

TOWN OF LIBERTY GROVE PUBLIC MEETING

Board Meeting

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

Chairman Janet Johnson called the meeting to order at 6:02pm. Supervisors Billy Appel, Dan Watts. Nancy Goss, and Cathy Ward were present along with Administrator Walter Kalms, Clerk/Treasurer Anastasia Bell and approximately 5 members of the public.

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

Ward moved, Goss second to approve the 6/14/2023 minutes as presented. Carried 5-0.

Goss moved, Ward second to approve the 6/21/2023 minutes with the addition of the query to Avenue requesting an exit strategy be included in their proposal. Carried 5-0.

Public Input – None.

Door County North – Mickie Rasch reported the Pollinator event and LGHS fish boil went well, she outlined upcoming events noting Hog Wild is cancelled, and an application was submitted to the Women Who Care grant.

Bills – **Johnson moved, Goss second** to approve payment of bills totaling \$115,232.24. Carried 5-0.

Administrator – Kalms reported the rate consultant will request additional information from the Village, the building inspectors have given 60-day notice, we will need an incidental take permit for the Dwarf Lake Iris, and personal property tax will be done as of 1/1/2024.

Broadband Pilot Project – Kalms noted an additional pole is needed on one property and due to resident refusal Nsight is working to re-route and micro-trench to continue installation of this project.

STR Monitoring Contract – Exit strategy language was not in the proposal. It seems that only top-line customers receive service. DCTZC would need more than one municipality to support the hiring of additional staff and have expressed a county-wide ordinance which would not benefit the Town. Digital forms may decrease office workload after they are set up. The company should handle all aspects of permitting and compliance. DCTZC can handle permitting and possibly compliance if the municipalities have very similar ordinances. Administrative staff will request an option 2 contract that spells out the implementation timeline and process and has exit strategy language.

Wave Measurement Buoy – Kalms noted placement requested in Town water outside Ferry routes. **Johnson moved, Appel second** to approve the waterway marker application and permit for the wave measurement buoy. Carried 5-0.

Mariner Park Contract – The contract is very similar to the original with a little more inclusion of current progress. No engineering included. The process should result in an engineering design for the park which can be used to request funding from State/Federal agencies to create the park. **Appel moved, Goss second** to accept the Ayres proposal for \$6,500 for Mariner Park. Carried 5-0.

Operator License(s) – **Johnson moved, Ward second** to approve the five operators as presented (Vicki Olson, Heather Anderson, Mike Butzen, Caidia Coolidge, and Amanda Cook). Carried 5-0.

Short Term Rental License(s) – **Goss moved, Ward second** to approve the licenses for 1509 North Bay Road, 10445 North Bay Road, 11162 N Sand Bay Lane, and 10408 S Appleport Lane. Carried 5-0.

Correspondence – Kalms reported on the Destination Door County municipal park fund allocating \$10,125 for Liberty Grove and Bay Lake Regional Planning has provided their annual report.

The next Board meeting will be Wednesday, 7/19/2023 at 6:00pm. A special board meeting may be held with Plan Commission on 7/12/2023 if STR information is available. Listening session on 7/13/2023 at 2:00pm.

Johnson moved, Goss second to adjourn at 7:39pm. Carried 5-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

Liberty Grove Sanitary District

7/19/2023 Meeting

Name of Payee	Description of bill	Amount
WPS	Lift Station electric	\$ 153.63
	Monthly Lift Station Flushing, Electric, Meter software,	
Sister Bay Utilities	HydroCorp, Billing software	\$ 786.41
Sister Bay Utilities	Quarter 2 2023 Billing	\$ 42,866.03
TOTAL		\$ 43,806.07

Liberty Grove Utility District #1

	2023	2022
Checking account		
Balance as of June 30,	\$ 60,983.12	\$ 80,661.44
Add Deposits	\$ 134.37	\$ 448.29
Less Disbursements	(\$6,556.82)	(\$4,821.97)
Add Interest	\$ 48.51	\$ 2.25
Balance as of June 30,	<u>\$ 54,609.18</u>	<u>\$ 76,290.01</u>
Savings account		
Balance as of June 30,	\$325,415.94	\$290,977.29
Add deposits	\$ -	\$ -
Less Disbursements	\$ -	\$ -
Add Interest	\$ 660.64	\$ 37.47
Balance as of June 30,	<u>\$ 326,076.58</u>	<u>\$ 291,014.76</u>
Savings Restricted account		
Balance as of June 30,	\$ 110,016.23	\$ 80,970.88
Add Deposits	\$ -	\$ -
Less Withdrawals	\$ -	\$ -
Add Interest	\$ 45.21	\$ 5.63
Balance as of June 30,	<u>\$ 110,061.44</u>	<u>\$ 80,976.51</u>
North Shore Bank CD (23 months Closed 7/18/2022)	\$ -	\$ 150,092.98
Nicolet Bank CD (9 months ending 2/2024)	\$ 151,758.44	\$ -
Balance as of June 30,	<u>\$ 642,505.64</u>	<u>\$ 598,374.26</u>

**TOWN OF LIBERTY GROVE
ORDINANCE 6-23**

ESTABLISHMENT OF NO PASSING ZONE ON TOWN ROAD

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

Section 1. Any previously established passing zone on Old Stage Road between Wildwood Road and Green Road is hereby rescinded.

Section 2. Pursuant to Wisconsin State Statutes § 349.12, the Town shall set forth herein, upon the erection of standard signs and/or painting of an unbroken yellow line in the center of the roadway giving notice thereof a no passing zone for all vehicles on the following specified Town Road:

Old Stage Road from 800 ft north of its intersection with Wildwood Road northerly for 1,800 feet.

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 publication according to law.

Adopted at a regular meeting of the Liberty Grove Town Board on the ____ day of ____ 2023.

Janet Johnson, 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 ____ day of _____ 2023, by the Town Board of the Town of Liberty Grove, Door County, Wisconsin.

Dated this ____ day of _____ 2023

Anastasia Bell, Clerk/Treasurer

Town of Liberty Grove
Ordinance: 7-23
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 21.

- 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. up to ~~600400~~ 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 400 sq. ft. constructed off site shall follow item #1 above.
- 4) Detached accessory buildings less than 200 sq. ft. ~~uare-feet~~ 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 32.

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 ____ day of _____ 2023 by the Liberty Grove Town Board.

Dated this ____ day of _____ 2023.

Anastasia Bell, Clerk/Treasurer

ORDINANCE NO. __-23
AN ORDINANCE REGULATING CERTAIN ACTIVITIES IN TOWN PARKS AND ON
TOWN PROPERTY

The Town Board of the Town of Liberty Grove, Door County, Wisconsin, pursuant to Section 60.22(1), Wisconsin Statutes, does hereby ordain as follows:

All previous ordinances regulating activities in Town parks and on Town property, including but not limited to 1-85, 3-86, 6-05, 1-16, 1-17, 3-19, 1-21, 3-22, and 7-22 are hereby repealed.

Sec. 1. Purpose.

To enact an ordinance regulating certain activities in Town parks and on Town property of the Town of Liberty Grove, Door County, Wisconsin, in order to enhance and promote to the fullest the public's use, enjoyment, safety of such designated areas.

Sec. 2. Definitions.

- (a) "Dog" means any canine ~~regardless of age or sex.~~
- (b) "Cat" means any feline ~~regardless of age or sex.~~
- (c) "Town Property" means any property, land or building, owned by or under the jurisdiction of the Town ~~in addition to "Town Parks" as defined in subsection (e) above.~~
- (d) "Town Park" means any ~~Town~~ park, property or launch ramp administered by Liberty Grove, including, but not limited to the following: Grandview Park, Ellison Bay Community Park, Sand Bay Town Park, Hotz Memorial Town Park, Gills Rock Park, Fitzgerald Park, Europe Lake Boat Launch, North Bay Boat Launch, Wisconsin Bay Park, Porte des Morts Park, Isle View Park, Wills Park, Ellison Bay Marina, and Garrett Bay Park. ~~the parks known as: Mariner Park at Gills Rock, Ellison Bay Community Center; Fitzgerald, Sand Bay, Gills Rock, Porte Des Morts, Will's Park, Hotz Memorial, Grand View, Wisconsin Bay Town Park; and the Ellison Bay, North Bay, Garrett Bay and Europe Lake launch ramps.~~
- (e) ~~"Town Property" means any property, land or building, owned by or under the jurisdiction of the Town in addition to "Town Parks" as defined in subsection (e) above.~~
- (f) "Alcohol Beverages" means fermented malt beverages and intoxicating liquor as defined in Chapter 125, Wis. Stats., which definitions are adopted herein by reference.
- (g) "Personal effects" includes but is not limited to watercraft, trailers, vehicles, recreational equipment, and other items that are not the property of Liberty Grove.
- (h) "Private Enterprise" means any entity either individually owned and operated or owned and operated by a corporation for profit or not-for-profit.

Sec. 3. Curfew.

No person may enter, use, leave personal effects at, or remain in any Town Park in the Town of Liberty Grove between the hours of 10:00pm and 6:00am. This section does not apply to seasonal/transient dockage.

Sec. 4 Dogs/Cats.

No cats shall be allowed in any Town Park at any time. Dogs are allowed in Town parks and launch areas on leash only and are not allowed on the beach areas.

Sec. 5. Alcohol Beverages.

No alcohol beverages shall be consumed by any person in any Town Park between the hours of 10:00 pm and 6:00 am without the written permission of the Liberty Grove Town Board.

Sec. 6. Launching and Storing of Boats.

- (a) No agent or employee of the Town shall participate in the launching, retrieving, loading, or mooring of any watercraft.
- (b) No motorboat, sailboat, canoe, kayak, launch or any other boat or watercraft or equipment of any kind shall be parked, left unattended, stored or kept upon property of the Town, including any Town Park as specified above, other than in designated parking areas, such areas and times to be specified by written permission of the Town Board or its designee. Any watercraft or equipment left on Town property unattended or after the hours specified in Section 3 of this ordinance shall be subject to removal, towing charges, and fines to be paid by the owner as written in Section 9 of this ordinance.

Sec. 7. Rental of Town Parks other than Ellison Bay Community Center.

Rental of the following parks is permitted by written permission of the Town Board of Supervisors of the Town of Liberty Grove or their designee: Gills Rock Park, Wills Park, Mariner Park at Gills Rock, and Fitzgerald Park. These parks will remain open to the public for general use. Fees to rent these parks applies and are listed in the Town's current fees schedule.

Sec. 8. Operation and Launching of Boats in Ellison Bay Community Center.

No person shall operate or launch any motorboat, sailboat, canoe, launch or any other boat or watercraft of any kind within the swimming area of the Ellison Bay community Center. The swimming area is defined as the area bounded by the Community Center dock, a line from the northern tip of said dock in an easterly direction for a distance of 100 feet, thence southeast to the eastern edge of the Town of Liberty Grove property line, then west along the beach to the aforementioned Community Center dock.

Sec. 9. Private Enterprise Operations

- (a) Private enterprises as defined in Section 2(g) above shall not conduct any business in Town parks or in or on Town property except as specifically authorized by the Town board ~~and or~~ provided in subsection (b) of this Section below.
- (b) Private enterprises as defined in Section 2(g) above may operate aquatic enterprises as outlined in Ordinance 9-21 in Town parks or in or on Town property provided all the necessary permits and proof of insurance are demonstrated and provided further that such private enterprise obtains the express written permission of the Town Board.

Sec. 10. Displays and Signage

- (a) Displays and/or signage to be located on Town property require approval by the Town Board prior to placement of any materials on Town Property.
- (b) Requests shall be presented to the Parks and Property Committee for review prior to being forwarded to the Town Board for its consideration.
- (c) Display and/or signage requests shall come from the board of the requesting organization and must include a schematic of the display area in relation to the property.
- (d) Duration of the display shall be defined at the time of approval.

Sec. 11. Enforcement.

- (a) This ordinance may be enforced by the issuance of a citation to any violator of this ordinance by any Sheriff or Deputy Sheriff of the County of Door, State of Wisconsin, by any State of Wisconsin officer with police powers.

(b) In the alternative, any forfeitures imposed by this ordinance may be sued for and recovered pursuant to Chapter 778, Wis. Stats., in the name of the Town of Liberty Grove.

Sec. 12. Penalties.

Penalties for violations of provisions of this ordinance shall be not less than \$50 nor more than \$300 plus the costs and disbursements of prosecution, for any violation which occurs under the terms of this ordinance. Each violation of any section constitutes a separate offense.

Sec. 13. Conflicting Ordinances.

All ordinances in whole or in part of the Town of Liberty Grove which conflict with provisions of this ordinance are hereby repealed.

Sec. 14. Severance Clause.

If 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 or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses or phrases of the ordinance.

Adopted at a regular meeting of the Liberty Grove Town Board on _____

Motion to adopt: _____ Second: _____. Vote: _____ aye _____ nay.

I, Anastasia Bell, Clerk/Treasurer of the Town of Liberty Grove, Door County Wisconsin hereby certify that the above is a true and correct copy of an ordinance which was adopted at a properly noticed meeting of the Liberty Grove Town Board on the _____, 2023

Dated this _____ day of _____ 2023.

Anastasia Bell, Clerk/Treasurer



Town Clerk <tlibertygrove@gmail.com>

staircase

Jim Wrich

To: Town Clerk <tlibertygrove@gmail.com>

Cc:

Mon, Jun 19, 2023 at 4:16 PM

Dear Stacy,

My wife and I would like a staircase sign that reads:

Janis Ginsberg Wrich and Jim Wrich

Please note the spelling on Janis's name. You'd be amazed at how many people assume it is Janice even when it is spelled out.

Can you advise which steps are available.

Thank you, Stacy.

Jim Wrich

Sent from my iPhone

> On Jun 19, 2023, at 3:19 PM, Town Clerk <tlibertygrove@gmail.com> wrote:

>

>

[Quoted text hidden]

Parks 7/11/2023

- Line 44: **Ward moved, Bogenschutz second** to recommend the Town Board change the allocation of encumbered columbarium funds to be allocated for the non-motorized boat lunch at Garrett Bay. Carried 4-0

Mariner Park – None.

Disc Golf – Ward reported the course has not yet been marked.

Boat Washing Station – To be discussed at a future meeting.

Correspondence – None.

The next meetings will be 8/8/2023 and 9/12/2023 at 8:00am.

Repp moved, Scattergood second to adjourn at 10:03am. Carried 4-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer