

**Town of Liberty Grove**  
**Minutes of the Town Board meeting on October 1, 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 9/17/25
5. Public input
6. Payment of bills
  - a. LGUD#1 bills
  - b. Town bills
7. Fall 2025 Private Well Monitoring Program
8. Discussion regarding Site Plan Review ordinance
9. Administrator Report
10. Liquor License for Griffin Inn
11. Short-Term Rentals
12. Correspondence
13. Future meeting(s)
14. Adjourn

Chairman Goss called the meeting to order at 6:00pm. Supervisors Janet Johnson, Nancy Goss, Cathy Ward, and Dan Watts were present along with Administrators Kalms and Buckingham, Clerk/Treasurer Pamela Donart-Welcome and 6 members of the public. Supervisor Billy Appel arrived at 6:19pm.

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

**Johnson moved, Goss seconded** to approve the 9/17/25 minutes as presented. **Carried 4 – 0**

**Public input:** Chairman Goss requested that moving forward, she would like to allow public input on agenda specific items after the Supervisors have their discussion on those items instead of before. Paul Schwengel of requested that Top O the Thumb Lane be in the 2026 Budget for paving. He also asked that the Town consider other budget needs be met before granting the room tax fund requests from non-profit organizations.

**Johnson moved, Ward seconded** to approve the payment of Utility District bills as presented totaling \$223.60. **Carried 4 – 0**

**Ward moved, Goss seconded** to approve the payment of bills for the Town totaling \$223,797.21. **Carried 4 – 0**

Goss announced the **Fall 2025 Private Well Monitoring Program**, and the Clerk confirmed the poster was on the Town Website as well as in the Town newsletter.

The supervisors discussed the possibility of creating a **Site Plan Review Ordinance** which would give the Town some authority on plan designs that do not affect the allowable use of property that is still governed by the County zoning ordinance. Ann Miller of 2604 Grove Rd added her hopes on the ability of the Town to someday use an ordinance to require downlighting on commercial buildings to preserve the Dark Sky designation and to curb the clear-cutting of trees. **Watts moved, Goss seconded** to recommend the Plan Commission investigate this further with a focus on limiting the scope to things that have significant impact on the overall community's benefit, as opposed to trying to be restrictive for "restrictive" sake. **Roll Call:** Johnson, Goss, Appel, Ward, and Watts voted aye. There were no nays. **Motion carried.**

**Administrator's Report:** Administrator Kalms reported the Town is working with the Village of Sister Bay to pave 0.5 mile section of Flintridge Rd; costs of the August 9 storm clean-up have been calculated and added to the State totals for possible FEMA re-imbursement; the Administrators have been working on the 2026 Budget numbers and will present their Draft# 3 to the Finance Committee on October 6<sup>th</sup> for discussion; there will be a local Road Improvement Program meeting at the County on October 3<sup>rd</sup> to submit for funding that will be awarded to 7 selected municipalities; the estimate for having the Town's records archives scanned for digital preservation came in at \$19,000.00. Administrator Buckingham gave an update Rowley's Bay: The property owners have still not returned a signed copy of the Inspection and Raze Agreement. The Town's council is taking steps to enable the Town to get a professional inspection done of the affected buildings on the premises prior to having the buildings razed.

The supervisors discussed their concerns with the Griffin Inn's request for a Class C wine and class B Beer alcohol beverage license with the owner of the property. They will revisit the application at the next meeting after more plan information is made available by the owner.

**Goss moved, Ward seconded** to approve the Short-Term Rental application for Greta Murray at 1036 Cottage Road. **Carried 5 – 0**

**Future Meetings:** The next Town Board meeting will be on October 15, 2025, at 6:00pm.

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

Respectfully submitted,  
Pamela Donart-Welcome, Clerk/Treasurer  
Approved 10/15/25