

TOWN OF LIBERTY GROVE PUBLIC MEETING

Highway Committee Meeting

Date: March 3, 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 2/10/25
5. Public input
6. Bids/quotes for 2025 paving
7. Drainage grate on Cedar Shore Rd
8. Speed limit on Old Stage Rd
9. Door Bluff Rd street sign needed
10. Amend Ordinance 15-23 Guidelines on Right of Way Maintenance
11. Report on Status of current projects-Town Maintenance Crew
12. Correspondence
13. Future meeting date(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 Highway Committee meeting on February 10, 2025

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

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

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

Olson moved, Appel seconded to approve the 10/7/24 minutes as presented. **Carried 5 - 0**

Public input: Mark Glasser of 12669 Door Bluff Road thanked the committee for the good work plowing the Town roads. Billy Appel asked the Committee to consider planning to address the gravel roads along the section of Hwy 42 north of Gills Rock when the WI DOT is completing their road project in that area in 2028, and he also asked the Highway Committee to discuss clarifying the speed limit on Old Stage Road at a future meeting. Walter Kalms shared that he is working with representatives from Washington Island to find ways to prevent people from driving off the end of the ferry dock at Northport. Joshua Lane, engineer for Vierbicher spoke briefly on the condition of the culvert on private section of Bay Lane, and mentioned their willingness to help the homeowners replace their culvert while working on the new condominium development in the area. Dale Stewart suggested the Town send letters to the homeowners encouraging them to work with Vierbicher on a culvert replacement. Mr. Lane also commented on the drainage & run-off plans for the condo project taking place above Bay Lane and Ellison Bay Community Park. He shared that the DOT signed off on their proposed run-off device and assured the committee that the downslope would be protected.

Kevin Roberts of 12030 Cedar Shore Rd and Bayview Resort continues to work with Vierbicher & the Town on the Cedar Road water issue. Jay Olson recommended a patch to address the issue in the short term. The committee will discuss other options at their next meeting.

Appel moved, Surbaugh seconded that pending State approval, that the Town place "no parking" signs on both sides of State Highway 57 from the intersection of Fieldcrest Road to the address of 10263 STH 57, which would be the substation. **Carried 5 - 0**

Current projects: Crew Chief Olson reported that all the roads are ready for the upcoming season, and the maintenance crew is now working on readying the Town Parks. The salt inventory is good. Kalms will add a list of roads to the next agenda to request bids for 2025 paving.

The committee began amending both Ordinance 15-23 Guidelines on Right of Way Maintenance, and the internal Road Maintenance Policy that was adopted Aug 1, 2012 to ensure they are not conflicting. No changes will take effect until a final draft is approved at a future meeting.

Stewart moved, Surbaugh seconded to recommend the Town Board approve the permit request for the parade detour on Saturday June 28, 2025 from 10am-11am. **Carried 5 - 0**

Correspondence: Kalms referred again to the 2028 DOT plans for road re-surfacing on Hwy 42 between Gills Rock and Northport.

Future Meetings: The next meetings were scheduled for 8:00am on both March 3 and 31, 2025. There will be no April meeting.

Surbaugh moved, Olson seconded to adjourn at 9:27am. **Carried 5 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at next meeting.

Highway committee 10/7/24
3/3/25

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		Gravel:						
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								

	A	B	K	L	M	N
1						
2	Category		2025 budget			Draft 2(b)
80	Roads Capital Outlay					
81	-equipment		10,750.00	Europe Bay	156,750	
82	-paving		853,805.00	Porcupine Bay Hill	41,250	
83	-chip seal		120,000.00	Porcupine Bay Rd	221,100	
84	-shoreline protection			North Appleport	148,500	
85	-shop		2,000.00	Cedar Shore	37,950	
86	-gravel & msc		90,000.00	Appleport	161,700	
87	*Roads Outlay-Total*		1,076,555.00	Flint Ridge	84,150	
88	Capital Outlay-other			Wildwood(24x4")	345,605	
89	-cemetery			Frontier	79,200	
90	-Mariner Park		40,000.00	Tot	853,805	422,400
91	-parks equipment					
92	-fiber project					
93	-fire equipment					
94	-building					
95	-library					

TOWN OF LIBERTY GROVE REQUEST FOR BIDS

Notice is hereby given that the Town of Liberty Grove is soliciting bids/quotes for the following in 2025:

Pulverize compact and pave with hot mix asphalt, compacted to the listed thickness:

Europe Bay, Timberline to Lake Michigan + cul de sac, 0.95 mile, 20 ft. wide, 3.0"
Porcupine Bay Hill, Porcupine Bay Rd to Green Bay waters + cul de sac .25 mile, 20 ft. wide, 3.0"
North Appleport, Appleport to North terminus + cul de sac, 0.90 mile, 20 ft. wide, 3.0"
Appleport, CTH ZZ to easterly terminus + cul de sac, 0.98 mile, 20 ft wide, 3.0"
Wildwood, CTH ZZ to Old Stage, 1.5 mile, 24 ft. wide, 4.0"

Alternate bid: Pave North Badger, Garrett Bay to termini + cul de sac, .18 mile, 20 feet wide, 3" thick

Note: Bidder to take into account paving radius at intersections.

Additional requirements: Work to be completed prior to May 25, 2025. Follow pulverizing with a rubber-tired roller. Compact ahead of paver. Bidder to do the finished grading prior to paving. Notify Town office prior to staking. Two lifts of LT 58-28 S per WDOT specifications—bidder to state price per ton in place of asphalt mix. Asphalt specification: LT 58-28 S hot mix asphalt per the latest edition of the WDOT specifications, section 460.3.1. Materials shall conform to sections 450, 455 and 460 of the latest edition of WDOT specifications, and current WDOT ASP 6, 460.2.1, which include the regression of air voids from 4.0% to 3.0% with asphalt cement.

Omitted requirements: nominal thickness (sec. 460.3.2); ride quality and testing (sec. 440); nuclear density (sec. 460.3.3); PG binder and tack coat sampling & testing (sec. 455.2.2 and 455.2.3); cold weather paving (sec. 450.3.2.1); and safety edge (sec. 450.3.2.11).

Additional: testing of asphalt mix per section 460.2.8 shall be done to verify required air void specifications. Documentation of testing and load weight slips shall be provided to Town within 15 days of project completion.

Alternate bid: Hot mix asphalt surface course, 3 inches thick after compaction, omit section 460.2.1 (2) regression of air voids with asphalt cement. Deduct \$ _____ per ton.

Obtain bid/quote form and further information at the Town Office, phone number 920-854-2934; fax 920-854-7366. Sealed bids shall be submitted by 8 AM Monday March 31 at the Liberty Grove Town office at 11161 Old Stage Road, Sister Bay, WI 54234. Certificate of insurance must accompany bid. Any proposals submitted after this date and time will not be accepted. It is anticipated that bids will be opened at a meeting beginning at 8 AM on Monday March 31 to be held at the Town Hall at 11161 Old Stage Road. The Town of Liberty Grove reserves the right to accept or reject any or all bids it deems to be in the best interest of the Town, to accept any part or combination thereof, to waive any technicalities, and to accept any proposal deemed most advantageous to the Town, including the purchase of larger material quantities at the same cost per ton quoted price. Town reserves the right to postpone award of the work for a period not to exceed 30 days from the date of bid opening. Bids shall remain firm for that period of time.

Walter L. Kalms, Administrator

Town of Liberty Grove

[illegible]

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 in the absence of legally documented deviation from standard right of way. At the discretion of the Town Administrator or designee, 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.

Pamela Donart-Welcome, Clerk/Treasurer

Town of Liberty Grove Road Maintenance Policy

Adopted by Town Board on August 1, 2012. (proposed amendments made 2/10/25)

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.~~ Cleared width shall follow the terms set in Ord __ - 25 Section IV (3)(c).
- 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.