

TOWN OF LIBERTY GROVE PUBLIC MEETING

Town Board Meeting

Date: September 2, 2026

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 8/19/26
5. Public input
6. Committee Reports
7. Payment of bills
 - a. LGUD#1 bills
 - b. Town bills
8. Administrator Report
9. Consider 2026 Mission Statement for Parks Committee
10. Consider Plan Commission Recommendation - Re: Preliminary Plat Review - Residence at Rowleys Bay
11. Consider Ord __ - 26 Naming of Roads – Rowleys Bay Court
12. Correspondence
13. Future meeting(s)
14. 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 August 19, 2026
(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 8/5/26
5. Public input
6. Committee Reports
7. Utility District#1
 - a. Payment of bills
 - b. Treasurer's Report
8. Payment of Town bills
9. Town Treasurer's Report
10. Overview of fire sign replacement project from Jeb Saelens
11. Consider Recommendation from Plan Commission Re: Preliminary Plat Review for Six Birches
12. Approval of Guardian renewal package
13. First look at LGUD#1 2027 Budget
14. Discuss Recommendation from Highway Committee Re: ATV/UTV Use on Town Roads
15. Operator Licenses
16. Short Term Rental licenses
17. Correspondence
18. Future meeting(s)
19. Adjourn

Chairman Nancy Goss called the meeting to order at 6:00pm. Supervisors Janet Johnson, Sylvann Welcome, Cathy Ward and Dan Watts were present along with Administrator Buckingham, Clerk/Treasurer Pamela Donart-Welcome, and 24 members of the public.

Johnson moved, Ward seconded to approve the Agenda as posted. **Carried 5 – 0**

Ward moved, Goss seconded to approve the 8/5/26 minutes as presented. **Carried 5 – 0**

Public input was given on ATV/UTV use as noted prior to discussion on agenda item# 14 below.

Committee Reports: Ward reported that the Parks & Property Committee have finalized a draft CORP and asked the office to send it on to the County for their input before sending it on to the Town Board for approval and confirmed their 2027 budget requests to be presented to the Finance Committee for review.

Goss moved, Ward seconded to pay the Liberty Grove Utility District #1 bills totaling \$492.84.
Carried 5 – 0

Treasurer's Report: Donart-Welcome reported the following **Utility District #1** account balances as of July 31, 2026:

Checking Account	\$ 109,874.39
Savings Account	\$ 212,297.43
Restricted Savings	\$ 132,658.75
CD	\$ <u>174,550.33</u>
TOTAL	\$ 629,380.90

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

Goss moved, Ward seconded to pay the Town bills totaling \$80,251.92. **Carried 5 – 0**

Treasurer's Report: Donart-Welcome reported the following Town account balances as of July 31, 2026:

Municipal Checking	\$ 1,972,196.25
Money Market Account	\$ 1,186,987.91
General Checking	\$ 121,909.98
Utility District #1	\$ <u>629,380.90</u>
TOTAL	\$ 3,910,475.04

Ward moved, Johnson seconded to approve the Treasurer's Report as presented. **Carried 5 – 0**

Jeb Saelens, Director of Emergency Management for Door County gave a summary of the project to **replace all the fire numbers** in the Towns of Door County with newer, more visible blue signs. The project is being done in stages and is progressing north to south. The County crew began by replacing signs that were on usable posts located within 20 feet of the driveway and unobstructed. They will then go through on a second pass with any properties that need new posts installed along with the new number signs. He noted that if anyone choses to keep their old fire number, they should write "save" on the back with permanent marker or tape, and the installation crew will leave their sign next to the post for the owner. They are anticipating getting up into the Liberty Grove area in 2027 if not sooner.

Ward summarized the request to **review the preliminary plat for Six Birches, LLC** that came before the Plan Commission at their 8/12/26 meeting, and how the Commission was approved after notifying the applicant that the owners would need to consider DarkSky-friendly lighting on the property, and consider ensuring the access road(s) from the highway to the property would meet standards allowing emergency vehicles to enter safely.

Ward moved, Goss seconded that the Town Board of Liberty Grove recommend approval for the preliminary plat review of major land division and creation of a conservation subdivision on parcel number 018053233291181 owned by Six Birches LLC. **Carried 5 – 0**

The Clerk summarized the **renewal package** for the Town employee **Guardian** Life and STD/AD&D, sharing that the rates have not changed significantly in the annual premiums. **Johnson moved, Welcome seconded** to renew the Guardian insurance package as presented. **Carried 5 - 0**

After reviewing the **first draft of the 2027 LGUD#1 budget**, the Board agreed by consensus to send it on to be reviewed by the Finance Committee along with the Town's proposed budget.

Public Input regarding allowing **ATV/UTV use on all Town Roads**: Jay Olson of 11504 Mink River Rd in Ellison Bay spoke in favor of allowing the use of ATVs and UTVs on all Town roads. Walter Kalms asked for clarification on the definitions for ATV and UTV in the draft ordinance, as it seemed to be incorrect. Billy Appel clarified the definitions as written were taken directly from State Statutes. He followed by noting the need for 111 signs to be purchased and posted throughout the Town to direct allowable routes for ATV & UTV traffic. The Town Board and Administrator agreed the next step would be to have the Town attorney review the draft ordinance before any final action is taken on it.

Johnson moved, Goss seconded to authorize the Administrator to send the proposed ordinance for ATV/UTV use on Town roads to our legal team for review and recommendation. **Roll Call:** Welcome, Ward, Goss, Watts, and Johnson voted aye. There were no nays. **Motion carried 5 - 0**

There were no **Operator Permit** applications or **Short-Term Rental** applications to present to the Board for approval at this meeting.

Correspondence: Administrator Buckingham shared: a letter from the Door County Economic Development Corporation (DCEDC) indicating housing remains one of the most significant issues affecting Door County's workforce, economic sustainability, and quality of life, prompting them to hire Place Dynamics to conduct a comprehensive countywide Housing Study, and ask each of the municipalities to make a contribution to help with the cost; an email from the WI Dept of Administration reporting the Demographic Services Center's preliminary estimate of the January 1, 2026 population for the Town of Liberty Grove us 2,201—an increase of 105 persons (5.01%) since the 2020 Census, and a net change of 46 housing units in 2025; a notice that some tree removal was permitted on private land on Scandia Rd; a letter from the LGHS notifying that the F.J. King Shipwreck was entered into both the State and National Register for Historic Places; an email from David Christiansen sharing there will be a Recycling event taking place the morning of September 26 in the former Shopko parking lot; a notice from the Wisconsin Towns Association that there will be an increase in member dues in 2027; an email request from Maryanne O'Dowd asking for a Ceremonial Proclamation from the Town to recognize the 100th anniversary of the Winnie-the-Pooh by symbolically renaming the community a fun "Pooh-inspired" name for the day of Wednesday, October 14, 2026; a "Thank You" card from the Ellison Bay Service Club (EBSC) for the Town's help in making this year's Ellison Bay Day a big success; an email from EBSC announcing they will hold their annual meeting on September 17th which will include a showing of the "Through Fire, a Community" film; a letter from the WI

Department of Administration sharing their 2026 edition of the Wisconsin Great Lakes Chronicle.

Future Meeting: The next regular Town Board meeting was scheduled for September 2, 2026 beginning at 6:00pm.

Goss moved, Johnson seconded to adjourn at 7:08pm. **Carried 5 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at future meeting of the Town Board.

DRAFT

Liberty Grove Utility District#1

9/2/2026

Name of Payee	Description of bill	Amount
WPS	Lift Station	\$ 139.07
	TOTAL	\$ 139.07

9/01/2026 3:43 PM

In Progress Checks - Quick Report - ALL

Page: 1

ALL Checks by Voucher
ASSOCIATED BANK (1120)

ACCT

Dated From:

From Account:

Thru:

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
2596	9/02/2026	ESERVICES LLC JULY 2026 INSPECTIONS	3,221.06
2597	9/02/2026	ROTE OIL LTD INV#s 38233, 38261	2,981.19
2598	9/02/2026	SUMMIT SUPPLY CORP OF COLO INV# 86135	319.65
2599	9/02/2026	RYAN NUGENT RETURN DEPOSIT - 8/25/26 FACILITY RENTAL	300.00
2600	9/02/2026	CARLSON ERICKSON BUILDERS RETURN BOND - PERMIT# 260023	400.00
2601	8/20/2026	DELTA DENTAL OF WISCONSIN INV# 2600649 (SEP 2026 PREMIUMS)	318.00
2602	8/20/2026	CARQUEST AUTO PARTS STORES CUST# MAR.882435, INT CUST# 1561515	746.06
2607	9/01/2026	ELAN FINANCIAL SERVICES ACCT# ****3659	329.59
2608	9/01/2026	ELAN FINANCIAL SERVICES ACCT# ****3808	1,600.17
2609	9/02/2026	SERVICE MOTOR COMPANY INV# P70813 (BLADES & CLAVIS PINS)	2,743.21
2610	9/02/2026	MISSION SQUARE RETIREMENT PLAN# 302186 (9/2/26 PAYROLL)	2,286.86
2611	9/02/2026	QUANTUM TECHNOLOGIES INV# VII5851 (OFFICE PHONES)	121.88
2612	9/02/2026	TRIPTOW'S TREE SERVICE INV# 0531 (TREE REMOVAL OFF MAPLEWOOD)	1,000.00
2613	9/02/2026	PAUL HASS PLUMBING TOILET REPAIRS AT TOWN HALL	1,047.54
2614	9/02/2026	ASSOCIATED APPRAISAL CONSULTANTS INC INV# 188100	3,799.81
2615	9/02/2026	MARCO TECHNOLOGIES, LLC - 131411 INV# 15618269	382.90
2616	9/02/2026	CELLCOM WISCONSIN INV#395173 (HWY SHOP & DOCK PHONES)	162.55
2617	9/02/2026	QUILL INV# 50158404 (3" BINDER)	16.19
2618	9/02/2026	DELUXE INV# 9011826609 (PAYROLL CHECKS)	482.81

9/01/2026 3:43 PM

In Progress Checks - Quick Report - ALL
ALL Checks by Voucher
ASSOCIATED BANK (1120)

Page: 2
ACCT

Dated From:
Thru:

From Account:
Thru Account:

Voucher Nbr	Check Date	Payee	Amount
2619	9/02/2026	ROBIN SEAQUIST REFUND DEPOSIT - 8/14/26 EB PARK GAZEBO	300.00
2620	9/02/2026	AQUA CENTER OF GREEN BAY, INC REFUND DEPOSIT - 8/16/26 FITZ GAZEBO	300.00
2621	9/02/2026	LIBERTY GROVE HISTORICAL SOCIETY INV#s 20260901-1, 20260901-2 (PARKING)	2,000.00
2622	9/02/2026	ROTE OIL LTD INV# 39884	2,002.58
Grand Total			26,862.05

Mission Statement of the Liberty Grove Parks and Property Committee

To assist the Town Board and to facilitate compliance with the Town's Comprehensive Plan, the Committee provides leadership and guidance for the preservation and development of existing properties and future acquisitions. A quality park system is a source of community pride and economic benefit, showcasing the natural beauty and features of the Town and inviting all to experience public spaces with safe recreational opportunities.

Approved at the August 18, 2026 Parks and Property Committee meeting.

Approved at the **September 2, 2026** Town Board meeting.

DRAFT
(subject to change until final approval by the Commission)
Town of Liberty Grove
Minutes of the Plan Commission meeting on August 26, 2026

Agenda:

1. Call to order
2. Declaration of Quorum
3. Approve Agenda
4. Approve minutes from 8/12/26
5. Public input
6. Review Preliminary Plat for The Residence at Rowley's Bay
7. Continue work on Design & Aesthetics Review Ordinance
8. Correspondence
9. Future meeting date(s)
10. Adjourn

Chairman Ward called the meeting to order at 7:00pm. Commissioners Nancy Goss, Billy Appel, Anne Miller, Paul Bokelmann, Bill Surbaugh, and Dan Watts were present along with Clerk/Treasurer Pamela Donart-Welcome and 13 members of the public.

Goss moved, Surbaugh seconded to approve the agenda as presented. **Carried 7 - 0**

Miller moved, Goss seconded to approve the 8/12/26 minutes as presented. **Carried 7- 0**

Public Input: Kelly Leuzinger of 1110 Wagon Trail, Ellison Bay shared her appreciation of the post-fire clean-up of the former Rowley's Bay Resort. She then listed some questions she wanted addressed during discussion on the proposed development of The Residence at Rowley's Bay, and expressed concerns with the four proposed lots that would be accessed from CTH-ZZ directly across from the updated boat launch area.

Regarding the **Preliminary Plat Review for The Residence at Rowley's Bay**, Joshua Prentice—Vice-President of Land Surveying & Technology for REI, Jim Borysenko—Project Engineer for REI and Project Manager for the Residence at Rowley's Bay, and Wade Micoley of Realty Hive shared in the presentation of the Preliminary Plat, and helped answer the questions and address any concerns brought forward by the Plan Commissioners. The Restrictive Covenants presented for the subdivision were discussed at length, and the Commissioners focused on ensuring environmental protections, and recommendations to preserve the nearby International DarkSky designation of Newport State Park would be considered during every stage of the project.

Goss moved, Ward seconded to approve the Preliminary Plat for the Residence at Rowley's Bay presented this evening with the following conditions: 1) Use urban-style biodegradable matting for erosion control areas. 2) Prior to land disturbance in vulnerable areas, have a qualified botanical expert examine vulnerable development sites and flag for State-endangered Parnassia parviflora (a small-flowered Grass-of-Parnassus) & any Federal & and State-

threatened Dwarf Lake Iris (*Iris lacustris*), and those vulnerable areas to include proposed lots and building sites, road construction, driveway construction, grading, utility corridors, stormwater facilities, septic areas, and clearing or staging areas. **Carried 7- 0**

Regarding agenda item# 7 **Continue work on Design & Aesthetics Review Ordinance**, **Surbaugh moved, Miller seconded** moved to table Item#7 until the next meeting. **Carried 6 - 1**

Correspondence: none

Future Meeting: The next meeting was scheduled for September 9, 2026 at 7:00pm.

Miller moved, Appel seconded to adjourn at 8:15pm. **Carried 7 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at next meeting.

TOWN OF LIBERTY GROVE
ORDINANCE __ - 26

An ordinance for naming of roads – Rowleys Bay Court

1. Authority

Wisconsin Statute 81.01(11) allows the Town Board to assign names to roads within the Town.

2. Description of road

Beginning at point approximately 512 feet north-northeast of the intersection of CTH-ZZ and Wagon Trail Circle, running southwesterly for a distance of about 1478 feet, culminating in a cul-de-sac of 66-foot radius. All in Section 25, T32, R28.

3. Name of road

The Liberty Grove Town Board hereby names the road as described in Section 2 of this ordinance as “Rowleys Bay Court”.

4. Implementation

This ordinance shall become effective upon passage and posting according to law.

Adopted at a regular meeting of the Liberty Grove Town Board on the 2nd day of September, 2026.

Nancy B Goss, Chairman

D. Lee Buckingham, Administrator

Pamela Donart-Welcome, Clerk