

**TOWN OF LIBERTY GROVE PUBLIC MEETING**

**Board Meeting**

**Date: Wednesday, May 17, 2023**

**Time: 7:00 PM or immediately following the conclusion of the Board of Review**

**Place: Town Hall, 11161 Old Stage Road**

**Agenda:**

1. Call to order
2. Declaration of a quorum followed by pledge of allegiance
3. Approve Agenda
4. Approve Minutes: 5/3/2023
5. Public Input
6. Ordinance \_\_-23, Regulating Short Term Rentals
7. Payment of Bills: Sanitary District, Town
8. Treasurer's Report: Sanitary District, Town
9. Ord 5-23, Stop Sign at Orchard Dr and Flint Ridge Road
10. Resolution 7-23, Approving eCMAR for LGUD#1
11. Food Trucks at 11976 State Highway 42
12. Committee Appointments
13. Website Upgrade with TownWeb
14. Commercial Launch Pass(es)
15. Short Term Rental License(s)
16. Correspondence
17. Future meetings
18. Adjourn

**\*\*Report items will not be discussed or voted on, all other agenda items may include discussion and possible action.**

*Deviation from listed order may occur\*\**

**\*\*Audience members must ask for permission, during public input, to speak on agenda items \*\***

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Anastasia Bell, 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.*

**Town of Liberty Grove**  
**Minutes of the Town Board meeting on May 3, 2023**  
(this meeting was correctly posted)

**Agenda:**

1. Call to order
2. Declaration of a quorum followed by pledge of allegiance
3. Approve Agenda
4. Approve Minutes: 4/19/23
5. Public Input
6. Door County North Activity Report
7. Payment of bills
8. Administrator's report
9. Committee Appointments: Plan Commission
10. Resolution 3-23, Authorization of Signatures on Depository Account (LGUD#1 CD)
11. Resolution 4-23, Recognizing John Lowry
12. Commercial Launch Pass(es)
13. Short Term Rental License(s)
14. Operator License(s)
15. Remove Ordinance 5-23, Regulating Short-Term Rentals from the table
16. Ordinance 5-23, Regulating Short-Term Rentals
17. Correspondence
18. Future meetings
19. Adjourn

Chairman Janet Johnson called the meeting to order at 7:01pm. Supervisors Nancy Goss, Cathy Ward, and Dan Watts were present along with Administrator Walter Kalms, Clerk/Treasurer Anastasia Bell and approximately 23 members of the public.

**Goss moved, Ward second** to approve the agenda as posted. Carried 4-0.

**Ward moved, Goss second** to approve the minutes from 4/15/2023 as presented. Carried 4-0.

**Public Input** – None.

**Door County North** – Mickie Rasch reported she is working on possible concerts in the park and a proposal to the Parks Committee regarding the accessibility of Blues on the Bay. Print advertising is in final stages and the Earth Day booth and Easter Egg hunt event went well.

**Goss moved, Johnson second** to approve payment of bills totaling \$147,555.73. Carried 4-0.

**Administrator** – Kalms reported paving will hopefully start this week, the rate consultant is reviewing Sister Bay rates, The DNR is drafting their Isle View determination, the audit is complete and state forms are filed, and WPS has requested to re-route wires/poles near the North Fire Station.

**Committee Appointments** –

**Resolution 3-23, Authorization of Signatures on Depository Account (LGUD#1 CD)** – **Goss moved, Ward second** to approve resolution 3-23 as presented. Carried 4-0. The full resolution can be viewed on the Town website or at the Town Office.

**Resolution 4-23, Recognizing John Lowry** – **Johnson moved, Ward second** to approve resolution 4-23 as presented. Carried 4-0. The full resolution can be viewed on the Town website or at the Town Office.

**Commercial Launch Pass(es)** – None.

**Short Term Rental License(s)** – **Ward moved, Goss second** to approve licenses for 11640 Humbug Road, 12098 Highway 42, 10276 Highway 57, 2751 Old Lime Kiln Road, 10734 White Pine Lane, 2182 Seaquist Road, and 11772 Humbug Road. Carried 4-0.

**Operator License(s)** – Goss moved, Johnson second to approve 3 operators for Kick Ash as presented. Carried 4-0.

**Ward moved, Goss second** to remove Ordinance 5-23, Regulating Short-Term Rentals from the table. Carried 4-0.

**Ordinance 5-23, Regulating Short-Term Rentals** – Public comments: STRs allow connection to community, 7-day restrictions limit ability to maintain property and recover costs, 180-day restriction impacts shoulder season and contractors/employees hired, fees affect owner budgets, the ordinance doesn't solve the problems expressed, conflicting verbiage was noted within the ordinance, thank you for checking the uncontrolled growth of STRs, local housing isn't necessary in the winter, and other municipalities are more relaxed. Board comments: the issue is that the State has defined short-term rentals as a residential use, and this has caused community degradation. The Town Comprehensive Plan clearly discourages STRs in Heartland areas. Goals have been established for groundwater, safety/liability, good neighbors, and enforcement procedures. It is important to identify the documentation needed for complaints. Suggestion made to remove 180-day restriction due to animosity and current occupancy rates already suggest this occurs. The attorneys should create a new draft. **Johnson moved, Goss second** to table Ordinance 5-23 for a future meeting. Carried 4-0.

**Correspondence** – Kalms reported on Spangler letters, DCEDC event, and the Snowmobile Club Road permission slip.

The next Board meeting will be Wednesday, May 17, 2023 immediately following the initial Board of Review meeting scheduled to begin at 6:30pm. Special Board meeting will be on Friday, May 12, 2023 to review supervisor candidates. Future meeting may begin at 6:00pm.

**Johnson moved, Goss second** to adjourn at 9:01pm. Carried 4-0.

Respectfully submitted,  
Anastasia Bell, Clerk/Treasurer

**TOWN OF LIBERTY GROVE**  
**ORDINANCE \_\_ - 23**  
**REGULATING SHORT-TERM RENTALS**

The Town Board of the Town of Liberty Grove (hereinafter referred to as “the Town”), in the County of Door, State of Wisconsin, does hereby ordain as follows:

All previous ordinances regulating short-term rentals are hereby rescinded, to be replaced by this ordinance 5-23 (“Ordinance”).

**Section 1. Purpose**

The Town of Liberty Grove recognizes the State-imposed limitations on local regulation of short-term rentals (see 2017 Wisconsin Act 59). The following Town Ordinance complies with the short-term rental portion of Act 59.

The purpose of this Ordinance is to balance the interests of property owners to use their property as short-term rentals, on the one hand, with the interests of residents who seek to protect the quality of life and the character and stability of neighborhoods, on the other hand.

Due to the fractured bedrock and karst topography of most of Door County, short-term rentals that are rented “over capacity” for their private onsite wastewater treatment system risk contamination of and, thereby, the health and quality of the potable water supply.

**Section 2. State Statutes Adopted – Authority**

The Board of Supervisors of the Town is granted authority for adopting this Ordinance under § 60.10(2)(c), § 60.22(3), and § 66.0113(1)(a), Wisconsin Statutes. The Town Board adopts this Ordinance under its general village powers authority and § 66.1014 of the Wisconsin Statutes, 2017 Act 59.

**Section 3. Definitions**

- A. “Agent” means a person or an entity who is not the Property Owner of record and who is authorized to act as the Agent of the Property Owner for the receipt of service of notice and remedy of municipal Ordinance violations and for service of process pursuant to this Ordinance.
- B. “DATCP” means the Wisconsin Department of Agriculture Trade and Consumer Protection.
- C. “DCTZC” means the Door County Tourism Zone Commission.
- D. “Good Neighbor Best Practices” means the guidelines set forth in DCTZC’s Good Neighbor Best Practices document, available at the Town of Liberty Grove’s clerk office and at [www.doorcountytourismzone.com](http://www.doorcountytourismzone.com).
- E. “License” means a short-term rental license issued under this Ordinance.
- F. “Office of Short-Term Rentals,” or “OSTR” means the agent or agency employed by the Town to administer the regulation of STRs, including but not limited to permitting, collection of fees, and the reporting of instances of non-compliance for enforcement purposes.
- G. “Person” includes all individuals, entities, trusts, partnerships, associations, and bodies corporate.
- H. “POWTS” means Private Onsite Wastewater Treatment System.
- I. “Property” means the real property on which a STR is being operated.
- J. “Property Owner” means any Person who owns a Residential Dwelling operated as or proposed to be operated as a STR.

- K. "Residential Dwelling" means any building, structure or part of the building or structure, that is used or intended to be used as a home, residence, or sleeping place by one or more persons maintaining a common household, to the exclusion of all others.
- L. "STR" or "Short-Term Rental" means a Residential Dwelling that is offered for rent for a fee and for fewer than 29 consecutive days.

#### **Section 4. Short-Term Rental License Required**

No Person may maintain, manage, or operate a STR more than ten (10) nights each year without a License issued pursuant to this Ordinance.

#### **Section 5. Application and License Issuance and Renewal Procedure**

- A. The application shall include the following:
  - 1. Address and parcel identification number of the STR.
  - 2. Property Identification number(s) for all utilized marketplace platforms.
  - 3. Name, mailing address, physical address (if different from mailing address), phone number and email address of each Property Owner and Agent, unless the Property Owner is acting as the Agent, for the STR.
  - 4. If designating an Agent different than the Property Owner, an affirmative statement that the Agent is authorized to act as agent and as the local contact person for the Property Owner with respect to the operation of the STR, including taking remedial action and promptly responding to any violation of this Ordinance or other law or regulation relating to the STR, and receiving service of process of notice of violations of this Ordinance.
  - 5. Copy of current DATCP rooming house license, except that renewal applications need only include the DATCP rooming house license number if there has not been an updated DATCP rooming house license issued for the STR.
  - 6. Copy of DCTZC permit, except that renewal applications need only include the DCTZC permit number if there has not been an updated DCTZC permit issued for the STR.
  - 7. Proposed MAXIMUM occupancy for the STR.
  - 8. POWTS permit number.
  - 9. Proof of design capacity of POWTS.
  - 10. Written proof of liability insurance required under Section 6.
  - 11. A certification that the STR is in compliance with the terms and conditions of this Ordinance.
  - 12. For renewal applications, the number of days that the STR was rented during the prior license period.
- B. Applications must be signed by each Property Owner.
- C. The Town shall issue a License using the following procedures:
  - 1. All applications for a License or renewal shall be filed with the Town Clerk, or the designee of the Town Clerk, on forms provided. Applications shall be filed by the Property Owner or authorized Agent. No License shall be issued unless the completed application form is accompanied by the payment of the required application fee. The number of Town short-term rental licenses required for any one Property Owner will be equal to the number of DCTZC permits issued to that Property Owner in Liberty Grove.

2. The Town Clerk shall issue a License to all applicants following payment of the required fee, receipt of all fully completed documentation and information requested by the application, and application approval by the Town Board, or its designee.
  3. A License shall be effective for one year. The annual licensing terms begins January 1<sup>st</sup> and ends December 31<sup>st</sup> the same year.
  4. A fully completed renewal application and renewal fee shall be filed with the Town Clerk at least forty-five (45) days prior to License expiration so that the Town Board or its designee, if required, has adequate time to consider the application. The renewal application shall include all information requested and identify changes since the previous application.
  5. Any changes in ownership of the property require a new License per Wisconsin Administrative Code §72.04(b) prior to obtaining a permit from the Town.
- D. No License shall be issued or renewed if the applicant or STR has outstanding fees, taxes, special charges or assessments, or forfeitures owed to the Town.
  - E. No License shall be issued if the applicant or STR is found to be subject to one of the grounds for revocation as provided in Section 8.
  - F. A Property Owner may apply for a new License no less than 12 months after being revoked (see Section 8, "Revocation," and Section 9, "Revocation Process," below.)

#### **Section 6. Operation of a Short-Term Rental**

Each Short-Term Rental shall comply with all of the following requirements:

- A. The total number of days that any STR may be rented shall not exceed 180 days within any consecutive 365-day period.
- B. If the Property Owner resides within 35 miles of the STR, a local Agent is not required to be designated. The Property Owner must be available between the hours of 8:00 a.m. and 11:00 p.m. on those days when the STR is rented. The Property Owner's contact information, including phone number and address, must be filed with the Town Clerk. The Town must be notified within 24 hours of any change in contact information and submit the revised contact information in writing to the Town Clerk within three-business days.
- C. Unless the Property Owner resides within 35 miles of the STR, an Agent located within 35 miles of the STR must be designated for contact purposes. The Agent must be available between the hours of 8:00 a.m. and 11:00 p.m. on those days when the STR is rented. The Agent's contact information, including phone number and address, must be filed with the Town Clerk. The Town must be notified within 24 hours of any change in contact information and submit the revised contact information in writing to the Town Clerk within three-business days.
- D. No recreational vehicle, camper, tent, or other temporary lodging arrangement shall be permitted on site as a means of providing additional accommodations for paying guests or other invitees.
- E. If the property is not served by a public sanitary sewer or holding tank a private onsite wastewater treatment system (POWTS) in full compliance with this Ordinance and in accordance with Chapter 21 of the Door County Code shall serve the property.
- F. If the property is served by a POWTS, occupancy shall be limited to the number of occupants for which the POWTS was designed.
- G. The STR shall have functioning smoke detectors and carbon monoxide detectors pursuant to the requirements of Ch. ATCP 72, Wisconsin Administrative Code.

- H. Sufficient off-street parking shall be available to accommodate all vehicles on the Property. Off-street parking shall be in compliance with Door County Comprehensive Zoning Ordinance, Chapter 7.
- I. Signage shall conform to applicable Town and Door County Ordinances.
- J. Rental Dwellings shall be able to reasonably accommodate reliable telephone communications in case of emergency.
- K. Outdoor events including but not limited to, weddings, graduations, reunions and the like are limited to six (6) in a calendar year as per Door County Zoning §2.07(1)(a).
- L. Quiet hours of 10:00 p.m. to 7:00 a.m.
- M. Applicable Town of Liberty Grove ordinances, the Door County Code, and Wisconsin laws and regulations.
- N. The Property Owner shall have and maintain homeowner's liability or business liability insurance issued by an insurance company authorized to do business in Wisconsin and effective during all short-term rental periods for the premises that are used for short-term rental. The insurance policy shall identify that the Residential Dwelling is used as a STR. The Property Owner shall provide written evidence of such insurance with the License application and renewal application forms. This insurance requirement may be satisfied through such sources as the Property Owner may choose, including but not limited to conventional insurance or insurance offered through a lodging marketplace.
- O. The Property Owner or Agent of each STR must provide a guest register and require all guests to register their true names and addresses and rental time period(s) before being assigned sleeping quarters. The guest register shall be kept by the Property Owner or Agent for at least one (1) year following a guest's rental.

### **Section 7. Property Rules**

A copy of the State of Wisconsin tourist rooming house license and the Town License shall be posted on the property. Property rules shall be made available to the renters and shall include at a minimum the following information:

- A. The Good Neighbor Best Practices.
- B. Maximum occupancy of the property.
- C. Contact information for the designated operator.
- D. Where to park.
- E. Quiet hours of 10:00 p.m. to 7:00 a.m.
- F. Property Owner's policy regarding pets, if applicable.
- G. Outdoor burning regulations.
- H. Emergency contact information for law enforcement, fire, and emergency medical services (EMS).
- I. Non-emergency contact information for law enforcement and fire.
- J. How to deal with existing POWTS or holding tank if applicable (location of high-water alarms, etc.).
- K. How to deal with waste and recyclables.

### **Section 8. Revocation**

The Town Board may suspend, revoke, or non-renew a License during the term of a license year, or reject a License application, and following a due process hearing for one or more of the following reasons:

- A. Failure to comply with the requirements of this Ordinance on three or more separate occasions within the prior 12 months.
- B. Failure by the Property Owner to make payment of delinquent fees, taxes, special charges, forfeitures or other debt owed to the Town.
- C. Failure to maintain all required local, county, and state licensing requirements.
- D. The Property Owner, Agent, or renters have been convicted of engaging in illegal activity while on the short-term rental property.
- E. Any violation of local, county, or state laws or regulations which, based upon their number, frequency, or severity, and their relation to the short-term rental property, its owner(s), tenant(s), occupant(s), or visitor(s), substantially harm or adversely impact the predominantly residential uses and nature of the surrounding neighborhood.

In addition to action by the Town, any resident of or owner of property within the Town may file a sworn written complaint with the Town Clerk alleging one or more of the reasons set forth in this Section 8 as grounds for revocation of a License issued under this Ordinance. Upon filing of the complaint, the Town Board shall notify the Property Owner of the complaint by certified mail, return receipt requested, and provide the Property Owner with a copy of the complaint.

#### **Section 9. Revocation Process**

The Town, at its discretion, shall:

- A. Notify the Property Owner of any noncompliance or complaint.
- B. Determine whether the Property Owner has remedied the violation.
- C. Schedule a License revocation hearing, before the Town Board, if the violation is not remedied immediately or if the Property Owner is subject to "three strikes" under Section 8 above.
- D. Notify the Property Owner and attempt to notify all property owners located within 150-feet of the property of the hearing time, date, and place at least two weeks prior to the hearing before the Town Board.
- E. Hear written or verbal testimony from the Property Owner, any complainant, any town official or enforcement officer, and other affected parties at the time of the hearing before the Town Board. If the Property Owner appears at the hearing, the Property Owner may produce and cross-examine witnesses, present relevant evidence, and be represented by counsel, at the Property Owner's expense.
- F. The Town Board shall provide its decision in writing to the Property Owner, specifying the reasons for its determination, within 30-days of the License revocation hearing.

#### **Section 10. Judicial Review**

The action of the Town Board in granting or renewing, refusing to grant or renew, or revoking a License under this Ordinance may be reviewed by the Door County Circuit Court upon appeal by the applicant, Property Owner, or a resident of or owner of property within the Town. Such appeal shall be filed within 30 days of the date of mailing by the Town Clerk of the notice of the Town Board's action granting or renewing, refusing to grant or renew, or revoking a License. The procedure on review shall be the same as in civil actions commenced in the circuit court pursuant to Wis. Stats. Chs. 801 to 807.



## **Section 11. Inspection and Enforcement**

### **Subsection A. Inspection**

Upon probable cause to believe that a violation of this Ordinance, or of a law, code, rule or regulation relating to buildings, housing, electrical, plumbing, heating, gas, fire, health, safety, environmental pollution, water quality, food or zoning has occurred or is occurring, an enforcement officer under Subsection B, the Town Building Inspector, the OSTR, or a local health officer (an "Inspector") may, upon presenting proper identification, request that the Property Owner or Agent allow him or her access to the STR at any reasonable time for any of the following purposes: (i) to determine if there has been a violation of this Ordinance, or of a law, code, rule or regulation related to the STR or its operation; (ii) to determine compliance with previously written violation orders; (iii) to examine and copy relevant documents and records related to the operation of the STR; or (iv) to obtain photographic or other evidence needed to enforce this Ordinance. As used in this Subsection A, "probable cause" means facts and circumstances within an Inspector's knowledge and of which he or she has reasonably trustworthy information that are sufficient to warrant a reasonable Officer in believing that a violation has been or is being committed. If consent is refused, the Inspector may apply for a special inspection warrant issued pursuant to Wis. Stats. § 66.0119, or other warrant, subpoena or order as may be necessary or appropriate.

### **Subsection B. Enforcement Officers**

The provisions of this ordinance may be enforced by the Town Chairperson, Town Administrator, Town Clerk, or any of their designees. In addition, the Town may contract with an outside provider to assist with enforcing this ordinance.

### **Subsection C. Form of Citation**

Citations shall be issued per § 66.0113, Wisconsin Statutes, as may be amended, or any successor statute. The provisions of § 66.0113, Wisconsin Statutes, are hereby adopted as if set forth in full in this ordinance.

### **Subsection D. Penalties**

Any Person that fails to comply with the provisions of this ordinance shall, upon conviction, pay a forfeiture of not less than \$250.00 nor more than \$1,000.00, plus the applicable surcharges, assessments, and costs, for each violation. Each day a violation occurs or continues to exist constitutes a separate offense under this ordinance.

The penalties set forth in this Subsection shall be in addition to all other remedies, including but not limited to injunction, abatement, or costs, and whether existing under this ordinance or otherwise.

## **Section 12. Fees**

Permit fee schedule. The License application fees shall be established by the Town of Liberty Grove Board of Supervisors and shall correlate with the administrative and related costs involved with compliance monitoring. The fees may be changed without notice or amendment to this Ordinance. Contact the Town Office for the current schedule of fees.

## **Section 13. Severability**

If any portion of this Ordinance be declared invalid or unconstitutional by a court of competent jurisdiction, such a decision shall not affect the validity of any other provisions of this Ordinance.

**Section 14. Effective Date and Publication**

This Ordinance shall become effective upon adoption and publication as required under § 60.80 Wisconsin Stats.

Adopted at a regular meeting of the Town Board of the Town of Liberty Grove, Door County, Wisconsin, on this 5<sup>th</sup> day of April 2023.

Motion to adopt: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_

*I, Anastasia Bell, Clerk/Treasurer of the Town of Liberty Grove, Door County, Wisconsin do hereby certify that the above is a true and correct copy of an Ordinance that was adopted on the 5<sup>th</sup> day of April 2023 by the Liberty Grove Town Board.*

*Dated this 5<sup>th</sup> day of April 2023.*

\_\_\_\_\_  
*Anastasia Bell, Clerk/Treasurer*

**Liberty Grove Sanitary District**

**5/17/2023 Meeting**

Name of Payee	Description of bill	Amount	
WPS	Lift Station electric	\$	198.20
WPS	Lift Station electric	\$	198.08
Sister Bay Utilities	Monthly Lift Station Flushing, Electric, Meter software,		
	HydroCorp, Billing software	\$	460.36
		TOTAL \$	856.64

Liberty Grove Utility District #1

	<b>2023</b>	<b>2022</b>
<b>Checking account</b>		
Balance as of April 30,	\$ 57,250.04	\$ 81,029.61
Add Deposits	\$ 37,789.67	\$ 38,959.23
Less Disbursements	(\$37,566.52)	(\$36,750.57)
Add Interest	<u>\$ 43.52</u>	<u>\$ 2.03</u>
Balance as of April 30,	\$ 57,516.71	\$ 83,240.30
<b>Savings account</b>		
Balance as of April 30,	\$324,076.80	\$290,931.45
Add deposits	\$ -	\$ -
Less Disbursements	\$ -	\$ -
Add Interest	<u>\$ 614.06</u>	<u>\$ 11.56</u>
Balance as of April 30,	\$ 324,690.86	\$ 290,943.01
<b>Savings Restricted account</b>		
Balance as of April 30,	\$ 107,125.50	\$ 78,160.14
Add Deposits	\$ 2,799.20	\$ 2,803.75
Less Withdrawals	\$ -	\$ -
Add Interest	<u>\$ 41.82</u>	<u>\$ 1.87</u>
Balance as of April 30,	\$ 109,966.52	\$ 80,965.76
North Shore Bank CD (23 months Closed 7/18/2022)	\$ -	\$ 149,963.56
Nicolet Bank CD (90 days ending 5/2023)	\$ 150,440.36	\$ -
Balance as of April 30,	<u>\$ 642,614.45</u>	<u>\$ 605,112.63</u>

Town of Liberty Grove balance as of April 30,	2023	2022
1 Municipal Checking Account	2,221,506.29	1,701,691.78
Transfer to General Checking	69,375.25	105,000.00
Transportation Aid	69,375.25	68,030.37
Interest (1.00%)	1,753.59	67.29
Balance as of April 28,	2,292,635.13	1,664,789.44
2 Money Market Account	1,485,157.15	1,354,708.92
Interest (2.50%)	3,372.32	53.82
Balance as of April 28,	1,488,529.47	1,354,762.74
3 General Checking Account	300,047.23	251,213.26
Plus deposits and transfers	505,840.08	156,913.31
Less FICA	9,840.80	9,690.05
Less State withholding	1,525.52	1,477.19
Less payroll	28,763.84	28,752.58
Less disbursements	279,248.94	156,698.92
Balance as of April 30,	486,508.21	211,507.83
4 Utility District Checking	57,516.71	83,240.30
Utility District Savings	324,690.86	290,943.01
Utility District Restricted Savings	109,966.52	80,965.76
North Shore Bank CD (23 months ending 07/17/2022)	-	149,963.56
Nicolet Bank CD (6 months ending 5/04/2023)	150,440.36	-
Balance as of April 30,	642,614.45	605,112.63
Municipal Checking	2,292,635.13	1,664,789.44
Money Market Acct.	1,488,529.47	1,354,762.74
Checking	486,508.21	211,507.83
Utility Dist.	642,614.45	605,112.63
As of April 30, 2023, the total in all Town accounts is:	4,910,287.26	3,836,172.64

**TOWN OF LIBERTY GROVE**  
**Ordinance 5-23, Stop Sign at Flint Ridge Road and Orchard Drive**

The Town Board of the Town of Liberty Grove, Door County, Wisconsin, does hereby ordain and create the following Ordinance to establish stop signs in the Town of Liberty Grove, the intent of which is to enhance the safety of vehicular and pedestrian traffic at the intersection of Flint Ridge Road and Orchard Drive as well as to quell the speed of the vehicles at said intersection.

**Section 1.** Under the powers granted to this government unit by Wisconsin State Statutes 349.06, the following street and roadways of the Town of Liberty Grove shall be designated and marked with official stop signs to control traffic on the intersection stated. The applicable stopping rules as set forth in Wisconsin Statutes 346.46 (and subsequent enactments) and the penalty provisions of 346.49 (and subsequent enactments) are hereby adopted and by reference made a part of this Section as is fully set forth.

**Section 2. Stop Street**

Orchard Drive heading North

**Thru Street**

at the intersection of Flint Ridge Road

**Section 3. Effective date.** This Ordinance shall be effective upon passage and publication as well as sign installation as provided by law. This ordinance supersedes any and all previous stop sign ordinances by the Town of Liberty Grove at this location.

Motion to adopt: \_\_\_\_\_ Second: \_\_\_\_\_

Vote: Aye: \_\_\_\_\_ Nay: \_\_\_\_\_

Dated this 17<sup>th</sup> day of May 2023

Anastasia Bell, Clerk/Treasurer \_\_\_\_\_

*I, Anastasia Bell, Clerk/Treasurer of the Town of Liberty Grove, Door County, WI. hereby certify that the above ordinance was adopted on May 17, 2023, by the Town Board of the Town of Liberty Grove, Door County, Wisconsin.*

*Anastasia P Bell, Clerk/Treasurer \_\_\_\_\_*

**TOWN OF LIBERTY GROVE**  
**RESOLUTION 7-23**  
**APPROVING ELECTRONIC COMPLIANCE MAINTENANCE ANNUAL REPORT**  
**(eCMAR) FOR LIBERTY GROVE UTILITY DISTRICT #1**

The Liberty Grove Town Board, the governing body of the Liberty Grove Sanitary District and Liberty Grove Utility District, hereby approves the eCMAR as formulated for the Liberty Grove Utility District.

Motion to adopt: \_\_\_\_\_                      Second: \_\_\_\_\_  
Vote:                      Aye: \_\_\_\_\_                      Nay: \_\_\_\_\_

*I, Anastasia Bell, Clerk/Treasurer of the Town of Liberty Grove, hereby certify that the above resolution was passed at a properly noticed meeting of the Liberty Grove Town Board on May 17, 2023.*

\_\_\_\_\_  
*Anastasia Bell, Clerk/Treasurer*  
*Town of Liberty Grove*

# Compliance Maintenance Annual Report

Liberty Grove Utility District 1

Last Updated: Reporting For:  
5/4/2023 2022

## Financial Management

1. Provider of Financial Information  
 Name:   
 Telephone:  (XXX) XXX-XXXX  
 E-Mail Address (optional):

2. Treatment Works Operating Revenues  
 2.1 Are User Charges or other revenues sufficient to cover O&M expenses for your wastewater treatment plant AND/OR collection system ?  
 Yes (0 points)   
 No (40 points)  
 If No, please explain:  
  
 2.2 When was the User Charge System or other revenue source(s) last reviewed and/or revised?  
 Year:   
 0-2 years ago (0 points)   
 3 or more years ago (20 points)   
 N/A (private facility)  
 2.3 Did you have a special account (e.g., CWFPP required segregated Replacement Fund, etc.) or financial resources available for repairing or replacing equipment for your wastewater treatment plant and/or collection system?  
 Yes (0 points)  
 No (40 points)

0

**REPLACEMENT FUNDS [PUBLIC MUNICIPAL FACILITIES SHALL COMPLETE QUESTION 3]**

3. Equipment Replacement Funds  
 3.1 When was the Equipment Replacement Fund last reviewed and/or revised?  
 Year:   
 1-2 years ago (0 points)   
 3 or more years ago (20 points)   
 N/A  
 If N/A, please explain:  
  
 3.2 Equipment Replacement Fund Activity

<b>3.2.1 Ending Balance Reported on Last Year's CMAR</b>	\$	<input type="text" value="339,633.43"/>
3.2.2 Adjustments - if necessary (e.g. earned interest, audit correction, withdrawal of excess funds, increase making up previous shortfall, etc.)	\$	<input type="text" value="0.00"/>
3.2.3 Adjusted January 1st Beginning Balance	\$	<input type="text" value="339,633.43"/>
3.2.4 Additions to Fund (e.g. portion of User Fee, earned interest, etc.)	\$	<input type="text" value="476.80"/>

+



# Compliance Maintenance Annual Report

Liberty Grove Utility District 1

Last Updated: Reporting For:  
5/4/2023 2022

3.2.5 Subtractions from Fund (e.g., equipment replacement, major repairs - use description box 3.2.6.1 below\*)

- \$ 0.00

3.2.6 Ending Balance as of December 31st for CMAR Reporting Year

\$ 340,110.23

All Sources: This ending balance should include all Equipment Replacement Funds whether held in a bank account(s), certificate(s) of deposit, etc.

3.2.6.1 Indicate adjustments, equipment purchases, and/or major repairs from 3.2.5 above.

N/A

3.3 What amount should be in your Replacement Fund? \$ 340,110.23

0

Please note: If you had a CWFP loan, this amount was originally based on the Financial Assistance Agreement (FAA) and should be regularly updated as needed. Further calculation instructions and an example can be found by clicking the SectionInstructions link under Info header in the left-side menu.

3.3.1 Is the December 31 Ending Balance in your Replacement Fund above, (#3.2.6) equal to, or greater than the amount that should be in it (#3.3)?

- Yes
- No

If No, please explain.

## 4. Future Planning

4.1 During the next ten years, will you be involved in formal planning for upgrading, rehabilitating, or new construction of your treatment facility or collection system?

- Yes - If Yes, please provide major project information, if not already listed below.
- No

Project #	Project Description	Estimated Cost	Approximate Construction Year
None reported			

## 5. Financial Management General Comments

### ENERGY EFFICIENCY AND USE

## 6. Collection System

### 6.1 Energy Usage

6.1.1 Enter the monthly energy usage from the different energy sources:

**COLLECTION SYSTEM PUMPAGE: Total Power Consumed**

Number of Municipally Owned Pump/Lift Stations:

# Compliance Maintenance Annual Report

Liberty Grove Utility District 1

Last Updated: Reporting For:  
5/4/2023 2022

	Electricity Consumed (kWh)	Natural Gas Consumed (therms)
January	892	
February	1,123	
March	956	
April	950	
May	716	
June	584	
July	514	
August	521	
September	565	
October	506	
November	677	
December	911	
Total	8,915	0
Average	743	0

6.1.2 Comments:

## 6.2 Energy Related Processes and Equipment

6.2.1 Indicate equipment and practices utilized at your pump/lift stations (Check all that apply):

- Comminution or Screening
- Extended Shaft Pumps
- Flow Metering and Recording
- Pneumatic Pumping
- SCADA System
- Self-Priming Pumps
- Submersible Pumps
- Variable Speed Drives
- Other:

6.2.2 Comments:

6.3 Has an Energy Study been performed for your pump/lift stations?

- No
- Yes

Year:

2022

By Whom:

Jared Graham WPS

Describe and Comment:

Good review of the system.

# Compliance Maintenance Annual Report

Liberty Grove Utility District 1

Last Updated: Reporting For:  
5/4/2023 2022

6.4 Future Energy Related Equipment	
6.4.1 What energy efficient equipment or practices do you have planned for the future for your pump/lift stations?	
N/A	

<b>Total Points Generated</b>	
<b>Score (100 - Total Points Generated)</b>	
<b>Section Grade</b>	

# Compliance Maintenance Annual Report

Liberty Grove Utility District 1

Last Updated: Reporting For:  
5/4/2023 2022

## Sanitary Sewer Collection Systems

### 1. Capacity, Management, Operation, and Maintenance (CMOM) Program

1.1 Do you have a CMOM program that is being implemented?

- Yes
- No

If No, explain:

1.2 Do you have a CMOM program that contains all the applicable components and items according to Wisc. Adm Code NR 210.23 (4)?

- Yes
- No (30 points)
- N/A

If No or N/A, explain:

1.3 Does your CMOM program contain the following components and items? (check the components and items that apply)

Goals [NR 210.23 (4)(a)]

Describe the major goals you had for your collection system last year:

Inspect and repair manholes and main that are reported during televising.

Did you accomplish them?

- Yes
- No

If No, explain:

Organization [NR 210.23 (4) (b)]

Does this chapter of your CMOM include:

- Organizational structure and positions (eg. organizational chart and position descriptions)
- Internal and external lines of communication responsibilities
- Person(s) responsible for reporting overflow events to the department and the public

Legal Authority [NR 210.23 (4) (c)]

What is the legally binding document that regulates the use of your sewer system?

Sewer use ordinance

If you have a Sewer Use Ordinance or other similar document, when was it last reviewed and revised? (MM/DD/YYYY) 2022-02-25

Does your sewer use ordinance or other legally binding document address the following:

- Private property inflow and infiltration
  - New sewer and building sewer design, construction, installation, testing and inspection
  - Rehabilitated sewer and lift station installation, testing and inspection
  - Sewage flows satellite system and large private users are monitored and controlled, as necessary
  - Fat, oil and grease control
  - Enforcement procedures for sewer use non-compliance
  - Operation and Maintenance [NR 210.23 (4) (d)]
- Does your operation and maintenance program and equipment include the following:
- Equipment and replacement part inventories
  - Up-to-date sewer system map
  - A management system (computer database and/or file system) for collection system information for O&M activities, investigation and rehabilitation

# Compliance Maintenance Annual Report

Liberty Grove Utility District 1

Last Updated: Reporting For:  
5/4/2023 2022

- A description of routine operation and maintenance activities (see question 2 below)
- Capacity assessment program
- Basement back assessment and correction
- Regular O&M training

Design and Performance Provisions [NR 210.23 (4) (e)]

What standards and procedures are established for the design, construction, and inspection of the sewer collection system, including building sewers and interceptor sewers on private property?

- State Plumbing Code, DNR NR 110 Standards and/or local Municipal Code Requirements
- Construction, Inspection, and Testing
- Others:

Overflow Emergency Response Plan [NR 210.23 (4) (f)]

Does your emergency response capability include:

- Responsible personnel communication procedures
- Response order, timing and clean-up
- Public notification protocols
- Training
- Emergency operation protocols and implementation procedures

Annual Self-Auditing of your CMOM Program [NR 210.23 (5)]

Special Studies Last Year (check only those that apply):

- Infiltration/Inflow (I/I) Analysis
- Sewer System Evaluation Survey (SSES)
- Sewer Evaluation and Capacity Management Plan (SECAP)
- Lift Station Evaluation Report
- Others:

## 2. Operation and Maintenance

2.1 Did your sanitary sewer collection system maintenance program include the following maintenance activities? Complete all that apply and indicate the amount maintained.

Cleaning	25	% of system/year
Root removal	0	% of system/year
Flow monitoring	100	% of system/year
Smoke testing	0	% of system/year
Sewer line televising	25	% of system/year
Manhole inspections	25	% of system/year
Lift station O&M	1	# per L.S./year
Manhole rehabilitation	0	% of manholes rehabbed
Mainline rehabilitation	0	% of sewer lines rehabbed
Private sewer inspections	0	% of system/year
Private sewer I/I removal	0	% of private services

# Compliance Maintenance Annual Report

Liberty Grove Utility District 1

Last Updated: Reporting For:  
5/4/2023 2022

River or water crossings  % of pipe crossings evaluated or maintained

Please include additional comments about your sanitary sewer collection system below:

### 3. Performance Indicators

3.1 Provide the following collection system and flow information for the past year.

<input type="text" value="33.2"/>	Total actual amount of precipitation last year in inches
<input type="text" value="30.83"/>	Annual average precipitation (for your location)
<input type="text" value="4.4"/>	Miles of sanitary sewer
<input type="text" value="1"/>	Number of lift stations
<input type="text" value="0"/>	Number of lift station failures
<input type="text" value="0"/>	Number of sewer pipe failures
<input type="text" value="0"/>	Number of basement backup occurrences
<input type="text" value="0"/>	Number of complaints
<input type="text"/>	Average daily flow in MGD (if available)
<input type="text"/>	Peak monthly flow in MGD (if available)
<input type="text"/>	Peak hourly flow in MGD (if available)

3.2 Performance ratios for the past year:

<input type="text" value="0.00"/>	Lift station failures (failures/year)
<input type="text" value="0.00"/>	Sewer pipe failures (pipe failures/sewer mile/yr)
<input type="text" value="0.00"/>	Sanitary sewer overflows (number/sewer mile/yr)
<input type="text" value="0.00"/>	Basement backups (number/sewer mile)
<input type="text" value="0.00"/>	Complaints (number/sewer mile)
<input type="text"/>	Peaking factor ratio (Peak Monthly:Annual Daily Avg)
<input type="text"/>	Peaking factor ratio (Peak Hourly:Annual Daily Avg)

### 4. Overflows

#### LIST OF SANITARY SEWER (SSO) AND TREATMENT FACILITY (TFO) OVERFLOWS REPORTED \*\*

Date	Location	Cause	Estimated Volume
None reported			

\*\* If there were any SSOs or TFOs that are not listed above, please contact the DNR and stop work on this section until corrected.

### 5. Infiltration / Inflow (I/I)

5.1 Was infiltration/inflow (I/I) significant in your community last year?

- Yes  
 No

If Yes, please describe:

5.2 Has infiltration/inflow and resultant high flows affected performance or created problems in your collection system, lift stations, or treatment plant at any time in the past year?

- Yes  
 No

If Yes, please describe:

# Compliance Maintenance Annual Report

Liberty Grove Utility District 1

Last Updated: Reporting For:  
5/4/2023 2022

<input type="text"/>
5.3 Explain any infiltration/inflow (I/I) changes this year from previous years:
<input type="text"/>
5.4 What is being done to address infiltration/inflow in your collection system?
<input type="text"/>

<b>Total Points Generated</b>	
<b>Score (100 - Total Points Generated)</b>	
<b>Section Grade</b>	

# Compliance Maintenance Annual Report

Liberty Grove Utility District 1

Last Updated: Reporting For:  
5/4/2023 2022

## Grading Summary

WPDES No: 0047341

SECTIONS	LETTER GRADE	GRADE POINTS	WEIGHTING FACTORS	SECTION POINTS
Financial				
Collection				
<b>TOTALS</b>			<b>0</b>	<b>0</b>
<b>GRADE POINT AVERAGE (GPA) =</b>				

Notes:

- A = Voluntary Range (Response Optional)
- B = Voluntary Range (Response Optional)
- C = Recommendation Range (Response Required)
- D = Action Range (Response Required)
- F = Action Range (Response Required)



# Compliance Maintenance Annual Report

Liberty Grove Utility District 1

Last Updated: Reporting For:  
5/4/2023 2022

## Resolution or Owner's Statement

Name of Governing  
Body or Owner:

Liberty Grove Utility District 1

Date of Resolution or  
Action Taken:

Resolution Number:

Date of Submittal:

### ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO SPECIFIC CMAR SECTIONS (Optional for grade A or B. Required for grade C, D, or F):

Financial Management: Grade =

Collection Systems: Grade =

(Regardless of grade, response required for Collection Systems if SSOs were reported)

### ACTIONS SET FORTH BY THE GOVERNING BODY OR OWNER RELATING TO THE OVERALL GRADE POINT AVERAGE AND ANY GENERAL COMMENTS

(Optional for G.P.A. greater than or equal to 3.00, required for G.P.A. less than 3.00)

G.P.A. =

Town of Liberty Grove  
11161 Old Stage Rd  
Sister Bay, Wisconsin 54234-9634

Dear Anastasia,

When you choose Town Web Design again, you will keep the ***last website you'll ever need.***

What do I mean by that? **First, you'll get a new website now.** Working with you, we will design and build a new municipal website for the Town of Liberty Grove that's easy to use and looks great for your residents and online visitors. This process will be easier than the original design process we used on your last site.

**Then, you'll continue to get our all-inclusive, "white glove" customer service. Just call, chat or email, and we take care of your website needs 24 hours a day, seven days a week. Our sites are secure and protected with guaranteed 99.9% uptime. Your website will look good and work well every day.**

**You'll get a free website redesign every three years,** if you choose to sign a new contract. Technology changes, and we stay on top of it, but it's important to update your design, too. You'll never need another website when you stay with Town Web Design.

We build long-term relationships. We don't just want to design your website, we want to keep you as a satisfied customer for years to come. **We have more than 600 municipalities who work with us, and more than 80 of them have been with us since we started in 2007!**

**All our customers love the fact that we offer fixed pricing – your annual costs do not go up!**

I invite you and your committee to check out all the benefits we offer so that you can get started with a fantastic new website that will continue to be the last website the Town of Liberty Grove will ever need!

Sincerely,



Peter Stankovic  
Client Coordinator, Town Web  
peter@townweb.com | Toll Free: 877-995-TOWN (8696)

## Town of Liberty Grove Web Design price quote

Description	Price	Qty	Price
<b>Website Upgrade &amp; Setup Fee (one-time)</b>			\$1,199
<b>Hosting, Maintenance and Support Package</b> Invoice annually on 08/01. <i>Get a no-cost website redesign in 3 years if signed before May 26, 2023</i>			\$620/year
<b>Domain Name</b>			\$15/year
<input checked="" type="checkbox"/> <b>HeyGov Productivity Bundle FREE (Hey311 Citizens App)</b> Receive free unlimited use of HeyGov's Citizens Reporting App (Hey311). Your citizens can report and track issues through your site and through their smartphone (iOS & Android). Valued at \$500 annually.			\$0/year
<b>Options (you can check/uncheck them in the online version of this quote)</b>			
<input type="checkbox"/> <b>Branded Email Addresses (optional)</b> Receive branded email addresses (or .gov ones) with auto-archiving to be FOIA compliant. See <a href="#">Email Services</a> section for all the details and pricing tiers			\$0/year
<input type="checkbox"/> <b>HeyGov Productivity Bundle (Municipal Payment Solution)</b> Digital forms built from your PDFs. Workflows tailored for municipality. Accept payments online, through the HeyGov app, and in your office. Compatible with your accounting software.			\$2,000/year
<input type="checkbox"/> <b>Pro-level Business Directory</b>			\$199
<input type="checkbox"/> <b>Embed Livestream Meeting Video Feed</b>	\$118/year	1	\$118/year
<b>TOTAL ANNUAL FEES</b>			<b>\$635</b>
<b>TOTAL INITIAL SETUP FEES (ONE-TIME)</b>			<b>\$1,199</b>

*The term of the contract is for three years:*

*The 1st year's fee: \$1,834.00, plus any additional options you choose.*

*The Website Upgrade fee is a one-time fee and will be invoiced the day after the proposal is signed.*

*The Annual Hosting Maintenance and Support fee will be invoiced on 08/01/2023.*

*The 2nd and 3rd year's fees: \$620.00 plus domain renewal and any selected options.*

*The 2nd and 3rd years's fees will be invoiced on 08/01/2024 and 08/01/2025, respectively.*

## Web Design

You will work with an Account Manager and Project Manager in real time for the design of your new municipal website. During the Onboarding Meeting, you will be shown all of our pre-built municipal themes from our design library. You get to select one, which we customize for you. We will customize the menu items, the quick links and will custom design a banner based on photographs you provide.

Also included in your web design and setup fee are the following benefits:

- **We migrate all your old website's content.**
- You collaborate in real time with a dedicated Account Manager and Project Manager.
- **Department pages** with FAQ's.
- **Departmental level** contact-us forms
- Super menu w/ dropdown.
- Dedicated elections page with events.
- Agendas linked to calendar.
- One-page business directory.
- Mobile-responsive design.
- Residents can subscribe to emails and/or text messaging.
- Face-to-face meetings over Zoom, our easy-to-use video conferencing service.
- Your new site launched about four weeks from your Onboarding Meeting.

## Hosting, Maintenance & Support Package

- **24x7 technical support** that is "All-You-Can-Eat."
- Send us content, and we will upload it for you at no charge.
- Get your own login and password so you can make updates to the site on your own.
- 24x7 website monitoring.
- Guaranteed response time in less than 4 hours.
- Technical and security updates applied automatically.
- Nightly website backups stored off-site.
- 12 month backup retention.
- Immediate website restores (if ever needed).
- One-on-one training.
- **Unlimited** training and re-training.
- Access to our free training and support library.
- HeyGov Productivity Bundle FREE included in your package.

## Enterprise Emails (Powered by Rackspace)

Enterprise Emails are less expensive but still very robust, offering 25 GB mailboxes that allow 50 MB attachments. Emails can be set up for computer/laptop, mobile devices and web-based email. Enterprise Emails is solely an email program.

An email archive also is available, which gives you unlimited storage and provides compliance with email retention requirements.

ENTERPRISE EMAIL ADDRESSES	ENTERPRISE EMAIL
<b>Description</b>	Enterprise-level hosted email service, includes IMAP, POP, SMTP
<b>Cost</b> The cost is based on total amount of users (not a stepped amount).	For 1 email address: \$5/mo (\$60/yr total) For 2 email addresses: \$3.75/mo (\$90/yr total) For 3 emails: \$2.77/mo (\$100/yr total) each additional email: + \$2.77/mo (+ \$33.33/yr)
<b>Email Storage</b>	25 GB per Mailbox 50 MB attachments
<b>Email Archiving</b> Unlimited, enterprise-class email storage and retention	+\$3.25/mo per user

## Notes About Email Service & Billing

Email programs can be billed separately from the annual web hosting, if needed. Municipalities typically will pre-pay for a full year of email service with one or two email accounts. When municipalities have more accounts, they typically pay for it monthly with a credit card.

If you already have Office 365 or branded emails with another provider, and you wish to stay with them, no problem! You can keep your service uninterrupted, even when we design and host your new website.

## Town of Liberty Grove Signature Page

At Town Web Design, we want to make sure that the Town of Liberty Grove's new website will continue to be the **last municipal site that you'll ever need**. You can be proud that your residents, tourists and visitors will never say your website looks outdated.

By signing this quote, you will get everything listed on the Pricing Page.

The three big benefits to you include:

1. **A No-Cost Website Redesign Every Three Years.**

Prior to your third year of hosting with us, we'll schedule a meeting with you to discuss new ideas for your site's new design. We will incorporate the latest & greatest design standards that have evolved over the next following three years so that your new site three years from today will be modern, practical and up-to-date.

2. **24x7 Technical Support that is "All-You-Can-Eat"**

Your municipal staff at the Town of Liberty Grove will love having us as your website provider because they will be able to rely on us for anything related to your website. All it takes is a call, email or chat message (including Facebook Messenger) and we can help them with their question or issue, and for no additional charges, we can even post or edit something on their behalf. This type of support will save you and your staff time and money.

3. **No increases in pricing with a Three Year Commitment**

Choosing the three year commitment locks in your annual pricing, which means no price increases whatsoever during the next three years.



SIGNATURE

Anastasia Bell

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Anastasia Bell, Town of Liberty Grove

To accept this quote, you can electronically sign it above, or sign and fax it 321-600-9008. Once we have a signed copy, we will email you an invoice. Once the invoice is paid, your Account Manager Liz will contact you to schedule your Onboarding meeting!

Approved	Owner Name	Property Address	Max Occupancy	DATCP	DCTZ	POWTS Design Capacity	Insured	Payment
	Thomas/Jennifer Hanrahan	1230 Garrett Bay Rd	4	YES	YES	3 BDRM	YES	YES
	Pioneer Ranch LLC	2729 Pioneer Road	8	SENT	YES	4 BDRM	YES	YES
	Chris/Cathy Fox	1938 Hillside Dr	6	YES	YES	3 BDRM	YES	PARTIAL