

TOWN OF LIBERTY GROVE PUBLIC MEETING

Finance Committee

Date: September 16, 2024

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 8/26/24
5. Review of Town Finances and 2025 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 ***

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.

Town of Liberty Grove
DRAFT Minutes of the Finance Committee meeting on August 26, 2024

Agenda:

1. Call to order
2. Declaration of quorum
3. Approve Agenda
4. Approve Minutes 10/16/23
5. Review of Town Finances and 2025 Budget
6. Future meetings
7. Adjourn

Chairman Nancy Goss called the meeting to order at 2:32pm. Committee members Janet Johnson, Andrew Gantman, and Gary Kemp were present along with Administrator Kalms, and Clerk/Treasurer Pamela Donart-Welcome. Committee member John Lowry was absent.

Johnson moved, Kemp seconded to approve the agenda as posted. **Carried 4 – 0**

Gantman moved, Kemp seconded to approve the 10/16/23 minutes as presented. **Carried 4 - 0**

Town Finances and 2025 budget – Kalms reported on the changes made to draft #1a of the 2025 budget. The following were discussed during the review:

- Note that all wage items are dependent on Personnel Committee recommendations
- Line 9, 2024 Tot amount – move to Capital expenses for Tech (upgrades to A/V media)
- Line 24, clarify legal expenses (might itemize into separate broadband, and zoning legal)
- Line 38, Bldg inspection svcs (might need to increase for increased permit requests)
- Line 50, North Station exp (amount includes necessary bay door upgrades)
- Line 59, (needs clarification & possible increase)
- Line 67, 2024 Tot amount—correction needed in next draft
- Line 81, Roads Capital -equipment (includes purchase of a power washer)
- Line 82, Roads Capital -paving (will be adjusted if necessary)
- Line 86, Roads Capital -gravel (lower than 2024 due to no need for crushing)
- Line 93, Capital Outlay-fire equipment (Fire Board recommended adding \$100,000 per year toward communications upgrades)

It was recommended to anticipate Room Tax revenue be 1% less in 2025 due to loss of Rowley's Bay Resort. Organizations requesting funding will be invited to the next meeting if they want the Finance Committee to consider any additional information beyond what was included in their fund request packet.

Future Meeting(s): The next meeting was scheduled for September 16, 2024 at 2:30pm, followed by October 7th and 21st if needed.

Johnson moved, Kemp seconded to adjourn at 3:22pm. **Carried 4 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

	A	B	C	D	E
1	DONATION REQUESTS FOR BUDGET				APPROVED:
2	YEAR: 2025				
3	Door County Coastal Byway Council		\$ 1,000.00	Brochure distribution	
4	Turned in Late (received Aug 26, 2024)		\$ 1,800.00	Website maintenance	
5			\$ 150.00	National Scenic Byways Foundation	
6			\$ 12,000.00	Coloring book (additional run of 10,000)	
7	Total expense		\$ 14,950.00		
8	Total requested:		\$ 500.00		
9	*****				*****
10	Door County Humane Society		\$ 425,000.00	Support of 700-800 animals-DCC	
11	Total expense		\$ 425,000.00		
12	Total requested:		\$ 5,000.00		
13	*****				*****
14	Door County North		\$ 65,597.83	Total of the Events expenses & promotions	
15	Total expense		\$ 65,597.83	that are organized by DCN in Liberty Grove	
16	Total requested:		\$ 31,500.00	(moving forward, pay for coordinator & other staff	
17				will be covered by DDC & member dues)	
18	*****				*****
19	Door County Secret Santa		\$ 4,250.00	Tent/stage	
20			\$ 3,100.00	Lighting/sound	
21			\$ 2,700.00	Loding/meals	
22			\$ 550.00	Police	
23			\$ 950.00	Portable toilets	
24			\$ 400.00	Garbage	
25			\$ 1,550.00	Transporation	
26			\$ 1,400.00	Insurance	
27			\$ 1,850.00	Supplies & Signage	
28			\$ 750.00	Usage fee, Community Park	
29			\$ 8,700.00	Marketing/ Promotions	
30			\$ 17,500.00	Entertainment	
31	Total expense		\$ 43,700.00		
32	Total requested:		\$ 19,500.00	(to help cover event services costs)	
33	*****				*****
34	Senior Advocates for Independebt Living		\$ 48,008.00	(program of Do Good Door County)	
35	Total expense		\$ 48,008.00		
36	Total requested:		\$ 10,000.00	(to promote program specific for Liberty Grove)	
37	*****				*****
38					
39					

	A	B	C	D	E
40	DONATION REQUESTS FOR BUDGET				APPROVED:
41	YEAR: 2025				
42	Ellison Bay Service Club		\$ 18,500.00	Ellison Bay Day in the Park	
43			\$ 5,200.00	EBSC Floower Barrell Project	
44			\$ 6,000.00	Community Event & Beautification	
45			\$ 11,500.00	Community Enrichment Projects	
46	Total expense		\$ 41,200.00		
47	Total requested:		\$ 24,500.00		
48	*****		*****	*****	*****
49	Gills Rock Advancement Association		\$ 10,400.00	July 4th fireworks & insurance	
50	Turned in LATE (received Sept 3, 2024)		\$ 600.00	July 4th portable toilets	
51			\$ 500.00	July 4th promotion materials	
52			\$ 2,000.00	July 4th entertainment	
53	Total expense		\$ 13,500.00		
54	Total requested:		\$ 3,800.00	(for July 4 Fireworks)	
55	*****		*****	*****	*****
56	GEO-DC		\$ 50,000.00	4-5 Niagara Escarpment Park Signs	
57	Total expense		\$ 50,000.00		
58	Total requested:		\$ 10,000.00	(for one of the signs)	
59	*****		*****	*****	*****
60	Liberty Grove Historical Society		\$ 24,200.00	Standard annual expenses	
61			\$ 1,000.00	Fish Boil	
62			\$ 4,500.00	Tractor Show	
63			\$ 1,600.00	Bands	
64			\$ 500.00	Honor Walk	
65			\$ 200.00	Clothing	
66			\$ 800.00	Membership materials	
67			\$ 10,000.00	Marketing/advertising	
68			\$ 4,000.00	Museum	
69			\$ 500.00	Rebuild website	
70			\$ 7,950.00	Facility improvements	
71	Total expense		\$ 55,250.00		
72	Total requested:		\$ 31,050.00		
73	*****		*****	*****	*****
74	*****		*****	*****	*****
75	Total requested for 2025 budget:		\$ 135,850.00	Total Approved:	\$ -