

**TOWN OF LIBERTY GROVE PUBLIC MEETING**

**Special Board Meeting (Items in addition to those posted with budget hearing notice)**

**Date: Wednesday, November 13, 2024**

**Time: Immediately following Special Town Meeting which follows Budget Hearing which**

**Begins at 6 PM**

**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. Public Input
5. Approve Minutes from 11/6/24
6. Sanitary District
  - a. Payment of bills
  - b. Treasurer's Report
7. Payment of bills
8. Treasurer's Report
9. Adopt 2024 Town Budget
10. Adopt 2024 Utility District budget
11. Mariner Park—Phase I study: consider next step
12. Consider hiring employee for Highway Department
13. Short Term Rental License(s)
14. Correspondence
15. Future meetings
16. 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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**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.*

**Town of Liberty Grove**  
**Notice of Budget Hearing Followed by Special Town Meeting to be Followed by Special Town Board Meeting**

**Budget Hearing:**

**Date: Wednesday November 13, 2024**

**Time: 6:00 PM**

**Agenda:**

1. Call to order by chairman
2. Conduct hearing on 2025 Liberty Grove budget (comments only from citizens, not an explanation or back and forth discussion)
3. Adjourn hearing (declared by chairman)

**Special Town Meeting**

**Date: Wednesday November 13, 2024**

**Time: Immediately following the budget hearing which begins at 6:00 PM**

**Agenda:**

1. Call to order by chairman
2. Adopt the 2024 total Town tax levy to be collected in 2025 pursuant to § 60.10(1)(a) of Wis. Statutes, that amount to be \$2,816,663.00
  - a. Motion and second by any elector in attendance. Vote by voice or show of hands—Clerk to record number of votes aye and nay
3. 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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Pamela Donart-Welcome, Clerk/Treasurer

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**Town of Liberty Grove**  
**Minutes of the Town Board meeting on November 6, 2024**

**Agenda:**

1. Call to order
2. Declaration of quorum followed by the Pledge of Allegiance
3. Approve Agenda
4. Approve minutes from 10/16/24
5. Public input
6. Payment of bills
7. Utility District #1 CD Renewal
8. Administrator Report
9. Pick a site for DCEDC student study for housing development
10. Short-Term Rental applications
11. Correspondence
12. Future meeting(s)
13. Adjourn

Chairman Johnson called the meeting to order at 6:05 pm. Supervisors Cathy Ward, Nancy Goss, Dan Watts and Billy Appel (via phone) were present, along with Administrator Kalms. Clerk/Treasurer Pamela Donart-Welcome was excused. No members of the public.

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

**Ward moved, Johnson seconded** to approve the 10/16/24 minutes as presented. **Carried 5 – 0**

**Johnson moved, Goss seconded** to approve the Town bills of \$105,445.41. **Carried 5 – 0.**

**Ward moved, Goss seconded** to approve the Utility District#1 bills of \$413.82. **Carried 5 – 0.**

**Utility Dist. CD renewal. Johnson moved, Goss second** to invest the UD CD at Nicolet Bank for 9 months at 4.33%, annual yield of 4.40%. **Carried 5-0.**

**DCEDC site for student study.** Johnson said Michelle Lawrie of DCEDC can make available students who would study a site for best use in relation to housing development. **Johnson moved, Goss second** to offer the parcel behind the Town Hall for the UW System architect class to study for housing development—a second parcel would be the former Val A site. **Carried 5-0.**

**Short term rental applications. Ward moved, Goss second** to approve the following STR apps: Forkert at 10985 STH 42 2 bdrm and 10985 STH 42 1 bdrm; Diltz at 2776 pioneer; Beard at 11697 Mink River; Miller at 2602 Grove and 2576 Grove; Austgen at 803 Europe Bay; Henson at 9890 STH 57; Taubert Gehan at 11996 Lakeview and 969 Cottage. **Carried 5-0.**

**Johnson moved, Goss second** to adjourn. **Carried 5-0** at 6:51 pm.

Walter L. Kalms, Administrator

Liberty Grove Sanitary District

11/13/24 Bills to Pay

| Name of Payee        | Description of bill                                                                  | Amount      |
|----------------------|--------------------------------------------------------------------------------------|-------------|
| Sister Bay Utilities | Monthly Lift Station Flushing, Electric, Meter software, HydroCorp, Billing software | \$ -        |
| WPS                  | Lift Station                                                                         | \$ -        |
|                      | <b>TOTAL</b>                                                                         | <b>\$ -</b> |

None

**Liberty Grove Utility District #1 Balances**

|                                                  | 2024                 | 2023                 |
|--------------------------------------------------|----------------------|----------------------|
| <b>Checking account *7823</b>                    |                      |                      |
| Balance as of September 30,                      | \$ 79,330.72         | \$ 56,667.68         |
| Add Deposits                                     | \$ 57,371.54         | \$ 57,406.30         |
| Less Disbursements                               | \$64,041.60          | \$ 56,703.40         |
| Add Interest                                     | 0.80% \$ 44.81 ? %   | \$ 47.50             |
| <b>Balance as of October 31,</b>                 | <b>\$ 72,705.47</b>  | <b>\$ 57,418.08</b>  |
| <b>Savings account *9812</b>                     |                      |                      |
| Balance as of September 30,                      | \$336,302.88         | \$ 328,088.71        |
| Add deposits                                     |                      | \$ -                 |
| Less Disbursements                               |                      | \$ -                 |
| Add Interest                                     | 2.20% \$ 622.67 ? %  | \$ 710.47            |
| <b>Balance as of October 31,</b>                 | <b>\$336,925.55</b>  | <b>\$ 328,799.18</b> |
| <b>Savings Restricted account *0291</b>          |                      |                      |
| Balance as of September 30,                      | \$ 131,171.77        | \$ 117,029.12        |
| Add Deposits                                     |                      | \$ 3,291.66          |
| Less Withdrawals                                 |                      | \$ -                 |
| Add Interest                                     | 0.30% \$ 33.42 ? %   | \$ 51.62             |
| <b>Balance as of October 31,</b>                 | <b>\$ 131,205.19</b> | <b>\$ 120,372.40</b> |
| Nicolet Bank CD (9 months ending 2/5/2024)       |                      | ? % \$ 151,758.44    |
| North Shore CD (9 months ending 11/14/2024)      | 4.92% \$ 161,656.49  |                      |
| <b>Balance of all accounts as of October 31,</b> | <b>\$ 702,492.70</b> | <b>\$ 658,348.10</b> |

11/11/2024 3:24 PM

## In Progress Checks - Quick Report - ALL

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ALL Checks by Voucher

ACCT

ASSOCIATED BANK (1120)

Dated From: 11/13/2024

From Account:

Thru: 11/13/2024

Thru Account:

| Voucher Nbr | Check Date | Payee                                                                      | Amount    |
|-------------|------------|----------------------------------------------------------------------------|-----------|
| 1285        | 11/13/2024 | QUALITY STATE OIL COMPANY INC<br>ACCT#43320140 (640 GAL DF)                | 2,045.43  |
| 1286        | 11/13/2024 | MONROE TRUCKING EQUIPMENT<br>INV#47219 (FORD F-150 EQUIPMENT)              | 18,266.00 |
| 1287        | 11/13/2024 | WISCONSIN DRUG TESTING CONSORTIUM INC<br>INV#57449 (ANNUAL CONSORTIUM FEE) | 140.00    |
| 1288        | 11/13/2024 | ESERVICES LLC<br>OCT 2024 INSPECTIONS                                      | 8,478.49  |
| 1289        | 11/13/2024 | DOOR COUNTY NORTH<br>2024 BUDGET REQ Q1- \$250.01 2/9/24 O.P.              | 8,946.74  |
| 1290        | 11/13/2024 | SUSAN HASS<br>11/5/24 ELECTION CHIEF INSPECTOR                             | 200.00    |
| 1291        | 11/13/2024 | JANET JOHNSON<br>11/5/24 ELECTION INSPECTOR                                | 200.00    |
| 1292        | 11/13/2024 | LINDA JOHNSON<br>11/5/24 ELECTION INSPECTOR                                | 200.00    |
| 1293        | 11/13/2024 | JULIE KINGSBURY<br>11/5/24 ELECTION INSPECTOR                              | 200.00    |
| 1294        | 11/13/2024 | ANN MILLER<br>11/5/24 ELECTION INSPECTOR                                   | 200.00    |
| 1295        | 11/13/2024 | CAROL MOONEY<br>11/5/24 ELECTION INSPECTOR                                 | 200.00    |
| 1296        | 11/13/2024 | JUDITH BRODD<br>11/5/24 ELECTION INSPECTOR                                 | 200.00    |
| 1297        | 11/13/2024 | MICHAEL BRODD<br>11/5/24 ELECTION INSPECTOR                                | 200.00    |
| 1298        | 11/13/2024 | BOBBI ROWINSKI<br>11/5/24 ELECTION INSPECTOR                               | 200.00    |
| 1299        | 11/13/2024 | GOING GARBAGE & RECYCLING<br>ACCT# 115572 (OCT 2024 RECYCLING)             | 1,524.30  |
| Grand Total |            |                                                                            | 41,200.96 |

| Town of Liberty Grove balances as of October 31,            |           | 2024                | 2023                   |
|-------------------------------------------------------------|-----------|---------------------|------------------------|
| <b>Municipal Checking Account *8401</b>                     |           |                     |                        |
| Balance as of September 30,                                 | \$        | 689,019.00          | \$ 1,426,495.20        |
| Transfer to General Checking                                |           |                     | \$ 475,000.00          |
| Aid Payments                                                | \$        | 112,772.13          | \$ 69,375.25           |
| Interest 0.80%                                              | \$        | 514.72              | 1.00% \$ 1,097.37      |
| Balance as of October 31,                                   | \$        | 802,305.85          | \$ 1,021,967.82        |
| <b>Money Market Account *7390</b>                           |           |                     |                        |
| Balance as of September 30,                                 | \$        | 1,132,663.41        | \$ 1,507,212.75        |
| Interest 2.85%                                              | \$        | 2,703.19            | 3.00% \$ 3,911.32      |
| Balance as of October 31,                                   | \$        | 1,135,366.60        | \$ 1,511,124.07        |
| <b>General Checking Account *1120</b>                       |           |                     |                        |
| Balance as of September 30,                                 | \$        | 775,431.28          | \$ 337,392.82          |
| Plus deposits and transfers                                 | \$        | 248,117.26          | \$ 631,626.59          |
| Less FICA                                                   | \$        | 9,378.28            | \$ 9,357.31            |
| Less State withholding                                      | \$        | 1,505.98            | \$ 1,591.44            |
| Less payroll                                                | \$        | 41,649.25           | \$ 29,977.69           |
| Less disbursements                                          | \$        | 152,303.17          | \$ 402,786.48          |
| Balance as of October 31,                                   | \$        | 818,711.86          | \$ 525,306.49          |
| <b>TOTAL in all Utility District Accounts:</b>              |           |                     |                        |
| Utility District Checking *7823                             | \$        | 72,705.47           | \$ 57,418.08           |
| Utility District Savings *9812                              | \$        | 336,925.55          | \$ 328,799.18          |
| Utility District Restricted Savings *0291                   | \$        | 131,205.19          | \$ 120,372.40          |
| Nicolet Bank CD (9 months ending 02/05/2024)                | \$        | -                   | \$ 151,758.44          |
| <b>North Shore CD (9 months ending 11/14/2024)</b>          | \$        | 161,656.49          | \$ -                   |
| Balance as of October 31,                                   | \$        | 702,492.70          | \$ 658,348.10          |
| <b>TOTAL in all Town Accounts:</b>                          |           |                     |                        |
| Municipal Checking *8401                                    | \$        | 802,305.85          | \$ 1,021,967.82        |
| Money Market Acct *7390                                     | \$        | 1,135,366.60        | \$ 1,511,123.75        |
| Checking *1120                                              | \$        | 818,711.86          | \$ 525,306.49          |
| Utility District                                            | \$        | 702,492.70          | \$ 658,348.10          |
| <b>As of October 31, the total in all Town accounts is:</b> | <b>\$</b> | <b>3,458,877.01</b> | <b>\$ 3,716,746.16</b> |

### Short-Term Rental Applications to Approve

| Owner Name                                            | Property Address          | Agent Address                              | Max Occ | SepticType       | BDRM | DATCP | DCTZ | Insured | Payment |
|-------------------------------------------------------|---------------------------|--------------------------------------------|---------|------------------|------|-------|------|---------|---------|
| Gail McCallum-Prine                                   | 12137 Rustic Lane         | 1615 Big Pine Ln, Ellison Bay              | 12      | Holding Tank     | 4    | YES   | YES  | YES     | YES     |
| Kira Connolly-Nelson&Mohanram Ganesan                 | 12699 S Port Des Morts Dr | 1453 Highview Rd, Ellison Bay              | 6       | Conventional     | 3    | YES   | YES  | YES     | YES     |
| Victoria Burger                                       | 11269 Bayview Rd          | 5550 Cave Point Estates Way, Sturgeon Bay  | 4       | Conventional     | 2    | YES   | YES  | YES     | YES     |
| Cardinal Woods LLC James Quick                        | 1575 Hill Rd              | 10579 Country Walk Ln unit 24, Sister Bay  | 6       | Conventional     | 3    | YES   | YES  | YES     | YES     |
| Cardinal Woods LLC James Quick                        | 448 Isle View Rd          | 10579 Country Walk Ln, unit 24, Sister Bay | 8       | Conventional     | 4    | YES   | YES  | YES     | YES     |
| Nicholas Murray                                       | 9861 Winding Ln           | 9861 Winding Ln, Baileys Harbor            | 6       | Holding Tank     | 3    | YES   | YES  | YES     | YES     |
| Jen Hanrahan                                          | 1230 Garrett Bay Rd       | 1230 Garrett Bay Rd                        | 4       | Conventional     | 2    | YES   | YES  | YES     | YES     |
| Kelley and Gary Vercauteren                           | 11096 Hillcrest Road      | 11098 Hillcrest Rd, Sister Bay             | 4       | Utility District | 2    | YES   | YES  | YES     | YES     |
| Mary Ann Rademacher                                   | 1288 Garrett Bay Rd       | 12512 Blackberry Ln, Ellison Bay           | 6       | Conventional     | 3    | YES   | YES  | YES     | YES     |
| Mary Ann Rademacher                                   | 1276 Garrett Bay Rd       | 12512 Blackberry Ln, Ellison Bay           | 6       | Conventional     | 3    | YES   | YES  | YES     | YES     |
| ABM Properties LLC/ Julie Schwartz                    | 1008 Cottage Rd           | 10579 Country Walk Ln, Sister Bay          | 6       | Conventional     | 3    | YES   | YES  | YES     | YES     |
| Charles Voight                                        | 12733 State Hwy 42        | 12731 State Hwy 42, Ellison Bay            | 2       | Holding Tank     | 1    | YES   | YES  | YES     | YES     |
| Lee Pier                                              | 10904 S Sand Bay Ln       | 10920 State Hwy 42, Sister Bay             | 10      | Holding Tank     | 3    | YES   | YES  | YES     | YES     |
| MATTHEW HOFFMAN                                       | 197 Isle View Rd          | 10568 Country Walk Ln, Sister Bay          | 6       | Conventional     | 3    | YES   | YES  | YES     | YES     |
| Brian Bartel                                          | 11749 Porcupine Bay Rd    | 10920 State Hwy 42, Sister Bay             | 6       | Holding Tank     | 3    | YES   | YES  | YES     | YES     |
| Matthew/Alexandra Hockers                             | 10734 White Pine Ln       | 10742 White Pine Ln, Sister Bay            | 4       | Conventional     | 1    | YES   | YES  | YES     | YES     |
| Tanya Ruck                                            | 1036 Cottage Rd           | 12680 Timberline, Ellison Bay              | 8       | Conventional     | 4    | YES   | YES  | YES     | YES     |
| Lawrence Erickson                                     | 10028 S Sand Bay Ln       | 1165 Water End Rd, Sister Bay              | 4       | Holding Tank     | 1    | YES   | YES  | YES     | YES     |
| Lawrence Erickson                                     | 1177 Waters End Rd        | 1165 Water End Rd, Sister Bay              | 7       | Holding Tank     | 3    | YES   | YES  | YES     | YES     |
| John/Kathy Dickson                                    | 11075 WI-42               | 10568 Country Walk Ln, Sister Bay          | 4       | Utility District | 2    | YES   | YES  | YES     | YES     |
| Sarah Mohr/trustee for Charles Kraemer Trust          | 1060 Wagon Trail Cir      | 10920 St Hwy 42, Sister Bay                | 10      | Conventional     | 4    | YES   | YES  | YES     | YES     |
| Sharon Anderson                                       | 10903 WI-42               | 10903 State Hwy 42, Sister Bay             | 12      | Utility District | 6    | YES   | YES  | YES     | YES     |
| Louise Wolf                                           | 10242 Kinsey Bay Ln       | 10579 Country Walk Ln, Sister Bay          | 8       | Conventional     | 4    | YES   | YES  | YES     | YES     |
| NICK BACKES                                           | 12717 Kenosha Dr          | 2541 Glen Ln, apt 6 Sister Bay             | 6       | Holding Tank     | 3    | YES   | YES  | YES     | YES     |
| Michael Lesselyong                                    | 2751 Old Lime Kiln Rd     | 2751 Old Lime Kiln Rd, Sister Bay          | 4       | Conventional     | 2    | YES   | YES  | YES     | YES     |
| Michael Ouvrard                                       | 1902 Hillside Dr          | 2783 Arbor Dr, #302 Sister Bay             | 10      | Holding Tank     | 3    | YES   | YES  | YES     | YES     |
| Phyllis Anselmino                                     | 1141 Wagon Trail          | 8238 Gardner Ct, Baileys Harbor            | 6       | Conventional     | 3    | YES   | YES  | YES     | YES     |
| William Berry                                         | 1096 Garrett Bay Rd       | 10920 State Hwy 42, Sister Bay             | 6       | Conventional     | 3    | YES   | YES  | YES     | YES     |
| Kathleen Callahan                                     | 10372 Appleport Ln S      | 10920 State Hwy 42, Sister Bay             | 6       | Holding Tank     | 2    | YES   | YES  | YES     | YES     |
| Rex Kahr                                              | 1057 N Elm Rd             | 1057 N Elm Rd, Ellison Bay, WI             | 6       | Holding Tank     | 2    | YES   | YES  | YES     | YES     |
| Daniel Bruckner                                       | 9842 Marshalls Pt Lk Rd   | 9842 Marshalls Pt Lk rd, Sister Bay        | 10      | Holding Tank     | 4    | YES   | YES  | YES     | YES     |
| Stony Brook Ventures LLC/ Nicole&Doug Melaes          | 497 Europe Lake Rd        | 2882 Wilder Ln, Ephraim                    | 6       | Holding Tank     | 2    | YES   | YES  | YES     | YES     |
| Jennifer & Jeff Pinter                                | 12377 Timberline Rd       | 10568 County Walk Ln, Sister Bay           | 4       | Conventional     | 2    | YES   | YES  | YES     | YES     |
| Kimberly Hazen                                        | 12317 S Maplewood Ln      | 5985 Dennis Dr, Sturgeon Bay               | 6       | Holding Tank     | 3    | YES   | YES  | YES     | YES     |
| Steven Grover                                         | 1001 Cottage Rd           | 5371 Monument Bluff Pass, Egg Harbor       | 6       | Conventional     | 3    | YES   | YES  | YES     | YES     |
| Woods & Water Getaway LLC/Gary & Kathleen Brendemuehl | 10491 Appleport Ln S      | 3591 County EE, Fish Creek                 | 8       | Conventional     | 4    | YES   | YES  | YES     | YES     |
| Edward/Jill Dombrowski                                | 1076 Wagon Trail          | N8238 Gardner Ct, Baileys Harbor           | 6       | Conventional     | 3    | YES   | YES  | YES     | YES     |
| Bluebird Partners LLC                                 | 1597 Bluebird Trail       | 2882 Wilder Ln, Ephraim                    | 6       | Holding Tank     | 3    | YES   | YES  | YES     | YES     |
| Randall Daubner                                       | 12462 Timberline Rd       | 8776 S Cedar Trl, Baileys Harbor           | 8       | Conventional     | 5    | YES   | YES  | YES     | YES     |
| Frank/Bethany Dohleman                                | 1354 Kinsey Bay Court     | 10579 Country Walk Ln, Sister Bay          | 12      | Holding Tank     | 4    | YES   | YES  | YES     | YES     |
| Justin and Megan Gross                                | 10200 WI-57               | 5985 Dennis Dr, Sturgeon Bay               | 6       | Conventional     | 3    | YES   | YES  | YES     | YES     |
| Jeremy Jeffery                                        | 11098 N Sand Bay Ln       | 10522 Fieldcrest Rd, Sister Bay            | 8       | Holding Tank     | 4    | YES   | YES  | YES     | YES     |
| Jeremy Jeffery                                        | 12786 N Port Des Morts Dr | 10522 Fieldcrest Rd, Sister Bay            | 6       | Conventional     | 4    | YES   | YES  | YES     | YES     |
| Stephen/Jennifer Christy                              | 12223 Blackberry Rd       | 10579 Country Walk Ln, Sister Bay          | 6       | Conventional     | 3    | YES   | YES  | YES     | YES     |
| Tim Vial                                              | 11250 Frontier Rd         | 2538 Juniper Ridge Rd, Baileys Harbor      | 6       | Conventional     | 3    | YES   | YES  | YES     | YES     |

|                                               |                     |                                   |    |                  |   |     |     |     |     |
|-----------------------------------------------|---------------------|-----------------------------------|----|------------------|---|-----|-----|-----|-----|
| Dan Beck                                      | 9993 WI-57          | 12680 Timberline Rd, Ellison Bay  | 8  | Conventional     | 4 | YES | YES | YES | YES |
| Judith & Mark Erickson/ Marie & Matthew Elven | 2107 Plateau Rd     | 1835 Birch Rd, Baileys Harbor     | 4  | Conventional     | 2 | YES | YES | YES | YES |
| Linda Hale                                    | 1615 Big Pine La    | 1615 Big Pine Ln, Ellison Bay     | 8  | Holding Tank     | 4 | YES | YES | YES | YES |
| George & Bonnie Morris                        | 11068 Beach Rd      | 10579 County Walk Ln, Sister Bay  | 6  | Utility District | 2 | YES | YES | YES | YES |
| Randy Pyle                                    | 2729 Pioneer Rd     | 10321 Amundson Rd, Sister Bay     | 8  | Conventional     | 4 | YES | YES | YES | YES |
| Wagon Trail 18 LLC                            | 1068 Wagon Trail    | 10579 Country Walk Ln, Sister Bay | 4  | Conventional     | 2 | YES | YES | YES | YES |
| Matthew Shumway                               | 11206 N Sand Bay Ln | 10920 State Hwy 42, Sister Bay    | 12 | Holding Tank     | 3 | YES | YES | YES | YES |