

TOWN OF LIBERTY GROVE PUBLIC MEETING

AMENDED AGENDA

Town Board Meeting

Date: September 17, 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 9/3/25
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. Approve Delta Dental Premiums for 2026
10. Update on Status of Inspection and Raze Agreement or Potential Litigation and Fine Imposition re: 1041 County Highway ZZ
 - 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.
11. Short Term Rental licenses
12. Correspondence
13. Future meeting(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 Town Board)

Town of Liberty Grove
Minutes of the Town Board meeting on September 3, 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 8/20/25
5. Public input
6. Payment of bills
 - a. LGUD#1 bills
 - b. Town bills
7. Administrator Report
8. Request for support for Knowles-Nelson Stewardship Program
9. Consider appraisal for possible property purchase
10. Inspection and Raze Agreement—1041 County Hwy ZZ
 - 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.
11. Correspondence
12. Future meeting(s)
13. Adjourn

Chairman Goss called the meeting to order at 6:00pm. Supervisors Janet Johnson, Billy Appel, Cathy Ward, and Dan Watts were present along with Administrators Kalms and Buckingham, Clerk/Treasurer Pamela Donart-Welcome and 13 members of the public.

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

Ward moved, Goss seconded to approve the 8/20/25 minutes as presented. Carried 5 – 0

Public input: Steve Eatough of Gills Rock inquired about the progress of the Mariner Park project. Bryan Nelson of Bailey's Harbor, and Jack Finger of Ellison Bay asked for the Town's support in urging the State of Wisconsin to reauthorize and fund the Knowles-Nelson Stewardship Program.

Johnson moved, Ward seconded to approve the payment of Utility District bills as corrected totaling \$12,918.84. Carried 5 – 0

Goss moved, Johnson seconded to approve the payment of bills for the Town totaling \$17,042.39. Carried 5 - 0

Administrator's Report: Administrator Kalms reported Mike Hinkle is the new County Zoning Code contact for the Town of Liberty Grove; the WI DOR equalized value report shows an increase of 4.26% from last year; the PSC filing regarding sewer rates is moving forward with a "sufficient cause memo" being uploaded on 9/11/25, and on 10/9/25, the Public Service Commission will decide if there is sufficient evidence to move forward, and if so, the Administrative Law Judge may schedule a pre-hearing conference; the Anderson zoning change is in effect as of August 26th; the Town has been awarded BEAD funding, and representatives will be meeting with Frontier soon to plan next steps in the Townwide Broadband project; funding for the LRIP program for Towns is in place, and the \$132,806.00 allotted to Door County will be distributed in a competitive process—the County Highway Commission will have a meeting in the near future for all the towns who are interested in competing for those funds; the office is calculating the cost for the August 9 storm clean-up for possible FEMA and other disaster funding; the road aid per mile for the Town has increased by approximately \$20,000; the Fire Board is anticipating the need to replace the fire fighter SCVA's in 2029 in the process of ordering an engine to replace #606 in 2030; a scanning company planning to scan the Town's records in archives for future preservation.

Goss moved and Ward seconded that the Town of Liberty Grove Board support Resolution 3-25 Urging Reauthorization of and Funding for the Knowles-Nelson Stewardship Program Through a Stand-Alone Bill in 2025. **Roll call:** Appel, Watts, Johnson, Ward, and Goss voted aye. There were no nays. **Motion Carried.**

Administrator Buckingham summarized the quotes from two of three companies that responded to our requests for quotes to do an appraisal of a possible future property purchase. The Duman Appraisal Group, LLC quoted \$3,500 and Steiro Appraisal Service, Inc quoted \$7,500. **Johnson moved, Goss seconded** to authorize the Administrator to contract with Duman to do a DNR approved appraisal for the property purchase being considered, upon positive response from the DNR representative. **Carried 5 – 0**

Administrator Buckingham gave an update on the Inspection and Raze Agreement for 1041 County Highway ZZ that was presented to the property owner on August 22. The party has not returned a signed copy of the agreement by the stated deadline. **Goss moved, Johnson seconded** to authorize the administrative staff to continue forward with the Inspection and Raze Agreement, and all other legal options including any litigation that may be required to move towards having the buildings razed. **Roll call:** Goss, Ward, Johnson, Watts, and Appel voted aye. There were no nays. **Motion carried.**

Goss moved, Ward seconded to move into Closed Session at 6:52pm 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:** Ward, Appel, Watts, Goss, and Johnson voted aye. There were no nays. **Motion carried.**

Johnson moved, Goss seconded to reconvene into Open Session at 7:16pm. **Roll call:** Watts, Ward, Appel, Goss, and Johnson voted aye. There were no nays. **Motion carried.**

There were no announcements made, or actions taken on items discussed in Closed Session.

Correspondence: Administrator Kalms shared a “Thank you” card from the Chris Hecht family; a request from a resident to add striping to the section of Woodcrest Road that was recently chip-sealed; a notice of an expired building permit sent to a property owner in Cottage Glen.

Future Meetings: The next Town Board meeting will be on September 17, 2025, at 6:00pm.

Johnson moved, Appel seconded to adjourn at 7:24pm. **Carried 5 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at future meeting of the Town Board.

Liberty Grove Utility District #1 Balances

	2025	2024
Checking account *7823		
Balance as of July 31,	\$ 61,720.99	\$ 72,331.17
Add Deposits	\$ 7,761.38	\$ 7,739.94
Less Disbursements	\$3,692.40	\$810.81
Add Interest	0.70% \$ 35.32	1.00% \$ 61.09
Balance as of Aug 31,	\$ 65,825.29	\$ 79,321.39
Savings account *9812		
Balance as of July 31,	\$316,797.62	\$334,946.21
Add deposits	\$ -	\$ -
Less Disbursements	\$ -	0 \$ -
Add Interest	2.10% \$ 523.54	2.50% \$ 679.99
Balance as of Aug 31,	\$317,321.16	\$335,626.20
Savings Restricted account *0291		
Balance as of July 31,	\$ 132,367.62	\$ 131,070.85
Add Deposits	\$ -	\$ -
Less Withdrawals	\$ -	\$ -
Add Interest	0.30% \$ 31.55	0.50% \$ 53.86
Balance as of Aug 31,	\$ 132,399.17	\$ 131,124.71
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 Aug 31,	\$ 683,384.74	\$ 705,664.09

Town of Liberty Grove balances as of August 31,**2025****2024****Municipal Checking Account *8401**

Balance as of July 31,	\$ 1,528,357.54	\$ 1,875,751.52
Transfer to General Checking 8/8 (to cover paving)	\$ 800,000.00	\$ 1,188,000.00
Transfer from General Checking 8/25 (from Aug settlement)	\$ 750,000.00	\$ -
State Aid Payments & Shared Revenues	\$ -	\$ -
Interest 0.70%	\$ 570.02	1.00% \$ 728.01
Balance as of August 31,	\$ 1,478,927.56	\$ 688,479.53

Money Market Account *7390

Balance as of July 31,	\$ 1,158,339.79	\$ 1,127,136.47
Interest 2.70%	\$ 2,457.27	3.00% \$ 2,742.18
Balance as of August 31,	\$ 1,160,797.06	\$ 1,129,878.65

General Checking Account *1120

Balance as of July 31,	\$ 602,328.71	\$ 64,891.37
Plus deposits and transfers	\$ 877,881.88	\$ 1,262,370.11
August Settlement	\$ 776,846.29	\$ 759,043.34
Less FICA	\$ 13,336.64	\$ 9,904.19
Less State withholding	\$ 2,197.10	\$ 1,632.51
Less payroll	\$ 37,998.17	\$ 30,428.54
Less disbursements	\$ 1,913,276.05	\$ 1,080,351.32
Balance as of August 31,	\$ 290,248.92	\$ 963,988.26

TOTAL in all Utility District Accounts:

Utility District Checking *7823	\$ 65,825.29	\$ 79,321.39
Utility District Savings *9812	\$ 317,321.16	\$ 335,626.20
Utility District Restricted Savings *0291	\$ 132,399.17	\$ 131,124.71
North Shore CD (9 months ending 11/14/2024)	\$ 167,839.12	\$ 159,591.79
Balance as of August 31,	\$ 683,384.74	\$ 705,664.09

TOTAL in all Town Accounts:

Municipal Checking *8401	\$ 1,478,927.56	\$ 688,479.53
Money Market Acct *7390	\$ 1,160,797.06	\$ 1,129,878.65
Checking *1120	\$ 290,248.92	\$ 963,988.26
Utility District	\$ 683,384.74	\$ 705,664.09

As of August 31, the total in all Town accounts is: \$ 3,613,358.28 \$ 3,488,010.53

