

TOWN OF LIBERTY GROVE PUBLIC MEETING

Finance Committee

Date: October 6, 2025

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 from 9/15/25
5. Review Requests from Non-Profit Organizations
6. Review of Town Finances and 2026 Budget
7. Review of Town Fee Schedule
8. Future meetings
9. 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.

DRAFT
(subject to change until final approval by the Committee)

Town of Liberty Grove
Minutes of the Finance Committee meeting on September 15, 2025

Agenda:

1. Call to order
2. Declaration of quorum
3. Approve Agenda
4. Approve Minutes from 8/25/25
5. Review Requests from Non-Profit Organizations
6. Review of Town Finances and 2026 Budget
7. Future meetings
8. Adjourn

Chairman Janet Johnson called the meeting to order at 2:30pm. Committee members Nancy Goss, and Gary Kemp were present along with Administrators Kalms and Buckingham. Rick Kingsbury joined virtually, and Andrew Gantman was excused. Clerk/Treasurer Pamela Donart-Welcome was also in attendance along with three members of the public.

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

Kingsbury moved, Goss seconded to approve the 8/25/25 minutes as presented. **Carried 4 – 0**

Johnson moved, Kingsbury seconded to table item# 5 until October 6th. **Carried 4 – 0**

Town Finances and 2026 budget –Kalms began discussion by reporting the levy is going to be approximately \$200,000.00 less than last year, because the Town has paid off the loan to the Bureau of Public Lands, so it can't be used in calculations. The Committee then went through each line item's proposed amounts to see where changes can be made in revenues & expenses.

Future Meeting(s): The next meeting was scheduled for October 6, 2025 at 2:30pm, followed by October 13th, 20th and 27th if needed.

Goss moved, Kemp seconded to adjourn at 4:31pmpm. **Carried 4 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer

Pending approval at next meeting.

TOWN OF LIBERTY GROVE RATE SHEET (AS OF 9/30/25)

FACILITY RENTALS (ordinance 1-24)

Ellison Bay Community Center	Rental deposit (<i>refunded if no damage</i>)	\$300
	1 st day non-resident or for-profit activity	\$500
	1 st day resident or non-profit community group	\$250
	2 nd day non-resident or for-profit activity	\$250
	2 nd day resident or non-profit community group	\$125
	Tent on grounds	\$200
	Rental deposit	\$300
Town Hall, North Fire Station, Section 7 Parks <i>*No charge: LG based 501(c) organizations (DCN, LGHS, EBSC, etc.) regular meeting where food is not prepared on the premises*</i>	Rental deposit (<i>refunded if no damage</i>)	\$300
	1 st day non-resident or for-profit activity	\$250
	1 st day resident or non-profit community group	\$125
	2 nd day same activity any group	\$100
	Tent on grounds	\$125
Cemetery (ordinance 10-21)	Site for resident	\$750
	Site for non-resident	\$1,500
	Burial on someone else's site (family member)	\$375
	Summer full burial: April 2 nd – November 30 th	\$650
	Winter full burial: December 1 st – April 1 st	\$850
	Cremation burial: standard size 10" x 10" x 12"	\$300
	Additional for Holiday burial	\$150
	Additional for oversize cremation	\$150
License/Permits	Driveway permit (ordinance 6-21 11-22)	\$100
	Firework permit (ordinance 15-19)	\$20
	Short-Term Rentals (ordinance 10-22 2-25)	\$450/year
	Operator License (ordinance 11-07)	\$10/year
	Liquor License (Class A or B) (ordinance 11-07)	\$500/year
	Beer License (Class A or B) (ordinance 11-07)	\$100/year
	Wine License (Class C) (ordinance 11-07)	\$100/year
Marina (ordinance 9-21)	Annual slip rental (first 20-ft of boat)	\$1,000
	Annual slip rental (each foot beyond 20ft)	\$50/ft
	Annual launch	\$50/watercraft
	Marine service launch	\$50/trailer
	Daily launch (not for commercial use)	\$5
	Transient slip rental - \$30 minimum	\$1.50/ft <i>plus tax</i>
	Trailer parking (behind fire station)	\$2.00/ft <i>plus tax</i>
Open Record Request (ordinance 5-24)	Assessment certificates (up to 2 adjacent parcels)	\$35
	Assessment certificates (3 or more parcels)	\$70
	Audio file on CD and/or USB	<i>Device cost</i>
	Copies	\$0.20/page
	Hourly rate plus actual, necessary direct costs	<i>If exceeding \$50</i>
	Single copy to Board/Committee	<i>Free</i>
	Multiple copies to Board/Committee	\$0.20/page
	Meeting transcription: actual cost, plus shipping	<i>Actual cost</i>
	Postage	\$5 <i>or actual cost</i>
	Emails and copies of records managed by contracted services of the Town	\$35.00/ request