

TOWN OF LIBERTY GROVE PUBLIC MEETING

Finance Committee

Date: October 7, 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 9/16/24
5. Reconsider the amounts approved for the non-profit organizations
6. Review of Town Finances and 2025 Budget
7. Future meetings
8. 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 September 16, 2024

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

Committee members Janet Johnson, Andrew Gantman, Gary Kemp, and new member Rick Kingsbury were in attendance along with Administrator Kalms, and Clerk/Treasurer Pamela Donart-Welcome, and 7 members of the public. In the absence of Chairman Nancy Goss, Clerk/Treasurer Donart-Welcome called the meeting to order at 2:33pm and entertained a motion to elect a Chairman for this meeting. **Gantman moved, Kemp seconded** to elect Janet Johnson. **Carried 3-0** Johnson abstained.

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

Johnson moved, Kemp seconded to approve the 8/26/24 minutes as presented. **Carried 3 – 0** Kingsbury abstained, as he was not present at the 8/26/24 meeting.

Town Finances and 2025 budget – the Finance Committee reviewed the request letters and summary of fund requests from nine local non-profit organizations, asking for donations to be ear-marked in the 2025 Budget from the Town's portion of 2024 shared room tax revenue.

Johnson moved, Gantman seconded to approved \$500 for the Door County Coastal Byway Council. **Carried 4 – 0**

Gantman moved, Kemp seconded to approve \$5,000 for the Door County Humane Society. **Carried 4 – 0**

Johnson moved, Gantman seconded to approve \$31,500 for Door County North. **Carried 4 – 0**

Johnson moved, Kemp seconded to approve \$30,300 for Door County Secret Santa. **Carried 4 - 0**

Gantman moved, Johnson seconded to approve \$10,000 for Senior Advocates for Independent Living. **Carried 4 – 0**

Johnson moved, Kingsbury seconded to approve \$34,700 for the Ellison Bay Service Club. **Carried 3 – 0.** Kemp recused himself, as he is a representative of that organization.

Johnson moved, Gantman seconded to approve \$5,000 for the Gills Rock Advancement Association. **Carried 4 – 0**

Kingsbury moved, Kemp seconded to approve \$15,000 for GEO-DC. **Carried 3 – 0** Johnson recused, as she is a representative of that organization.

Johnson moved, Kemp seconded to approve \$31,050 for the Liberty Grove Historical Society. **Carried 4 – 0**

Kalms made note that at this point in the process, there is an “over the levy limit” amount of \$26,708.33. He also noted few line items on the draft 2025 Budget: Line 28 now reflects the Town’s portion of the annual audit. On line 27, the number now reflects the addition of election-worker wages. Starting with line 88, all the funds related to future capital improvements is in one section. On line 101, the amount reflects the need to replace the portable radio system. The committee reviewed the revenue from Short-Term Rental permit fees, the Town share of room tax funds, and the gravesite sales and burial fees.

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

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			\$ 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		\$ 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		\$ 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)	\$ 31,500.00
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)	\$ 30,300.00
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)	\$ 10,000.00
37	*****				
38	Ellison Bay Service Club		\$ 18,500.00	Ellison Bay Day in the Park	
39			\$ 5,200.00	EBSC Flower Barrell Project	
40			\$ 6,000.00	Community Event & Beautification	
41			\$ 11,500.00	Community Enrichment Projects	
42	Total expense		\$ 41,200.00		
43	Total requested:		\$ 24,500.00		\$ 34,700.00
44	*****				
45	Gills Rock Advancement Association		\$ 10,400.00	July 4th fireworks & insurance	
46	Turned in LATE (received Sept 3, 2024)		\$ 600.00	July 4th portable toilets	
47			\$ 500.00	July 4th promotion materials	
48			\$ 2,000.00	July 4th entertainment	
49	Total expense		\$ 13,500.00		
50	Total requested:		\$ 3,800.00	(for July 4 Fireworks)	\$ 5,000.00
51	*****				
52	GEO-DC		\$ 50,000.00	4-5 Niagara Escarpment Park Signs	
53	Total expense		\$ 50,000.00		
54	Total requested:		\$ 10,000.00	(for one of the signs)	\$ 15,000.00
55	*****				
56	Liberty Grove Historical Society		\$ 24,200.00	Standard annual expenses	
57			\$ 1,000.00	Fish Boil	
58			\$ 4,500.00	Tractor Show	
59			\$ 1,600.00	Bands	
60			\$ 500.00	Honor Walk	
61			\$ 200.00	Clothing	
62			\$ 800.00	Membership materials	
63			\$ 10,000.00	Marketing/advertising	
64			\$ 4,000.00	Museum	
65			\$ 500.00	Rebuild website	
66			\$ 7,950.00	Facility improvements	
67	Total expense		\$ 55,250.00		
68	Total requested:		\$ 31,050.00		\$ 31,050.00
69	*****				
70	*****				
71	Total requested for 2025 budget:		\$ 135,850.00	Total Approved:	\$ 163,050.00