

TOWN OF LIBERTY GROVE PUBLIC MEETING

Town Board Meeting

Date: December 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 the 12/3/25 LGUD#1 Committee meeting
5. Approve minutes from the 12/3/25 Town Board meeting
6. Public Input
7. Utility District #1
 - a. Payment of bills
 - b. Treasurer's Report
8. Payment of Town bills
9. Treasurer's Report – Town
10. Town Commercial Insurance for 2026
11. 2026 HSA Accounts for eligible FT employees
12. Short Term Rental licenses for 2026
13. Correspondence
14. Future meeting(s)
15. 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 Utility District#1 Committee meeting on December 3, 2025

Agenda:

1. Call to order
2. Declaration of quorum followed by the Pledge of Allegiance
3. Approve Agenda
4. Public input
5. Payment of bills
6. Consider offer from Trilogy Consulting to do Rate Study for LGUD#1
7. Correspondence
8. Future meeting date(s)
9. Adjourn

Chairman Goss called the meeting to order at 5:45pm. Janet Johnson, Billy Appel, Cathy Ward, and Dan Watts were present along with Administrator Buckingham, Clerk/Treasurer Pamela Donart-Welcome, and one member of the public.

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

Public input: none

Ward moved, Goss seconded to pay the Utility District #1 bills totaling \$274.29. **Carried 5 - 0**

Johnson moved, Watts seconded to approve the offer from Trilogy Consulting to do the Rate Study for the Utility District #1 at the estimate of \$3,900.00. **Carried 5 - 0**

It was noted by Ward and Johnson that there has not been a rate study done in several years.

Correspondence: none

Future Meeting: The next meeting date will be scheduled as needed.

Goss moved, Johnson seconded to adjourn at 5:49pm. **Carried 5 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at future meeting of the Town Board.

DRAFT
(subject to change until final approval by Town Board)
Town of Liberty Grove
Minutes of the Town Board meeting on December 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 11/12/25
5. Public input
6. Payment of Town bills
7. Report from Community Development Committee on possible uses of two Town parcels
8. Recommendation from Community Development Committee for the "America at 250" initiative
9. Final look at the updated Heritage Roads Brochure
10. Recommendation from Parks & Property Committee on updated CORP
11. Recommendation from Parks & Property Committee on CIF Grant application
12. Resolution 4-25 – Participation in Section 125 Premium only Plan
13. Approve Election Inspectors for 2026-2027 Term
14. Consider Brine Tank & Pump
15. Administrator Report
16. Holiday Bonus for Town Employees
17. 2026 Short-Term Rentals
18. Correspondence
19. Future meeting(s)
20. 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 Clerk/Treasurer Pamela Donart-Welcome, Administrators Kalms and Buckingham, and 3 members of the public.

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

Johnson moved, Goss seconded to approve the 11/12/25 minutes as presented. **Carried 5 – 0**

Public input: Paul Schwengel of 824 Top O the Thumb Ln, Ellison Bay asked about the status of the Town-wide broadband project.

Johnson moved, Ward seconded to approve the payment of Town bills totaling \$36,494.05.
Carried 5 – 0

Sylvann Welcome, Chair of the Community Development Committee reported on ideas that have been explored regarding potential uses of two Town-owned parcels. She then summarized the Committee's recommendation to proceed with the America at 250 programing initiative.

Johnson moved, Ward seconded to authorize the Community Development Committee to move forward with the "America at 250" Initiative with a cost not to exceed \$1,000.00.

Carried 5 – 0

It was decided by consensus that the final draft of the updated Heritage Roads brochure looks good, and will be made available to the public. Cathy Ward, Chair of the Parks & Property Committee summarized the work they've done to update the Town's Comprehensive Outdoor Recreation Plan (CORP). After the Supervisors made additional recommendations to correct a few typos, there was general consensus on the text improvements as presented. They asked that the document be presented at a future meeting for final approval once the new pictures and map are added to the document. Ward then summarized the recommendation to approve a grant application for funds to be used on a floating pier at the Ellison Bay Marina to better accommodate boaters with changes in water levels.

Goss moved, Johnson seconded that the Board recommends approval to move forward with the Community Investment Fund grant application. **Carried 5 – 0**

Johnson moved, Ward seconded to approve Resolution 4-25 - Participation in Section 125 Premium Only Plan. **Carried 5 - 0**

Ward moved, Goss seconded to approve the Election Inspector list for the 2026-2027 term as presented this evening. **Carried 5 – 0**

Administrator Kalms summarized the proposed brine storage tank and pump that will be used by the Town Maintenance Crew to fill the existing saddle tanks on the plow trucks. This brine will wet the salt during application to help it from blowing off the roads before it can melt effectively, therefore reducing salt crystal waste. **Appel moved, Goss seconded** go forward with purchasing the brine tank and pump not to exceed \$5000. **Carried 5 – 0**

Administrator's Report: Administrator Kalms reported the new generator is being fitted and installed by Action Electric at the North Fire Station; we are still awaiting a decision on the TRIP funds; Jeb Saelens from DC Emergency Management is in the process of appealing the FEMA denial of reimbursement for the August 9th storm expenses; there have been questions on the use of shipping containers for storage; Administrator Buckingham gave an update Rowley's Bay, and reported that the BEAD grant funds have finally been released to the states, and we are waiting for word from the Federal Government regarding details, so that the paperwork can be finalized; Kalms finished by reporting that tax bills will be mailed out by week's end.

Johnson moved, Goss seconded to pay a Holiday Bonus for Town employees—\$300 for full-time employees, \$150 for Julie Kingsbury and \$75 for Pat Michelson, and Lee Buckingham has asked to not be considered this year. **Carried 5 - 0**

Ward moved, Johnson seconded to approve the Short-Term Rental applications as presented December 3, 2025. **Carried 5 – 0**

Correspondence: Kalms shared an invitation from the DCEDC for their Holiday Open House on December 11th; a violation letter for a vehicle sign on premises at Dovetail; an update on the

new Engine 608 progress; a Library Commission report on how well the new facility manager is doing; a letter from the SBLG Firefighter's Association informing of their activities; a letter from the WTA that they are looking to fill a vacancy on their Executive Committee; a letter from DC Land Use Services sent to a business operating at 11288 Hwy 42 alerting them they need to not only follow the rules for removing or relocating the junk material on the property, but also apply for a permit as a "home occupation" or a conditional use permit to continue operating their "towing/auto repair business."

Future Meeting: The next Town Board meeting is scheduled on December 17, 2025 at 6:00pm

Goss moved, Johnson seconded to adjourn at 7:24pm. **Carried 4 – 0** (Supervisor Billy Appel had to leave the meeting early during calendar announcements in "Future meetings.")

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 October 31,	\$ 109,616.89	\$ 72,705.47
Add Deposits	\$ 2,818.99	\$ 2,403.89
Less Disbursements	\$ 58,479.07	\$428.82
Add Interest	0.60% \$ 30.39	0.73% \$ 42.70
Balance as of November 30,	\$ 53,987.20	\$ 74,723.24
Savings account *9812		
Balance as of October 31,	\$ 318,426.57	\$336,925.55
Add deposits	\$ -	\$ -
Less Disbursements	\$ -	
Add Interest	1.90% \$ 459.23	2.12% \$ 563.27
Balance as of November 30,	\$ 318,885.80	\$337,488.82
Savings Restricted account *0291		
Balance as of October 31,	\$ 132,460.48	\$ 131,205.19
Add Deposits	\$ -	
Less Withdrawals	\$ -	
Add Interest	0.20% \$ 20.32	0.50% \$ 31.27
Balance as of November 30,	\$ 132,480.80	\$ 131,236.46
Nicolet Bank CD (9 months ending 8/14/2025)		4.40% \$ 162,542.82
Nicolet Bank CD (15 months ending 11/14/2026)	3.94% (4.00%APY)	\$ 169,505.92
Balance of all accounts as of November 30,	\$ 674,859.72	\$ 705,991.34

Town of Liberty Grove balances as of November 30,		2025	2024
Municipal Checking Account *8401			
Balance as of October 31,	\$	1,299,964.98	\$ 802,305.85
Transfer to General Checking	\$	-	\$ -
State Aid Payments & Shared Revenues	\$	78,633.01	\$ 77,041.36
Interest 0.60%	\$	613.85	0.73% \$ 479.33
Balance as of November 30,	\$	1,379,211.84	\$ 879,826.54
Money Market Account *7390			
Balance as of October 31,	\$	1,166,025.24	\$ 1,135,366.60
Interest 2.50%	\$	2,209.38	2.78% \$ 2,473.23
Balance as of November 30,	\$	1,168,234.62	\$ 1,137,839.83
General Checking Account *1120			
Balance as of October 31,	\$	256,747.17	\$ 818,711.86
Auditor's journal correction from 2023 Audit	\$	-	\$ (7,662.73)
Plus deposits and transfers	\$	155,355.10	\$ 52,390.55
Less FICA	\$	12,241.08	\$ 8,263.48
Less State withholding	\$	2,029.70	\$ 1,341.29
Less payroll	\$	36,205.16	\$ 24,861.91
Less disbursements	\$	53,985.26	\$ 153,672.56
Balance as of November 30,	\$	307,641.07	\$ 675,300.44
TOTAL in all Utility District Accounts:			
Utility District Checking *7823	\$	53,987.20	\$ 74,723.24
Utility District Savings *9812	\$	318,885.80	\$ 337,488.82
Utility District Restricted Savings *0291	\$	132,480.80	\$ 131,236.46
Nicolet Bank CD (9 months ending 8/14/2025)			\$ 162,542.82
Nicolet Bank CD (11 months ending 11/14/2026)	\$	169,505.92	\$ -
Balance as of November 30,	\$	674,859.72	\$ 705,991.34
TOTAL in all Town Accounts:			
Municipal Checking *8401	\$	1,379,211.84	\$ 879,826.54
Money Market Acct *7390	\$	1,168,234.62	\$ 1,137,839.83
Checking *1120	\$	307,641.07	\$ 675,300.44
Utility District	\$	674,859.72	\$ 705,991.34
As of November 30, the total in all Town accounts is:	\$	3,529,947.25	\$ 3,398,958.15

	A	B	C	D	E	F	G	H	I	J
2026 STR Applications to Approve 12/17/2025										
1	Owner Name	Property Address	Agent Address	Max Occ	SepticType	BDRM	DATCP	DCTZ	Insured	Payment
2	Kimberly Hazen	12317 S Maplewood Ln	5985 Dennis Dr, Sturgeon Bay	6	Holding Tank	3	YES	YES	YES	YES
3	Bluebird Partners LLC	1597 Bluebird Trail	2882 Wilder Ln, Ephraim	6	Holding Tank	3	YES	YES	YES	YES
4	Tim Vial	11250 Frontier Rd	2538 Juniper Ridge Rd, Baileys Harbor	8	Septic System	4	YES	YES	YES	YES
5	Tanya & Tom Wismar	11162 N Sand Bay Ln	1058 Wagon Trl Cir, Ellison Bay	4	Holding Tank	2	YES	YES	YES	YES
6	Kevin and Anna Geurts	271 WI-42	12317 State Hwy 42, Ellison Bay	6	Septic System	4	YES	YES	YES	YES
7	Tim Raduenz	12098 WI-42	2649 S Bayshore Dr, Sister Bay	4	Septic System	2	YES	YES	YES	YES
8	Thomas Daubner	2127 Muffin Ln	8776 S Cedar Trl, Baileys Harbor	6	Septic System	3	YES	YES	YES	YES
9	Tim Raduenz	11640 Humbug Rd	2649 S Bayshore Dr, Sister Bay	16	Septic System	8	YES	YES	YES	YES
10	Mary Jahнке	1533 Ranch Ln	1701 Delaware, Sturgeon Bay	4	Septic System	2	YES	YES	YES	YES
11	Jay/Judy Rogers	1056 Cty Rd ZZ	11340 Meadow Dr, Ellison Bay	6	Holding Tank	3	YES	YES	YES	YES
12	Willow Pfeiffer	12044 WI-42	6230 Kiehnau Rd, Egg Harbor	*7	Holding Tank	3	YES	YES	YES	YES
13	Elizabeth/ Barton Warner	12649 Door Bluff Rd	12649 Door Bluff Rd, Ellison Bay	10	Septic Tank	5	YES	YES	YES	YES
14	Erin Leline	11516 Beach Rd	11576 Beach Rd, Sister Bay	*6	Holding Tank	2	YES	YES	YES	YES
15	Erin Leline	11576 Beach Rd	11576 Beach Rd, Sister Bay	4	Septic System	2	YES	YES	YES	YES
16	Jeff Krumenauer	10189 Settlement Wds Trl	319 Pennsylvania st, Sturgeon Bay	8	Septic System	4	YES	YES	YES	YES
17	Jeff MacDonald	12444 Landin Ln	12444 Landin Ln, Ellison Bay	8	Septic System	4	YES	YES	YES	YES
18	Susanne Johns	10422 Appleport Ln S	10579 Country Walk Ln, Sister Bay	6	Holding Tank	3	YES	YES	YES	YES
19	Raymond Baldoni	10408 Appleport Ln S	10579 Country Walk Ln, Sister Bay	2	Holding Tank	1	YES	YES	YES	YES
20	Hannah Boom	2380 German Rd	2380 German Rd, Baileys Harbor	2	Septic System	1	YES	YES	YES	YES
21	Judith C Giesel Trust ESBE LLC	11174 N Sand Bay Ln	12680 Timberline Rd, Ellison Bay	10	Holding Tank	5	YES	YES	YES	YES
22	Roman/Claudia Apuzzo	501 Europe Lake Rd	10867 N Bayshore Dr, Sister Bay	4	Septic System	2	YES	YES	YES	YES
23	Eric Schanau	12647 WI-42	4132 Bluff Cir, Fish Creek	10	Septic System	5	YES	YES	YES	YES
24	Nicholas Durni	11527 State Highway 42	10288 Old Stage Rd, Sister Bay	6	Septic System	3	YES	YES	YES	YES
25	Margaret/Thomas Agnew	10019 Plant Rd	8807 Cty Rd F, Fish Creek	8	Septic System	4	YES	YES	YES	YES
26	Anne Sjostrom & Tom Reynolds	1168 Waters End Rd	2882 Wilder Lane, Ephraim	4	Septic System	2	YES	YES	YES	YES
27	Amanda/ Michael Bailey NEW	10742 White Pine Ln	12680 Timberline Rd, Ellison Bay	8	Septic tank	4	YES	YES	YES	YES
28										
29										
30	ADDRESS -12044 WI-42 - POWTS Info from City Squared:									
31	Capacity: 3003 gal									
32	Design: sized for up to 6 bdrms									
33	ADDRESS -11516 Beach Rd - POWTS Info from City Squared:									
34	Capacity: 3003 gal									
35	Design: sized for 6 bdrms									