

TOWN OF LIBERTY GROVE PUBLIC MEETING

Finance Committee

Date: August 29, 2022

Time: 2:30 PM

Place: Town Hall, 11161 Old Stage Road

Agenda:

1. Call to order
2. Declaration of quorum
3. Approve Agenda
4. Approve Minutes 10/5/21
5. Review of Town Finances and 2023 Budget
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
Minutes of the Finance Committee on October 5, 2021
(this meeting was correctly posted)

Agenda:

1. Call to order
2. Declaration of quorum
3. Approve Agenda
4. Approve Minutes 9/13/21
5. Review of Town Finances and 2022 Budget Proposal
6. Town-wide garbage service
7. Future meetings
8. Adjourn

Chair Nancy Goss called the meeting to order at 6:32pm. Committee members Janet Johnson, Andrew Gantman, Gary Kemp, Paul Schwengel, and Karen Studebaker were present along with Administrator Walter Kalms, and Clerk/Treasurer Anastasia Bell via Zoom.

Kemp moved, Schwengel second to approve the agenda as posted. Passed 6-0.

Johnson moved, Kemp second to approve the 9/13/21 minutes as presented. Passed 6-0.

Town Finances and 2022 budget – Kalms reported on the changes made to draft #5 of the 2022 budget. The following were discussed during the review:

- Personnel has made wage recommendations and they are reflected in various lines
- Insurance expenses are still estimated to increase by 20%. No official information yet.
- Line 9, Tech committee – increase by \$3,085.78
- Line 11, Library maint – this is the number from the Library Committee
- Line 22, Retirement – decrease by \$3,085.78
- Line 50, Fire board Levy – this is not official yet
- Line 80, paving – increase funds for Woodcrest and removed Twin Pine Dr. based on conversations with the Village on the project.
- Line 118, Gills Rock park - \$2,000 is playground equipment & \$500 is general expenses
- Line 144, Staffing – this has been split amongst payroll categories for a 5th person.
- Line 168, Capital improvements-library – this is from the Library Commission request
- Line 174, Utility Levy – this is not under the Town levy.

Kemp moved, Johnson second to recommend to the Town Board the 2022 budget proposal as reviewed tonight. Passed 7-0. It was requested that new members are provided an explanation of the budget process upon being appointed to the Finance Committee

Town-wide Garbage Service – Johnson reported that Going Garbage that the funds available from the WWTP settlement and Larson property would be sufficient for the first year of service. The following items were noted during the discussion:

- A public compost site is likely to increase Town disposal costs.
- Commercial and condo-type customers will need additional capacity definitions
- The public will need to be educated prior to implementation.
- This is consistent with the environmental goals of the Town Comprehensive Plan.

Goss moved, Schwengel second to recommend the Town Board move forward with municipal garbage and recycling research and to encumber the Larson property and WWTP settlement funds for this purpose. Passed 6-0 (Gantman abstain).

It was the consensus to consider scheduling a meeting after the first quarter of 2022.

Johnson moved, Goss second to adjourn at 2:58pm. Passed 5-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

DRAFT

Draft # 1

Town of Liberty Grove

2023 Budget

A		B	C	G	J	K	L	M
2	Category		Contents	2022 Proposed	2022 Tot	2023 Proposed		
3	Gen Government							
4	Board Expense		Dues, mileage, ads, bond, fees	\$ 6,000.00	\$ 4,509.97	\$ 10,000.00		
5	Board wages			36,000.00	36,000.06	36,000.00		
6	Board per diem			12,000.00	12,685.00	13,000.00		
7	Committees			3,000.00	2,640.00	3,000.00		
8	Planning		Printing, maps, mileage	2,000.00	0.00	1,750.00		
9	Tech committee			3,085.78	4,767.36	900.00		
10	Community dev(Econ)		From 56700	7,500.00	15,395.00	18,000.00		
11	Library maint		Annual-From Library Commission	37,820.00	37,820.00	40,000.00		
12	Administrator wage			80,108.00	80,108.62	82,076.00		
13	Administrator expense		Insurance, mileage, ret, FICA	29,580.08	5,422.24	12,376.55		
16	Clerk/treasurer wage			53,225.00	53,225.00	54,661.00		
17	Clerk/treasurer exp			17,052.55	9,614.75	17,578.45		
18	Deputy C/T wage			43,168.00	42,822.20	44,025.00		
19	Deputy C/T expense			35,215.87	26,759.72	35,327.56		
20	Office assistant wage			12,246.00	11,846.93	13,026.00		
21	Office assistant expense			958.00	510.00	1,020.00		
22	Retirement				8,753.66	8,825.00		
23	Office expense		Copier/computer, paper, supplies	9,000.00	7,856.18	9,000.00		
24	Legal		General legal advice	5,000.00	22,049.00	25,000.00		
25	Election-expense			5,925.00	3,717.00	6,187.00		
26	Financial review			14,250.00	14,934.27	15,000.00		
27	Treasurer-exp		Print/mail tax bills, FICA, bond	5,000.00	10,091.07	10,000.00		
28	Assessing-exp		Postage, notices, legal	1,250.00	1,691.14	6,700.00		
29	Assessing-contract		Annual contract	41,000.00	41,000.02	44,000.00		
30	Hall maintenance		Wax, supplies	3,500.00	650.10	2,000.00		
31	Hall electricity		150/mo	3,250.00	2,677.11	3,500.00		
32	Hall heat		3750 gal	6,187.50	6,235.36	10,196.00		
33	Hall clean			2,760.00	2,896.13	3,300.00		
34	Hall wage			300.00	0.00			
35	Refunds			1,750.00	2,982.37	3,000.00		
36	Bldg inspection exp		% of permits + bldg seals	50,000.00	78,449.94	80,000.00		
37	Occ deposit		\$400 refunded upon occupancy	5,000.00	8,800.00	8,000.00		
38	Engineer/consulting			3,750.00	1,000.00	1,500.00		
39	Human Resources				0.00	250.00		
40	Health Saving Account			4,500.00	3,750.00	7,500.00		
41	Misc-donus			2,275.00	2,275.00	2,600.00		
42	*Gen Govt Total*							
43	Insurance-bldgs & equip			11,200.00	32,664.00	11,090.00		
44	Insurance-nondep			32,250.00	9,559.00	30,406.00		
45	*Insurance Total*							
				43,450.00	42,223.00	41,496.00		

Town of Liberty Grove

2023 Budget

A		B	C	G	J	K	L	M
2	Category		Contents	2022 Proposed	2022 Tot	2023 Proposed		
46	Fire Board Levy		From Fire Board	310,128.77	310,128.76	318,496.00		
47	Fire station exp(oid)		Electric & repairs	6,100.00	4,840.24	1,500.00		
48	North station exp		Elevator & HVAC service, supplies	7,501.23	6,825.89	7,250.00		
49	North station electric			6,540.00	6,521.89	7,250.00		
50	North station fuel			7,837.50	6,978.53	10,500.00		
51	*Public Safety Total*			\$338,107.50	\$335,295.31	\$344,996.00		
52	Public Works							
53	Repair- equip		Tires, blades, brake chambers	45,000.00	41,784.14	45,000.00		
54	Shop-supp & exp		Gas, rags, cleaner, hose ends, etc.	15,000.00	13,923.03	15,000.00		
55	Ads & surveys		Paving ads	4,500.00	1,645.69	2,500.00		
56	ID-signs & posts		Street signs & posts	2,000.00	1,958.41	1,500.00		
57	Maint-surface			69,521.00	60,023.96	90,984.00		
58	Shop fuel-heat			8,250.00	8,203.52	11,955.00		
59	Vehicle fuel-NL			5,250.00	2,250.00	4,125.00		
60	Vehicle fuel-DF			49,000.00	57,777.13	66,000.00		
61	Oil & supplies			3,000.00	2,013.50	3,000.00		
62	Shop electricity			4,500.00	5,330.27	6,200.00		
63	Telephone			3,385.00	3,204.87	1,500.00		
64	Wages			222,350.22	230,824.40	237,223.05		
65	Retirement			11,117.51	12,663.73	11,861.15		
66	FICA			17,860.28	9,179.52	19,054.94		
67	Medical			51,686.57	41,831.66	36,782.77		
68	HVSL				0.00			
69	Building-repair		Lighting, HVAC, pump tank	3,000.00	2,960.89	2,200.00		
70	Street lights			13,800.00	13,663.71	15,500.00		
71	Legal-public works			6,000.00	3,587.50	4,000.00		
72	Quarry			19,750.00	15,753.00	16,000.00		
73	Msc (San. legal,consult)		Engineering	1,000.00	2,657.50	2,500.00		
74	*Public Works Total*			555,970.58	531,236.43	592,885.91		
75	Roads Capital Outlay							
76	-equipment			200,000.00	260,636.20	160,000.00		
77	-paving			538,670.00	608,628.35	565,500.00		
78	-chip seal			81,055.00	78,565.00	85,000.00		
79	-shoreline protection				0.00			
80	-shop			9,000.00	4,674.56			
81	-gravel & msc			50,000.00	15,240.00	120,000.00		
82	*Roads Outlay-Total*			878,725.00	967,744.11	930,500.00		

Town of Liberty Grove

2023 Budget

A	B	C	G	J	K	L	M	N
Category		Contents	2022 Proposed	2022 Tot	2023 Proposed			
2	Capital Outlay-other			0.00				
83	-cemetary		5,125.00	0.00				
84	-broom		8,000.00	6,500.00				
85	-parks equipment		5,125.00	8,126.00				
86	-lower overage			0.00				
87	-fire equipment		0.00	0.00				
88	-office			0.00	16,200.00			
89	-building/property			0.00	0.00			
90								
91	*Capital Outlay-Other Total*		18,250.00	8,126.00	16,200.00			
92	Recycling expense							
93	Recycling	Contract with Going	25,000.00	23,865.71	25,000.00			
94	*Recycling Total*		25,000.00	23,865.71	25,000.00			
95	Health & Human Services							
96	Dog pound		250.00	170.48	250.00			
97	LS cem-expense	Lath, seed, forms	275.00	0.00	500.00			
98	-wage		5,423.18	4,454.79	5,785.93			
99	-retirement		271.16	136.16	289.30			
100	-FICA		435.62	223.89	464.75			
101	-medical		1,260.65	379.94	897.14			
102	-HVSL			0.00				
103	Other cem-exp		410.00	739.54	650.00			
104	-wages		5,423.18	4,236.01	5,785.93			
105	-retire		271.16	136.16	289.30			
106	-FICA		435.62	223.89	464.75			
107	-medical		1,260.65	379.94	897.14			
108	-HVSL			0.00				
109	Treatment Plant/Utility		3,000.00	5,017.50	1,000.00			
110	Public Health	Hand sanitizer	1,000.00	1,000.00	500.00			
111	*Health/Hum Serv Tot		19,716.22	17,098.31	17,774.24			
112	Culture Rec & Education							
113	Parks-genl maint	Potties, seed, chemicals, paper	\$17,500.00	\$17,058.41	\$15,400.00			
114	Gills Rock park	Electricity	2,500.00	1,528.02	3,000.00			
115	Gills Rock Waterfront		40,000.00	2,334.21	1,350.00			
116	EB Harbor Maint.	Electricity, forms, phone, herbicide	1,250.00	3,408.99	4,050.00			
117	EB Harbor repairs		0.00	0.00				
118	Willis Park	Barrels, weeding	1,575.00	2,692.00	1,500.00			
119	Womens Club bldg	Electricity, bulbs, supplies	1,000.00	811.95	1,200.00			
120	EB Comm Center	Rain garden maint, supplies	7,000.00	5,537.13	11,000.00			
121	Europe Bay	Supplies, pump tank	500.00	1,136.98	650.00			
122	Fitzgerald park	Electricity	650.00	1,168.25	900.00			
123	Garrett Bay	Supplies	5,400.00	0.00	200.00			
124	Europe Lake park	Dock/ramp repairs	300.00	0.00	300.00			

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A	B	C	G	J	K	L	M
Category		Contents	2022 Proposed	2022 Tot	2023 Proposed		
2							
125	Parks-garbage	Dumpster lifts	350.00	642.64	750.00		
126	-wages		37,962.23	38,268.68	40,501.50		
127	-retirement		1,898.11	953.13	2,025.07		
128	-FICA		3,049.32	1,567.23	3,253.28		
129	-medical		8,824.54	2,659.56	6,279.98		
130	-HVSL		0.00	0.00			
131	Grand View	From 57140	500.00	0.00	300.00		
132	Harbor wages EB	Harbormaster	10,343.75	10,556.50	11,250.00		
133	Wisconsin Bay			0.00			
134	Sand Bay	Supplies, pump tank	1,400.00	1,136.98	650.00		
135	Sales tax	% of slip and parking	500.00	800.00	800.00		
136	Equipment purchase		0.00	0.00			
137	Porte des Morts		750.00	0.00			
138	Maint-dredge, weeds	EB harbor weed, depth issues	3,000.00	673.55			
139	Engineering		2,000.00	0.00			
140	Staffing		0.00	0.00			
141	North Bay		0.00	0.00	5,000.00		
142	*Culture Rec & Ed Total*		148,252.95	92,934.21	110,359.84		
143	<u>Economic Development</u>						
144	Non profit requests		95,000.00	94,082.48	117,500.00		
145	*Economic Dev Total*		95,000.00	94,082.48	117,500.00		
146	<u>Debt service</u>			0.00			
147	Fire tr loan I		5,631.88	5,631.89	8,460.20		
148	Fire tr loan P		167,968.89	167,969.00	165,410.77		
149	GR Loan I		42,400.00	42,400.00	37,000.00		
150	GR Loan P		135,000.00	135,000.00	140,000.00		
151	*Debt Serv Total*		351,000.77	351,000.89	350,870.97		
152	<u>Other/Msc</u>						
153	Msc: Hist parking(\$1000), shred cost(\$2300)		3,300.00	0.00	3,300.00		
154	MFL W/D		0.00	1,878.63			
155	Assessment error		0.00	10,991.43	0.00		
156	*Other Exp Total*		3,300.00	12,870.06	3,300.00		
157	<u>Future Capital Improvements</u>			0.00			
158	Capital improvements public works		45,000.00	0.00	75,000.00		
159	Capital improvements fire equipment		30,400.00	\$0.00	75,000.00		
160	Capital improvements tech serv		55,000.00	\$0.00	10,000.00		
161	Capital improvements parks		13,007.37	0.00	45,000.00		
162	Economic Development		0.00	0.00	16,000.00		
163	Capital improvements office		500.00	0.00	500.00		
164	Capital improvements-library		2,000.00	0.00	27,000.00		
165	*Capital Improvements Total*		145,907.37	0.00	248,500.00		
166	**TOT EXP**		3,166,337.17	3,040,411.70	3,428,681.52		

Town of Liberty Grove

2023 Budget

A	B	C	G	J	K	L	M
2	Category	Contents	2022 Proposed	2022 Tot	2023 Proposed		
168	REVENUES			0.00			
169	Local tax levy		2,594,734.03	2,594,733.84	2,734,236.26		
170	Utility Levy		20,266.00	20,266.00	20,266.00		
171	Computer aid		0.00	341.92	341.92		
172	*Total Tax Levy*		2,615,000.03	2,615,341.76	2,754,844.18		
173	REVENUES--Other Tax						
174	Forest Crop	Tax from FC and MFL acres	200.00	\$236.41	\$236.41		
175	MFL	Tax from FC and MFL acres	18,687.11	9,393.16	9,393.16		
176	Delinquent pp tax	Personal property late payments	400.00	495.81	400.00		
177	Other (room tax)	Town gets 30% of collections	95,000.00	149,464.30	130,688.00		
178	*Other Tax Total*		114,287.11	159,589.68	140,717.57		
179	Intergovernmental Revenue						
180							
181	Sh revenue-state	Per letter from Dept. of Revenue	20,904.27	20,904.27	20,900.00		
182	Fire ins dues		29,000.00	30,904.89	33,723.40		
183	Highway aid-state		272,121.50	272,121.48	277,528.00		
184	PMS program		300.00	1,155.23	1,000.00		
185	DNR-lieu of tax 70.114		3,600.00	4,106.46	4,100.00		
186	DNR-lieu of tax 70.113			10,302.88	10,302.88		
187	Grant-WEC Cares		0.00	0.00			
188	Personal Property aid		4,473.41	4,473.41	4,473.41		
189	Util Dist		4,500.00	6,758.38	6,750.00		
190	TRIP funds			0.00			
191	Grant-Video service provider		3,000.00	3,315.02	3,300.00		
192	*Intergov Rev Total*		337,899.18	354,042.02	362,077.69		
193	Licenses & Permits						
194	Licenses-beer & liq	Liquor-\$500; Beer-\$100	9,900.00	11,187.30	11,200.00		
195	-cigarette	\$10/license	0.00	200.00	200.00		
196	-operator	\$10/license	0.00	500.00	500.00		
197	-soda	\$5 & \$10/license	0.00	0.00	0.00		
198	-dog	Treasurer share of licenses	400.00	805.00	600.00		
199	Dog pound fees	Capture of stray dogs	0.00	50.00	0.00		
200	Bldg insp fees	Estimate	40,000.00	68,000.00	62,534.00		
201	Occupancy deposit	Repaid upon occupancy	2,400.00	13,200.00	10,000.00		
202	Short term Rentals			23,500.00	20,250.00		
203	Msc permits	Fireworks, boring	40.00	750.00	100.00		
204	*Lic & Permit Total*		50,300.00	118,192.30	105,384.00		
205	Public Charges						
206	Fees-gen gov	Copies, documents	15.00	70.80	50.00		
207	-spl assess	Sewer & water laterals	3,500.00	6,000.00	5,000.00		
208	-drive perm	For new buildings/improvements	400.00	800.00	600.00		
209	-maint., sand	Road oil, sand, culverts	2,500.00	0.00	0.00		
210	Graves sold	\$750 and \$1500	9,000.00	20,550.00	15,000.00		
211	Graves opened	Full burial \$650; Cremation \$300	7,000.00	10,500.00	9,700.00		

Town of Liberty Grove

2023 Budget

A	B	C	G	J	K	L	M
Category		Contents	2022 Proposed	2022 Tot	2023 Proposed		
2							
212	Dock rent		17,000.00	24,500.00	18,500.00		
213	Other public charge		0.00	399.60	250.00		
214	Tower		1,200.00	1,200.00	1,200.00		
215	Franchise fee	Charter/Spectrum	10,000.00	12,100.00	12,100.00		
216	*Public Chg Total*		50,615.00	76,120.40	62,400.00		
217	Grading & material	Culverts, sand	1,100.00	7,855.91	2,500.00		
218	LS cem-SB share	1/2 cemetery expenses	2,000.00	4,613.84	3,200.00		
219	*Intergov Chg Total*		3,100.00	12,469.75	5,700.00		
220	Interest		1,000.00	\$2,868.00	\$3,200.00		
221	*Interest Total*		1,000.00	1,305.16	3,200.00		
222	Miscellaneous Revenue			<u>0.00</u>			
223	Rent-post office	Contract	7,000.00	6,999.96	7,000.00		
224	-hall		1,300.00	1,665.00	1,500.00		
225	-W Club		500.00	3,400.00	1,500.00		
226	-land		250.00	250.00	250.00		
227	-fire station/parks			750.00	250.00		
228	TLG portion-waste haulers	From outside service area	500.00	0.00			
229	ARPA		0.00	91,951.33			
230	Sign-Porte des Morts		0.00	3,900.00			
231	Refunds/rebates		750.00	61.98	0.00		
232	Recycling rebate	Through DC Highway	4,000.00	3,365.88	3,066.00		
233	Plowing, material			1,445.00	1,400.00		
234	Donations		0.00	300.00			
235				0.00			
236	Computer aid		101.85	0.00			
237	Tmt plant overage		0.00	0.00			
238	Other		0.00	3,209.28	0.00		
239	*Misc Rev Total*		14,401.85	117,298.43	14,966.00		
240	Funds Applied						
241	Debt proceeds			0.00	0.00		
242	Funds applied			<u>0.00</u>	<u>0.00</u>		
243	*Funds Applied Total*		0.00	0.00	0.00		
244	*Rcpt Wout Levy*		571,603.14	0.00	694,445.26		
245	Budgeted Expenses	Total expenses	3,166,337.17	-	3,428,681.52		
246	Budgeted Revenue	Non-tax revenue	-571,603.14	\$0.00	-\$694,445.26		
247	Levy	Expenses less non-tax revenue	2,594,734.03	-	2,734,236.26		
248	Levy Limit		(2,594,734.00)		(2,626,465.00)		
249	Levy over(under)	Amount over(under) levy limit	0.03	-	107,771.26		

Town of Liberty Grove

2023 Budget

Donation requests

	O	P	Q	R	S
		2022 req	2022 given	2023 req	2023?
34					
35	GR ADV	4,500	2,825	3,500	
36	EBSC	12,250	12,250	16,250	
37	LGHS	26,140	21,525	34,565	
38	DCHUM	5,000	3,000	5,000	
39	S SANTA	19,300	7,850	12,700	
40	GEODC	20,000	15,000	25,000	
41	DCNO	31,250	31,250	36,787	
42	COASTAL	1,300	1,300	500	
43		119,740	95,000	134,302	
44					