

TOWN OF LIBERTY GROVE PUBLIC MEETING

Town Board Meeting

Date: July 2, 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 6/18/25, 6/25/25
5. Public input
6. Report from DCTZ and DDC
7. Payment of bills
 - a. LGUD#1 bills
 - b. Town bills
8. Administrator Report
9. Consider replacement of Town launch floating launch pier
10. Consider request for consistent 45 mph limit on STH 57: CTH Q to Sister Bay Village limits
11. Recommendation from Plan Commission on Anderson request for Parcel 018-01-02312824
12. DNR sign request re life jackets at TLG water access park(s)
13. Liquor license applications
14. Operator Licenses
15. Short Term Rental licenses
16. Correspondence
17. Future meeting(s)
18. 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 Town Board meeting on June 18, 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 6/4/25
5. Public Input
6. Utility District
 - a. Payment of bills
 - b. Treasurer's Report
7. Payment of Town bills
8. Treasurer's Report – Town
9. Consider the Town Plan Commission action on the Seaquist request to Amend the County Comprehensive Plan Future Land Use Map and petition to Rezone their parcel at 11482 STH 42
10. Highway Committee recommendation for added stop signs on Europe Bay & Isle View Rds at Timberline
11. Highway Committee recommendation for speed limit signs on Old Stage Rd
12. Parks & Property recommendation for CIF application for the Disc Golf course in Gills Rock
13. Parks & Property recommendation for a name for the Disc Golf course in Gills Rock
14. Adopt Ord 3-25 Regulating Provisional Retail Licenses
15. DNR sign request re life jackets at TLG water access park(s)
16. Liquor license applications
17. Operator Licenses
18. Short Term Rental licenses
19. Correspondence
20. Future meeting(s)
21. Adjourn

Chairman Goss called the meeting to order at 6:00pm. Supervisors Janet Johnson, and Cathy Ward were present with Billy Appel joining virtually. Administrators Kalms and Buckingham were also in attendance with Clerk/Treasurer Pamela Donart-Welcome, and 2 members of the public.

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

Johnson moved, Ward seconded to approve the 6/4/25 minutes as presented. **Carried 4 - 0**

Public input: Kent Meyer from Rockton, IL was present and available for the Supervisors to ask questions regarding his short-term rental application.

Johnson moved, Goss seconded to approve payment of Utility District #1 bills totaling \$226.11. **Carried 3 – 0 Appel** did not vote.

Treasurer's Report: Donart-Welcome reported the following Utility District #1 account balances as of May 30, 2025:

Checking Account	\$ 61,969.23
Savings Account	\$ 315,681.29
Restricted Savings	\$ 132,300.19

CD	\$ <u>166,035.38</u>
TOTAL	\$ 675,986.09

Ward moved, Goss seconded to approve the Utility District #1 Treasurer's Report as presented.
Carried 4 - 0

Goss moved, Johnson seconded to approve the payment of Town bills totaling \$31,173.39.
Carried 4 - 0

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

Municipal Checking	\$ 1,385,698.49
Money Market Account	\$ 1,153,104.14
General Checking	\$ 862,686.40
Utility District	\$ <u>675,986.09</u>
TOTAL	\$ 4,077,475.12

Ward moved, Johnson seconded to approve the Town Treasurer's Report as presented.
Carried 4 - 0

Goss suggested moving up the order of discussion on Short-Term Rental license applications to address issues regarding the application for a license at 464 Europe Lake Road. To approve issuance of a license, the owner needs to provide current documentation from the Department of Trade & Consumer Protection for all the rental units on the property, as well as clarification from the applicant on their advertised guest capacity to ensure compliance with the maximum capacity indicated by the DC Sanitarian on the POWTS certification.

Ward moved, Goss seconded to approve the Short-Term Rental license applications for 12589 STH 42, 11838 Lakeview Rd, and 11551 Humbug Rd. **Carried 4 - 0**

Goss reviewed the 4/23/25 Plan Commission meeting and explained their resulting motion to alter the future land use design map for the 3.57 acres at 11482 State Highway 42 prior to making any formal recommendation to the County RPC on the Seaquist application. Kalms clarified that the process of changing the map would require a 30-day notice and public hearing and plans to notify the RPC of the need to wait for a formal recommendation from the Town until that process is complete.

Goss moved, Johnson seconded to move forward in making the appropriate changes to our future land use map at that property site, and to also move forward with the 30 day notice and public hearing of Liberty Grove Electors. **Carried 3 - 0** Ward recused.

Goss moved, Johnson seconded to note that the Town is not at this time recommending approval or denial until the proper steps have been completed with the future land use map changes and the actual zoning change. **Carried 3 - 0** Ward recused.

Johnson moved, Ward seconded to move forward with the Highway Committee's recommendation for added stop signs on Europe Bay and Isle View Roads at Timberline. **Carried 4 - 0**

Johnson moved, Ward seconded to post additional speed limit signs on Old Stage Rd based on the Highway Committee recommendation. **Carried 4 - 0**

Ward explained the CIF and the process for applications, and clarified how the Parks & Property Committee came to the grant amount they will request from the CIF to help complete the disc golf course in Gills Rock. **Johnson moved, Goss seconded** to authorize the Administrator to file an application for CIF grant money for the Disc Golf course in Gills Rock **Carried 4 - 0**

Ward moved, Goss seconded that the Liberty Grove Town Board approve the naming of the Disc Golf course as "Death's Door Disc Golf Course." **Carried 4 - 0**

Goss moved, Ward seconded to adopt Ordinance 3-25 Regulating Provisional Retail Licenses. **Roll call:** Johnson, Goss, Ward, and Appel voted aye. There were no nays. **Motion carried 4 - 0.**

Further discussion on the DNR request to install life jacket signage at Town parks with water access was postponed until a future meeting to gather more information from the DNR representative.

Ward moved, Goss seconded to approve the two Class A forms of Liquor Licenses for Bea's Ho-Made Products, LLC, and the Class B for "on premises" for Camp Door, LLC/Camp Door Campground, both Class B for Robert Novitski - Shoreline Restaurant, and the Class C for Camp Door, LLC/Camp Door Campground as presented on 6/18/25. **Carried 4 - 0**

Goss moved, Johnson seconded to approve the twelve Operator Licenses as presented to the Town Board on 6/18/25. **Carried 4 - 0**

Correspondence: Administrator Kalms shared a request from a neighbor/resident to have the speed limit reduced to 45mph on Hwy 57 north of County Highway Q to the Village of Sister Bay limits.

Future Meeting: The next regular Board meeting will be July 2, 2025 at 6:00pm. Open Book by phone is scheduled for July 15th from 1pm-3pm, and the Board of Review is scheduled for August 5th from 12pm-2pm.

Johnson moved, Goss seconded to adjourn at 7:12pm. **Carried 4 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at future meeting of the Town Board.

DRAFT
(subject to change until final approval by the Committee)
Town of Liberty Grove
Minutes of the Special Town Board meeting on June 25, 2025
(this meeting was correctly posted)

Agenda:

1. Call to order
2. Declaration of quorum
3. Approve Agenda
4. Consider action to be taken regarding outside storage of inoperable vehicles and unsightly items pursuant to Ordinance 1-99 and public nuisance ordinance 5-21
5. Consider/discuss agreement and raze order for buildings remaining, Rowleys Bay Resort at 1041 CTH ZZ
6. Consider possible adjournment to closed session per Wi. Stat. 19.85 (1) (g): Conferring with legal counsel for the governmental body 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 and 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—potential agreement and/or pursuit of raze order for buildings remaining at Rowleys Bay Resort at 1041 CTH ZZ. (Roll call vote).
7. Consider/discuss purchase of property adjacent to Town park
8. Consider adjourning to closed session per 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—purchase of property adjacent to Town park
9. Convene in Open Session (Roll call vote).
10. Recommendations, Announcements, and/or Actions on closed session items if appropriate.
11. Adjourn

Chairman Nancy Goss called the meeting to order at 1:30pm. Supervisors Janet Johnson, Billy Appel, and Cathy Ward were present, with Dan Watts joining virtually. Administrators Kalms and Buckingham were also in attendance along with Clerk/Treasurer Pamela Donart-Welcome. The Town attorney Jared Walker Smith joined virtually.

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

Goss explained the need to address properties in the Town that have been observed to have outside storage of inoperable vehicles and unsightly items pursuant to Ordinance 1-99 and public nuisance ordinance 5-21. The supervisors agreed on the need to be consistent with action and enforcement by sending notification letters to the owners (copied to the County Zoning Department as needed) as the first in a series of steps described in the ordinances.

The supervisors worked with the Town attorney to discuss how to best address cleanup of the remaining debris and buildings from the fire at the former Rowley's Bay Resort at 1041 CTH ZZ. The attorney will draw up a legal document to be approved by the Board at a future meeting. No closed session was required for this discussion.

Goss moved, Johnson seconded to adjourn to Closed Session at 2:55pm per 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—purchase of property adjacent to a Town Park. **Roll call:** Ward, Appel, Goss, Watts, and Johnson voted aye. There were no nays. **Motion Carried 5 – 0**

Johnson moved, Ward seconded to reconvene into open session at 3:49pm. **Roll call:** Goss, Ward, Johnson, Appel, and Watts voted aye. There were no nays. **Motion carried 5 – 0**

There were no announcements or recommendations made.

Johnson moved, Appel seconded to adjourn at 3:50pm. **Carried 5 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at next meeting.



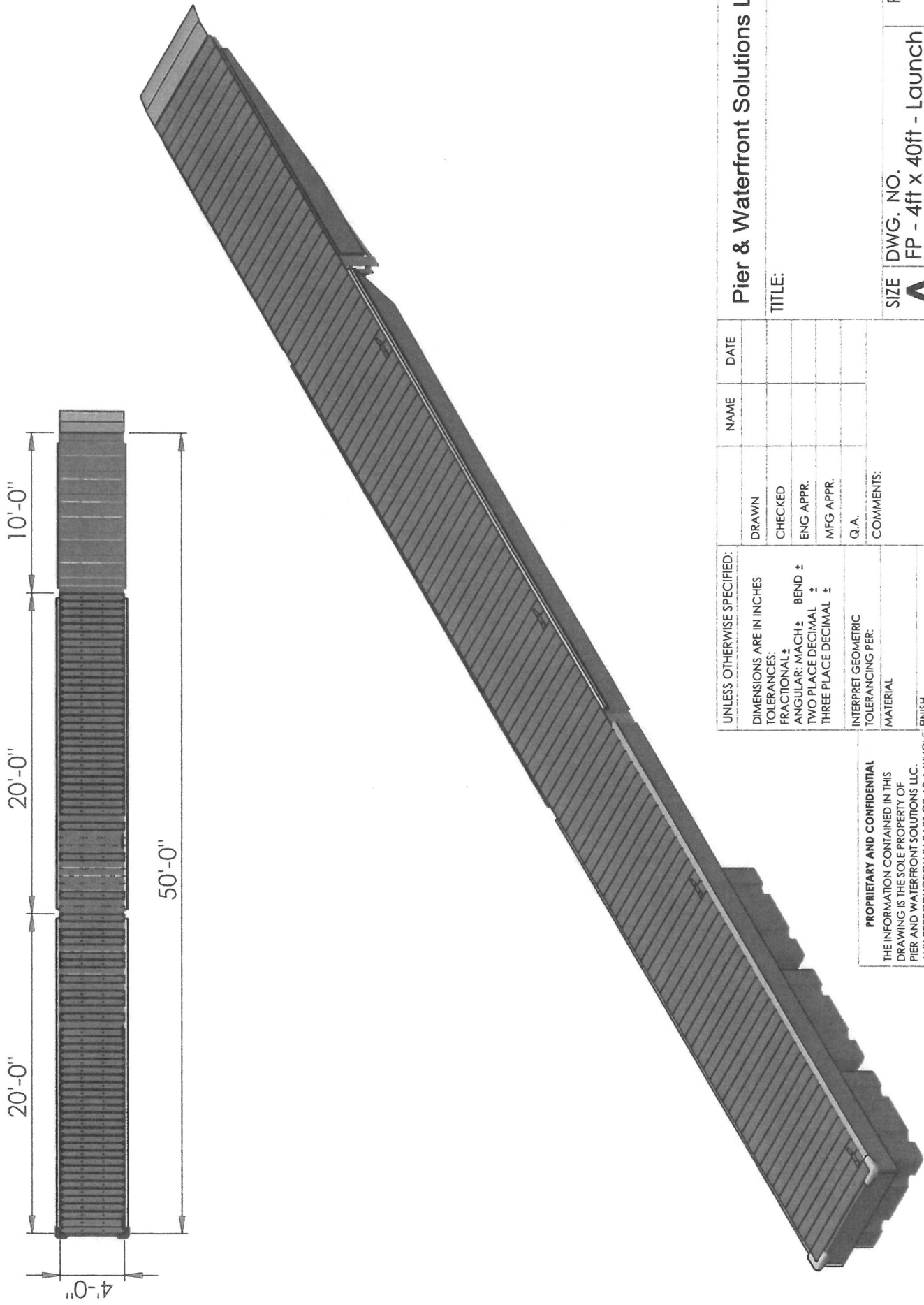
Pier & Waterfront Solutions LLC

7325 State Hwy 42 - 57
Sturgeon Bay, WI 54235

www.wisconsinpws.com

Date	Estimate #	Rep
6/14/2025	4720	JE

Name / Address		Site Address	
Town of Liberty Grove Bud Kalms tlibertygrove@gmail.com		PWS	
Item	Description	MPN	Qty
	Town Launch 4' x 50' floating launch pier. Hot dipped galvanized steel frame, plastic decking, wood fascia, continuous rubrail, cleats and wheel kit for install and removal		
FPSWP-4 Wheelchair ...	Wheelchair Access Plate 4'	FPSWP-4	1
FPSLR-4-TB Ramp M...	Launch- Tabs	FPSLR-4-TB	1
FPSTH20-4-NW Floati...	Floating Tapered Hinge Unit 20' x 4'	FPSTH20-4-NW	1
FPSST20-4-NW Straig...	Floating Pier Straight 20' x 4'	FPSST20-4-NW	1
FPSJP-12 Joint Plate 1...	12" Floating Pier Joint Plate	FPSJP-12	2
FPSPN-.75-10 Hinge Pin	¾" Tapered Hinge Unit Pin x 10"	FPSPN-.75-10	2
Wej-it	Wej-it Cement Anchors	Wej-it	6
PWSCLEATS12 12" C...	12" Cleats	PWSCLEATS12	4
PWSFFASCIA Fascia ...	Fascia 2' x 12" (per foot)	PWSFFASCIA	54
PWSFCB Corner Bum...	Corner Bumper (each)	PWSFCB	2
PWSFRR Rub Rail	Rub Rail (per foot)	PWSFRR	44
1012618 4' x 4' x 16"	SM Rhino Float 4' x 4' x 16" with plug	1012618	3
FPS-FH Float Hardware	Float Hardware	FPS-FH	16
PWS Products	Foam filled wheel kit	PWS Products	1
Delivery/Pick Up - Loa...	Labor at shop/on site to load/unload and/or deliver product(s)		2
Pier Install	Install Pier		3
Trip Charge	Trip Charge		2
Terms 20% down, 50% at start of work, Balance upon completion		Subtotal	\$22,637.00
"Current market conditions have caused delivery disruptions and frequent price increases. This estimate is submitted based on current pricing and availability. Prices are subject to change without prior notice."		Sales Tax (5.5%)	\$1,245.04
		Total	\$23,882.04



Pier & Waterfront Solutions LLC	
TITLE:	
SIZE A	DWG. NO. FP - 4ft x 40ft - Launch
REV	REV
SCALE: 1:20	
WEIGHT: 1	
SHEET 1 OF 1	

UNLESS OTHERWISE SPECIFIED:	DRAWN	CHECKED	ENG APPR.	MFG APPR.	Q.A.	COMMENTS:
DIMENSIONS ARE IN INCHES						
TOLERANCES:						
FRACTIONAL ±						
ANGULAR: MACH ±						
TWO PLACE DECIMAL ±						
THREE PLACE DECIMAL ±						
INTERPRET GEOMETRIC						
TOLERANCING PER:						
MATERIAL						
FINISH						
DO NOT SCALE DRAWING						

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DRAFT
(subject to change until final approval by the Commission)
Town of Liberty Grove
Minutes of the Plan Commission meeting on June 11, 2025

Agenda:

1. Call to order
2. Declaration of Quorum
3. Approve Agenda
4. Approve minutes from 4/30/25
5. Public input
6. Review Re-Zoning request for Parcel ID 018-01-02312824
7. Correspondence
8. Future meeting date(s)
9. Adjourn

Chairman Ward called the meeting to order at 7:00pm. Commissioners Cheryl Culver, Ann Miller, Dan Watts, Nancy Goss and Paul Bokelmann were present. Bill Surbaugh was excused. Administrator Kalms and Clerk/Treasurer Pamela Donart-Welcome were also in attendance along with one member of the public.

Miller moved, Goss seconded to approve the agenda as posted. **Carried 6 - 0**

Miller moved, Bokelmann seconded to approve the 4/30/25 minutes as presented.
Carried 6 - 0

Public Input: Administrator Kalms proposed that the Plan Commission consider the subject of set-backs for storage buildings with relation to a County Comprehensive Zoning ordinance created in 1996. He felt that the Town's Plan Commission and Town Board at that time interpreted "roads" to be public roads. The current County Planning Department staff is considering "roads" in that ordinance to mean all roads (public and private). In agreement with Jeff Kussow in the County Zoning Department, Kalms suggested removing Chapter 4 section 4.04 (8) (e) "For commercial storage facilities located within the Town of Liberty Grove, the required setback form roads shall be as specified in s. 3.05, setback form roads and s. 6.06 , additional setback form roads for large buildings, or 150 feet from the centerline, whichever is greater. (Added: 6 May 1996, Ord. 10-96)" from Door County Comprehensive Zoning Ordinance, and allowing the remaining language in the ordinance to sufficiently address setbacks without confusion.

Bill Anderson of 10493 N Orchard Rd, Ephraim spoke to the commissioners on his reasoning to formally request **Re-Zoning for Parcel ID 018-01-02312824**. The Commissioners reviewed the parcel and determined that there are no wetlands on the eastern section of the parcel in question, and nearby parcels are comparably zoned and compatible with his request. Ward clarified that the portion being considered is not exactly 20 acres as requested in his application. On the GIS map, it appears to be closer to 15 acres. Mr. Anderson stated for the record that he is agreeable to

whatever exact acreage measurement of this parcel is designated for Light Industrial vs Rural Agricultural in the Future Use Maps to qualify for his request.

Goss moved, Miller seconded that the Town recommend support for the amended rezoning request of parcel number 01801202312824 for Mr. William Anderson. The amended request being as described in our County Land Use services correspondences on 4/8/25 and 4/9/25.

Motion carried 6 – 0

Following the motion, Administrator Kalms clarified that according to Wisconsin §59.69(5)(3) Planning and Zoning Authority, while the County can deny the Town's recommendation for rezoning application, they must accept a Town denial of a re-zoning request.

Future Meeting: The next meeting was scheduled for July 9, 2025 at 7:00pm.

Miller moved, Culver seconded to adjourn at 7:40pm. **Carried 6 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at next meeting.

TEMPORARY "Class B" Wine and "Class B" Beer

Jane Lee Door County Secret Santa - Blues on the Bay
Jane Lee Door County Secret Santa - Blues on the Bay

Operator Licenses to approve 7/2/25		
Applicant Name	Business Name	Bkgrnd Chk
Leah Chudy	Shoreline	ok
Quinn Warmbrodt	Shoreline	ok
Kody Jason Hopf	The Ellison Lounge	ok
Andrew Francesconi	Mink River Basin	ok
Sarah Brandt	Mink River Basin	ok
Matthew McComas	Mink River Basin	ok
Mia Chomeau	The Cleat LLC	ok

Short-Term Rental Applications to Approve 7/2/25									
Owner Name	Property Address	Agent Address	Max Occ	SepticType	BDRM	DATCP	DCTZ	Insured	Payment
Greyson Wolf-Dixon	9629 N Bay Drive	9699 N Bay Dr, Baileys Harbor	8	Holding Tank	3	YES	YES	YES	YES