

TOWN OF LIBERTY GROVE PUBLIC MEETING

Town Board Meeting

Date: July 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 7/1/26
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. Discuss Recommendation from Highway Committee Re: ATV/UTV Use on Town Roads
11. Operator Licenses
12. Short Term Rental licenses
13. Correspondence
14. Future meeting(s)
15. 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 July 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 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

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

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

Ward moved, Goss seconded to approve the 6/17/26 minutes as presented. **Carried 5 – 0**

Public input: none

Committee Reports: none

Johnson moved, Goss seconded to approve the payment of LGUD#1 bills totaling \$736.91.
Carried 5 – 0

Goss moved, Welcome seconded to approve the payment of Town bills totaling \$125,150.47.
Carried 5 – 0

Administrator's Report: Administrator Buckingham reported that the 2026 paving is complete; chip-sealing will begin on selected roads sometime in late August; the Town maintenance crew is currently working on a concrete foundation for a lean-to project on the east side of the Town's storage building, and the lean-to will be used for storing plows & other equipment out of the elements which will allow for better utilization & access to equipment and trucks in the other maintenance buildings; while doing the pouring of the foundation for the lean-to, they're also going to pour concrete into foundation forms for the disc golf baskets that will ultimately go into the Death's Door Disc Golf Course at Gills Rock Park; the piers have been repaired and rented for the season at the Ellison Bay Marina—most of the boats have been put into the water and the new launch fees seem to be working out; the newly installed Wi-Fi at the Ellison Bay Community Center worked as intended to help the vendors process credit cards and the ATM work for the visitors; the sewer rate litigation is in the final stages, and a determination could come in the next couple of months; the Townwide Broadband project is still awaiting final grant paperwork between the State and Frontier Verizon before installation work can begin; all buildings that were a part of the former Rowley's Bay Resort have been demolished and removed from the property, and the remaining cottage-type structures are being relocated—one of them to the liberty Grove Historical Society property.

Ward summarized the variance request for Parcel# 0180201322812L that was brought before the Plan Commission at their June 24th meeting, and how they unanimously recommended it be approved.

Goss moved, ward seconded that the Town Board recommends approval for the variance request for Parcel# 0180201322812L. **Carried 5 – 0**

Ward summarized the Plan Commission discussion on the County Resource Planning Commission's (RPC) proposed **text amendment** to the County Zoning Ordinance **regarding the use of shipping containers** as accessory structures. They asked that the RPC consider clarifying the varying sizes of the containers available in the market, their proposed allowance in areas designated as "Recreational Commercial" zoning, and the definition of "commercial storage facility" in the proposed language. Nancy Goss assured the Board she will bring those concerns up at the next RPC meeting where she holds a seat in her County Supervisor role.

Additional minor changes were made to the draft ordinance to amend Ord 2-25 regulating Short-Term Rentals. After final review,

Johnson moved, Goss seconded to approve Ordinance 3-26, as amended. **Roll call:** Watts, Ward, Johnson, Welcome, and Goss voted aye. There were no nays. **Motion Carried.**

The Supervisors discussed updating the Town Fee rate sheet to add the late fee referred to in Section 5. B. 4. in the new Ordinance 3-26 Regulating Short-Term Rentals.

Johnson moved, Goss seconded to adjust the rate sheet to reflect an STR Ordinance 3-26 late renewal fee of \$100 per occurrence. **Roll call:** Welcome, Watts, Ward, Goss, and Johnson voted aye. There were no nays. **Motion carried.**

Goss summarized how the Town had explored using a compliance company to help monitor short-term rental activity in the past but found it to be inefficient at that time. Since the number of new Short-Term Rental businesses continue to increase each year since permitting began, she felt that such a service may now be helpful to the Town office staff to keep up with the increased demand. By consensus, the Supervisors agreed it would be a good idea to at least have conversation with some of the compliance companies to explore services and costs. Any information gathered would come before the Board for consideration at a future meeting.

Goss summarized how she was made aware of local municipalities changing the way they publish meeting packets on their website in response to bad actors copying the information to create and send out fraudulent invoices. The Clerk confirmed that there hasn't been an issue in Liberty Grove, but the Supervisors agreed that extra care should be taken moving forward to redact vendor names from **online meeting agenda packet** materials and take other precautions to protect the Town's online presence from being used fraudulently. Some noted the open meetings laws will still be followed, and the public can still request information through open records laws if they choose.

Johnson moved, Goss seconded to approve the launch permits for Lake Shore Adventures, purchasing 8 permits for 8 watercraft. **Carried 5 – 0.**

Goss moved, Ward seconded to approve the Operator Licenses presented on July 1st, 2026. **Carried 5 – 0.**

Goss moved, Ward seconded to approve the STR applications for 11975 Bay Lane, 10744 White Pine Lane, and 1967 County Road ZZ. **Carried 5 - 0.**

Correspondence: Administrator Buckingham shared an email from the Town Advocacy Council of the Wisconsin Town Association about scheduled listening sessions inviting ideas from Town officials for pursuing future legislation; a news release from the Wisconsin DNR announcing completion of their re-construction of the Rowley's Bay boat launch; a notice from the University of Wisconsin Oshkosh announcing a "results forum" sharing results from their 2026 private well monitoring program; a 2026 community project survey request from Bay Lake Regional Planning.

Future Meeting: The next regular Town Board meeting was scheduled for July 15, 2026 at 6:00pm.

Johnson moved, Goss seconded to adjourn at 7:26pm. **Carried 5 – 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at future meeting of the Town Board.

Liberty Grove Utility District#1

7/15/2026

Name of Payee	Description of bill	Amount
Sister Bay Utilities	Monthly Lift Station Electric, Meter software, HydroCorp, *Billing software	\$ 1,172.66
Trilogy	PSC Sewer Rate Review	\$ 720.00
	TOTAL	\$ 1,892.66

*New billing software company "Caselle Govineer Solutions" semi-annual maintenance & support costs added to revised invoice

Liberty Grove Utility District #1 Balances

	2026	2025
Checking account *7823		
Balance as of May 30,	\$ 51,181.65	\$ 61,969.23
Add Deposits	\$ 615.32	\$ 1,933.46
Transfer from Savings *9812 (for sewer rate litigation)	\$ 75,000.00	\$ -
Less Disbursements	\$ 62,050.65	\$4,352.63
Add Interest	0.50% \$ 26.14	0.70% \$ 35.42
Balance as of June 30,	\$ 64,772.46	\$ 59,585.48
Savings account *9812		
Balance as of May 30,	\$ 286,637.00	\$315,681.29
Add deposits	\$ -	\$ -
Less Disbursements	\$ -	\$ -
Transfer to Checking *7823 (for sewer rate litigation)	\$ 75,000.00	\$ -
Add Interest	1.74% \$ 356.15	2.10% \$ 557.67
Balance as of June 30,	\$ 211,993.15	\$316,238.96
Savings Restricted account *0291		
Balance as of May 30,	\$ 132,612.97	\$ 132,300.19
Add Deposits	\$ -	\$ -
Less Withdrawals	\$ -	\$ -
Add Interest	0.20% \$ 23.25	0.30% \$ 33.71
Balance as of June 30,	\$ 132,636.22	\$ 132,333.90
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 June 30,	\$ 582,235.75	\$ 674,193.72

7/13/2026 1:50 PM

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
2497	7/15/2026	LAKE & POND SOLUTIONS INV# 23490 (EB MARINA TREATMENT)	673.51
2498	7/15/2026	ESERVICES LLC JUNE 2026 INSPECTIONS	9,776.05
2499	7/15/2026	GOING GARBAGE & RECYCLING ACCT# 115572 (RECYCLING & 4-YRD LIFT)	2,306.51
2500	7/15/2026	SISTER BAY UTILITIES INV# 63433 (WATER SAMPLE TESTING)	120.00
2501	7/15/2026	ANN MILLER DCCBC - 10 MILES @ \$0.725 PER MILE	7.25
2502	7/15/2026	ROTE OIL LTD INV# 34846	1,113.41
2503	7/15/2026	BERGSTROM GW FORD INC INV# 952286, CUST# 210093	334.08
2504	7/15/2026	ACTION ELECTRIC INV# 3510	147.70
2505	7/15/2026	MISSION SQUARE RETIREMENT PLAN# 302186 - (7/8/26 CONTRIBUTIONS)	2,279.08
2506	7/15/2026	EVENSON LAUNDRY & CLEANERS INC INV# 78256 (RAGS & RUGS)	18.45
2507	7/15/2026	D LEE BUCKINGHAM, II JUNE 2026 MILEAGE (374 MI @ \$.725/MILE)	271.15
2509	7/13/2026	WISCONSIN PUBLIC SERVICE INV# 5991326276	2,361.21
2510	7/15/2026	MAYS SPORT CENTER INV# 20263703 (FILTERS FOR LAWN MOWER)	109.98
2511	7/15/2026	CAPTAIN COMMODOES INC INV#s I5835,38,39,40,41,56	1,035.00
2512	7/15/2026	PIER & WATERFRONT SOLUTIONS, LLC INV# 11432	726.25
2513	7/15/2026	MID-AMERICAN RESEARCH CHEMICAL INV# 0883070-IN	575.25
2514	7/15/2026	DE MOULIN HVAC, LLC INV# 4374 (OFFICE AC CAPACITOR)	394.50
Grand Total			22,249.38

Town of Liberty Grove balances as of June 30,		2026	2025
Municipal Checking Account *8401			
Balance as of May 31,	\$	2,065,519.87	\$ 1,385,698.49
Transfer to General Checking	\$	250,000.00	\$ -
State Aid Payments & Shared Revenues	\$	62,767.64	\$ -
Interest 0.50%	\$	885.80	0.70% \$ 823.83
Balance as of June 30,	\$	1,879,173.31	\$ 1,386,522.32
Money Market Account *7390			
Balance as of May 31,	\$	1,182,147.17	\$ 1,153,104.14
Interest 2.40%	\$	2,456.28	2.70% \$ 2,614.86
Balance as of June 30,	\$	1,184,603.45	\$ 1,155,719.00
General Checking Account *1120			
Balance as of May 31,	\$	1,143,389.26	\$ 862,686.40
Plus deposits and transfers	\$	300,896.50	\$ 27,427.21
Less FICA	\$	17,023.49	\$ 16,032.45
Less State withholding	\$	2,938.98	\$ 2,649.68
Less payroll	\$	36,426.02	\$ 33,146.27
Less disbursements	\$	1,083,074.42	\$ 55,770.03
Balance as of June 30,	\$	304,822.85	\$ 782,515.18
TOTAL in all Utility District Accounts:			
Utility District Checking *7823	\$	64,772.46	\$ 61,969.23
Utility District Savings *9812	\$	211,993.15	\$ 315,681.29
Utility District Restricted Savings *0291	\$	132,636.22	\$ 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 June 30,	\$	582,235.75	\$ 675,986.09
TOTAL in all Town Accounts:			
Municipal Checking *8401	\$	1,879,173.31	\$ 1,386,522.32
Money Market Acct *7390	\$	1,184,603.45	\$ 1,155,719.00
Checking *1120	\$	304,822.85	\$ 782,515.18
Utility District	\$	582,235.75	\$ 675,986.09
As of June 30, 2026, the total in all Town accounts is:		\$ 3,950,835.36	\$ 4,000,742.59

LEGAL OPINIONS



By Atty. Joe Ruth
Government Affairs
Director

ATV / UTV Routes

Local governments have broad authority to open their highways to all-terrain vehicles (ATVs) and utility terrain vehicles (UTVs) by creating ATV/UTV routes. A route is a highway or sidewalk designated for ATV/UTV use. A trail, on the other hand, is another marked corridor on public or private property designated by a governmental agency for use by ATVs/UTVs. Wis. Stat. § 23.33(1). Trails are usually obtained via a public easement or lease agreement.

Q. What authority does a town or village have in establishing a highway as an ATV/UTV route?

A. A town or village board may designate its roads as ATV/UTV routes by adopting an ordinance at a properly noticed board meeting. See Wis. Stat. § 23.33(8)(b)2. The language in the ordinance must be in strict conformity with the statute and administrative rules governing ATVs/UTVs. See Wis. Stat. § 23.33(11). So, for example, since this statute allows individuals to ride ATVs without a license, a local ordinance requiring otherwise would not be enforceable as it would not be in strict conformity with the law.

Ordinances adopted by the board must be properly posted or published in accordance with Wis. Stat. § 60.80(1). Additionally, the adopted ordinance must be sent to the DNR, the state patrol, and to local law enforcement.

Q. May a town or village authorize the use of ATVs on a highway not under its jurisdiction?

A. Yes. Under Wis. Stat. § 23.33(11)(am)4., a town or village may authorize ATV and UTV operation on any highway within its boundaries that is not part of the interstate highway system and has a speed limit of 35 mph or less, regardless of which governmental unit has jurisdiction over the highway. So, a town or village may authorize ATV/UTV operation on qualifying county or state highways within its boundaries without obtaining approval from the county or the Wisconsin Department of Transportation. Counties do not have similar authority over highways outside their jurisdiction.

Q. Must ATV/UTV routes be signed? Who is responsible for doing so?

A. Yes. Pursuant to § 23.33(8)(e)2., Wis. Stat., and NR 64.12(7)(d), Wis. Admin. Code, the unit of government designating the route is responsible for signing or overseeing the signing of the routes. Even if a private organization agrees to pay the upfront costs associated with signing an ATV/UTV route, the town or village is ultimately responsible for ensuring proper signage and for ongoing maintenance.

Q. What options does a town or village have when signing?

- 1) If the town or village opens all of its highways to ATVs, it can post signs at all entrances to the municipality indicating that all highways are open to ATVs.
- 2) If the town or village opens a majority of its roads to ATVs, it may post signs at all entrances to the municipality noting that all of its highways are open to ATVs, unless otherwise indicated. See
- 3) If the town or village opens a majority of its roads to ATVs, it could also erect signs on the highway where the route begins and then erect signs on the highway every time it intersects a trail or route not open to ATVs.
- 4) If the town or village opens a majority of its roads to ATVs where there are multiple intersections, the municipality could opt to place signs every ½ mile on the route.

See Wis. Stat. § 23.33(8)(e) for signage options.

Q. Does opening up a highway as an ATV route increase municipality liability?

A. When a board adopts an ordinance, it is using legislative authority to do so. Pursuant to Wis. Stat. § 893.80(4), the board has immunity from these types of decisions. However, a town board is required to “as soon as practicable take action to make the highway safe for travel” upon learning of any “depression, ditch, hump or embankment that impedes the use of the highway.” See Wis. Stat. §§ 82.03(1) & 82.05(3). So, while a board may have immunity in enacting the ordinance, it is still required to fulfill its duties to keep the highways passable and safe for all users of the highway – including ATV/UTV users.

Q. Do town electors have the authority to direct the town board to open ATV routes?

A. No. While electors sometimes vote at annual or special town meetings to authorize ATV use on town roads, those votes are advisory only. Under Wisconsin law, the authority to create ATV/UTV routes rests with the town board, and any elector vote does not bind the board’s decision.

Q. Can a town or village set a lower speed limit for ATVs/UTVs relative to what is posted for other users of the highway?

A. Yes. 2021 Act 164 clarified that local governments do in fact have the authority to post a lower speed limit for ATV/UTV traffic if desired. See Wis. Stat. § 349.11(11). This authority may be applied to all roads open as ATV/UTV routes, or to only those roads where a lesser speed limit is desired. WTA pursued this clarification in order to bolster local control and avoid potential local government liability should a lesser speed limit have been deemed invalid.

Operator Licenses to approve 7/15/2026		
Applicant Name	Business Name	Bkgrnd Chk
Nadine Brooke	Island Orchard Cider	ok
Z Yannique Purman	Island Orchard Cider	ok
Robert Purman	Island Orchard Cider	ok

2026 STR Applications to Approve 6/17/2026										
Owner Name	Property Address	Agent Address	Max Occ	SepticType	BDRM	DATCP	DCTZ	Insured	Payment	
Northern Key/Ashley, Jason Miller	2050 Seaquist Rd	5985 Dennis Dr, Sturgeon Bay	6	Septic Tank	3	YES	YES	YES	YES	
Kelly/Charles Ramstack	12699 S Porte Des Morts Dr	12362 Blackberry Ln, Ellison Bay	6	Septic Tank	3	YES	YES	YES	YES	
Greg Gibson/ Susan Purkey	11553 State Hwy 42	2571 County Rd F, Baileys Harbor	6	Septic Tank	3	YES	YES	YES	YES	
Arbor Haus LLC/Alex Stephenson	11940 Lakeview Rd	1597 Ranch Ln, Ellison Bay	6	Holding Tank	3	YES	YES	YES	YES	

NOTE: all are NEW owners or addresses