

TOWN OF LIBERTY GROVE PUBLIC MEETING

Town Board Meeting

Date: July 1, 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 6/17/26
5. Public input
6. Committee Reports
7. Payment of bills
 - a. LGUD#1 bills
 - b. Town bills
8. Administrator Report
9. Recommendation from Plan Commission Re: Variance Request for Parcel# 0180201322812L
10. Recommendation from Plan Commission Re: Request for Text Amendment on Shipping Container Use
11. Review Ord __-26 (to Amend Ord 2-25)
12. Update Town Fee Schedule for Ord __-26 (to Amend Ord 2-25)
13. Consider using Ordinance compliance monitoring company
14. Discussion Re: Security issues related to online meeting agenda packets
15. Commercial Outfitter Launch Permits
16. Operator Licenses
17. Short Term Rental licenses
18. Correspondence
19. Future meeting(s)
20. 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 June 17, 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 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

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

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

Ward moved, Goss seconded to approve the 6/3/26 minutes as presented **Carried 5 – 0**

Public input: Administrator Buckingham reported that the remaining buildings that made up the former Rowley's Bay Resort have been completely razed, and the remaining debris will be hauled away in the coming weeks. There are two cottage type structures that will be relocated off-site, one of which is going to the Liberty Grove Historical Society.

Committee Reports: Ward reported that the Parks & Property Committee are nearly finished with the 2027-2032 edition of the Outdoor Comprehensive Outdoor Recreation Plan (CORP) that will go before the Town Board for final approval before publication. Next, she reported that the Door County Tourism Zone Commission will have their executive meeting on 6/18/26. She then informed the Board that at the next Plan Commission meeting, they will be weighing in on a variance request as well as a County Resource Planning Committee proposed text amendment to

the County Zoning Ordinance regarding shipping container uses. Welcome updated the Board on how the Community Development Committee continues to work on potential uses for the former Val-A parcel in Ellison Bay. Johnson notified that Board that the Finance Committee will begin meeting near the end of August to begin work on the 2027 Town Budget.

Ward moved, Welcome seconded to pay the Liberty Grove Utility District #1 bills totaling \$477.23. **Carried 5 – 0**

Treasurer's Report: Donart-Welcome reported the following Utility District #1 account balances as of May 30, 2026:

Checking Account	\$ 51,181.65
Savings Account	\$ 286,637.00
Restricted Savings	\$ 132,612.97
CD	\$ <u>172,833.92</u>
TOTAL	\$ 643,265.54

Johnson moved, Ward seconded to approve the Utility District#1 Treasurer's Report as presented. **Carried 5 – 0**

Johnson moved, Goss seconded to pay the Town bills totaling \$1,066,506.74. **Carried 5 – 0**

Treasurer's Report: Donart-Welcome reported the following Town account balances as of May 30, 2026:

Municipal Checking	\$ 2,065,519.87
Money Market Account	\$ 1,182,147.17
General Checking	\$ 1,143,389.26
Utility District	\$ <u>643,265.54</u>
TOTAL	\$ 5,034,321.84

Goss moved, Welcome seconded to approve the Treasurer's Report as presented. **Carried 5 – 0**

Juliana Behme, Administrator of the **Door County Tourism Zone Commission** updated the Town Board on this past year's lodging statistics with focus on Short-Term Rental activity, and room tax collections. She noted that they had a surplus of unrestricted funds, and the executive committee voted to release \$100,000.00 to be distributed across all 19 municipalities in amounts based on the percentage of room tax that was brought in. The intent is for it to be used for the purpose of celebrating America's 250th anniversary, and Liberty Grove is going to be receiving is approximately \$7,792.00.

Jon Jarosh Chief Communications Officer of **Destination Door County** shared some of the activities of that organization to promote tourism as well as stewardship of the environment and infrastructure of the area. He also showcased their creation of the relatively new Community Investment Fund which can award grant money to municipal partners and non-profit

organization applicants for projects that benefit both visitors and residents. One such project that received funds is the new floating pier at the Ellison Bay Marina.

Regarding **Committee Assignments**, Ward summarized the formation of the Plan Commission and noted that three of the members had terms expiring. Two of the three expressed a desire to continue serving, and one expressed a need to step away to spend more time with family. Former Town Supervisor Billy Appel expressed an interest in serving on the Plan Commission.

Goss moved, Ward seconded to approve Billy Appel to serve out the remaining term for Cheryl Culver's position on the Liberty Grove Plan Commission. **Roll call:** Johnson, Ward, Watts, Welcome, and Goss voted aye. There were no nays. **Motion carried.**

Ward then shared that there was still a vacant seat on the Door County Tourism Zone Commission, and that newly elected Town Supervisor Sylvann Welcome expressed an interest in serving on that commission.

Goss moved, Ward seconded that Sylvann Welcome be appointed as the Liberty Grove representative to the Tourism Zone Commission. **Roll Call:** Watts, Ward, Goss, Johnson, and Welcome voted aye. **Motion Carried.**

After continuing their review of **Ordinance 2-25**, and making some additional amendments to the text, the Clerk will prepare a final draft for approval at their next meeting.

There were no complete **Commercial Outfitter Launch Permit** application packets to approve at this meeting.

Goss moved, Johnson seconded to approve the Operator Permits applications presented on June 17, 2026. **Carried 5 – 0**

Goss moved, Ward seconded to approve the STR applications for the following property addresses: 1984 Highview Rd, 12773 Northport Woods Ln, 127321 Timberline Rd, and 1980 Highview Rd. **Carried 5 – 0**

Correspondence: Administrator Buckingham shared: an email from Tim Skrobot, a regular utilizer of the tennis courts in Ellison Bay, indicating that the courts do have some more cracks this year, but they do not hinder play, and that the newly painted lines and new tiedowns maintaining regulation net height are perfect for play; letter of notification from Edge Consulting Engineers advising that a public notice advising they're proposing construction a 170 foot monopole telecommunications tower near 12719 North Porte Des Morts Drive; a letter from the County Highway Department advising of a repaving project being done on County ZZ between Robin Lane and Three Springs Road with work expected to be completed by July 20th; a notification letter from the Door County Tourism Zone regarding a check in the amount of \$7,792.40 being given to the Town from surplus room tax dollars to be used in celebration of America's 250th year; an invitation from the Liberty Grove Historical Society for their Fish Boil Fundraiser that's taking place June 18th; an email from Ruth Sauter expressing her desire to keep

the tennis courts at the Ellison Bay Community Park set up for tennis players, and not have changes made for Pickleball use.

Future Meeting: The next regular Town Board meeting was scheduled for July 1st beginning at 6:00pm.

Johnson moved, Goss seconded to adjourn at 7:47pm. **Carried 5 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at future meeting of the Town Board.

DRAFT

Liberty Grove Utility District#1

7/1/2026

Name of Payee	Description of bill	Amount
WPS	Lift Station	\$ 146.50
Public Service Commission of Wisconsin	Sewer Rate case	\$ 590.41
	TOTAL	\$ 736.91

6/26/2026 11:18 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
2475	7/01/2026	DELTA DENTAL OF WISCONSIN INV# 2566926 (JULY 2026 PREMIUMS)	318.00
2476	7/01/2026	PENINSULA PULSE LLC INV# 38727	480.01
2477	7/01/2026	SBLG FIRE BOARD Q3 2026	93,450.00
2478	7/01/2026	SBLG LIBRARY BUILDING COMMISSION Q3 2026	10,472.00
2479	7/01/2026	NICOLET BANK-HSA 2ND HALF - HSA EMPLOYER CONTRIBUTIONS	3,750.00
2480	7/01/2026	ASSOCIATED APPRAISAL CONSULTANTS INC INV# 187101	3,799.81
2481	6/23/2026	MISSION SQUARE RETIREMENT PLAN# 302186 (6/24/26 PAYROLL)	2,337.90
2482	6/23/2026	ELAN FINANCIAL SERVICES ACCT# ****3808	248.45
2483	7/01/2026	DOOR COUNTY TREASURER 20% OF MFL (875.02 ACRES @ \$0.20/ACRE)	35.00
2484	7/01/2026	PORCUPINE BAY PROPERTIES, LLC RETURN BOND - PERMIT# 250076	400.00
2485	7/01/2026	OTIS ELEVATOR COMPANY CUST# 294845, INV# 100402357553	3,016.44
Grand Total			118,307.61

Commercial Outfitter Launch Permits to Approve 7/1/26				
Business Name	Owner	Insurance	Number of Watercraft	Amt Paid
Lakeshore Adventures	Todd Haleen	YES	8	\$ 800.00

Operator Licenses to approve 7/1/2026		
Applicant Name	Business Name	Blkgrnd Chk
Faith Moore	Mink River Basin	ok
Christopher Anderson	Mink River Basin	ok
Katherine Gavler	Mink River Basin	ok
Sarah Brandt	Mink River Basin	ok
Kiara Olivia Gersek	Fuel Forty Two Co LLC	ok

2026 STR Applications to Approve 7/1/26									
Owner Name	Property Address	Agent Address	Max Occ	SepticType	BDRM	DATCP	DCTZ	Insured	Payment
Brian /Lori Yost & Alex/Hann	11975 Bay Lane	1567 Ranch Ln, Ellison Bay	6	Holding Tank	3	YES	YES	YES	YES
Edgardo Jauregui	10744 White Pine Ln	10553 County Walk Dr, Sister Bay	6	Conventional	3	YES	YES	YES	YES
Angela Green/GreenMoss Ac	1967 County Rd ZZ	5150 Hwy 42, Sturgeon Bay	6	Holding Tank	3	YES	YES	YES	YES

NOTE: all are NEW owners or addresses