

TOWN OF LIBERTY GROVE PUBLIC MEETING

Finance Committee

Date: October 13, 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 10/6/25
5. Review of Town Fee Schedule
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.

DRAFT
(subject to change until final approval by the Committee)
Town of Liberty Grove
Minutes of the Finance Committee meeting on October 6, 2025

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

Chairman Janet Johnson called the meeting to order at 2:32pm. Committee members Rick Kingsbury, Andrew Gantman, and Nancy Goss were present. Gary Kemp was excused. Administrators Kalms & Buckingham were also in attendance along with Clerk/Treasurer Pamela Donart-Welcome and 7 members of the public.

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

Johnson moved, Goss seconded to approve the 9/15/25 minutes as presented. **Carried 4 – 0**

The committee members reviewed the **requests from Non-Profit Organizations** for some 2025 room tax funds to be used for 2026 operation & maintenance expenses those organizations incur while providing events that benefit the Town of Liberty Grove community. After looking at the full application packets that included the breakdown of how the funds are being used, it was determined that in some instances, a portion of the funds were being distributed to other organizations. Moving forward, it was suggested a letter would be included with the granted funds encouraging the recipient organization to only use the funds for their needs.

Johnson moved, Kingsbury seconded to give the non-profit requests for donation funds equal to what they were given in 2025. **Carried 4 – 0**

Town Finances and 2026 budget –Kalms & Buckingham updated the Committee on Draft 3 of the 2026 Budget including changes to line-item amounts for anticipated room tax fund revenues, state allocated transportation aid revenue. Changes were also made in projected expenses including paving, gravel crushing, and brush grinding. The changes resulted in the proposed budget falling \$15.02 under the Levy limit. That amount was then added to Parks Outlay Capital Fund.

Johnson moved, Goss seconded to recommend to our Town Board that we present the budget with the \$15.02 change that has been presented to us. **Carried 4 – 0**

The Committee began work on the **Town Fee Schedule** to adjust fees the Town charges for services to align better with the fees of neighboring municipalities. They will continue their work at the next meeting. NOTE: Any changes made will not go into effect until Jan 1, 2026.

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

Johnson moved, Goss seconded to adjourn at 4:26pmpm. **Carried 4 - 0**

Respectfully submitted,
Pamela Donart-Welcome, Clerk/Treasurer
Pending approval at next meeting.