

TOWN OF LIBERTY GROVE PUBLIC MEETING

Town Board Meeting

Date: February 19, 2025

Time: 6:00pm

Place: Town Hall, 11161 Old Stage Road

Agenda:

1. Call to order
2. Declaration of quorum followed by the Pledge of Allegiance
3. Approve Agenda
4. Approve minutes from 2/5/25
5. Public Input
6. Sanitary District
 - a. Payment of bills
 - b. Treasurer's Report
7. Payment of bills
8. Treasurer's Report
9. Appointment of new Tourism Zone Commission Member
10. Approve Chargeback request for assessment error on Parcel# 018-75-0000
11. Recommendation from Highway Committee to approve detour on Hwy 42 for Ellison Bay Day Parade on June 28, 2025
12. Recommendation from Parks & Property Committee to authorize a site visit by a Disc Golf Course designer as early as Feb 24, 2025
13. Short Term Rental licenses
14. Discussion on potential changes to Ordinance 10-23, Regulating Short-Term Rentals
15. Correspondence
16. Future meeting(s)
17. 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 Town Board)
Town of Liberty Grove
Minutes of the Town Board meeting on February 5, 2025
(this meeting was correctly posted)

Agenda:

1. Call to order
2. Declaration of quorum followed by the Pledge of Allegiance
3. Approve Agenda
4. Approve minutes from 1/15/25
5. Public input
6. Payment of bills
7. Administrator Report
8. Fire Board amendment to the intergovernmental agreement
9. Recommendation from Parks & Property Committee to purchase of path mats for Garrett Bay beach
10. Consider Pre-Demo Inspection quote for Buildings at Mariner Park
11. Chargeback request for Town parcel at 12632 S Porte Des Morts Dr
12. Discussion on Updating STR Ordinance
13. Consider equipment purchase—budget/surplus funds
14. Short Term Rental licenses
15. Correspondence
16. Future meeting(s)
17. Adjourn

Chairman Johnson called the meeting to order at 6:00pm. Supervisors Cathy Ward, Dan Watts, and Billy Appel were present. Supervisor Nancy Goss joined virtually via phone. Administrator Kalms, Clerk/Treasurer Pamela Donart-Welcome, and 12 members of the public were also in attendance.

Goss moved, Ward seconded to approve the agenda as posted. **Carried 5 - 0**

Ward moved, Appel seconded to approve the 1/15/25 minutes as presented. **Carried 5 - 0**

Public input: none

Ward moved, Watts seconded to approve the payment of Utility District#1 bills totaling \$4,283.34. **Carried 5 - 0**

Ward moved, Watts seconded to approve the payment of Town bills totaling \$308,731.21. **Carried 5 - 0**

Administrator's Report: Kalms shared that he attended one of several scheduled meetings on the trail initiative for a continuous hike/bike trail connecting Sturgeon Bay to the municipalities along Hwy 42 through the Town of Liberty Grove, allowing each municipality to determine the location of the path in their area; the DOT is planning a 2028 resurfacing project on Hwy 42 between Gills Rock and North Port; requested absentee ballots are being mailed & returned for the Feb 18th Primary; the Town Crew has completed their annual Mining Safety Class training; a new sign is being made to replace the damaged Little Sister Cemetery sign; an Ad for the Town

Administrator has be posted/published; the new Soil & Water Plat Book is available; the DCEDC is having their 35th Investor Luncheon & Awards Event on April 2nd, and nominations are due Feb 19th.

Nancy Goss reported that the purpose of **amending the Fire Board's intergovernmental agreement** is to allow for one person "at large" from each municipality to sit on the Fire Board. **Johnson moved, Appel seconded** to proceed with a change in the ordinance to include one at large member from Liberty Grove at the Chairman's request and one at large member from the Village of Sister Bay at their President's request. **Carried 5 - 0**

After discussion, the Board recommended Parks and Property revisit other options to address stability issues on the rocks at **Garrett Bay launch/beach** area at their next meeting.

Johnson moved, Goss seconded to contract with North Star Environmental Testing, LLC to check the buildings and the boat at Mariner Park for a range of \$2,910 to \$3,550. **Carried 5 – 0**

Ward moved, Appel seconded to approve the Chargeback for 12632 S Porte Des Morts Dr as presented. **Carried 5 – 0**

Chairman Johnson asked the Supervisors to review **Ordinance 10-23**, in response to concerns pertaining to bedrooms and number of people to see if any changes need to be made. The Supervisors were tasked with reviewing that section of the ordinance and bringing their thoughts to their next meeting for discussion on whether any changes need to be made effective for the applications for the 2026 license period and beyond.

Administrator Kalms noted there is a surplus in budgeted funds for salt, repairs, and heating costs, and requested the Board consider using a portion of those funds for the **purchase** of a ditch bucket, a pressor washer, and a power rake **for Town maintenance use**. **Appel moved, Ward seconded** to approve the purchase of the items listed for a total of \$28,650 using the surplus of budgeted funds. **Carried 5 - 0**

Ward moved, Goss seconded to approve the list of Short-Term Rental applications as presented with a correction in the owner name listed for 1509 N Bay Lane. **Carried 5 – 0**

Correspondence: Kalms again noted the letter form the WI DOT regarding the proposed road resurfacing project scheduled for 2028 from Gills Rock to North Port.

Future Meeting: The next regular Board meeting will be February 19, 2025 at 6:00pm.

Johnson moved, Appel seconded to adjourn at 6:53pm. **Carried 5 - 0**

Respectfully submitted, **(Pending approval at a future meeting of the Town Board)**
Pamela Donart-Welcome, Clerk/Treasurer

Liberty Grove Utility District#1

2/19/2025

Name of Payee	Description of bill	Amount
Sister Bay Utilities	Monthly Lift Station Electric, Meter software, HydroCorp, Billing software	\$ 540.43
	TOTAL	\$ 540.43

Liberty Grove Utility District #1 Balances

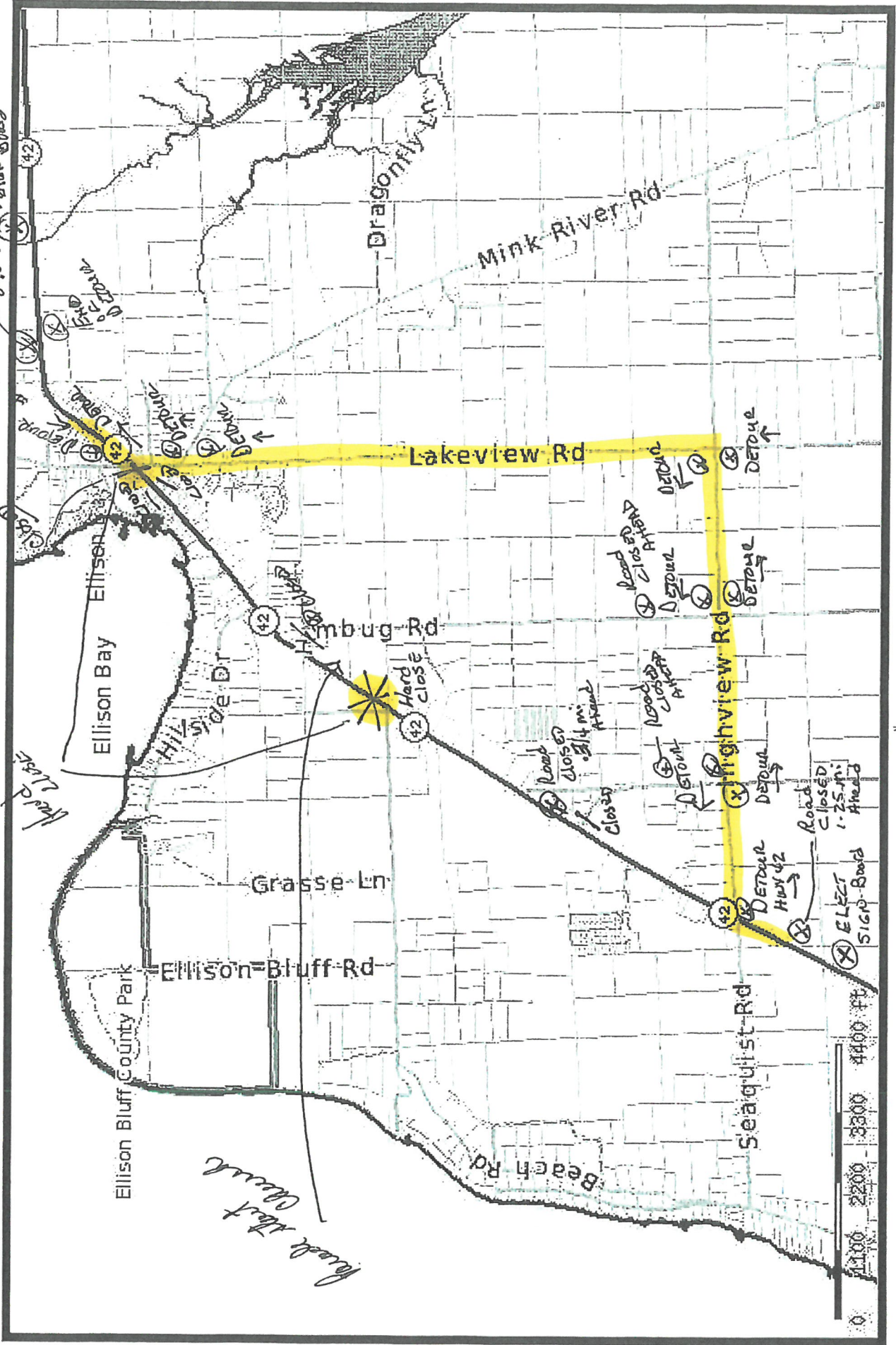
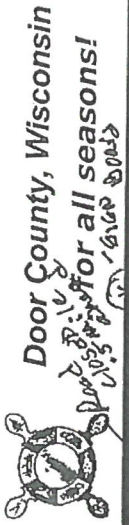
	2025	2024
Checking account *7823		
Balance as of December 31,	\$ 74,785.55	\$ 59,711.73
Add Deposits	\$ 48,251.66	\$ 42,740.82
Transfer from Savings*9812 (Lift Station Relacement)	\$ 25,150.50	\$ -
Less Disbursements	\$73,636.41	\$ 225.25
Add Interest	0.70% \$ 38.77	1.00% \$ 60.09
Balance as of January 31,	\$ 74,590.07	\$ 102,287.39
Savings account *9812		
Balance as of December 31,	\$338,104.25	\$ 330,113.26
Add deposits	\$ -	\$ -
Less Transfer to *7823 (Lift Station Relacement)	\$ 25,150.50	\$ -
Add Interest	2.10% \$ 595.85	2.50% \$ 737.19
Balance as of January 31,	\$313,549.60	\$ 330,850.45
Savings Restricted account *0291		
Balance as of December 31,	\$ 131,270.98	\$ 120,469.71
Add Deposits	\$ -	\$ 7,723.84
Less Withdrawals		\$ -
Add Interest	0.30% \$ 33.45	0.50% \$ 56.00
Balance as of January 31,	\$ 131,304.43	\$ 128,249.55
Nicolet Bank CD (9 months ending 2/5/2024)	? %	\$ 154,942.18
Nicolet Bank CD (9 months ending 8/14/2025)	4.40% \$ 162,542.82	
Balance of all accounts as of January 31,	\$ 681,986.92	\$ 716,329.57

Town of Liberty Grove balances as of January 31,		2025	2024
Municipal Checking Account *8401			
Balance as of December 31,	\$	1,929,944.86	\$ 2,096,801.63
Transfer to General Checking	\$	2,243,406.36	\$ 2,395,633.60
Aid Payments	\$	83,144.19	\$ -
Early Tax Collections	\$	5,878,439.24	\$ 5,428,628.00
Interest 0.70%	\$	2,121.12	1.00% \$ 4,054.63
Balance as of January 31,	\$	5,650,243.05	\$ 5,133,850.66
Money Market Account *7390			
Balance as of December 31,	\$	1,140,534.48	\$ 1,107,678.59
Interest 3.00%	\$	2,586.36	3.00% \$ 2,964.33
Balance as of January 31,	\$	1,143,120.84	\$ 1,110,642.92
General Checking Account *1120			
Balance as of December 31,	\$	1,720,119.08	\$ 1,669,345.48
Plus deposits and transfers	\$	2,266,996.91	\$ 2,448,823.42
Less FICA	\$	9,749.05	\$ 10,021.06
Less State withholding	\$	1,619.63	\$ 2,304.17
Less payroll	\$	30,205.48	\$ 30,955.79
Annual Service Charge	\$	363.50	\$ 662.47
Less disbursements	\$	2,432,980.46	\$ 2,887,726.81
Balance as of January 31,	\$	1,512,197.87	\$ 1,186,498.60
TOTAL in all Utility District Accounts:			
Utility District Checking *7823	\$	74,590.07	\$ 102,287.39
Utility District Savings *9812	\$	313,549.60	\$ 330,850.45
Utility District Restricted Savings *0291	\$	131,304.43	\$ 128,249.55
North Shore CD (9 months ending 02/05/2024)	\$	-	\$ 154,942.18
Nicolet Bank CD (9 months ending 8/14/2025)	\$	162,542.82	
Balance as of January 31,	\$	681,986.92	\$ 716,329.57
TOTAL in all Town Accounts:			
Municipal Checking *8401	\$	5,650,243.05	\$ 5,133,850.66
Money Market Acct *7390	\$	1,143,120.84	\$ 1,110,642.92
Checking *1120	\$	1,512,197.87	\$ 1,186,498.60
Utility District Accounts	\$	681,986.92	\$ 716,329.57
As of January 31, the total in all Town accounts is:		\$ 8,987,548.68	\$ 8,147,321.75

Map

Printed 02/07/2024 courtesy of Door County Land Information Office

... from the Web Map of ...
(www.co.door.wi.gov)



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**County of Door
HIGHWAY DEPARTMENT**

1001 South Duluth Avenue
Sturgeon Bay, WI 54235-3812

Randy Dvorak
Patrol Superintendent
(920) 746-2500
rdvorak@co.door.wi.us

2/5/2025
Jean Krebs
Ellison Bay

Here is your Door County Highway Department estimate/quote for projects listed.
The Highway Department bills on time and material basis for all projects and you will
be billed for actual time and materials used for the completion of the listed project.

Parade for Ellison Bay day (Detour route)

The estimate for setting up and taking down detour according to the map that the
state approved in 2024 for the parade on Saturday June 28th 2025.

.....\$1,452.00

Via-email Randall Dvorak

Town Representative

2/5/2025

Date

Randy Dvorak

Randy Dvorak
Patrol Superintendent
Door County Highway Department
920-746-2500

	A	B	C	D	E	F	G	H	I	J
4										
5	Owner Name	Property Address	Agent Address	Max Occ	SepticType	BDRM	DATCP	DCTZ	Insured	Payment
6	Robert Segal	1070 Lost Lane	6452 State Hwy 42, Egg Harbor	6	Septic System	3	YES	YES	YES	YES
7	Anne Sjostrom & Tom Reynolds	1168 Waters End Rd	2882 Wilder Lane, Ephraim	4	Septic System	2	YES	YES	YES	YES
8	Marlon McDonald	11064 Beach Road	10553 Country Walk Dr, Sister Bay	8	Utility District	3	YES	YES	YES	YES