

TOWN OF LIBERTY GROVE PUBLIC MEETING

March Board Meeting

Date: Wednesday, March 15, 2023

Time: 6:30 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. 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 – Short Term Rentals
5. Reconvene into open session
6. Announcements from closed session
7. Approve Minutes: 3/1/2023
8. Public Input
9. Gibraltar Area School Presentation: 2023 Referendum
10. Payment of Bills
11. Treasurer's Report
12. Future Mariner Park Development Plan of Action
13. Dates for 2023 Open Book and Board of Review
14. Ordinance __-23, Appointment of Alternate Members of Board of Review
15. Highway Committee Recommendation: Juice Mill Lane Right-of-way
16. Highway Committee Recommendation: Paving 2023
17. Capital Improvements: Patrol truck replacements
18. Short-Term Rental License(s)
19. Correspondence
20. Future meetings
21. Adjourn

***Report items will not be discussed or voted on, all other agenda items may 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 March 1, 2023
(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: 2/15/23
5. Public Input
6. Destination Door County Presentation: Community Investment Fund
7. Payment of bills
8. Administrator's report
9. Crushing of gravel: compare quotes and award contract
10. Liquor License for Yacht Works Inc.
11. Recycling Day Shredding Quote
12. Short Term Rental License(s)
13. Correspondence
14. Future meetings
15. Adjourn

Chairman John Lowry called the meeting to order at 7:00pm. Supervisors Janet Johnson, Cathy Ward, Dan Watts, and Nancy Goss were present along with Administrator Walter Kalms, Clerk/Treasurer Anastasia Bell and 9 members of the public.

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

Johnson moved, Ward second to approve the minutes from 2/15/23 as corrected. Carried 5-0.

Public Input – Marc Savard, requested the boring under a road fee be refundable if there is no damage found to the road.

Destination Door County (DDC) – Jon Jarosh and Julie Gilbert noted the Community Investment Fund is a partnership with Door County Community Foundation. There are five priorities which will be considered during application review. Informal application assessments are encouraged before submission. A request that extends a visitor stay may qualify and there is no time restriction as to when the stays must occur. The goal is to expand ideas and collaborate. Municipal reimbursement funds from DDC can be used as the Town's matching funds. The program can only fund projects and/or phases of projects that have not been started prior to applying. This fund is for tourism, not for workforce housing. Juliana Behme, Door County Tourism Zone Commission (DCTZC), provided information regarding their website updates. The site will tie into municipal websites so owners can retrieve all necessary forms.

Goss moved, Ward second to approve payment of bills as presented totaling \$43,472.97. Carried 5-0.

Administrator – Kalms reported the primary election turnout was significantly higher than anticipated, equipment procurement may be opening, the audit is complete, Mariner Park quotes will be discussed soon, legal staff have reviewed the STR ordinance, Fish and Wildlife met today about cormorants, the DNR will meet on 4/18/23 for the Isle View standpipe and they will survey the endangered species on Europe Lake Road in June, and the Board may need to meet regarding the treatment plant agreement.

Crushing Gravel – Kalms reported the current vendor does great work, but it has been challenging to get him on site in a timely manner. 30,000 ton will be enough for two years of road work. \$120,000 is currently in the crushing budget with road prep funds available if needed. **Ward moved, Goss second** to approve quote #2 for crushing in the amount of \$145,500.00. Carried 5-0.

Yacht Works Liquor License – Bell reported Yacht Works would like to sell sealed alcohol from a small building near their dock. Sam Forkert stated the focus will be boaters since there are not many restaurants near the water remaining. Johnson noted all persons selling alcohol will need to be licensed

operators. **Ward moved, Goss second** to approve the original application for Class A liquor and beer license for Yacht Works, Inc. Carried 5-0.

Recycling Day – Lowry moved, Ward second to proceed with shredding quote in the amount of \$2,200.00 for the 2023 recycling day. Carried 5-0

Short-Term Rental License(s) – Lowry moved, Ward second to approve licenses for 971 & 973 Cottage Road, 1910 Hillside Dr, 1697 Wildwood Rd, and 1533 Ranch Lane. Carried 5-0.

Correspondence – Kalms reported Legislative days is April 19th and 20th, DCEDC is accepting nominations for their annual meeting awards, and FARR Technologies has been sighted in the area.

The next Board meeting will be Wednesday, February 15, 2023, immediately following the Sanitary District Committee meeting which is scheduled to start at 6:45pm.

Lowry moved, Goss second to adjourn at 8:18pm. Carried 5-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer



2023 REFERENDUM INFORMATION

WHAT IS ON THE APRIL 4th BALLOT?

Shall the School District of Gibraltar Area, Door County, Wisconsin be authorized to issue pursuant to Chapter 67 of the Wisconsin Statutes, general obligation bonds in an amount not to exceed \$29.8 million for the public purpose of paying the cost of a District-wide school facility improvement project at the school building and site consisting of: renovations, safety and security, building infrastructure and building systems improvements; construction of additions for classrooms, offices and a replacement gymnasium; removal and replacement of older portions of the school building; site improvements; and acquisition of furnishings, fixtures and equipment.

WHY PROPOSE A REFERENDUM NOW?

- In developing recommendations, the district and board evaluated seven options to address the limitations and areas of need to realize a collective short- and long-term facility solution for the district.
- The district is soliciting feedback through planning and design meetings from community members, teachers, and students, therefore empowering these groups to help shape the future of education and optimize our school learning environments.
- An important goal of the current plan is to avoid displacing students and teachers in portable classroom trailers.
- There is no capital referendum option in Fall 2023; April 2023 is the preferred option to delaying until April 2024.*
- Delaying the referendum is limiting the school board to address urgent maintenance needs.

LONG-RANGE FACILITY MASTER PLANNING PROCESS HIGHLIGHTS

Summer 2022

Completed Facility Assessment

Fall 2022

Board Toured Other School Districts' Facilities

Explored 7 Options from Maintenance Only to New Construction

December 2022

Preliminary Proposal Presented to Board

January 2023

Board Adopted Resolution for \$29.8M Referendum

January-March 2023

Community Information Sessions and Community Planning and Design Meetings

April 4, 2023

Vote!

Summer 2024

Start Construction

Summer 2026

Construction Complete

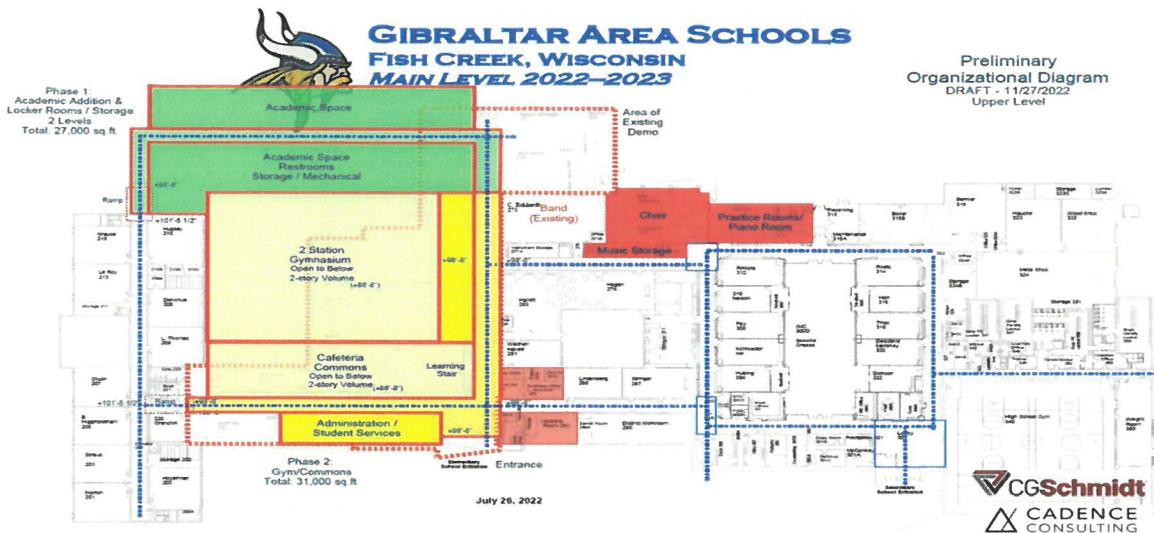
**Assembly Bill 268 (AB 268) requires school districts to initiate capital referendum votes during spring and fall general elections. The fall general election occurs only in even-numbered years, thus delaying the process until April 2024.*

FOR MORE INFORMATION

VISIT www.gibraltar.k12.wi.us/domain/1404

CALL Brett Stousland at 920-868-3284 x215

EMAIL bstousland@gibraltar.k12.wi.us



WHAT IS THE ESTIMATED IMPACT TO TAXPAYERS?

The District works very hard to use taxpayers' money responsibly. In fact, our mill rate is one of the lowest in the state. If the referendum were to pass, the average increase over the life of the loan will be \$0.19 per \$1,000 of fair market property value.

\$29,800,000 REFERENDUM AMOUNT ↓ \$0.19 per \$1,000 fair market property value	\$200,000 FAIR MARKET PROPERTY VALUE		\$300,000 FAIR MARKET PROPERTY VALUE	
	Estimated Annual Impact	\$38.00	Estimated Annual Impact	\$57.00
	Estimated Monthly Impact	\$3.17	Estimated Monthly Impact	\$4.75
	 11¢ PER DAY		 16¢ PER DAY	

GET OUT AND VOTE!

Please note: April 4th is the spring election day, which occurs during the district's spring break (April 1-9). Absentee voting and early, in-person voting are also available options. Absentee ballots can be requested anytime; the last day to request an absentee ballot is March 30th. Absentee ballots must be submitted by 8:00 PM on April 4th. Early, in-person voting will take place from March 21st to 31st.

Please check your voter registration status, register to vote if needed, and find your polling place at myvote.wi.gov.

WANT TO LEARN MORE?

PUBLIC INFORMATION SESSIONS: PLANNING & DESIGN MEETINGS:

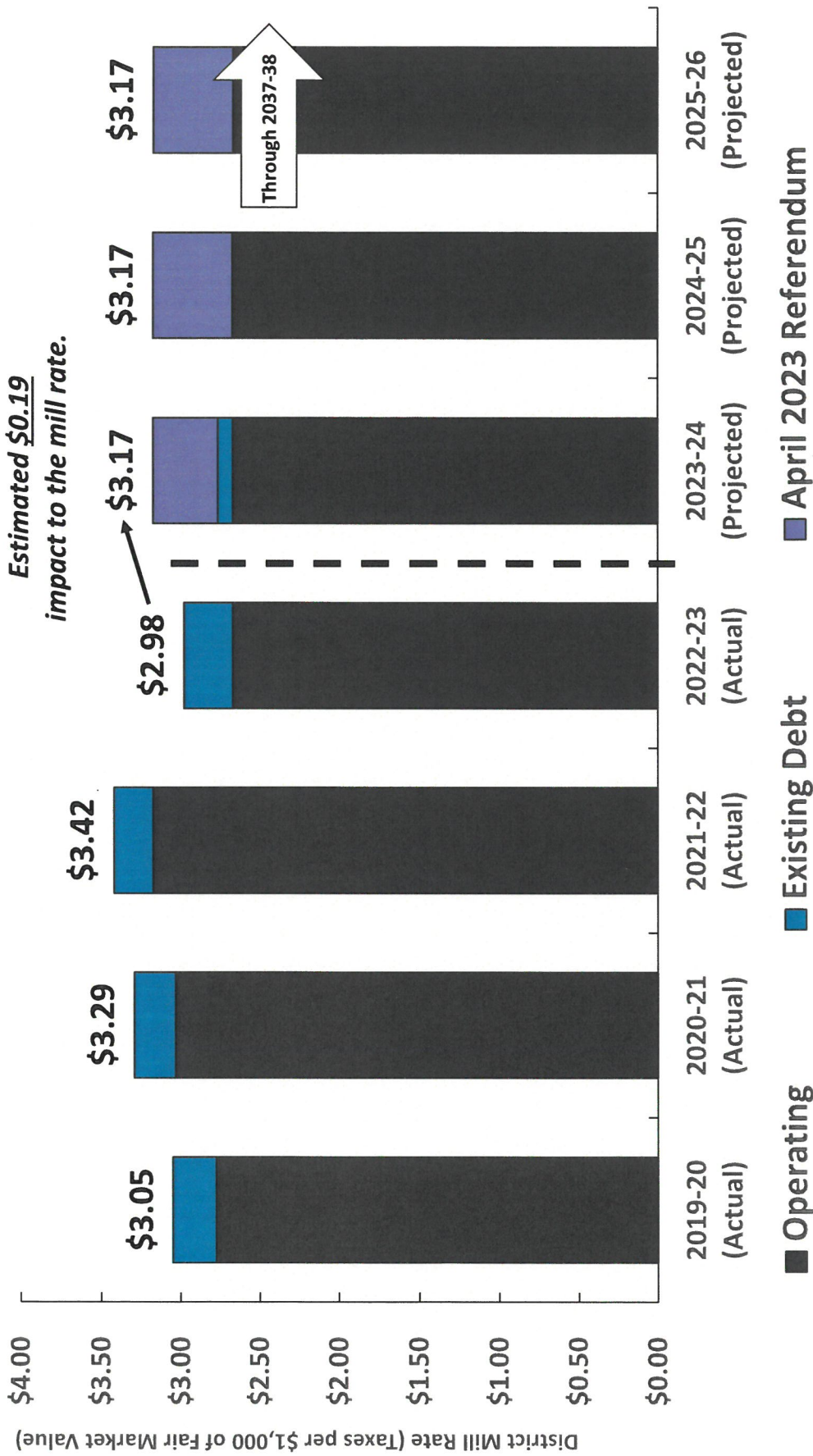
February 20, 2023
6:00 PM, IMC - Secondary School
March 9, 2023
6:00 PM, IMC - Secondary School
March 15, 2023
5:00 PM, IMC - Secondary School

February 22, 2023
6:00 PM, IMC - Secondary School
March 8, 2023
6:00 PM, IMC - Secondary School
March 22, 2023
6:00 PM, IMC - Secondary School



School District of Gibraltar Area

Historical Mill Rate



Mill rate based on 2022 Equalized Valuation (TID-OUT) of \$4,813,671,310 with annual growth of 5.00% in 2023, 4.00% in 2024, 3.00% in 2025 and 0.00% thereafter.
 Impact represents hypothetical change in mill rate for referendum debt service over the 2022-23 mill rate of \$0.31. Assumes the mill rate for operating purposes is flat from 2022-23 and thereafter.
 Note: Planning estimates only. Significant changes in market conditions will require adjustments to current financing plan. Rates subject to change.

Liberty Grove Sanitary District
3/15/2023 Meeting

Name of Payee	Description of bill	Amount
WPS	Lift Station electric	\$ 196.37
	Monthly Lift Station Flushing, Electric, Meter software,	
Sister Bay Utilities	HydroCorp, Billing software	\$ 136.51
Town of Liberty Grove	2022 Audit	\$ 5,005.00
TOTAL		\$ 5,337.88

Liberty Grove Utility District #1

	2023	2022
Checking account		
Balance as of January 31,	\$ 59,570.61	\$ 70,631.83
Add Deposits	\$ 10,636.71	\$ 11,603.36
Less Disbursements	(\$7,609.08)	(\$859.18)
Add Interest	\$ 45.10	\$ 1.71
Balance as of February 28,	<u>\$ 62,643.34</u>	<u>\$ 81,377.72</u>
Savings account		
Balance as of January 31,	\$322,786.76	\$290,907.94
Add deposits	\$ -	\$ -
Less Disbursements	\$ -	\$ -
Add Interest	\$ 611.61	\$ 11.16
Balance as of February 28,	<u>\$ 323,398.37</u>	<u>\$ 290,919.10</u>
Savings Restricted account		
Balance as of January 31,	\$ 96,000.41	\$ 71,631.30
Add Deposits	\$ 2,228.02	\$ 6,525.06
Less Withdrawals	\$ -	\$ -
Add Interest	\$ 36.97	\$ 1.79
Balance as of February 28,	<u>\$ 98,265.40</u>	<u>\$ 78,158.15</u>
North Shore Bank CD (23 months Closed 7/18/2022)	\$ -	\$ 149,963.56
Nicolet Bank CD (90 days ending 11/2022)	\$ -	\$ -
Nicolet Bank CD (90 days ending 5/2023)	\$ 150,440.36	\$ -
Balance as of February 28,	<u>\$ 634,747.47</u>	<u>\$ 600,418.53</u>

Town of Liberty Grove balance as of February 28,	2023	2022
1 Municipal Checking account	4,784,449.48	4,471,447.27
Transfer from Checking	3,600,000.00	3,500,000.00
Early Tax Collections	1,301,665.74	1,048,837.85
Municipal Services Fee	1,155.23	1,155.23
Interest (1.00%)	2,268.01	173.20
Balance as of February 28,	2,489,538.46	2,021,613.55
2 Money Market Acct.	1,478,631.17	1,354,599.43
Transfer from Checking	-	-
Interest (2.50%)	2,801.70	51.96
Balance as of February 28,	1,481,432.87	1,354,651.39
3 Checking Acct.	163,168.04	206,453.88
Plus deposits and transfers	3,670,299.14	3,528,996.88
Less FICA	13,776.57	10,554.64
Less State withholding	1,489.67	1,547.74
Less payroll	26,774.32	29,193.94
Less disbursements	3,653,890.50	3,430,869.03
Balance as of February 28,	137,536.12	263,285.41
4 Utility District Checking	62,643.34	81,377.72
Utility District Savings	323,398.37	290,919.10
Utility District Restricted Savings	98,265.40	78,158.15
North Shore Bank CD (23 months ending 07/17/2022)	-	149,963.56
Nicolet Bank CD (3 months ending 11/16/2022)	-	-
Nicolet Bank CD (6 months ending 5/04/2023)	150,440.36	-
Balance as of February 28,	634,747.47	600,418.53
Municipal Checking	2,489,538.46	2,021,613.55
Money Market Acct.	1,481,432.87	1,354,651.39
Checking	137,536.12	263,285.41
Utility Dist.	634,747.47	600,418.53
As of February 28, 2023, the total in all Town accounts is:	4,743,254.92	4,239,968.88

Board of Review Initial Meeting (to be adjourned): Wednesday, May 17, 2023 6:30pm

Open Book (in-person appointments): Tuesday, August 22, 2023 10:00am – 2:00pm

Open Book (phone appointments): Wednesday, August 23, 2023 10:00am – 4:00pm

Board of Review: Wednesday, September 6, 2023 1:00pm – 3:00pm (or later if needed)

**TOWN OF LIBERTY GROVE
ORDINANCE 4-22**

APPOINTMENT OF ALTERNATE MEMBERS OF BOARD OF REVIEW

Whereas, 1997 Wis. Act 237 has amended the procedures for Board of Review commencing in the year 2000, and

Whereas, one of the changes to Sec. 70.47 of Wis. Statutes authorizes the removal of board of review members for individual cases under specific circumstances, and

Whereas, Sec. 70.47(6m) (c) authorizes the appointment of alternate members to serve on the board of review when standing members are removed from individual cases;

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

1. Adoption

Pursuant to Section 70.47(6m) (c) and Sec. 70.46(1) of Wis. Statutes the Town Board hereby provides for the appointment of alternates to serve on the Town Board of Review in the event a standing board member of the Board of Review is removed or unable to serve for any reason.

2. Appointments

The following electors of the Town of Liberty Grove are hereby named as alternates in the order indicated to serve as alternate board of review members:

Alternate 1: Julie Kingsbury
Alternate 2: Yvonne Dwonch
Alternate 3: Walter Kalms

3. Effective Date

The appointments made in this ordinance are for the year 2022 Board of Review proceedings and are effective upon posting as provided by law.

Adopted at a meeting of the Liberty Grove Town Board on the 15th day of March, 2023. _____ moved, _____ second, passed _____ ayes, _____ nays.

I, Anastasia Bell, Clerk/Treasurer for the Town of Liberty Grove, hereby certify that the above ordinance was adopted at a legally noticed meeting of the Liberty Grove Town Board on March 15, 2023.

Anastasia Bell, Clerk/Treasurer

TOWN OF LIBERTY GROVE REQUEST FOR BIDS

Notice is hereby given that the Town of Liberty Grove is soliciting bids/quotes for the following in 2023:

Compact and pave with hot mix asphalt, compacted to the listed thickness:

Cedar Dell(gravel), Garrett Bay to end, 0.54 mile, +turnaround, 20 ft. wide, 3.0"

Beach Trail(gravel), Cedar Dell to end, 0.17 mile, +300' south of east end, 20 ft. wide, 3.0"

Cedar Lane(gravel), Cedar Dell to end, .11 mile + turnaround, 20 ft. wide, 3.0"

Pulverize compact and pave with hot mix asphalt, compacted to the listed thickness:

Hillside, STH 42 to end, 0.80 mile, +turnaround, 20 ft. wide, 3.0"

Twin Pine, Garrett Bay to terminus, 0.16 mile + turning area 20 ft. wide, 3.0"

Juice Mill, CTH NP to end, 0.50 mile, +turnaround, 20 ft. wide, 3.0."

Skaugum, Isle View to Northern Door, 0.56 mile, 20 ft wide, 3.0"

ALTERNATE BID: Pulverize and pave, compacted to listed thickness:

Add: Porcupine Bay hill, Porcupine Bay Rd to water 0.25 mile, 20 ft wide 3.0"

Newport Ln, County NP to end, 0.51 mile, +turnaround, 20 ft. wide, 3.0"

Note: Bidder to take into account paving radius at intersections.

Additional requirements: Work to be completed prior to June 12, 2023. Follow pulverizing with a rubber-tired roller. Vendor to compact ahead of paver. Town shall do the finished grading prior to paving. Notify Town office prior to staking. Two lifts of LT 58-28 S per WDOT specifications—bidder to state price per ton in place of asphalt mix. Asphalt specification: LT 58-28 S hot mix asphalt per the latest edition of the WDOT specifications, section 460.3.1. Materials shall conform to sections 450, 455 and 460 of the latest edition of WDOT specifications, and current WDOT ASP 6, 460.2.1, which include the regression of air voids from 4.0% to 3.0% with asphalt cement.

Omitted requirements: nominal thickness (sec. 460.3.2); ride quality and testing (sec. 440); nuclear density (sec. 460.3.3); PG binder and tack coat sampling & testing (sec. 455.2.2 and 455.2.3); cold weather paving (sec. 450.3.2.1); and safety edge (sec. 450.3.2.11).

Additional: testing of asphalt mix per section 460.2.8 shall be done to verify required air void specifications. Documentation of testing and load weight slips shall be provided to Town within 15 days of project completion.

Alternate bid: Hot mix asphalt surface course, 3 inches thick after compaction, omit section 460.2.1 (2) regression of air voids with asphalt cement. Deduct \$ _____ per ton.

Obtain bid form and further information at the Town Office, phone number 920-854-2934; fax 920-854-7366. Sealed bids shall be submitted by 4 PM Thursday April 6 at the Liberty Grove Town office at 11161 Old Stage Road, Sister Bay, WI 54234. Certificate of insurance must accompany bid. Any proposals submitted after this date and time will be rejected. It is anticipated that bids will be opened at a meeting beginning at 8 a.m. on Monday April 10 to be held at the Town Hall at 11161 Old Stage Road. The Town of Liberty Grove reserves the right to accept or reject any or all bids it deems to be in the best interest of the Town, to accept any part or combination thereof, to waive any technicalities, and to accept any proposal deemed most advantageous to the Town, including the purchase of larger material quantities at the same cost per ton quoted price. Town reserves the right to postpone award of the work for a period not to exceed 30 days from the date of bid opening. Bids shall remain firm for that period of time.

Walter L. Kalms, Administrator

Approved	Owner Name	Property Address	Max Occupancy	DATCP	DCTZ	POWTS Design Capacity	Insured	Payment
	Michael Ouvrard	1902 Hillside Drive	12	YES	YES	Hold 6 BDRM	YES	YES
	Thomas/Jennifer Hanrahan	1230 Garrett Bay Rd	4	SENT	YES	3 BDRM	YES	YES
	Tim Raduenz	11640 Humbug Rd	16	SENT	YES	8 BDRM	YES	YES
	Tim Raduenz	12098 Hwy 42	4	SENT	YES	3 BDRM	YES	YES
	Jennydave LLC	12747 Hwy 42 Unit 1002	8	SENT	YES	2 BDRM	YES	YES
	Pioneer Ranch LLC	2729 Pioneer Road	8	SENT	YES	4 BDRM	YES	NO