

TOWN OF LIBERTY GROVE PUBLIC MEETING

Town Board Meeting

Date: October 2, 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 9/18/24
5. Public input
6. Payment of bills
7. Administrator Report
8. Consider amended Treasurer's Reports for August 2024 balances
9. Recommendation from Plan Commission on Lakeview Lodge LLC Variance request
10. Consider adopting Ord 7-24 to establish 25mph speed zone on Old School Rd
11. Recommendation from Highway Committee to install Pedestrian Advisory signs on North Bay Drive
12. Report on Signage and overnight camping at Hotz Park
13. Consider topic for November WTA Unit meeting at Town Hall.
14. Consider setting up a Facebook exclusively to share Town announcement and events
15. Short-Term Rental applications
16. Correspondence
17. Future meeting(s)
18. 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 Board)

Town of Liberty Grove
Minutes of the Town Board meeting on September 18, 2024

Agenda:

1. Call to order
2. Declaration of quorum followed by the Pledge of Allegiance
3. Approve Agenda
4. Approve minutes from 9/4/24
5. Public Input
6. Sanitary District
 - a. Payment of bills
 - b. Treasurer's Report
7. Payment of bills
8. Treasurer's Report
9. ***Consider paving of entrance to LG Historical parcel and movement of funds for same
10. Short Term Rental licenses
11. Correspondence
12. Future meeting(s)
13. Adjourn

Chairman Johnson called the meeting to order at 5:54pm. Supervisors Cathy Ward, Nancy Goss, and Dan Watts were present. Billy Appel joined virtually. Administrator Kalms, Clerk/Treasurer Pamela Donart-Welcome, and 3 members of the public were also in attendance.

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

Ward moved, Watts seconded to approve the 9/4/24 minutes as presented. **Carried 5 – 0**

Public input: Cheryl Culver of 11728 Lakeview Rd and representative for LGHS expressed concern over the decision of the Finance Committee to approve donations exceeding the requested amounts for some organizations at the 9/16/24 meeting, and in regard to Agenda item 9, she referenced State Statute 60.23(3)(f), which could allow the Town to help with the cost of paving the entrance to the LGHS through room tax funds. Nancy Goss asked if the Town has a policy on parking on Bay Lane, as she noticed a commercial truck parked half on Bay Lane and half on Town Park property while doing work on the adjacent Big Space 4 U parcel.

Utility District #1 –

Johnson moved, Ward seconded to approve the Utility District#1 bills totaling \$11,264.99. **Carried 5 – 0**

Treasurer's Report: Donart-Welcome reported the following Utility District #1 account balances as of August 31, 2024:

Checking Account	\$ 79,321.39
Savings Account	\$ 335,626.20
Restricted Savings	\$ 131,124.71
CD	\$ <u>151,758.44</u>
TOTAL	\$ 697,940.02

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

Ward moved, Goss seconded to approve the payment of Town bills totaling \$142,702.00. **Carried 5 – 0**

Treasurer's Report: Donart-Welcome reported the following Town account balances as of August 31, 2024:

Municipal Checking	\$ 688,479.53
Money Market Account	\$ 1,129,878.65
General Checking	\$ 963,988.26
Utility District #1	\$ <u>697,830.74</u>
TOTAL	\$ 3,480,177.18

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

Johnson moved, Goss seconded to proceed with the paving of the entrance to the Liberty Grove Historical Society in 2024, and to move funds to pay for it from Community Development to Highway. **Carried 5 - 0**

After discussion on the POWTS capacity, and parking for the listed 12 guest capacity, **Goss moved, Ward seconded** to approve the **Short-Term Rental license** for 10226 Kinsey Bay Ln for James Mathee. **Carried 5 – 0.**

Correspondence: Administrator Kalms reminded the supervisors of the change in the RPC Hearing date for the HL-10 Text Amendment application to October 17th; there will be a household waste disposal event on Nov 1st at the Sister Bay fire station; UW Oshkosh is doing private water testing; the Town municipal buildings water tests have come back normal.

Future Meetings: The next Town Board meeting is scheduled at 6pm on October 2, 2024. The next Finance Committee meetings are scheduled on October 7, 2024 at 2:30pm. The Board of Review is scheduled on October 24, 2024 at 1:00pm.

Johnson moved, Goss seconded to adjourn at 6:34pm. **Carried 5 – 0**

Respectfully submitted by:
Pamela Donart-Welcome

Pending approval at next meeting.

Liberty Grove Utility District #1 Balances**AMENDED****2024****2023****Checking account *7823**

Balance as of July31,	\$ 72,331.17	\$ 57,817.08
Add Deposits	\$ 7,801.03	\$ 1,964.59
Less Disbursements	\$810.81	\$ 1,150.74
Add Interest	1.00% <u> </u> ? %	\$ 49.84
Balance as of August 31,	\$ 79,321.39	\$ 58,680.77

Savings account *9812

Balance as of July31,	\$334,946.21	\$ 326,760.63
Add deposits	\$ -	\$ -
Less Disbursements	\$ -	\$ -
Add Interest	2.50% <u>\$ 679.99</u> ? %	\$ 685.48
Balance as of August 31,	\$335,626.20	\$ 327,446.11

Savings Restricted account *0291

Balance as of July31,	\$ 131,070.85	\$ 110,108.18
Add Deposits	\$ -	\$ 6,826.12
Less Withdrawals	\$ -	\$ -
Add Interest	0.50% <u>\$ 53.86</u> ? %	\$ 48.35
Balance as of August 31,	\$ 131,124.71	\$ 116,982.65

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>	

Balance of all accounts as of August 31,	<u>\$ 705,664.09</u>	<u>\$ 654,867.97</u>
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Town of Liberty Grove balances as of August 31,		2024	2023
AMENDED			
Municipal Checking Account *8401			
Balance as of July 31,	\$	1,875,751.52	\$ 1,848,590.10
Transfer to General Checking	\$	1,188,000.00	\$ -
Aid Payments	\$	-	\$ -
Interest 1.00%	\$	728.01	1.00% \$ 1,570.04
Balance as of August 31,	\$	688,479.53	\$ 1,850,160.14
Money Market Account *7390			
Balance as of July 31,	\$	1,127,136.47	\$ 1,499,905.39
Interest 3.00%	\$	2,742.18	3.00% \$ 3,770.72
Balance as of August 31,	\$	1,129,878.65	\$ 1,503,676.11
General Checking Account *1120			
Balance as of July 31,	\$	64,891.37	\$ 366,039.67
Plus deposits and transfers	\$	1,262,370.11	\$ 81,284.71
August Settlement	\$	759,043.34	\$ 691,653.28
Less FICA	\$	9,904.19	\$ 14,036.80
Less State withholding	\$	1,632.51	\$ 2,296.96
Less payroll	\$	30,428.54	\$ 28,641.03
Less disbursements	\$	1,080,351.32	\$ 752,027.59
Balance as of August 31,	\$	963,988.26	\$ 341,975.28
TOTAL in all Utility District Accounts:			
Utility District Checking *7823	\$	79,321.39	\$ 58,680.77
Utility District Savings *9812	\$	335,626.20	\$ 327,446.11
Utility District Restricted Savings *0291	\$	131,124.71	\$ 116,982.65
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 August 31,	\$	705,664.09	\$ 654,867.97
TOTAL in all Town Accounts:			
Municipal Checking *8401	\$	688,479.53	\$ 1,850,160.14
Money Market Acct *7390	\$	1,129,878.65	\$ 1,503,676.11
Checking *1120	\$	963,988.26	\$ 341,975.28
Utility District	\$	705,664.09	\$ 654,867.97
As of August 31, the total in all Town accounts is:		\$ 3,488,010.53	\$ 4,350,679.50

DRAFT
(subject to change until final approval by the Commission)

Town of Liberty Grove
Minutes of the Plan Commission meeting on September 11, 2024

Agenda:

1. Call to order
2. Declaration of Quorum
3. Approve Agenda
4. Approve minutes from 8/7/24, 8/14/24, 8/28/24
5. Community Forum Recap/Feedback
6. Lakeview Lodge LLC Variance request
7. Public input
8. Correspondence
9. Future meeting date(s)
10. Adjourn

Chairman Goss called the meeting to order at 7:00pm. Commissioners Ann Miller, Cathy Ward, Cheryl Culver, Dan Watts, Bill Surbaugh, and Paul Bokelmann were present along with Administrator Kalms and Clerk/Treasurer Pamela Donart-Welcome.

Surbaugh moved, Culver seconded to approve the agenda as posted. **Carried 7 - 0**

Ward moved, Culver seconded to approve the 8/7/24 minutes as presented. **Carried 7 - 0**

Surbaugh moved, Goss seconded to approve the 8/14/24 minutes as presented. **Carried 7 - 0**

Miller moved, Surbaugh seconded to approve the 8/28/24 minutes as presented. **Carried 7 - 0**

The Commissioners discussed the Community Forum that took place on August 29, 2024.

Kirsten Hildebrand of 10908 S Sand Bay Ln and Renee Borkovetz representing Stantec spoke about their Variance request for Lakeview Lodge, LLC, and made themselves available for any questions the Commissioners had about the details of their application.

Goss made a motion to recommend approval of the Lakeview Lodge LLC variance request referring to the three criteria individually:

1. Physical limitations, primarily wetlands are present that prevent compliance with the ordinance on the South property.
2. Permeable driveway surface mitigates potential runoff issues.
3. Because the properties are separately defined and could be owned by separate owners, thereby making the South property have an unnecessary hardship regarding access, regardless if both properties are currently owned by a single owner.

Ward seconded. Roll call: Bokelmann, Surbaugh, Goss, Watts, Culver, Ward, and Miller voted aye. There were no nays. **Motion carried 7 - 0.**

TOWN OF LIBERTY GROVE
DRAFT ORDINANCE 7-24

Establishment of Speed Zone on Town Road

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

Section 1. Any previously established speed limit on Old School Road is hereby rescinded.

Section 2. A traffic investigation having been made on the following described Town Road, the maximum permissible speed at which vehicles may be operated on said road, which speed is herewith established as reasonable and safe pursuant to **Section 346.57(4)(a)**, Wisconsin State Statutes, shall be as set forth herein, upon the erection of standard signs giving notice thereof:

Town Roads, Town of Liberty Grove, Door County, Wisconsin. **Twenty-five** miles per hour for all vehicles on the following specified Town road:

Old School Road from its intersection with State Highway 42 north westerly, then westerly to its intersection with Garrett Bay Road.

Section 3. Any person violating any provision of this ordinance may be fined not less than \$20 nor more than \$200.

Section 4. This ordinance shall become effective upon passage and publishing according to law.

Adopted at a regular meeting of the Liberty Grove Town Board on the ___th day of _____ 2024.

Janet Johnson, Town Chairman

I, Pamela Donart-Welcome, Clerk/Treasurer of the Town of Liberty Grove, Door County, WI. hereby certify that the above ordinance was adopted on the ___th day of _____ 2024, by the Town Board of the Town of Liberty Grove, Door County, Wisconsin.

Dated this ___th day of _____ 2024

Pamela Donart-Welcome, Clerk/Treasurer

Short-Term Rental Applications to Approve									
Owner Name	Property Address	Agent Address	Max Occ	Bdrms	DATCP	DCTZ	Insured	Payment	
Ronald & Michelle Daise	934 State Hwy 42, Ellison Bay	5985 Dennis Dr, Sturgeon Bay	8	4	YES	YES	YES	YES	