

TOWN OF LIBERTY GROVE PUBLIC MEETING

AMENDED (to add Item 15)

Town Board Meeting

Date: June 5, 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. Approve minutes from 5/15/24
5. Public input
6. Payment of bills
7. Administrator Report
8. Update from Destination Door County Re: tourism
9. Status of clean up at Rowley's Bay
10. Recommendation from Highway Committee – Chip sealing bids
11. Review Town fee rate sheet
12. Ord 4-24 for Appointment of alternate members of BOR
13. Ordinance __ - 24 for Adopting Notice of Records Access
14. Ordinance __ - 24 for Rescinding Ord. 1 – 2006 and to direct refunding of held impact fees
15. Temp Combo Class B license LGHS 6/20 Fish Boil
16. Operators Licenses
17. Short-Term Rental applications
18. Correspondence
19. Future meeting(s)
20. 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 May 15, 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 5/1/24
- 5 Public Input
- 6 Review inoperable vehicles stored on Tip of the Door Ln property
- 7 Review status of clean up at Rowley's Bay
- 8 Utility District
 - a. Payment of bills
 - b. Treasurer's Report
 - c. Hydrant painting
 - d. Resolution 2-24, Approving eCMAR for LGUD#1
- 9 Payment of Town bills
- 10 Treasurer's Report
- 11 Trail up Little Sister Hill—request for letter
- 12 Committee and Commission appointments
- 13 Consider purchase of track loader trailer
- 14 Consider sale of Mack patrol truck/equipment
- 15 Shred-It Recycling Day quote
- 16 Application for Commercial Seasonal Launch
- 17 Short Term Rental licenses
- 18 Correspondence
- 19 Future meeting(s)
- 20 Adjourn

Chairman Johnson called the meeting to order at 6:02pm. Supervisors Cathy Ward, Billy Appel, Dan Watts, and Nancy Goss were present, along with Administrator Kalms, Clerk/Treasurer Pamela Donart-Welcome, and 19 members of the public.

Ward moved, Appel seconded to approve the agenda **amended** to discuss agenda item #13 before item #9. **Carried 5 – 0**

Ward moved, Goss seconded to approve the 5/1/24 minutes as presented. **Carried 5 – 0**

Public input: Cathy Ward, reporting as a Town representative to the Tourism Zone Commission, noted at their 5/16/24 Exec Committee meeting, there will be a vote on a policy change for permitting business properties that requires LLCs be listed in good standing with the WI Department of Financial Institutions.

Kimberli Mallek of 12873 Tip of the Door Ln noted she emailed pictures of the proof of license and current registration requested by the Board to remedy the violation of Ordinance 1-99 with inoperable vehicles, and that the other vehicle has been removed.

Johnson read a letter from the Ouradniks regarding the plan to clean up debris at Rowley's Bay, which included a letter from JF Construction stating they will begin the clean-up in the next three weeks. She noted the Town will follow up to ensure the clean-up takes place.

Utility District #1 –

Johnson moved, Goss seconded to approve the payment of bills totaling \$267.67.

Carried 5 – 0

Treasurer's Report: Donart-Welcome reported the following Utility District #1 account balances as of April 30, 2024:

Checking Account	\$ 108,341.13
Savings Account	\$ 332,869.55
Restricted Savings	\$ 129,785.60
CD	\$ <u>157,663.14</u>
TOTAL	\$ 728,659.42

Johnson moved, Goss seconded to approve the Utility District Treasurer's Report as presented. **Carried 5 – 0**

Goss moved, Ward seconded to move forward with the hydrant painting as presented.

Carried 5 - 0

Goss moved, Ward seconded to approve Resolution 2-24 approving electronic Compliance Maintenance Annual Report for Liberty Grove Utility District #1.

Carried 5 - 0

Johnson moved, Appel seconded to approve the purchase of a used Track Loader trailer.

Carried 5 - 0

Johnson moved, Goss seconded to approve the payment of Town bills totaling \$40,641.24.

Carried 5 - 0

Treasurer's Report: Donart-Welcome reported the following Town account balances as of April 30, 2024:

Municipal Checking	\$ 1,731,082.02
Money Market Account	\$ 1,118,768.81
General Checking	\$ 641,210.18
Utility District #1	\$ <u>728,659.42</u>
TOTAL	\$ 4,219,720.43

Goss moved, Johnson seconded to approve the Town Treasurer's Report as presented. **Carried 5 – 0**

Julie Schmelzer, Village Administrator with Sister Bay, requested a letter of support from Liberty Grove to allow Sister Bay to move forward with the grant writing for and proposed installation of a section of trail crossing ½ mile of Liberty Grove property that joins Sister Bay and Ephraim. The proposed trail would be part of a network of trails connecting the Door County

Communities. She stated there would be no cost to the Town, and the Village of Sister Bay would maintain that section of trail as they do their portion. **Ward moved, Goss seconded** to have the Liberty Grove Town Board support the design of and the grant application for a trail connecting Ephraim, Sister Bay, and Liberty Grove that the Village of Sister Bay will construct with grant dollars and maintain. **Carried 5 - 0**

Johnson approved the extensions of Plan Commissioners Dan Watts for a two-year term, and Ann Miller for a three-year term. She noted that Cathy Ward will remain on the Tourism Zone Commission and added new member Rochelle Polomas to replace Jewel Ouradnik. She noted the CD&T Committee will be split into the Technology Committee (keeping Kirk Scattergood, Dan Watts, Jodi Bensyl, Les Keepper and adding Andrew Gantman), and the Community Development committee (with Janet Johnson, Sylvann Welcome, and Alan Kroll as members).

Administrator Kalms noted the Town's 2002 Mack RD690S is ready for sale and gave detailed specifications for listing it on the Wisconsin surplus website with a suggested reserve price of \$20,000. **Johnson moved, Appel seconded** to sell the 2002 Mack patrol truck. **Carried 5 - 0**

Watts moved, Johnson seconded to approve the Stericycle/Shred-it quote of \$1,400.00 for the September 7, 2024 Shred-it/Recycle day. **Carried 5 - 0**

Ward moved, Goss Johnson seconded to approve the commercial seasonal launch pass for Door County Adventure Rafting. **Carried 5 - 0**

Goss moved, Appel seconded to approve the Short-Term Rental licenses for 1070 Lost Ln, Ellison Bay, 11838 Lakeview Rd, and 744 Isle view Rd. **Carried 5 - 0**

Correspondence: Administrator Kalms shared the Bay Shore Connectivity Trail Feasibility Study, the SBLG Library Commission Financial Statements, and the TLG Financial Statements. He also shared the County Tourism Zone Commission schedule of room tax revenue by municipality. He reminded the Town of the upcoming WTA meeting in Gibraltar, and shared the report on the grease trap inspection of Seaquist Orchard Market. Finally, he shared the certification by the Village Clerk on the proposed/in-process annexation of the Logerquist property at Woodcrest and Hwy ZZ.

Future Meeting: The next regular Board meeting will be June 5 , 2024 at 6:00pm.

Johnson moved, Goss seconded to adjourn at 7:13pm. **Carried 5 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Liberty Grove Sanitary District

6/5/24 Bills to Pay

Name of Payee	Description of bill	Amount
Trilogy Consulting LLC	Sewer Rate Review	\$ 1,470.00
WPS	Lift Station	\$ 144.49
	TOTAL	\$ 1,614.49

TOWN OF LIBERTY GROVE RATE SHEET (AS OF 09/21/2022)

FACILITY RENTALS (ordinance 3-22)

Ellison Bay Community Center	Rental deposit (<i>refunded if no damage</i>)	\$300
	1 st day non-resident or for-profit activity	\$500
	1 st day resident or non-profit community group	\$250
	2 nd day non-resident or for-profit activity	\$250
	2 nd day resident or non-profit community group	\$125
	Tent on grounds	\$200
	Rental deposit	\$300
Town Hall, North Fire Station, Section 7 Parks <i>*No charge: LG based 501(c) organizations (DCN, LGHS, EBSC, etc.) regular meeting where food is not prepared on the premises*</i>	Rental deposit (<i>refunded if no damage</i>)	\$300
	1 st day non-resident or for-profit activity	\$250
	1 st day resident or non-profit community group	\$125
	2 nd day same activity any group	\$100
	Tent on grounds	\$125
Cemetery (ordinance 10-21)	Site for resident	\$750
	Site for non-resident	\$1,500
	Burial on someone else's site (family member)	\$375
	Summer full burial: April 2 nd – November 30 th	\$650
	Winter full burial: December 1 st – April 1 st	\$850
	Cremation burial: standard size 10" x 10" x 12"	\$300
	Additional for Holiday burial	\$150
License/Permits	Additional for oversize cremation	\$150
	Driveway permit (ordinance 6-21)	\$100
	Firework permit (ordinance 15-19)	\$20
	Short-Term Rentals (ordinance 10-22)	\$450/year
	Operator License (ordinance 11-07)	\$10/year
	Liquor License (Class A or B) (ordinance 11-07)	\$500/year
	Beer License (Class A or B) (ordinance 11-07)	\$100/year
Marina (ordinance 9-21)	Wine License (Class C) (ordinance 11-07)	\$100/year
	Annual slip rental (first 20-ft of boat)	\$1,000
	Annual slip rental (each foot beyond 20ft)	\$50/ft
	Annual launch	\$50/watercraft
	Marine service launch	\$50/trailer
	Daily launch (not for commercial use)	\$5
	Transient slip rental - \$30 minimum	\$1.50/ft <i>plus tax</i>
Open Record Request (ordinance 1-22)	Trailer parking (behind fire station)	\$2.00/ft <i>plus tax</i>
	Assessment certificates (up to 2 adjacent parcels)	\$35
	Assessment certificates (3 or more parcels)	\$70
	Audio file on CD and/or USB	<i>Device cost</i>
	Copies	\$0.20/page
	Hourly rate plus actual, necessary direct costs	<i>If exceeding \$50</i>
	Single copy to Board/Committee	<i>Free</i>
	Multiple copies to Board/Committee	\$0.20/page
	Meeting transcription: actual cost, plus shipping	<i>Actual cost</i>
	Postage	\$5 <i>or actual cost</i>
Emails and copies of records managed by contracted services of the Town		\$35.00/ request

**TOWN OF LIBERTY GROVE
ORDINANCE 4-24**

APPOINTMENT OF ALTERNATE MEMBERS OF BOARD OF REVIEW

Whereas, 1997 Wis. Act 237 has amended the procedures for Board of Review commencing in the year 2000, and

Whereas, one of the changes to Sec. 70.47 of Wis. Statutes authorizes the removal of board of review members for individual cases under specific circumstances, and

Whereas, Sec. 70.47(6m) (c) authorizes the appointment of alternate members to serve on the board of review when standing members are removed from individual cases;

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

1. Adoption

Pursuant to Section 70.47(6m) (c) and Sec. 70.46(1) of Wis. Statutes the Town Board hereby provides for the appointment of alternates to serve on the Town Board of Review in the event a standing board member of the Board of Review is removed or unable to serve for any reason.

2. Appointments

The following electors of the Town of Liberty Grove are hereby named as alternates in the order indicated to serve as alternate board of review members:

Alternate 1: Julie Kingsbury
Alternate 2: Walter Kalms
Alternate 3: Yvonne Dwonch

3. Effective Date

The appointments made in this ordinance are for the year 2024 Board of Review proceedings and are effective upon posting as provided by law.

Adopted at a meeting of the Liberty Grove Town Board on the ____ day of ____, 2024. ____ moved, ____ seconded, passed ____ ayes, ____ nays.

I, Pamela Donart-Welcome, Clerk/Treasurer for the Town of Liberty Grove, hereby certify that the above ordinance was adopted at a legally noticed meeting of the Liberty Grove Town Board on _____.

Pamela Donart-Welcome, Clerk/Treasurer

TOWN OF LIBERTY GROVE
ORDINANCE -24
ADOPTING NOTICE OF RECORDS ACCESS

STATE OF WISCONSIN
Town of Liberty Grove
Door County

Ordinances 3-09, 1-12, 4-12, and 1-22 are hereby repealed.

The Town Board of the Town of Liberty Grove, Door County, Wisconsin, has the specific authority under s. 19.34, Wis. Stats., to adopt this ordinance.

This ordinance, adopted by a majority of the town board on a roll call vote with a quorum present and voting and proper notice having been given, adopts the Notice of Records Access as contained herein, which, pursuant to s. 19.34 (1), Wis. Stats., contains a description of the town's organization and the established times and places at which, the legal custodian from whom, and the methods whereby the public may obtain, information from and access to records in the town's custody; make request for town records or obtain copies of town records; and the costs thereof.

NOTICE OF RECORDS ACCESS

The clerk of the Town of Liberty Grove, Door County, Wisconsin, by this notice states that the clerk of the Town of Liberty Grove has been designated under s. 19.33, Wis. Stats., as the legal custodian of records for the Town of Liberty Grove, except that elected officials are the custodians of their own records of office and chairpersons of committees of elected officials are custodians of the records of the committee.

The town clerk maintains regular office hours of 8:30 AM - 1:00 PM Monday thru Friday, except legal holidays, at 11161 Old Stage Road.

As required under s. 19.34(1), Wis. Stats., each Town Local Public Office is listed below. The public may obtain information and access to records in the custody of elected officials and chairpersons of committees of elected officials, as the custodians of their own records of office, make requests for records, or obtain copies of records, and learn the costs of obtaining copies of records from the elected official or chairperson in accordance with the contact information designated as follows:

Office of Town Clerk

Pamela Donart-Welcome
11161 Old Stage Road, Sister Bay 54234
Phone: 920-854-2934
Fax: 920-854-7366
Email: town@libertygrovewi.gov

The following are the fees for satisfying record requests under s. 19.35, Wis. Stats.:

Open Record Request (ordinance 1-22)	Assessment certificates (up to 2 adjacent parcels)	\$35
	Assessment certificates (3 or more parcels)	\$70
	Audio file on CD and/or USB	Device cost
	Copies	\$0.20/page
	Hourly rate plus actual, necessary direct costs	If exceeding \$50
	Single copy to Board/Committee	Free
	Multiple copies to Board/Committee	\$0.20/page
	Meeting transcription: actual cost, plus shipping	Actual cost
	Postage	\$5 or actual cost
	Emails and copies of records managed by contracted services of the Town	\$35.00/ request

Implementation

This ordinance shall become effective upon passage and posting according to law.

Adopted at a regular meeting of the Liberty Grove Town Board on the ___ day of ___, 2024.

Janet Johnson, Chairman

I, Pamela Donart-Welcome, 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 at a properly noticed, regular meeting, held on the ___ day of ___, 2024 by the Liberty Grove Town Board.

Dated this ___ day of ___, 2024.

Pamela Donart-Welcome, Clerk/Treasurer

LIBERTY GROVE UTILITY DISTRICT NO. 1

ORDINANCE NO. -24

AN ORDINANCE TO RESCIND ORDINANCE NO. 1-2006, ESTABLISHING IMPACT FEES, AND TO
DIRECT REFUNDING OF HELD IMPACT FEES

WHEREAS, on February 1, 2006, the Commission of the Liberty Grove Utility District #1 adopted Ordinance No. 1-2006, creating Sections 100.00 through 100.70 of the District Code and establishing an impact fee for water tower and system improvements, in the amount of Two Thousand Ninety-Eight Dollars (\$2,098,00) for every residential meter equivalent; and

WHEREAS, the impact fees collected by the Utility District to date pursuant to Ordinance No. 1-2006 have not been used and are not planned to be used in the near future; and

WHEREAS, in accordance with Wis. Stat. § 66.0617(9), which preempts conflicting Utility District ordinances, impact fees held and not used within eight years after they are collected must be refunded to the payer of fees for the property with respect to which the impact fees were imposed, along with any interest that has accumulated.

NOW THEREFORE, the Commission of the Liberty Grove Utility District #1, Door County, Wisconsin does hereby ordain as follows:

- A. Liberty Grove Utility District #1 Ordinance No. 1-2006 regarding the establishment of impact fees is hereby repealed in its entirety.
- B. District Code Sections 100.00 through 100.70, reflecting the repealed Ordinance No. 1-2006, are hereby repealed and removed from the District Code in their entirety.
- C. The Treasurer, with the assistance of the Secretary, of Liberty Grove Utility District #1 are ordered to refund all impact fees, along with any interest that has accumulated, held by the Utility District in accordance with Wis. Stat. § 66.0617(9).
- D. If any portion of this Ordinance or its application on any person or circumstances is held invalid, the validity of this Ordinance as a whole or any other provision herein or its application shall not be affected.
- E. The Clerk of the Liberty Grove Utility District #1 shall publish this ordinance or a summary of this ordinance as provided by Wis. Stat. § 60.77(5m).
- F. The provisions of this Ordinance shall be in full force and effect from and after its passage and publication.

Adopted at a regular meeting of the Liberty Grove Utility District #1 Commission on _____, 2024. Motion to adopt: _____, Second: _____. Motion carried ____-____.

I, Pamela Donart-Welcome, Clerk of the Liberty Grove Utility District #1, 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 Utility District #1 Commission on the _____ day of _____, 2024.

Dated this ____ day of _____ 2024.

*Pamela Donart-Welcome,
Liberty Grove Utility District #1 Clerk*

Published as a class 1 notice on _____, 2024, in the _____.
(Date) (Newspaper)

[illegible]

Short-Term Rental Applications to Approve									
Approved	Owner Name	Property Address	Max Occupancy	POWTS Design Capacity	DATCP	DCTZ	Insured	Payment	
	Feuerer, Nathan	11911 Prinsen Woods		6 3 BDRM	YES	YES	YES	YES	
	Owens, Thomas, Traci	10966 Hillcrest Rd		8 4 BDRM	YES	YES	YES	YES	