

TOWN OF LIBERTY GROVE PUBLIC MEETING

Town Board Meeting

Date: August 5, 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 7/15/26
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: Conditional Use Permit –1110 Wagon Trail Cir
10. Consider Community Development Committee outreach to Non-profit & for profit developers for affordable housing options on former Val-A property
11. Discussion of the pound boat Joy at Mariner Park
12. Consider using Ordinance compliance monitoring company
13. Temporary Liquor License application
14. Operator License applications
15. Short Term Rental license applications
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 the Committee)

Town of Liberty Grove
Minutes of the Town Board meeting on July 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 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

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, and 20 members of the public.

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

Ward moved, Johnson seconded to approve the 7/1/26 minutes as presented. **Carried 5 – 0**

Public input: Melvin Grace of 11503 Hy-Land Court in Ellison Bay asked that the Town maintenance crew fix the chipped off edges of the driveway pavement in Mariner Park after his wife tripped on it during the July Fourth celebrations. Mike Kahr of 5039 CTH-P in Sturgeon Bay spoke on his history of the pound boat Joy now located in Mariner Park and asked that the Town keep the boat in the park for historical purpose. Russell Forkert of 10947 Birchwood Lane also spoke in support of the Joy remaining in Mariner Park. Additional public input on ATV/UTV use is noted during discussion agenda item# 10 below.

Committee Reports: Ward reported that the Parks & Property Committee have begun their 2027 budget discussion at their last meeting, and Welcome updated the Board on how the Community Development Committee continues their work on potential uses for the former Val-A parcel in Ellison Bay.

Goss moved, Welcome seconded to pay the Liberty Grove Utility District #1 bills totaling \$1,892.66. **Carried 5 – 0**

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

Checking Account	\$ 64,772.46
Savings Account	\$ 211,883.15
Restricted Savings	\$ 132,636.22
CD	\$ <u>172,833.92</u>
TOTAL	\$ 582,235.75

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

Ward moved, Watts seconded to pay the Town bills totaling \$22,249.38. **Carried 5 – 0**

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

Municipal Checking	\$ 1,879,173.31
Money Market Account	\$ 1,184,603.45
General Checking	\$ 304,822.85
Utility District	\$ <u>582,235.75</u>
TOTAL	\$ 3,950,835.36

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

Public Input regarding allowing ATV/UTV use on all Town Roads:

Jay Olson of 11504 Mink River Rd in Ellison Bay, and the Town Maintenance Crew Chief spoke in favor of allowing the use of ATVs and UTVs on all Town roads and said he doesn't think they would be a hazard or an obstruction. Dale Stewart of 12677 Sawmill Ln in Gills Rock, and Chairman of the Highway Committee summarized how their discussion on the issue came to the conclusion that the ATVs and UTVs are already being used in the area and having an ordinance that defines acceptable use would be in the best interest of the Town. Billy Appel of 2398 Old Stage Rd, and member of the Highway Committee summarized his research on the State Statutes that govern ATV & UTV use, input from the Wisconsin DNR and regulations that some of the surrounding communities have in place. He shared his willingness to do more work on the draft ordinance at the committee level to clarify anything the Board would need in order to consider officially adopting a final ordinance. Griffin Olson of 11895 Lakeview Rd in Ellison Bay concurred with previous public input and added his desire to use it for hunting and fishing. Addison McMillan of 2104 Wildwood Rd in Sister Bay spoke in support of being allowed to take his UTV or ATV to work. Carson Orrick of 11741 Humbug Rd in Ellison Bay and Larry Kabe of 2620 German Rd in Baileys Harbor both concurred with previous public input on the subject.

Goss expressed appreciation for the efforts of the Highway Committee, pointed out the need for some additions and clarifications to the draft ordinance, and stated the Town Board would want to have the final draft reviewed by the Town's attorney prior to official adoption. Ward tasked the Committee with getting clarification on the referenced State Statute 23.33(11)(am)4 regarding speed limits and expressed concern on the safety of having such vehicles operating on Old Stage Road. Welcome expressed concern over having this ordinance be adopted without input from more of the Town's residents. Johnson noted there may be an increase in concerned residents alerting the Town office of increased ATV/UTV traffic but agreed that an ordinance can be rescinded if necessary. Administrator Buckingham pointed out that if the proposed ordinance is adopted, it could not go into effect until all the necessary posted signage is installed marking the Town roads for allowed ATV/UTV traffic and the County and State roads where they would be prohibited.

Goss moved, Ward seconded to approve the Operator Permit applications presented on July 15, 2026. **Carried 5 – 0**

Goss moved, Ward seconded to approve the STR applications for the following property addresses: 2050 Seaquist Rd, 12699 S Porte Des Morts Dr, 11553 STH-42, and 11940 Lakeview Rd **Carried 5 – 0**

Correspondence: Administrator Buckingham shared: a letter from the Door County Invasive Species Team advising they will be working with the WI DNR on a project focused on Starry Stone Wort education, outreach, and early detection in Door County, including the Ellison Bay Marina; an email from Maureen Mercier thanking the Town for installing Wi-Fi at the Ellison Bay Community Center, and informing us of how it worked well for the vendors at the Ellison Bay Day event; an email from Jeff McDonald asking for the Town to impose a ban on wakeboarding on Europe Lake; a letter from Frontier informing the Town they will be discontinuing copper & time-division multiplexing services in several states including Wisconsin, which will impact any of their existing customers in the Town of Liberty Grove; emails from Darrin Daubner and Dave Tesnow expressing support for allowing ATV/UTV use on Town roads; emails from Charlie & Bonnie Voight and Deb & Stiles Meredith asking the Town to keep the pound boat "Joy" on Mariner Park property.

Future Meeting: The next regular Town Board meeting was scheduled for August 5, 2026 beginning at 6:00pm.

Johnson moved, Goss seconded to adjourn at 7:31pm. **Carried 5 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at future meeting of the Town Board.

DRAFT
(subject to change until final approval by the Commission)

Town of Liberty Grove

Minutes of the Plan Commission meeting on July 22, 2026

Agenda:

1. Call to order
2. Declaration of Quorum
3. Approve Agenda
4. Approve minutes from 6/24/26
5. Public input
6. Review Conditional Use Permit – PIN: 018-25-0022, 1110 Wagon Trail Cir
7. Continue work on Site Plan Review Ordinance
8. Correspondence
9. Future meeting date(s)
10. Adjourn

Chairman Ward called the meeting to order at 7:00pm. Commissioners Nancy Goss, Ann Miller, Dan Watts, Billy Appel, Bill Surbaugh, and Paul Bokelmann were present. Clerk/Treasurer Pamela Donart-Welcome and Administrator Lee Buckingham were also in attendance.

Goss moved, Surbaugh seconded to approve the agenda as presented. **Carried 7 - 0**

Surbaugh moved, Bokelmann seconded to approve the 6/24/26 minutes as presented.
Carried 7 – 0

Public Input: Dan Watts asked if it was possible to put out a PSA to the Short-Term Rental owners informing them of the Good Neighbor Policy and permit requirements regarding fireworks.

Regarding the **Conditional Use Permit request for Parcel# 018-25-0022, 1110 Wagon Trail Cir**, the Commissioners clarified there was no “encroachment” to the neighboring structures, setbacks are met, and the bedroom addition is not an additional bedroom, but an increase in size of an existing bedroom, so the POWTS will not need to be adjusted.

Ward moved, Miller seconded that the Liberty Grove Plan Commission recommend to the Town Board the approval of the Conditional Use Permit involving Parcel# 018-25-0022, the residence at 1110 Wagon Trail Circle for the addition of bedroom space and a dormer.

Carried 6 – 0. Commissioner Appel had to step out temporarily, and was not present for this vote.

The Commissioners restarted work on the creation of a Town **Site Plan Review Ordinance** beginning with reviewing the purpose or intent, with focus on adhering to “best practices” following the intent of the Town’s Comprehensive Smart Growth Plan and creating an applicability section focusing on size and scale of newly built structures, or modifications to existing structures that would trigger a site plan review. Administrator Buckingham shared a

draft ordinance that he created as a starting point based on similar ordinances found in similar municipalities.

Correspondence: Commission Chairperson Ward shared a communication she had with Maureen Mercier inquiring about the deteriorating conditions of two seemingly blighted properties within the Town.

Future Meeting: The next meeting was scheduled for August 12, 2026 at 7:00pm.

Miller moved, Surbaugh seconded to adjourn at 8:59pm. **Carried 7 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at next meeting.

Liberty Grove Utility District#1

8/5/2026

Name of Payee	Description of bill	Amount
WPS	Lift Station	\$ 139.45
Sister Bay Utilities	Quarter 2 2026 Billing	\$ 55,325.40
BoardmanClark	Sewer Rates Litigation	\$ 3,842.00
	TOTAL	\$ 59,306.85

7/31/2026 11:18 AM

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
2522	8/05/2026	ASSOCIATED APPRAISAL CONSULTANTS INC INV# 187607	3,801.29
2523	8/05/2026	DOOR COUNTY TREASURER INV#2026-33000241-JUNE 2026 HWY BILLING	3,667.55
2524	8/05/2026	ASSOCIATED BANK GREEN BAY, N.A. ACCT# 99G100003	164,800.00
2525	8/05/2026	DELTA DENTAL OF WISCONSIN INV#2583807, GROUP#27016-000-00000-00441	318.00
2526	8/05/2026	CAPTAIN COMMODOES INC INV# I5903	225.00
2527	8/05/2026	STEPHENSON BUILDERS RETURN BOND - PERMIT# 240111	400.00
2528	8/05/2026	VILLAGE OF EPHRAIM INV# 23419 (WATER TESTS - NITRATE)	240.00
2529	8/05/2026	FRONTIER ACCT# 920-854-6570-110222-5	139.02
2530	8/05/2026	D J DOOR INC INV# 497 (GRAVEL PIT DOOR TRANSFORMER)	518.62
2531	7/16/2026	ANTHEM BLUECROSS BLUESHIELD GR# A67054 (AUG 2026 PREMIUMS)	6,976.91
2532	7/20/2026	MISSION SQUARE RETIREMENT PLAN# 302186 (7/22/26 PAYROLL)	2,279.60
2533	7/22/2026	ELAN FINANCIAL SERVICES ACCT# ****3808 (JULY 2026 STATEMENT)	286.76
2534	8/05/2026	LISA CHRISTENSON REFUND DEPOSIT - JULY 10-11 EBCC RENTAL	300.00
2535	8/05/2026	MAYS SPORT CENTER INV# 20264227	437.71
2536	8/05/2026	MGD INDUSTRIAL CORP INV# 249295	104.92
2537	8/05/2026	HEYGOV INV#1AB7BA90-0004 (ANNUAL SVS & SUPPORT)	1,200.00
2538	8/05/2026	AMAZON CAPITAL SERVICES INV#s 16LP-9GC4-N3QX, 1YGF-R94N-TWJ1	80.29
2539	8/05/2026	CELLCOM WISCONSIN INV# 290320 (SHOP & DOCK PHONES)	132.55
2540	8/05/2026	ZARNOTH BRUSH WORKS INC INV# 0207115-IN	1,241.60

7/31/2026 11:18 AM

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

Page: 2
ACCT

Dated From:
Thru:

From Account:
Thru Account:

Voucher Nbr	Check Date	Payee	Amount
2541	8/05/2026	QUILL INV# 49733840 (COPY PAPER)	43.99
2542	8/05/2026	D LEE BUCKINGHAM, II JULY 2026 MILEAGE (192MI @ \$0.725/MILE)	139.20
Grand Total			187,333.01

