

TOWN OF LIBERTY GROVE PUBLIC MEETING

Town Board Meeting

Date: June 19, 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 6/5/24
5. Public Input
6. Sanitary District
 - a. Payment of bills
 - b. Treasurer's Report
7. Payment of bills
8. Treasurer's Report
9. Temporary Combo Class B licenses
10. Liquor Licenses
11. Operator Licenses
12. Tobacco Licenses
13. Commercial Launch passes
14. Generator Maintenance & Inspection
15. HSA Accounts for total of 4 eligible FT employees
16. Divide funds between Community Development and Technology Committees
17. Parks Committee Recommendation to move ahead with Environmental Study at Mariner Park
18. Short Term Rental licenses
19. Correspondence
20. Future meeting(s)
21. 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 June 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 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

Chairman Johnson called the meeting to order at 6:00pm. Supervisors Billy Appel, Nancy Goss Cathy Ward, and Dan Watts were present along with Administrator Kalms, Clerk/Treasurer Pamela Donart-Welcome, and 17 members of the public (including one remotely).

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

Ward moved, Johnson seconded to approve the 5/15/24 minutes as presented. **Carried 5 – 0**

Johnson moved, Ward seconded to approve the payment of Utility District#1 bills totaling \$1,614.49. **Carried 5 – 0**

Goss moved, Johnson seconded to approve the payment of Town bills totaling \$18,059.66. **Carried 5- 0**

Administrator Kalms gave his report including the need to remove dead trees at the Little Sister Cemetery and fix the tilted sign. The paving is done and was already accidently damaged on Country Lane by a delivery truck. A meeting will take place with Frontier regarding grants and accessing BEAD funding for the ISP project. The HL-10 text amendment application was submitted, water testing at Gills Rock & Ellison Bay Parks was approved by the DNR, and facility rentals have started. The DC unit of WTA met, there is a new Maintenance of Effort form to be filed with the WI DOR annually starting in July, and traffic speed on Isle View Rd was discussed at both the Town's Highway Committee, and the County Highway Safety Committee, both trying to find a solution.

Julie Gilbert, president of **Destination Door County** gave an update on their activities in regard to tourism in the County. Juliana Behme of **Door County Tourism Zone** gave a presentation of how lodging tax is collected and distributed.

Pat & Gail Mullaney of 1080 Wagon Trail, and Kathe Budzek of 1086 Wagon Trail Circle all expressed their concerns over the debris remaining at the neighboring former Rowley's Bay Resort property. Board supervisors discussed options to ensure the property gets cleaned up in as timely a manner as possible. **Johnson moved, Goss seconded** to instruct the Administrator to contact our legal representatives to find out whether we can go onto the Rowley's Bay property, and initiate the cleanup, and make the fines for the Ord 1-99 violation retroactive. **Carried 5 - 0**

Johnson moved, Appel seconded to approve chip-sealing on the six roads recommended by the Highway Committee for a total of \$115,230.00. **Carried 4 - 0** (Goss absent)

Ward moved, Goss seconded to approve the \$35/request rate for emails & copies of records managed by contracted services of the Town. **Carried 5 - 0**

Goss moved, Ward seconded to approve Ordinance 4-24 for the appointment of the three selected people as alternate Board of Review members. Appel, Watts, Ward, Goss, and Johnson voted aye. There were no nays. **Motion passed.**

Appel moved, Goss seconded to approve Ordinance 5-24 for Adopting Notice of Records Access. Goss, Appel, Johnson, Watts, and Ward voted aye. There were no nays. **Motion passed.**

Goss moved, Ward seconded to approve Ordinance 6-24 for Rescinding Ord 1-2006, and Direct Refunding of Held Impact Fees. Watts, Goss, Ward, Johnson, and Appel voted aye. There were no nays. **Motion passed.**

Johnson moved, Goss seconded to approve the Temporary Combination Class B License for the Liberty Grove Historical Society for their function on June 20. **Carried 5 - 0**

Johnson moved, Goss seconded to approve the Operator Licenses with the list presented to us at the June 5th meeting. **Carried 5 - 0**

Johnson moved, Ward seconded to approve the Short-Term Rental applications at 11191 Prinsen Woods, and 10966 Hillcrest Rd. **Carried 5 - 0**

Administrator Kalms shared **correspondence** including the certification by the Village Clerk for the annexation of the Logerquist property at the intersection of Woodcrest & County ZZ; a reminder of the June 20th annual meeting of the DCTZ in Sturgeon Bay; a notice from the DNR regarding managed forest land on approximately 53 acres in Liberty Grove.

Future Meeting(s): The next regular Board meetings will be June 19th and July 3rd, 2024 at 6:00pm.

Johnson moved, Goss seconded to adjourn at 7:36pm. **Carried 5 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Liberty Grove Sanitary District

6/19/24 Bills to Pay

Name of Payee	Description of bill	Amount
Sister Bay Utilities	Monthly Lift Station Flushing, Electric, Meter software, HydroCorp, Billing software	\$ 230.06
	TOTAL	\$ 230.06

Liberty Grove Utility District #1 Balances

	2024	2023
Checking account *7823		
Balance as of April 30,	\$ 108,341.13	\$ 57,516.71
Add Deposits	\$ 3,171.00	\$ 4,442.27
Less Disbursements	\$41,164.68	\$ 1,029.63
Add Interest	1.00% \$ 73.07 ? %	\$ 53.77
Balance as of May 31,	<u>\$ 70,420.52</u>	<u>\$ 60,983.12</u>
Savings account *9812		
Balance as of April 30,	\$332,869.55	\$ 324,690.86
Add deposits	\$ -	\$ -
Less Disbursements	\$ -	\$ -
Add Interest	2.50% \$ 698.30 ? %	\$ 725.08
Balance as of May 31,	<u>\$333,567.85</u>	<u>\$ 325,415.94</u>
Savings Restricted account *0291		
Balance as of April 30,	\$ 129,785.60	\$ 109,966.52
Add Deposits	\$ 1,120.42	\$ -
Less Withdrawals	\$ -	\$ -
Add Interest	0.50% \$ 55.38 ? %	\$ 49.71
Balance as of May 31,	<u>\$ 130,961.40</u>	<u>\$ 110,016.23</u>
Nicolet Bank CD (9 months ending 2/2024)	? %	\$ 151,758.44
North Shore CD (9 months ending 11/14/2024)	4.92% <u>\$ 157,663.14</u>	<u></u>
Balance of all accounts as of May 31,	<u>\$ 692,612.91</u>	<u>\$ 648,173.73</u>

Town of Liberty Grove balances as of May 31,	\$	2,024.00	2023
Municipal Checking Account *8401			
Balance as of April 30,	\$	1,731,082.02	\$ 2,292,635.13
Transfer to General Checking	\$	-	\$ -
Transportation Aid	\$	4,473.41	\$ 4,473.41
Interest 1.00%	\$	1,473.42	1.00% \$ 2,076.59
Balance as of May 31,	\$	1,737,028.85	\$ 2,299,185.13
Money Market Account *7390			
Balance as of April 30,	\$	1,118,768.81	\$ 1,488,529.47
Interest 3.00%	\$	2,812.55	2.50% \$ 3,983.55
Balance as of May 31,	\$	1,121,581.36	\$ 1,492,513.02
General Checking Account *1120			
Balance as of April 30,	\$	641,210.18	\$ 486,508.21
Plus deposits and transfers	\$	25,594.46	\$ 53,366.34
Less FICA	\$	9,974.10	\$ 9,149.31
Less State withholding	\$	1,628.66	\$ 1,450.95
Less payroll	\$	44,000.11	\$ 40,921.74
Less disbursements	\$	312,745.51	\$ 288,720.51
Balance as of May 31,	\$	298,456.26	\$ 199,632.04
TOTAL in all Utility District Accounts:			
Utility District Checking *7823	\$	70,420.52	\$ 60,983.12
Utility District Savings *9812	\$	333,567.85	\$ 325,415.94
Utility District Restricted Savings *0291	\$	130,961.40	\$ 110,016.23
Nicolet Bank CD (6 months ending 5/04/2023)	\$	-	\$ 151,758.44
North Shore CD (9 months ending 11/14/2024)	\$	157,663.14	
Balance as of May 31,	\$	692,612.91	\$ 648,173.73
TOTAL in all Town Accounts:			
Municipal Checking *8401	\$	1,737,028.85	\$ 2,299,185.13
Money Market Acct *7390	\$	1,121,581.36	\$ 1,492,513.02
Checking *1120	\$	298,456.26	\$ 199,632.04
Utility District	\$	692,612.91	\$ 648,173.73
As of May 31, the total in all Town accounts is:	\$	3,849,679.38	\$ 4,639,503.92

NAME	BUSINESS
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"Class C" liquor (sale of wine for consumption off premise)

Jean Thompson Door County Bakery, LLC

"Class C" wine (sale of wine for consumption on premise)

must accompany another license or be the only liquor sold in a restaurant

Jaime L Mead Door County Underground

Carol Ash Kick Ash Products, LLC

Combo "Class A" Liquor & "Class A" Beer (sale of liquor, wine, and beer for consumption off premise)

Terry Wurster Dovetail Trading LLC, dba Dovetail Trading

Kevin Oram Oram Enterprises, Inc. dba Koepsel's Farm Market

Barbara Greene Pioneer Store, LLC, dba Pioneer Store

Sam Forkert Yacht Works, Inc.

Kristi Moss-Henricksen Henricksen Fisheries, dba Henricksen Fish House

Combo "Class B" liquor & "Class B" Beer (sale of liquor, wine, and beer for consumption on/off premise)

Tesa Santoro BBEB LLC, dba Blue Bear Ellison Bay/Della Porta DC

Kristine Johnson Double J, Inc. dba Waterfront Restaurant

Terry Wurster Dovetail Grill, LLC dba Dovetail Grill

Linden Ray Free Falling, Inc. dba Mink River Basin

Mekaila Novitski R & M Operations LLC, dba Shoreline Restaurant

John Britton Unkefer Solago Restaurant, LLC

Joseph J Ouimet Jr Tassi Hospitality LLC, dba Osteria Tre Tassi

Kevin Lawell Whiskeymen, Ltd dba Hugel Haus

Class "B" Beer (sale of beer for consumption on or off premise)

Carol Ash Kick Ash Products, LLC

Temporary Combo "Class B" liquor & "Class B" Beer (sale of wine, and beer for consumption on premise)

Stephanie Burke July 27-28, 2024 Ellison Bay LGHS Tractor Show

Jane Lee August 24, 2024 Blues on the Bay for Door Cty Secret Santa

NAME	BUSINESS
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Cigarette, Tobacco, & eVaping Device (retail sales)

Linda Hedeon Wurster Dovetail Trading LLC, dba Dovetail Trading
 Barabara Greene Pioneer Store, LLC, dba Pioneer Store

NAME	BUSINESS
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Operators

(location of service)

Luke Christopher Mink River Basin
 Sarah Brandt Mink River Basin
 Vanessa Wylie Mink River Basin
 Doug Bensyl Mink River Basin
 Theresa Evans Dovetail Grill
 Crystal Manson Yachtworks Inc
 Karen Nystrom Island Orchard Cider
 Anna Dunne Yachtworks Inc
 Nadine Brooke Island Orchard Cider
 Dale Doney Island Orchard Cider
 Dawn Doney Island Orchard Cider
 Kathrin Harris Island Orchard Cider

Short-Term Rental Applications to Approve								
Owner Name	Property Address	Max Occupancy	POWTS Design Capacity	DATCP	DCTZ	Insured	Payment	
Grover, Steven	1001 Cottage Rd	6	3 BDRM	YES	YES	YES	YES	
Dohleman, Frank and Bethany	1354 Kinsey Bay	12	4 BDRM	YES	YES	YES	YES	
Clayton, Keith	9991 St Hwy 57	6	3 BDRM	YES	YES	YES	YES	