

TOWN OF LIBERTY GROVE PUBLIC MEETING

Board Meeting

Date: Wednesday, October 4, 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: 9/18/2023, 9/20/2023
5. Public Input
6. Payment of Bills
7. Door County North Activity Report
8. Administrator Report
9. Set Budget Hearing for 11/15/2023 at 6:00pm
10. Pursuant to Stat. 60.12 (1)(c) & 60.12 (2), call a Special Town Meeting on 11/15/2023 to set the 2023 tax levy to follow the Budget Hearing
11. Ordinance 12-23, Footings and Foundations for Accessory Buildings
12. Ordinance 13-23, Establishment of Speed Zone on Town Roads (Country Lane)
13. Ordinance 14-23, Town Road Weight Limits
14. Ordinance 15-23, Standards for Construction and Acceptance of Town Roads
15. Intergovernmental trail agreement: multi-modal trail adjacent to STH 42 (Country Ln to Townline Dr)
16. Short-Term Rental License(s)
17. Correspondence
18. Future meetings
19. 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 Town Board meeting on September 18, 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. Personnel Committee Recommendation: 2024 Employee Wages, Clerk/Treasurer contract
6. Adjourn

Chairman Janet Johnson called the meeting to order at 8:00pm. Supervisors Cathy Ward (virtual), Dan Watts, and Billy Appel were present along with Administrator Walter Kalms, and Clerk/Treasurer Anastasia Bell. Supervisor Nancy Goss was absent.

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

Public Input – Ward noted the next DCTZC meeting will be Thursday.

Clerk/Treasurer Contract – Johnson moved, Watts second to approve the recommendation of the Personnel Committee to advertise for Clerk/Treasurer. Carried 4-0.

2024 Employee Wages – Johnson moved, Appel second to accept the Personnel Committee recommendation of 2024 employee wages. Carried 4-0. **Johnson moved, Appel second** to approve the Highway Personnel wage increases as recommended by the Personnel Committee. Carried 4-0. **Johnson moved, Ward second** to implement all part-time employee wage increases as recommended by the Personnel Committee. Carried 4-0.

Johnson moved, Appel second to adjourn at 8:04pm. Carried 4-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

Town of Liberty Grove
Minutes of the Town Board meeting on September 20, 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: 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

Chairman Janet Johnson called the meeting to order at 6:00pm. Supervisors Billy Appel, Dan Watts, Nancy Goss, and Cathy Ward (virtual) were present along with Administrator Walter Kalms, Clerk/Treasurer Anastasia Bell and 3 members of the public.

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

Public Input – Mary Pat Carlson, Door County Wildwood Market, provide history of their market and identified that they operated a corn maze in 2022 for which they received a violation notice from the County Zoning office. The solution(s) proposed by the County would require rezoning, a new CUP, or restriction to only 6 operational days per calendar year.

Johnson moved, Ward second to approve the 9/6/2023 minutes as presented. Carried 5-0.

Bills – **Goss moved, Johnson second** to approve payment of sanitary district bills totaling \$3,210.23. Carried 5-0. **Johnson moved, Goss second** to approve payment of bills totaling \$218,214.12. It was noted that the truck is only a chassis. Carried 5-0.

N Bay Drive Charging Station – Johnson noted this item is a county zoning concern, there have been building permits issued.

Town Email Addresses – Bell confirmed there will be no fee to complete the email conversion. **Johnson moved, Goss second** to accept the TownWeb conversion and GoogleWorkspace management for Town email addresses. Carried 5-0.

Short-Term Rental License(s) – **Johnson moved, Goss second** to approve licenses for 1510 County ZZ, 1177 Waters End Road, and 11028 S. Sand Bay Lane. Carried 5-0.

Correspondence – Kalms reported on the SBLG fire Board minutes, and that the DNR, Engineers, and Town are working on the survey base points to complete the DNR permit application for the standpipe.

The next regular Board regular will be Wednesday, 10/4/2023 at 6:00pm. A Special Board will be held 10/2/23 at 6:30pm, The budget hearing was tentatively scheduled for 11/15/2023 at 6:00pm to be followed by the Special Town meeting to adopt the levy and a Special Board meeting to adopt the budget.

Johnson moved, Goss 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 6:34pm. Roll call: Ward, Johnson, Goss, Appel, and Watts voted aye, no nays. Carried 5-0. Closed session items were discussed.

Johnson moved, Goss second to reconvene into open session at 6:55pm. Roll call: Ward, Johnson, Goss, Watts and Appel voted aye, no nays. Carried 5-0. **Johnson moved, Goss second** to not act on the purchase offers which have been presented to the Town Board. Carried 5-0.

Watts moved, Appel second to adjourn at 8:57pm. Carried 5-0

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

Town of Liberty Grove
Ordinance 127-23
Footings and Foundations for Accessory Buildings

The Town Board of the Town of Liberty Grove, Door County, Wisconsin, do hereby ordain as follows:

SECTION 1.

All previous ordinances regarding footings and foundations for accessory buildings are hereby rescinded, to be replaced by this ordinance.

SECTION 2.

- 1) Frost Protection for Footings and Foundations for detached accessory buildings greater than 200 sq. ft. constructed on site, serving one- and two-family dwellings.
 - a. Grade-beam slabs are required for structures with a continuous floating slab of reinforced concrete. The slab shall not be less than four (4) inches in thickness. Reinforcement shall be a minimum of six by six (6 x 6) inch, number ten wire mesh or by using 1.5 pounds of fiber mesh per cubic yard of concrete with varying fiber mesh lengths. The slab shall be provided with a thickened edge all around, eight (8) inches wide and eight (8) inches below the top of the slab.
 - b. Structures not constructed with a floating slab shall have footings and foundations placed below frost penetration level, but in no case less than forty-eight (48) inches below grade or to bedrock.
- 2) Detached accessory buildings greater than 200 sq. ft. constructed off site are required to have the following:
 - a. Anchoring at the time of placement of either auger type or wire tie-downs.
 - b. Wood bearing beams, walls or members in contact with the ground shall be pressure treated or decay resistant type wood.
- 3) Detached accessory buildings greater than ~~850~~400 sq. ft. constructed off site shall follow item #1 above.
- 4) Detached accessory buildings less than 200 sq. ft. in size, whether constructed on site or off site, do not require concrete slabs or frost-free footings. If a slab or frost-free footings are desired, then Item #1 above must be followed. Wood bearing beams, walls, or members in contact with the ground shall be pressure treated or decay resistant type wood.
- 5) All detached accessory buildings, regardless of size, shall be placed on 3-4 inches of compacted gravel.

SECTION 3.

This ordinance shall take effect upon its passage, publication and posting as provided by law.

I, Anastasia Bell, Clerk/Treasurer of the Town of Liberty Grove, Door County, Wisconsin do hereby certify that the above is a true and correct copy of an ordinance which was adopted on the 4th day of October 2023 by the Liberty Grove Town Board.

Dated this 4th day of October 2023.

Anastasia Bell, Clerk/Treasurer

**TOWN OF LIBERTY GROVE
ORDINANCE 13-23**

Establishment of Speed Zone on Town Roads

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

Section 1. Any previously established speed limit on Country Lane is hereby rescinded.

Section 2. A traffic investigation having been made on the following described highway, the maximum permissible speed at which vehicles may be operated on said highway, which speed is herewith established as reasonable and safe pursuant to Section 349.11, Wisconsin State Statutes, shall be as set forth herein, upon the erection of standard signs giving notice thereof:

1. Town Roads, Town of Liberty Grove, Door County, Wisconsin. Thirty-five miles per hour for all vehicles on the following specified Town roads:
 - a) Country Lane from its intersection with State Highway 42 southwesterly and then southeasterly to its intersection with State Highway 57.
 - b) Country Lane from its intersection with State Highway 57 northwesterly and then northeasterly to its intersection with State Highway 42.

Section 3. Any person violating any provision of this ordinance may be fined not less than \$20 nor more than \$200.

Section 4. This ordinance shall become effective upon passage and publishing according to law.

Adopted at a regular meeting of the Liberty Grove Town Board on the 4th day of October 2023.

John Lowry, Town Chairman

I, Anastasia Bell, Clerk/Treasurer of the Town of Liberty Grove, Door County, WI. hereby certify that the above ordinance was adopted on the 4th day of October 2023, by the Town Board of the Town of Liberty Grove, Door County, Wisconsin.

Dated this 4th day of October 2023

Anastasia Bell, Clerk/Treasurer

TOWN OF LIBERTY GROVE
ORDINANCE 14-23 2-06
TOWN ROAD WEIGHT LIMITS

STATE OF WISCONSIN
TOWN OF LIBERTY GROVE
COUNTY OF DOOR

The Town Board of the Town of Liberty Grove, Door County, Wisconsin, ~~by this ordinance, adopted on proper notice with a quorum and by a roll call vote of a majority of the Town Board present and voting,~~ does hereby ordain as follows:

All previous ordinances regarding road weight limits are hereby rescinded, to be replaced by this ordinance.

~~The following seasonal weight limits shall be effective on April 5, 2006 on the following Town of Liberty Grove town highways, which are declared as class "B" highways under s. 349.15 (2), Wis. Stats, and thereafter shall be in force seasonally: 1 axle shall be 6 ton limit, 2 axles under 8 feet apart shall be a 10 ton limit:~~

Unless conditions dictate otherwise, seasonal weight limits shall be effective from February 15th through April 15th of each year for Town of Liberty Grove Town highways which are declared as class "B" highways under §. 349.15 (2), Wis. Stats. 1 axle shall be a 6 ton limit, 2 axles under 8 feet apart shall be a 10 ton limit Notice shall be given a minimum of 5 business days prior to weight limits taking effect.

- ~~_____ Waters End Rd., Old Stage Rd. to County ZZ~~
- ~~_____ Hill Rd., Highway 42 to County ZZ~~
- ~~_____ Lakeview Rd., Wildwood Rd. to Mink River Rd.~~
- ~~_____ Settlement Rd., Hwy 57 to Townline Dr.~~
- ~~_____ Flintridge Rd., Hwy 57 to Wooderest Rd.~~
- ~~_____ Isle View Rd., Hwy 42 to Timberline Rd~~
- ~~_____ Seandia Rd., Old Stage Rd. to Wooderest Rd.~~

~~_____ Any other section of Town road as authorized by the Town Chairperson or his/her designee. The Town Board, by resolution, and the Town Chairperson, or his/her designee, by written directive, to be posted in the same fashion as a resolution, may declare enforce or exempt weight restrictions on other any portions of any Town highways to be class "B" highways.~~

The Town ~~e~~Chairperson, or his or her designee, shall erect signs as required under s§. 349.16 (2), Wis. Stats., on or before the effective date ~~noted above~~.

No persons shall operate any vehicles on ~~the above noted~~ Town highways, in violation of the above noted weight limits, ~~without a written permission issued by the tTown bBoard, Town Chairman, of the Town of Liberty Grove or their designee, and a~~Any violation shall be subject to penalties under s§. 348.21, Wis. Stats. The Town Chairperson or his/her designee, by written directive, may enforce or exempt weight restrictions on any portion of any Town highway.

As authorized per s§. 349.16 (3), Wis. Stats., Town of Liberty Grove ~~maintenance~~ vehicles ~~carrying sand, stone, salt, and wood~~ shall be exempt from the limitations as set forth in this ~~e~~Ordinance.

This ordinance shall be effective upon posting or publishing as required under s§. 60.80, Wis. Stats.

Adopted this 4th day of October 2023.

I, Anastasia P Bell, Clerk/Treasurer for the Town of Liberty Grove, Door County, Wisconsin do hereby certify that the above is a true and correct copy of an ordinance which was adopted on the 4th day of October 2023 by the Liberty Grove Town Board.

Dated this 4th day of October 2023

Anastasia P Bell, Clerk/Treasurer

TOWN OF LIBERTY GROVE
ORDINANCE ~~3-06~~ 15-23

STANDARDS FOR CONSTRUCTION AND ACCEPTANCE OF TOWN ROADS

The Town Board of the Town of Liberty Grove (hereinafter referred to as “the Town”), in the County of Door, State of Wisconsin, does hereby ordain as follows:

~~Ordinance 1-82 is hereby repealed~~

This ~~e~~Ordinance ~~#3-06~~ supersedes ~~any and~~ all previous ~~e~~Ordinances pertaining to the construction of ~~p~~Public ~~r~~Roads and ~~p~~Public ~~r~~Road standards

Section 1. Purpose.

The rules and regulations set forth in this Ordinance are to establish standards for the construction of roads within the Town, to enhance the general safety of roads and promote efficient and sound road construction standards for the general welfare of the Town.

Section II. Definitions.

1. Town Road: a public thoroughfare for which work has to be done in its construction and maintenance, including but not limited to clearing, excavating, filling, leveling, compacting, paving, crack filling and chip sealing.
2. Private Road: a road that has been or is to be constructed that serves private residences or businesses and for which the same amount of work may or may not have been done as that for a Town ~~r~~Road.

Section III. Permits.

1. Anyone who wishes to build a road in the Town shall first apply in writing for a permit from the Liberty Grove Town Board, in a form satisfactory to the Town.
2. A \$50 permit fee shall accompany the application, which amount may be changed by Town Board action without amendment to this ~~e~~Ordinance.
3. The Town ~~Clerk~~/Administrator, ~~or his/her designee (hereinafter C/A)~~ shall first inspect the area on which the road is to be built. Plans, surveys, and maps shall be furnished and the road staked prior to ~~C/A~~ Administrator inspection. Upon satisfaction that the proper criteria have been met, a permit shall be issued, signed by the ~~C/A~~ Administrator and Town Chairman.
4. A road permit shall be good for one year. If construction is not begun within one year, a new permit must be applied for, and the appropriate fee paid.

Section IV. Road Standards.

1. Width
 - a. Right-of-way width shall be four (4) rods, that being 66 2/3 feet
 - b. Surface (traveled) width shall be 20 feet on a minor side road, and 22 feet on a major connecting road
 - c. Shoulder width shall be 3 feet per side, consisting of gravel material
2. Grade
 - a. A 2% grade from center to the edge of road shall be maintained
 - b. Maximum grade shall be 6-7-9
 - c. Maximum horizontal curve 7 – 30
3. Visibility
 - a. The road shall be visible for ~~a distance of~~ 350 feet at the intersection with a ~~t~~Town, ~~e~~County or ~~s~~State ~~r~~Road.
 - b. No object over 2 ½ feet in height above the road and within 25 feet of the intersection will be allowed if it obstructs the view. The only exceptions will be stop signs, street signs and other traffic control signs of this nature.

- c. All trees, brush and stumps shall be removed from the right-of-way to a minimum of 40 feet in total width.
 - d. No objects shall be allowed to be placed in the road right-of-way without permission of the Town Board.
 - e. Objects allowed in right-of-way without permission include Town regulatory signs and mailboxes (see Town Ordinance #~~5-22-8-01~~ regarding siting of mailboxes).
4. Construction
- a. All top soil shall be removed from the road bed area, and shall not be used for fill in the road bed area.
 - b. Stumps or other debris shall not be buried in the road bed.
 - c. Ten inches of crushed stone (breaker run or equivalent) shall be installed as a base with 8 inches of 1/2 to 5/8 inch gravel layered on top of the base. The surface gravel shall be placed the full width of the road surface, encompassing the shoulders on each side.
 - d. ~~The~~ ~~V~~vertical distance from top of traveled surface to bottom of ditch shall be a minimum of 21 inches.
 - e. Ditches shall be constructed to facilitate drainage of water from the roadbed area. Culverts (minimum 12" diameter made of corrugated metal) shall be installed when the road is determined to impede the natural flow of water. The Town Board shall determine the necessity of installing culverts. Should the property owner and/or their agent dispute the Board determination of a culvert, the Board shall hire an engineer to determine the water flow and charge the cost of the engineer to the contractor. All disturbed areas must be covered with 4 inches of topsoil and reseeded with ~~a~~-perennial grass.
 - f. Side banks shall be graded to a slope of not greater than 25%.
 - g. Vertical clearance of 13'6" shall be maintained throughout the road length.
 - h. Dead-end roads are to be avoided whenever possible. A dead-end road shall have a cul-de-sac with a radius of 65 feet. Roads greater than 1,000 feet in length may be granted a cul-de-sac at the discretion of the Town Board.
 - i. All roads that are paved shall have a minimum of 2.5 inches of compressed hot mix asphalt for the total width of the traveled surface.

Section V. Acceptance of Road into Town Road System.

- 1. State Statute 82 shall govern the procedure for incorporating a road into the Town ~~r~~Road ~~s~~System.
- 2. Acceptance of a road into the Town ~~r~~Road ~~s~~System shall be at the sole discretion of the Town Board, and subject to a final inspection by the Town Board or its designee. If such inspection reveals that corrections must be made, such corrections must be made before the Town Board considers acceptance of the road. Conformance to the standards as set forth in this ~~e~~Ordinance does not guarantee that the road will be accepted by the Town Board.
- 3. All ~~p~~Private ~~r~~Roads that are requested to be turned over to the Town shall meet the road standards as set forth in Section IV ~~III-A~~ of this ~~e~~Ordinance, including paving in Section IV (4)(i) ~~III-A.4.i~~, before the Board considers the application.
- 4. All roads to be incorporated into the Town ~~r~~Road ~~s~~System shall be conveyed to the Town by deed, said document to include a complete legal description of the road/land to be conveyed.

Section VI. Private ~~r~~Road.

- 1. A ~~p~~Private ~~r~~Road shall have a sign at its intersection with a ~~t~~Town, ~~e~~County or ~~s~~State ~~r~~Road showing it is a ~~p~~Private ~~r~~Road. ~~The initial road sign for such an intersection shall be provided by the Town. If replacement of the road sign is required, the property owners along the Private Road may be responsible for the associated costs prior to installation of the new sign.~~
- 2. Maintenance of a ~~p~~Private ~~r~~Road shall be the sole obligation of the adjacent owners of the ~~p~~Private ~~r~~Road.

3. Property owners along a ~~p~~Private-Road selling a lot shall furnish a letter to the prospective buyer stating that the road is private and not maintained by the Town.

Section VII. Penalties.

Penalties for violations of any provision of this Ordinance shall be not less than Two Hundred Fifty Dollars (\$250.00) nor more than Five Hundred Dollars (\$500.00), plus the costs and disbursements of prosecution, for any violation which occurs under the terms of this ~~e~~Ordinance. Each violation of any section constitutes a separate offense.

Section VIII. Conflicting Ordinances.

All ~~e~~Ordinances in the Town that conflict with the provisions of this Ordinance in whole or in part are hereby repealed.

Section IX. Severance Clause.

The provisions of this Ordinance are declared to be severable, and if any section, sentence, clause, or phrase of this Ordinance shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining sections, sentences, clauses or phrases of this Ordinance.

Section X. Interpretation.

The provisions of this ~~e~~Ordinance shall be liberally construed in favor of the Town, and shall not be construed to be a limitation on or repeal of any other power granted the Town under the Wisconsin Statutes.

Section XI. Adoption.

This ~~e~~Ordinance shall take effect upon passage and publication as provided by law. Adoption of this Ordinance by the Liberty Grove Town Board does not preclude the Town Board from adopting any other ~~e~~Ordinance or providing for the enforcement of any other law or ~~e~~Ordinance relating to the same or other matter. Issuance of a citation hereunder shall not preclude the Town Board or any ~~a~~Authorized ~~e~~Officer from proceeding under any other ~~e~~Ordinance or law or by any other enforcement method to enforce any ~~e~~Ordinance, citation or order.

Adopted at a regular meeting of the Town Board of the Town of Liberty Grove, Door County, Wisconsin, this 4th day of October 2023.

I, Anastasia P Bell, Clerk/Treasurer of the Town of Liberty Grove, Door County, Wisconsin do hereby certify that the above is a true and correct copy of an ~~e~~Ordinance that was adopted on the 4th day of October 2023 by the Liberty Grove Town Board.

Dated this 4th day of October 2023.

Anastasia P Bell, Clerk/Treasurer