

TOWN OF LIBERTY GROVE PUBLIC MEETING

Finance Committee

Date: October 10, 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 9/26/22
5. Review of Town Finances and 2023 Budget
6. Future meetings
7. Adjourn

*** Report items will not be discussed or voted on, all other agenda items may 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 September 26, 2022
(this meeting was correctly posted)

Agenda:

1. Call to order
2. Declaration of quorum
3. Approve Agenda
4. Approve Minutes 9/12/22
5. Review of Town Finances and 2023 Budget
6. Future meetings
7. Adjourn

Chair Nancy Goss called the meeting to order at 2:35pm. Committee members Karen Studebaker, John Lowry, Gary Kemp, Dan Watts, Cathy Ward, Andrew Gantman, and Janet Johnson were present along with Administrator Walter Kalms, Clerk/Treasurer Anastasia Bell, and 8 members of the public.

Ward moved, Kemp second to approve the agenda as posted. Passed 8-0.

Johnson moved, Ward second to approve the 9/12/22 minutes as presented. Passed 8-0.

Town Finances and 2023 budget – Door County Coastal Byways, Anne Miller, request is a portion of total advertising/marketing costs and is offset by donations. Door County Historical Society, request letter read. Door County Humane Society, request letter read. Door County North, Cathy Ward, increase is primarily inflation for the coordinator salary, membership and SCP money are the operating funds. Door County Secret Santa, email was read. Ellison Bay Service Club, request letter read; Gary Kemp confirmed the AED is in addition to the recent Door County Campaign. Gills Rock Advancement Association, Mary Mead, was present, no information was requested by the Committee. GEO-DC, additional information was read; Nancy Goss confirmed there is no current capital campaign, they are working to host events to help the public understand what the organization does. Liberty Grove Historical Society, Dave Westen, anticipated museum expenses will enhance the visitor experience and the facility improvements will focus on a foundation for the Klenke Cottage and access to the farmhouse. **Lowry moved, Kemp second** to approve \$500.00 for Door County Coastal Byways. Carried 8-0. **Lowry moved, Watts second** to approve \$36,787.00 for Door County North. Johnson requested membership pay a portion of the salary since the members directly benefit from the coordinator duties. Carried 6-0-2 (Ward and Gantman abstained). **Goss moved, Kemp second** to approve \$12,700.00 for Door County Secret Santa. Carried 8-0. **Goss moved, Ward second** to approve \$16,250.00 for Ellison Bay Service Club. Carried 7-0-1 (Kemp abstained). **Goss moved, Johnson second** to approve \$3,500.00 for Gills Rock Advancement Association. Carried 8-0. **Lowry moved, Kemp second** to approve \$25,000.00 for GEO-DC. Carried 6-0-2 (Goss and Johnson abstained). **Goss moved, Lowry second** to approve \$34,565.00 for Liberty Grove Historical Society. Carried 8-0. **Watts moved, Goss second** to approve \$5,000.00 for Door County Humane Society. Carried 8-0. Kalms briefly reported on the changes reflected on draft #3 of the 2023 budget. The following were noted during the review:

- Line 144, increased to reflect above actions by the Committee
- Line 176, increased to \$191,847.09

The next Finance Committee meeting will be Monday, October 10, 2022 at 2:30pm.

Johnson moved, Kemp second to adjourn at 3:55pm. Passed 8-0.

Respectfully submitted,
Anastasia Bell, Clerk/Treasurer

Town of Liberty Grove

2023 Budget

Draft 4

	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	1,140.00		
10	Community dev(Econ)			7,500.00	15,395.00	18,000.00		
11	Library maint		Annual-from Library Commission	37,820.00	37,820.00	42,476.00		
12	Administrator wage			80,108.00	81,070.62	81,700.00		
13	Administrator expense		Insurance, mileage, ret, FICA	29,580.08	12,131.96	12,327.55		
16	Clerk/treasurer wage			53,225.00	53,225.00	54,661.00		
17	Clerk/treasurer exp			17,052.55	16,634.26	18,128.45		
18	Deputy C/T wage			43,168.00	42,822.20	0.00		
19	Deputy C/T expense			35,215.87	32,604.98	0.00		
20	Office assistant wage			12,246.00	11,846.93	13,026.00		
21	Office assistant expense			958.00	911.85	1,020.00		
22	Retirement				0.00			
23	Office expense		Copier/computer, 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			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 c/clean			2,760.00	2,896.13	3,300.00		
34	STR Expense			300.00	4,500.00	4,500.00		
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 refund 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	4,500.00		
41	Msc-bonus			2,275.00	2,275.00	2,600.00		
42	*Gen Govt Total*			543,656.78	580,619.88	545,462.01		
43	Insurance-bldgs & equip			11,200.00	10,599.00	11,090.00		
44	Insurance-nondep			32,250.00	31,624.00	30,406.00		
45	*Insurance Total*			43,450.00	42,223.00	41,496.00		

Town of Liberty Grove

2023 Budget

Draft 4

A	B	C	G	J	K	L	M
Category		Contents	2022 Proposed	2022 Tot	2023 Proposed		
2							
46	Fire Board Levy	From Fire Board	310,128.77	310,128.76	318,496.00		
47	Fire station exp(old)	Electric HVAC & repairs	6,100.00	4,840.24	1,500.00		
48	North station exp	Elevator & HVAC, 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, parts	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	245,218.38		
65	Retirement		11,117.51	12,663.73	12,260.92		
66	FICA		17,860.28	9,179.52	19,697.17		
67	Medical		51,686.57	41,831.66	34,105.46		
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	599,245.93		
75	Roads Capital Outlay						
76	-equipment		200,000.00	260,636.20			
77	-paving		538,670.00	608,628.35	612,000.00		
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	817,000.00		

Liberty Grove:23			
	Rate	Miles	\$\$\$
Cedar Dell	3	.54	81,000
Beach Tr	3	.17	25,500
Cedar Ln	3	.11	16,500
Europe Bay	4	.95	142,500
Country Lane	3		
Hillside	4	.80	120,000
Twin Pine	2	.16	24,000
Juice Mill	3	.50	75,000
Porc Hill	3	.25	37,500
Tot		3.48	522,000
Road prep			75,000
Extra match			15,000

Town of Liberty Grove

2023 Budget

Draft 4

	A	B	C	G	J	K	L	M
2	Category		Contents	2022 Proposed	2022 Tot	2023 Proposed		
83	Capital Outlay-other				0.00			
84	-cemetery			5,125.00	0.00			
85	-broom			8,000.00	6,500.00			
86	-parks equipment			5,125.00	8,126.00			
87	-tower overage				0.00			
88	-fire equipment			0.00	0.00			
89	-office				0.00	16,200.00		
90	-building/property				0.00	0.00		
91	*Capital Outlay 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	5,980.94		
99	-retirement			271.16	136.16	299.05		
100	-FICA			435.62	223.89	480.42		
101	-medical			1,260.65	379.94	831.84		
102	-HVSL				0.00			
103	Other cem-exp			410.00	739.54	650.00		
104	-wages			5,423.18	4,236.01	5,980.94		
105	-retire			271.16	136.16	299.05		
106	-FICA			435.62	223.89	480.42		
107	-medical			1,260.65	379.94	831.84		
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	18,084.48		
112	Culture Rec & Education							
113	Parks-genl maint		Toilets, 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	1,250.00	3,408.99	4,050.00		
117	EB Harbor repairs			0.00	0.00			
118	Wills 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		

Town of Liberty Grove

2023 Budget

	A	B	C	G	J	K	L	M
2	Category		Contents	2022 Proposed	2022 Tot	2023 Proposed		
125	Parks-garbage		Dumpster lifts	350.00	642.64	750.00		
126	-wages			37,962.23	38,268.68	41,866.55		
127	-retirement			1,898.11	953.13	2,093.33		
128	-FICA			3,049.32	1,567.23	3,362.93		
129	-medical			8,824.54	2,659.56	5,822.88		
130	-HVSL			0.00	0.00			
131	Grand View			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		Slip and parking tax	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	0.00		Liberty Grove:22 \$5,000 removed, have Liberty Grove:23
142	*Culture Rec & Ed Total*			148,252.95	92,934.21	106,445.69		
143	<u>Economic Development</u>							
144	Non profit requests			95,000.00	94,082.48	134,302.00		
145	*Economic Dev Total*			95,000.00	94,082.48	134,302.00		
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	235,000.00		Liberty Grove:23 75,000
159	Capital improvements fire equipment			30,400.00	0.00	94,421.12		Added C/T deletion 19,421.12
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	14,440.00		
165	*Capital Improvements Total*			145,907.37	0.00	415,361.12		
166	**TOT EXP**			3,166,337.17	3,057,096.38	3,417,764.20		

Town of Liberty Grove

2023 Budget

Draft 4

	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	2,634,623.00		
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	2,655,230.92		
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 pnls	400.00	495.81	400.00		
177	Other (room tax)		Town gets 30% of collections	95,000.00	149,464.30	165,000.00		
178	*Other Tax Total*			114,287.11	159,589.68	175,029.57		
179	Intergovernmental Revenue							
180								
181	Sh revenue-state		Per letter from Dpt of Revenue	20,904.27	20,186.36	20,881.63		Liberty Grove:23 Per 9/13/22 DOR letter
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-llu of tax 70.114			3,600.00	4,106.46	4,100.00		
186	DNR-llu 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	353,324.11	362,059.32		
193	Licenses & Permits							
194	Licenses-beer & liq		Liquor-\$500; Beer-\$100	9,900.00	11,187.30	11,200.00		
195	-cigarette			0.00	200.00	200.00		
196	-operator			0.00	500.00	500.00		
197	-soda			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	64,350.00		
203	Msc permits		Fireworks, boring	40.00	750.00	100.00		
204	*Lic & Permit Total*			50,300.00	118,192.30	149,484.00		
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 bldg/improvements	400.00	800.00	1,200.00		
209	-maint., sand		Road oil, sand, culverts	2,500.00	0.00	0.00		
210	Graves sold			9,000.00	20,550.00	15,000.00		
211	Graves opened			7,000.00	10,500.00	9,700.00		

Town of Liberty Grove

2023 Budget

Draft 4

	A	B	C	G	J	K	L	M
2	Category		Contents	2022 Proposed	2022 Tot	2023 Proposed		
212	Dock rent			17,000.00	24,500.00	20,000.00		
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	64,500.00		
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			<u>0.00</u>	<u>3,209.28</u>	<u>8,202.31</u>		
239	*Misc Rev Total*			14,401.85	117,298.43	23,168.31		
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			
244	*Rcpt Wout Levy"			571,603.14	0.00	783,141.20		
245	Budgeted Expenses		Total expenses	3,166,337.17	0.00	3,417,764.20		
246	Budgeted Revenue		Non-tax revenue	-571,603.14	<u>0.00</u>	<u>-783,141.20</u>		
247	Levy		Expenses less non-tax revenue	2,594,734.03	0.00	2,634,623.00		
248	Levy Limit			-2,594,734.00		-2,634,623.00		
249	Levy over(under)		Amount over(under) levy limit	0.03	0.00	(0.00)		

Liberty Grove:23
Chargebacks:
DC 3,786.24
GHS 3,631.85
NWTC 784.22
8,202.31