

TOWN OF LIBERTY GROVE PUBLIC MEETING

Town Board Meeting

Date: August 20, 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 8/6/25
5. Public Input
6. Report from DCEDC on their 2026-2028 Strategic Plan & Budget request
7. Utility District
 - a. Payment of bills
 - b. Treasurer's Report
8. Payment of Town bills
9. Treasurer's Report – Town
10. RPC Flood Plain Zoning text amendment
11. Use of former Val-A lot for "Blues on the Bay" event parking on 8/23/25
12. Consider repair options for front entry doors to the Liberty Grove Town Hall.
13. Short Term Rental licenses
14. Inspection and Raze Agreement
 - a. Discussion of Inspection and Raze Agreement for 1041 County Highway ZZ.
 - b. Possible move into closed session pursuant to Wis. Stat. § 19.85(1)(e) which authorizes a governmental body to meet in closed session for 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, specifically to discuss negotiation options related to Inspection and Raze Agreement. (Roll call vote.)
 - c. Reconvene in open session. (Roll call vote.)
 - d. Take action, if any, on items discussed in closed session.
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 August 6, 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 7/16/25
5. Public input
6. Payment of bills
 - a. LGUD#1 bills
 - b. Town bills
7. Administrator Report
8. New Parks & Property Committee member
9. Approval of Guardian renewal package
10. LGUD #1 CD Renewal
11. Public safety radio system vs. non-public safety system
12. Consider proposal from Mr O'Malley from Cellcom
13. Consider modem installation at Ellison Bay Community Park
14. First look at Utility District 2026 Budget
15. Operator Licenses
16. Short Term Rental licenses
17. Correspondence
18. Future meeting(s)
19. Adjourn

Chairman Goss called the meeting to order at 6:00pm. Supervisors Janet Johnson, Cathy Ward, Billy Appel, and Dan Watts were present along with Administrators Kalms and Buckingham, Clerk/Treasurer Pamela Donart-Welcome and one member of the public.

Ward moved, Johnson seconded to approve the agenda as posted. **Carried 5 – 0**

Johnson moved, Goss seconded to approve the 7/16/25 minutes as presented. **Carried 5 – 0**

Public input: Maureen Mercier of 12054 STH 42 in Ellison Bay spoke on Item 13, and asked the Town to consider having a WiFi modem in the EB Community Park that can be used by visitors as well as event vendors.

Johnson moved, Goss seconded to approve the payment of Utility District bills totaling \$3,235.57 as presented. **Carried 5 – 0**

Ward moved, Goss seconded to approve the payment of bills for the Town totaling \$1,120,595.15. **Carried 5 - 0**

Administrator's Report: Administrator Kalms reported that the operators installation for the doors at the North Fire Station is nearly complete; the committees are working on their 2026 budgets; County Land Use Services has issued violation letters to two properties in Liberty Grove; the Town's legal team has submitted responses to the sewer rate complaint filing; there are County RPC hearings scheduled on August 21st regarding a proposed text amendment to the flood plain ordinance, and on the 26th regarding the Anderson request for LI designation, the minimum lot size exemption issue, and the set-backs on private roads issue; the County is asking for applicants to fill the vacant District 19 seat; a Door County unit meeting is taking place in Sevastopol on the 21st.

Johnson moved and Ward seconded to approve Dan Warmbrodt as a new member of the Parks & Property Committee. **Carried 5 – 0**

Johnson moved, Goss to approve the renewal of the Guardian Insurance package for employees as presented. **Carried 5 – 0**

Watts moved, Goss seconded to accept the recommendation for a 15-month CD at Nicolet. **Carried 5 – 0**

Administrator Kalms explained the County will cover costs for the EMS radios, but the Town will have to pay to upgrade the Town Maintenance Crew radios, and recommended budgeting funds to replace them in 2028 for the switch from analog to digital. The supervisors declined the proposal from Cellcom to install additional devices in Ellison Bay at this time, as Spectrum already covers the area with an internet option. The task of exploring the installation of a WiFi modem at the EBCC was assigned to the Technology Committee. Supervisors suggested adding Contingency funds to the LGUD#1 2026 Budget as well as increasing the legal fund to \$40,000.

Johnson moved, Goss seconded to approve the Operator Licenses as presented. **Carried 5 – 0**

Goss moved, Ward seconded to approve the Short-Term Rental applications for 11712 Juice Mill Lane, 10058 Kinsey Bay Lane, 12004 Grasse Lane Unit 4C, and 11695 Tipperary Lane, and hold off on 12498 Northern Door Road until we have more information. **Carried 5 – 0**

Correspondence: Administrator Kalms shared instructions on how to apply for the vacant District #19 seat; notices of both the August 21st County RPC Hearing, and the County RPC presentation to the County Board on August 26th; letters to properties in violation of County Zoning.

Future Meeting: The next Town Board meeting will be August 20, 2025 at 6:00pm.

Johnson moved, Appel seconded to adjourn at 7:30pm. **Carried 5 - 0**

Respectfully submitted, Pamela Donart-Welcome, Clerk/Treasurer

Liberty Grove Utility District #1 Balances

	2025	2024
Checking account *7823		
Balance as of June 30,	\$ 59,585.48	\$ 70,229.88
Add Deposits	\$ 48,211.25	\$ 46,753.64
Less Disbursements	\$46,106.89	\$44,719.68
Add Interest	0.70% \$ 31.15	1.00% \$ 67.33
Balance as of July 31,	\$ 61,720.99	\$ 72,331.17
Savings account *9812		
Balance as of June 30,	\$316,238.96	\$334,199.89
Add deposits		\$ -
Less Disbursements		\$ -
Add Interest	2.10% \$ 558.66	2.50% \$ 746.32
Balance as of July 31,	\$316,797.62	\$334,946.21
Savings Restricted account *0291		
Balance as of June 30,	\$ 132,333.90	\$ 131,011.63
Add Deposits	\$ -	\$ -
Less Withdrawals	\$ -	\$ -
Add Interest	0.30% \$ 33.72	0.50% \$ 59.22
Balance as of July 31,	\$ 132,367.62	\$ 131,070.85
North Shore CD (9 months ending 11/14/2024)		4.92% \$ 159,591.79
Nicolet Bank CD (15 months ending 11/14/2026)	3.94% (4.00%APY) \$ 167,839.12	
Balance of all accounts as of July 31,	\$ 678,725.35	\$ 697,940.02

Town of Liberty Grove balances as of July 31,		2025	2024
Municipal Checking Account *8401			
Balance as of June 30,	\$	1,386,522.32	\$ 1,738,361.37
Transfer to General Checking	\$	-	\$ -
State Aid Payments & Shared Revenues	\$	140,957.64	\$ 135,737.90
Interest 0.70%	\$	877.58	1.00% \$ 1,652.25
Balance as of July 31,	\$	1,528,357.54	\$ 1,875,751.52
Money Market Account *7390			
Balance as of June 30,	\$	1,155,719.00	\$ 1,124,128.12
Interest 2.70%	\$	2,620.79	3.00% \$ 3,008.35
Balance as of July 31,	\$	1,158,339.79	\$ 1,127,136.47
General Checking Account *1120			
Balance as of June 30,	\$	782,515.18	\$ 242,135.73
Plus deposits and transfers	\$	30,411.77	\$ 20,105.86
Less FICA	\$	13,381.46	\$ 10,412.72
Less State withholding	\$	2,215.91	\$ 1,853.82
Less payroll	\$	38,806.80	\$ 31,959.45
Less disbursements	\$	156,194.07	\$ 153,124.23
Balance as of July 31,	\$	602,328.71	\$ 64,891.37
TOTAL in all Utility District Accounts:			
Utility District Checking *7823	\$	61,720.99	\$ 72,331.17
Utility District Savings *9812	\$	316,797.62	\$ 334,946.21
Utility District Restricted Savings *0291	\$	132,367.62	\$ 131,070.85
North Shore CD (9 months ending 11/14/2024)			\$ 159,591.79
Nicolet Bank CD (11 months ending 11/14/2026)	\$	167,839.12	\$ -
Balance as of July 31,	\$	678,725.35	\$ 697,940.02
TOTAL in all Town Accounts:			
Municipal Checking *8401	\$	1,528,357.54	\$ 1,875,751.52
Money Market Acct *7390	\$	1,158,339.79	\$ 1,127,136.47
Checking *1120	\$	602,328.71	\$ 64,891.37
Utility District	\$	678,725.35	\$ 697,940.02
As of July 31, the total in all Town accounts is:	\$	3,967,751.39	\$ 3,765,719.38

Short-Term Rental Applications to Approve 8/20/25										
Owner Name	Property Address	Agent Address	Max Occ	Septic Type	BDRM	DATCP	DCTZ	Insured	Payment	
John/Bridget Rooks	11967 Mink River Rd	12018 Little Ln, Ellison Bay	6	Septic tank	3	YES	YES	YES	YES	
Alyssa/Pierre Bani	12498 Northern Door Rd	2260 Seaquist Rd, Sister Bay	*6	Septic tank	1	YES	YES	YES	YES	

*This property's POWTS is rated for up to 6 guests.