

TOWN OF LIBERTY GROVE PUBLIC MEETING

Town Board Meeting

Date: October 16, 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 10/2/24
5. Public input
6. Sanitary District
 - a. Payment of bills
 - b. Treasurer's Report
7. Payment of bills
8. Treasurer's Report
9. Call special town meeting for November 13 to set tax levy
10. Recommendation from Finance Committee to accept Draft 3 of the 2025 Town Budget
11. Discuss delay in BEAD funding for Broadband project
12. Short-Term Rental applications
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 October 2, 2024

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

Chairman Johnson called the meeting to order at 6:00 pm. Supervisors Cathy Ward, Nancy Goss, and Dan Watts were present, along with Administrator Kalms. Supervisor Billy Appel joined virtually. Clerk/Treasurer Pamela Donart-Welcome was excused. 3 members of the public were also in attendance.

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

Johnson moved, Goss seconded to approve the 9/18/24 minutes as presented. **Carried 5 – 0**

Public input: None.

Ward moved, Goss seconded to approve the Utility District#1 bills of \$237.74. **Carried 5 – 0.**

Goss moved, Johnson seconded to approve the Town bills of \$103,884.25. **Carried 5 – 0.**

Treasurer's Report: Kalms reported the following amended 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-North Shore	\$ <u>159,591.79</u>

TOTAL \$ 705,664.09

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

Treasurer's Report: Kalms reported the following amended 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>705,664.09</u>
TOTAL	\$ 3,488,010.53

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

Lakeview Lodge Variance. **Goss moved, Ward seconded** to recommend approval of the Lakeview Lodge variance request as the 3 criteria were met as follows:

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

Comments: the properties were formerly split, not by the current owner. The previous County issues have been met. The motion **carried 5-0.**

Speed zone-Old School Road. **Johnson moved, Appel seconded** to adopt ordinance 7-24. This establishes a 25-mph limit, as this stretch of road meets the criteria of number of driveways within its length. **Motion carried 5-0** on a roll call vote.

North Bay Drive signage. Residents have to cross the road to access the water area and traffic is not aware of this activity. **Appel moved, Goss second** to install pedestrian advisory signs on either end of North Bay Drive. **Carried 5-0.**

Overnight camping and signage at Hotz park. Signage and recommended wording for them will be sent to the Parks Committee.

November 21 WTA meeting at Liberty Grove. Suggestions were to have EMS, Law Enforcement, Fire and Emergency Management contacted to present at the meeting.

Facebook to share Town information and events. Consensus was to have limited access and just do announcements from the Town. Town staff will be polled to see if they can handle this assignment followed by referral to the Community Development committee.

Short Term Rental. Goss moved, Johnson second to approve the STR for Ronald & Michelle Daise at 934 STH 42, Ellison Bay. **Carried 5-0.**

Correspondence: Hearing notices for Oct 3 and 17 RPC and Oct 8 Board of Adjustment.

Future Meetings: The next Town Board meeting is scheduled at 6pm on October 16, 2024. The next Finance Committee meetings are scheduled on October 7 and 21, 2024 at 2:30 pm. The Board of Review is scheduled on October 24, 2024, at 1:00pm. Budget hearing and special Town meeting to set the tax levy will be November 13 beginning at 6 pm.

Goss moved, Johnson seconded to adjourn at 7:07 pm. **Carried 5 – 0**

Respectfully submitted,
Walter L. Kalms, Administrator

Pending approval at next meeting.

Liberty Grove Sanitary District

10/16/24 Bills to Pay

Name of Payee	Description of bill	Amount
Sister Bay Utilities	Monthly Lift Station Flushing, Electric, Meter software, HydroCorp, Billing software	\$ 366.05
Sister Bay Utilities	Quarter 3 2024 Billing	\$ 52,508.11
	TOTAL	\$ 52,874.16

Liberty Grove Utility District #1 Balances

	2024	2023
Checking account *7823		
Balance as of August 31,	\$ 79,321.39	\$ 58,680.77
Add Deposits	\$ 447.70	\$ -
Less Disbursements	\$500.66	\$ 2,059.49
Add Interest	0.93% \$ 62.29 ? %	\$ 46.40
Balance as of September 30,	\$ 79,330.72	\$ 56,667.68
Savings account *9812		
Balance as of August 31,	\$335,626.20	\$ 327,446.11
Add deposits	\$ -	\$ -
Less Disbursements	\$ -	\$ -
Add Interest	2.40% \$ 676.68 ? %	\$ 642.60
Balance as of September 30,	\$336,302.88	\$ 328,088.71
Savings Restricted account *0291		
Balance as of August 31,	\$ 131,124.71	\$ 116,982.65
Add Deposits	\$ -	\$ -
Less Withdrawals	\$ -	\$ -
Add Interest	0.42% \$ 47.06 ? %	\$ 46.47
Balance as of September 30,	\$ 131,171.77	\$ 117,029.12
Nicolet Bank CD (9 months ending 2/5/2024)	? %	\$ 151,758.44
North Shore CD (9 months ending 11/14/2024)	4.92% \$ 161,656.49	
Balance of all accounts as of September 30,	\$ 708,461.86	\$ 653,543.95

Town of Liberty Grove balances as of September 30,		2024	2023
Municipal Checking Account *8401			
Balance as of August 31,	\$	688,479.53	\$ 1,850,160.14
Transfer to General Checking	\$	-	\$ 425,000.00
Aid Payments	\$	-	\$ -
Interest 0.93%	\$	539.47	1.00% \$ 1,335.06
Balance as of September 30,	\$	689,019.00	\$ 1,426,495.20
Money Market Account *7390			
Balance as of August 31,	\$	1,129,878.65	\$ 1,503,676.11
Interest 2.94%	\$	2,784.76	3.00% \$ 3,536.32
Balance as of September 30,	\$	1,132,663.41	\$ 1,507,212.43
General Checking Account *1120			
Balance as of August 31,	\$	963,988.26	\$ 341,975.28
Plus deposits and transfers	\$	7,758.39	\$ 436,319.39
Less FICA	\$	10,036.84	\$ 9,359.29
Less State withholding	\$	1,650.81	\$ 1,539.46
Less payroll	\$	30,965.30	\$ 28,737.67
Less disbursements	\$	158,925.15	\$ 401,265.43
Auditor's journal entry for 2023 fund correction	\$	5,262.73	\$ -
Balance as of September 30,	\$	775,431.28	\$ 337,392.82
TOTAL in all Utility District Accounts:			
Utility District Checking *7823	\$	79,330.72	\$ 58,680.77
Utility District Savings *9812	\$	336,302.88	\$ 327,446.11
Utility District Restricted Savings *0291	\$	131,171.77	\$ 116,982.65
Nicolet Bank CD (9 months ending 02/05/2024)	\$	-	\$ 151,758.44
North Shore CD (9 months ending 11/14/2024)	\$	161,656.49	\$ -
Balance as of September 30,	\$	708,461.86	\$ 654,867.97
TOTAL in all Town Accounts:			
Municipal Checking *8401	\$	689,019.00	\$ 1,426,495.20
Money Market Acct *7390	\$	1,132,663.41	\$ 1,507,212.43
Checking *1120	\$	775,431.28	\$ 337,392.82
Utility District	\$	708,461.86	\$ 654,867.97
As of September 30, the total in all Town accounts is:	\$	3,305,575.55	\$ 3,925,968.42

DRAFT
(subject to change until final approval by the Committee)
Town of Liberty Grove
Minutes of the Finance Committee meeting on October 7, 2024

Agenda:

1. Call to order
2. Declaration of quorum
3. Approve Agenda
4. Approve Minutes 9/16/24
5. Reconsider the amounts approved for the non-profit organizations
6. Review of Town Finances and 2025 Budget
7. Future meetings
8. Adjourn

Chairman Nancy Goss called the meeting to order at 2:30pm. Committee members Janet Johnson, Gary Kemp, Rick Kingsbury, and Janet Johnson were in attendance along with Administrator Kalms, and Clerk/Treasurer Pamela Donart-Welcome, and 3 members of the public.

Kemp moved, Johnson seconded to approve the agenda as posted. **Carried 5 – 0**

Gantman moved, Kemp seconded to approve the 9/16/24 minutes as presented. **Carried 4 – 0**
Goss abstained, as she was not present at the 9/16/24 meeting.

Goss noted that due to the upcoming need to fund the Town portion of the County Fire & Emergency Communication System, the committee should **reconsider the 9/16/24 approval of donation amounts for the non-profit organizations.**

Johnson moved, Gantman seconded rescind all motions made on September 16, 2024 to grant room tax dollars to non-profit groups as specified. Roll call vote: Kingsbury, Johnson, Kemp and Gantman all voted aye. Goss abstained. There were no nays. **Motion carried 4 - 0**

Johnson moved, Gantman seconded to grant room tax dollars to all non-profits per their requests. Roll call: Johnson, Gantman, Kingsbury, Kemp, and Goss all voted aye. There were no nays. **Motion carried 5 - 0**

Town Finances and 2025 budget – Kalms reported on the changes made to Draft #2 of the 2025 budget since the 9/16/24. The following were discussed during the review:

- Lines 45 & 46, The insurance agent gave best estimates for 2025 premiums
- Note that wage items on pg 2 are the same until Personnel Committee recommendations
- Lines 79 & 82, The Highway Committee recommended the amounts for 2025 paving
 - Clarification for amounts based on miles, as well as increased thickness, & width of certain roads comparable to previous years due to increased traffic
- Line 160, column K was corrected

- Line 172, column K was adjusted
- Line 192, State Highway Aid was adjusted to match the recent number given by the DOT
- Line 257, column K now shows zero to show we're not over or under the Levy Limit

Kemp moved, Goss seconded to accept Draft #3 of the 2025 Budget for the Town of Liberty Grove and pass it on to the Board. **Carried 5 – 0**

Future Meeting(s): The committee decided there was no need to schedule an additional meeting at this time.

Goss moved, Kemp seconded to adjourn at 3:02pm. **Carried 5 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at next meeting.

Short-Term Rental Applications to Approve									
Owner Name	Property Address	Agent Address	Max Occ	Bdrms	DATCP	DCTZ	Insured	Payment	
Kendra & James DeFrank	2292 Wildwood Rd	6452 State Hwy 42, Egg Harbor	8	4	YES	YES	YES	YES	