

TOWN OF LIBERTY GROVE PUBLIC MEETING

Finance Committee *via Zoom*

Date: September 13, 2021

Time: 1:30 PM

Place: Town Hall, 11161 Old Stage Road *via Zoom*

Agenda:

1. Call to order
2. Declaration of quorum
3. Approve Agenda
4. Approve Minutes 8/30/21
5. Review of Town Finances and 2022 Budget Proposal
6. Future meetings
7. Adjourn

All agenda items will include discussion and possible action. Deviation from listed order may occur

***Audience members must ask for permission, during public input, to speak on agenda items ***

Anastasia Bell, 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. Town of Liberty Grove is inviting you to a scheduled Zoom meeting (teleconferencing). To join the Zoom Meeting enter the following on your computer:

<https://us02web.zoom.us/j/85413990373?pwd=d0Nud05WYkx5NWpQZEI5OCtMSkhWZz09>

Meeting ID: 854 1399 0373

Passcode: 413899

To find your local number visit <https://zom.us/u/atMFqvZKe>. To join the meeting by telephone dial one of the numbers below based on your location.

(312) 626-6799 US (Chicago)

(301) 715-8592 US (Germantown)

(646) 558-8656 US (New York)

(346) 248-7799 US (Houston)

(253) 215-8782 US (Tacoma)

(669) 900-9128 US (San Jose)

Town of Liberty Grove
Minutes of the Finance Committee on August 30, 2021
(this meeting was correctly posted)

Agenda:

1. Call to order
2. Declaration of quorum
3. Approve Agenda
4. Approve Minutes 8/5/21
5. Review of Town Finances and 2022 Budget Proposal
6. Future meetings
7. Adjourn

Chair Nancy Goss called the meeting to order at 3:31pm. Committee members Paul Schwengel, Janet Johnson, Karen Studebaker, Mike Repp, and Andrew Gantman were present along with Administrator Walter Kalms, Clerk/Treasurer Anastasia Bell, and 7 members of the public. Committee member Gary Kemp was absent.

Johnson moved, Repp second to approve the agenda as posted. Passed 6-0.

Schwengel moved, Studebaker second to approve the 8/5/21 minutes as presented. Passed 6-0.

Town Finances and 2022 budget – Kalms reported on draft #2 of the 2022 budget. The following were discussed during the review:

- Line 25, Election-expense – increase to \$5,925 since there are 4 elections in 2022.
- Line 91, Property purchase – to be moved below line 162 (capital accounts)
- Line 145, Staffing – Johnson spoke with Jay Olson and he indicated there are enough tasks and equipment for 5 year-round crew members and a 5th person would eliminate the part-time summer staffing.
- Line 149, Non profit requests – increase to \$95,000. Representatives from some of the non-profit organizations were available to provided additional information and answer questions. **Repp moved, Gantman second** to approve \$3,000 for Door County Humane Society. Passed 6-0. **Schwengel moved, Repp second** to approve \$15,000 for GEO-DC. Passed 4-0 (Goss and Johnson abstained). **Goss moved, Schwengel second** to approve \$1,300 for Door County Coastal Byways. Passed 6-0. **Johnson moved, Gosse second** to approve \$31,250 for Door County North. Passed 5-0 (Gantman abstained). **Schwengel moved, Repp second** to approve \$7,850 for Door County Secret Santa. Passed 6-0. **Johnson moved, Goss second** to approve \$12,250 for Ellison Bay Service Club. Passed 6-0. **Goss moved, Gantman second** to approve \$2,825 for Gills Rock Advancement. Passed 6-0. **Repp moved, Gantman second** to approve \$21,525 for Liberty Grove Historical Society. Passed 6-0.

The next meeting will be Monday, September 13, 2021 at 1:30pm via Zoom.

Schwengel moved, Goss second to adjourn at 5:39pm. Passed 6-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

Town of Liberty Grove

2022 Budget

Draft #3

A	B	C	G	J	K	L	M
Category		Contents	2021 Budget	2021 Tot(est)	2022 Proposed		
3	Gen Government						
4	Board Expense	Dues, mileage, ads, bond, fees	\$ 6,000.00	\$ 3,226.38	\$ 6,000.00		
5	Board wages		36,000.00	37,000.06	36,000.00		
6	Board per diem		12,000.00	11,880.00	12,000.00		
7	Committees		2,000.00	3,690.00	3,000.00		
8	Planning	Printing, maps, mileage	2,000.00	1,701.00	2,000.00		
9	Tech committee		3,000.00	883.68			
10	Community dev(Econ)		20,000.00	0.00	25,000.00	Less \$5,000 capital property	
11	Library maint	Annual from Library Commission	36,500.00	36,600.00	37,000.00	Preliminary from Ralph	
12	Administrator wage		78,564.00	79,558.11	80,108.00		
13	Administrator expense	Insurance, mileage, ret, FICA	27,283.34	28,713.10	31,244.48	Less \$120	
14				0.00			
15			260.65	0.00			
16	C/T replacement wage		44,185.00	44,262.92	53,225.00	Pending	
17	C/T replacement exp		20,623.01	13,784.60	21,225.25		
18	Deputy C/T wage		42,700.00	42,009.86	43,540.00		
19	Deputy C/T expense		30,969.58	28,185.43	32,038.84		
20	Office assistant wage		11,500.00	11,644.49	12,246.00		
21	Office assistant expense		900.00	903.21	958.00		
22	Retirement		1,722.50				
23	Office expense	Copier/computer, paper, supplies	5,500.00	7,663.07	9,000.00		
24	Legal	General legal advice	10,000.00	3,300.00	5,000.00	Less \$3,000	
25	Election-expense		4,725.00	2,447.35	5,925.00	4 elections	
26	Financial review		12,000.00	13,650.00	14,250.00		
27	Treasurer-exp	Print/mail tax bills, FICA, bond	5,000.00	6,514.63	5,000.00		
28	Assessing-exp	Postage, notices, legal	1,250.00	2,873.71	1,250.00		
29	Assessing-contract	Annual contract	40,800.00	40,800.00	41,000.00		
30	Hall maintenance	Wax, supplies	2,500.00	4,163.50	3,500.00		
31	Hall electricity	150/mo	3,100.00	2,123.86	3,250.00		
32	Hall heat	3750 gal	3,750.00	3,381.73	6,187.50	Less \$1,750	
33	Hall clean		2,600.00	2,691.50	2,760.00		
34	Hall wage		0.00	270.00	300.00		
35	-retirement		0.00	0.00	0.00		
36	-FICA		0.00	0.00	0.00		
37	-medical		0.00	0.00	0.00		
38	-HVSL	Figured at years' end	0.00	0.00	0.00		
39	Refunds		1,750.00	1,250.00	1,750.00		
40	Bldg inspection exp	% of permits + bldg seals	40,000.00	60,735.28	50,000.00		
41	Occ deposit	\$400 refunded upon occupancy	5,000.00	9,000.00	5,000.00		
42	Engineer/consulting			0.00	3,750.00		
43	Human Resources			0.00			
44	Health Saving Account			8,250.00	4,500.00	3 crew * \$1,500	
45	Msc-bonus		2,100.00	2,275.00	2,275.00	7 * \$325 for \$300 net	
46	*Gen Govt Total*		516,283.08	517,992.87	560,283.07		

Town of Liberty Grove

2022 Budget

Draft #3

A	B	C	G	J	K	L	M
Category		Contents	2021 Budget	2021 Tot(test)	2022 Proposed		
2							
47	Insurance-bldgs & equip		8,500.00	10,242.00	11,200.00		
48	Insurance-nondep		32,250.00	31,480.00	32,250.00		
49	*Insurance Total*		40,750.00	41,722.00	43,450.00		
50	Fire Board Levy	From Fire Board	295,362.10	295,362.10	323,421.21	CPI of 7.5%	
51	Fire station exp(Old)	Electric & repairs	13,229.00	1,295.66	6,100.00		
52	North station exp	Elevator & HVAC service, supplies	10,000.00	4,970.31	7,500.00		
53	North station electric		6,000.00	5,759.80	6,540.00		
54	North station fuel		4,750.00	3,958.10	7,837.50	\$1.65/gal	
55	*Public Safety Total*		\$329,341.10	\$311,345.97	\$351,398.71		
56	Public Works						
57	Repair- equip	Tires, blades, brake chambers	45,976.98	41,862.25	45,000.00		
58	Shop-supp & exp	Gas, rags, cleaner, hose ends, etc.	15,000.00	9,407.14	15,000.00		
59	Ads & surveys	Paving ads	3,000.00	4,622.34	4,500.00		
60	ID-signs & posts	Street signs & posts	1,000.00	3,138.50	2,000.00		
61	Maint-surface		81,600.00	68,787.67	69,521.00		
62	Shop fuel-heat		5,000.00	3,941.34	8,250.00	\$1.65/gal	
63	Vehicle fuel-NL		4,125.00	2,563.61	5,250.00		
64	Vehicle fuel-DF		38,500.00	36,477.50	49,000.00		
65	Oil & supplies		3,000.00	1,172.90	3,000.00		
66	Shop electricity		5,400.00	4,794.57	4,500.00		
67	Telephone		2,900.00	3,658.94	3,385.00		
68	Wages		229,459.53	200,803.26	227,655.62	Pending	
69	Retirement		11,472.98	11,001.04	11,382.78		
70	FICA		18,431.34	16,120.81	18,286.44		
71	Medical		51,448.88	49,585.17	51,686.57		
72	HVSL						
73	Building-repair	Lighting, HVAC, pump tank	3,000.00	5,070.10	3,000.00		
74	Street lights		13,800.00	13,216.03	13,800.00		
75	Legal-public works		12,000.00	1,200.00	6,000.00		
76	Quarry		10,000.00	20,838.96	19,750.00	Grind much brush	
77	Msc (San. legal, consult)	Engineering	1,000.00	0.00	1,000.00		
78	*Public Works Total*		556,114.71	498,262.13	561,967.40		
79	Roads Capital Outlay						
80	-equipment		22,000.00	20,976.00	200,000.00	Loader: bal from cap res	
81	-paving		533,995.00	568,032.00	533,995.00		
82	-chip seal		81,055.00	72,670.00	81,055.00		
83	-shoreline protection		30,000.00	0.00			
84	-shop		10,000.00	0.00	9,000.00		
85	-Gravel & msc		120,875.00	76,944.03	50,000.00	If remove crushing	
86	*Roads Outlay-Total*		797,925.00	738,622.03	874,050.00		

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2022 Budget

Draft #3

A	B	C	G	J	K	L	M
2	Category	Contents	2021 Budget	2021 Tot(test)	2022 Proposed		
87	Capital Outlay-other			0.00			
88	-cemetery						
89	-parks mower		20,700.00	7,000.00	8,000.00		
90	-parks equipment			0.00	10,250.00		
91			43,696.71			Less \$45,000 from Parks	
92	-fire equipment		0.00	0.00	0.00		
93	-office						
94	-buildings						
95	*Capital Outlay-Other Total*		64,396.71	27,769.50	18,250.00		
96	Recycling expense						
97	Recycling	Contract with Going	25,000.00	22,679.53	25,000.00		
98	*Recycling Total*		25,000.00	22,679.53	25,000.00		
99	Health & Human Services						
100	Dog pound		250.00	200.00	250.00		
101	LS cem-expense	Lath, seed, forms	275.00	273.58	275.00		
102	-wage		5,596.57	4,952.63	5,552.58	Pending	
103	-retirement		279.83	244.88	277.63		
104	-FICA		449.54	339.95	446.01		
105	-medical		1,254.85	1,076.50	1,260.65		
106	-HVSL			0.00			
107	Other cem-exp		410.00	1,853.58	410.00		
108	-wages		5,596.57	4,009.17	5,552.58	Pending	
109	-retire		279.83	244.88	277.63		
110	-FICA		449.54	339.95	446.01		
111	-medical		1,254.85	1,076.50	1,260.65		
112	-HVSL			0.00			
113	Treatment Plant	Grease traps, engineering	3,000.00	11,680.00	3,000.00		
114	Public Health	Hand sanitizer	1,000.00		1,000.00		
115	*Health/Hum Serv Tot		20,096.58	26,907.74	20,008.73		
116	Culture Rec & Education						
117	Parks-genl maint	Potties, seed, chemicals, paper	\$16,000.00	\$19,843.08	\$17,500.00	Add \$1,500 signs	
118	Gillis Rock park	Electricity	2,500.00	446.74	2,500.00		
119	Gillis Rock Waterfront		71,000.00		40,000.00	Less \$63,080	
120	EB Harbor Maint.	Electricity, forms, phone, herbicide	2,250.00	3,715.93	1,250.00		
121	EB Harbor repairs		0.00	0.00	0.00		
122	Wills Park	Barrels, weeding	1,575.00	2,926.75	1,575.00		
123	Womens Club bldg	Electricity, bulbs, supplies	1,000.00	573.63	1,000.00		
124	EB Comm Center	Rain garden maint, supplies	50,000.00	2,347.21	7,000.00		
125	Europe Bay	Supplies, pump tank	500.00	500.00	500.00		
126	Fitzgerald park	Electricity	650.00	617.78	650.00		
127	Garrett Bay	Supplies	1,200.00	0.00	5,400.00		
128	Europe Lake park	Dock/ramp repairs	300.00	0.00	300.00		

Town of Liberty Grove

2022 Budget

Draft #3

A	B	C	G	J	K	L	M
2	Category	Contents	2021 Budget	2021 Tot(est)	2022 Proposed		
129	Parks-garbage	Dumpster lifts	700.00	424.38	350.00		
130	-wages		39,176.02	25,962.99	38,868.03	Pending	
131	-retirement		1,958.80	1,714.19	1,943.40		
132	-FICA		3,146.81	2,858.82	3,122.07		
133	-medical		8,783.95	7,535.51	8,824.54		
134	-HVSL		0.00	0.00	0.00		
135	Grand View	From 57140	500.00	0.00	500.00		
136	Harbor wages EB	Harbormaster	10,312.50	10,312.50	10,500.00		
137	Wisconsin Bay			0.00			
138	Sand Bay	Supplies, pump tank	700.00	550.00	1,400.00		
139	Sales tax	% of slip and parking	500.00	1,335.72	500.00		
140	Equipment purchase			0.00			
141	Porte des Morts		750.00	0.00	750.00		
142	Maint-dredge, weeds	EB harbor weed, depth issues	3,000.00	0.00	3,000.00		
143	Engineering		2,000.00	0.00	2,000.00		
144	Staffing			0.00	0.00	\$60,000 moved to crew PR	
145	Property purchase		10,000.00	462.09			
146	*Culture Rec & Ed Total*		228,503.08	218,543.31	149,433.04		
147	Economic Development						
148	Non profit requests		50,550.00	42,737.48	95,000.00	Less \$47,896(40%)--see last page	
149	*Economic Dev Total*		50,550.00	42,737.48	95,000.00		
150	Debt service			0.00			
151	Fire tr loan I		9,971.88	9,878.23	5,631.88		
152	Fire tr loan P		166,620.34	166,667.00	167,968.89	Last pmt lin 2023	
153	GR Loan I		47,600.00	47,600.00	42,400.00		
154	GR Loan P		130,000.00	130,000.00	135,000.00	Last pmt lin 2028	
155	*Debt Serv Total*		354,192.22	354,145.23	351,000.77		
156	Other/Msc						
157	Msc: Hist parking(\$1000), shred cost(\$2300)		3,300.00	0.00	3,300.00		
158	Gills Rock Purchases		0.00	0.00	0.00		
159	Olson Val A Expenses						
160	*Other Exp Total*		3,300.00	0.00	3,300.00		
161	Future Capital Improvements						
162	Capital improvements public works		65,000.00	0.00	45,000.00	Less \$20,000	
163	Capital improvements fire equipment		30,400.00	\$0.00	30,400.00		
164	Capital improvements tech serv		12,000.00		45,000.00	Less \$64,000	
165	Capital improvements parks		2,000.00		45,000.00		
166	Fire Bd grant fund		0.00	0.00	0.00	Fully funded	
167	Capital improvements office		500.00	0.00	500.00		
168	Capital improvements-library		5,000.00		0.00		
169	*Capital Improvements Total*		114,900.00	48,917.58	165,900.00		
170	**TOT EXP**		3,101,352.48	2,849,645.37	3,219,041.73		

Town of Liberty Grove

2022 Budget

Draft #3

A	B	C	G	J	K	L	M
2	Category	Contents	2021 Budget	2021 Tot(est)	2022 Proposed		
171	***Rcpts w/out levy***		526,427.49	629,496.71	571,524.10		
172	REVENUES						
173	Local tax levy		2,574,924.99	2,376,096.92	2,647,517.63		
174	Utility Levy			20,266.00	20,266.00		
175	Computer aid		0.00	341.92	300.00		
176	*Total Tax Levy*		2,574,924.99	2,396,704.84	2,668,083.63		
177	REVENUES--Other Tax						
178	Forest Crop	Tax from FC and MFL acres	400.00	241.67	200.00		
179	MFL	Tax from FC and MFL acres	12,000.00	18,607.11	18,687.11		
180	Delinquent pp tax	Personal property late payments	750.00	433.66	400.00		
181	Other (room tax)	Town gets 30% of collections	40,000.00	105,438.07	95,000.00		
182	*Other Tax Total*		53,150.00	124,720.51	114,287.11		
183	Intergovernmental Revenue						
184	Sh revenue-state	Per letter from Dept. of Revenue	20,927.08	20,927.08	20,927.08		
185	Fire ins dues		29,000.00	28,321.94	29,000.00		
186	Highway aid-state		266,742.00	266,742.00	272,121.50		
187	PMS program		300.00	295.81	300.00		
188	DNR-Ileu of tax		21,000.00	3,670.47	3,600.00		
189	Grant-WEC Cares			0.00			
190	Personal Property aid		4,473.41	4,473.41	4,473.41		
191	Util Dist-Audit. labels			4,762.29	4,500.00		
192	TRIP funds						
193	Grant-Video service provider		0.00	3,315.02	3,000.00		
194	*Intergov Rev Total*		342,442.49	332,508.02	337,921.99		
195	Licenses & Permits						
196	Licenses-beer & liq	Liquor-\$500; Beer-\$100	10,355.00	10,420.00	9,900.00		
197	-cigarette	\$10/license		0.00			
198	-operator	\$10/license		30.00			
199	-soda	\$5 & \$10/license	80.00	75.00	0.00		
200	-dog	Treasurer share of licenses	375.00	742.00	400.00		
201	Dog pound fees	Capture of stray dogs		0.00			
202	Bldg insp fees	Estimate	40,000.00	51,573.29	40,000.00		
203	Occupancy deposit	Repaid upon occupancy	2,400.00	7,200.00	2,400.00		
204	Msc permits	Fireworks, picnic operator	40.00		40.00		
205	*Lic & Permit Total*		50,810.00	62,840.29	50,300.00		
206	Public Charges						
207	Fees-gen gov	Copies, documents	15.00		15.00		
208	-spl assess	Sewer & water laterals	3,500.00	6,000.00	3,500.00		
209	-drive perm	For new buildings/improvements	400.00	1,000.00	400.00		
210	-maint., sand	Road oil, sand, culverts	3,000.00	2,549.52	2,500.00		

Town of Liberty Grove

2022 Budget

Draft #3

A	B	C	G	J	K	L	M
Category		Contents	2021 Budget	2021 To(test)	2022 Proposed		
2							
211	Graves sold	\$750 and \$1500	7,000.00	11,000.00	9,000.00		
212	Graves opened	Full burial \$650; Cremation \$300	8,000.00	8,350.00	7,000.00		
213	Dock rent		17,000.00	25,441.30	17,000.00		
214	Other public charge		0.00	419.92	0.00		
215	Tower		1,200.00	1,151.73	1,200.00		
216	Franchise fee	Charter/Spectrum	16,510.00	10,916.00	10,000.00		
217	*Public Chg Total*		56,625.00	66,828.47	50,615.00		
218	Grading & material	Culverts, sand	1,100.00	1,400.00	1,100.00		
219	LS cem-SB share	1/2 cemetery expenses	2,000.00	3,185.47	2,000.00		
220	*Intergov Chg Total*		3,100.00	4,585.47	3,100.00		
221	Interest		5,000.00	1,000.00	1,000.00		
222	*Interest Total*		5,000.00	1,000.00	1,000.00		
223	Miscellaneous Revenue						
224	Rent-post office	Contract	7,000.00	6,999.96	7,000.00		
225	-hall		1,300.00	1,245.00	1,300.00		
226	-W Club/Fitzgerald Park		1,500.00	425.00	500.00		
227	-land		250.00	250.00	250.00		
228	-fire station						
229	TLG portion-waste haulers	From outside service area	500.00	764.30	500.00		
230	Other, msc		0.00	510.00	0.00		
231	Tower agreement		0.00	1,200.00	0.00		
232	Refunds/rebates		750.00	792.93	750.00		
233	Recycling rebate	Through DC Highway	4,000.00	3,694.67	4,000.00		
234	Mining class			0.00			
235	Donations		0.00	100.00	0.00		
236	Scrap metal, duplicate			0.00			
237	Insurance proceeds			0.00			
238	Tmt plant overage		0.00	0.00	0.00		
239	*Misc Rev Total*		15,300.00	15,981.86	14,300.00		
240	Funds Applied						
241	Debt proceeds			0.00			
242	Funds applied			0.00			
243	*Funds Applied Total*		0.00	0.00	0.00		
244	*Rcpt Wout Levy*		526,427.49		571,524.10		
245	Budgeted Expenses	Total expenses	3,101,352.48		3,219,041.73		
246	Budgeted Revenue	Non-tax revenue	-526,427.49		-571,524.10		
247	Levy	Expenses less non-tax revenue	2,574,924.99		2,647,517.63		
248	Levy Limit		(2,574,925.00)		(2,608,025.00)	After Revenue's calcs.	
249	Levy over(under)	Amount over(under) levy limit	(0.01)		39,492.63		-

Town of Liberty Grove

2022 Budget

Draft #3

P	Q	R	S
36	Donation requests/finance adjustments		
37	2022		
38	requests		Finance Adjustments
39	GR AD 4,500.00		2,825.00
40	EBSC 12,250.00		12,250.00
41	LGH\$ 26,140.00		21,525.00
42	DCHUF 5,000.00		3,000.00
43	Santa 19,300.00		7,850.00
44	GEOD 20,000.00		15,000.00
45	DCNO 31,250.00		31,250.00
46	Coasta 1,300.00		1,300.00
47	119,740.00		95,000.00
48			
49			
50	Levy limit calculations		
51	2020 levy + pers property aid(4473.4		2,579,398
52	Deduct debt pmts		-354,192
53	Adjusted levy		2,225,206
54	Net new construction(0.37%) (add \$		2,233,439
55	Levy limit less 2022 pers prop aid(44		2,228,966
56	Adjustments: 2022 debt service		351,000
57	Fire department incre		28,059
58	Levy limit (cell K248)		2,608,025
59			