

TOWN OF LIBERTY GROVE PUBLIC MEETING

Town Board Meeting

Date: October 15, 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 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

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 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 6th for discussion; there will be a local Road Improvement Program meeting at the County on October 3rd 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

Pending approval at future meeting of the Town Board.

Liberty Grove Utility District#1

10/15/2025

Name of Payee	Description of bill	Amount
Trilogy	PSC filing Re: sewer rates	\$ 210.00
Mainline Estates, LLC	Refund for Utility Bill overpayment	\$ 147.71
Sister Bay Utilities	Monthly Lift Station Electric, Meter software, HydroCorp, Billing software	\$ 392.82
	TOTAL	\$ 750.53

Liberty Grove Utility District #1 Balances

	2025	2024
Checking account *7823		
Balance as of August 31,	\$ 65,825.29	\$ 79,321.39
Add Deposits	\$ 198.38	\$ 447.70
Less Disbursements	\$ 13,036.10	\$500.66
Add Interest	0.70% \$ 35.89	0.93% \$ 62.29
Balance as of September 30,	\$ 53,023.46	\$ 79,330.72
Savings account *9812		
Balance as of August 31,	\$ 317,321.16	\$335,626.20
Add deposits	\$ -	\$ -
Less Disbursements	\$ -	\$ -
Add Interest	2.08% \$ 572.57	2.40% \$ 676.68
Balance as of September 30,	\$ 317,893.73	\$336,302.88
Savings Restricted account *0291		
Balance as of August 31,	\$ 132,399.17	\$ 131,124.71
Add Deposits	\$ -	\$ -
Less Withdrawals	\$ -	\$ -
Add Interest	0.29% \$ 33.55	0.42% \$ 47.06
Balance as of September 30,	\$ 132,432.72	\$ 131,171.77
North Shore CD (9 months ending 11/14/2024)		4.92% \$ 161,656.49
Nicolet Bank CD (15 months ending 11/14/2026)	3.94% (4.00%APY) \$ 167,839.12	
Balance of all accounts as of September 30,	\$ 671,189.03	\$ 708,461.86

10/10/2025 11:59 AM

In Progress Checks - Quick Report - ALL
ALL Checks by Voucher
ASSOCIATED BANK (1120)Page: 1
ACCT

Dated From:

From Account:

Thru:

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
1936	10/10/2025	WISCONSIN PUBLIC SERVICE INV# 5652152734 (TOWN PROPERTY ELECTRIC)	1,936.65
1937	10/15/2025	WALTER KALMS Q3 2025 ADMIN EXPENSES	284.90
1938	10/15/2025	TRI CITY GLASS & DOOR INV# IO4010988 (HALL DOOR HINGES)	1,545.96
1939	10/15/2025	PITNEY BOWES RESERVE ACCOUNT RESERVE ACCT# 52939832 (POSTAGE)	3,000.00
1940	10/15/2025	DUMMAN APPRAISAL GROUP, LLC INV# 1895 (APPRAISAL 12689 STH-42)	3,500.00
1941	10/15/2025	AMAZON CAPITAL SERVICES INV# 1F71-DK3P-RHQ4	42.24
1942	10/15/2025	QUILL INV# 46078988 (COPY PAPER & LABELS)	46.18
1943	10/15/2025	QUANTUM TECHNOLOGIES INV# VII4352 (OFFICE PHONES)	120.07
1944	10/15/2025	ACE HARDWARE SISTER BAY ACCT# 502279 (HERITAGE RD SIGN HARDWARE)	67.97
1945	10/15/2025	PIER & WATERFRONT SOLUTIONS, LLC INV# 10222 (FIX LONG PIER AT EB MARINA)	918.75
1946	10/15/2025	INTERSTATE BILLING SERVICE INC ACCT# 662432 (OIL FILTER)	118.24
1947	10/15/2025	EVENSON LAUNDRY & CLEANERS INC INV#S 779368,779666,779985 (RAGS)	50.85
1948	10/15/2025	ROTE OIL LTD INV# 8734, 8796 (580 GAL DF)	1,963.88
1949	10/15/2025	SISTER BAY UTILITIES INV# 63281 (9/8/25 WATER TESTS)	120.00
1950	10/15/2025	PENINSULA PULSE LLC INV#36899 (LIQ LIC AD)	18.90
1951	10/15/2025	AIRGAS USA LLC INV# 9165296020 (WELD SUPPLIES)	460.74
1952	10/15/2025	CAPTAIN COMMODES INC INV# I1946	140.00
1953	10/15/2025	NORTHERN DOOR COMMUNICATIONS INV# 30147 (Q4 2025 RADIO REPEATER)	522.00
1954	10/15/2025	GOING GARBAGE & RECYCLING ACCT# 115572 (SEP 2025 TRASH & RECYCLE)	1,415.50

Dated From:		From Account:	
Thru:		Thru Account:	
Voucher Nbr	Check Date	Payee	Amount
Grand Total			16,272.83

Town of Liberty Grove balances as of September 30,		2025	2024
Municipal Checking Account *8401			
Balance as of August 31,	\$	1,478,927.56	\$ 688,479.53
State Aid Payments & Shared Revenues	\$	-	\$ -
Interest 0.70%	\$	907.62	0.93% \$ 539.47
Balance as of September 30,	\$	1,479,835.18	\$ 689,019.00
Money Market Account *7390			
Balance as of August 31,	\$	1,160,797.06	\$ 1,129,878.65
Interest 2.68%	\$	2,694.96	2.94% \$ 2,784.76
Balance as of September 30,	\$	1,163,492.02	\$ 1,132,663.41
General Checking Account *1120			
Balance as of August 31,	\$	290,248.92	\$ 963,988.26
Plus deposits and transfers	\$	56,522.99	\$ 7,758.39
Less FICA	\$	19,620.32	\$ 10,036.84
Less State withholding	\$	3,217.28	\$ 1,650.81
Less payroll	\$	38,112.52	\$ 30,965.30
Less disbursements	\$	50,460.62	\$ 158,925.15
Auditor's journal entry for 2023 fund correction	\$	-	\$ 5,262.73
Balance as of September 30,	\$	235,361.17	\$ 775,431.28
TOTAL in all Utility District Accounts:			
Utility District Checking *7823	\$	53,023.46	\$ 79,330.72
Utility District Savings *9812	\$	317.89	\$ 336,302.88
Utility District Restricted Savings *0291	\$	132,432.72	\$ 131,171.77
North Shore CD (9 months ending 11/14/2024)	\$	-	\$ 161,656.49
Nicolet Bank CD (11 months ending 11/14/2026)	\$	167,839.12	\$ -
Balance as of September 30,	\$	353,613.19	\$ 708,461.86
TOTAL in all Town Accounts:			
Municipal Checking *8401	\$	1,479,835.18	\$ 689,019.00
Money Market Acct *7390	\$	1,163,492.02	\$ 1,132,663.41
Checking *1120	\$	235,361.17	\$ 775,431.28
Utility District	\$	353,613.19	\$ 708,461.86
As of September 30, the total in all Town accounts is:	\$	3,232,301.56	\$ 3,305,575.55

	A	B	C	D	E	F	G	H	I	J
1	2026 STR Renewal Applications to Approve 10/13/2025									
2	Owner Name	Property Address	Agent Address	Max Occ	SepticType	BDRM	DATCP	DCTZ	Insured	Payment
3	Myron Beard	11697 Mink River Rd	1520 Highview Rd, Ellison Bay	4	Septic System	2	YES	YES	YES	YES
4	Deb Duren/Russell Forkert	10985 WI-42	10967 State Hwy 42, Sister Bay	6	Utility District	2	YES	YES	YES	YES
5	Deb Duren/Russell Forkert	10985 WI-42	10967 State Hwy 42, Sister Bay	2	Utility District	1	YES	YES	YES	YES
6	Victoria Burger	11269 Bayview Rd	2882 Wilder Ln, Ephraim	4	Septic System	2	YES	YES	YES	YES
7	Frank/Bethany Dohleman	1354 Kinsey Bay Court	10579 Country Walk Ln, Sister Bay	*12	Holding Tank	4	YES	YES	YES	YES
8	Justin and Megan Gross	10200 WI-57	5985 Dennis Dr, Sturgeon Bay	6	Septic System	3	YES	YES	YES	YES
9	Kendra & James DeFrank	2292 Wildwood Rd	6452 St Hwy 42, Egg Harbor	8	Septic System	4	YES	YES	YES	YES
10	Kelley and Gary Vercauteren	11096 Hillcrest Road	11098 Hillcrest Rd, Sister Bay	4	Utility District	2	YES	YES	YES	YES
11	Lawrence Erickson	11028 S Sand Bay Ln	1165 Water End Rd, Sister Bay	**4	Holding Tank	1	YES	YES	YES	YES
12										
13	*Holding Tank Info from City Squared:		*Holding Tank Info from City Squared:							
14	Capacity: 4540 gallons		Capacity: 2881 gallons							
15	Number of Units: 2		Number of Units: 1							
16	Material: Prefab Concrete		Material: Prefab Concrete							
17	Design: 6 Bedrooms @ 100gal/day		Design: 4 Bedrooms @ 100gal/day							