

TOWN OF LIBERTY GROVE PUBLIC MEETING

Town Board Meeting

Date: February 9, 2024

Time: 1:00pm (or immediately following the Sanitary District#1 Committee meeting)

Place: Town Hall, 11161 Old Stage Road

Agenda:

1. Call to order
2. Declaration of Quorum
3. Approve Agenda
4. Approve minutes from 1/17/24
5. Public input
6. Payment of bills
7. Approve Audit from accounting firm CFL
8. Class C Wine License Application for Cuesta Coffee, LLC at 12625 Hwy 42, Gills Rock
9. Short-Term Rental Licenses
10. Consider tax refund requests: parcels 018-01-13312833G, 018-01-24312841C, 018-01-14312844
11. Review scoring of RFP responses and consider recommendation: Town-wide broadband network
12. Future meeting(s)
13. Adjourn

All agenda items will include discussion and possible action.

**Report items will not be discussed or voted on.*

Deviation from listed order may occur.

Audience members must ask for permission, during "Public input," to speak on agenda items.

Pamela Donart-Welcome, 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 January 17 , 2024
(this meeting was correctly posted)

Agenda:

1. Call to order
2. Declaration of quorum followed by the Pledge of Allegiance
3. Approve Agenda
4. Approve minutes from 1/3/24
5. Public input
6. Payment of bills
7. Treasurer's Report
8. Update Alcohol Beverage License for Panza Bros, LLC at 11976 Mink River Road
9. Attending WTA District Meeting on 2/16/24
10. Short-Term Rental Applications
11. Correspondence
12. Future meeting date(s)
13. Adjourn

Chairman Johnson called the meeting to order at 6:01pm . Supervisors Nancy Goss, Cathy Ward, Billy Appel, and Dan Watts were present along with Administrator Kalms, Clerk/Treasurer Pamela Donart-Welcome, and 3 members of the public.

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

Public input: none

Goss moved, Johnson seconded to approve the 1/3/24 minutes as presented. **Carried 5 - 0**

Ward moved, Johnson seconded to approve the payment of bills totaling \$2,570,769.00.
Carried 5 - 0 .

Treasurer's Report: Donart-Welcome reported the following Town account balances as of December 31, 2023:

Municipal Checking	\$ 2,096,801.63
Money Market Account	\$ 1,107,678.59
Checking	\$ 1,669,345.48
Utility District	\$ <u>665,236.88</u>
TOTAL	\$ 5,539,062.58

Johnson moved, Goss seconded to approve the Utility District Balance as presented.
Carried 5 – 0

Johnson moved, Ward seconded to approve the Town Accounts Balance as presented.
Carried 5 – 0

The previous application for the Liquor License for Panza Bros, LLC was determined to be invalid. A Special Town Board meeting was scheduled on January 30th to approve a new application.

There is going to be a WTA meeting on February 16th at the Rock Garden in Green Bay. There will be a Board of Review class that the Town staff and supervisors have attended in the past. **Johnson moved, Ward seconded** to have any of the Town Board members, the Administrator, and the Clerk, that want to attend the WTA District Meeting on February 16th at The Rock Garden, and have the Town cover the cost of enrollment. **Carried 5 - 0**

Goss moved, Ward seconded to approve the 3 Short-Term Rental applications completed since the January 3, 2024 Board meeting. **Carried 5 - 0**

Correspondence: Sister Bay Liberty Grove Library Commission posted their agenda for Jan 15, 2024.

Future Meeting(s): The next regular Board meeting will be January 17, 2024 at 6:00pm .

Johnson moved, Ward seconded to adjourn at 6:26pm **Carried 5 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Original Alcohol Beverage License Application

FOR CLERKS ONLY	
Municipality	Town of Liberty Grove
License Period	2/7/24 - 6/30/24

License(s) Requested

- ☐ Class "A" Beer \$ _____
 ☐ "Class A" Liquor \$ _____
☐ Class "B" Beer \$ _____
 ☐ "Class B" Liquor \$ _____
☒ "Class C" Wine \$ _____
 ☐ "Class A" Liquor (Cider Only) \$ _____
☐ Reserve "Class B" Liquor \$ _____
 ☐ "Class B" (Wine Only) Winery \$ _____

License Fees	\$ 41.75
Publication Fee	\$ 55.00
Background Check	\$
Total Fees	\$ 96.75

Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship)

Cuesta Coffee LLC

2. Trade Name or DBA

Cuesta Coffee

3. Premises Address

12625 State Highway 42

4. County

Door

5. Municipality

Liberty Grove

6. Aldermanic District

7. Mailing Address (if different from premises address)

12625 State Highway 42

8. FEIN

93-3793357

9. Wisconsin Seller's Permit Number

456102132855603

10. Premises Phone

(920) 901-6863

11. Premises Email

cuestacoffee@gmail.com

12. Entity Type (check one)

- ☐ Sole Proprietor
 ☐ Partnership
 ☒ Limited Liability Company
 ☐ Corporation
 ☐ Nonprofit Organization

13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. Alcohol beverages may be sold and stored ONLY on the premises described in this application. Attach additional sheets if necessary.

A small coffee shop with 12 seats inside, and roughly 12 more seat outside (spring-fall)

Part B: Questions

1. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit a copy of Responsible Beverage Server Training Course Certificate..... ☐ Yes ☒ No
2. Does the applicant business or its partners, officers, directors, managing members, or agent hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)?..... ☐ Yes ☒ No
If yes, please explain using the space below. Attach additional sheets if necessary.

Part C: For Corporate/LLC Applicants Only

1. State of Registration Wisconsin		2. Date of Registration 01/23/24
3. Is the applicant business owned by another corporation or LLC? If yes, please provide the name and FEIN of the parent company below, include parent company members in Part D, and attach Form AT-103 for all of the parent company's principal members, managers, officers, or directors ☐ Yes ☒ No		
Name of Parent Company Cuesta Coffee LLC	FEIN of Parent Company 93-3793357	
4. Does the parent company or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? ☐ Yes ☒ No If yes, please explain using the space below. Attach additional sheets if necessary.		
5. Agent's Last Name Abts	Agent's First Name Tyler	Phone 920-901-6863

Part D: Individual Information

A Supplemental Questionnaire, Form AT-103, must be completed and attached to this application for each person involved in the applicant business and any parent company as indicated in Part C. Persons in the applicant business include: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all managing members and agent of a limited liability company.

List the full name, title, and phone number for each person below. Attach additional sheets if necessary.

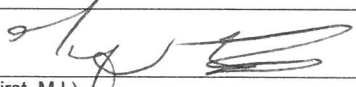
Last Name	First Name	Title	Phone
Abts	Tyler	Owner	920-901-6863

Part E: Attestation

Who must sign this application?

- sole proprietor • one general partner of a partnership • one corporate officer • one managing member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 	Date 1/24/24	
Name (Last, First, M.I.) Abts, Tyler J		
Title Owner	Email cuestacoffee@gmail.com	Phone 920-901-6863

Part F: For Clerk Use Only

Date application was filed with clerk 1/23/24	Date reported to governing body 2/5/24	Date provisional license issued (if applicable)
Date license granted	License number	Date license issued
Signature of Clerk/Deputy Clerk		

Approved	Owner Name	Property Address	Max Occupancy	POWTS Design Capacity	DATCP	DCTZ	Insured	Payment
	Tanya Ruck	1036 Cottage Rd		8 4 BDRM	YES	YES	YES	YES
	Belle Plane Investments	12650 S Port Des Morts Dr		6 3 BDRM	YES	YES	YES	YES

Criteria	Points available	Dan			Allen			Kirk			Les			Sylvain			Jodi				
		Score - ATT	Score - Bertram	Score - Charter / Spectrum	Score - ATT	Score - Bertram	Score - Charter / Spectrum	Score - ATT	Score - Bertram	Score - Charter / Spectrum	Score - ATT	Score - Bertram	Score - Charter / Spectrum	Score - ATT	Score - Bertram	Score - Charter / Spectrum					
Project Costs and Village Contribution	30	0	18	20	24	0	18	20	24	0	20	24	0	10	15	20	0	20	18	25	
Overall Town contribution – priority given to projects that require less Village contribution	25	0	18	20	24	0	18	20	24	0	20	24	0	10	15	20	0	20	18	25	
Ability to enact a recovery fee	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Proposed Solution	30	0	28	19	29	0	28	19	29	0	29	19	29	0	27	22	28	0	29	27	30
Number of premises served – priority given to unserved first, underserved second, served third	8	0	8	5	7	0	8	5	7	0	8	5	7	0	8	5	6	0	8	6	8
Overall deployment strategy and timing, -	7	0	6	5	7	0	6	5	7	0	6	5	7	0	5	6	7	0	7	7	7
Adherence to technical requirements set forth in Section 4.1 - priority given to project that can provide at least 100/20 with scalability	5	0	5	4	5	0	5	4	5	0	5	4	5	0	4	3	5	0	5	5	5
Coverage, topology, and resiliency elements	3	0	3	1	3	0	3	1	3	0	3	1	3	0	3	3	3	0	3	3	3
Network Design/Proposed Solution/Design-“Futureproofing”	3	0	3	2	3	0	3	2	3	0	3	2	3	0	3	2	3	0	3	3	3
Reasonably priced product tiers	2	0	1	1	2	0	1	1	2	0	2	1	2	0	2	1	2	0	1	1	2
Understanding the requested work	2	0	2	1	2	0	2	1	2	0	2	1	2	0	2	2	2	0	2	2	2
Applicant Background, Qualifications, and Capabilities	30	0	27	26	30	0	27	26	30	0	22	26	30	0	22	22	23	0	26	26	29
Proposed Town-wide presence	7	0	7	6	7	0	7	6	7	0	7	6	7	0	6	6	7	0	7	6	7
Relevant projects	7	0	6	7	7	0	6	7	7	0	7	6	7	0	7	7	7	0	6	7	7
Knowledge, team, and technical competence	6	0	4	4	6	0	4	4	6	0	3	4	6	0	4	0	0	0	6	6	6
Financial stability	5	0	5	5	5	0	5	5	5	0	3	5	5	0	5	5	5	0	3	5	5
Customer service and acquisition capabilities	5	0	5	4	5	0	5	4	5	0	4	4	5	0	4	4	4	0	4	5	4
Completeness of RFP	10	0	8	8	10	0	8	7	10	0	8	8	10	0	5	7	9	0	7	8	10
Total	100	0	81	73	93	0	81	72	93	0	79	73	93	0	64	66	80	0	81	80	94