

TOWN OF LIBERTY GROVE PUBLIC MEETING

Highway Committee Meeting

Date: February 10, 2025

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 10/7/24
5. Public input
6. Disposition of culvert: Bay Lane & private drive
7. Cedar Shore Rd-Survey/study results
8. "No Parking" request: STH 57 south of Flint Ridge Rd
9. Report on Status of current projects-Town Staff
10. Amend Ordinance 15-23 Guidelines on Right of Way Maintenance
11. Private Driveway inspection Criteria
12. Request for Hwy 42 detour on June 28, 2025 for EB Day Parade
13. Correspondence
14. Future meeting date(s)
15. 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 October 7, 2024

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

Chairman Dale Stewart called the meeting to order at 8:00am. Committee members Bud Kalms, Jay Olson, Billy Appel, and Bill Surbaugh were present. Clerk/Treasurer Pamela Donart-Welcome, and 6 members of the public were also in attendance.

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

Appel moved, Olson seconded to approve the 9/9/24 minutes as presented. **Carried 5 - 0**

Public input: Dave Westen of 10697 Sumac Ln spoke on behalf of the Liberty Grove Historical Society to thank the Town for their efforts to use room tax funds to help pave the entrance/exit of the LGHS driveway. Nancy Hillner of 11979 Bay Lane spoke on behalf of the neighbors living on Bay Lane who are asking that the cost of having the culvert replaced at the end of Bay Lane be paid for by the Town. Kristie Moss-Henriksen of 825 Isle View Road continues to see increased traffic speeding down Isle View Rd, and asked if the Town can put up the lighted "speed limit" board on either end of Isle View Rd during the next few weeks to warn travelers during peak season of fall colors and festivals.

Kalms noted that the Town is not aware of who originally installed the **culvert** at the intersection of **Bay Lane** and the **private gravel drive** but knows that it was not installed by the Town. It was also clarified that the culvert is on the private gravel road portion and treated similarly to a private driveway. The Town has not been responsible for the maintenance, therefore shouldn't be responsible for the cost of repairing or replacing the culvert.

Kevin Roberts of 12030 Cedar Shore Rd and Bayview Resort presented a topographic study done by Vierbicher Associates and expressed concern of rain water being diverted to Bayview Resort property when **Cedar Shore Rd** is raised during paving as planned.

Appel moved, Surbaugh seconded to recommend to the Town Board to pursue having an engineering company help explore our options for Cedar Shore Road prior to re-paving it.
Carried 5 - 0

Appel moved, Surbaugh seconded to approve the 2025 Highway Committee Budget & Paving Schedule for recommendation to the Finance Committee. **Carried 5 - 0**

Current projects: The policy on brushing & clearing of Town roads will be revisited at a future meeting. A speed limit of 25mph was established on Old School Rd. Pedestrian caution signs were approved for North Bay Drive. The crew is finishing prep work on N Appleport Rd. Brushing has begun on Europe Bay Rd.

Correspondence: none

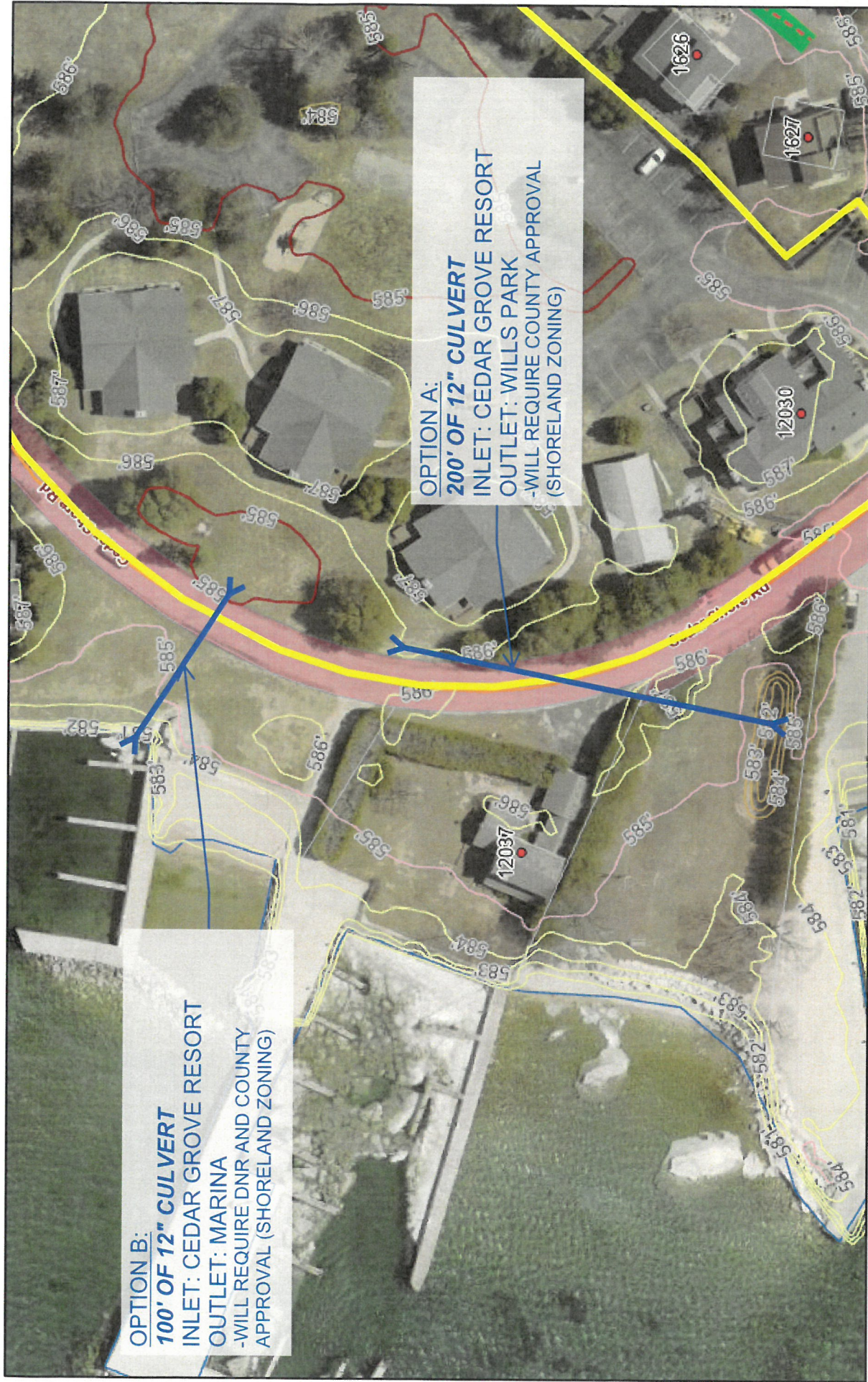
Future Meeting(s): The next meeting was scheduled for 8:00am on November 11, 2024.

Olson moved, Appel seconded to adjourn at 9:02am. **Carried 5 - 0**

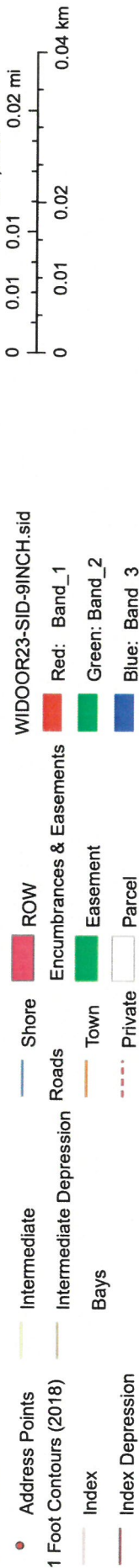
Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at next meeting.

CEDAR SHORE ROAD



10/10/2024



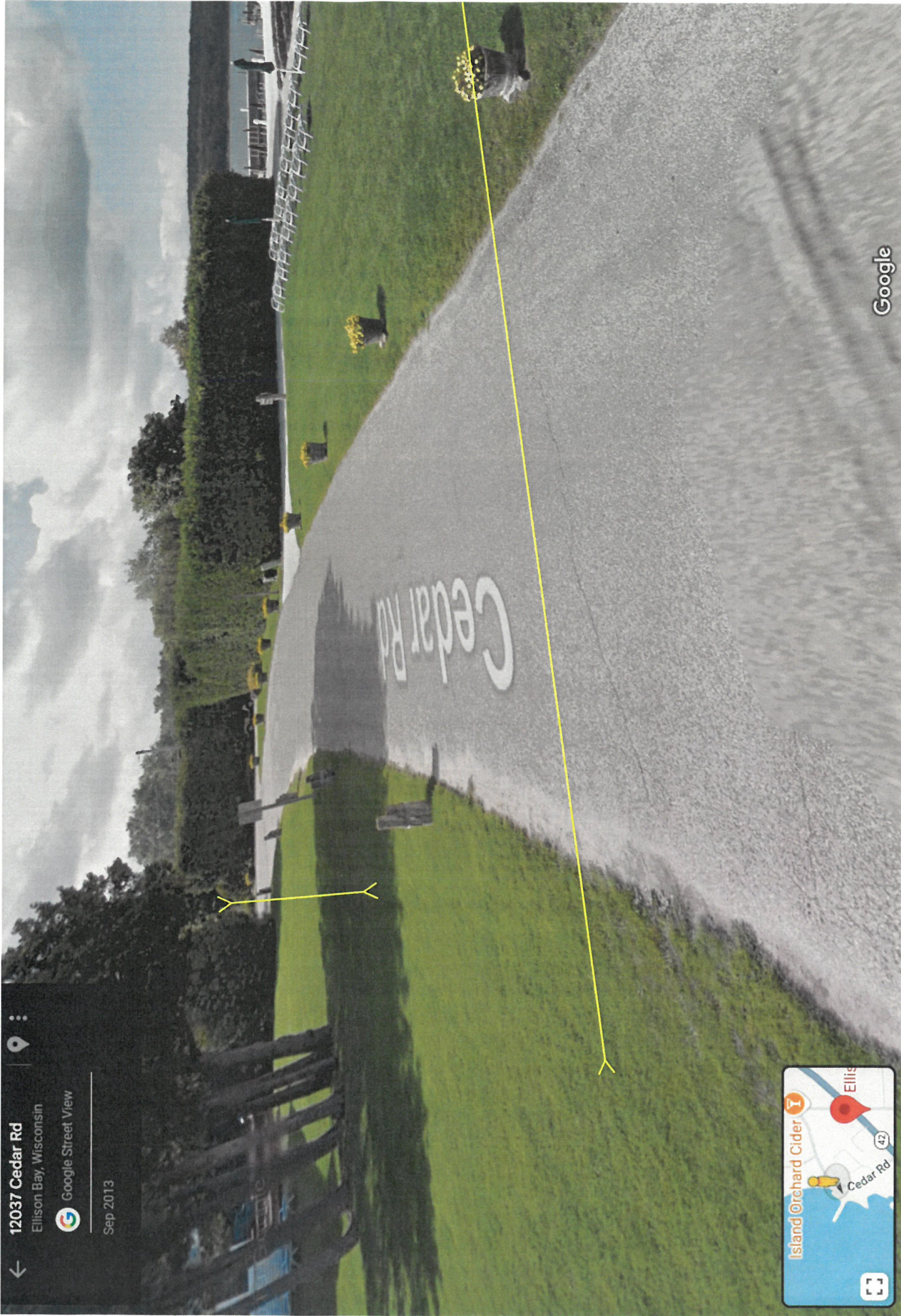


12037 Cedar Rd
Ellison Bay, Wisconsin
Google Street View

Sep 2013



Google





Town Clerk <tlibertygrove@gmail.com>

Christkindlmarkt

2 messages

Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>
To: "tlibertygrove@gmail.com" <tlibertygrove@gmail.com>

Thu, Jan 23, 2025 at 9:03 AM

Hi Bud,

As you might have noticed, this past year we posted 'no parking' signs on Highway 57 north of Flint Ridge. We heard from the Historical Society that the signs really helped improve the safety of their Christkindlmarkt. They asked if I would reach out to you to see if the town would be willing to post 'no parking' signs along their portion of the highway, at least through the curve. Is this something you think the town could do?

Julie

Town Clerk <tlibertygrove@gmail.com>

Thu, Jan 23, 2025 at 9:41 AM

To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>

We'll put it on the Town Highway Committee agenda for them to digest.

Town of Liberty Grove

Office Hours:

Mon-Fri 9:00am-1:00pm

920-854-2934

11161 Old Stage Road

Sister Bay, WI 54234

<https://libertygrovewi.gov/>

[Quoted text hidden]

Town of Liberty Grove
Road Maintenance Policy
Adopted by Town Board on August 1, 2012.

Tree Cutting and Brushing

- A list of roads scheduled for tree cutting shall be placed at the normal posting locations and on the Town web site and updated quarterly. A notice to check the web site shall be placed in the tax bill insert.
- Keep six feet from traveled surface of roadway clear of trees and brush in wooded areas.
- In wooded areas, the six-foot clear zone shall extend vertically to a maximum height of 16ft. from the road surface.
- All branches should be trimmed back to tree trunk using accepted forestry/arborist management techniques.
- Town will pick up and remove all felled trim limbs and brush from road surface and shoulder area.
- Town will clean road surface when maintenance operation is complete.
- When requested, large diameter wood will be left for owners on their property. The Town shall not be held liable for any wood left on any property.
- Town crew members will take an initial tree maintenance course when available with refreshers at a minimum of 5 years (refresher to be hands on training or media instruction). The town crew will avail themselves of expert consultation when available or presented.

Mowing

- All Town roads shall be mowed.
- Mowing along road rights of way should be done during the spring and late summer months.
- Where possible, mowed area should be a minimum of two mower widths (10 ft.) wide in spring months.
- Where possible, mowed area should be a minimum three mower widths (15 ft.) wide in the late summer/fall months.
- Intersection sight lines up to 175 ft. back from intersections of Town, County and State Highways should be maintained clear of brush and weeds on a continuing basis. The minimum width of sightline area should not be less than 10 ft.; greater if dictated by unique topography for motorist safety.

Addendum (added April 20 2011)

This policy may be modified by the exercise of selective maintenance on appropriate roads, or portions thereof, to preserve their unique rural and/or forested character. Such modification shall follow guidelines as developed by the Town in accordance with established land management practices, and on roadways designated by the Town, with citizen input.

Town of Liberty Grove Highway Committee

2024/10/7 Maintenance of Town Roads Policy/Ordinance DISCUSSION

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Maintenance of town roads should mirror the specs for construction of a town road whenever possible. Ordinance 15-23 dictates that “All brush and stumps be removed from the right-of-way to a minimum of 40’ in total width.” Accordingly, it is the Town’s goal to maintain the following **minimum** clear zones on minor side roads:

1. 20’ road + 3’ shoulder on each side + 7’ additional clear zone on each side = 40’
2. 22’ + 3’ shoulder on each side + 7 additional clear zone on each side = 42’

These are minimum standards. Other factors may impact the dimensions of the clear zone such as:

1. Safety
2. Visibility
3. Dead trees or brush in the right of way
4. A goal to minimize unnecessary tree removal
5. Topography that can cause deterioration in road conditions
6. ROW
7. Unique circumstances
8. Grandfathered ROW dimensions
9. Legal agreements

#### Reasonable Interpretation

- The Highway Crew, working under the Town Administrator, has reasonable discretion to make a judgement call when working in the field.
- The Town Administrator may bring a matter before the Highway Committee or Town Board for consideration.

#### Private Road Enforcement

- The town has no authority or maintenance obligations over private roads.
- It may be in a property owner’s and the Town’s best interest to consult over private road maintenance issues, or matters related to the proper width of EMS access roads and drives.

#### Best place for this to be posted?

- Addendum to Ord. 15-23
- Separate ordinance.

**TOWN OF LIBERTY GROVE**  
**DRAFT ORDINANCE \_\_-25 (to amend Ord 15-23)**

**STANDARDS FOR CONSTRUCTION AND ACCEPTANCE OF TOWN ROADS**

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:

This Ordinance supersedes all previous Ordinances pertaining to the construction of Public Roads and Public Road standards

**Section 1. Purpose.**

The rules and regulations set forth in this Ordinance are to establish standards for the construction of roads within the Town, to enhance the general safety of roads and promote efficient and sound road construction standards for the general welfare of the Town.

**Section II. Definitions.**

1. Town Road: a public thoroughfare for which work has to be done in its construction and maintenance, including but not limited to clearing, excavating, filling, leveling, compacting, paving, crack filling and chip sealing.
2. Private Road: a road that has been or is to be constructed that serves private residences or businesses and for which the same amount of work may or may not have been done as that for a Town Road.

**Section III. Permits.**

1. Anyone who wishes to build a road in the Town shall first apply in writing for a permit from the Liberty Grove Town Board, in a form satisfactory to the Town.
2. A \$50 permit fee shall accompany the application, which amount may be changed by Town Board action without amendment to this Ordinance.
3. The Town Administrator, or his/her designee shall first inspect the area on which the road is to be built. Plans, surveys, and maps shall be furnished and the road staked prior to Administrator inspection. Upon satisfaction that the proper criteria have been met, a permit shall be issued, signed by the Administrator and Town Chairman.
4. A road permit shall be good for one year. If construction is not begun within one year, a new permit must be applied for, and the appropriate fee paid.

**Section IV. Road Standards.**

1. Width
  - a. Right-of-way width shall be four (4) rods, that being 66 2/3 feet
  - b. Surface (traveled) width shall be 20 feet on a minor side road, and 22 feet on a major connecting road
  - c. Shoulder width shall be 3 feet per side, consisting of gravel material
2. Grade
  - a. A 2% grade from center to the edge of road shall be maintained
  - b. Maximum grade shall be 6-7-9
  - c. Maximum horizontal curve 7 – 30
3. Visibility
  - a. The road shall be visible for 350 feet at the intersection with a Town, County or State Road.
  - b. No object over 2 ½ feet in height above the road and within 25 feet of the intersection will be allowed if it obstructs the view. The only exceptions will be stop signs, street signs and other traffic control signs of this nature.

- c. All trees, brush and stumps shall be removed from the right-of-way to a minimum of 40 feet and maximum of 66 & 2/3 feet in total width. At the discretion of the Town Administrator, deviation may occur in consideration of safety and maintenance concerns, including removal of dead or dying trees, and growth that may affect future public safety or road maintenance.
  - d. No objects shall be allowed to be placed in the road right-of-way without permission of the Town Board.
  - e. Objects allowed in right-of-way without permission include Town regulatory signs and mailboxes (see Town Ordinance #5-22 regarding siting of mailboxes).
4. Construction
- a. All top soil shall be removed from the road bed area and shall not be used for fill in the road bed area.
  - b. Stumps or other debris shall not be buried in the road bed.
  - c. Ten inches of crushed stone (breaker run or equivalent) shall be installed as a base with 8 inches of 1/2 to 5/8 inch gravel layered on top of the base. The surface gravel shall be placed the full width of the road surface, encompassing the shoulders on each side.
  - d. The vertical distance from top of traveled surface to bottom of ditch shall be a minimum of 21 inches.
  - e. Ditches shall be constructed to facilitate drainage of water from the roadbed area. Culverts (minimum 12" diameter made of corrugated metal) shall be installed when the road is determined to impede the natural flow of water. The Town Board shall determine the necessity of installing culverts. Should the property owner and/or their agent dispute the Board determination of a culvert, the Board shall hire an engineer to determine the water flow and charge the cost of the engineer to the contractor. All disturbed areas must be covered with 4 inches of topsoil and reseeded with perennial grass.
  - f. Side banks shall be graded to a slope of not greater than 25%.
  - g. Vertical clearance of 13'6" shall be maintained throughout the road length.
  - h. Dead-end roads are to be avoided whenever possible. A dead-end road shall have a cul-de-sac with a radius of 65 feet. Roads greater than 1,000 feet in length may be granted a cul-de-sac at the discretion of the Town Board.
  - i. All roads that are paved shall have a minimum of 2.5 inches of compressed hot mix asphalt for the total width of the traveled surface.

#### Section V. Acceptance of Road into Town Road System.

1. State Statute 82 shall govern the procedure for incorporating a road into the Town Road System.
2. Acceptance of a road into the Town Road System shall be at the sole discretion of the Town Board, and subject to a final inspection by the Town Board or its designee. If such inspection reveals that corrections must be made, such corrections must be made before the Town Board considers acceptance of the road. Conformance to the standards as set forth in this Ordinance does not guarantee that the road will be accepted by the Town Board.
3. All Private Roads that are requested to be turned over to the Town shall meet the road standards as set forth in Section IV of this Ordinance, including paving in Section IV (4)(i), before the Board considers the application.
4. All roads to be incorporated into the Town Road System shall be conveyed to the Town by deed, said document to include a complete legal description of the road/land to be conveyed.

#### Section VI. Private Road.

1. A Private Road shall have a sign at its intersection with a Town, County or State Road showing it is a Private Road. The initial road sign for such an intersection shall be provided by the Town. If replacement of the road sign is required, the property owners along the Private Road may be responsible for the associated costs prior to installation of the new sign.

2. Maintenance of a Private Road shall be the sole obligation of the adjacent owners of the Private Road.
3. Property owners along a Private Road selling a lot shall furnish a letter to the prospective buyer stating that the road is private and not maintained by the Town.

#### Section VII. Penalties.

Penalties for violations of any provision of this Ordinance shall be not less than Two Hundred Fifty Dollars (\$250.00) nor more than Five Hundred Dollars (\$500.00), plus the costs and disbursements of prosecution, for any violation which occurs under the terms of this Ordinance. Each violation of any section constitutes a separate offense.

#### Section VIII. Conflicting Ordinances.

All Ordinances in the Town that conflict with the provisions of this Ordinance in whole or in part are hereby repealed.

#### Section IX. Severance Clause.

The provisions of this Ordinance are declared to be severable, and if any section, sentence, clause, or phrase of this Ordinance shall for any reason be held to be invalid, such decision shall not affect the validity of the remaining sections, sentences, clauses or phrases of this Ordinance.

#### Section X. Interpretation.

The provisions of this Ordinance shall be liberally construed in favor of the Town and shall not be construed to be a limitation on or repeal of any other power granted the Town under the Wisconsin Statutes.

#### Section XI. Adoption.

This Ordinance shall take effect upon passage and publication as provided by law. Adoption of this Ordinance by the Liberty Grove Town Board does not preclude the Town Board from adopting any other Ordinance or providing for the enforcement of any other law or Ordinance relating to the same or other matter. Issuance of a citation hereunder shall not preclude the Town Board or any Authorized Officer from proceeding under any other Ordinance or law or by any other enforcement method to enforce any Ordinance, citation or order.

Adopted at a regular meeting of the Town Board of the Town of Liberty Grove, Door County, Wisconsin, this \_\_ day of \_\_\_\_, 2025.

*I, Pamela Donart-Welcome, 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 \_\_ day of \_\_\_\_, 2025 by the Liberty Grove Town Board.*

*Amended this \_\_ day of \_\_\_\_, 2025.*

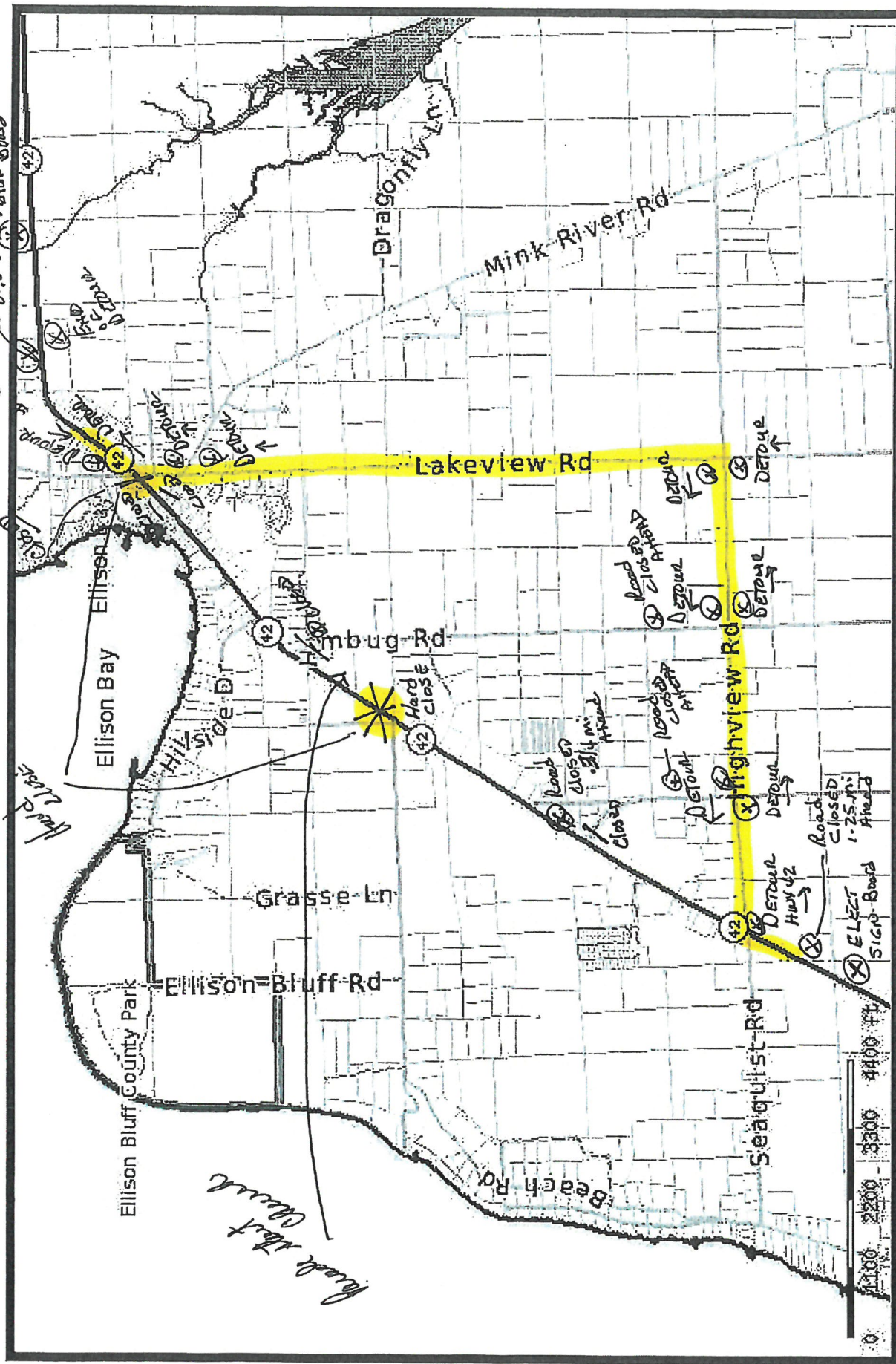
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*Pamela Donart-Welcome, Clerk/Treasurer*

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( //www.co.door.wi.gov )

**Door County, Wisconsin**  
**Open for all seasons!**

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