

TOWN OF LIBERTY GROVE PUBLIC MEETING

September Board Meeting

Date: Wednesday, September 7, 2022

Time: 7:00 PM, or immediately following the conclusion of the personnel committee meeting

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: 8/17/22
5. Bertram Communications Fiber Project Proposal
6. Payment of bills
7. Administrator's report
8. Committee Reports: Highway, Plan Commission, Technology
9. Public Input
10. Modifications to Heartland-10 (HL10) District Zoning Amendment
11. Board of Commissioners of Public Lands Borrowing Resolution
12. Ordinance 10-22, Regulating Short-Term Rentals
13. Allocation of Room Tax to Non-Profit Groups
14. Advertise for Disposal of Buildings at Mariner Park
15. Short Term Rental License(s)
16. Correspondence
17. Future meetings
18. 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 August 17, 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: Sp. Board 7/27/22, 8/3/2022
5. Payment of Bills
6. Treasurer's Report
7. Committee Reports: Economic Development, Fire Board, Parks and Property
8. Public Input
9. Modifications to Heartland-10 (HL10) District Zoning Amendment
10. Recommendation from Parks & Property Committee: 11976 Highway 42 Property
11. Recommendation from Technology Committee: Phone System
12. Short-Term Rental License(s)
13. Correspondence
14. Future meetings
15. Adjourn

Chairman John Lowry called the meeting to order at 7:02pm. Supervisors Cathy Ward, Janet Johnson, and Dan Watts were present along with Administrator Walter Kalms, Clerk/Treasurer Anastasia Bell, and 2 members of the public.

Ward moved, Lowry second to approve the agenda as posted. Carried 4-0.

Johnson moved, Ward second to approve the minutes from the 7/27/22 Special Board meeting as presented. Carried 4-0.

Ward moved, Lowry second to approve the minutes from the 8/3/22 Town Board meeting as presented. Carried 4-0.

Ward moved, Lowry second to pay the bills as presented totaling \$27,645.81. Carried 4-0.

Treasurer's report – Bell reported the following Town account balances as of July 29, 2022:

Municipal Checking	1,562,272.04
Money market acct.	1,355,583.18
Checking	282,630.27
Utility Dist.	611,177.62

As of July 29, 2022, total in all Town accounts: \$3,811,663.11. **Johnson moved, Ward second** to approve the Treasurer's report as presented. Carried 4-0

Public Input – Ward asked if lines will be painted on Mink River Road; Kalms replied this is currently planned. Bell reported DOR has preliminarily approved the tax chargebacks filed by the Assessor, and all personal property taxes have been paid.

Committee Reports – John Lowry, Economic Development continues to discuss attainable housing. DCEDC is researching information for the next meeting, and prices may be available. Janet Johnson, Fire Board has recommended a 2023 budget draft to both municipalities and discussed a per call incentive versus an hourly wage increase. Cathy Ward, Parks and Property has ordered the Mariner Park sign and is waiting for a response from the Disc Golf Club.

HL10 Zoning Amendment – None.

11976 Highway 42 – Ward the recommendation is to sell the property. Kalms noted \$152,000 is invested, the septic may need replacing, the well is capped, and an appraisal would be necessary. Johnson noted commercial activity would be preferred, and the following were noted as options: food trucks,

laundromat, internet café, clinic, or a veterinarian. **Ward moved, Watts second** to pursue the process of evaluating the property with the intent to sell. Ward noted the proceeds could be used for housing. Kalms stated an Old Stage parcel was sold and the proceeds went towards Door Bluff Park. Ayres may have a suggestion after their facility tour. Watts pulled his second. The motion died for lack of a second. Mickie Rasch, Door County North, requested a specification sheet be created so the public can be made aware that the property is available.

Phone System – Kalms reported the Technology Committee recommended a new analog system and VOIP is not viable due to the current internet. The system in the Quantum proposal can be switched to VOIP when the internet access improves. **Watts moved, Lowry second** to accept the \$3,899.80 quote from Quantum for a new phone system. Kalms noted funds are available from the office, hall, and possibly Administrator 2022 budgets. Johnson requested the IT budget be considered. Carried 4-0.

Short-Term Rental License(s) – **Ward moved, Johnson second** to approve license for 11060 Beach Road. Carried 4-0.

Correspondence – Kalms reported a CUP hearing in Ephraim, WTA unit meeting will be at 12:00pm on 8/27/2022 at Washington Island, a motor home violation will be referred to the County and they have not taken action on the reported zoning violation on The Beach Road.

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

Lowry moved, Watts second to adjourn at 8:19:30pm. Carried 4-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer



BCPL State Trust Fund Loan Program Anticipated Schedule of Disbursements

Town of Liberty Grove
Worksheet # 05605688
Finance Broadband Engineering Study
\$500,000.00

Please tell us when you anticipate the need for loan funds:

Disbursement Date	Disbursement Amount

NOTE: Fill out this form using your best estimates as of the loan application date. ***This is not an actual disbursement form.*** We request this information to help us better manage the investment of State of Wisconsin Trust Funds. After your loan has been approved, you will receive a "Request for Loan Disbursement" form to request the actual distribution of funds.

Please return form to:

Board of Commissioners of Public Lands
PO Box 8943
Madison, WI 53708-8943

fax 608.267.2787
richard.sneider@wisconsin.gov

**STATE OF WISCONSIN
BOARD OF COMMISSIONERS OF PUBLIC LANDS
101 EAST WILSON STREET, 2ND FLOOR
POST OFFICE BOX 8943
MADISON, WISCONSIN 53708-8943**

APPLICATION FOR STATE TRUST FUND LOAN

TOWN - 20 YEAR MAXIMUM

Chapter 24 Wisconsin Statutes

TOWN OF LIBERTY GROVE

Date sent: August 22, 2022

Received and filed in Madison, Wisconsin:

ID # 05605688

RAS

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

TO: BOARD OF COMMISSIONERS OF PUBLIC LANDS

We, the undersigned town board of supervisors of the Town of **Liberty Grove**, in the County(ies) of **Door**, Wisconsin, in accordance with the provisions of Chapter 24 of the Wisconsin Statutes, do hereby make application for a loan of **Five Hundred Thousand And 00/100 Dollars (\$500,000.00)** from the Trust Funds of the State of Wisconsin for the purpose of **financing engineering study for town-wide broadband**.

The loan is to be continued for a term of **3** years from the 15th day of March preceding the date the loan is made. The loan is to be repaid in annual installments, as provided by law, with interest at the rate of **4.50** percent per annum.

We agree to the execution and signing of such certificates of indebtedness as the Board may prepare and submit, all in accordance with Chapter 24, Wisconsin Statutes.

The application is based upon compliance on the part of the Town with the provisions and regulations of the statutes above referred to, as set forth by the following statements which we do hereby certify to be correct and true.

The meeting of the Town Board of the Town of **Liberty Grove**, in the County(ies) of **Door**, Wisconsin, which approved and authorized this application for a loan was a regularly called meeting held on the 7th day of September, 2022.

At the aforesaid meeting a resolution was passed by a majority vote of the members of the Town Board approving and authorizing an application to the Board of Commissioners of Public Lands, State of Wisconsin, for a loan of **Five Hundred Thousand And 00/100 Dollars (\$500,000.00)** from the Trust Funds of the State of Wisconsin to the Town of **Liberty Grove** in the County(ies) of **Door**, Wisconsin, for the purpose of **financing engineering study for town-wide broadband**. That at the same time and place, the Town Board of the Town of **Liberty Grove** by a majority vote of the members, adopted a resolution levying upon all the taxable property in the Town, a direct annual tax sufficient in amount to pay the annual installments of principal and interest, as they fall due, all in accordance with Article XI, Sec. 3 of the Constitution and Sec. 24.66(5), Wisconsin Statutes.

A copy of the aforesaid resolutions, certified to by the clerk, as adopted at the meeting, and as recorded in the minutes of the meeting, accompanies this application.

A statement of the equalized valuation of all the taxable property within the Town of **Liberty Grove** certified to by the clerk, accompanies this application.

Given under our hands in the Town of **Liberty Grove**, County(ies) of **Door**, Wisconsin, this 7th day of September, 2022.

Chairman, Town of **Liberty Grove** (Signature)

Clerk, Town of **Liberty Grove** (Signature)

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

Chairman and supervisors, please sign in space provided and type or print name below the signature.)

	<u>OFFICER</u>	<u>ADDRESS OF EACH OFFICER</u>
1.	_____	<u>11587 Beach Road</u>
	Chairman (Signature)	
	<u>John Lowry</u>	<u>Sister Bay, WI 54234</u>
	Type or Print Name	
2.	_____	<u>12020 Timberline Road</u>
	Supervisor (Signature)	
	<u>Nancy Goss</u>	<u>Ellison Bay, WI 54210</u>
	Type or Print Name	
3.	_____	<u>11741 Humbug Road</u>
	Supervisor (Signature)	
	<u>Janet Johnson</u>	<u>Ellison Bay, WI 54210</u>
	Type or Print Name	
4.	_____	<u>1826 E Green Road</u>
	Supervisor (Signature)	
	<u>Cathrine Ward</u>	<u>Ellison Bay, WI 54210</u>
	Type or Print Name	
5.	_____	<u>931 Cottage Road</u>
	Supervisor (Signature)	
	<u>Danny Watts</u>	<u>Ellison Bay, WI 54210</u>
	Type or Print Name	

Town Board of Supervisors of the Town of **Liberty Grove**, County(ies) of **Door**, Wisconsin.

STATE OF WISCONSIN
County(ies) of **Door**

Personally came before me this 7th day of September, 2022, the above named persons known to me as the Town Board of Supervisors of the Town of **Liberty Grove**, in **Door** County, Wisconsin, and who are the persons who executed the foregoing application and acknowledged same.

Clerk (Signature)

Anastasia P. Bell
Clerk (Print or Type Name)

Town of **Liberty Grove**
County(ies) of **Door**, Wisconsin

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FORM OF RECORD

The following preamble and resolutions were presented by Supervisor _____ and were read to the meeting.

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the Town of **Liberty Grove**, in the County(ies) of **Door**, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of **Five Hundred Thousand And 00/100 Dollars (\$500,000.00)** for the purpose of **financing engineering study for town-wide broadband** and for no other purpose.

The loan is to be payable within **3** years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of **4.50** percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the Town of **Liberty Grove**, in the County(ies) of **Door**, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the Town of **Liberty Grove** by such loan from the state be applied or paid out for any purpose except **financing engineering study for town-wide broadband** without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the chairman and clerk of the Town of **Liberty Grove**, in the County(ies) of **Door**, Wisconsin, are authorized and empowered, in the name of the Town to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the Town pursuant to this resolution. The chairman and clerk of the Town will perform all necessary actions to fully carry out the provisions of Chapter 24 Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this Town forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

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STATE OF WISCONSIN

County(ies) of **Door**

I, Anastasia P. Bell, Clerk of the Town of **Liberty Grove**, County(ies) of **Door**, State of Wisconsin, do hereby certify that the foregoing is a true copy of the record of the proceedings of the Town Board of the Town of **Liberty Grove** at a meeting held on the 7th day of September, 20 22, relating to a loan from the State Trust Funds; that I have compared the same with the original record thereof in my custody as clerk and that the same is a true copy thereof, and the whole of such original record.

I further certify that the Town Board of the Town of **Liberty Grove**, County(ies) of **Door**, is constituted by law to have 5 members, and that the original of said preamble and resolutions was adopted at the meeting of the Town Board by a vote of _____ ayes to _____ noes and that the vote was taken in the manner provided by law and that the proceedings are fully recorded in the records of the Town.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of the Town of **Liberty Grove** this 7th day of September, 20 22.

Clerk (Signature)

Anastasia P. Bell

Clerk (Print or Type Name)

Town of **Liberty Grove**

County(ies) of **Door**

State of Wisconsin

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

Supervisor _____ moved adoption of the foregoing preamble and resolutions.

The question being upon the adoption of the foregoing preamble and resolutions, a vote was taken by ayes and noes, which resulted as follows:

1.	Chairman	<u>John Lowry</u>	voted	_____
2.	Supervisor	<u>Nancy Goss</u>	voted	_____
3.	Supervisor	<u>Janet Johnson</u>	voted	_____
4.	Supervisor	<u>Catherine Ward</u>	voted	_____
5.	Supervisor	<u>Danny Watts</u>	voted	_____

A majority of the Town Board of the Town of **Liberty Grove**, in the County(ies) of **Door**, State of Wisconsin, having voted in favor of the preamble and resolutions, they were declared adopted.

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STATE OF WISCONSIN
 COUNTY(IES) OF **Door**
 TO: THE BOARD OF COMMISSIONERS OF PUBLIC LANDS

I, Anastasia P. Bell, Clerk of the Town of **Liberty Grove**, County(ies) of **Door**, State of Wisconsin, do hereby certify that it appears by the books, files and records in my office that the valuation of all taxable property in the Town of **Liberty Grove** is as follows:

EQUALIZED VALUATION FOR THE YEAR 20 22 * \$ 1,309,636,500

* Latest year available

I further certify that the whole existing indebtedness of the Town of **Liberty Grove**, County(ies) of **Door**, State of Wisconsin, is as follows: (list each item of indebtedness):

NAME OF CREDITOR	PRINCIPAL BALANCE (EXCLUDING INTEREST)
<u>Associated Bank</u>	<u>\$ 925,000.00</u>
<u>Nicolet National Bank</u>	<u>\$ 165,410.77</u>
<u></u>	<u>\$</u>
<u></u>	<u>\$</u>
<u></u>	<u>\$</u>
<u></u>	<u>\$</u>
<u></u>	<u>\$</u>
<u></u>	<u>\$</u>
TOTAL INDEBTEDNESS:	<u><u>\$ 1,090,410.77</u></u>

Clerk (Signature)

Anastasia P. Bell

Clerk (Print or Type Name)

Clerk in the Town of **Liberty Grove**

County(ies) of **Door**, Wisconsin

September 7, 20 22

Date

THE TOTAL INDEBTEDNESS, INCLUDING THE TRUST FUND LOAN APPLIED FOR, MAY NOT EXCEED 5% OF THE VALUATION OF THE TAXABLE PROPERTY AS EQUALIZED FOR STATE PURPOSES. (Sec. 24.63(1), Wis. Stats., 1989-90)

RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY

TOWN OF LIBERTY GROVE
ORDINANCE 810 – 22
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:

All previous ordinances regulating short-term rentals [“STR” or “STRs”] are hereby rescinded, to be replaced by this ordinance.

Purpose

The Town of Liberty Grove recognizes the State-imposed limitations on local regulation of STRs (see 2017 Wisconsin Act 59). The following Town Ordinance complies with the STR portion of Act 59.

The purpose of this Ordinance is to balance the interests of property owners to use their property as 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 DCTZC “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. 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.
 - 2. 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.
 - 3. A STR license shall be effective for one year. The annual licensing terms begins January 1st and ends December 31st the same year.
 - 4. 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 all information requested and identify changes since the previous application.
 - 5. 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. Property Identification number(s) for all utilized marketplace platforms.
 - 3. Name, address, phone number and email address of the Owner and Agent for the property where such a distinction might occur.
 - 4. Copy of current DATCP rooming house license.
 - 5. Copy of DCTZC license.
 - 6. Proposed MAXIMUM occupancy for the dwelling.
 - 7. Proof of design capacity of POWTS to accommodate subsection D under definitions.
 - 8. 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 or holding tank 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 or holding tank 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, before the Town Board, if the violation is not remedied immediately.
- 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 before the Town Board.
- D. Hear written or verbal testimony from other affected parties at the time of the hearing before the Town Board.
- 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.....	\$250
Renewal STR application fee.....	\$150
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 18th 7th day of May September, 2022.

Motion to adopt: Ward Second: Watts Vote: Aye: 3 Nay: 0

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 18th 7th day of May September, 2022 by the Liberty Grove Town Board.

Dated this 18th 7th day of May September, 2022.

Anastasia Bell, Clerk/Treasurer

Gravel & Machine/Labor Costs for Woodcrest Road Improvement Project with Sister Bay – Kalms reported the Village representative has indicated they would like to work together on Woodcrest. The estimated cost is \$96,000 for each municipality. **Johnson moved, Ward second** to sell gravel and machine and labor costs to Sister Bay for preparing Woodcrest Road for improvements. Passed 5-0.

WWTP Settlement funds – Lowry confirmed that \$115,534.00 was received for the Larson Property and \$250,000.00 was received for the WWTP settlement.

Joint News Release – **Lowry moved, Johnson second** to proceed with the joint news statement as provided by the Village. Passed 5-0.

Encumber Funds for Capital Improvement project(s) – **Lowry moved, Ward second** to encumber \$100,133.50 for Mariner Park capital, \$100,133.50 for Womens Club building capital, \$100,133.50 for the former Val-A property capital, and \$65,133.50 for Broadband capital. Lowry noted these projects would be a transparent use of the funds. Goss noted the Town would need to pay for the 1st year of garbage service and then the fee would be added to tax bills. Johnson noted these funds provide the opportunity for the Town to pay the 1st year of garbage service without impacting the budget. Schwengel noted garbage service is an item all residents can realize, the capital accounts listed are specific areas of the Town. **Ward pulled the second.** Motion failed for lack of a second.

2022 Projected Room Tax revenue – Ward stated she estimates 2022 room tax revenue to be \$153,800 due to the tax percent increase. The funds for the administrative costs of DCTZC will need to be paid up front and will be reimbursed to the Town and will have statutory spending restrictions.

Non-Profit Request Maximum – **Schwengel moved, Ward second** to put 90% of room tax revenue funds collected towards statutorily approved donation requests received from community and non-profit groups. Passed 5-0.

Expenditure of Additional Projected Room Tax Funds – **Johnson moved, Goss second** to join Bay-Lake Regional Planning with the excess room tax revenue in 2021. Roll call vote with Schwengel, Johnson, Goss, Ward, and Lowry voting aye, no nays. Passed 5-0.

Short-Term Rental License(s) – Bell noted there are several questions and concerns from applicants. Goss requested to discuss Granicus at a future meeting and the Ordinance at the next meeting.

Correspondence – Thank you from MS Society for Womens Club rental, Carl Madsen requested speed reduction ahead signs and has gravel in the ROW. The WTA meeting will 11/18/21 in Sturgeon Bay

Lowry moved, Goss second to adjourn at 9:07pm. Passed 5-0.

Respectfully submitted,

Anastasia Bell, Clerk/Treasurer

Approved at the 11/17/2021 Town Board meeting.

Town of Liberty Grove
Sale/Removal of Buildings

The Town of Liberty Grove has the following buildings for sale: small cinder block (northern area of property), net shed with walk-in cooler, small gray building, and a large cinder block building located at 12695 STH 42 in Gills Rock. The buildings are to be removed in their entirety from the parcel. The sale price is for each building and no part of the underlying land will be sold. These buildings are being sold, and the buyer will accept the buildings in "AS IS" condition without any representation or warranty express or implied. Removal to be accomplished by December 31, 2022. The failure to remove the buildings by that date will make the sale voidable at the option of the Town. Removal and all associated costs and fees are the responsibility of the successful buyer. Buyer agrees to indemnify and hold the Town harmless against any claims of loss or damage resulting from the removal of the buildings, without limitation. This agreement shall be governed by the laws of the state of Wisconsin. Deadline for submission of sealed bids is 4 pm September 20, 2022 to the Town office at 11161 Old Stage Road, Sister Bay WI. 54234. Bids received after that time shall be rejected. Bids to be opened at a Town Board meeting beginning at 7 pm on September 21, 2022. Bids shall be accompanied by a payment to "Town of Liberty Grove" in an amount of \$1,000, by cash or cashier's check, to be returned after removal of the building or rejection of the bid. The payment will be forfeited if the buyer fails to remove the building by December 31, 2022. Certificate of insurance reasonably satisfactory to the Town shall be provided from the moving entity prior to the beginning of the move. Appointments can be made to inspect the buildings by calling the Town office (920) 854-2934 or emailing tlibertygrove@gmail.com. The Town of Liberty Grove reserves the right to accept or reject any bids it deems to be in the best interest of the Town.

For the Liberty Grove Town Board,
Walter L. Kalms, Administrator

Approved	Property Address	Owner Name	Max Occupancy	POWTS Design Capacity	DATCP	DCTZ	Insured	Payment	Notes
	1575 Hill Rd	Cardinal Woods of DC	6	3 BDRM	YES	YES	YES	YES	All application requirements met
	11313 Beechwood Rd E	Tom/Lindsay Borkovetz	12	6 BDRM	YES	YES	YES	YES	All application requirements met