

## TOWN OF LIBERTY GROVE PUBLIC MEETING

### Town Board Meeting

**Date: April 15, 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 4/1/26
5. Public input
6. Committee Reports
7. Utility District#1
  - a. Payment of bills
  - b. Treasurer's Report
8. Payment of Town bills
9. Town Treasurer's Report
10. Update from Door County North
11. Town Administrator update on 2026 paving project schedule
12. Town Administrator update on Rowley's Bay Resort clean-up
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.\**

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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 April 1, 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 3/18/26
5. Public input
6. Payment of bills
7. Administrator Report
8. Highway Committee Recommendation for 2026 Paving Contract
9. Plan Commission recommendation on CUP request for 10663 CTH-ZZ – Hockers
10. Plan Commission recommendation on CUP request for 018-01-02312824A2 – Baltus
11. Short Term Rental licenses
12. Correspondence
13. Future meeting(s)
14. Adjourn

Chairman Goss called the meeting to order at 6:00pm. Supervisors Billy Appel, Janet Johnson, Cathy Ward and Dan Watts were present. Administrator Buckingham was also in attendance along with Clerk/Treasurer Pamela Donart-Welcome, Bud Kalms and 3 members of the public.

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

**Johnson moved, Goss seconded** to approve the 3/18/26 minutes as presented. **Carried 5 – 0**

**Public input:** Cathy Ward reported that the Gibraltar boys basketball team made it as far as the Sweet Sixteen tournament.

**Goss moved, Johnson seconded** to approve the payment of LGUD#1 bills totaling \$12,534.22.  
**Carried 5 – 0**

**Appel moved, Ward seconded** to approve the payment of Town bills totaling \$194,923.83.  
**Carried 5 – 0**

**Administrator's Report:** Administrator Buckingham reported that the Town recently submitted an application to the State of Wisconsin Disaster Relief Fund for the amount of approximately \$22,000 related to the downed trees and debris cleanup from the storm with high velocity winds that swept through Northern Door County back on August 9th of 2026. This submission was in response to the two denials from FEMA. He also reported that he is currently working with Jeb Saelens, County EMS Director, on potentially submitting another Wisconsin Disaster Fund grant request for the recent snowstorm that occurred on March 15th and 16th because of the record snowfall amounts that required significant labor hours for clean-up. There is a live video hearing

scheduled on Thursday, April 9th for the complaint filed with the Wisconsin Public Service Commission regarding the sewer rates set by the Village of Sister Bay. Regarding the Rowley's Bay Resort property, Buckingham reported that asbestos abatement is currently taking place, and the representative for Best Enterprises, LLC will be starting demolition soon after the road weight restrictions are lifted later this month. In that same area, the expansion of the Rowley's Bay boat launch is currently underway.

Appel summarized the **Highway Committee opening of 2026 Paving bids** that took place on March 30, 2026. Due to the Town's pending DOT grant application for paving on North Bay Road, the County Highway Department was restricted from bidding on paving that road. After comparing the bids from the County Highway Department on the other roads to the bid from Northeast Asphalt, the latter came in at a lower cost, and at an amount allowing Porcupine Bay—one of the alternate roads listed—to be included in the 2026 paving.

**Appel moved, Goss seconded** to accept the Northeast Asphalt bid for the Old Stage Rd project, Flint Ridge Rd project, N Badger Rd project and Porcupine Bay Rd project for 2026 paving as recommended by the Highway Committee totaling \$482,888.75. **Carried 5 – 0**

**Appel moved, Goss seconded** to accept the Northeast Asphalt bid for the North Bay Road project from County Highway ZZ to the water, as recommended by the Highway Committee totaling \$543,231.00. **Carried 5 – 0**

Cathy Ward summarized the **Plan Commission's review of the Conditional Use Permit** application for the Hocker's property at **10663 CTH-ZZ** brought before them at their March 25th meeting.

**Ward moved, Goss seconded** that the Liberty Grove Town Board approve the conditional use permit application for 10663 County Highway ZZ to expand the current existing permitted campground sites from 96 to 136, with the allowance of up to no more than 40 primitive campsites. **Carried 5 – 0**

Cathy Ward summarized **Plan Commission recommendation on the CUP request for parcel 018-01-02312824A2** that was brought before them by a representative of Gasco at their March 25th meeting.

**Ward moved, Goss seconded** that the Liberty Grove Town Board recommend the approval of conditional use permit for Parcel# 018010231282482 for placement of a 30,000-gallon propane storage tank on the parcel. **Carried 5 – 0**

**Goss moved, Johnson seconded** to approve the 2026 STR application for the Malik Family Trust. The property address is 1356 Kinsey Bay Court. **Carried 5 – 0**

**Correspondence:** Administrator Buckingham shared a notice from the Village of Ephraim that was shared with neighboring municipalities informing them of a hearing that took place on Tuesday, March 31<sup>st</sup> for a property at 10337 Town Line Drive with plans to construct 24 square foot metal commercial woodworking workshop; a solicitation from Domain Listings wanting to sell us the doorcountyveterans.com website address for an annual website domain listing fee of \$288.00; a communication from Todd Kruse of Frontier Communications indicating that Frontier-Verizon is still finalizing the Wisconsin Broadband Office Agreement; an e-mail from Carol Ash on behalf of the members of the Ellison Bay Beautification Project informing us that the wayfinding sign located at the corner of Mink River Road & Highway 42 in downtown Ellison Bay sustained significant damage in the recent storms; an e-mail from Claudia Alt applauding the Town's efforts to reduce the light pollution that has been affecting the Dark Sky status at Newport State Park; an email from Kurt Bawden of Door County North asking to meet with the Administrator in early April regarding DNC's strategic plan including how DCN can collaborate with the Town to deliver well-planned growth to our community and businesses; a notification from the Wisconsin Elections Commission sharing a notice they received from the US Postal Service indicating a limited time price increase of 8% to better align costs of transportation with the oil market plan price change that would affect base postage prices on Priority Mail, Express Mail, USPS, Ground Advantage and Parcel Select. The changes would not affect first class postage stamps at this time.

**Future Meeting:** The next Town Board meeting was scheduled for April 15, 2026 at 6:00pm, and the Annual Town Meeting will take place on April 21, 2026 at 7:00pm

**Appel moved, Goss seconded** to adjourn at 6:57pm. **Carried 5 – 0**

Respectfully submitted,  
Pamela Donart-Welcome, Clerk/Treasurer

**Pending approval at future meeting of the Town Board.**

## Liberty Grove Utility District#1

4/15/2026

| Name of Payee        | Description of bill                                                        | Amount              |
|----------------------|----------------------------------------------------------------------------|---------------------|
| Sister Bay Utilities | Monthly Lift Station Electric, Meter software, HydroCorp, Billing software | \$ 305.94           |
| Sister Bay Utilities | Quarter 1 2026 Billing                                                     | \$ 50,648.14        |
| Trilogy              | Sewer Rates review - PSC filing                                            | \$ 5,880.00         |
|                      | <b>TOTAL</b>                                                               | <b>\$ 56,834.08</b> |

## Liberty Grove Utility District #1 Balances

|                                                 | 2026                           | 2025                 |
|-------------------------------------------------|--------------------------------|----------------------|
| <b>Checking account *7823</b>                   |                                |                      |
| Balance as of February 28,                      | \$ 54,998.35                   | \$ 82,995.92         |
| Add Deposits                                    | \$ 102.95                      | \$ 3,826.61          |
| Transfer from Savings (Lift Station & Hydrants) | \$ 35,000.00                   | \$ -                 |
| Less Disbursements                              | \$ 13,578.59                   | \$ 2,350.00          |
| Add Interest                                    | 0.50% \$ 24.22                 | 0.70% \$ 49.43       |
| <b>Balance as of March 31,</b>                  | <b>\$ 76,546.93</b>            | <b>\$ 84,521.96</b>  |
| <b>Savings account *9812</b>                    |                                |                      |
| Balance as of February 28,                      | \$ 320,320.49                  | \$ 314,049.90        |
| Add deposits                                    | \$ -                           | \$ -                 |
| Less Disbursements                              | \$ -                           | \$ -                 |
| Transfer to Checking (Lift Station & Hydrants)  | \$ 35,000.00                   |                      |
| Add Interest                                    | 1.80% \$ 488.95                | 2.10% \$ 554.79      |
| <b>Balance as of March 31,</b>                  | <b>\$ 285,809.44</b>           | <b>\$ 314,604.69</b> |
| <b>Savings Restricted account *0291</b>         |                                |                      |
| Balance as of February 28,                      | \$ 132,546.87                  | \$ 131,334.65        |
| Add Deposits                                    | \$ -                           | \$ -                 |
| Less Withdrawals                                | \$ -                           | \$ -                 |
| Add Interest                                    | 0.20% \$ 23.24                 | 0.30% \$ 33.46       |
| <b>Balance as of March 31,</b>                  | <b>\$ 132,570.11</b>           | <b>\$ 131,368.11</b> |
| Nicolet Bank CD (9 months ending 8/14/2025)     |                                | 4.40% \$ 164,308.61  |
| Nicolet Bank CD (15 months ending 11/14/2026)   | 3.94% (4.00%APY) \$ 171,189.28 |                      |
| <b>Balance of all accounts as of March 31,</b>  | <b>\$ 666,115.76</b>           | <b>\$ 694,803.37</b> |

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In Progress Checks - Quick Report - ALL  
ALL Checks by Voucher  
ASSOCIATED BANK (1120)Page: 1  
ACCTDated From:  
Thru:From Account:  
Thru Account:

| Voucher Nbr | Check Date | Payee                                                            | Amount   |
|-------------|------------|------------------------------------------------------------------|----------|
| 2319        | 4/10/2026  | WISCONSIN PUBLIC SERVICE<br>INV#5877644971 (MUNI BLDGS ELECTRIC) | 2,597.38 |
| 2320        | 4/15/2026  | INTERSTATE BILLING SERVICE INC<br>ACCT# 662432                   | 120.40   |
| 2321        | 4/15/2026  | MONROE TRUCKING EQUIPMENT - GREEN BAY<br>ACCT# 4677800           | 1,147.75 |
| 2322        | 4/15/2026  | SISTER BAY UTILITIES<br>INV# 63386 (WATER SAMPLING)              | 60.00    |
| 2323        | 4/15/2026  | GOING GARBAGE & RECYCLING<br>ACCT# 115572 (MAR 2026 BILLING)     | 1,233.43 |
| 2324        | 4/15/2026  | ESERVICES LLC<br>FEB 2026 & MAR 2026 BLDG INPECTIONS             | 5,444.00 |
| 2325        | 4/15/2026  | CAROL MOONEY<br>4/7/26 SPRING ELECTION                           | 200.00   |
| 2326        | 4/15/2026  | ANN MILLER<br>4/7/26 SPRING ELECTION                             | 200.00   |
| 2327        | 4/15/2026  | JANET JOHNSON<br>4/7/26 SPRING ELECTION                          | 200.00   |
| 2328        | 4/15/2026  | LINDA JOHNSON<br>4/7/26 SPRING ELECTION                          | 200.00   |
| 2329        | 4/15/2026  | JOHN FABICK TRACTOR COMPANY<br>CUST# 1263708                     | 458.45   |
| 2330        | 4/15/2026  | NORA FLOOD<br>4/7/26 SPRING ELECTION                             | 200.00   |
| 2331        | 4/15/2026  | PENINSULA PULSE LLC<br>INV# 38211                                | 474.97   |
| 2332        | 4/15/2026  | TR COCHART INC<br>INV#s 26193, 26288 (2 TIRES & FLAT REP)        | 1,319.44 |
| 2333        | 4/15/2026  | AIRGAS USA LLC<br>INV# 9170479653                                | 511.18   |
| 2334        | 4/15/2026  | D LEE BUCKINGHAM, II<br>MAR 2026 MILEAGE                         | 60.90    |
| 2335        | 4/15/2026  | STEPHANIE LUNDQUIST<br>4/7/26 SPRING ELECTION                    | 200.00   |
| 2336        | 4/15/2026  | DOOR COUNTY COASTAL BYWAY<br>2026 TOWN CONTRIBUTION              | 500.00   |
| 2337        | 4/15/2026  | DOOR COUNTY HUMANE SOCIETY<br>2026 TOWN CONTRIBUTION             | 5,000.00 |

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In Progress Checks - Quick Report - ALL  
 ALL Checks by Voucher  
 ASSOCIATED BANK (1120)

Page: 2  
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Dated From:  
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From Account:  
 Thru Account:

| Voucher Nbr | Check Date | Payee                                                             | Amount    |
|-------------|------------|-------------------------------------------------------------------|-----------|
| 2338        | 4/15/2026  | DOOR COUNTY NORTH<br>2026 TOWN CONTRIBUTION                       | 31,500.00 |
| 2339        | 4/15/2026  | DOOR COUNTY SECRET SANTA<br>2026 TOWN CONTRIBUTION                | 19,500.00 |
| 2340        | 4/15/2026  | SENIOR ADVOCATES FOR INDEPENDENT LIVING<br>2026 TOWN CONTRIBUTION | 10,000.00 |
| 2341        | 4/15/2026  | ELLISON BAY SERVICE CLUB<br>2026 TOWN CONTRIBUTION                | 24,500.00 |
| 2342        | 4/15/2026  | GILLS ROCK ADVANCEMENT ASSOCIATION<br>2026 TOWN CONTRIBUTION      | 3,800.00  |
| 2343        | 4/15/2026  | GEO-DC<br>2026 TOWN CONTRIBUTION                                  | 10,000.00 |
| 2344        | 4/15/2026  | LIBERTY GROVE HISTORICAL SOCIETY<br>2026 TOWN CONTRIBUTION        | 31,050.00 |
| 2345        | 4/15/2026  | AMAZON CAPITAL SERVICES<br>INV#s 1FD6-HNRM-KM4M, 1QCD-QKVT-JYWG   | 144.11    |
| 2346        | 4/15/2026  | JX ENTERPRISES, INC<br>ACCT# 40343                                | 1,714.75  |
| 2347        | 4/15/2026  | QUILL<br>3 INV#s 48411194, 48445637, 48484009                     | 61.75     |
| 2348        | 4/15/2026  | QUANTUM TECHNOLOGIES<br>INV# VII5069 (OFFICE PHONES)              | 120.94    |
| 2349        | 4/15/2026  | ROTE OIL LTD<br>INV# 00012708 (55 GAL HYDRAULIC OIL)              | 1,182.51  |
| 2350        | 4/15/2026  | JF CONSTRUCTION<br>INV# 8862 (DEMO BLDGS AT MARINER PARK)         | 22,670.00 |
| 2351        | 4/15/2026  | LIBERTY VOTE USA INC<br>INV# LV162933                             | 38.32     |
| 2352        | 4/15/2026  | ACE HARDWARE SISTER BAY<br>ACCT# 502279                           | 249.20    |
| 2353        | 4/15/2026  | EVENSON LAUNDRY & CLEANERS INC<br>INV# 781885                     | 41.10     |
| 2354        | 4/15/2026  | WISCONSIN TOWNS ASSOCIATION<br>DUES + FULL TAC                    | 1,958.75  |
| 2355        | 4/07/2026  | FERRELLGAS<br>ACCT# 7136416 (MUNI BLDGS PROPANE)                  | 2,018.82  |
| 2358        | 4/15/2026  | LAURA BOKHOF<br>4/7/26 ELECTION INSPECTOR                         | 200.00    |

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In Progress Checks - Quick Report - ALL  
ALL Checks by Voucher  
ASSOCIATED BANK (1120)

Page: 3  
ACCT

Dated From:  
Thru:

From Account:  
Thru Account:

| Voucher Nbr | Check Date | Payee                                                            | Amount     |
|-------------|------------|------------------------------------------------------------------|------------|
| 2359        | 4/15/2026  | ANTHEM BLUECROSS BLUESHIELD<br>GROUP# A67054 (MAY 2026 PREMIUMS) | 6,976.91   |
| 2360        | 4/15/2026  | MISSION SQUARE RETIREMENT<br>4/15/26 PAYROLL                     | 2,279.78   |
| 2361        | 4/15/2026  | FRONTIER<br>ACCT# 920-854-6570-110222-5 (FAX LINE)               | 139.02     |
| Grand Total |            |                                                                  | 190,273.86 |

| Town of Liberty Grove balances as of March 31,            |    | 2026                | 2025                   |
|-----------------------------------------------------------|----|---------------------|------------------------|
| <b>Municipal Checking Account *8401</b>                   |    |                     |                        |
| Balance as of Ferbruary 28,                               | \$ | 1,970,565.73        | \$ 2,124,604.70        |
| Transfer to General Checking                              | \$ | -                   | \$ -                   |
| State Aid Payments & Shared Revenues                      | \$ | -                   | \$ 20,000.00           |
| Interest 0.50%                                            | \$ | 863.81              | 0.70% \$ 1,268.87      |
| Balance as of March 31,                                   | \$ | 1,971,429.54        | \$ 2,145,873.57        |
| <b>Money Market Account *7390</b>                         |    |                     |                        |
| Balance as of Ferbruary 28,                               | \$ | 1,175,189.57        | \$ 1,145,462.20        |
| Interest 2.40%                                            | \$ | 2,441.82            | 2.70% \$ 2,597.53      |
| Balance as of March 31,                                   | \$ | 1,177,631.39        | \$ 1,148,059.73        |
| <b>General Checking Account *1120</b>                     |    |                     |                        |
| Balance as of Ferbruary 28,                               | \$ | 1,159,209.27        | \$ 1,128,559.01        |
| Plus deposits and transfers                               | \$ | 14,301.00           | \$ 33,578.02           |
| Less FICA                                                 | \$ | 11,736.23           | \$ 10,437.76           |
| Less State withholding                                    | \$ | 1,994.88            | \$ 1,724.97            |
| Less payroll                                              | \$ | 34,818.95           | \$ 30,086.20           |
| Less disbursements                                        | \$ | 83,326.67           | \$ 111,171.22          |
| Balance as of March 31,                                   | \$ | 1,041,633.54        | \$ 1,008,716.88        |
| <b>TOTAL in all Utility District Accounts:</b>            |    |                     |                        |
| Utility District Checking *7823                           | \$ | 76,546.93           | \$ 84,521.96           |
| Utility District Savings *9812                            | \$ | 285,809.44          | \$ 314,604.69          |
| Utility District Restricted Savings *0291                 | \$ | 132,570.11          | \$ 131,368.11          |
| North Shore CD (9 months ending 8/14/2025)                |    |                     | \$ 164,308.61          |
| <b>Nicolet Bank CD (11 months ending 11/14/2026)</b>      | \$ | 171,189.28          |                        |
| Balance as of March 31,                                   | \$ | 666,115.76          | \$ 694,803.37          |
| <b>TOTAL in all Town Accounts:</b>                        |    |                     |                        |
| Municipal Checking *8401                                  | \$ | 1,971,429.54        | \$ 2,145,873.57        |
| Money Market Acct *7390                                   | \$ | 1,177,631.39        | \$ 1,148,059.73        |
| Checking *1120                                            | \$ | 1,041,633.54        | \$ 1,008,716.88        |
| Utility District                                          | \$ | 666,115.76          | \$ 694,803.37          |
| <b>As of March 31, the total in all Town accounts is:</b> | \$ | <b>4,856,810.23</b> | \$ <b>4,997,453.55</b> |

