time; the asset will not be worth what it costs to install. The Town can have Nsight collect a video service fee from their customers with video services and the Sister Bay Cellcom office will be for service calls. It was the consensus that the

engineering study is the next step, and the loan payments can be accounted for during the 2023 budget process. **Lowry moved, Johnson second** to proceed with engineering design proposal from FARR. Roll call: Watts, Lowry, Goss, Johnson, and Ward voted aye, no nays. Carried 5-0. Webb requested the Board consider participating in a joint project with WPS on East Door Bluff Road and Garrett Bay Road. Participation will decrease the overall engineering and construction costs of the town-wide project.

**Broadband Informational Meetings** – Lowry indicated it is too early to schedule.

**Harmari STR Contract** – Kalms indicated the Town legal team is scheduled to review this. Goss asked if the current computer/internet is viable with their requirements. She stated the address identification and monitoring service are not currently desired. Ward noted there is a group that is working to identify renters that have caused issues.

**Lowry moved, Goss second** to adjourn at 8:40pm. Carried 5-0.

Respectfully submitted,  
Anastasia Bell, Clerk/Treasurer

## **2022 Invasive Species Treatment Quote**

- Merjent INC from Kaukauna will be treating four separate parcels for Japanese Knotweed located within the Town of Liberty Grove. These four parcels are located over two private properties, covering a total area of approximately 1.58 acres.
- The total project cost is \$1,216.60. Although the Town is to send payment to Merjent INC in this amount, the County will be sending the Town a reimbursement check in the amount of \$858.30 as part of the cost-share agreement, making the actual total cost to the Town only \$358.30. The cost to the Town in 2021 was approximately \$1750.
- The Town's cost responsibility has decreased considerably in 2022 due to the abundance of funding that the Door County Soil and Water Conservation Department (SWCD) has received. The abundance of funding has allowed the County to cover the cost of treating all of the other invasive species types found on private properties within the Town of Liberty Grove. This includes Phragmites, Teasel, and Wild Parsnip.
- The Town of Liberty Grove has participated in a cost-share program with the County since the Town passed its Noxious Weeds and Invasive Species ordinance in 2016 (Ordinance 7-16).

| Approved | Property Address       | Owner Name                      | Max Occupancy | POWTS Design Capacity | DATCP   | DCTZ    | Insured | Payment | Notes                            |
|----------|------------------------|---------------------------------|---------------|-----------------------|---------|---------|---------|---------|----------------------------------|
|          | 2751 Old Lime Kiln Rd  | Michael Lesselyong              | 6             | 2 BDRM                | YES     | YES     | YES     | YES     | All application requirements met |
|          | 12232 Blackberry Rd    | Don Corrmwell                   | 12            | 6 BDRM                | YES     | YES     | YES     | YES     | All application requirements met |
|          | 12647 Hwy 42           | 1st Property Mgmt Solutions LLC | 10            | 5 BDRM                | YES     | YES     | YES     | YES     | All application requirements met |
|          | 12727 Wisconsin Bay Rd | Amin/Caroline Setoodeh          | 6             | 3 BDRM                | YES     | YES     | YES     | YES     | All application requirements met |
|          |                        |                                 |               |                       |         |         |         |         |                                  |
|          | 2182 Seaquist Rd       | Michael/Judith Brodd            | 4             | 2 BDRM                | APPLIED | YES     | YES     | YES     | Missing application items        |
|          | 12444 Landin Lane      | Jeffrey MacDonald               | 8             | 4 BDRM                | YES     | APPLIED | YES     | YES     | Missing application items        |