

TOWN OF LIBERTY GROVE PUBLIC MEETING

Town Board Meeting

Date: May 7, 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 4/16/25, 4/21/25, 4/25/25
5. Public input
6. Payment of bills
7. Administrator Report
8. Report from Door County Administrator (Comms/Tower project, Emergency Mgmt, Land Use Svs)
9. Consider recommendations from Plan Commission for pending zoning & variance requests
10. Consider contribution to the Chief Hecht fund
11. Committee Assignments
12. Ord 1-25 for Appointment of alternate members of BOR
13. Consider generator replacement: fire station at 1487 STH 42
14. Mariner Park: Consider next step regarding asbestos removal quote
15. Short Term Rental licenses
16. Operator Licenses
17. Adjourn to Closed Session pursuant to Wisconsin State Statutes § 19.85 (1) (c): Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – Administrator contract
18. Remain in closed session per State Stat. 19.85(1)(e)-deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – Property Purchase.
19. Reconvene in open session
20. Announcement(s)/Recommendation(s)
21. Correspondence
22. Future meeting(s)
23. 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 April 16, 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 3/26/25
5. Public Input
6. Sanitary District
 - a. Payment of bills
 - b. Treasurer's Report
7. Payment of bills
8. Treasurer's Report
9. Administrator Report
10. Consider cost of Little Sister sign replacement
11. Consider options for generator at Town fire station
12. Ad for Game Day in Pulse
13. Heritage Road Signs - color
14. Commercial Launch Permits
15. Short Term Rental licenses
16. Discussion on Updating STR Ordinance
17. Correspondence
18. Future meeting(s)
19. Adjourn

Chairman Goss called the meeting to order at 6:00pm. Supervisors Janet Johnson, Billy Appel, and Dan Watts were present along with Administrator Kalms, Clerk/Treasurer Pamela Donart-Welcome, and 3 members of the public. Supervisor Cathy Ward arrived at 6:04pm.

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

Watts moved, Johnson seconded to approve the 3/26/25 minutes as presented. **Carried 4 - 0**

Public input: Jim Maronek of E Door Bluff Rd asked to speak on Items #13 and #16

Johnson moved, Goss seconded to approve payment of Utility District #1 bills totaling \$40,896.06. **Carried 4 - 0**

Treasurer's Report: Donart-Welcome reported the following Utility District #1 account balances as of March 31, 2025:

Checking Account	\$ 84,521.96
Savings Account	\$ 314,604.69
Restricted Savings	\$ 131,368.11

CD	\$ 164,308.61
TOTAL	\$ 694,803.37

Ward moved, Goss seconded to approve the Utility District #1 Treasurer's Report as presented.
Carried 5 - 0

Goss moved, Ward seconded to approve the payment of Town bills totaling \$321,110.68.
Carried 5 - 0

Treasurer's Report: Donart-Welcome reported the following Town account balances as of Mar 31, 2025:

Municipal Checking	\$ 2,145,873.57
Money Market Account	\$ 1,148,059.73
General Checking	\$ 1,008,716.88
Utility District	\$ 694,803.37
TOTAL	\$ 4,997,453.55

Appel moved, Ward seconded to approve the Town Treasurer's Report as presented.
Carried 5 - 0

Administrator Report: Administrator Kalms reported that the paving has been re-bid due to some discrepancy in the bidding, and some fine tuning of the roads that were added to that bid; the new bids will be opened next Thursday by the Highway Committee, and the Board will meet next Friday to review their recommendation to accept award the paving schedule, so the pulverizing can begin; the Highway Committee met on Monday and decided which roads to chip-seal this season; MSHA has developed a new rule for exposure to respirable crystalline silica to, and new monitoring protocol will be established for the crew that work in the pit; the next steps in the Mariner Park project is hazard remediation & abatement, followed by an inspection by North Star to determine safe removal of the buildings; ARI Environmental will give us a quote on removal; Total Energy Systems is working on a quote to repair or replace the failing generator at the North Fire Station; Frontier is moving forward with the BEAD Grant application; the owners of The Cleat expressed concern over the safety of pedestrians crossing in front of their establishment, and will be getting a traffic study done to see how to best address the issue; Spring workshops will be available for Town officers; in order to get funds from the Knowles-Nelson Stewardship Program would require the Town to have a land management plan, and a comprehensive outdoor recreation plan.

Goss moved, Ward seconded to approve the sandblasted sign for Little Sister Cemetery for a total, including the signage permit if necessary, not to exceed \$2,595.66. **Carried 5 - 0**

Further discussion on the generator at the Town's North Fire Station was postponed until the cost quote comes in.

Goss moved, Watts seconded to approve placing an ad in the Pulse two consecutive times for “Game Day.” **Carried 5 – 0**

Jim Maronek of East Door Bluff Road wanted more information on the Town’s plans for Heritage Roads, and offered to help choose a color. Janet Johnson of the Community Development Committee explained they would like to finish a project started long ago to mark Heritage Roads, and proposed marking each end of each Heritage Road with a vintage gold color sign, use funds set aside for Community Development. Once the full cost is determined, further discussion and final approval will take place at a future meeting.

Ward moved, Johnson seconded to approve the Commercial Launch permits for Sea Kayak Door County, Door County Kayak Tours, and Door County Adventure Rafting. **Carried 5 – 0**

Goss moved, Ward seconded to approve the Short-Term Rental applications for property address numbers at 12729 Timberline Rd, and 1040 and Stoney Lane. **Carried 5 – 0**

Jim Maronek of E Door Bluff Road expressed concern over the proposed requirement of STR license holders to prove that the property’s septic system was the same as the previous year. The supervisors clarified that only a copy of the current POWTS permit was required with each application.

The Supervisors proceeded to continue discussing proposed changes to Town Ordinance 10-23. **No changes will take effect until a final draft is approved at a future meeting and recommended for final approval by the Town Board.**

Correspondence: Administrator Kalms shared: a letter from Pam Bush of the Door County Transportation Department to notify the municipalities of her availability & services; John Teichler is retiring from his County Sanitarian role; the Top O the Thumb Snowmobile Club will have their appreciation dinner on May 17th; the Ellison Bay Little League schedule is available; a letter from a resident asking the Town for another pickleball court; a notice from County Clerk Jill Lau that all the voting machines will be undergoing maintenance in the coming months.

Future Meetings: The next regular Board meeting will be May 7, 2025 at 6:00pm. Other scheduled meetings are as follows: Personnel Committee meetings at 1:00pm on 4/21, and 5:30pm on 4/22, Special Board at 4:30pm on 4/22, Plan Commission at 7pm on 4/23, Special Highway Committee at 9:00am on 4/24, Special Board at 9:00am on 4/25, Community Development Committee at 5:00pm on 4/28, and Plan Commission at 7pm on 4/30.

Johnson moved, Goss seconded to adjourn at 7:37pm. **Carried 5 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at future meeting of the Town Board.

Town of Liberty Grove
Minutes of the Special Town Board meeting on April 21, 2025
(this meeting was correctly posted)

Agenda:

1. Call to order
2. Declaration of quorum
3. Approve Agenda
4. Discussion and action on a motion to adjourn to Closed Session under Wisconsin Statute Section 19.85(1)(g) which allows a meeting to be closed to the public when a governmental body is conferring with legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically to discuss a complaint filed with the Wisconsin Public Service Commission by the Town of Liberty Grove and the Town of Liberty Grove Sanitary District #1 against the Village of Sister Bay regarding sewerage rates.(Roll call vote).
5. Reconvene in Open Session (Roll call vote).
6. Discussion and action on a motion to delegate authority to Town Chair and Town Administrator to represent the Town and take such actions as reasonably necessary in the sewerage rate complaint against the Village of Sister Bay.
7. Adjourn

Chairman Nancy Goss called the meeting to order at 4:28pm. Supervisors Janet Johnson, Cathy Ward, Dan Watts, and Billy Appel were present along with Administrator Kalms, and Clerk/Treasurer Pamela Donart-Welcome.

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

Goss moved, Ward seconded to adjourn to Closed Session under Wisconsin Statute Section 19.85(1)(g) which allows a meeting to be closed to the public when a governmental body is conferring with legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically to discuss a complaint filed with the Wisconsin Public Service Commission by the Town of Liberty Grove and the Town of Liberty Grove Sanitary District #1 against the Village of Sister Bay regarding sewerage rates. **Roll call:** Watts, Appel, Ward, Goss, and Johnson voted aye. There were no nays. **Motion carried 5 – 0** at 4:30pm.

Johnson moved, Watts seconded to reconvene into open session. **Roll call:** Ward, Watts, Johnson, Goss, and Appel voted aye. There were no nays. **Motion Carried 5 – 0** at 5:09pm.

Goss moved, Ward seconded to delegate authority to Town Chair and Town Administrator to represent the Town and take such actions as reasonably necessary in the sewerage rate complaint against the Village of Sister Bay. **Carried 5 - 0**

Ward moved, Goss seconded to adjourn at 5:10pm. **Carried 5 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at next meeting.

DRAFT
(subject to change until final approval by the Committee)
Town of Liberty Grove
Minutes of the Special Town Board meeting on April 25, 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. Recommendation from Highway Committee on Bid for 2025 Paving
5. Future meeting(s)
6. Adjourn

Chairman Nancy Goss called the meeting to order at 9:03am. Supervisors Janet Johnson, Dan Watts, and Cathy Ward were present. Billy Appel was excused absent. Administrator Kalms, and Clerk/Treasurer Pamela Donart-Welcome were also in attendance along with one member of the public.

Ward moved, Johnson seconded to approve the agenda as posted. **Carried 4 - 0**

Dale Stewart, chair of the Highway Committee explained the need to request Re-bids due to discrepancies in the original request regarding Europe Bay Road and Robin Lane, and adjustments on Porcupine Bay Road.

Goss moved, Johnson seconded to except the Northeast Asphalt bid for a total of \$902,681.00.
Carried 4 – 0

Future meetings: The next regular Board meeting will be May 7, 2025 at 6:00pm.

Watts moved, Goss seconded to adjourn at 9:15am. **Carried 4 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at next meeting.

Town of Liberty Grove
Minutes of the Plan Commission meeting on April 23, 2025

Agenda:

1. Call to order
2. Declaration of Quorum
3. Approve Agenda
4. Approve minutes from 2/26/25
5. Public input
6. **Review Re-Zoning & Designation request for Parcel at 11482 STH 42**
7. Correspondence
8. Future meeting date(s)
9. Adjourn

Chairman Goss called the meeting to order at 7:00pm. Commissioners Anne Miller and Dan Watts were present with Cheryl Culver joining virtually via Teams. Cathy Ward and Paul Bokelmann were excused absent, and Bill Surbaugh did not attend. Administrator Kalms and Clerk/Treasurer Pamela Donart-Welcome were also in attendance along with 13 members of the public.

Miller moved, Watts seconded to approve the agenda as posted. **Carried 4 - 0**

Watts moved, Miller seconded to approve the 2/26/24 minutes as presented. **Carried 4 – 0**

Public Input: Jim Seaquist of 2023 Highview Rd, Ellison Bay shared some history of the Seaquist family business, and an explanation of their request before the Plan Commissioners. Lisa Seaquist of 11460 Old Stage Rd also spoke on behalf of her family's history & reasons for their request based on other similar businesses in the County. Corey Bryden of 12265 Hwy 42, Ellison Bay spoke about their food truck business in relation to the Seaquist request. Dale Seaquist of 2154 Seaquist Rd, Sister Bay shared that he collected 30 signatures of support from neighbors of their business. Dale Stewart of 12677 Sawmill Ln, Gills Rock spoke in support of being able to have a food truck on the Seaquist business property.

Commissioner Culver asked if it was ever suggested to seek a rezone of LI for the conditional use processing plant instead of keeping the 1.43 acres under HL as a conditional use. Goss clarified not to her knowledge. Miller noted her support for the Commercial Zoning request to allow for generational families to continue business on their land. Watts reminded of past concerns over spot-zoning but feels that those concerns aren't there for this request. Culver and Goss voiced concern over the mention of "restaurant" in the application, and Lisa Seaquist noted that other similar businesses in the County that did have a food truck on their property. Goss voiced support for the intention of the request, and clarified the typical process of asking for a change in the future land use map of an area before requesting a zoning change. She suggested recommending the Seaquist based on historic use precedent, and finding out details on the requirement of reopening the Smart Growth Plan in order to alter the future land use map.

Goss moved, Miller seconded that we alter the future land use design map for the 3.57 acres at parcel 11482 State Highway 42 from its current designation to Mixed Use Commercial for future use. **Roll Call:** Miller, Watts, Goss, and Culver voted aye. There were no nays. **Motion carried 4 – 0**

Goss then suggested that Seaquist reapply for the re-zoning after that change is made.

Correspondence: Donart-Welcome shared that three letters of support were submitted for the Seaquist family's request.

Future Meeting: The next meeting was scheduled for April 30, 2025 at 7:00pm.

Watts moved, Miller seconded to adjourn at 7:56pm. **Carried 4 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer
Approved 4/30/25

DRAFT
(subject to change until final approval by the Commission)
Town of Liberty Grove
Minutes of the Plan Commission meeting on April 30, 2025

Agenda:

1. Call to order
2. Declaration of Quorum
3. Approve Agenda
4. Approve minutes from 4/23/25
5. Public input
6. Review Re-Zoning request for Parcel ID 018-01-02312824
7. Review Variance request for Parcel ID 018660403
8. Correspondence
9. Future meeting date(s)
10. Adjourn

Chairman Goss called the meeting to order at 7:00pm. Commissioners Anne Miller, Cathy Ward, Cheryl Culver and Dan Watts were present. Paul Bokelmann, and Bill Surbaugh did not attend. Clerk/Treasurer Pamela Donart-Welcome was also in attendance along with 1 member of the public.

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

Miller moved, Culver seconded to approve the 4/23/25 minutes as presented. **Carried 5 – 0**

Public Input: none

After discussion on the **Re-Zoning request for Parcel ID 018-01-02312824**, it was decided to **postpone** any recommendation to a future meeting where the applicant can be present to answer questions.

Regarding the **Variance request for Parcel ID 018660403**, the Plan Commission of Liberty Grove agrees there are 1) unique property limitations due to steep slopes, 2) unnecessary hardship which is not self-imposed, and 3) no harm to the public interest. **Watts moved, Goss seconded** that the Town Board of Liberty Grove recommend approval of the variance requested by Mark R. Dixon for Parcel ID 018660403, located at 11725 Mossy Cliff Trail, as described in the April 15, 2025 communication from the Door County Land Use Services Department. The variance pertains to Section IV.B.2. of the Door County Shoreland Zoning Ordinance, allowing a proposed structure (foyer addition) to be constructed as close as 25 feet from the Ordinary High Water Mark (OHWM) of Green Bay/Lake Michigan. This recommendation is made with the following condition: The height and massing of the proposed connecting structure shall match the dimensions shown in the submitted scaled architectural drawings dated July 25, 2024. No additional vertical expansion beyond those elevations shall be permitted as part of this variance

approval. **Roll call:** Miller, Ward, Culver, Goss, and Watts voted aye. There were no nays.
Motion carried 5 - 0

Future Meeting: The next meeting was scheduled for May 28, 2025 at 7:00pm.

Miller moved, Culver seconded to adjourn at 8:36pm. **Carried 5 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at next meeting.

DRAFT

TOWN OF LIBERTY GROVE
ORDINANCE 1-25

APPOINTMENT OF ALTERNATE MEMBERS OF BOARD OF REVIEW

Whereas, 1997 Wis. Act 237 has amended the procedures for Board of Review commencing in the year 2000, and

Whereas, one of the changes to Sec. 70.47 of Wis. Statutes authorizes the removal of board of review members for individual cases under specific circumstances, and

Whereas, Sec. 70.47(6m) (c) authorizes the appointment of alternate members to serve on the board of review when standing members are removed from individual cases;

Now Therefore the Town Board of the Town of Liberty Grove, Door County, Wisconsin does ordain as follows:

1. Adoption

Pursuant to Section 70.47(6m) (c) and Sec. 70.46(1) of Wis. Statutes the Town Board hereby provides for the appointment of alternates to serve on the Town Board of Review in the event a standing board member of the Board of Review is removed or unable to serve for any reason.

2. Appointments

The following electors of the Town of Liberty Grove are hereby named as alternates in the order indicated to serve as alternate board of review members:

Alternate 1: Julie Kingsbury

Alternate 2: Walter Kalms

Alternate 3: Yvonne Dwonch

3. Effective Date

The appointments made in this ordinance are for the year 2025 Board of Review proceedings and are effective upon posting as provided by law.

Adopted at a meeting of the Liberty Grove Town Board on the 7th day of May, 2025. ____ moved, ____ seconded, with ____ ayes, __ nays. Motion ____.

I, Pamela Donart-Welcome, Clerk/Treasurer for the Town of Liberty Grove, hereby certify that the above ordinance was adopted at a legally noticed meeting of the Liberty Grove Town Board on May 7th, 2025.

Pamela Donart-Welcome, Clerk/Treasurer



ARI ENVIRONMENTAL

3142 S Ridge Rd, P.O. Box 11742 • Green Bay, WI 54307-1742 • Phone: 920.336.2002 • Fax: 920.337.2626

4/29/2025

Town of Liberty Grove
Bud Kalms
11161 Old Stage Road
Sister Bay, WI 54234

Re: Quote for Asbestos Removal at 12689 WI-42, Ellison Bay, WI

Bud,

We are pleased to quote as follows to provide asbestos removal services of approximately 1,000 square feet of metal roofing with silver sealant from the South Building. All work will be done in accordance with the inspection report completed by NorthStar Environmental dated March 4, 2025.

Base-
Price.....\$6,857.00
(Six Thousand Eight Hundred Fifty Seven Dollars and No/100)

Add Alternate #1 – Removal of approximately 400 square feet of foam insulation adhesive from the North Building, electrical panels throughout buildings, and demo and disposal of the walk-in cooler.
ADD.....\$15,186.00
(Fifteen Thousand One Hundred Eighty Six Dollars and No/100)

Note:

- **Price base on working straight time hours.**

Scope of Work:

Removal of the asbestos using regulated area and/or negative pressure enclosure.

The work will be performed by State of Wisconsin certified asbestos removal workers.

Asbestos Removal, Inc. liability for losses and claims is limited to Asbestos Removal's sole negligence for omissions.

Will utilize wet methods, personal worker protection equipment and conduct air monitoring.

Disposal in a certified asbestos landfill is included.

Documentation of disposal, air monitoring results, and worker certification will be supplied upon completion.

If you have any questions or require more detailed information, please call as we look forward to being of service to you.

Sincerely,

Cory Johnson

Cory Johnson
Project Manager

Acceptance of Proposal - the above price, specifications and conditions are satisfactory and are hereby accepted. This has not been bid as a prevailing wage project. Payment terms net 30 days.

Date of Acceptance: _____ Signature: _____

	A	B	C	D	E	F	G	H	I	J
1										
2										
3										
4	Short-Term Rental Applications to Approve									
5	Owner Name	Property Address	Agent Address	Max Occ	Septic Type	BDRM	DATCP	DCTZ	Insured	Payment
6	Cheryl Carlson	12278 Europe Lake Ln	520 Europe Lake Rd, Ellison Bay	6	Holding Tank	3	YES	YES	YES	YES
7	Michael Morrison	9825 State Hwy 57	2541 Glen Ln, # 6, Sister Bay	6	Holding Tank	3	YES	YES	YES	YES
8	Marc Stromen	830 Wisconsin Bay Rd	8753 Triangle Rd, Fish Creek	4	Septic System	2	YES	YES	YES	YES
9										

Operator Licenses to approve 5/7/25			
App Date	Applicant Name	Business Name	Bkgrnd Chk
4/4/2025	Dale Doney	Island Orchard Cider	OK
4/4/2025	Dawn Doney	Island Orchard Cider	OK
4/4/2025	Alicia Welhouse	Shoreline	OK
4/11/2025	Carol Wall	Island Orchard Cider	OK
4/24/2025	Robert Purman	Island Orchard Cider	OK
4/28/2025	Z Yannique Purman	Island Orchard Cider	OK