

TOWN OF LIBERTY GROVE PUBLIC MEETING

Town Board Meeting

Date: Wednesday, February 18, 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 2/4/26
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. Update on BEAD funding for Townwide Broadband Project - Jessica Hatch
10. BOR Certification at WTA District Meeting
11. ATV use on Town roads
12. Status of site clean-up at 1041 County Highway ZZ
 - a. Update on current status of site clean-up.
 - b. Adjournment to Closed Session per Wi. Stat. 19.85 (1) (g): Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved and/or pursuant to 19.85 (1) (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session—specifically the discussion of potential enforcement actions or litigation options related to site clean-up at 1041 County Hwy ZZ. (Roll call vote).
 - c. Reconvene in Open Session. (Roll Call Vote.)
 - d. Announcements or actions on items discussed in Closed Session regarding 1041 County Highway ZZ
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 February 4, 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 1/21/25
5. Public input
6. Payment of bills
7. Administrator Report
8. Plan Commission recommendation on Shipping Containers & Camping Regulations Survey
9. Realtor Inquiry and Client Offer to Purchase a Parcel of Town Property (Parcel No. 0180103312843B)
 - a. Discussion of offer to purchase town property.
 - b. Possibly move into closed session Pursuant to Wis. Stat. § 19.85 (1)(e) which authorizes a governmental body to meet in closed session for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session, specifically to discuss the offer extended on parcel No. 0180103312843B.
 - c. Reconvene in Open Session. (Roll Call Vote.)
 - d. Take action, if any, on items discussed in closed session.
10. Status of site clean-up at 1041 County Highway ZZ.
 - a. Update on reported current clean-up activities on the site.
 - b. Possibly move into closed session Pursuant to Wis. Stat. § 19.85 (1)(e) which authorizes a governmental body to meet in closed session for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session, specifically to discuss potential enforcement or litigation options if determined to be necessary.
 - c. Reconvene in Open Session. (Roll Call Vote.)
 - d. Take action, if any, on items discussed in closed session regarding 1041 County Highway ZZ.
11. Operator license
12. Short Term Rental licenses
13. Correspondence
14. Future meeting(s)
15. Adjourn

Chairman Goss called the meeting to order at 6:00pm. Supervisors Janet Johnson, Billy Appel, Cathy Ward, and Dan Watts were present. Administrators Buckingham & Kalms were also in attendance along with Clerk/Treasurer Pamela Donart-Welcome, and 4 members of the public.

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

Ward moved, Goss seconded to approve the 1/21/25 minutes as presented. **Carried 5 – 0**

Public input: none

Goss moved, Ward seconded to approve the payment of LGUD#1 bills totaling \$2,933.44.
Carried 5 – 0

Ward moved, and Johnson seconded to approve the payment of Town bills totaling \$43,052.72. **Carried 5 – 0**

Administrator's Report: Administrator Buckingham reported that the Town Maintenance Crew has been busy so far this winter with many days spent clearing snow & ice from the 101 miles of Town roads. The extra use of plowing equipment has resulted in more equipment repairs. When it wasn't snowing last week, the Crew was able to complete their annual MSHA mining re-certification class. He also noted the hearing process for the complaint filed with Wisconsin Public Service Commission regarding the Village Sister Bay sewer rates is scheduled to start on February 12th with our submission of written testimony and continue throughout the months of March and April. Once all the testimony and rebuttal is provided, the Commission will set a date where they evaluate all the evidence and make a determination. He then reported that he spoke with the Ouradniks regarding the fire debris clean-up at the former Rowley's Bay Resort, and they continue to indicate that they anticipate that demolition will begin sometime this winter.

Ward summarized the process the Town's Plan Commission took to answer the survey questions the Door County Land Use Service Department sent out regarding proposed changes to Camping Regulations and Shipping Containers in their Comprehensive Zoning Ordinance. Goss reiterated how the Plan Commissioners answered the survey questions by consensus, and the Supervisors clarified additional notations on the surveys.

Johnson moved, Goss seconded to recommend to the Administrator to submit the Plan Commission's recommendation on the Door County Camping Ordinance survey as written.

Carried 5 – 0

Watts moved, Ward seconded to have the Town Administrator submit the Survey to the County, per our discussion, regarding Shipping Containers. **Carried 5 – 0**

Administrator Buckingham summarized the Realtor Inquiry and Client Offer to Purchase a two acre parcel of Town property that used to be a dump & is now a closed landfill. The decision to go into Closed Session for this item was delayed until the Supervisors could determine if Item# 10 required a Closed Session.

Administrator Buckingham updated the Supervisors on steps that have been taken by the owners of the former Rowley's Bay Resort property to clean up the remaining post-fire debris.

Goss moved, Johnson seconded to move into Closed Session at 6:44pm pursuant to Wis. Stat. § 19.85 (1)(e) which authorizes a governmental body to meet in closed session for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session, specifically to discuss potential enforcement or litigation options if determined to be necessary,

and to discuss the offer extended on parcel No. 0180103312843B. **Roll Call:** Watts, Ward, Appel, Goss, and Johnson voted aye. There were no nays. **Motion Carried.**

Goss moved, Johnson seconded to reconvene into open session at 7:24pm. **Roll Call:** Appel, Ward, Goss, Johnson, and Watts voted aye. There were no nays. **Motion Carried.**

Goss moved, Johnson seconded to recommend that the Town decline the offer to purchase Parcel #01801-O3312843-B. **Carried 5 - 0**

There were no announcements made or actions taken on Item# 10.

Goss moved, Johnson seconded to approve the Operator License application for Faith Moore. **Carried 5 - 0**

There were no Short-Term Rental applications to be approved at this time.

Correspondence: Buckingham shared an email from Todd Kruse advising us that the Verizon Frontier merger has been completed as of January 20th, and Verizon has resources available for community engagement; another communication from Todd Kruse regarding their continued work on drafting a public/private partnership regarding the Wisconsin PSCB Grant for Frontier to do the Broadband deployment; a notice of an Open House from Door County Land Use regarding their updating of the Door County Parks & Open Space Plan; a communication with Ryan Nugent, who is the new land manager for The Nature Conservancy in Door County, advising us of their planned projects in 2026, including a clean-up along the Mink River; a petition asking that Liberty Grove Town Board adopt an Ordinance allowing the operation of ATVs and UTVs on all Town roads; a list of upcoming in-person & virtual WTA district meetings, and an upcoming WTA Door County Unit meeting in the Town of Union; a “save the date” notice for the DCEDC's 36th annual Investor Luncheon and Awards event taking place Wednesday, April 22nd, at the Stone Harbor Resort and Conference Center; a notice from the Wisconsin Historical Society announcing that the FJ King shipwreck, a schooner located in Lake MI near the Town of Liberty Grove, will be considered by the Wisconsin Historic Preservation Review Board for nomination into The Wisconsin State Register of Historic Places and the National Register of Historic Places.

Future Meeting: The next Town Board meeting was scheduled for February 18, 2026 at 6:00pm

Johnson moved, Goss seconded to adjourn at 7:34pm. **Carried 5 – 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at future meeting of the Town Board.

Liberty Grove Utility District#1

2/18/2026

Name of Payee	Description of bill	Amount
WPS	Lift Station	\$ -
Sister Bay Utilities	Monthly Lift Station Electric, Meter software, HydroCorp, Billing software	\$ 197.90
	TOTAL	\$ 197.90

Liberty Grove Utility District #1 Balances

	2026	2025
Checking account *7823		
Balance as of December 31, previous year	\$ 54,521.21	\$ 74,785.55
Add Deposits	\$ 52,125.52	\$ 48,251.66
Tansfer from Savings*9812 (Lift Station Relacement)	\$ -	\$ 25,150.50
Less Disbursements	\$ 16,664.10	\$73,636.41
Add Interest 0.50%	\$ 26.50	0.70% \$ 38.77
Balance as of January 31,	\$ 90,009.13	\$ 74,590.07
Savings account *9812		
Balance as of December 31, previous year	\$ 319,411.31	\$338,104.25
Add deposits	\$ -	\$ -
Less Transfer to *7823 (Lift Station Relacement)	\$ -	\$ 25,150.50
Add Interest 1.80%	\$ 469.93	2.10% \$ 595.85
Balance as of January 31,	\$ 319,881.24	\$313,549.60
Savings Restricted account *0291		
Balance as of December 31, previous year	\$ 132,504.76	\$ 131,270.98
Add Deposits	\$ -	\$ -
Less Withdrawals	\$ -	
Add Interest 0.20%	\$ 21.78	0.30% \$ 33.45
Balance as of January 31,	\$ 132,526.54	\$ 131,304.43
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 January 31,	\$ 711,922.83	\$ 681,986.92

2/13/2026 2:44 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
2219	2/18/2026	WISCONSIN DRUG TESTING CONSORTIUM INC INV# 62795	65.50
2220	2/18/2026	AMAZON CAPITAL SERVICES INV# 1QG4-767Y-X7GX	56.97
2221	2/18/2026	INTERSTATE BILLING SERVICE INC ACCT# 662432	58.41
2222	2/18/2026	FRONTIER ACCT# 920-854-6570-110222-5 (FAX LINE)	139.20
2223	2/18/2026	PAMELA DONART-WELCOME REIMBURSE FOR MAINT SHOP BANDAGES	20.23
2224	2/18/2026	COMMUNITY INSURANCE CORPORATION INV# IN000016687	126.00
2225	2/18/2026	BROOKS TRACTOR INC INV# D39070	588.68
2226	2/18/2026	MONROE TRUCKING EQUIPMENT - GREEN BAY INV#s 859604, 860016, 860536	839.14
2227	2/18/2026	DOOR COUNTY MEDICAL CENTER INV# INV00314	25.00
2228	2/18/2026	GOING GARBAGE & RECYCLING ACCT# 115572 (JAN 2025 BILLING)	1,191.63
2229	2/18/2026	DOOR GUARD SECURITY INC INV# 1638D (MONITORING 3/1/26-2/28/27)	540.00
2230	2/09/2026	FERRELLGAS STATEMENT# 5009915298 - ACCT# 7136416	4,029.41
2231	2/09/2026	WISCONSIN PUBLIC SERVICE INV# 5802537730	2,707.70
Grand Total			10,387.87

Town of Liberty Grove balances as of January 31,		2026	2025
Municipal Checking Account *8401			
Balance as of December 31, previous year	\$	2,259,903.47	\$ 1,929,944.86
Transfer to General Checking	\$	2,813,685.27	\$ 2,243,406.36
State Aid Payments & Shared Revenues	\$	74,763.53	\$ 83,144.19
Early Tax Collections	\$	5,535,778.09	\$ 5,878,439.24
Interest 0.50%	\$	1,596.14	0.70% \$ 2,121.12
Balance as of January 31,	\$	5,058,355.96	\$ 5,650,243.05
Money Market Account *7390			
Balance as of December 31, previous year	\$	1,170,776.25	\$ 1,140,534.48
Interest 2.40%	\$	2,280.61	3.00% \$ 2,586.36
Balance as of January 31,	\$	1,173,056.86	\$ 1,143,120.84
General Checking Account *1120			
Balance as of December 31, previous year	\$	1,504,793.91	\$ 1,720,119.08
Plus deposits and transfers	\$	2,853,487.73	\$ 2,266,996.91
Less FICA	\$	12,396.64	\$ 9,749.05
Less State withholding	\$	2,098.07	\$ 1,619.63
Less payroll	\$	36,582.90	\$ 30,205.48
Annual Service Charge	\$	276.40	\$ 363.50
Less disbursements	\$	3,002,019.84	\$ 2,432,980.46
Balance as of January 31,	\$	1,304,907.79	\$ 1,512,197.87
TOTAL in all Utility District Accounts:			
Utility District Checking *7823	\$	90,009.13	\$ 74,590.07
Utility District Savings *9812	\$	319,881.24	\$ 313,549.60
Utility District Restricted Savings *0291	\$	132,526.54	\$ 131,304.43
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 January 31,	\$	711,922.83	\$ 681,986.92
TOTAL in all Town Accounts:			
Municipal Checking *8401	\$	5,058,355.96	\$ 5,650,243.05
Money Market Acct *7390	\$	1,173,056.86	\$ 1,143,120.84
Checking *1120	\$	1,304,907.79	\$ 1,512,197.87
Utility District	\$	711,922.83	\$ 681,986.92
As of January 31, the total in all Town accounts is:	\$	8,248,243.44	\$ 8,987,548.68

