

TOWN OF LIBERTY GROVE PUBLIC MEETING

January Board Meeting

Date: Wednesday, January 15, 2025

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 12/18/24
5. Public input
6. Utility District#1
 - a. Payment of bills
 - b. Treasurer's Report
7. Payment of Town bills
8. Town Treasurer's Report
9. Administrator's Report
10. Timely bill payment options
11. Combo Class B License for The Cleat at 10961 STH-42, Sister Bay
12. Combo Class A License for Bea's Ho-made Products at 763 STH-42, Gills Rock
13. Letter of support for Dark Sky enhancements at Newport State Park
14. VFW Post 8337's food trailer
15. Restore office land-line phone service
16. Revisit Town media upgrades
17. Chargeback request: Liberty Grove Historical Society
18. WTA district meetings: schedule attendance
19. Short-Term Rental License(s)
20. Correspondence
21. Future meeting(s)
22. 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 Town Board)
Town of Liberty Grove
Minutes of the Town Board meeting on December 18, 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 10/28/24, 11/13/24, 12/9/24
5. Public input
6. Sanitary District
 - a. Payment of bills
 - b. Treasurer's Report
 - c. Approve 2025 Utility District Budget
7. Payment of bills
8. Treasurer's Report
9. Administrator Report
10. Town Commercial Insurance for 2025
11. 2025 Health Insurance Plan for Full-Time Employees
12. Holiday Gift for Full-time Employees
13. Approve new SBLG Library Commission member
14. HSA Accounts for eligible FT employees
15. Use of Town Roads by Snowmobile Club for 2024-2025 Season
16. Combo Class A License App for Forty-Two Fuel Company, LLC at 12018 State Hwy 42, Ellison Bay
17. Short-Term Rental applications
18. Correspondence
19. Future meeting(s)
20. Adjourn to closed session per Wi. Stat. 19.85 (1)(c): Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility—Administrator contract
21. Reconvene in open session
22. Action on closed session item(s) if appropriate
23. Adjourn

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

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

Goss moved, Watts seconded to approve the 10/28/24 minutes as presented. **Carried 5 - 0**

Watts moved, Goss seconded to approve the 11/13/24 minutes as presented. **Carried 5 - 0**

Watts moved, Johnson seconded to approve the 12/9/24 minutes as presented. **Carried 5 - 0**

Public input: Janet Johnson shared that after asking State Rep Joel Kitchens at the 11/21/24 WTA event at the Town Hall about what the State plans to do about the rapid increase in Short Term Rental activity, she encourages any concerned residents to contact their representatives and provided a contact info sheet to share.

Goss moved, Johnson seconded to approve payment of Utility District #1 bills totaling \$1,067.05 **Carried 5 – 0**

Treasurer's Report: Donart-Welcome reported the following Utility District #1 account balances as of November 30, 2024:

Checking Account	\$ 74,723.24
Savings Account	\$ 337,488.82
Restricted Savings	\$ 131,236.46
CD	\$ <u>162,542.82</u>
TOTAL	\$ 705,991.34

Goss moved, Appel seconded to approve the Utility District #1 Treasurer's Report as presented. **Carried 5 – 0**

Johnson moved, Ward seconded to approve the 2025 Utility District #1 Budget as presented. **Carried 5 - 0**

Appel moved, Goss seconded to approve the payment of Town bills totaling \$51,931.86. **Carried 5 - 0**

Treasurer's Report: Donart-Welcome reported the following Town account balances as of November 30, 2024:

Municipal Checking	\$ 879,826.54
Money Market Account	\$ 1,137,839.83
General Checking	\$ 675,300.44
Utility District	\$ <u>705,991.34</u>
TOTAL	\$ 3,398,958.15

Johnson moved, Goss seconded to approve the Town Treasurer's Report as presented. **Carried 5 - 0**

Administrator's Report: Administrator Kalms shared that the Town Levy of \$2,816,663.00 was approved at the Town meeting on the November 13th which is an increase of \$21,791.00 over last year pursuant to the levy limit calculations. The new mill rate for the Town portion is \$1.75, which is \$0.17 less than last year, making the new total mill rate \$7.13 per thousand (approximately \$0.83 per thousand less than last year). Tax bills were mailed out on December 6th. The County Unit of the WTA was held here on November 21st, where Jessica Hatch and Michelle Lawrie discussed the economic impact of Broadband. Frontier is currently projecting

the end of 2026 to complete the Town Broadband project. A letter was sent to DNR regarding a possible amphitheater at Newport Park, requesting the Town be updated on any activities. There will be a “chargeback process” taking place for tax bills sent to the Town and the Liberty Grove Historical Society that were processed in error.

Johnson moved, Ward seconded to approve continuing existing Town Commercial Insurance policies for 2025 at a premium cost increase of 12% per the recommendation of Lawrence Hansen of HUB International. **Carried 5 - 0**

Goss moved, Johnson seconded to approve continuing the existing Anthem Health Insurance Plan into 2025 for Full-Time Employees at a premium cost increase of 7.5% per the recommendation of Donna Endres of HUB International. **Carried 5 - 0**

Johnson moved, Goss seconded to approve a Holiday Gift for Full-time Employees of \$300.00 net. **Carried 5 - 0**

Johnson moved, Goss seconded to accept Glenna Peters as a new SBLG Library Commission member to replace Martha Newkirk

Johnson moved, Appel seconded to approve continuing annual HSA accounts for full time employees totaling \$1500 a year with a contribution of \$750 every six months. **Carried 5 - 0**

Appel moved, Goss seconded to approve the list of Town Roads submitted by Snowmobile Club for 2024-2025 snowmobile season. **Carried 5 - 0**

Johnson moved, Appel seconded to approve the Combo Class A License for Forty-Two Fuel Company, LLC. **Carried 5 - 0**

Goss approved, Johnson seconded to approve the Short-Term Rental applications as presented, with the exception of line item 12 at 1510 County Road ZZ and line item 15 at 464 Europe Lake Rd pending more information. **Carried 5 - 0**

Correspondence: Administrator Kalms shared a letter from Rich Walter of the local VFW offering their food trailer to the Town to use at future events, and a letter from Cheryl Culver on behalf of the Newport Wilderness Society asking for a letter of support from the Town to get a variance from the WI DNR to provide Dark Sky enhancements to the Newport Park property. The Board will discuss both these subjects at a future meeting. Kalms also shared a press release from Ken Pabich, Door County Administrator, regarding Mariah Goode stepping down, and introducing Karen Bailey as the interim Land Use Services Director.

Future Meeting: The next regular Board meeting was scheduled for January 8th at 6:00pm.

Johnson moved, Goss seconded to adjourn to closed session per Wi. Stat. 19.85 (1)(c): Considering employment, promotion, compensation or performance evaluation data of

any public employee over which the governmental body has jurisdiction or exercises responsibility—Administrator contract. Roll Call: Watts, Ward, Appel, Goss, and Johnson voted aye. There were no nays. **Motion carried 5 – 0** at 6:47pm

Johnson moved, Goss seconded to reconvene into open session at 7:19pm. Roll Call: Ward, Appel, Goss, Watts, and Johnson voted aye. There were no nays. **Motion carried 5 – 0**

Johnson moved, Goss seconded to extend the Administrator's contract for six months to July 1st of 2026. **Carried 5 - 0**

Johnson moved, Goss seconded to adjourn at 7:21pm. **Carried 5 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at future meeting of the Town Board.

Liberty Grove Utility District#1

1/15/2025

Name of Payee	Description of bill	Amount
WPS	Lift Station	\$ 286.44
Sister Bay Utilities	Monthly Lift Station Electric, Meter software, HydroCorp, Billing software	\$ 182.48
Sister Bay Utilities	Meter Replacements	\$ 3,918.10
Sister Bay Utilities	Quarter 4 2024 Billing	\$ 43,483.46
	TOTAL	\$ 47,870.48

Liberty Grove Utility District #1 Balances

	2024	2023
Checking account *7823		
Balance as of November 30,	\$ 74,723.24	\$ 61,603.24
Add Deposits	\$ 1,098.09	\$ -
Less Disbursements	\$1,081.96	\$ 1,939.90
Add Interest	0.70% \$ 46.18	1.00% \$ 48.39
Balance as of December 31,	\$ 74,785.55	\$ 59,711.73
Savings account *9812		
Balance as of November 30,	\$337,488.82	\$ 329,466.69
Add deposits	\$ -	\$ -
Less Disbursements	\$ -	\$ -
Add Interest	2.10% \$ 615.43	2.50% \$ 646.57
Balance as of December 31,	\$338,104.25	\$ 330,113.26
Savings Restricted account *0291		
Balance as of November 30,	\$ 131,236.46	\$ 120,421.87
Add Deposits	\$ -	\$ -
Less Withdrawals	\$ -	\$ -
Add Interest	0.30% \$ 34.52	0.50% \$ 47.84
Balance as of December 31,	\$ 131,270.98	\$ 120,469.71
Nicolet Bank CD (9 months ending 2/5/2024)	? %	\$ 154,942.18
North Shore CD (9 months ending 11/14/2024)	4.92%	
Nicolet Bank CD (9 months ending 8/14/2025)	4.40% \$ 162,542.82	
Balance of all accounts as of December 31,	\$ 706,703.60	\$ 665,236.88

Town of Liberty Grove balances as of December 31,		2024	2023
Municipal Checking Account *8401			
Balance as of November 30,	\$	879,826.54	\$ 1,044,726.37
Transfer to General Checking	\$	879,826.54	\$ 1,455,310.50
Aid Payments	\$	-	\$ -
Early Tax Collections	\$	1,929,137.26	\$ 2,095,499.65
Interest 0.70%	\$	807.60	1.00% \$ 1,301.98
Balance as of December 31,	\$	1,929,944.86	\$ 2,096,801.63
Money Market Account *7390			
Balance as of November 30,	\$	1,137,839.83	\$ 1,514,800.13
Transfer to Checking *8401	\$	-	\$ 410,584.13
Interest 2.73%	\$	2,694.65	3.00% \$ 3,462.59
Balance as of December 31,	\$	1,140,534.48	\$ 1,107,678.59
General Checking Account *1120			
Balance as of November 30,	\$	675,300.44	\$ 515,735.47
Plus deposits and transfers	\$	1,154,561.13	\$ 1,462,548.25
Less FICA	\$	12,689.38	\$ 13,409.80
Less State withholding	\$	2,017.67	\$ 2,105.99
Less payroll	\$	27,418.40	\$ 30,041.15
Less disbursements	\$	67,617.04	\$ 263,381.30
Balance as of December 31,	\$	1,720,119.08	\$ 1,669,345.48
TOTAL in all Utility District Accounts:			
Utility District Checking *7823	\$	74,785.55	\$ 59,711.73
Utility District Savings *9812	\$	338,104.25	\$ 330,113.26
Utility District Restricted Savings *0291	\$	131,270.98	\$ 120,469.71
Nicolet Bank CD (9 months ending 02/05/2024)	\$	-	\$ 154,942.18
North Shore CD (9 months ending 11/14/2024)	\$	162,542.82	\$ -
Balance as of December 31,	\$	706,703.60	\$ 665,236.88
TOTAL in all Town Accounts:			
Municipal Checking *8401	\$	1,929,944.86	\$ 2,096,801.63
Money Market Acct *7390	\$	1,140,534.48	\$ 1,107,678.59
Checking *1120	\$	1,720,119.08	\$ 1,669,345.48
Utility District	\$	706,703.60	\$ 665,236.88
As of December 31, the total in all Town accounts is:	\$	5,497,302.02	\$ 5,539,062.58

	A	B	C	D	E	F	G	H	I	J
1	Short-Term Rental Applications to Approve									
2	Owner Name	Property Address	Agent Address	Max Occ	SepticType	BDRM	DATCP	DCTZ	Insured	Payment
3	Jill Hockers	1510 Co Rd Zz, Sister Bay	10724 Sumac Ln, Sister Bay	6	Septic System	3	YES	YES	YES	YES
4	Zachary Ezzell	10704 Lake Wood Ln, Sister Bay	5985 Dennis Dr, Sturgeon Bay	6	Septic System	3	YES	YES	YES	YES
5	Mervin Smucker	1260 Co Rd Zz, Ellison Bay	8238 Gardner Ct, Baileys Harbor	10	Septic System	5	YES	YES	YES	YES
6	Christopher Hockers	1509 N Bay Rd, Sister Bay	1515 N Bay Rd, Sister Bay	4	Septic System	1	YES	YES	YES	YES
7	Joan Carlson	418 Europe Lake Rd, Ellison Bay	448 Europe Lake Rd, Ellison Bay	6	Holding Tank	3	YES	YES	YES	YES
8	Gwen Meyer	464 Europe Lake Rd, Ellison Bay	12265 Hwy 42, Ellison Bay	44	Holding Tank	10	YES	YES	YES	YES
9	Camille Unger	9456 N Bay Dr, Baileys Harbor	9456 North Bay Dr, Baileys Harbor	6	Septic System	3	YES	YES	YES	YES
10	Hannah Boom	2380 German Rd, Baileys Harbor	2380 German Rd, Baileys Harbor	4	Septic System	1	YES	YES	YES	YES
11	Belle Plane Investments Jon Martel	12650 S Port Des Morts Dr, Ellison Bay	5905 Dunn Rd, Sturgeon Bay	6	Holding Tank	3	YES	YES	YES	YES