

TOWN OF LIBERTY GROVE PUBLIC MEETING

Town Board Meeting

Date: May 20, 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 5/6/26
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. Ord 2-26 Appointment of Alternate members of Board of Review
11. Res 3-26 to approving 2025 eCMAR Report for LGUD#1
12. Town Administrator update on Rowley's Bay Resort clean-up
13. Amend Ord 2-25 to address late renewal application filing
14. Commercial Kayak Launch Permits
15. Liquor Licenses
16. Tobacco Products Licenses
17. Operator Licenses
18. Short Term Rental licenses
19. Correspondence
20. Future meeting(s)
21. 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 May 6, 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 4/15/26
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

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

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

Ward moved, Welcome seconded to approve the 3/18/26 minutes as presented. **Carried 4 – 0**
Goss abstained.

Public input: Dan Watts welcomed new Supervisor Sylvann Welcome.

Committee Reports: Ward reported that she is exploring the timeline for the accumulation of over-budget room tax dollars that the Door County Tourism Zone collects and returns to the local municipalities, and how the municipalities are using their 30% share of the funds.

Johnson moved, Goss seconded to approve the payment of LGUD#1 bills totaling \$195.49.
Carried 5 – 0

Goss moved, Ward seconded to approve the payment of Town bills totaling \$17,025.03.
Carried 5 – 0

Administrator's Report: Administrator Buckingham reported that the 2026 paving is well underway, and announced that the Town was awarded a grant to re-imburse up to 49.88% of the cost to pave North Bay Road up to a max of \$271,550.16. The paving projects should be completed by May 15th. He then shared that the request for bids to chip-seal selected roads will be published shortly, opened by the Highway Committee at their next meeting, so they can have a recommendation for Board approval. The Town Maintenance Crew are now attending to Spring clean-up tasks at the Cemeteries and Parks. The floating pier has been installed at the Ellison Bay Marina, and two other pier sections were found to need repair. The Ellison Bay way-finding sign near the visitor center was repaired after this winter's storm damage. Spectrum is installing a public Wi-Fi option at the Ellison Bay Community Park / Women's Club, to help special community event vendors set up their credit card processors. The Sewer Rate litigation phase before the Public Service Commission is near completion, and a final determination could take up to several more weeks.

Regarding the **clean-up at the former Rowley's Bay Resort property**, Buckingham reported that asbestos abatement and erosion control were completed, and Best Enterprises, LLC have started building demolition and will be completing the process over the course of the coming weeks.

Regarding **next steps with the Gus Klenke's Garage property**, Bud Kalms shared the history of how the Town acquired the property, and Johnson suggested the Administrator reach out to a representative of the Liberty Grove Historical Society to see if they have an interest in moving the building to their site for restoration as a possible window museum before any further action is taken.

Goss moved, Ward seconded to approve the Temporary Class B wine & Class B beer applications for both Gary Kemp and Barb Zekin for Ellison Bay Day, and the LGHS Fish Boil & Tractor Show. **Carried 5 – 0**

Goss moved, Johnson seconded to approve the Operator Licenses submitted on May 6th, 2026. **Carried 4 – 0.** Welcome abstained.

Ward moved, Goss seconded to renew the Short-Term Rental license applications as presented, noting that the application for 1509 North Bay Lane would not be subject to the 180-day limit. **Carried 4 – 1.**

Correspondence: Administrator Buckingham shared a notice from the Wisconsin Historical Society informing that the Tostenson Pier Archaeological District near the south shore of Hedgehog Harbor in the Town of Liberty Grove is being considered by the Wisconsin Historic Preservation Review Board on May 15th for nomination to the Wisconsin State Register of Historic Places and the National Register of Historic Places; an email from Pamela Bush, the Door County Transportation Manager notifying of an upcoming *Driven to Succeed Transportation & Career Fair* at the John Miles County Park on June 17th; correspondence from

the Village of Ephraim advising of a Plan Committee meeting on Tuesday, April 28th at 7 PM to consider a conditional use request for construction of a 2,400 square foot metal commercial woodworking workshop on a private parcel adjacent to Liberty Grove; the minutes from the Sister Bay Liberty Grove Library Commission 4/15/26 meeting are available for review; an invitation from the Wisconsin Towns Association for their May 15th Door County unit meeting taking place at the Community Center on Washington Island; a notice of a Door County Land Use and Resource Planning Committee presentation regarding zoning and building permit violations; a letter from the Wisconsin Humane Society president & CEO, Allison Fotch, thanking you for your generous gift of \$5,000 to the WHS Door County Campus.

Future Meeting: The Board of Review will have a “meeting to adjourn to a later date” at 5:45pm on May 20, 2026 followed shortly after by the next regular Town Board meeting scheduled to begin at 6:00pm.

Johnson moved, Goss seconded to adjourn at 6:58pm. **Carried 5 – 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at future meeting of the Town Board.

Liberty Grove Utility District#1

5/20/2026

Name of Payee	Description of bill	Amount
Sister Bay Utilities	Monthly Lift Station Electric, Meter software, HydroCorp, Billing software	\$ 314.02
CLA	40% of 2025 Audit FINAL	\$ 3,780.00
	TOTAL	\$ 4,094.02

Liberty Grove Utility District #1 Balances

	2026	2025
Checking account *7823		
Balance as of March 31,	\$ 76,546.93	\$ 84,521.96
Add Deposits	\$ 39,617.25	\$ 39,241.03
Less Disbursements	\$ 69,383.30	\$49,791.22
Add Interest	0.50% \$ 22.66	0.70% \$ 43.05
Balance as of April 30,	\$ 46,803.54	\$ 74,014.82
Savings account *9812		
Balance as of March 31,	\$ 285,809.44	\$314,604.69
Add deposits	\$ -	\$ -
Less Disbursements	\$ -	\$ -
Add Interest	1.80% \$ 420.49	2.10% \$ 537.84
Balance as of April 30,	\$ 286,229.93	\$315,142.53
Savings Restricted account *0291		
Balance as of March 31,	\$ 132,570.11	\$ 131,368.11
Add Deposits	\$ -	\$ 245.37
Less Withdrawals	\$ -	
Add Interest	0.20% \$ 21.79	0.30% \$ 32.41
Balance as of April 30,	\$ 132,591.90	\$ 131,645.89
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
Balance of all accounts as of April 30,	\$ 636,814.65	\$ 685,111.85

5/15/2026 11:06 AM

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
2391	5/20/2026	CLIFTONLARSONALLEN LLP INV# L261135693 (60% TOWN PORTION)	5,670.00
2392	5/20/2026	GREEN BAY HIGHWAY PRODUCTS LLC INV# 3760 (CULVERTS)	2,543.32
2393	5/20/2026	ANTHEM BLUECROSS BLUESHIELD GR# A67054 (JUNE 2026 PREMIUMS)	6,976.91
2394	5/20/2026	SUPERIOR CHEMICAL, LLC CUST# 8753700	1,677.61
2395	5/20/2026	PENINSULA PULSE LLC INV# 38354	45.10
2396	5/20/2026	INTERSTATE BILLING SERVICE INC ACCT# 662432 (REPAIRS MACK 161)	3,317.45
2397	5/20/2026	ZARNOTH BRUSH WORKS INC INV# 020-IN6262 (GRADER SWEEPER PARTS)	672.04
2398	5/20/2026	JOHN FABICK TRACTOR COMPANY CUST# 1263708 (GRADER CUSHION)	250.68
2399	5/20/2026	FERRELLGAS ACCT# 7136416 (MUNI BLDGS HEAT)	2,896.01
2400	5/20/2026	MISSION SQUARE RETIREMENT 5/13/26 PAYROLL CONTRIBUTIONS	2,299.03
2401	5/20/2026	D LEE BUCKINGHAM, II APR 2026 MILEAGE	259.55
2402	5/20/2026	SBLG LIBRARY BUILDING COMMISSION REIMBURSEMENT - TLG PORTION OF AXMEN INV	844.00
2403	5/20/2026	MGD INDUSTRIAL CORP INV# 247186	85.66
2404	5/20/2026	TR COCHART INC INV# 26597 (FLAT TIRE REPAIR)	150.00
2405	5/20/2026	NORTHERN DOOR COMMUNICATIONS INV# 30165 (Q2 2026 REPEATER SERVICE)	522.00
2406	5/20/2026	ROTE OIL LTD INV#s 27976, 29122	3,392.04
2407	5/20/2026	SHERWIN-WILLIAMS CO INV# 42501169090526 (YELLOW LINE PAINT)	159.75
2408	5/20/2026	PIER & WATERFRONT SOLUTIONS, LLC INV# 10945 (FLOATING PIER)	22,637.00
2409	5/20/2026	MONROE TRUCKING EQUIPMENT - GREEN BAY INV# 860579	1,471.86

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In Progress Checks - Quick Report - ALL

Page: 2

ALL Checks by Voucher

ACCT

ASSOCIATED BANK (1120)

Dated From:

From Account:

Thru:

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
2410	5/20/2026	GOING GARBAGE & RECYCLING ACCT# 115572	1,534.26
2411	5/20/2026	D J DOOR INC INV# 487 (LIFT TRANSMITTERS)	434.40
2412	5/20/2026	KIEHNAU'S SERVICE, LLC INV# 26900 (TOW FORD TRUCK TO GB)	535.00
2413	5/20/2026	VANS LUMBER & CUSTOM BUILDERS RETURN BOND - PERMIT# 250084	400.00
2414	5/20/2026	PORTSIDE BUILDERS INC RETURN BOND - PERMIT# 250104	400.00
2415	5/12/2026	WISCONSIN PUBLIC SERVICE INV# 5915473282 (MUNI BLDGS ELECTRIC)	2,537.15
Grand Total			61,710.82

Town of Liberty Grove balances as of April 30,		2026	2025
Municipal Checking Account *8401			
Balance as of March 31,	\$	1,971,429.54	\$ 2,145,873.57
Transfer to General Checking	\$	-	\$ -
State Aid Payments & Shared Revenues	\$	84,549.08	\$ 79,664.46
Interest 0.50%	\$	836.59	0.70% \$ 1,267.72
Balance as of April 30,	\$	2,056,815.21	\$ 2,226,805.75
Money Market Account *7390			
Balance as of March 31,	\$	1,177,631.39	\$ 1,148,059.73
Interest 2.40%	\$	2,293.96	3.00% \$ 2,519.44
Balance as of April 30,	\$	1,179,925.35	\$ 1,150,579.17
General Checking Account *1120			
Balance as of March 31,	\$	1,041,633.54	\$ 1,008,716.88
Plus deposits and transfers	\$	613,940.77	\$ 11,493.73
Less FICA	\$	12,005.72	\$ 10,116.32
Less State withholding	\$	2,010.95	\$ 1,653.24
Less payroll	\$	53,009.03	\$ 43,774.87
Less disbursements	\$	381,752.51	\$ 324,235.18
Balance as of April 30,	\$	1,206,796.10	\$ 640,431.00
TOTAL in all Utility District Accounts:			
Utility District Checking *7823	\$	46,803.54	\$ 74,014.82
Utility District Savings *9812	\$	286,229.93	\$ 315,142.53
Utility District Restricted Savings *0291	\$	132,591.90	\$ 131,645.89
North Shore CD (9 months ending 8/14/2025)			\$ 164,308.61
Nicolet Bank CD (11 months ending 11/14/2026)	\$	171,189.28	
Balance as of April 30,	\$	636,814.65	\$ 685,111.85
TOTAL in all Town Accounts:			
Municipal Checking *8401	\$	2,056,815.21	\$ 2,226,805.75
Money Market Acct *7390	\$	1,179,925.35	\$ 1,150,579.17
Checking *1120	\$	1,206,796.10	\$ 640,431.00
Utility District			\$ 685,111.85
As of April 30, the total in all Town accounts is:		\$ 4,443,536.66	\$ 4,702,927.77

TOWN OF LIBERTY GROVE
ORDINANCE 2-26

APPOINTMENT OF ALTERNATE MEMBERS OF BOARD OF REVIEW

Whereas, 1997 Wis. Act 237 has amended the procedures for Board of Review commencing in the year 2000, and

Whereas, one of the changes to Sec. 70.47 of Wis. Statutes authorizes the removal of board of review members for individual cases under specific circumstances, and

Whereas, Sec. 70.47(6m) (c) authorizes the appointment of alternate members to serve on the board of review when standing members are removed from individual cases;

Now Therefore the Town Board of the Town of Liberty Grove, Door County, Wisconsin does ordain as follows:

1. Adoption

Pursuant to Section 70.47(6m) (c) and Sec. 70.46(1) of Wis. Statutes the Town Board hereby provides for the appointment of alternates to serve on the Town Board of Review in the event a standing board member of the Board of Review is removed or unable to serve for any reason.

2. Appointments

The following electors of the Town of Liberty Grove are hereby named as alternates in the order indicated to serve as alternate Board of Review members:

Alternate 1: **Julie Kingsbury**
Alternate 2: **Walter Kalms**
Alternate 3: **Yvonne Dwonch**

3. Effective Date

The appointments made in this ordinance are for the year 2026 Board of Review proceedings and are effective upon posting as provided by law.

Adopted at a meeting of the Liberty Grove Town Board on the 20th day of May, 2026. _____ moved,
_____ seconded. With _____ ayes, _____ nays. Motion _____.

I, Pamela Donart-Welcome, Clerk/Treasurer for the Town of Liberty Grove, hereby certify that the above ordinance was adopted at a legally noticed meeting of the Liberty Grove Town Board on May 20th, 2026.

Pamela Donart-Welcome, Clerk/Treasurer

TOWN OF LIBERTY GROVE
RESOLUTION 3-26
APPROVING ELECTRONIC COMPLIANCE MAINTENANCE ANNUAL REPORT
(eCMAR) FOR LIBERTY GROVE UTILITY DISTRICT #1

The Liberty Grove Town Board, the governing body of the Liberty Grove Sanitary District and Liberty Grove Utility District, hereby approves the eCMAR as formulated for the Liberty Grove Utility District #1.

Motion to adopt: _____ Second: _____

Vote: Aye: ____ Nay: ____

I, Pamela Donart-Welcome, Clerk/Treasurer of the Town of Liberty Grove, hereby certify that the above resolution was passed at a properly noticed meeting of the Liberty Grove Town Board on May 20th, 2026.

Pamela Donart-Welcome, Clerk/Treasurer
Town of Liberty Grove

Commercial Launch Permits to Approve 5/20/2026						
App Date	Business Name	Owner	Insurance	# of Passes	Amt Paid	Notes
4/14/2026	Kayak Guide Justin LLC	Justin Pahnturat	YES	7	\$800.00	7 Watercraft & 1 Trailer
5/7/2026	Door County Adventure Rafting	Matt Olson	YES	1	\$100.00	1 Watercraft

LIQUOR LICENSES to Approve 5/20/26			
"Class A" liquor & Class "A" Beer (sale of liquor, wine, and beer in closed container for consumption off premises)			
Karina Oram	Koepsel's Farm Market		
Barbara Greene	Pioneer Store		
Tammyjo Welcome	Bea's Ho-Made Products		
"Class B" Beer (sale of beer only for consumption on premises)			
John R McMahon	CAMP Door County campground		
"Class B" liquor & Class "B" Beer (sale of liquor, wine, and beer for consumption on premises)			
Linden Ray	Mink River Basin		
Robert Novitski	Shoreline Restaurant		
David Johnson	The Cleat		
Rochelle M Hasselbach	White Pine Supper Club		
Kristine Johnson	Waterfront Restaurant		
"Class C" wine (sale of wine by the glass for consumption on premises)			
John R McMahon	CAMP Door County campground		

Operator Licenses to approve 5/20/2026		
Applicant Name	Business Name	Bkgrnd Chk
Sheila Gersek	Fuel Forty Two Co LLC	ok
Kristie Moss- Henriksen	Henriksen's Fish House	ok
Cheryl Ann Rohde Culver	LGHS	ok
Beverly Tesnow	Pioneer Store	ok
Jean Monfils	Pioneer Store	ok
Kendall Johnson	The Waterfront	ok
Laura Siegesmund	The Waterfront	ok
Alexandra Dumas	White Pine Supper Club	ok
Marsha Brown	Camp Door County LLC	ok
David Nelson	Island Orchard Cider	ok

Tobacco Permits to Approve 5/20/2026	
Applicant Name	Business Name
Barbara Greene	Pioneer Store

2026 STR Applications to Approve 5/20/2026										
Owner Name	Property Address	Agent Address	Max Occ	SepticType	BDRM	DATCP	DC1Z	Insured	Payment	
Collen Ludovice/Nicholas Ludovice	1050 N Berry Ln	12463 Garrett Bay Rd, Ellison Bay	6	Septic Tank	3	YES	YES	YES	YES	
William Niemiec	12523 Cedar Dell Rd	10321 Staste Hwy 42, Ephraim	4	Septic Tank	2	YES	YES	YES	YES	
Brian Sarver	11573 Beach Rd	12680 Timberline Rd, Ellison Bay	8	Holding Tank	4	YES	YES	YES	YES	