

**Town of Liberty Grove**  
**Minutes of the Town Board meeting on July 19, 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 Agenda
5. Public Input
6. Approve Minutes: 7/5/2023
7. Payment of Bills: Sanitary District, Town
8. Treasurer's Report: Sanitary District
9. Business Parking in Gills Rock
10. Building Inspection: replacement options
11. Ordinance 6-23, Establishing No Passing Zone on Town Road
12. Ordinance 7-23, Footings and Foundations for Accessory Buildings
13. Ordinance \_\_-23, Regulating Activities in Town Parks and on Town Property
14. Porte des Morts Staircase Sign request
15. Consider Rate Model for Utility District Charges
16. Manhole Adjustment at Highway 42 and Beach Road
17. Parks Recommendation: Encumbered Columbarium Funds
18. HeyGov Proposal for Digital Forms on Town Website
19. Operator License(s)
20. Short Term Rental License(s)
21. Correspondence
22. Future meetings
23. Adjourn

Chairman Janet Johnson called the meeting to order at 6:00pm. Supervisors Nancy Goss, Dan Watts, Cathy Ward, and Billy Appel were present along with Administrator Walter Kalms, Clerk/Treasurer Anastasia Bell and 1 member of the public.

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

**Public Input** – None.

**Ward moved, Goss second** to approve the 7/5/2023 minutes as presented. Carried 5-0.

**Bills** – **Ward moved, Goss second** to approve payment of sanitary district bills totaling \$43,806.07. Carried 5-0. **Goss moved, Ward second** to approve payment of bills totaling \$57,178.69. Carried 5-0.

**Business Parking in Gills Rock** – Kalms reported the Maritime Museum has documents and may ask to purchase a parking area and the requesting business has not provided additional information. It was the consensus to not allow parking on Town Property.

**Building Inspector Replacement** – Kalms reported on the 90-day notice of termination of service, and he is working to get a list from the Inspector Association Secretary. Administrator Kalms will place a newspaper ad and directly request proposals from the two current local inspectors.

**Ordinance 6-23, Establishing No Passing Zone on Town Road** – Vicki Kalms, noted the increased traffic, speeding and passing on a hill are safety concerns. Appel noted that Old Stage Road should be evaluated and painted for appropriate passing areas. **Johnson moved, Goss second** to adopt ordinance 6-23 as presented. Roll call: Wats, Johnson, Goss, Ward, 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.

**Ordinance 7-23, Footings and Foundations for Accessory Buildings** – Kalms reported the building inspector recommended the changes for off-site constructed building. **Goss moved, Johnson second** to adopt ordinance 7-23 with the removal of “up to 600 sq. ft.” in section 2 (a). Roll call: Appel, Goss,

Johnson, Watts, and Ward 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.

**Ordinance 8-23, Regulating Activities in Town parks and on Town Property** – Ward reported the recommended changes resulting from display requests last year. Sections 2 (g) and 9 (b) were modified to outline private enterprises would need Town Board approval and the appropriate permits and insurance. **Johnson moved, Appel second** to adopt ordinance 8-23 as modified. Roll call: Ward, Johnson, Appel, Watts, and Goss 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.

**Porte des Morts Staircase Sign** – **Johnson moved, Ward second** to approve Jim Wrich's request for a staircase sign. Carried 5-0.

**Utility District Rate Model** – Kalms noted the consultant's concern about possible double billing for maintenance and that debt from the litigation is included in the rates being charged to LGUD#1. The only way to confirm this is to rebuild the Village rate model anticipated to cost \$2,400. **Goss moved, Johnson second** to move forward with rate model for LGUD#1 rate charges from utility funds. Carried 5-0.

**Highway 42 and Beach Road Manhole** – Kalms reported the County is willing to fix the dip in the road by the manhole and has estimated it will cost \$5,000.00. **Johnson moved, Appel second** to have LGUD#1 pay for the county to adjust this manhole. Carried 5-0.

**Encumbered Columbarium Funds** – Ward noted there is plenty of space available at the Ellison Bay Cemetery and the consensus a couple years ago was that a columbarium was not necessary. **Ward moved, Johnson second** to unencumber the current columbarium funds of \$24,960.40 and to encumber the same amount for the launch ramp at Garrett Bay Park. Carried 5-0.

**HeyGov Digital Forms** – Bell reported the current website provider can provide digital forms. It was asked if a complaint form could be created and noted that STR fees can be reevaluated if this changes office workload. **Goss moved, Ward second** to move forward with HeyGov for digital forms on the Town website. Carried 5-0.

**Operator License(s)** – **Goss moved, Ward second** to approve the operator licenses as presented (Theresa Evans, Tamara Jones, Debra Gossard, and Daniel Howard. Carried 5-0.

**Short Term Rental License(s)** – **Johnson moved, Appel second** to approve STR licenses for 1356 Kinsey Bay Lane and 11250 Frontier Road. Carried 5-0.

**Correspondence** – Kalms reported on the library minutes, Sister Bay Plan Commission notice regarding towers, and WPS has requested road projects be submitted.

The next regular Board regular will be Wednesday, 8/2/2023 at 6:00pm. A special board meeting may be held with Plan Commission on 7/26/2023 if STR information is available. The listening session will be on 7/31/2023 at 2:00pm.

**Johnson moved, Ward second** to adjourn at 7:52pm. Carried 5-0.

Respectfully submitted,  
Anastasia Bell, Clerk/Treasurer  
Approved at the 8/2/2023 Town Board meeting.