

TOWN OF LIBERTY GROVE PUBLIC MEETING

Board Meeting

Date: Wednesday, July 5, 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: Sp Board 6/14/23, 6/21/2023
5. Public Input
6. Door County North Activity Report
7. Payment of bills
8. Administrator's report
9. Broadband Construction and Micro Trenching-Pilot project
10. Contract for STR Monitoring
11. Wave measurement buoy-Northport-placement permission
12. Ayres Associates Contract for Mariners Park
13. Operator License(s)
14. Short Term Rental License(s)
15. Correspondence
16. Future meetings
17. 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 Special Board and Plan Commission meetings on June 14, 2023

Agenda:

1. Call to order
2. Declaration of quorum
3. Adopt agenda
4. Approve minutes: Plan Commission 5-24-23
5. Public input
6. Short Term Rental Ordinance
7. Correspondence
8. Future meeting dates
9. Adjourn

Chairman Nancy Goss called the Plan Commission meeting to order at 7:00pm. Commissioners Cathy Ward, Annie Miller, Cheryl Culver, Dan Watts, and Paul Bokelmann were present.

Chairman Janet Johnson called the Town Board meeting to order at 7:01pm. Supervisors Cathy Ward, Dan Watts, and Billy Appel (virtual) were present. Also attending was Administrator Walter Kalms, Clerk/Treasurer Anastasia Bell and approximately 32 members of the public.

Miller moved, Ward second to approve the agenda as posted. Carried 8-0.

Ward moved, Goss second to approve the 5/24/23 Plan Commission minutes as presented. Carried 6-0.

Public Input – None.

Short Term Rental Ordinance – Public comments: sections of the ordinance currently conflict with each other. An agent within 30 minutes is acceptable. People that stay at STRs contribute to the community. Consider starting over with minimum days and procedures. Should not revoke licenses for lack of reporting. Thank you for creating a high bar and attempting to regulate an item with far-reaching impacts. Seek a balance to protect the Town and the degradation of neighborhoods from business-type activities in residential areas. Thank you for protecting generational changes and consider establishing uniform regulations amongst communities and effects on commercially zoned properties. The value of properties decreases with restrictions. Some owners are proactive and approach their neighbors prior to renting so they can be notified of issues. Commissioner Bill Surbaugh arrived at 6:27pm.

Supervisor/Commissioner comments: The ordinance discussions started in 2021. Municipalities are allowed to restrict by number of days and the Town's comprehensive plan clearly discourages STRs in Heartland zones, but ordinances cannot have zoning-based regulations. Ground water, safety/liability, good neighbors, documentation of legitimate complaints, and fair penalties are the true issues. The grandfathering term needs to be clearly defined in the ordinance. Short and long-term rentals show the value of the home. Keep reporting simple. Requiring agents may create employment for current residents. Need to consider socio-economic impacts. **Goss moved, Bokelmann second** to request the attorney adjust the ordinance to remove the 6-night/7-day minimums. Implement a maximum rental of 180 days in a calendar year. All properties as of the ordinance effective date will maintain the ability to rent for more than 180 days so long as their Town permit is continuously renewed in good standing. Allow the 180 day exemption to remain if property ownership changes via transfer or sale to immediate family (mother, father, child, or surviving spouse). Roll call: Watts, Goss, Bokelmann, Culver, Ward, Surbaugh, and Miller voted aye. No nays. Carried 7-0.

Correspondence – Kalms noted the Village of Sister Bay has sent a violation notice for trash to a Liberty Grove STR owner.

The next meeting will be Wednesday, June 28 2023 at **6:00pm**.

Miller moved, Surbaugh second to adjourn the Plan Commission meeting at 8:25pm. Carried 7-0.

Johnson moved, Watts second to adjourn the Town Board meeting at 8:25pm. Carried 5-0.

Anastasia Bell, Clerk/Treasurer

Approved at the 6/28/2023 Plan Commission meeting.

DRAFT

Town of Liberty Grove
Minutes of the Town Board meeting on June 21, 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: 6/7/2023
5. Public Input
6. Payment of Bills: Sanitary District, Town
7. Treasurer's Report: Sanitary District, Town
8. Business Parking Request in Gills Rock Area
9. Avenu Proposal re: STR Monitoring
10. Ayres Associates Contract for Mariners Park
11. 2023 Chip Sealing
12. WEC Subgrant MOU
13. Liquor License Renewals
14. Operator License(s)
15. Commercial Launch Pass(es)
16. Short Term Rental License(s)
17. Correspondence
18. Future meetings
19. Adjourn

Chairman Janet Johnson called the meeting to order at 6:02pm. Supervisors Cathy Ward, Billy Appel, Nancy Goss, and Dan Watts were present along with Administrator Walter Kalms, Clerk/Treasurer Anastasia Bell, and 4 members of the public.

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

Johnson moved, Ward second to approve the 6/7/23 meeting minutes. Carried 5-0.

Public input – Steve Eatough, provided the history of the Mariner Park purchase and requested the survey be followed to ensure citizen support of the park plan.

Payment of Bills – **Ward moved, Goss second** to approve the Sanitary District bills totaling \$6,550.82. Carried 5-0. **Ward moved, Johnson second** to approve the Town bills totaling \$130,368.29. Carried 5-0.

Treasurer's Report – Bell reported the following Sanitary District balances as of May 31, 2023.

Utility District Checking	60,983.12
Utility District Savings	325,415.94
Utility District Restricted Savings	110,016.23
North Shore CD 00-134	<u>151,758.44</u>
Total	648,173.73

Johnson moved, Goss second to approve the Sanitary District Treasurer Report as presented. Carried 5-0. Bell reported the following Town account balances as of May 31, 2023.

Municipal Checking	2,299,185.13
Money market acct.	1,492,513.02
Checking	199,632.04
Utility Dist.	<u>648,173.73</u>
Total	4,639,503.92

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

Business Parking Request in Gills Rock – Cody Bolton indicated he is working through the parking logistics to establish a tour boat in Gills Rock. He inquired if spaces would be available at the property with the Maritime Museum for up to 15 vehicles. It was the consensus to confirm the lease with the Maritime Museum does not restrict parking.

Ayres Associates – Kalms noted he has requested a new contract to cover the current needs.

2023 Chip Sealing – Kalms noted the addition of Orchard Road (Old Stage to Plateau) and Woodcrest (Old Stage to Plateau), and the \$212 overage is available within the Highway budget.

Johnson moved, Goss second to approve the additional chip sealing. Carried 5-0.

Avenu STR Monitoring – Allen Atamer, presented offerings by Avenu. They scrape online marketplaces randomly each week for data and will subtract a percentage from the contract for each percent of anticipated identification not met. They offer online permitting and waive the set-up fee for 3-year contracts. The 24/7 hotline allows people to call or submit information online. The Board requested a price proposal with a scope of work to show the individual and bundling of the options.

WEC Subgrant MOU – **Johnson moved, Goss second** to proceed with the WEC Subgrant for absentee ballot envelopes. Carried 5-0.

Liquor License(s) – **Johnson moved, Appel second** to approve a new Class "B" license for Island Orchard. Carried. 5-0. **Johnson moved, Goss second** to approve renewals of one "Class A" liquor license, five "Class A" liquor and Class "A" Beer (combination) licenses, nine "Class B" liquor and Class "B" Beer (combination) licenses, two Class "B" Beer licenses, one Special "Class B" Winery license, and three "Class C" wine licenses as presented. Carried 5-0. The full list of approved licenses is attached to these minutes.

Operator License(s) – **Johnson moved, Ward second** to approve the list of operator licenses presented plus three additions. Carried 5-0. The full list of approved licenses is attached to these minutes.

Commercial Launch Pass(es) – **Ward moved Appel second** to approve commercial launch passes for Camp Zion and Lakeshore Adventures. Carried 5-0.

Short Term Rental License(s) – **Johnson moved, Ward second** to approve STR licenses for 12525 Garrett Bay Road, 464 Europe Lake Road, 11516 Beach Road, and 11060 Beach Road. Carried 5-0

Correspondence – Kalms noted the LGHS fish boil, and the annual septic maintenance is due for Mariners Park.

The next regular Town Board meeting will be Wednesday, July 5, 2023 at 6:00pm.

Johnson moved, Appel second to adjourn at 8:09pm. Carried 5-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

"Class A" liquor (sale of liquor/wine for consumption off premise)

Jean Thompson	Door County Bakery, LLC
---------------	-------------------------

"Class A" liquor & Class "A" Beer (sale of liquor, wine, and beer for consumption off premise)

Linda Hedeon Wurster	Dovetail Trading
Rose Marie Polcen	The Last Stop, LLC
Karrie Oram	Oram Enterprises, Inc. dba Koepsel's Farm Market
Barbara Greene	Pioneer Store, LLC
Sam Forkert	Yacht Works, Inc.

"Class B" liquor & Class "B" Beer sale of liquor, wine, and beer for consumption on/off premise)

Tesa Santoro	Blue Bear Ellison Bay, LLC (BBEB)
Kristine Johnson	Double J, Inc. dba Waterfront Restaurant
Terry Wurster	Dovetail Grill, LLC
Linden Ray	Free Falling, Inc. dba Mink River Basin
Michael John Mead	Shoreline Restaurant, LLC
John Britton Unkefer	Solago Restaurant, LLC
Jewel Ouradnik	Wagon Trail Inc. dba Rowleys Bay Resort
Kevin Lawell	Whiskeymen, Ltd dbaHugel Haus
Michael Holmes	Wickman House Restaurant, LLC

Class "B" Beer (sale of beer for consumption on or off premise)

Z.Yannique Purman	Island Orchard Cider, LLC
Carol Ash	Kick Ash Products, LLC
Janice Thomas	Savory Spoon

Special "Class B" Winery (sale of wine by a winery for consumption on/off premise)

Z.Yannique Purman	Island Orchard Cider, LLC
-------------------	---------------------------

"Class C" wine (sale of wine for consumption on premise)

must accompany another license or be the only liquor sold in a restaurant

Matthew Chambas	Door County Underground
Carol Ash	Kick Ash Products, LLC
Janice Thomas	Savory Spoon

Operators

Kami Oram
Karina Oram
Stephen Seybold
Shaila Nelson-Seybold
Jamie Mead
Beverly Tesnow
Jean Monfils
Dale Doney
Dawn Doney
Cory Diltz
Adele Steeb
Donald Thompson
*Hope Bogenschutz
LuAnn Borsse

Carol Wall
Jan Newport
Lori Strantz
Beth Bartoli
Laura Donnell
Mary Rubach
Barbara Matasek
*Sherry Seubert
*Mary Bernier
Amy Jennings
Kendall Johnson
Robert Purman
Cheryl A Rohde Culver
Catherine Ward

Jesse Simcox
Vanessa Wylie
Nadine Brooke
Lauren Siegesmund
Johnathan McConley
*Sinead Van Dresse
*Joseph Tachovsky
Amy Rebhan
Kathrina Harris
*Buckley Hays McKay
Jason Mitchell
Cassandra Price
Agne Zukauskaite
Doug Bensyl



Town of Liberty Grove, WI

QUOTE FOR

SHORT-TERM RENTAL COMPLIANCE SERVICES

June 29, 2023

Submitted By:

Avenu Insights & Analytics, LLC
5860 Trinity Parkway, Suite 120
Centreville, VA 20120
Attn: Ted Leary
603.718.9652 ☎
ted.leary@avenuinsights.com ✉
www.avenuinsights.com 🌐

1 COVER LETTER

June 29, 2023

Attention: Anastasia (Stacy) Bell
Town of Liberty Grove, WI
Clerk/Treasurer
11161 Old Stage Road, Sister Bay 54234
tlibertygrove@gmail.com
(920) 854-2934

RE: Proposal for Short Term Vacation Rental Compliance Services

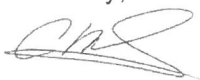
Dear Stacy:

Avenu Insights & Analytics, LLC ("Avenu"), is pleased to provide this proposal to the Town of Liberty Grove ("the Town"). Avenu's STR solution meets the requirements of the Town and our **experience and solutions uniquely position Avenu to be the best partner for the Town with the least amount of risk**. Avenu has all required personnel, resources, expertise and capabilities to support the Town in bringing existing Short-Term Rental units into compliance and provide ongoing monitoring of those short-term rentals. The Avenu Team offers the Town:

- ▶ **A Team of Experts.** Avenu has a dedicated team of experts ready to support the Town. Our team of experienced STR Monitoring/Compliance staff includes former state and local professionals with an average of 20+yrs of public service, including former City Managers and State Tax Auditors.
- ▶ **Superior STR Solution.** Avenu offers Best-in-Class STR identification, monitoring and compliance software that uncovers DOUBLE the STR listings of most competitive applications by actively combing through over 80 unique short-term rental platforms.
- ▶ **Strength and Stability.** As a vendor that has been in continuous operations for over 40 years, Avenu offers the Town the opportunity to partner with a vendor that has extensive corporate resources that will ensure the Town is supported.
- ▶ **Nationwide Perspective.** With customers in all 50 states, Avenu has a unique perspective of the challenges municipalities face in supporting their constituents, including short-term rentals.

All services proposed will be performed by full-time Avenu managers and specialists with years of experience in providing administration compliance, and auditing services to other local government clients throughout the nation. We are providing Ted Leary, Account Executive, as the Town's main point of contact. Should the Town have any questions or concerns, please contact Ted by e-mail at ted.leary@avenuinsights.com. This proposal will remain open and valid for 30 days.

Sincerely,



Carl Kumpf
Chief Financial Officer
Avenu Insights & Analytics, LLC

2 COST PROPOSAL

Avenu is pleased to offer the Town of Liberty Grove the following fees for the services described in our proposal:

OPTION 1: Legacy Compliance Core		
Client Name: Town of Liberty Grove (with 2 years left on existing contract)		
Estimated STR Count: 202 1. STR Monitoring - 4 x per week, Monthly full screenshots, 80 STR websites 2. (Optional) Address Identification - Monthly updates with at least 2 supporting evidence screenshots per non-compliant STR and 95% accuracy guarantee 3. (Optional) 24/7 Nuisance Hotline	Annual Total	\$4,500
	Option 2	Additional \$2,000/yr
	Option 3	Additional \$2,000/yr

OPTION 2: Compliance Pro		
Client Name: Town of Liberty Grove		
Estimated STR Count: 202 Setup Fee*: \$3,500 1. STR Monitoring - 4 x per week, Monthly full screenshots, 80 STR websites 2. Address Identification - Monthly updates with at least 2 supporting evidence screenshots per non-compliant STR and 95% accuracy guarantee 3. 24/7 Nuisance Hotline 4. Configurable Registration Portal and payment processing through Bambora or Paypal	Annual Total	\$9,860

OPTION 3: Compliance 360		
Client Name: Town of Liberty Grove		
Estimated STR Count: 202 Setup Fee*: \$7,000 1. All Services in Compliance Pro plus: 2. Up to 2 Rounds of Outreach Letters per non-compliant STR property	Annual Total	\$12,300

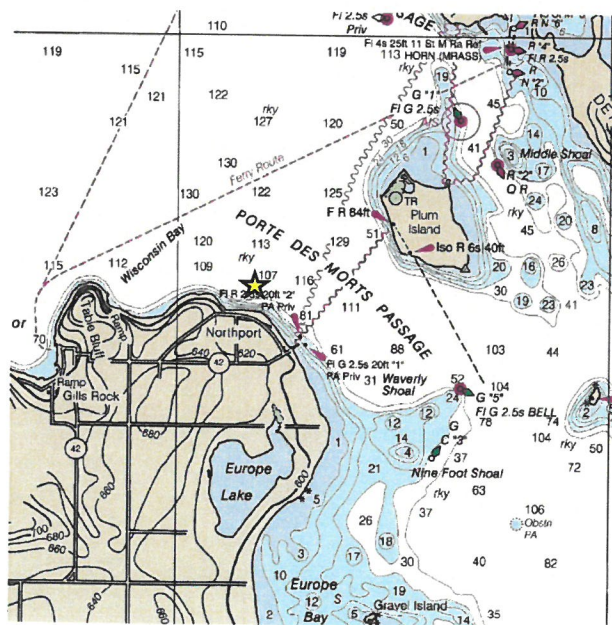
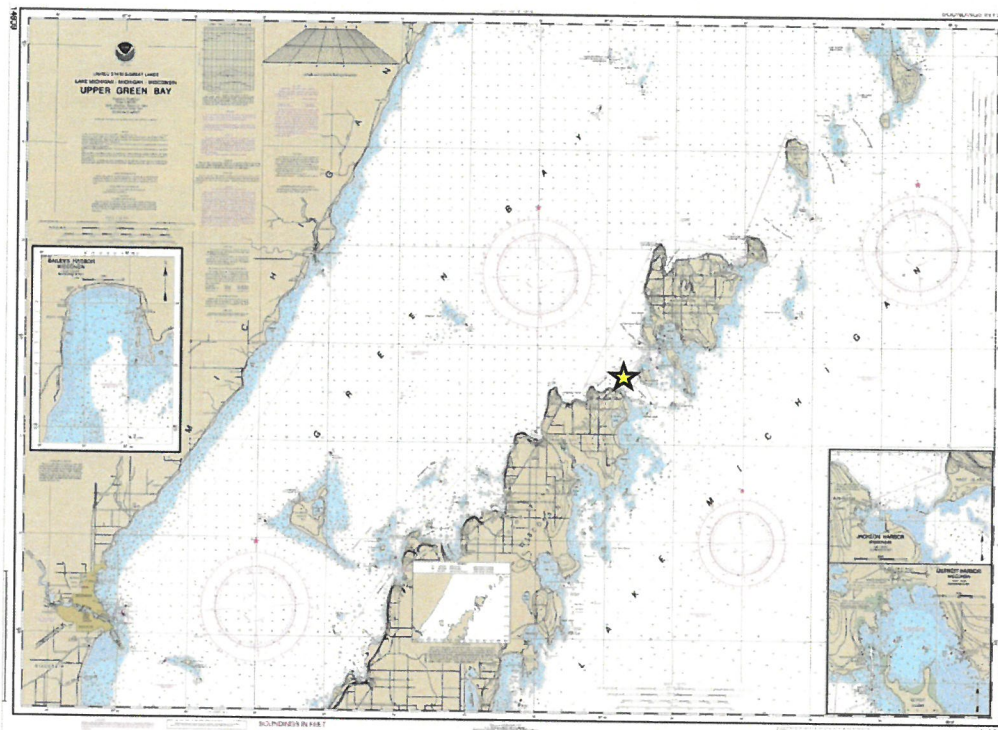
*Waived for a 3 year term

Deployment Dates 07/24/2023 – 12/01/2023

Locations

#	Description	Longitude (D)	Latitude (D)	Longitude (DMS)	Latitude (DMS)	Depth (ft)
1	Station 1	-86.98183	45.29847	86°58'54.5792"W	45°17'54.4920"N	65

NOAA Chart 14909. Yellow stars are instrument locations.



Operators 7/5/2023

*Vicki Olson
 Heather Anderson
 *Mike Butzen
 *Caidia Coolidge
 Amanda Cook

Solago

Wagon Trail/DBA Rowleys Bay Resort
 Wagon Trail/DBA Rowleys Bay Resort
 Wagon Trail/DBA Rowleys Bay Resort
 Wagon Trail/DBA Rowleys Bay Resort

Short-Term Rentals 7/5/2023

Approved	Owner Name	Property Address	Max Occupancy	DATCP	DCTZ	POWTS Design Capacity	Insured	Payment
	Chris Hockers	1509 North Bay Rd	4	YES	YES	2 BDRM	YES	YES
	Ralph Wendricks	10445 North Bay Rd	6	YES	YES	3BDRM	YES	YES
	Tom/Tanya Wismar	11162 N Sand Bay Ln	5	YES	YES	Hold 5 BDRM	YES	YES
	Raymond A Baldoni	10408 S Appleport Lane	4	YES	YES	Hold 3,000 GAL	YES	YES
NO	Gene & Denise DiClemente - Cottage Road	925 Cottage Road	4	SENT	YES	Hold 2 BDRM	YES	YES
NO	Chris/Cathy Fox	1938 Hillside Dr	6	YES	YES	3 BDRM	YES	PARTIAL