

Town of Liberty Grove
Minutes of the Town Board meeting on October 15, 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 10/1/25
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. Liquor License for Griffin Inn
10. Discussion & vote on moving forward with asbestos removal from the Mariner Park property
11. Tech Committee Recommendation for Dark Sky Ad Hoc Committee
12. Finance Committee Recommendation for 2026 Budget
13. Finance Committee Recommendation for updated Town Fee Schedule
14. Update on 1041 CTH-ZZ
15. Short Term Rental licenses for 2026
16. Correspondence
17. Future meeting(s)
18. Adjourn

Chairman Goss called the meeting to order at 6:00pm. Supervisors Janet Johnson, Cathy Ward, and Dan Watts were present. Billy Appel joined virtually via Teams. Administrators Kalms & Buckingham, Clerk/Treasurer Pamela Donart-Welcome, and 7 members of the public were also in attendance.

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

Ward moved, Johnson seconded to approve the 10/1/25 minutes as presented. **Carried 5 - 0**

Public input: Cathy Ward shared data from the Door County Tourism Zone for Town of Liberty Grove room tax collections in 2024, and plans to ask the DDC to use larger portion of the funds that are returned to the Town to help support tourism events in the municipality, and a smaller portion with a marketing focus. Mark Glasser requested to speak on item# 11, and Paul Schwengel requested to speak on item# 12.

Johnson moved, Goss seconded to approve payment of Utility District #1 bills totaling \$750.53.
Carried 5 – 0

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

Checking Account	\$ 53,023.46
Savings Account	\$ 317,893.73
Restricted Savings	\$ 132,432.72
CD	\$ <u>167,839.12</u>
TOTAL	\$ 671,189.03

Johnson moved, Ward seconded to accept the Treasurer’s Report for the Utility District with all accounts totaling \$671,189.03. **Carried 5 - 0**

Ward moved, Goss seconded to approve the payment of Town bills totaling \$25,046.20.
Carried 5 - 0

Treasurer’s Report: Donart-Welcome reported the following Town account balances as of September 30, 2025:

Municipal Checking	\$ 1,479,835.18
Money Market Account	\$ 1,163,492.02
General Checking	\$ 235,361.17
Utility District	\$ <u>671,189.03</u>
TOTAL	\$ 3,549,877.44

Goss moved, Johnson seconded to approve the Treasurer's report as corrected (corrected amount for Utility District total of \$671,189.03 from \$353,613.19). **Carried 5 – 0**

Discussion regarding the application for Class B Beer and Class C Wine retail license application for the Griffin Inn took place. After gathering more information, this application will be revisited at the next regular Board meeting.

Administrator Buckingham summarized the proposal from ARI Environmental to do the asbestos abatement at Mariner Park prior to building removal. **Ward moved, Johnson seconded** to proceed with this contract with ARI Environmental for the sum of \$22,043.00. **Carried 5 – 0**

Prior to discussion on the Recommendation from Tech for a Dark Sky Ad Hoc Committee, Mark Glasser of Ellison Bay, and President of the Newport Wilderness Society offered to be on the committee and help the Town be Dark Sky friendly. **Johnson moved, Ward seconded** to go with the Tech Committee’s recommendation to form an Ad Hoc Committee to last for no longer than 24 months to look at avenues to help maintain the Dark Sky. **Carried 5 - 0**

Paul Schwengel of Gills Rock referenced the Oct 6 Finance Committee meeting focus on non-profit requests, and clarified monies spent on services that are outside of Liberty Grove are sometimes needed for transportation, signage, or porta-potties. **Johnson moved, Goss seconded** to accept the 2026 Budget as approved by the Finance Committee. **Roll call:** Appel, Johnson, Watts, Goss, and Ward voted aye. There were no nays. **Motion carried.** The Town Board will now review and make adjustments if necessary, prior to the Budget Hearing.

Johnson moved, Goss seconded to set the Budget Hearing for November 12th at 6:00pm. **Carried 5-0**

Johnson moved, Goss seconded to hold a Special Town meeting on November 12th following the Budget Hearing to adopt the Town Levy. **Carried 5 – 0**

Johnson moved, Ward seconded to hold a Special Board meeting on November 12th following the Special Town meeting to adopt the Budget. **Carried 5 – 0**

NOTE: Copies of the **2026 Budget** will be made available in the Town office for the public to review prior to the Budget Hearing.

Johnson noted the Fee Schedule has not been updated since 2018 for items other than those in the Open Records section. **Watts moved, Goss seconded** to accept the updated Town Fee Schedule Rate sheet as presented. **Carried 5 – 0** Johnson noted the new fees would be effective January 1, 2026.

Administrator Buckingham updated the Supervisors on the latest developments at 1041 County Road ZZ. Buckingham advised that the town is working with the town's attorney and is continuing to pursue all legal remedies to deal with this situation. As part of that process, a physical inspection of the property and the remaining building structures on the property is necessary. The resort owners recently signed a consent for the inspection and that inspection is scheduled for tomorrow October 16, 2025. Buckingham further advised that the Rowley's Bay Resort owners recently advised that they are working with a developer and have contracted with a company out of DePere for the demolition of all of the buildings or building sections that made up the resort. The resort owners provided a schedule that is contemplated under the contract that calls for an asbestos inspection this week. Buckingham advised that it appears that the asbestos inspection was at least started if not completed earlier this week. The schedule further calls for asbestos abatement in November, abatement of other restricted waste materials in December. Structure demolition in late December and/or early January. Site demolition in March and remaining concrete or asphalt crushing in April of 2026 as the final step in the demolition process. The Supervisors requested a copy of the signed contract along with the contract calendar that was provided with the scheduled steps to inspect and remove the remaining buildings and all debris from the fire at Rowley's Bay Resort. They also expressed wanting a method to monitor progress with our legal counsel to ensure there are no unnecessary delays.

Ward moved, Goss seconded to approve the Short-Term Rental renewal applications for 11697 Mink River Rd, 10985 STH-42 (two units), 11269 Bayview Rd, 1354 Kinsey Bay Ct, 10200 STH-57, 2292 Wildwood Rd, 11096 Hillcrest Rd, 11028 S Sand Bay Ln . **Carried 5 – 0**

Correspondence: Administrator Kalms shared: a letter from Pam Bush from County of Door Transportation including color coded coverage maps and service schedules for both "Door County Connect," and "Door-2-Door Rides;" a notice of an NWTC information gathering meeting on October 30th seeking thoughts on what community organizations of Door & Kewaunee need from NWTC programming, and how they can collaborate with NWTC in the future.

Future Meeting: The next regular Board meeting will be November 5, 2025, starting at 6:00pm. The Budget Hearing, followed by a Special Town meeting to adopt the Levy, followed by a Special Board meeting to adopt the Budget were scheduled for November 12th, all beginning at 6:00pm.

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

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer
Approved on 11/5/25