

## TOWN OF LIBERTY GROVE PUBLIC MEETING

### Highway Committee Meeting

**Date: October 7, 2024**

**Time: 8:00am**

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

### **Agenda:**

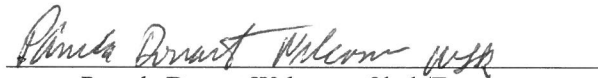
1. Call to order
2. Declaration of Quorum
3. Approve Agenda
4. Approve minutes from 9/9/24
5. Public input
6. Disposition of culvert: Bay Lane & private drive
7. Cedar Shore Rd-Survey/study results
8. 2025 Budget including paving schedule
9. Status of current projects
10. Correspondence
11. Future meeting date(s)
12. 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 Highway Committee meeting on September 9, 2024**

**Agenda:**

1. Call to order
2. Declaration of Quorum
3. Approve Agenda
4. Approve minutes from 8/5/24
5. Public input
6. 2025 Budget including paving schedule
7. Paving end of LGHS driveway
8. Status of current projects
  - a. Amend Ord 15-23 Guidelines on Right of Way cutting
  - b. North Bay traffic issues
  - c. Craft Ordinance to establish 25mph on Old School Rd
9. Private driveway inspections procedure
10. Easement between Mink River Basin/Last Stop: request to vacate
11. Correspondence
12. Future meeting date(s)
13. Adjourn

Chairman Dale Stewart called the meeting to order at 8:00am. Committee members Bud Kalms, Jay Olson, and Billy Appel, were present. Bill Surbaugh arrived late. Clerk/Treasurer Pamela Donart-Welcome, and 4 members of the public were also in attendance.

**Olson moved, Appel seconded** to approve the agenda as posted. **Carried 4 - 0**

**Kalms moved, Olson seconded** to approve the 8/5/24 minutes as presented. **Carried 4 - 0**

**Public input:** Kevin Roberts of 12030 Cedar Shore Rd and Bayview Resort expressed concern over where the rain water might be diverted to when Cedar Shore Rd is raised during paving. Mr Roberts said The Bayview Resort is willing to have a topographic study done to present it at a future meeting. Dave Westen of 10697 Sumac Ln spoke on behalf of the Liberty Grove Historical Society regarding having some of their annual requested donation from the Town General Fund be used to help defray the cost of having the end of their entrance driveway be paved on the 2025 Town Paving Schedule. Ray Korte of 1457 E Door Bluff Rd commented on the amount of brush and tree clearing done on E Door Bluff Rd last Spring.

Kalms reviewed the **2025 proposed paving schedule** with the committee, and the members helped prioritize roads in order of need and the ability to fit the costs into budget constraints. The paving schedule will be set at a future date after the Finance Committee gets further along on the 2025 budget projections. Kalms confirmed with the DOT that no special permitting is needed to pave a section of the LGHS entrance. The committee clarified the necessary depth and width needed to calculate the cost, so the LGHS can decide whether they can budget for it.

Kalms clarified that Town Ord 15-23 is meant for new roads, and suggested creating a list of guidelines rather than a new Ordinance to govern the brushing and clearing of existing roads. Stewart suggested creating an amendment to Ord 15-23 to cover future maintenance. Surbaugh suggested amending Ord 15-23 to govern clearance at intersections. The committee will discuss further at a future meeting.

**Appel moved, Surbaugh seconded** to recommend to the Town Board to place Pedestrian Advisory signs on either end of North Bay Drive. **Carried 5 - 0**

**Appel moved, Surbaugh seconded** to recommend to the Town Board that we approve Draft Ordinance 7-24 to establish a speed zone of 25mph for Old School Rd. **Carried 5 - 0**

Stewart asked the committee to review the driveway permit process, and how the Town monitors and enforces the creation of driveways. The committee discussed the request received to vacate the easement between Mink River Basin/Last Stop. Kalms reviewed the steps required and will wait for further information to proceed.

**Correspondence:** none

**Future Meeting(s):** The next meeting dates/times were scheduled for 8:00am on both October 7, 2024 and December 2, 2024.

**Appel moved, Olson seconded** to adjourn at 9:38am. **Carried 5 - 0**

Respectfully submitted,  
Pamela Donart-Welcome, Clerk/Treasurer

**Pending approval at next meeting.**



Town Clerk &lt;town@libertygrovewi.gov&gt;

---

**Attn: Bud - Cedar Shore Rd - Agenda Item**1 message

---

**Stay Bayview Resort and Harbor** <stay@bayviewresortandharbor.com>

Wed, Oct 2, 2024 at 1:59 PM

To: "town@libertygrovewi.gov" &lt;town@libertygrovewi.gov&gt;

To: Bud, Highway Committee &amp; Town Board Members,

I am following up on my telephone conversation with someone in your office this morning and requesting that Cedar Shore Road's resurfacing project be added to the agenda for the Monday, October 7<sup>th</sup> Highway Committee meeting at 8:00am.

Please find attached the topographic survey that I mentioned to the Committee at last month's Highway Committee meeting. Bayview Resort hired Vierbicher Engineering/Green Bay to complete this survey. We are providing the survey to the town of Liberty Grove so that you can review it and share the survey, along with this email, with the town's engineer for use during the project.

According to our conversations with Vierbicher:

\*The topographic survey shows that the area around the resort's lift station is downhill from the road.

\*If Cedar Shore Road is raised during the project without incorporating a drainage plan into the design, water that normally pools on the road (see attached photos) will be diverted to the area on our property that includes our sanitary lift station. This will damage our property. In addition, water that is diverted to our lift station could overwhelm our septic system, flood building crawlspaces and shut down twelve rental homes/units, common buildings and four private homes. The combined occupancy of all affected buildings is over 100 persons. This would be devastating to our customers and business, and to the families that occupy the four private homes. A business interruption would significantly impact the room tax that the resort generates, of which the town receives 30%.

\*The survey results show that the road elevation should allow for a storm drain/catch basin(s) to be engineered and installed in the road during resurfacing. According to the survey, a new storm drain/catch basin(s) can be tied into the existing storm drain system on Cedar Shore Road near the entrance to Wills Park. This is the best approach to provide an outlet for the water that pools on the road. Please note that the attached photos do not represent worst case flooding problems. The month prior to this photo being taken, a 2"+ overnight rain event resulted in flooding on the road from side to side in the same area shown in the photo.

\*As an added level of protection, Vierbicher recommends that a ring be installed at the top of our sanitary lift station.

We wish to work with the town so that Cedar Shore Road can be raised and resurfaced, and all potential issues are addressed during the project. To this end, here is what we are offering to and asking of the town:

(1) We have hired Vierbicher and are paying for their services related to the attached topographic survey. We are giving this completed survey to the town, at no cost to the town, hoping that it will be useful for the town's engineering work related to this project. We hope that our investment will offset some of the town's costs related to this project.

(2) We are asking that the town install a storm drain/catch basin(s) in the road as part of this project to help avoid damage to resort property and significant repair costs resulting from water being diverted from the road.

(3) We request that the town provide a copy of the project's engineering plans and drawings to the resort 90 days prior to the project start. If 90 days is not a workable timeline, please advise us what is.

(4) In addition to paying for the topographic survey, and per Vierbicher's recommendation, the resort will pay for the installation of a ring at the top of our sanitary lift station.

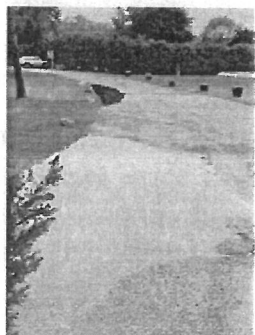
I will attend Monday's Highway Committee meeting. Please add Cedar Shore Road to the meeting agenda and don't hesitate to email reply or call me at (920)421-8065 with any questions. Thank you.

Sincerely,

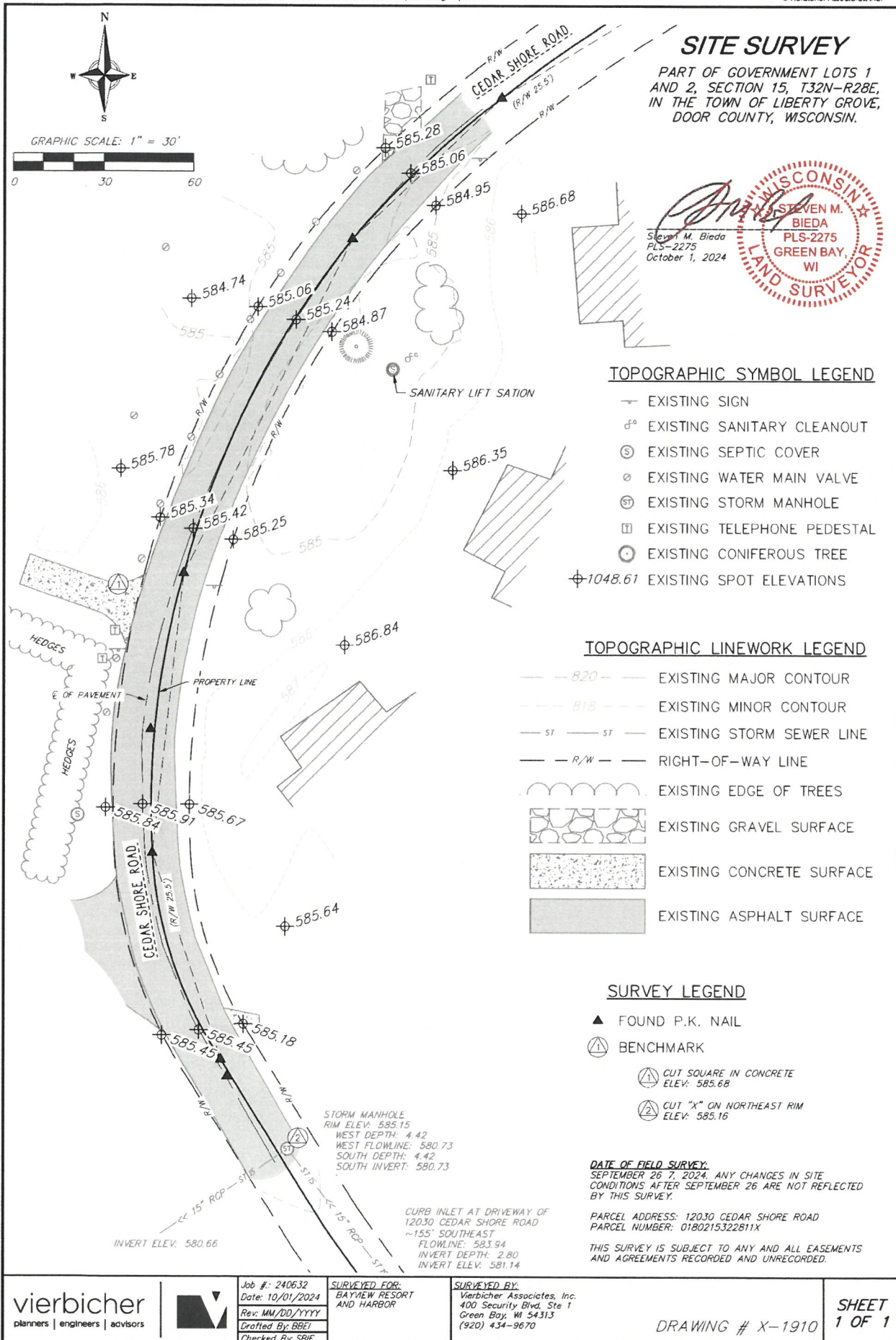
Kevin Roberts, General Manager  
Bayview Resort & Harbor, Inc.  
P.O. Box 73, 12030 Cedar Shore Road  
Ellison Bay, WI 54210  
(920)854-2006 Phone  
[info@bayviewresortandharbor.com](mailto:info@bayviewresortandharbor.com)

---

3 attachments



Road2.jpeg  
2464K







DRAFT

|    | A                           | B | G                   | J                   | K                   | L                                                                                                                                                         | M |
|----|-----------------------------|---|---------------------|---------------------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 1  |                             |   |                     |                     |                     |                                                                                                                                                           |   |
| 2  | Category                    |   | 2024 Proposed       | 2024 Tot            | 2025 budget         |                                                                                                                                                           |   |
| 54 | <b>Public Works</b>         |   |                     |                     |                     |                                                                                                                                                           |   |
| 55 | Repair- equip               |   | 50,000.00           | 40,492.88           | 66,500.00           | Liberty Grove:25<br>basic repairs 50,000<br>Blades 3,000                                                                                                  |   |
| 56 | Shop-supp & exp             |   | 10,000.00           | 9,569.16            | 10,000.00           | Tires Pickup 7,500<br>Tires-grader 6,000                                                                                                                  |   |
| 57 | Ads & surveys               |   | 2,500.00            | 1,852.70            | 2,500.00            |                                                                                                                                                           |   |
| 58 | ID-signs & posts            |   | 2,500.00            | 2,651.13            | 3,600.00            |                                                                                                                                                           |   |
| 59 | Maint-surface               |   | 107,753.00          | 103,611.66          | 67,896.00           |                                                                                                                                                           |   |
| 60 | Shop fuel-heat              |   | 9,000.00            | 7,207.41            | 6,678.00            | Liberty Grove:25<br>salt 350*\$94.56=33,096<br>shoulder 8000<br>sweep 2000<br>cold mix 1800<br>road oil 10000<br>culverts 5000<br>trees 3000<br>Tot 67896 |   |
| 61 | Vehicle fuel-NL             |   | 5,500.00            | 4,329.91            | 4,000.00            |                                                                                                                                                           |   |
| 62 | Vehicle fuel-DF             |   | 66,000.00           | 44,227.56           | 54,000.00           |                                                                                                                                                           |   |
| 63 | Oil & supplies              |   | 3,000.00            | 2,786.96            | 3,000.00            |                                                                                                                                                           |   |
| 64 | Shop electricity            |   | 6,785.00            | 5,753.08            | 6,670.00            |                                                                                                                                                           |   |
| 65 | Telephone                   |   | 1,320.00            | 1,300.00            | 1,560.00            |                                                                                                                                                           |   |
| 66 | Wages                       |   | 262,085.51          | 248,872.34          | 270,332.86          |                                                                                                                                                           |   |
| 67 | Retirement                  |   | 13,104.28           | 12,443.61           | 13,516.64           |                                                                                                                                                           |   |
| 68 | FICA                        |   | 21,052.02           | 19,372.69           | 21,714.49           |                                                                                                                                                           |   |
| 69 | Medical                     |   | 37,164.31           | 38,771.40           | 53,662.11           |                                                                                                                                                           |   |
| 70 | Dental                      |   | 3,959.62            | 1,955.70            | 3,564.02            |                                                                                                                                                           |   |
| 71 | ADD                         |   |                     | 1,608.32            | 1,700.00            |                                                                                                                                                           |   |
| 72 | Life                        |   |                     | 578.80              | 625.00              | Liberty Grove: 25<br>Reclamation 600<br>Class 400<br>Grind brush 63,000                                                                                   |   |
| 73 | HSA                         |   |                     | 4,500.00            | 4,500.00            |                                                                                                                                                           |   |
| 74 | Building-repair             |   | 2,200.00            | 3,185.10            | 3,000.00            |                                                                                                                                                           |   |
| 75 | Street lights               |   | 16,500.00           | 14,101.23           | 16,216.00           |                                                                                                                                                           |   |
| 76 | Legal-public works          |   | 4,000.00            | 1,500.00            | 2,000.00            |                                                                                                                                                           |   |
| 77 | Quarry                      |   | 20,000.00           | 60,084.75           | 63,000.00           | Liberty Grove: 25<br>Power washer 10,750                                                                                                                  |   |
| 78 | Msc (San. legal,consult)    |   | 6,500.00            | 0.00                | 1,000.00            |                                                                                                                                                           |   |
| 79 | <b>*Public Works Total*</b> |   | <b>650,923.74</b>   | <b>630,756.39</b>   | <b>681,235.12</b>   |                                                                                                                                                           |   |
| 80 | <b>Roads Capital Outlay</b> |   |                     |                     |                     |                                                                                                                                                           |   |
| 81 | -equipment                  |   | 375,000.00          | 340,283.60          | 10,750.00           |                                                                                                                                                           |   |
| 82 | -paving                     |   | 788,800.00          | 554,664.65          | 853,805.00          |                                                                                                                                                           |   |
| 83 | -chip seal                  |   | 120,000.00          | 141,307.00          | 120,000.00          |                                                                                                                                                           |   |
| 84 | -shoreline protection       |   |                     | 0.00                |                     | Liberty Grove: 25<br>Sand:5000yds@ \$10<br>Paving average 40,000                                                                                          |   |
| 85 | -shop                       |   |                     | 0.00                | 2,000.00            |                                                                                                                                                           |   |
| 86 | -gravel & msc               |   | 155,000.00          | 153,030.60          | 90,000.00           |                                                                                                                                                           |   |
| 87 | <b>*Roads Outlay-Total*</b> |   | <b>1,438,800.00</b> | <b>1,189,285.85</b> | <b>1,076,555.00</b> |                                                                                                                                                           |   |

DRAFT

Highway committee 10/7/24

Paving overview

Town of Liberty Grove

|     | A    | B                                           | C                      | D      | E    | F     | I         | K       |
|-----|------|---------------------------------------------|------------------------|--------|------|-------|-----------|---------|
| 1   | Year | Equipment/Roads+rating                      |                        | Rating | Year | Miles | \$ Pave   |         |
| 150 | 2025 | (\$165,000/mi.)                             |                        |        |      |       |           | Removed |
| 151 |      | Europe Bay(Timberline-Lake).95              |                        | 3      | 1999 | 0.95  | 156,750   |         |
| 152 |      | Porcupine Bay Hill                          |                        | 3      | 1993 | 0.25  | \$41,250  |         |
| 153 |      | Porcupine Bay Rd-STH 42 to Beach            |                        | 5      | 1999 |       |           | 221,100 |
| 154 |      | North Appleport                             |                        | 3      | 1975 | 0.90  | 148,500   |         |
| 155 |      | Cedar Shore (EB launch - Garrett Bay Rd)    |                        | 4      | 1976 |       |           | 37,950  |
| 156 |      | Appleport (ZZ to east end)                  |                        | 6      | 2004 | 0.98  | 161,700   |         |
| 157 |      | Flint Ridge (Town portion)                  |                        | 5      | 2000 |       |           | 84,150  |
| 158 |      | Wildwood (ZZ to Old Stage) 24 feet 4" thick |                        | 5      | 1998 | 1.50  | 345,605   |         |
| 159 |      | Frontier-G(CTH ZZ-Mink River)               |                        | 4      | 1973 |       |           | 79,200  |
| 160 |      | Totals                                      |                        |        |      | 4.58  | \$853,805 | 422,400 |
| 166 |      |                                             |                        |        |      |       |           |         |
| 167 | 2026 | Frontier(G)                                 | CTH ZZ-Mink River      | 4      | 1973 |       |           | 0       |
| 168 |      |                                             |                        |        |      |       |           | 0       |
| 169 |      | North Bay Rd                                | CTH ZZ-M Pt gate       | 5      | 1997 | 2.30  | 379,500   |         |
| 170 |      | Pioneer                                     | STH 57 to E termini    | 5      | 2000 | 0.50  | 82,500    |         |
| 171 |      | Top O Thumb                                 | Wis Bay to termini     | 4      | 1993 | 0.33  | 54,450    |         |
| 172 |      | Robin Ln (Appleport-end)                    |                        | 5      | 2016 | 0.52  | 85,800    |         |
| 173 |      |                                             |                        |        |      | 3.65  |           |         |
| 174 |      |                                             |                        |        |      |       |           |         |
| 175 |      | <b>Gravel:</b>                              |                        |        |      |       |           |         |
| 176 |      | North Badger                                | Garrett Bay to termini | 4      | 1971 | 0.18  |           |         |
| 177 |      | Fawn Ln                                     | STH 42 to Antler       | 4      | 1973 | 0.65  |           |         |
| 178 |      | Antler                                      | Fawn to Deer           | 4      | 1973 | 0.18  |           |         |
| 179 |      | Deer Trail                                  | STH 42 to Antler       | 5      | 1971 | 0.59  |           |         |
| 180 |      | Goose Berry                                 | STH 42 to end          | 4      | 1979 | 0.25  |           |         |
| 181 |      | Blackberry(harker)                          | Blackberry to end      | 4      | 1971 | 0.28  |           |         |
| 182 |      | Lost Ln                                     | CHT NP to end          | 4      | 1985 | 0.26  |           |         |
| 183 |      | Frontier                                    | Mink River to CTH ZZ   | 4      | 1973 | 0.48  |           |         |
| 184 |      | Plant                                       | Orchard to CTH ZZ      | 5      | 1988 | 0.29  |           |         |
| 185 |      | Mueller Ln                                  | CTH ZZ to CTH ZZ       | 5      | 1987 | 0.53  |           |         |
| 186 |      |                                             |                        |        |      |       |           |         |