

TOWN OF LIBERTY GROVE PUBLIC MEETING

Town Board Meeting

Date: May 6, 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 4/15/26
5. Public input
6. Committee Reports
7. Payment of bills
 - a. LGUD#1
 - b. Town
8. Administrator Report
9. Update on Rowley's Bay Resort clean-up
10. Discussion of potential next steps re: Gus Klenke's Garage property.
11. Liquor Licenses
12. Operator Licenses
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 April 15, 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 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

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

Johnson moved, Ward seconded to appoint Billy Appel as chairman for this meeting.
Carried 3 – 0

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

Johnson moved, Appel seconded to approve the 4/1/26 minutes as amended to correct Jeb Saelens title from EMS Director to Emergency Management Director. **Carried 3 – 0**

Public input: none

Committee Reports: Cathy Ward, Chair of the Plan Commission and Parks & Property Committee reported that the Plan Commission is working on a proposed Site Plan Review Ordinance with a focus on Dark Sky friendly lighting, and the Parks & Property Committee was awarded grant money from the Community Investment Fund to help with the cost of installing a floating pier at the Ellison Bay Marina, and also noted that the Door County Tourism Zone is still looking for a Liberty Grove member to fill a vacancy on their Commission. Billy Appel who sits

on the Highway Committee, reported that they are working on ideas/options to address standing water on Cedar Shore Road, as well as a response to the petition brought before the Town Board requesting allowed use of ATVs/UTVs on all Town Roads. Janet Johnson who sits on Community Development Committee reported that they are working on options for using two Town-owned parcels to provide affordable housing, and also a public discussion program on a PBS's *America at 250* segment focusing on the American Revolution.

Johnson moved, Ward seconded to pay the Liberty Grove Utility District #1 bills totaling \$56,834.08. **Carried 3 – 0**

Treasurer's Report: Donart-Welcome reported the following Utility District #1 account balances as of March 31, 2026:

Checking Account	\$ 76,546.93
Savings Account	\$ 285,809.44
Restricted Savings	\$ 132,570.11
CD	\$ <u>171,189.28</u>
TOTAL	\$ 666,115.76

Appel moved, Ward seconded to approve the Utility District#1 Treasurer's Report as presented. **Carried 3 – 0**

Appel moved, Johnson seconded to pay the Town bills totaling \$190,273.86. **Carried 3 – 0**

Treasurer's Report: Donart-Welcome reported the following Town account balances as of March 31, 2026:

Municipal Checking	\$ 1,971,429.54
Money Market Account	\$ 1,177,631.39
General Checking	\$ 1,041,633.54
Utility District	\$ <u>666,115.76</u>
TOTAL	\$ 4,856,810.23

Appel moved, Johnson seconded to approve the Treasurer's Report as presented. **Carried 3 – 0**

Curt Bawden and Sandy Smith of **Door County North** summarized how they have created a new strategic plan for the original organization, changed from being a from a 501c6 to a 501c3, and rebranded themselves to “Door County North Community and Business Association.” They now have a new focus on collaboration with the Town to involve the local community in various activities/events instead of only having their focus solely on the promotion of local businesses.

Administrator Buckingham updated the Board on the **2026 paving** schedule that is underway. He then reported that he continues to be in contact with the owners of the former **Rowley's Bay Resort** and the representative for Best Enterprises, and the necessary abatement of hazards has been completed. The next step of erosion control is expected to begin the week of April 27th, if

recent flooding conditions allow, followed by actual building demolition beginning in the beginning of May.

Ward moved, Johnson seconded to approve the STR application for property address 1581 Hill Road. **Carried 3 – 0**

Correspondence: Administrator Buckingham shared a “Thank You” card from the Wisconsin Drug Testing Consortium thanking us for counting on them to ensure DOT compliance for our Town Maintenance Crew; a notice from Wisconsin Public Service informing us of their electric rebuild project taking place in the area of South Port Des Mort Drive; a letter from Door County Economic Development Corporation thanking us for our generous annual investment in the Door County Economic Development Corporation in the amount of \$6,895; an email from Jim Peterson, the coach of the Ellison Bay Little League team, notifying us of their practice and game schedule beginning on April 27th; a letter from the Top of the Thumb Snowmobile Club advising us that they had a short season this year, but they were able to use their trail groomer to help during the recent blizzard and assisted with rescues, as it was the only vehicle that could get into some locations.

Future Meetings: The Annual meeting will be on April 21, 2026 at 7:00pm. The first required Board of Review meeting will be May 6, 2026 beginning at 5:45pm, followed by the next regular Town Board meeting beginning at 6:00pm.

Johnson moved, Appel seconded to adjourn at 6:44pm. **Carried 3 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at future meeting of the Town Board.

Liberty Grove Utility District#1

5/6/2026

Name of Payee	Description of bill	Amount
WPS	Lift Station	\$ 195.49
	TOTAL	\$ 195.49

5/01/2026 2:03 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
2369	5/06/2026	QUANTUM TECHNOLOGIES INV# VII5326 (OFFICE PHONES)	120.94
2370	5/06/2026	ACE HARDWARE SISTER BAY ACCT# 502279	250.23
2371	5/06/2026	JX ENTERPRISES, INC ACCT# 40343 (BALANCE DUE FROM PREV INV)	10.00
2372	5/06/2026	RICK BOCHEK-COMPUTER SERVICE INV# 02296104 (CONFIGURE PRINTER)	90.00
2373	5/06/2026	CELLCOM WISCONSIN INV# 971742 (HWY & DOCK PHONES)	114.59
2374	5/06/2026	PAUL HASS PLUMBING FAUCET REPAIR	463.95
2375	5/06/2026	MISSION SQUARE RETIREMENT 4/29/26 PAYROLL CONTRIBUTIONS	2,298.01
2376	5/06/2026	QUILL INV#s 48591023, 48687019	66.21
2377	5/06/2026	JOHN FABICK TRACTOR COMPANY CUST# 1263708	141.61
2378	5/06/2026	ASSOCIATED APPRAISAL CONSULTANTS INC INV# 186101	3,801.29
2379	5/06/2026	ROTE OIL LTD INV#s 26134, 26556	4,829.44
2380	5/06/2026	DELTA DENTAL OF WISCONSIN INV# 2533315 (MAY 2026 PREMIUMS)	318.00
2381	5/06/2026	DELEERS CONSTRUCTION CANCELLED PERMIT#s 250137, 250138	3,399.18
2382	5/06/2026	AMAZON CAPITAL SERVICES INV# 1RC4-6QQ1-1QDY	46.72
2383	5/06/2026	SHERWIN-WILLIAMS CO INV# 37642169090426 (LINE MARK PAINT)	157.25
2384	4/21/2026	ELAN FINANCIAL SERVICES ACCT# ****3808	433.85
2385	4/21/2026	CARQUEST AUTO PARTS STORES CUST# MAR.882435, INTERNAL CUST# 1561515	348.14
Grand Total			16,889.41

Operator Licenses to approve 5/6/26		
Applicant Name	Business Name	Bkgrnd Chk
TammyJo Welcome	Bea's Homemade Products	ok
Kaleigh Elise Kogler	Island Orchard Cider	ok
Kami Oram	Koepsel's farm Market	ok
Rick Kingsbury	Yachtworks Inc	ok
Maureen Mercier	Ellison Bay Day	ok
Derek McNeill	Island Orchard Cider	ok

TEMPORARY "Class B" Wine and "Class B" Beer applications to approve:

Gary Kemp	Ellison Bay Day
Barb Dziekan	LGHS Fish Boil
Barb Dziekan	LGHS Tractor Show

2026 STR Applications to Approve 5/6/2026										
Owner Name	Property Address	Agent Address	Max Occ	SepticType	BDRM	DATCP	DCTZ	Insured	Payment	
Christopher Hockers	1509 N Bay Ln	1515 N Bay Rd, Sister Bay	2	Septic System	1	YES	YES	YES	YES	
Brent & Nancy Mc Whinney	*10796 N Appleport Ln	2163 S. Bay Shore Dr #1, Sister Bay	**8	Holding Tank	3	YES	YES	YES	YES	
Catherine Marchwiany/Michael Blitch	11589 Humbug Rd	2882 Wilder Ln, Ephraim	6	Septic Tank	3	YES	YES	YES	YES	

* NEW

*ADDRESS - 10796 N Appleport Ln - POWTS Info from City Squared:

Capacity: 2958 gal

Sized for up to 5 bdrms & up to 10 guests