

TOWN OF LIBERTY GROVE PUBLIC MEETING

January Board Meeting

Date: Wednesday, January 21, 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 1/7/26
5. Public input
6. Utility District#1
 - a. Payment of bills
 - b. Treasurer's Report
7. Payment of Town bills
8. Town Treasurer's Report
9. DC Trails Presentation on their Strategic Master Plan Project
10. Approval of 45 min detour on Hwy 42 for Ellison Day Parade June 27, 2026
11. Consider awarding a contract for the demolition of the buildings in Mariner Park
12. Approve purchase of used Toyota pneumatic forklift and accessories for Highway/Parks Crew
13. Short-Term Rental License(s)
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 Town Board)

Town of Liberty Grove
Minutes of the Town Board meeting on January 7, 2026
(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 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

Chairman Goss called the meeting to order at 6:10pm. Supervisors Janet Johnson, Dan Watts, Cathy Ward, and Billy Appel were present. Administrators Buckingham & Kalms were also in attendance along with Clerk/Treasurer Pamela Donart-Welcome, and 11 members of the public.

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

Ward moved, Goss seconded to approve the 12/17/25 minutes as presented. **Carried 5 – 0**

Public input: Paul Schwengel of 824 Top O the Thumb Ln, Ellison Bay noticed that at the last board meeting, there was mention of a bid by JF Construction to demolish the buildings at the Mariner Park property, and wanted to have the Town move forward with getting that done.

Ward moved, Johnson seconded to approve the payment of LGUD#1 bills totaling \$283.42.
Carried 5 – 0

Johnson moved, Goss seconded to approve the payment of Town bills totaling \$67,415.53.
Carried 5 – 0

Administrator's Report: Administrator Buckingham reported that several snow falls recently have kept the Town Crew busy with plowing, salting, and sanding roads, requiring an order of 225 tons of additional road salt to ensure we have adequate supply; due to the heaviness of the snow, many mailboxes have been knocked off their posts, so Buckingham shared a reminder of Ordinance 5-22 indicating the Town would not be responsible for replacement if mailboxes are closer than 36' from the road surface; the application for Door County Community Foundation

grant funds to help with the costs of a floating pier at the Ellison Bay Marina was submitted on December 18th; the potential hearing schedule has been established with the PSC regarding sewer rates adopted by Sister Bay; the State of Wisconsin BEAD grant funding was approved by the Federal Government for town-wide broadband installation, and we are now awaiting next steps.

Todd Kruse, representative from Frontier gave a report on the status of potential BEAD grant funding in relation to the proposed **Town-wide Broadband Project**. The next step is to pass through the National Institute of Sciences and Technologies (NIST) to finalize how the funds will be distributed in the State, and then the public-private partnership paperwork will be signed before the project can move forward.

After a recent conversation with the owners of **the former Rowley's Bay property**, Administrator Buckingham gave an update on the site clean-up: Asbestos inspection was completed, salvageable items are being removed from the buildings, the Town's building inspector has completed his inspection, and the Ouradniks indicated they are working with a developer on a possible plan to build on the site.

Johnson moved, Goss seconded to move excess room tax dollar funds: \$100,000.00 to fire equipment capital reserve, and \$60,145.63 to communications reserve. **Roll call:** Appel, Watts, Ward, Goss, and Johnson voted aye. There were no nays. **Motion carried 5 – 0**

Appel moved, Goss seconded to move to on-site DOT testing system. **Carried 5 – 0**

Goss moved, Ward seconded to accept the recommendation from the Personnel Committee to follow the guidelines that were agreed upon in their Closed Session. **Carried 5 – 0**

Goss moved, Johnson seconded to approve all the STR applications that were presented this evening on January 7, 2026. **Carried 5 – 0**

Correspondence: Buckingham shared a notice from the Wisconsin Department Natural Resources advising that a grant from the Knowles-Nelson Stewardship program has been tentatively awarded to support the acquisition of 40 acres of land located in the Town of Liberty Grove by The Nature Conservancy.

Future Meeting: The next Town Board meeting was scheduled for January 21, 2026 at 6:00pm

Johnson moved, Goss seconded to adjourn at 7:32pm. **Carried 5 – 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at future meeting of the Town Board.

Liberty Grove Utility District#1

1/21/2026

Name of Payee	Description of bill	Amount
Sister Bay Utilities	Monthly Lift Station Electric, Meter software, HydroCorp, Billing software	\$ 392.82
Sister Bay Utilities	Meter bases & Transmitters	\$ 13,593.50
Sister Bay Utilities	Quarter 4 2025 Billing	\$ 53,533.63
	TOTAL	\$ 67,519.95

Liberty Grove Utility District #1 Balances

	2025	2024
Checking account *7823		
Balance as of November 30,	\$ 53,987.20	\$ 74,723.24
Add Deposits	\$ 4,271.87	\$ 1,098.09
Less Disbursements	\$ 3,765.39	\$1,081.96
Add Interest	0.54% \$ 27.53	0.70% \$ 46.18
Balance as of December 31,	\$ 54,521.21	\$ 74,785.55
Savings account *9812		
Balance as of November 30,	\$ 318,885.80	\$337,488.82
Add deposits	\$ -	\$ -
Less Disbursements	\$ -	\$ -
Add Interest	1.84% \$ 525.51	2.10% \$ 615.43
Balance as of December 31,	\$ 319,411.31	\$338,104.25
Savings Restricted account *0291		
Balance as of November 30,	\$ 132,480.80	\$ 131,236.46
Add Deposits	\$ -	\$ -
Less Withdrawals	\$ -	\$ -
Add Interest	0.20% \$ 23.96	0.30% \$ 34.52
Balance as of December 31,	\$ 132,504.76	\$ 131,270.98
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 December 31,	\$ 675,943.20	\$ 706,703.60

1/16/2026 2:14 PM

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
2153	1/21/2026	AMAZON CAPITAL SERVICES INV#1MM3-GQ1Y-TF9G -\$6.30 CREDIT APPLIED	14.68
2154	1/21/2026	JOHN FABICK TRACTOR COMPANY INV# PIGB0334109 (LOADER NUTS & BOLTS)	139.73
2155	1/21/2026	ANTHEM BLUECROSS BLUESHIELD GR# A67054 (FEB2025 PREMIUMS + PAST)	7,919.95
2156	1/21/2026	MORTON SALT INV#s 5403963566, 5403975987, 5403979561	28,466.44
2158	1/21/2026	ROTE OIL LTD INV#s 17688, 18333	2,715.57
2159	1/21/2026	FLY-ME FLAG COMPANY LLC INV# 13313 (4 FLAGS FOR MUNI PROPERTIES)	360.00
2160	1/21/2026	FRONTIER ACCT# 920-854-6570-110222-5 (FAX LINE)	119.20
2161	1/21/2026	ASSOCIATED APPRAISAL CONSULTANTS INC INV# 183608	3,754.44
2162	1/21/2026	RICK BOCHEK-COMPUTER SERVICE INV# 02296024 (TROUBLESHOOT PRINTER)	45.00
2163	1/21/2026	SUPERIOR CHEMICAL, LLC INV#432030 (WAX/WASH & HAND CLEANSER)	430.65
2164	1/21/2026	INTERSTATE BILLING SERVICE INC ACCT# 662432	7,614.49
2165	1/21/2026	EVENSON LAUNDRY & CLEANERS INC INV# 781066	20.70
2166	1/21/2026	MONROE TRUCKING EQUIPMENT - GREEN BAY ACCT# 467780	1,681.74
2167	1/21/2026	DOOR COUNTY MEDICAL CENTER INV# INV00264	25.00
2168	1/21/2026	TR COCHART INC INV# 24706	1,128.00
2169	1/14/2026	DOCUMENT SALES AND DISTRIBUTION ORDER# 26-000008 (15 UDC PERMIT SEALS)	514.15
2170	1/16/2026	WISCONSIN PUBLIC SERVICE INV# 5764915025 (MUNI BLDGS ELECTRIC)	2,656.22
2171	1/21/2026	CARQUEST AUTO PARTS STORES CUST# MAR.882435, INTERNAL CUST# 1561515	1,611.72
Grand Total			59,217.68

Town of Liberty Grove balances as of December 31,		2025	2024
Municipal Checking Account *8401			
Balance as of November 30,	\$	1,379,211.84	\$ 879,826.54
Transfer to General Checking	\$	1,379,211.84	\$ 879,826.54
State Aid Payments & Shared Revenues	\$	-	\$ -
Early Tax Collections	\$	2,259,399.16	\$ 1,929,137.26
Interest 0.55%	\$	504.31	0.70% \$ 807.60
Balance as of December 31,	\$	2,259,903.47	\$ 1,929,944.86
Money Market Account *7390			
Balance as of November 30,	\$	1,168,234.62	\$ 1,137,839.83
Interest 2.43%	\$	2,541.63	2.73% \$ 2,694.65
Balance as of December 31,	\$	1,170,776.25	\$ 1,140,534.48
General Checking Account *1120			
Balance as of November 30,	\$	307,641.07	\$ 675,300.44
Reversing incomplete WH transactions from 2022-2023	\$	1,232.02	\$ -
Plus deposits and transfers	\$	1,430,938.70	\$ 1,154,561.13
Less FICA	\$	19,714.20	\$ 12,689.38
Less State withholding	\$	3,245.59	\$ 2,017.67
Less payroll	\$	40,820.24	\$ 27,418.40
Less disbursements	\$	171,237.85	\$ 67,617.04
Balance as of December 31,	\$	1,504,793.91	\$ 1,720,119.08
TOTAL in all Utility District Accounts:			
Utility District Checking *7823	\$	54,521.21	\$ 74,785.55
Utility District Savings *9812	\$	319,411.31	\$ 338,104.25
Utility District Restricted Savings *0291	\$	132,504.76	\$ 131,270.98
North Shore 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 December 31,	\$	675,943.20	\$ 706,703.60
TOTAL in all Town Accounts:			
Municipal Checking *8401	\$	2,259,903.47	\$ 1,929,944.86
Money Market Acct *7390	\$	1,170,776.25	\$ 1,140,534.48
Checking *1120	\$	1,504,793.91	\$ 1,720,119.08
Utility District	\$	675,943.20	\$ 706,703.60
As of December 31, the total in all Town accounts is:		\$ 5,611,416.83	\$ 5,497,302.02

Town Of Liberty Grove Public Notice of Intent to Award Public Works Contract

Notice of Intent to Award Public Works Service Contract

Pursuant to Wisconsin Statutes §§ 60.47 and 985.07, the Town of Liberty Grove hereby provides notice of its intent to enter into a Public Works Service Contract.

The Town intends to consider, discuss, and award a contract for the demolition and removal of three structures located within Mariner Park, located at 12695 WIS-42, Ellison Bay, WI 54210. The Town Board will review this matter at the Town Board meeting on Wednesday January 21, 2026, at 6:00 p.m.

The entirety of the work will be performed for an estimated total cost of \$24,475.00.

The work to be performed includes the demolition of three structures and the removal of all building materials, debris, and concrete from the area occupied by the demolished structures.

The proposed contract is considered a public work service contract, not subject to competitive bidding requirements under Wisconsin law.

This notice is published in compliance with Class 1 legal notice requirements which provides that if the estimated cost of public work is between \$5,000 and \$25,000, the town shall give a Class 1 notice before it contracts for the work. This notice will be posted in the following official public locations:

- Liberty Grove Town Hall
- Dovetail Trading Store
- Pioneer Store
- Ellison Bay Post Office
- Town of Liberty Grove Website

Pamela Donart-Welcome

For additional information or questions, please contact:

Pam Donart-Welcome, Town Clerk/Treasurer

Town of Liberty Grove

(920) 854-2934

town@libertygrove.wi.gov

libertygrove.wi.gov

Dated this 13th day of January, 2026.

2026 STR Applications to Approve 1/21/2026										
Owner Name	Property Address	Agent Address	Max Occ	SepticType	BDRM	DATCP	DCIZ	Insured	Payment	
Daniel/Valerie Austgen	803 Europe Bay Rd	11288 State Hwy 42, Sister Bay	6	Septic System	3	YES	YES	YES	YES	
Peder Nelson	11428 Beach Rd	11428 Beach Rd, Sister Bay	8	Septic System	4	YES	YES	YES	YES	
River B Rentals LLC	11838 Lakeview Rd	6452 Highway 42, Egg Harbor	8	Septic System	4	YES	YES	YES	YES	
Emilie Reed/Kurt Shulkitas	10072 Kinsey Bay Ln	8776 S Cedar Tr, Baileys Harbor	6	Septic Tank	3	YES	YES	YES	YES	

****NEW**