

TOWN OF LIBERTY GROVE PUBLIC MEETING

Town Board Meeting

Date: October 1, 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 9/17/25
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

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 September 17, 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 9/3/25
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

Chairman Goss called the meeting to order at 6:01pm. Supervisors Janet Johnson, Dan Watts, Billy Appel, and Cathy Ward were present along with Administrators Kalms & Buckingham, Clerk/Treasurer Pamela Donart-Welcome, and 5 members of the public.

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

Johnson moved, Ward seconded to approve the 9/3/25 minutes as presented. **Carried 5 - 0**

Public input: none

Goss moved, Ward seconded to approve payment of Utility District #1 bills totaling \$3,192.26.
Carried 5 – 0

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

Checking Account	\$ 65,825.29
Savings Account	\$ 317,321.16

Restricted Savings	\$ 132,399.17
CD	\$ <u>167,839.12</u>
TOTAL	\$ 683,384.74

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

Ward moved, Goss seconded to approve the payment of Town bills totaling \$36,025.29.
Carried 5 - 0

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

Municipal Checking	\$ 1,478,927.56
Money Market Account	\$ 1,160,797.06
General Checking	\$ 290,248.92
Utility District	\$ <u>683,384.74</u>
TOTAL	\$ 3,613,358.28

Johnson moved, Goss seconded to approve the Treasurer's report for the month of August, with a balance in all Town accounts of \$3,613,358.28. **Carried 5 – 0**

Johnson moved, Ward seconded to accept Delta Dental coverage for 2026. **Carried 5 – 0**

Goss moved, Ward seconded to move into closed session at 6:11pm 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:** Watts, Ward, Appel, Goss, and Johnson voted aye. There were no nays. **Motion carried.**

Johnson moved, Ward seconded to reconvene into open session at 6:45pm. **Roll Call:** Johnson, Goss, Ward, Appel, and Watts voted aye. There were no nays. **Motion carried.**

Goss announced that the Town has presented the owners weeks ago with a Raze Agreement to sign. They did not sign the agreement by the deadline given. Therefore, we are as we stated at our last meeting regarding this issue, proceeding with all allowable legal action including imposing fines.

Ward moved, Goss seconded to approve the Short-Term Rental applications for 1581 Hill Rd, 12658 State Hwy 42, and 12650 State Hwy 42. **Carried 5 – 0**

Correspondence: Administrator Kalms shared: a letter from Land Use Services summarizing a change in the Conditional Use Permit application approval process; a copy of a violation letter from Land Use Services to a resident on Door Bluff Rd who has been using a 10' x 10' "accessory building" as a secondary dwelling unit.

Future Meeting: The next regular Board meeting will be October 1, 2025, starting at 6:00pm.

Johnson moved, Goss seconded to adjourn at 6:55pm. **Carried 5 - 0**

Respectfully submitted,

Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at future meeting of the Town Board.

DRAFT

Liberty Grove Utility District#1

10/1/2025

Name of Payee	Description of bill	Amount
WPS	Lift Station	\$ 126.95
	TOTAL	\$ 126.95

9/29/2025 2:29 PM

In Progress Checks - Quick Report - ALL

Page: 1

ALL Checks by Voucher

ACCT

ASSOCIATED BANK (1120)

Dated From: 10/01/2025

From Account:

Thru: 10/01/2025

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
1916	10/01/2025	CARQUEST AUTO PARTS STORES CUST# MAR.882435	285.21
1917	10/01/2025	ASSOCIATED APPRAISAL CONSULTANTS INC INV# 182603	3,758.88
1918	10/01/2025	BOARDMANCLARK INV# 307326 (ROWLEYS BAY)	517.00
1919	10/01/2025	CELLCOM WISCONSIN INV# 208997 (SHOP & DOCK PHONES)	114.51
1920	10/01/2025	STEVE MANN LS - MARKERS	480.00
1921	10/01/2025	GREG SUNSTROM LS - MARKERS	420.00
1922	10/01/2025	JEFF PFEIFER LS - MARKERS	320.00
1923	10/01/2025	SBLG FIRE BOARD Q4 2025 LEVY	34,921.46
1924	10/01/2025	SBLG FIRE BOARD 2% FIRE DUES	54,078.54
1925	10/01/2025	SBLG LIBRARY BUILDING COMMISSION Q4 2025	10,016.00
1926	10/01/2025	SERVICE MOTOR COMPANY INV#P62149 (OIL)	142.03
1927	10/01/2025	GUARDIAN Q4 CONTRIBUTIONS	828.78
1928	10/01/2025	DOOR COUNTY HIGHWAY DEPARTMENT INV# 2025-33000325 (SIGNS)	1,153.10
1929	10/01/2025	DELTA DENTAL OF WISCONSIN INV# 2414041 (OCT 2025 PREMIUMS)	357.75
1930	10/01/2025	SCOTT CONSTRUCTION INV# 6881	102,013.00
Grand Total			209,406.26

Fall 2025 DOOR COUNTY PRIVATE WELL MONITORING PROGRAM



TESTING PARAMETERS

- 💧 Total coliforms/*E. coli* (quantification)
- 💧 Nitrate (Nitrate + nitrite as N)

Cost is only \$30*

**Discounted rate for the first 300 registrants; \$45 for those registering after the first 300 registrants.*

Optional arsenic, pH, alkalinity, hardness and iron tests available at an additional cost of \$25

ABOUT THE PROGRAM

The University of WI Oshkosh has been offering discounted well water quality testing through this program since 2019. The goal of this program is to provide education about the importance of testing your well water as well as build a database of groundwater quality data in Door County.

HOW IT WORKS

- RSVP using the link or QR code below by October 10th
- Receive sampling kit in mail
- Attend a virtual forum to learn how to sample
- Return your kit October 24th and 25th at designated drop-off locations
- Receive your results & countywide summary of study

Registration accepted through October 10th

RSVP online at <https://uwo.sh/doorco-wells-fall25> or using the QR code

**Prepayment using a credit card is accepted when you RSVP online, otherwise mailed checks are accepted made out to UW Oshkosh. Note that sampling kits will not be mailed out until payment is received.*



Sample drop-off is October 24th & 25th – mark your calendars!

LIQUOR LICENSE to Approve 10/1/2025

"Class B" Beer (sale of beer only for consumption on premises)

Kathleen VanGemm The Griffin Inn

"Class C" Wine Only (sale of wine only for consumption on premises)

Kathleen VanGemm The Griffin Inn

[illegible]