

## TOWN OF LIBERTY GROVE PUBLIC MEETING

### Town Board Meeting

**Date:** August 21, 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 8/7/24
5. Public Input
6. Sanitary District
  - a. Payment of bills
  - b. Treasurer's Report
7. Payment of bills
8. Treasurer's Report
9. Mariner Park
  - a. Trailer/Boat parking and driving over mound system
  - b. Building Removal
10. Signage and overnight camping at Hotz Park
11. Use of former Val-A property for Blues on the Bay parking
12. Short Term Rental licenses
13. Correspondence
14. Future meeting(s)
15. 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.*

**DRAFT**  
**(subject to change until final approval by the Committee)**

**Town of Liberty Grove**  
**Minutes of the Town Board meeting on August 7, 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 7/17/24
5. Public Input
6. Payment of bills
7. Administrator's Report
8. Mariner Park: Phase I environmental
9. Consider action on the CUP request for Parcel ID 018-02-15322813P6
10. Operator licenses
11. Commercial Launch passes
12. Short Term Rental licenses
13. Adjourn to closed session per WI 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-Offer to purchase property.
14. Reconvene to open session
15. Consider announcement of closed session item
16. Correspondence
17. Future meeting(s)
18. Adjourn

Chairman Janet Johnson called the meeting to order at 6:13pm. Supervisors Nancy Goss, Billy Appel, Cathy Ward, and Dan Watts were present along with Administrator Kalms, Clerk/Treasurer Pamela Donart-Welcome, and 3 members of the public.

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

**Goss moved, Appel seconded** to approve the 7/17/24 minutes as presented. **Carried 5 - 0**

**Public input:** none

**Johnson moved, Goss seconded** to approve the payment of Utility District#1 bills totaling \$143.55. **Carried 5 - 0**

**Johnson moved, Goss seconded** to approve the payment of Town bills totaling \$1,045,973.21. **Carried 5 - 0**

**Administrator's Report:** Kalms noted that Mr Schaeve of the DNR is satisfied with the Isle View Rd standpipe installation; the Town legal team has been advising on the debris cleanup at the Rowley's Bay property; work is being done to calculate how to refund the Impact Fees; work

has begun on 2025 budgeting for Highway, Parks and Property, and the Fire Board; Parks and Property Committee is dealing with issues on dogs in Hotz Park; the tow piles of debris left on the Rowley's Bay property consist of metal and concrete to be removed soon.

**Johnson moved, Ward seconded** to accept Ayres & Associates' proposal for a Phase I Study, and include the AUL search with their proposal. **Carried 5 – 0**

**Johnson moved, Watts seconded** a motion to authorize the Administrator to send a letter that was drafted for August 7, 2024 to the Door County Land Use Services not supporting the CUP for Parcel# 018-02-15322813P6 as submitted, and requesting a postponement for the RPC review scheduled on the 15<sup>th</sup>. **Carried 5 - 0**

**Johnson moved, Goss seconded** to approve operator license as presented. **Carried 5 - 0**

There were no **commercial launch pass** applications submitted for approval.

**Goss moved, Appel seconded** to approve Short Term Rental licenses for Bluebird Partners LLC and at 1597 Bluebird Trail and Elizabeth Warner at 12649 Door Bluff Rd. **Carried 5 - 0**

**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—Offer to purchase property. Appel, Watts, Ward, Johnson, and Goss voted aye. There were no nays. **Motion carried 5 – 0** at 6:51pm.

**Johnson moved, Goss seconded** to reconvene into open session. Watts, Johnson, Goss, Appel, and Ward voted aye. There were no nays. **Motion Carried 5 – 0** at 7:03pm.

**Ward moved, Goss seconded** that according to the discussion in Closed Session, we do not accept the offer that's been presented. **Carried 4-1**

**Correspondence:** Kalms shared a letter from Land Use Services addressing the food truck located on their property, and the clean water testing results for nitrates are all good for the Town Hall, the EB Community Center, the Gills Rock Park, and the North Fire Station.

**Future Meeting(s):** The next Town Board meeting was scheduled on 8/21/24

**Johnson moved, Goss seconded** to adjourn at 7:16pm. **Carried 5 - 0**

Respectfully submitted,  
Pamela Donart-Welcome, Clerk/Treasurer

**Pending approval at next meeting.**

## Liberty Grove Sanitary District

### 8/21/24 Bills to Pay

| Name of Payee        | Description of bill                                                                  | Amount           |
|----------------------|--------------------------------------------------------------------------------------|------------------|
| Sister Bay Utilities | Monthly Lift Station Flushing, Electric, Meter software, HydroCorp, Billing software | \$ 652.26        |
| Sister Bay Utilities | Water sample testing (N FD, GR Park, EBCC, TLG Hall)                                 | \$ 120.00        |
|                      | <b>TOTAL</b>                                                                         | <b>\$ 772.26</b> |

**Liberty Grove Utility District #1 Balances**

|                                             | 2024                | 2023              |
|---------------------------------------------|---------------------|-------------------|
| <b>Checking account *7823</b>               |                     |                   |
| Balance as of June 30,                      | \$ 70,229.88        | \$ 54,609.18      |
| Add Deposits                                | \$ 46,753.64        | \$ 46,983.91      |
| Less Disbursements                          | \$ 44,719.68        | \$ 43,821.07      |
| Add Interest                                | 1.00% \$ 67.33 ? %  | \$ 45.06          |
| Balance as of July 31,                      | \$ 72,331.17        | \$ 57,817.08      |
| <b>Savings account *9812</b>                |                     |                   |
| Balance as of June 30,                      | \$334,199.89        | \$ 326,076.58     |
| Add deposits                                |                     | \$ -              |
| Less Disbursements                          |                     | \$ -              |
| Add Interest                                | 2.50% \$ 746.32 ? % | \$ 684.05         |
| Balance as of July 31,                      | \$334,946.21        | \$ 326,760.63     |
| <b>Savings Restricted account *0291</b>     |                     |                   |
| Balance as of June 30,                      | \$ 131,011.63       | \$ 110,061.44     |
| Add Deposits                                |                     | \$ -              |
| Less Withdrawals                            |                     | \$ -              |
| Add Interest                                | 0.50% \$ 59.22 ? %  | \$ 46.74          |
| Balance as of July 31,                      | \$ 131,070.85       | \$ 110,108.18     |
| Nicolet Bank CD (9 months ending 2/2024)    |                     | ? % \$ 151,758.44 |
| North Shore CD (9 months ending 11/14/2024) | 4.92% \$ 159,591.79 |                   |
| Balance of all accounts as of June 30,      | \$ 697,940.02       | \$ 646,444.33     |

| Town of Liberty Grove balances as of July 31,     |    | 2024         | 2023              |
|---------------------------------------------------|----|--------------|-------------------|
| <b>Municipal Checking Account *8401</b>           |    |              |                   |
| Balance as of June 30,                            | \$ | 1,738,361.37 | \$ 2,080,984.46   |
| Transfer to General Checking                      |    |              | \$ 350,000.00     |
| Aid Payments                                      | \$ | 135,737.90   | \$ 115,942.02     |
| Interest 1.00%                                    | \$ | 1,652.25     | 1.00% \$ 1,663.62 |
| Balance as of July 31,                            | \$ | 1,875,751.52 | \$ 1,848,590.10   |
| <b>Money Market Account *7390</b>                 |    |              |                   |
| Balance as of June 30,                            | \$ | 1,124,128.12 | \$ 1,496,144.12   |
| Interest 3.00%                                    | \$ | 3,008.35     | 3.00% \$ 3,761.27 |
| Balance as of July 31,                            | \$ | 1,127,136.47 | \$ 1,499,905.39   |
| <b>General Checking Account *1120</b>             |    |              |                   |
| Balance as of June 30,                            | \$ | 242,135.73   | \$ 203,009.33     |
| Plus deposits and transfers                       | \$ | 20,105.86    | \$ 377,886.23     |
| Less FICA                                         | \$ | 10,412.72    | \$ 5,290.55       |
| Less State withholding                            | \$ | 1,853.82     | \$ 853.43         |
| Less payroll                                      | \$ | 31,959.45    | \$ 31,342.44      |
| Less disbursements                                | \$ | 153,124.23   | \$ 177,369.47     |
| Balance as of July 31,                            | \$ | 64,891.37    | \$ 366,039.67     |
| <b>TOTAL in all Utility District Accounts:</b>    |    |              |                   |
| Utility District Checking *7823                   | \$ | 72,331.17    | \$ 57,817.08      |
| Utility District Savings *9812                    | \$ | 334,946.21   | \$ 326,760.63     |
| Utility District Restricted Savings *0291         | \$ | 131,070.85   | \$ 110,108.18     |
| 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 July 31,                            | \$ | 697,940.02   | \$ 646,444.33     |
| <b>TOTAL in all Town Accounts:</b>                |    |              |                   |
| Municipal Checking *8401                          | \$ | 1,875,751.52 | \$ 1,848,590.10   |
| Money Market Acct *7390                           | \$ | 1,127,136.47 | \$ 1,499,905.39   |
| Checking *1120                                    | \$ | 64,891.37    | \$ 366,039.67     |
| Utility District                                  | \$ | 697,940.02   | \$ 646,444.33     |
| As of July 31, the total in all Town accounts is: | \$ | 3,765,719.38 | \$ 4,360,979.49   |

| Short-Term Rental Applications to Approve |                    |                         |         |       |       |      |         |         |  |
|-------------------------------------------|--------------------|-------------------------|---------|-------|-------|------|---------|---------|--|
| Owner Name                                | Property Address   | Agent Address           | Max Occ | Bdrms | DATCP | DCTZ | Insured | Payment |  |
| Tom Reynolds                              | 1168 Waters End Rd | 2882 Wilder Ln, Ephraim | 4       | 2     | YES   | YES  | YES     | YES     |  |