

TOWN OF LIBERTY GROVE PUBLIC MEETING

Town Board/Sanitary District#1 Meeting

Date: April 17, 2024

Time: 6:00pm

Place: Town Hall, 11161 Old Stage Road

Agenda:

1. Call to order
2. Declaration of quorum followed by the Pledge of Allegiance
3. Approve Agenda
4. Public Input
5. Sanitary District
 - a. Approve minutes from 3/20/24
 - b. Payment of bills
 - c. Treasurer's Report
6. Approve minutes from 4/5/24
7. Payment of bills
8. Treasurer's Report
9. Naming of Jakes Lane
10. Change from Garden Lady to Bridenhagen for maintenance of park gardens
11. Administrator update on Frontier internet
12. PDF editing software for Town office
13. Short Term Rental licenses (Durni)
14. Correspondence
15. Future meeting(s)
16. 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 Sanitary District#1 Committee meeting on March 20, 2024

Agenda:

1. Call to order
2. Declaration of quorum followed by the Pledge of Allegiance
3. Approve Agenda
4. Public input
5. Approve minutes from 2/9/24
6. Payment of bills
7. Treasurer's Report
8. Correspondence
9. Future meeting date(s)
10. Adjourn

Chairman Johnson called the meeting to order at 6:00pm. Cathy Ward, Billy Appel, Dan Watts, and Nancy Goss were present along with Administrator Kalms, Clerk/Treasurer Pamela Donart-Welcome, and one member of the public.

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

Ward moved, Goss seconded to approve the 2/9/24 minutes as presented. **Carried 5 - 0**

Public input: Walter Kalms noted the Town and Village are working on a plan to reimburse some residents for impact fees that were collected in past years for a water tower project proposed in 2006 that was never acted on.

Goss moved, Johnson seconded to pay the Utility District bills totaling \$304.88. **Carried 5 - 0**

Johnson moved, Ward seconded to approve the Utility District Treasurer's Report for the end of February as presented. **Carried 5 - 0**

Correspondence: none

Future Meeting(s): The next meeting date was scheduled for April 17, 2024 at 6pm as part of the regularly scheduled Town Board meeting.

Johnson moved, Goss seconded to adjourn at 6:09pm. **Carried 5 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Liberty Grove Utility District #1 Balances

	2024	2023
Checking account *7823		
Balance as of February 29,	\$ 71,808.84	\$ 62,643.34
Add Deposits	\$ 428.39	\$ 401.97
Less Disbursements	\$3,956.95	\$ (5,847.74)
Add Interest	1.00% \$ 55.44	\$ 52.47
Balance as of March 31,	<u>\$ 68,335.72</u>	<u>\$ 57,250.04</u>
Savings account *9812		
Balance as of February 29,	\$331,499.73	\$ 323,398.37
Add deposits	\$ -	\$ -
Less Disbursements	\$ -	\$ -
Add Interest	2.50% \$ 650.56	\$ 678.43
Balance as of March 31,	<u>\$332,150.29</u>	<u>\$ 324,076.80</u>
Savings Restricted account *0291		
Balance as of February 29,	\$ 128,300.50	\$ 98,265.40
Add Deposits	\$ 601.74	\$ 8,817.40
Less Withdrawals		\$ -
Add Interest	0.50% \$ 51.13	\$ 42.70
Balance as of March 31,	<u>\$ 128,953.37</u>	<u>\$ 107,125.50</u>
Nicolet Bank CD (90 days ending 5/2023)	\$ -	\$ 150,440.36
North Shore CD (9 months ending 11/14/2024)	<u>\$ 156,694.21</u>	<u></u>
Balance of all accounts as of March 31,	<u>\$ 686,133.59</u>	<u>\$ 638,892.70</u>

Town of Liberty Grove
Minutes of the Town Board meeting on April 5, 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 3/20//24
5. Public input
6. Payment of bills
7. Administrator Report
8. Report on repairs at Waters End Lift Station
9. Server License for Anthony Kircher
10. Highway Committee Recommendation for Paving Contract
11. Attend Clerk/ Treasurer Institute at UWGB
12. Pay LGHS Parking \$1,000
13. Discussion of Val-A property improvements
14. Skid steer loader: replacement
15. Committee Reports
16. Short-Term Rental applications
17. Correspondence
18. Future meeting(s)
19. Adjourn

Chairman Johnson called the meeting to order at 2:00pm. Supervisors Cathy ward, Billy Appel, Nancy Goss, and Dan Watts were present along with Administrator Kalms, Clerk/Treasurer Pamela Donart-Welcome.

Johnson moved, Appel seconded to approve the agenda after agreement to move Item #10 and Item #14 to immediately follow Item #5. **Carried 5 - 0**

Goss moved, Ward seconded to approve the 3/20/24 minutes as presented. **Carried 5 - 0**

Public input: Janet Johnson noted that the Town needs to re-visit Short-Term Rental compliance regarding POWTS maintenance, as she was notified by a local septic pumper that an STR property has not yet paid for his service, and is therefore not in compliance to operate.

Recommendation for paving: One bid and one quote were received for 2024 Town paving. Both were accepted. Northeast Asphalt bid was for \$713,956.23. Door Co. Highway quote was for \$773,307.14. Old Stage Road NEA bid: \$276,484; Old Stage Road DC Hwy. bid: \$302,429.

Johnson moved, Goss seconded to award the total paving including the Old Stage paving to Northeast Asphalt, them being the lowest responsible bidder. **Carried 5-0**

Skid steer loader replacement: The Town's skid steer loader has been inefficient and dangerous due to issues with getting stuck, spinning in place, and nearly tipping over backwards. Research has shown that track loaders are more stable, and wear better. The Administrator noted there is a

John Deere 331G available for \$79,900 the Bobcat has a trade-in value of \$45,000, and there are adequate funds left in the budget after this year's purchases. **Ward moved, Appel seconded** to approve the Town proceeds with the purchase of the John Deere equipment with the trade-in as presented. **Carried 5 - 0**

Johnson moved, Goss seconded to approve the payment of Utility District#1 bills totaling \$189.34. **Carried 5 - 0**

Johnson moved, Ward seconded to approve the payment of Town bills totaling \$182,632.99. **Carried 5 - 0**

Administrator's Report: Election was had; there was a power outage; we couldn't modem results to the County Clerk, so a few of us stayed until after 11pm to ensure transmission of results; schools were closed on Wed, so their election packet couldn't be delivered until they picked it up; chip seal bids might be ready for the next meeting; we have 320 ton of salt we didn't need this winter, and found room to store it, so will save \$30,000 on next year's budget; we have applications in for incidental take on the Dwarf Lake Iris on Europe Bay Rd; the Sanitary District #1 is working to start refunding Impact Fees, Gove Evers has signed Bill 826, and the WTA is working on getting more information to municipalities regarding the effects of this change on zoning; there may be FEMA disaster funds available for the results of the extended power outage.

The Town was notified by Meghan Barnes that the **Water's End lift station** needs extensive work. The current pumps were originally installed in 1997, and the other components are deteriorating, and are in need of replacement soon. The cost this year would be \$24,837, or \$30,000 next year. The budget does have contingency funds that could be used this year, and replaced in next year's budget. **Johnson moved, Goss seconded** to authorize the Administrator to contact the Village, and move forward with the repair costs quoted for the lift station on Waters End. **Carried 5 - 0**

Goss moved, Ward seconded to approve the Operator's License as presented. **Carried 5 - 0**

Johnson moved, Goss seconded to have Pam attend the Clerk Treasurer Institute at UWGB this year. **Carried 5 - 0**

After discussion, the Board will seek clarification on the agreement of paying for the use of the LGHS space for public parking, and revisit at a future meeting.

Johnson noted it would cost approximately \$2,000 for an electrician to install one electric stand on the former Val-A property, but believes the Town should hold off until we get more information.

Committee reports:

- Highway: Dale Stewart summarized items the committee has been working on: Isle View Culvert project completed; dip in Beach Rd is slated to be fixed by the County; concern over speed control when entering Gills Rock; the Town's street light inventory is being researched; a resident had requested paving of N Badger Rd; the committee is researching how to budget for all Town roads to be paved.
- Parks & Property: Cathy Ward summarized items the committee has been working on: Donna Scattergood is stepping away, so the committee will be looking for a replacement member; the disc golf course in Gills Rock seems to be back on track; the Wind Phone install at Isle view park is moving along; Mariner Park plans are being worked on; the boat washing station concept is still being considered at a location other than Mariner Park at this time; possibly connecting Town parks to Google maps; the condition of the kayak launch is being discussed.
- Plan Commission: Nancy Goss summarized items the commission has been working on: an application for text amendments to HL-10 zoning is being worked on.

Johnson moved, Goss seconded to approve two STR applications as presented **Carried 5 - 0**

Correspondence: none

Future Meeting(s): The Annual meeting is scheduled April 16, 2024 at 7:00pm, and the next regular Board meeting will be April 17, 2024 at 6:00pm .

Johnson moved, Ward seconded to adjourn at 3:10pm **Carried 5 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Town of Liberty Grove balances as of March 31,**2024****2023**

Municipal Checking Account *8401	\$	1,648,572.51		\$	2,489,538.46
correction (reverse stamp fee from prev report)	\$	30.00		\$	-
Transfer to General Checking	\$	-		\$	270,000.00
Interest 1.00%	\$	1,309.85	1.00%	\$	1,967.83
Balance as of March 31,	\$	1,649,912.36		\$	2,221,506.29

Money Market Account *7390	\$	1,113,254.91		\$	1,481,432.87
Interest 3.00%	\$	2,618.13	2.50%	\$	3,724.28
Balance as of March 31,	\$	1,115,873.04		\$	1,485,157.15

General Checking Account *1120	\$	1,255,269.06		\$	137,536.12
correction (reverse service fee added to prev report)	\$	662.47		\$	-
Plus deposits and transfers	\$	48,119.77		\$	297,793.26
Less FICA	\$	9,207.01		\$	9,674.09
Less State withholding	\$	1,437.30		\$	1,526.45
Less payroll	\$	26,738.06		\$	27,323.22
Less disbursements	\$	260,133.62		\$	96,758.39
Balance as of March 31,	\$	1,006,535.31		\$	300,047.23

Utility District Checking *7823	\$	68,335.72		\$	57,250.04
Utility District Savings *9812	\$	332,150.29		\$	324,076.80
Utility District Restricted Savings *0291	\$	128,953.37		\$	107,125.50
Nicolet Bank CD (6 months ending 5/04/2023)				\$	150,440.36
North Shore CD (9 months ending 11/14/2024)	\$	156,694.21		\$	-
Balance as of March 31,	\$	686,133.59		\$	638,892.70

Municipal Checking *8401	\$	1,649,912.36		\$	2,221,506.29
Money Market Acct *7390	\$	1,115,873.04		\$	1,485,157.15
Checking *1120	\$	1,006,535.31		\$	300,047.23
Utility Dist.	\$	686,133.59		\$	638,892.70

As of March 31, the total in all Town accounts is:**\$ 4,458,454.30****\$ 4,645,603.37**



Bridenhagen Tree & Landscape

Bridenhagen Tree and Landscape

PO BOX 920

Sister Bay, WI 54234

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Ellison Bay Womens Club/Wills Park

Annual landscape Maintenance

Town of Liberty Grove

C/O Bud Kalms

tlibertygrove@gmail.com

Estimate for Landscape Maintenance- Beginning in April 2024, our crew will engage in a thorough clean up of the gardens at Ellison Bay Womens club as well as at Wills Park next to the Ellison Bay town Marina. Scope of work will include, cutbacks, pruning, and shaping of shrubs. Removal and disposal of Leaves and debris from winter. Mulching of Landscape beds. Throughout the summer months, our crew will weed beds, and maintain landscape plants including cutbacks, dead heading of perennials, and regular maintenance of Shrubs. In the Fall of the year, we will perform a fall cleanup and remove all leaves. Our crew has met with your previous landscaper (Beth Coleman) and have been given a thorough walk through of the job under her eye.

Estimate includes, Labor, Mulch, Fertilizer and all landscape materials required to perform the described work.

Subtotal: \$5,800

Approved	Owner Name	Property Address	Max Occupancy	POWTS Design Capacity	DATCP	DCTZ	Insured	Payment
	Nicholas Durni	11527 STH 42		6 3 BDRM	YES	YES	YES	YES