

TOWN OF LIBERTY GROVE PUBLIC MEETING

Board Meeting

Date: Wednesday, June 7, 2023

Time: 6:00 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: 5/12/2023 & 5/17/2023
5. Public Input
6. Ordinance _-23, Regulating Short-Term Rentals
7. Tourism Zone Presentation: STR Permitting and Compliance
8. Door County North Activity Report
9. Payment of bills
10. Administrator's report
11. Highway Committee Recommendation: 2023 Chip Sealing
12. Disposition of Boat at Mariner Park
13. Short Term Rental License(s)
14. Correspondence
15. Future meetings
16. 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 May 12, 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: 5/3/2023
5. Public Input
6. Resolution 5-23, Drug-free Workplace Policy
7. Resolution 6-23, Procurement Policy
8. Consider Appointment for Town Board Supervisor Vacancy
9. Correspondence
10. Future meetings
11. Adjourn

Chairman Janet Johnson called the meeting to order at 3:01pm. Supervisors Nancy Goss, Cathy Ward, and Dan Watts were present along with Administrator Walter Kalms, and Clerk/Treasurer Anastasia Bell.

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

Public input – None.

Resolution 5-23, Drug-free Workplace Policy – **Johnson moved, Ward second** to approve the resolution as presented. Carried 4-0. The full text of the resolution can be viewed on the Town website or at the Town Office.

Resolution 6-23, Procurement policy – **Goss moved, Watts second** to approve the resolution as presented. Carried 4-0. The full text of the resolution can be viewed on the Town website or at the Town Office.

Town Board Supervisory Vacancy – **Johnson moved, Ward second** to appoint Billy Appel to the Town Board for the current vacancy. Carried 5-0 (Town Clerk votes on this matter).

The next regular Town Board meeting will be Wednesday, May 17, 2023 at 7:00pm.

Johnson moved, Appel second to adjourn at 3:48 pm. Carried 4-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

Town of Liberty Grove
Minutes of the Town Board meeting on May 17, 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: 5/3/2023
5. Public Input
6. Ordinance __-23, Regulating Short Term Rentals
7. Payment of Bills: Sanitary District, Town
8. Treasurer's Report: Sanitary District, Town
9. Ord 5-23, Stop Sign at Orchard Dr and Flint Ridge Road
10. Resolution 7-23, Approving eCMAR for LGUD#1
11. Food Trucks at 11976 State Highway 42
12. Committee Appointments
13. Website Upgrade with TownWeb
14. Commercial Launch Pass(es)
15. Short Term Rental License(s)
16. Correspondence
17. Future meetings
18. Adjourn

Chairman Janet Johnson called the meeting to order at 6:32pm. Supervisors Nancy Goss, Cathy Ward (virtual), Billy Appel, and Dan Watts were present along with Administrator Walter Kalms, Attorney Jared Walker Smith, Clerk/Treasurer Anastasia Bell, and approximately 20 members of the public.

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

Goss moved, Ward second to approve the 5/3/23 meeting minutes as presented. Carried 5-0.

Public input – None.

Short-Term Rental Ordinance – Board comments: 180-day limit doesn't solve an issue and it may affect people employed at the properties, need to protect working class while not infringing on property rights, statistics show rentals are not at maximum, the nights per STR will decrease as more properties are available, consider requiring owners to reside on the property, remove guest list requirements, add definition of tourist rooming house, reference statutes in section one. Attorney comments: common to require owner/manager to be within a specified distance instead of on the property. Public comments: property owners may annex/detach to be in municipality with less restrictive STR ordinance, Board encouraged to be reasonable, a distance requirement may be difficult for owners, it is important to have a local agent if the owner lives out of the area, reconsider grandfathering current properties in perpetuity, and consider requiring ownership by individuals instead of corporations.

Payment of Bills – **Johnson moved, Goss second** to approve the Sanitary District bills totaling \$856.64. Carried 5-0.

Treasurer's Report – Bell reported the following Sanitary District balances as of 4/30/2023.

Utility District Checking	57,516.71
Utility District Savings	324,690.86
Utility District Restricted Savings	109,966.52

North Shore CD 00-134
Total

150,440.36
642,614.45

Ward moved, Goss second to approve the Sanitary District Treasurer Report as presented. Carried 5-0.

Payment of Bills – Watts moved, Goss second to approve the Town bills totaling \$148,638.28. Kalms was directed to offer ½ payment to Baylake. **Watt moved Appel second** to amend the motion to remove the Baylake Regional payment of \$7,858.00 from the list of bills. Amendment carried 5-0. Motion as amended carried 5-0.

Treasurer's report – Bell reported the following Town account balances as of 4/30/2023:

Municipal Checking	2,292,635.13
Money market acct.	1,488,529.47
Checking	486,508.21
Utility Dist.	<u>642,614.45</u>
Total	4,910,287.26

Johnson moved, Goss second to approve the Town Treasurer's report as presented. Carried 5-0.

Ord 5-23, Stop Sign at Orchard Dr and Flint Ridge Road – Kalms reported the Village has passed an ordinance and the signs will be installed at the same time. **Johnson moved, Goss second** to adopt ordinance 5-23 as presented. Roll call: Watts, Ward, Johnson, Goss, and Appel voted aye, no nays. Carried 5-0. The full text of the ordinance can be viewed on the Town website or at the Town Office.

Resolution 7-23, Approving eCMAR for LGUD#1 – **Goss moved, Ward second** to approve resolution 7-23 as presented. Carried 5-0. The full text of the resolution can be viewed on the Town website or at the Town Office.

Food Trucks at 11976 State Highway 42 – Johnson stated she would like to see food trucks on this property while the Town determines the future use of the property. It was noted there is a lack of lunch options, and the space will need to provide a safe entrance and exit with adequate parking. It was the consensus to allow food trucks, review the ordinance, and get a property layout for a future meeting.

Committee Appointments – **Johnson moved, Watts second** to appoint Nancy Goss and Cathy Ward to Plan Commission until April 2025. Carried 3-0-2 (Goss and Ward abstained). **Johnson moved, Ward second** to appoint Hope Bogenschutz to Parks and Property. Carried 5-0. **Johnson moved, Goss second** to remove Janet Johnson and add Billy Appel to Highway. Carried 5-0. **Johnson moved, Goss second** to combine Economic Development and Technology into "Community Development & Technology" and appoint Kirk Scattergood, Joel Asher, Jodi Bensyl, Alan Kroll, Chuck Scheckel, Les Keepper, and Dan Watts. Carried 5-0. **Johnson moved, Goss second** to appoint Nancy Goss, Andrew Gantman, John Lowry, Gary Kemp and Janet Johnson to Finance. Carried 5-0.

Website Upgrade – It was noted that the spam is excessive, but the website is fairly easy to navigate and they resolve issues promptly. **Appel moved, Goss second** to approve the website upgrade with TownWeb. Carried 5-0.

Commercial Launch Pass(es) – **Ward moved Goss second** to approve commercial launch passes for Boathouse of Door County and Rutabaga Paddlesports as presented. Carried 5-0.

Short Term Rental License(s) – Goss moved, Appel second to approve STR license for 1230 Garrett Bay Road. Carried 5-0.

Correspondence – Kalms reported the WTA unit meeting is 5/25 in Clay Banks.

The next regular Town Board meeting will be Wednesday, June 7, 2023 at 7:00pm.

Johnson moved, Appel second to adjourn at 8:32pm. Carried 5-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

DRAFT

Approved	Owner Name	Property Address	Max Occupancy	DATCP	DCTZ	POWTS Design Capacity	Insured	Payment
	Pioneer Ranch LLC	2729 Pioneer Road	8	YES	YES	4 BDRM	YES	YES
	Darla Yanny	11996 Hwy 42	2	YES	YES	1 BDRM	YES	YES
	Susanne Johns-Appleport Lane - J	10422 S Appleport Ln.	3	YES	YES	3 BDRM	YES	YES
	Matthew Shumway	11206 N Sand Bay Ln	12	YES	YES	Hold 45 BDRM	YES	YES
	Richard V/ Melinda L Kidman Fam	9670 North Bay Dr	6	YES	YES	Hold 2 BDRM	YES	YES
	Erin/Adam Hanson	11589 Humbug Rd	6	YES	YES	3 BDRM	YES	YES
	Steven/Linda Kroes	12430 Northern Door Rd	6	YES	YES	3 BDRM	YES	YES
	Hannah Boom	2380 German Rd	4	YES	YES	3 BDRM	YES	YES
	Justin/Megan Gross	10200 St Hwy 57	6	YES	YES	6 BDRM	YES	YES
	Gene & Denise Diclementi-Dicler	925 Cottage Road	4	SENT	YES	Hold 2 BDRM	YES	YES
	Annette Terselic	11402 Homestead Dr	8	SENT	SENT	4 BDRM	YES	YES
	Chris/Cathy Fox	1938 Hillside Dr	6	YES	YES	3 BDRM	YES	PARTIAL