

TOWN OF LIBERTY GROVE PUBLIC MEETING

Town Board Meeting

Date: January 7, 2026

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 12/17/25
5. Public input
6. Payment of bills
7. Administrator Report
8. Update on Townwide Broadband Project
9. Update on former Rowley's Bay property
10. Move Excess Room Tax Funds
11. Consider on-site Random DOT testing
12. Recommendation from Personnel Committee
13. Short Term Rental licenses
14. Correspondence
15. Future meeting(s)
16. 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 December 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 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

Supervisors Janet Johnson, Billy Appel, and Cathy Ward were present along with Administrator Buckingham, Clerk/Treasurer Pamela Donart-Welcome, and 1 member of the public. Chairman Goss and Supervisor Dan Watts were excused. Clerk Donart-Welcome called the meeting to order at 6:01pm and asked for nominations for Chairperson. **Johnson moved, Ward seconded** to nominate Billy Appel as Chairman. **Carried 3 - 0**

Ward moved, Johnson seconded to approve the agenda as posted. **Carried 3 – 0**

Johnson moved, Ward seconded to approve the minutes of the 12/3/25 Liberty Grove Utility District meeting. **Carried 3 – 0**

Johnson moved, Ward seconded to approve the minutes of the 12/3/25 for the regular Town Board meeting. **Carried 3 – 0**

Public input: Cathy Ward spoke on behalf of the Door County Tourism Zone: The 30% portion of room tax dollars collected Nov 2024 through October 2025 for the Town is \$287,364.00, which is an 8% increase above last year at this time. She also reported that as of Dec 12th, the Town had 209 DC Tourism Zone permits issued in the Short-Term Rental category, which is an increase from 198 this time last year. Administrator Kalms noted that the 12/3/25 motion to approve the purchase of an on-site brine tank and pump will need to be revisited at a future meeting due to updated cost information. Dale Stewart of 12677 Sawmill Lane thanked Bud for his work ethic and many years of public service in the Town. Administrator Buckingham thanked Bud for sharing his knowledge of the Town, and for everything he's done in the last six months to help him get up to speed, and transition into the new Administrator position.

Ward moved, Johnson seconded to pay the Liberty Grove Utility District #1 bills for a total of \$474.79. **Carried 3 – 0**

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

Checking Account	\$ 53,987.20
Savings Account	\$ 318,885.80
Restricted Savings	\$ 132,480.80
CD	\$ <u>169,505.92</u>
TOTAL	\$ 674,859.72

Appel moved, Johnson seconded to approve the Utility District Treasurer's Report totaling \$674,859.72. **Carried 3 – 0**

Ward moved, Appel seconded to pay the Town bills totaling \$185,630.00. **Carried 3 – 0**

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

Municipal Checking	\$ 1,379,211.84
Money Market Account	\$ 1,168,234.62
General Checking	\$ 307,641.07
Utility District	\$ <u>674,859.72</u>
TOTAL	\$ 3,529,947.25

Appel moved, Ward seconded to approve the Treasurer's report as of November 30th for \$3,529,947.25. **Carried 3 – 0**

Johnson moved, Ward seconded to renew the Town Commercial Insurance policies with HUB with the quotes given at a 6% increase for the year 2026. **Carried 3 - 0**

Johnson moved, Appel seconded to have the HSA accounts for the eligible full-time employees be \$1,500.00 a year. **Carried 3 – 0**

Ward moved, Johnson seconded to approve the Short-Term Rental applications as presented this evening on December 17, 2025. **Carried 3 – 0**

Correspondence: Administrator Kalms shared a letter from Premier Concrete saying their ready-mix concrete has increased \$3/cubic yard; a quote from JF Construction to tear down the remaining buildings at Mariner Park (the amount falls below the \$25,000 threshold that requires the Town to bid it out); a summary from the Wisconsin Town Association regarding the changes that Act 71 allows for both the Clerk & Treasurer positions of Town's in the State; a letter from Door County Inspections saying they have completed their inspections services for the Town, and any outstanding permits will be referred to the current Building Inspector; a letter noting expired permits at 777 Wisconsin Bay Rd; a violation letter from Land Use Services sent to the owner of 1099 Hillcrest Rd for an unpermitted accessory structure on the property; a donation of \$500 was given to the Town from proceeds from the 2025 "Gobble Wobble" event in Ellison Bay.

Future Meetings: There will be a Personnel Committee meeting on January 7, 2026 at 5:45pm followed by the next regular Town Board meeting starting at 6:00pm.

Johnson moved, Appel seconded to adjourn at 6:34pm. **Carried 3 - 0**

Respectfully submitted,

Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at future meeting of the Town Board.

DRAFT

QUARTERLY EXPENSES	NOW		PROPOSED	
	average dcmc collection cost (incl. fees, wages, miles, fuel)	vs	average on-site collection cost (incl. fees, wages, miles, fuel)	
WI Drug Test Consortium Fee	130-195		0	
DCMC Occ Health Fee	175-262		0	
M Bray of WI Drug Test Consortium	0		489-499	
Town Crew expense (\$80/emp)	160-240		0	
AVERAGE QUARTERLY TOTALS	\$465-\$697		\$489-\$499	

2026 STR Applications to Approve 1/7/2026										
Owner Name	Property Address	Agent Address	Max Occ	SepticType	BDRM	DAICP	DCTZ	Insured	Payment	
Cheryl Carlson	12278 Europe Lake Ln	520 Europe Lake Rd, Ellison Bay	6	Holding Tank	3	YES	YES	YES	YES	
Keith A Clayton	9991 State Hwy 57	9991 State Hwy 57, Sister Bay	6	Septic System	3	YES	YES	YES	YES	
Nick Backes	12717 Kenosha Dr	2541 Glen Ln, Apt 6 Sister Bay	6	Holding Tank	3	YES	YES	YES	YES	
Kathleen Callahan	10372 Appleport Ln S	10920 State Hwy 42, Sister Bay	*6	Holding Tank	2	YES	YES	YES	YES	
Greyson Wolf-Dixon	9629 N Bay Drive	9699 N Bay Dr, Baileys Harbor	6	Holding Tank	3	YES	YES	YES	YES	

ADDRESS - 10372 Appleport Ln S - POWTS Info from City Squared:

Capacity: 3000 gal

Design: sized for up to 6 bdrms