

## TOWN OF LIBERTY GROVE PUBLIC MEETING

### Town Board Meeting

**Date:** July 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. Approve minutes from 7/3/24
5. Public Input
6. Sanitary District
  - a. Payment of bills
  - b. Treasurer's Report
7. Payment of bills
8. Treasurer's Report
9. Liberty Grove community Pot-luck Lunch
10. Addressing issues – Letter to County
11. Operator Licenses
12. Temp B Combo License for Death's Door Dance Fest
13. Commercial Launch passes
14. Short Term Rental licenses
15. Correspondence
16. Future meeting(s)
17. 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.\**

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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 July 3, 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 6/19/24
5. Public input
6. Payment of bills
7. Administrator Report
8. Withdrawal from County zoning pursuant to Act 264
9. Adjourn to closed session per Stat. 19.85 (1)(e): deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session—Frontier contract
10. Reconvene to open session
11. Consider announcement of closed session item
12. Operators Licenses
13. Short-Term Rental applications
14. Correspondence
15. Future meeting(s)
16. Adjourn

Chairman Janet Johnson called the meeting to order at 6:00pm. Supervisors Cathy Ward, Billy Appel, Dan Watts, and Nancy Goss were present along with Administrator Kalms, Clerk/Treasurer Pamela Donart-Welcome, and 8 members of the public.

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

**Goss moved, Appel seconded** to approve the 6/19/24 minutes as presented. **Carried 5 - 0**

**Public input:** Mickie Rasch of DCN thanked the Town for the support given to the Ellison Bay Day Event. Craig Bleitz of 2029 Waters End Rd questioned the timing of Agenda Item #8.

**Ward moved, Goss seconded** to approve the payment of Utility District#1 bills totaling \$140.63. **Carried 5 - 0**

**Johnson moved, Ward seconded** to approve the payment of Town bills totaling \$143,627.10. **Carried 5 - 0**

**Administrator's Report:** Kalms noted there is progress being made on both moving debris off the former Rowleys Bay Resort property, and the contract with Frontier & BEAD Grant funding; Absentee ballots have started to be sent out; there are issues with getting municipal building well-water samples to & from Madison in a timely fashion, so we're looking into having them done locally; after exploring Phase I & II environmental studies at Mariner Park, the preliminary costs are \$5,400-\$6,150 for Phase I, and Phase II could range from \$8,500 to \$17,000 depending

on the results of Phase I; the 2025 road salt prices increased from \$90.92 to \$94.56 per ton, but since we have surplus from last season, we only needed to reserve 350 tons instead of 900 tons that we did last year.

The Town was recently contacted by other municipalities asking if the Town would like to join in formulating a group plan to **withdraw from County zoning**. The supervisors decided to proceed with an initial preliminary conversation including only the Town Administrators, Board Chairpersons, and Plan Commission Chairs, instead of entire groups & committees, before deciding to formally join a group approach.

**Johnson moved, Goss seconded** to adjourn to closed session per Stat. 19.85 (1)(e): deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session—Frontier contract. Appel, Watts, Ward, Johnson, and Goss voted aye. There were no nays. **Motion carried 5 – 0** at 6:23pm.

**Johnson moved, Goss seconded** to reconvene into open session. **Carried 5 – 0** at 6:45pm. No announcement from the closed session was made:

**Appel moved, Johnson seconded** to approve the Operator licenses applications as presented. **Carried 5 – 0**

**Goss motioned, Ward seconded** to approve the STR license applications presented for 1594 Bluebird Trail, 12465 Cedar Dell Rd, 9869 STH-57, 1615 Big Pine Ln, 1056 Cty Rd ZZ, 12567 Door Bluff Rd, 12443 Cedar Dell Rd, 12595 STH-42, and 10228 Settlement Ln. **Carried 5 - 0**

**Correspondence:** The Town received an application Conditional Use Permit for “Big Space 4 U, LLC” in Ellison Bay for a multiple-occupancy development at STH-42 and Bay Lane that will consist of three buildings, each with two occupancy units - 3 bedrooms each for a total of 18 bedrooms. This application will go before the Liberty Grove Plan Commission for review on July 24<sup>th</sup> at 7pm. In addition, the Town was notified by Door County Land Use Services – Sanitarian that the septic system at Mariner Park in Gills Rock hasn’t been used, and Kalms will find out if it needs to be inspected. There’s also a notice of a timber harvesting permit for a 29-acre parcel on Scandia Road. The 2023 SBLG Fire Dept financial statements have been published.

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

**Johnson moved, Goss seconded** to adjourn at 7:03pm. **Carried 5 - 0**

Respectfully submitted,  
Pamela Donart-Welcome, Clerk/Treasurer

| Liberty Grove Sanitary District |                                                                                      |                     |
|---------------------------------|--------------------------------------------------------------------------------------|---------------------|
|                                 |                                                                                      |                     |
| 7/17/24 Bills to Pay            |                                                                                      |                     |
|                                 |                                                                                      |                     |
| Name of Payee                   | Description of bill                                                                  | Amount              |
| Sister Bay Utilities            | Monthly Lift Station Flushing, Electric, Meter software, HydroCorp, Billing software | \$ 277.64           |
| Sister Bay Utilities            | Quarter 2 2024 Billing                                                               | \$ 44,032.76        |
| Sister Bay Utilities            | Grease Trap Inspections, Water sample testing (FD, GR Park, EBCC, TLG Hall)          | \$ 253.65           |
|                                 | <b>TOTAL</b>                                                                         | <b>\$ 44,564.05</b> |

**Liberty Grove Utility District #1 Balances**

|                                             | 2024                       | 2023                 |
|---------------------------------------------|----------------------------|----------------------|
| <b>Checking account *7823</b>               |                            |                      |
| Balance as of May 31,                       | \$ 70,420.52               | \$ 60,983.12         |
| Add Deposits                                | \$ 129.95                  | \$ 134.37            |
| Less Disbursements                          | \$374.55                   | \$ 6,556.82          |
| Add Interest                                | 1.00% \$ 53.96 ? %         | \$ 48.51             |
| Balance as of June 30,                      | <u>\$ 70,229.88</u>        | <u>\$ 54,609.18</u>  |
| <b>Savings account *9812</b>                |                            |                      |
| Balance as of May 31,                       | \$333,567.85               | \$ 325,415.94        |
| Add deposits                                | \$ -                       | \$ -                 |
| Less Disbursements                          | \$ -                       | \$ -                 |
| Add Interest                                | 2.50% \$ 632.04 ? %        | \$ 660.64            |
| Balance as of June 30,                      | <u>\$334,199.89</u>        | <u>\$ 326,076.58</u> |
| <b>Savings Restricted account *0291</b>     |                            |                      |
| Balance as of May 31,                       | \$ 130,961.40              | \$ 110,016.23        |
| Add Deposits                                | \$ -                       | \$ -                 |
| Less Withdrawals                            | \$ -                       | \$ -                 |
| Add Interest                                | 0.50% \$ 50.23 ? %         | \$ 45.21             |
| Balance as of June 30,                      | <u>\$ 131,011.63</u>       | <u>\$ 110,061.44</u> |
| Nicolet Bank CD (9 months ending 2/2024)    |                            | ? % \$ 151,758.44    |
| North Shore CD (9 months ending 11/14/2024) | 4.92% <u>\$ 159,591.79</u> | <u></u>              |
| Balance of all accounts as of June 30,      | <u>\$ 695,033.19</u>       | <u>\$ 642,505.64</u> |

7/12/2024 2:27 PM

## In Progress Checks - Quick Report - ALL

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ALL Checks by Voucher

ACCT

ASSOCIATED BANK (1120)

Dated From: 7/17/2024

From Account:

Thru: 7/17/2024

Thru Account:

| Voucher Nbr | Check Date | Payee                                                                 | Amount    |
|-------------|------------|-----------------------------------------------------------------------|-----------|
| 1073        | 7/17/2024  | ZIPS TRUCK EQUIPMENT INC<br>INV ID# SO150807 (CHAIN, CLEVIS)          | 277.46    |
| 1074        | 7/17/2024  | MISSION SQUARE RETIREMENT<br>RETIREMENT CONTRIBUTIONS                 | 1,805.65  |
| 1075        | 7/17/2024  | QUILL<br>INV#39389402 (PAPER)                                         | 38.99     |
| 1076        | 7/17/2024  | FERRELLGAS<br>ACCT# 7136416 (PROPANE HALL & SHOP)                     | 464.76    |
| 1077        | 7/17/2024  | WALTER KALMS<br>MILEAGE, POSTAGE & PLATES                             | 506.66    |
| 1078        | 7/17/2024  | FRONTIER<br>FAX LINE                                                  | 91.89     |
| 1079        | 7/17/2024  | GOING GARBAGE & RECYCLING<br>ACCT# 115572 (JUNE 2024 RECYCLING)       | 1,966.25  |
| 1080        | 7/17/2024  | NORTHERN DOOR COMMUNICATIONS<br>INV#30088 (REPEATER SERVICE)          | 486.00    |
| 1081        | 7/17/2024  | EVENSON LAUNDRY & CLEANERS INC<br>INV#770976,770588 (RAGS, MOPS, RUG) | 36.90     |
| 1082        | 7/17/2024  | LAKE & POND SOLUTIONS<br>INV# 12574 (EB HARBOR)                       | 663.12    |
| 1083        | 7/17/2024  | HARTMANN SIGNS<br>INV# 23588 (TOWN LOGOS)                             | 500.00    |
| 1084        | 7/17/2024  | QUALITY STATE OIL COMPANY INC<br>ACCT#43320140                        | 4,576.48  |
| 1085        | 7/17/2024  | WISCONSIN BUILDING SUPPLY<br>INV# 2528466                             | 8.28      |
| 1086        | 7/17/2024  | TISHLER BUILT<br>RETURN BOND - PERMIT#21-23-3 B,E,P,H                 | 400.00    |
| 1087        | 7/17/2024  | FORESTVILLE BUILDERS<br>RETURN BOND - PERMIT#5-23-2B                  | 400.00    |
| 1088        | 7/17/2024  | ROBERT LECLAIR<br>RETURN BOND - PERMIT#102-22-8B                      | 400.00    |
| Grand Total |            |                                                                       | 12,622.44 |

WPS Electric for  
Municipal  
Properties + 2452.96  
(\$15,075.40)

7/12/2024 9:26 AM

In Progress Checks - Full Report - ALL

Page: 1

ALL Checks by Voucher

ACCT

ASSOCIATED BANK (1120)

Dated From: 7/12/2024

From Account:

Thru: 7/12/2024

Thru Account:

| Voucher Nbr                 | Check Date | Payee                     | Amount   |
|-----------------------------|------------|---------------------------|----------|
| 1072                        | 7/12/2024  | WISCONSIN PUBLIC SERVICE  |          |
| INV#S 5086689950, 508561281 |            |                           |          |
| 100-00-55204-000-000        |            | FITZGERALD PARK           | 31.88    |
| FITZ PARK ELEC              |            |                           |          |
| 100-00-52201-220-000        |            | FD NORTH STATION ELECTRIC | 350.90   |
| N FIRE STATION ELEC         |            |                           |          |
| 100-00-52200-220-000        |            | FIRE DEPT ELECTRIC        | 58.69    |
| FD ELEC                     |            |                           |          |
| 100-00-54911-390-000        |            | OTHER CEMETERY MISC EXP   | 28.69    |
| EB CEMETERY ELEC            |            |                           |          |
| 100-00-55201-000-000        |            | GILLS ROCK PARK           | 73.22    |
| GR PARK ELEC                |            |                           |          |
| 100-00-51600-220-000        |            | MUNICIPAL BLDGS ELECTRIC  | 160.84   |
| TOWN BLDGS ELEC             |            |                           |          |
| 100-00-53100-220-000        |            | HIGHWAY ELECTRIC          | 331.10   |
| HWY ELEC                    |            |                           |          |
| 100-00-53420-000-000        |            | STREET LIGHTS             | 1,164.96 |
| STREET LIGHTS ELEC          |            |                           |          |
| 100-00-53100-372-000        |            | HIGHWAY SIGNAGE           | 56.26    |
| HWY SIGNAGE ELEC            |            |                           |          |
| 100-00-53540-000-000        |            | DOCKS                     | 58.10    |
| DOCK LIGHTS                 |            |                           |          |
| 100-00-55202-000-000        |            | WOMEN'S CLUB BLDG         | 138.32   |
| EBCC LIGHTS                 |            |                           |          |
| Total                       |            |                           | 2,452.96 |
| Grand Total                 |            |                           | 2,452.96 |

(see prev. page)

| Town of Liberty Grove balances as of June 30,            |    | 2024                   | 2023                   |
|----------------------------------------------------------|----|------------------------|------------------------|
| Municipal Checking Account *8401                         |    |                        |                        |
| Balance as of May 31,                                    | \$ | 1,737,028.85           | \$ 2,299,185.13        |
| Transfer to General Checking                             | \$ | -                      | \$ 220,000.00          |
| Transportation Aid                                       | \$ | -                      | \$ -                   |
| Interest 1.00%                                           | \$ | 1,332.52               | 1.00% \$ 1,799.33      |
| Balance as of June 30,                                   | \$ | 1,738,361.37           | \$ 2,080,984.46        |
| Money Market Account *7390                               |    |                        |                        |
| Balance as of May 31,                                    | \$ | 1,121,581.36           | \$ 1,492,513.02        |
| Interest 3.00%                                           | \$ | 2,546.76               | 3.00% \$ 3,631.10      |
| Balance as of June 30,                                   | \$ | 1,124,128.12           | \$ 1,496,144.12        |
| General Checking Account *1120                           |    |                        |                        |
| Balance as of May 31,                                    | \$ | 298,456.26             | \$ 199,632.04          |
| Plus deposits and transfers                              | \$ | 36,112.52              | \$ 265,907.96          |
| Less FICA                                                | \$ | 15,309.74              | \$ 14,056.12           |
| Less State withholding                                   | \$ | 2,643.03               | \$ 2,235.41            |
| Less payroll                                             | \$ | 30,712.91              | \$ 28,640.52           |
| Less disbursements                                       | \$ | 43,767.37              | \$ 217,598.62          |
| Balance as of June 30,                                   | \$ | 242,135.73             | \$ 203,009.33          |
| <b>TOTAL in all Utility District Accounts:</b>           |    |                        |                        |
| Utility District Checking *7823                          | \$ | 70,229.88              | \$ 54,609.18           |
| Utility District Savings *9812                           | \$ | 334,199.89             | \$ 326,076.58          |
| Utility District Restricted Savings *0291                | \$ | 131,011.63             | \$ 110,061.44          |
| Nicolet Bank CD (9 months ending 02/05/2024)             | \$ | -                      | \$ 151,758.44          |
| North Shore CD (9 months ending 11/14/2024)              | \$ | 159,591.79             |                        |
| Balance as of June 30,                                   | \$ | 695,033.19             | \$ 642,505.64          |
| <b>TOTAL in all Town Accounts:</b>                       |    |                        |                        |
| Municipal Checking *8401                                 | \$ | 1,738,361.37           | \$ 2,080,984.46        |
| Money Market Acct *7390                                  | \$ | 1,124,128.12           | \$ 1,496,144.12        |
| Checking *1120                                           | \$ | 242,135.73             | \$ 203,009.33          |
| Utility District                                         | \$ | 695,033.19             | \$ 642,505.64          |
| <b>As of June 30, the total in all Town accounts is:</b> |    | <b>\$ 3,799,658.41</b> | <b>\$ 4,422,643.55</b> |

Liquor Lic to Approve

| Type                | Agent Name   | Organization | Event Name             | Event Address  | Description      |
|---------------------|--------------|--------------|------------------------|----------------|------------------|
| Temp "Class B" Beer | Mickie Rasch | DC North     | Deaths Door Dance Fest | 11128 Beach Rd | 7/26/24 Festival |
| Temp "Class B" Wine | Mickie Rasch | DC North     | Deaths Door Dance Fest | 11128 Beach Rd | 7/26/24 Festival |

Short-Term Rental Applications to Approve

| Owner Name      | Property Address | Max Occ | POWTS Capacity | DATCP | DCTZ | Insured | Payment |
|-----------------|------------------|---------|----------------|-------|------|---------|---------|
| Daniel Schwartz | 415 Isle View Rd | 6       | 3              | YES   | YES  | YES     | YES     |

Commercial Launch Pass Request

| Date      | Business Name | # of Passes | Pass Number(s) | Amt Paid | Notes |
|-----------|---------------|-------------|----------------|----------|-------|
| 6/25/2024 | Camp Zion     | 1           |                | \$50.00  |       |