

TOWN OF LIBERTY GROVE PUBLIC MEETING

Town Board Meeting

Date: March 12, 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 2/19/25
5. Public input
6. Recommendation from Highway Committee to approve detour on Hwy 42 for Ellison Bay Day Parade
7. Utility District #1
 - a. Payment of bills
 - b. Treasurer's Report
8. Payment of Town bills
9. Treasurer's Report
10. Administrator Report
11. Class B Beer License for Camp Door Campground at 10663 County Rd ZZ, Sister Bay
12. Combo Class B License for Ellison Inn & Lounge at 11934 Hwy 42, Ellison Bay
13. Lake & Pond Solutions Marina Agreement
14. Recommendation from Parks & Property Committee to approve the purchase of 10 polymetallic signs to instruct cleaning watercraft of invasive species not to exceed \$600
15. Recommendation from Parks & Property Committee to authorize purchase of a replacement sign for Little Sister Cemetery
16. Short Term Rental licenses
17. Correspondence
18. Future meeting(s)
19. 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 February 19, 2025
(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 2/5/25
5. Public Input
6. Sanitary District
 - a. Payment of bills
 - b. Treasurer's Report
7. Payment of bills
8. Treasurer's Report
9. Appointment of new Tourism Zone Commission Member
10. Approve Chargeback request for assessment error on Parcel# 018-75-0000
11. Recommendation from Highway Committee to approve detour on Hwy 42 for Ellison Bay Day Parade on June 28, 2025
12. Recommendation from Parks & Property Committee to authorize a site visit by a Disc Golf Course designer as early as Feb 24, 2025
13. Short Term Rental licenses
14. Discussion on potential changes to Ordinance 10-23, Regulating Short-Term Rentals
15. Correspondence
16. Future meeting(s)
17. Adjourn

Chairman Johnson joined virtually via Teams, and called the meeting to order at 6:00pm. Supervisors Billy Appel, Cathy Ward, Nancy Goss, and Dan Watts were present along with Administrator Kalms, Clerk/Treasurer Pamela Donart-Welcome, and 4 members of the public.

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

Ward moved, Appel seconded to approve the 2/5/25 minutes as presented. **Carried 5 - 0**

Public input: Sandy Smith from County Rd ZZ, Ellison Bay introduced herself as the new Community Coordinator of Door County North. Nancy Goss from Timberline Rd, Ellison Bay noted the supervisors have been getting a lot of spam emails to their Town addresses. Cathy Ward from E Green Rd, Ellison Bay gave a report from the DCTZ for the 2024 calendar year room tax collections, and indicated the Town was 1.28% over 2023 the calendar year.

Goss moved, Ward seconded to approve payment of Utility District #1 bills totaling \$540.43. **Carried 5 - 0**

Treasurer's Report: Donart-Welcome reported the following Utility District #1 account balances as of January 31, 2025:

Checking Account	\$ 74,590.07
Savings Account	\$ 313,549.60
Restricted Savings	\$ 131,304.43
CD	\$ <u>162,542.82</u>
TOTAL	\$ 681,986.92

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

Johnson moved, Ward seconded to approve the payment of Town bills totaling \$41,290.22. **Carried 5 - 0**

Treasurer's Report: Donart-Welcome reported the following Town account balances as of January 31, 2025:

Municipal Checking	\$ 5,650,243.05
Money Market Account	\$ 1,143,120.84
General Checking	\$ 1,512,197.87
Utility District	\$ <u>681,986.92</u>
TOTAL	\$ 8,987,548.68

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

Johnson moved, Ward seconded to approve the appointment of Matt Hockers to the Tourism Zone Commission. **Carried 5 - 0**

Johnson moved, Goss seconded to approve the chargeback request for Parcel# 018-75-0000. **Carried 5 - 0**

Approval for the request of a detour on Hwy 42 for Ellison Bay Day Parade on June 28, 2025 was postponed until there is clarification on who is expected to pay for the cost of implementing the detour.

Appel moved, Watts seconded to approve contracting with the disc golf company for a \$600.00 site visit for the disc golf course. **Carried 5 - 0**

Goss moved, Ward seconded to approve the Short-Term Licenses for property address numbers at 1070 Lost Ln, 1168 Waters End Rd, and 11064 Beach Rd. **Carried 5 - 0**

Supervisors began the process of making amendments to Ordinance 10-23. No action will be taken on any amendments until a Final Draft is agreed upon by the Supervisors at a future meeting.

Correspondence: Administrator Kalms shared that there is a RDPC sponsored training session “Event Security Planning for Public Safety Professionals” taking place Mar 20-21 at the Justice center in Sturgeon Bay, and that the quote came in from Reinhold’s for a replacement sign for the Little Sister Cemetery.

Future Meeting: The next regular Board meeting will be March 5, 2025 at 6:00pm. A Personnel Committee meeting was scheduled for Tuesday February 25, 2025 at 3pm.

Johnson moved, Appel seconded to adjourn at 7:49pm. **Carried 5 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at future meeting of the Town Board.

Liberty Grove Utility District#1

3/12/2025

Name of Payee	Description of bill	Amount
WPS	Lift Station	\$ 187.00
Boardman Clark	Sewer Rate Analysis - with Trilogy	\$ 2,148.00
	TOTAL	\$ 2,335.00

Liberty Grove Utility District #1 Balances

	2025	2024
Checking account *7823		
Balance as of January 31,	\$ 74,590.07	\$ 102,287.39
Add Deposits	\$ 13,201.43	\$ 19,949.69
Less Disbursements	\$4,838.77	\$ 50,486.83
Add Interest	0.70% \$ 43.19	1.00% \$ 58.59
Balance as of February 28,	\$ 82,995.92	\$ 71,808.84
Savings account *9812		
Balance as of January 31,	\$313,549.60	\$ 330,850.45
Add deposits	\$ -	\$ -
Less Disbursements	\$ -	\$ -
Add Interest	2.10% \$ 500.30	2.50% \$ 649.28
Balance as of February 28,	\$314,049.90	\$ 331,499.73
Savings Restricted account *0291		
Balance as of January 31,	\$ 131,304.43	\$ 128,249.55
Add Deposits	\$ -	\$ -
Less Withdrawals	\$ -	\$ -
Add Interest	0.30% \$ 30.22	0.50% \$ 50.95
Balance as of February 28,	\$ 131,334.65	\$ 128,300.50
North Shore CD (9 months ending 11/14/2024)	4.92%	\$ 156,694.21
Nicolet Bank CD (9 months ending 8/14/2025)	4.40% \$ 162,542.82	
Balance of all accounts as of February 28,	\$ 690,923.29	\$ 688,303.28

Town of Liberty Grove balances as of February 28,		2025	2024
Municipal Checking Account *8401			
Balance as of January 31,	\$	5,650,243.05	\$ 5,133,850.66
Transfer to General Checking	\$	4,675,000.00	\$ 5,000,000.00
Early Tax Collections	\$	1,146,894.35	\$ 1,511,306.28
Aid Payments	\$	270.93	\$ -
Municipal Services Fee			\$ 326.82
Interest 0.70%	\$	2,196.37	1.00% \$ 3,088.75
Balance as of February 28,	\$	2,124,604.70	\$ 1,647,918.87
Money Market Account *7390			
Balance as of January 31,	\$	1,143,120.84	\$ 1,110,642.92
Interest 2.70%	\$	2,341.36	3.00% \$ 2,611.99
Balance as of February 28,	\$	1,145,462.20	\$ 1,113,254.91
General Checking Account *1120			
Balance as of January 31,	\$	1,512,197.87	\$ 1,186,498.60
Plus deposits and transfers	\$	4,689,548.86	\$ 5,009,764.26
Less FICA	\$	10,510.62	\$ 8,871.88
Less State withholding	\$	1,740.41	\$ 1,459.41
Less payroll	\$	30,517.92	\$ 27,735.40
Less disbursements	\$	5,030,418.77	\$ 4,902,927.11
Balance as of February 28,	\$	1,128,559.01	\$ 1,255,269.06
TOTAL in all Utility District Accounts:			
Utility District Checking *7823	\$	82,995.92	\$ 71,808.84
Utility District Savings *9812	\$	314,049.90	\$ 331,499.73
Utility District Restricted Savings *0291	\$	131,334.65	\$ 128,300.50
North Shore CD (9 months ending 11/14/2024)	\$	-	\$ 156,694.21
Nicolet Bank CD (9 months ending 8/14/2025)	\$	162,542.82	
Balance as of February 28,	\$	690,923.29	\$ 688,303.28
TOTAL in all Town Accounts:			
Municipal Checking *8401	\$	2,124,604.70	\$ 1,648,572.51
Money Market Acct *7390	\$	1,145,462.20	\$ 1,113,254.91
Checking *1120	\$	1,128,559.01	\$ 1,255,269.06
Utility District	\$	690,923.29	\$ 688,303.28
As of February 28, the total in all Town accounts is:	\$	5,089,549.20	\$ 4,705,399.76



Lake and Pond Solutions, LLC

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Liberty Grove Boat Ramp
c/o Town of Liberty Grove
ATTN: Pamela Donart-Welcome
12033 Cedar Shore Drive
Ellison Bay, WI 54210

2/12/25

Dear Pamela,

Hope you all have had a great winter! Hard to believe, but we are starting to prepare for the new season. We at Lake and Pond Solutions look forward to being your water management professionals for 2025. I have outlined the cost for 2025 marina management below.

PERMITTING/AGREEMENT

Lake and Pond Solutions, LLC has secured statewide WPDES coverage for our customers. The DNR state permitting fee of (\$45.00) will be applied as well as a \$50.00 LPS filing fee to cover additional time involved in WPDES requirements. Please make sure to return your signed agreement back to us as soon as possible! Once received, we will send your DNR permit to the central intake office in Madison. Upon submittal, you'll receive an invoice reflecting the cost of the DNR permit process.

WDNR Permitting Fee _____ **\$95.00**

ON-CALL MANAGEMENT

With this option you would call us when a treatment is needed. We can be in to perform treatments or maintenance within three days of any notice, weather permitting. You would be billed our Basic Service Fee (\$195), product and application fee(s) for each visit.

ALGAE/PLANT TREATMENTS

Treatments can vary widely from year to year depending on rainfall, sunlight, temperature, budget, and overall expectations. The treatment area will be the same as last year, all of the 0.30 Acre launch/marina. I have priced out the treatment below for 2025. As mentioned above, I will just have you call the office when the treatment is needed (on-call basis).

1.9 Gal Aquastrike	\$284.91
16oz Polyan Weighting Agent	\$11.20
Basic Service Fee	\$195.00
Application Fee	\$240.00
	\$731.11



Lake and Pond Solutions, LLC

(920) 757-9447 | www.lakeandpondsolutions.com | josh@lakeandpondsolutions.com

PROVIDING ENVIRONMENTALLY SOUND AQUATIC MANAGEMENT SOLUTIONS

Ultimately, if you went with everything in this proposal, the total projected estimate would be **\$826.11** (sales tax not included). An agreement will be sent following this proposal via Abohe Sign. Within this agreement, you may exclude certain parts of this proposal if you so choose, and sign off if you would like to proceed with the estimate. Once we receive your signature/approval, we will then proceed with the proposed work. I know that there is a lot of information in here, so if you have any questions or concerns please don't hesitate to contact us. Thank you for your continued business with Lake and Pond Solutions, LLC, we look forward to working with you again this year!

Sincerely,



Josh Ginzi – Shop Manager/Biologist
Lake and Pond Solutions, LLC
(office) 920-757-9447
(Cell) 920-470-8672



Lake and Pond
Solutions, LLC

PROVIDING ENVIRONMENTALLY SOUND AQUATIC MANAGEMENT SOLUTIONS

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