

TOWN OF LIBERTY GROVE PUBLIC MEETING

Board Meeting

Date: Wednesday, September 20, 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. Public Input
5. Approve Minutes: 9/6/2023
6. Payment of Bills: Sanitary District, Town
7. Treasurer's Report: Sanitary District, Town
8. Report on N Bay Drive Car Charging Station
9. Town Email Addresses
10. Short Term Rental License(s)
11. Correspondence
12. Future meetings
13. Adjourn to closed session per Stat. 19.85 (1)(e): Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session-11976 Highway 42
14. Reconvene into Open Session
15. Action/Announcement from Closed Session
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 September 9, 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. Public Input
5. Approve Minutes: 7/26/2023, 8/2/2023, and 8/29/2023.
6. Payment of Bills: Sanitary District, Town
7. Treasurer's Report: Sanitary District July, Town June & July
8. Ord 9-23, Appointment of Alternate Members of BOR
9. Ord 10-23, Regulating Short-Term Rentals
10. Ord 11-23, Renaming of Road (Stoney Lane)
11. Life, AD&D, and Short-Term Disability Insurance for Full-Time Employees
12. Spring 2024 Recycling and Shredding Day
13. Reconsider Avenu for STR Monitoring
14. Town Email Addresses
15. Correspondence
16. Future meetings
17. **Adjourn to closed session per Stat. 19.85 (1)(c): considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Clerk/Treasurer contract.
18. **Reconvene in open session.
19. **Consider action on closed session item (if any)
20. Adjourn

Chairman Janet Johnson called the meeting to order at 6:00pm. Supervisors Billy Appel, Cathy Ward (virtual), and Dan Watts were present along with Administrator Walter Kalms, Clerk/Treasurer Anastasia Bell and approximately 11 members of the public. Supervisor Nancy Goss was excused.

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

Watts moved, Appel second to approve the 7/26/2023 minutes as presented. Carried 4-0.

Johnson moved, Appel second to approve the 8/2/2023 minutes as presented. Carried 4-0.

Johnson moved, Ward second to approve the 8/29/2023 minutes as presented. Carried 4-0.

Bills – Ward moved, Appel second to approve payment of bills totaling \$766,006.70. Carried 4-0.

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

Utility District Checking	57,817.08
Utility District Savings	326,760.63
Utility District Restricted Savings	110,108.18
North Shore CD 00-134	<u>151,758.44</u>
Total	646,444.33

Johnson moved, Watts second to approve the Sanitary District Treasurer Report as presented. Carried 4-0. Bell reported the following Town account balances as of June 30, 2023.

Municipal Checking	2,080,984.46
Money market acct.	1,496,144.12
Checking	203,009.33
Utility Dist.	<u>642,505.64</u>
Total	4,422,643.55

Johnson moved, Appel second to approve the June Treasurer's report as presented. Carried 4-0. Bell reported the following Town account balances as of July 31, 2023.

Municipal Checking	1,848,590.10
Money market acct.	1,499,905.39
Checking	366,039.67
Utility Dist.	<u>646,444.33</u>
Total	4,360,979.49

Johnson moved, Ward second to approve the July Treasurer's report as presented. Carried 4-0.

Public Input – Philip Tatlow, N Bay Drive, expressed concerns regarding an electrical vehicle charging station that was recently installed on a neighboring property. The electrical panels are near the property line, and it appears that the station is or will be advertised for public use, which will increase area traffic. Frank Langly, S. Sand Bay Lane, noted the dog signage is confusing and he has seen aggressive unleashed dogs at Sand Bay and Hotz Parks.

Ord 9-23, Appointment of Alternate Members of BOR – Watts moved, Johnson second to adopt Ordinance 9-23 as presented. Roll call: Ward, Watts, Johnson, and Appel voted aye, no nays. Carried 4-0. The full text of the ordinance can be viewed at the Town Office or on the Town Website.

Ord 10-23, Regulating Short-Term Rentals – Johnson moved, Ward second to adopt Ordinance 10-23. Ward noted this ordinance covers items as indicated by referenced statutes and it addresses the items not already covered by the County or Tourism Zone. Appel requested emphasis of Section 6(A)(2) in the renewal letter so applicants are aware they must renew by January 1st of each year to maintain exemption. Discussion resulted in striking Section 8(D) in its entirety and the addition of "Operator(s), Agent(s)" to the following subsection which will be renumbered to be 8(D). Ward pulled her second and the motion died for lack of a second. **Johnson moved, Ward second** to adopt Ordinance 10-23 with changes to be made to Section 8. Roll call: Appel, Johnson, Ward and Watts voted aye, no nays. Carried 4-0. The full text of the ordinance can be viewed at the Town Office or on the Town Website.

Ord 11-23, Renaming of Road (Stoney Lane) – Bell noted this road was previously named, a sign was never placed, and the new adjacent property owners have requested this new name. **Appel moved, Watts second** to adopt Ordinance 11-23 as presented. Roll call: Ward, Appel, Watts, Johnson voted aye, no nays. Carried 4-0. The full text of the ordinance can be viewed at the Town Office or on the Town Website.

Life, AD&D, and Short-Term Disability Insurance for Full-Time Employees – Bell noted there is a 0% increase, and the policy would be from 10/1/2023 through 09/30/2024. **Johnson Moved, Appel second** to approve the insurance renewal as presented. Carried 4-0.

Spring 2024 Recycling and Shredding Day – Johnson noted the Village and the Town each host an event allowing residents of the other municipality to participate and then the other municipality is billed for half the costs. It would be simpler for each municipality to host their respective events and continue to invite the residents of the other municipality without billing each other for half of each event. Kalms was directed to contact the Village with this information.

Reconsider Avenu for STR Monitoring – Johnson noted Avenu contacted her after they were notified of the contract not being renewed and they requested reconsideration. Ward noted the Tourism Zone is currently adequately scrapping advertising websites. Bell confirmed the digital forms should be in place prior to STR application renewals. **Johnson moved, Ward second** to continue using TownWeb for forms and not Avenu at this time. Carried 4-0.

Town Email Addresses – Bell noted TownWeb will stop using Rackspace for emails, to have them migrate and manage the current emails addresses it will cost \$1,300 annually. Door County IT has proposed to migrate to a different server leaving the Town has submitted a proposal for the migration, and the Town would then be responsible for licensing costs and management of the service. Bell will confirm there are no additional migration costs from TownWeb for the next meeting.

Correspondence – Kalms reported letters received regarding cemetery maintenance, safe water at Town facilities, MFL property sales, WTA fall workshops, Val-A property purchase offer, Preserve and Protect Committee, a bike path request, and a County Zoning violation.

The next Board meeting will be Wednesday 9/20/2023 at 6:00pm. Board of Review will readjournal on 9/20/2023 at 1:00pm.

Johnson moved, Ward second to adjourn to closed session per Stat. 19.85 (1)(c): considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Clerk/Treasurer contract at 7:18pm. Roll call: Watts, Johnson, Ward, Appel voted aye, no nays. Carried 4-0. Closed session items were discussed.

Watts moved, Johnson second to reconvene to open session at 7:46pm. Roll call: Appel, Watts, Johnson, and Ward voted aye, no nays. Carried 4-0. No action or announcements were made.

Johnson moved, Appel second to adjourn at 7:47pm. Carried 4-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

Liberty Grove Sanitary District
9/20/2023 Meeting

Name of Payee	Description of bill	Amount	
WPS (Jul)	Lift Station electric	\$	93.38
	Monthly Lift Station Flushing, Electric, Meter software,		
Sister Bay Utilities (Jul)	HydroCorp, Billing software	\$	940.31
WPS (Aug)	Lift Station electric	\$	117.05
	Monthly Lift Station Flushing, Valve maint., Electric,		
Sister Bay Utilities (Aug)	Meter software, HydroCorp, Billing software	\$	2,059.49
TOTAL		\$	3,210.23

Liberty Grove Utility District #1

	2023	2022
Checking account		
Balance as of July 31,	\$ 57,817.08	\$ 78,242.67
Add Deposits	\$ 1,964.59	\$ 9,632.24
Less Disbursements	\$ (1,150.74)	(\$14,511.73)
Add Interest	\$ 49.84	\$ 10.24
Balance as of August 31,	<u>\$ 58,680.77</u>	<u>\$ 73,373.42</u>
Savings account		
Balance as of July 31,	\$ 326,760.63	\$441,333.14
Add deposits	\$ -	
Less Disbursements	\$ -	\$ (150,251.00)
Add Interest	\$ 685.48	\$ 104.10
Balance as of August 31,	<u>\$ 327,446.11</u>	<u>\$ 291,186.24</u>
Savings Restricted account		
Balance as of July 31,	\$ 110,108.18	\$ 91,601.81
Add Deposits	\$ 6,826.12	\$ -
Less Withdrawals	\$ -	\$ -
Add Interest	\$ 48.35	\$ 12.42
Balance as of August 31,	<u>\$ 116,982.65</u>	<u>\$ 91,614.23</u>
Nicolet Bank CD (90 days ending 11/2022)	\$ -	\$ 150,251.00
Nicolet Bank CD (9 months ending 2/2024)	\$ 151,758.44	\$ -
Balance as of August 31,	<u>\$ 654,867.97</u>	<u>\$ 606,424.89</u>

Town of Liberty Grove balance as of August 31,	2023	2022
1 Municipal Checking Account	1,848,590.10	1,562,272.04
Transfer to General Checking	-	1,055,000.00
August Settlement	-	665,693.23
Interest (1.00%)	1,570.04	176.85
Balance as of August 31,	1,850,160.14	1,173,142.12
2 Money Market Account	1,499,905.39	1,355,583.18
Interest (3.00%)	3,770.72	486.52
Balance as of August 31,	1,503,676.11	1,356,069.70
3 General Checking Account	366,039.67	282,630.27
Plus deposits and transfers	81,284.71	1,131,956.99
August Settlement	691,653.28	-
Less FICA	14,036.80	15,556.66
Less State withholding	2,296.96	2,369.85
Less payroll	28,641.03	30,061.06
Less disbursements	752,027.59	1,131,134.38
Balance as of August 31,	341,975.28	235,465.31
4 Utility District Checking	58,680.77	73,373.42
Utility District Savings	327,446.11	291,186.24
Utility District Restricted Savings	116,982.65	91,614.23
Nicolet Bank CD (3 months ending 11/16/2022)	-	150,251.00
Nicolet Bank CD (9 months ending 02/05/2024)	151,758.44	-
Balance as of August 31,	654,867.97	606,424.89
Municipal Checking	1,850,160.14	1,173,142.12
Money Market Acct.	1,503,676.11	1,356,069.70
Checking	341,975.28	235,465.31
Utility Dist.	654,867.97	606,424.89
As of August 31, 2023, the total in all Town accounts is:	4,350,679.50	3,371,102.02

Approved	Owner Name	Property Address	Max Occupancy	DATCP	DCTZ	POWTS Design Capacity	Insured	Payment
	Pat Hockers	1510 County Road ZZ	6	YES	YES	3 BDRM	YES	YES
	Rebecca Erickson	1177 Waters End Road	7	YES	YES	Hold 5 BDRM	YES	YES
	Rebecca Erickson	11028 S Sand Bay Lane	4	YES	YES	Hold 4 BDRM	YES	YES
	Gene & Denise DiClementi-DiClemente - Cottage Road	925 Cottage Road	4	SENT	YES	Hold 2 BDRM	YES	YES
	Chris/Cathy Fox	1938 Hillside Dr	6	YES	YES	3 BDRM	YES	PARTIAL