

TOWN OF LIBERTY GROVE PUBLIC MEETING

Town Board Meeting

Date: June 16, 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 6/3/26
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. Report from Door County Tourism Zone & Destination Door County
11. Committee Assignments
12. Revisit Ord 2-25
13. Commercial Outfitter Launch Permits
14. Operator Licenses
15. Short Term Rental licenses
16. Correspondence
17. Future meeting(s)
18. 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 June 3, 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 5/20/26
5. Public input
6. Committee Reports
7. Payment of bills
8. Administrator Report
9. Recommendation from Highway Committee on 2026 Chip Sealing
10. Letter of Support for new State Broadband Expansion Grant opportunity
11. Commercial Outfitter Launch Permits
12. Liquor Licenses
13. Operator Licenses
14. Tobacco Product Licenses
15. Short Term Rental licenses
16. Correspondence
17. Future meeting(s)
18. Adjourn

Chairman Goss called the meeting to order at 6:01pm. Supervisors, Janet Johnson, Dan Watts, and Cathy Ward were present. Sylvann Welcome was excused. Consultant Bud Kalms was present along with 2 members of the public, and Administrator Buckingham was also in attendance and taking minutes for this meeting in the absence of the Clerk.

Johnson moved, and Ward seconded to approve the agenda as posted. **Carried 4 – 0**

Ward moved, and Goss seconded to approve the 5/20/26 minutes as presented. **Carried 4 – 0**

Public input: Steve Wismar, a regular summer visitor, expressed his appreciation for progress being made at the former Rowley's Bay Resort property.

Committee Reports: none

Goss moved, and Johnson seconded to approve the payment of LGUD#1 bills totaling \$57,949.48. **Carried 4 – 0**

Johnson moved, and Ward seconded to approve the payment of Town bills totaling \$15,328.50. **Carried 4 – 0**

Administrator's Report: Administrator Buckingham reported that all 2026 paving has been completed by Northeast Asphalt, including the North Bay project that was separated for grant

purposes. Shouldering work will be done soon as well as striping for the roads that were paved and some additional roads that we feel need to be re-striped. The Highway Committee has received and reviewed the bids turned in for 2026 chip-sealing. Chip Sealing will be dealt with later on the agenda. The Town maintenance crew is currently completing their normal late spring activities such as maintaining parks & cemeteries as well as working on re-landscaping the area of Mariner Park where the buildings were demolished in February. The floating pier at the Ellison Bay Marina has been utilized regularly since it was put in last month. Administrator Buckingham indicated that we have received the grant check from the Door County Community Foundation and thanked them for their support to help with the cost of the floating pier. Speaking of the marina, needed repairs on certain piers have been completed, and the piers are now level and stable. The Ellison Bay Park and Community Center Wi-Fi project was just completed on Monday, June 1st by Spectrum, and with the two extenders, there should be coverage throughout the entire park area for vendor use at large community events. Regarding the sewer rate litigation before the Wisconsin PSC, the final written submission is due on June 15th. Once that decision matrix submission has been filed, it'll probably still be several weeks, maybe even months, before we get a decision on whether Sister Bay's sewer rates for Liberty Grove Utility District customers are determined to be unreasonable or not, and if so, what the remedy should be. Lastly, Buckingham reported that he has been visiting the former Rowley's Bay Resort site numerous times every week, including earlier this afternoon. Most of the main resort building has been demolished, with just a small percentage of the building still standing. The central portion of the building is largely still up but has been largely demolished inside. The workers are slowly tearing it down and separating the steel and other salvageable materials into different piles for salvage or scrap versus what they're going to haul to the landfill.

2026 Chip Sealing Projects: Administrator Buckingham summarized the Highway Committee discussion on which roads are most in need of chip-sealing in 2026 that can fit into the approved budget. He added information presented by a representative of Scott Construction at their meeting on the difference between the traditional white stone they've historically used, and a higher quality, longer lasting black stone they've been offering recently.

Goss moved, and Ward seconded to approve the Highway Committee recommendation that the Town Board move forward with chip-sealing all three of the roads as outlined and accept the bid from Scott Construction to use the black stone at a cost of \$131,500.00. **Carried 4 – 0**

Administrator Buckingham summarized the new State Broadband Expansion Grant opportunity and drew up a letter of support as suggested by the Door County Broadband coordinator Jessica Hatch, to be signed by the Town Board Supervisors & be included with the application for those grant funds. These Wisconsin state funds are separate from the federal BEAD grant funds already approved and will be applied to the Townwide Broadband project.

Johnson moved, and Goss seconded to authorize the Administrator to send a letter of support for the new State Broadband Expansion Grant opportunity to Mr. Cru Stubleby, the Secretary to the Commission of Public Service Commission of Wisconsin. **Carried 4 – 0.**

Bella Sgriccia spoke on behalf of Door County Kayak Tours explaining that the application materials were turned into the office prior to the deadline and asked for approval for issuance of their requested 24 seasonal launch passes.

Ward moved, and Goss seconded to approve the seasonal launch passes for Door County Kayak Tours, LLC for 24 watercrafts. **Carried 4 – 0.**

Ward moved, and Johnson seconded to approve the Class A Liquor license for Door County Bakery, the Class A Liquor & Class A Beer for Dovetail Trading, Yacht Works, Inc., Hendrickson's Fishery, 42 Fuel Company, LLC, and Kick Ash Products, LLC, and the Class B Liquor & Class B Beer for BBEB, LLC, Dovetail Grill, and Tassi Hospitality, LLC. **Carried 4 – 0.**

Johnson moved, and Goss seconded to approve the Operator licenses for Julia Radnick and Jamie Mead. **Carried 4 – 0.**

Johnson moved, and Goss seconded to approve the Tobacco permits for Dovetail Trading and for 42 Fuel Company LLC, June 3rd, 2026. **Carried 4 – 0.**

Ward moved, and Goss to approve the Short-Term Rental application for 11064 Beach Road. **Carried 4 – 0.**

Correspondence: Administrator Buckingham shared a postcard from the USDA Farm Service Agency advising us to review our base allocation summary by August 31st; an email from the Wisconsin Elections Commission advising that they had sent a letter to the Postmaster General and Wisconsin's congressional representatives expressing their concerns about mail performance; a copy of the Sister Bay Liberty Grove Fire Department financial statements and supplementary information from CLA Consultants, that is available in the office for review; a “thank you” card from Pat Hickey stating that “the Wagon Trail Association could not have had a better welcome for our annual meeting than the resort demolition.”

Future Meeting: The next regular Town Board meeting was scheduled on June 17th at 6:00pm.

Goss moved, and Johnson seconded to adjourn at 6:47pm. **Carried 4 – 0**

Respectfully submitted,
Lee Buckingham, Administrator

Pending approval at future meeting of the Town Board.

Liberty Grove Utility District#1

6/17/2026

Name of Payee	Description of bill	Amount
Sister Bay Utilities	Monthly Lift Station Electric, Meter software, HydroCorp, Billing software	\$ 306.17
Jeffrey Johnson	Refund overpayment of Final Utility Bill	\$ 171.06
	TOTAL	\$ 477.23

Liberty Grove Utility District #1 Balances

	2026	2025
Checking account *7823		
Balance as of April 30,	\$ 46,803.54	\$ 74,014.82
Add Deposits	\$ 4,892.75	\$ 2,255.76
Less Disbursements	\$ 534.51	\$14,341.82
Add Interest	0.50% \$ 19.87	0.70% \$ 40.47
Balance as of May 30,	\$ 51,181.65	\$ 61,969.23
Savings account *9812		
Balance as of April 30,	\$ 286,229.93	\$315,142.53
Add deposits	\$ -	\$ -
Less Disbursements	\$ -	\$ -
Add Interest	1.80% \$ 407.07	2.10% \$ 538.76
Balance as of May 30,	\$ 286,637.00	\$315,681.29
Savings Restricted account *0291		
Balance as of April 30,	\$ 132,591.90	\$ 131,645.89
Add Deposits	\$ -	\$ 621.71
Less Withdrawals	\$ -	
Add Interest	0.20% \$ 21.07	0.30% \$ 32.59
Balance as of May 30,	\$ 132,612.97	\$ 132,300.19
Nicolet Bank CD (9 months ending 8/14/2025)		4.40% \$ 166,035.38
Nicolet Bank CD (15 months ending 11/14/2026)	3.94% (4.00%APY) \$ 172,833.92	
Balance of all accounts as of May 30,	\$ 643,265.54	\$ 675,986.09

6/17/2026 10:46 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
2443	6/17/2026	NORTHEAST ASPHALT INC INV# 619700-001 (NORTH BAY ROAD PROJECT)	543,231.00
2444	6/17/2026	NORTHEAST ASPHALT INC INV# 619699-001 (2026 PAVING)	482,888.75
2445	6/17/2026	JORDAN HOMSY-HARRIS REF DEPOSIT - 5/23/26 WILDWOOD RM RENTAL	300.00
2446	6/17/2026	SANDY OLSON REF DEPOSIT - 5/30/26 EBCC RENTAL	300.00
2447	6/17/2026	ACE HARDWARE SISTER BAY ACCT# 502279	435.67
2448	6/17/2026	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC INV# 3322674792	240.81
2449	6/17/2026	FRONTIER ACCT# 920-854-6570-110222-5 (FAX LINE)	139.02
2450	6/17/2026	CAPTAIN COMMODOES INC CUST# C3348 (PORT-O-COMMODES)	1,035.00
2451	6/17/2026	JOHN FABICK TRACTOR COMPANY CUST# 1263708	1,166.74
2452	6/17/2026	D LEE BUCKINGHAM, II MAY 2026 MILEAGE & EXPENSES	396.62
2453	6/17/2026	QUANTUM TECHNOLOGIES INV# VII5439 (OFFICE PHONES)	120.28
2454	6/17/2026	CELLCOM WISCONSIN INV# 080125 (SHOP & DOCK PHONES)	137.37
2455	6/17/2026	MORTON SALT INV#s 5404316725, 5404320311	9,646.02
2456	6/17/2026	RICK BOCHEK-COMPUTER SERVICE INV# 02296130	45.00
2457	6/17/2026	ESERVICES LLC MAY 2026 INSPECTION FEES	8,234.18
2458	6/17/2026	EVENSON LAUNDRY & CLEANERS INC INV# 782296, 782576	37.35
2459	6/17/2026	GOING GARBAGE & RECYCLING ACCT# 115572 (MAY 2026 TRASH & RECYCLE)	1,305.73
2460	6/08/2026	FERRELLGAS ACCT# 7136416	390.01
2461	6/08/2026	MISSION SQUARE RETIREMENT 6/10/26 PAYROLL CONTRIBUTIONS	2,267.83

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

Page: 2
ACCT

Dated From:

From Account:

Thru:

Thru Account:

Voucher Nbr	Check Date	Payee	Amount
2463	6/12/2026	WISCONSIN PUBLIC SERVICE INV# 5953469016	2,357.47
2464	6/17/2026	DOOR COUNTY HIGHWAY DEPARTMENT INV# 2026-33000192 (SWEEPING)	1,705.08
2465	6/17/2026	ROTE OIL LTD INV# 32067	1,250.49
2466	6/17/2026	ANTHEM BLUECROSS BLUESHIELD GROUP# A64054 - JULY 2026 PREMIUMS	6,976.91
2467	6/17/2026	CARQUEST AUTO PARTS STORES CUST# MAR.882435, INT CUST# 1561515	1,041.09
2468	6/17/2026	WISCONSIN DRUG TESTING CONSORTIUM INC INV# 63587	165.50
2469	6/17/2026	GUARDIAN GROUP ID# 00 800060 (Q3 2026 PREMIUMS)	692.82
Grand Total			1,066,506.74

Town of Liberty Grove balances as of May 31,		2026	2025
Municipal Checking Account *8401			
Balance as of April 30,	\$	2,056,815.21	\$ 2,226,805.75
Transfer to General Checking	\$	-	\$ 850,000.00
State Aid Payments & Shared Revenues	\$	7,884.76	\$ 7,884.76
Interest 0.50%	\$	819.90	0.70% \$ 1,007.98
Balance as of May 31,	\$	2,065,519.87	\$ 1,385,698.49
Money Market Account *7390			
Balance as of April 30,	\$	1,179,925.35	\$ 1,150,579.17
Interest 2.40%	\$	2,221.82	3.00% \$ 2,524.97
Balance as of May 31,	\$	1,182,147.17	\$ 1,153,104.14
General Checking Account *1120			
Balance as of April 30,	\$	1,206,796.10	\$ 640,431.00
Plus deposits and transfers	\$	71,691.90	\$ 957,207.52
Less FICA	\$	10,804.25	\$ 10,343.59
Less State withholding	\$	1,837.28	\$ 1,687.66
Less payroll	\$	33,770.58	\$ 30,990.87
Less disbursements	\$	88,686.63	\$ 691,930.00
Balance as of May 31,	\$	1,143,389.26	\$ 862,686.40
TOTAL in all Utility District Accounts:			
Utility District Checking *7823	\$	51,181.65	\$ 61,969.23
Utility District Savings *9812	\$	286,637.00	\$ 315,681.29
Utility District Restricted Savings *0291	\$	132,612.97	\$ 132,300.19
North Shore CD (9 months ending 8/14/2025)			\$ 166,035.38
Nicolet Bank CD (11 months ending 11/14/2026)	\$	172,833.92	
Balance as of May 31,	\$	643,265.54	\$ 675,986.09
TOTAL in all Town Accounts:			
Municipal Checking *8401	\$	2,065,519.87	\$ 1,385,698.49
Money Market Acct *7390	\$	1,182,147.17	\$ 1,153,104.14
Checking *1120	\$	1,143,389.26	\$ 862,686.40
Utility District	\$	643,265.54	\$ 675,986.09
As of May 31, the total in all Town accounts is:	\$	5,034,321.84	\$ 4,077,475.12

2026 STR Applications to Approve 6/17/2026										
Owner Name	Property Address	Agent Address	Max Occ	SepticType	BDRM	DATCP	DCITZ	Insured	Payment	
Brittany Lowe/Garret Torgerson	1984 Highview Road	2649 S Bay Shore Dr, Sisiter Bay	*6	Conventional	2	YES	YES	YES	YES	
Cory Grassell, Amanda Sue Grassell	12773 Northport Woods Ln	3959 Main St #4, Fish Creek	4	Conventional	2	YES	YES	YES	YES	
Kelly/Joseph Leschisin	**12731 Timberline Rd	12680 Timberline Rd, Ellison Bay	4	Holding Tank	2	YES	YES	YES	YES	
Janek Villas	1980 Highview Rd	11934 State Hwy 42, Ellison Bay	6	Conventional	3	YES	YES	YES	YES	

NOTE: all are NEW owners or addresses

*ADDRESS - 1984 Highview Road - POWTS Info from City Squared:
Capacity: 990 gal
Sized for 3 bedrooms

**ADDRESS - 12731 Timberline Rd - POWTS Info from City Squared:
Holding tank (shared with 12729 Timberline)
Capacity: 3,000 gal
Sized for up to 6 bedrooms

Operator Licenses to approve 6/17/2026		
Applicant Name	Business Name	Bkgrnd Chk
Kristen Nelson	Bea's Homemade Products	ok
Ann Ratkowski	Bea's Homemade Products	ok
Jeni Tveten	Bea's Homemade Products	ok
Mario Porta	Osteria Tre Tassie	ok
Vanessa Olson	Camp Door County LLC	ok
Heather Graunke	Osteria Tre Tassie	ok
Ty Johnson	The Cleat	ok
Vicki Olson	The Cleat	ok
Chandra Johnson	The Cleat	ok