
BOARD MEETING PACKET

TO: BOARD MEMBERS
SUBJECT: BOARD MEETING INFORMATION
DATE: DECEMBER 12, 2022

Attached please find the following documents for the monthly board meeting:

1. December 12, 2022 Village Board Agenda
2. November 14, 2022 Village Board Minutes
3. Operator's Licenses
4. November 28, 2022 Personnel Minutes
5. December 5, 2022 Street & Utility Minutes

NOTICE OF MEETING OF THE VILLAGE BOARD

December 12, 2022

NOTICE IS HEREBY GIVEN to the public and to the news media pursuant to s. 19.84, Wisconsin Statutes, that a meeting of the Village Board of Trustees of the Village of Albany will be held on Monday, December 12, 2021, at 6:30 p.m. located at the Albany Village Hall, 206 N. Water Street, Albany, Wisconsin.

Preliminary agenda for said meeting is as follows:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Proof of Posting Verified
5. Approval of Agenda
6. Approval of Minutes of Previous Board Meeting: 11/14/22
7. President's Moment
8. Public Appearances
9. Library Update
10. Diane Harrigan-Kapal: 2023 Farmers/Crafters Market
11. Set Date for 2023 Caucus
12. Cemetery 2023 Contract
13. Auditor Contract
14. Operator's Licenses
15. Employee Vacation Carry-Over
16. Employee Gift Cards
17. Committee and Commission Reports
- Personnel 11/28/22
 - a. Christmas Eve Holiday
 - Street & Utility 12/5/22
 - b. Annual Phosphorus Removal Report
 - c. Phosphorus Trading Payment
 - d. Riemer's Agreement
 - e. Purchase Backhoe
 - f. Back Alley Fence
18. Approval of Bills
19. Announcements and Future Agenda Items
20. Adjournment

KIM BLUMER, Village President
Village Board
DATED: December 8, 2022

MINUTES OF THE ALBANY VILLAGE BOARD

November 14, 2022

The regular meeting of the Albany Village Board was called to order at 6:30 p.m. in the Albany Village Hall by President Kim Blumer. Members present were: Blumer, Althaus, Nipple, Hefty, Monson, Johnson and Stephan. Also present: Lonnie Gill and Robert Ritter.

The Pledge of Allegiance was shared.

Proof of posting was verified.

AGENDA: Blumer to add Riverview Board Appointments to the agenda in between items 5 and 6; motion by Monson, seconded by Heft, to approve agenda with said changes. Carried.

RIVERVIEW BOARD APPOINTMENTS: Motion by Althaus, seconded by Monson, to approve Elisabeth Briggs and Robert Schriber to November 2027. Carried.

MINUTES: Motion by Monson, seconded by Stephan, to approve the previous minutes as printed. Carried.

PRESIDENT'S MESSAGE: Nothing.

PUBLIC APPEARANCES: Nothing.

LIBRARY UPDATE: The former Librarian recently resigned; Jessica Horn is still acting as interim librarian and has agreed to stay on until we find a replacement. Silent auction went very well.

ADOPT 2023 BUDGET: Motion by Althaus, seconded by Monson, to adopt the 2023 budget in the amount of \$1,175,616. Carried.

ADOPT 2023 LEVY: Motion by Althaus, seconded by Stephan, to adopt the 2023 levy. Carried.

ADOPT 2023 CARRY OVERS: Motion by Althaus, seconded by Monson, to adopt the 2023 carry overs at \$93,302; the only change was an addition of \$3,000 to trees. Carried.

UNCASHED CHECKS: Motion by Althaus, seconded by Monson, to void the following outstanding checks: #1123 for \$13.25 and #1333 for \$27.70. Carried.

PERSONNEL MEETING: Motion by Blumer, seconded by Nipple, to have all the employees come to the November 28, 2022 Personnel meeting. Carried.

REZONING OF 104 NORTH JACKSON STREET: Motion by Blumer, seconded by Hefty, to approve the rezoning of the property located at 104 North Jackson Street from an R-1 to an R-4 contingent on Delikat getting a certified survey prior to obtaining the building permit. Carried.

SEWER UPGRADE PAY REQUEST: Motion by Nipple, seconded by Stephan, to approve the final pay request to Midwest General and Mechanical Contractors in the amount of \$19,528.81. Carried.

MCCANN'S CONTRACT: Motion by Nipple, seconded by Blumer, to approve a three year contract with McCann's which will run through the end of 2024. Carried.

EMERGENCY COMMUNICATION SYSTEM: Motion by Nipple, seconded by Althaus, to purchase a new Emergency Communication System with installation at a cost of \$10,908 contingent on using ARPA funds to cover this cost. Carried.

APPROVAL OF BILLS: Motion by Althaus, seconded by Johnson, to approve the bills. Carried.

ANNOUNCEMENTS: It was mentioned to look into offering electronic recycling at the recycle center; Gill will look into the process. Stephan questioned the Landfill contract and it was discussed at the Building/Grounds/Cemetery/Recycle meeting and decided to keep the contract as is for now.

Stephan reported that Kari Briggs, Albany EMS, has put a lot of time and effort into a grant and was awarded \$130,000; which they will put towards a new ambulance. They hired a second EMT to cover evenings and weekends; however, the daytime coverage had recently given notice around the same time they hired the second EMT, so the second EMT took the daytime coverage job. Christie Fry will be working the daytime coverage, Monday through Friday from 8:30 – 3:30.

The new garage doors for the EMS have been ordered, but will take a while to get installed; the Village insurance is covering the one door that had been damaged by the plow.

Ritter introduced our new police officer, Vincent Blom.

ADJOURNMENT: Motion by Johnson, seconded by Hefty, to adjourn.

7:06 p.m.

VILLAGE OF ALBANY
APPLICATION FOR OPERATOR'S LICENSE

Date: 11/21/22

Full Name of Applicant: Jacqueline Kay Lageson

Address: PO Box 534 Phone: 608 558 5267

City: Albany State: WI Zip: 53502

Date of Birth: 06/08/1963 Employing Agency: _____

QUESTIONS:

- | | YES | NO |
|--|-----|-----|
| 1. Are you at least 18 years of age? | [X] | [] |
| 2. Have you been a Wisconsin resident for more than 90 days?.. | [X] | [] |
| 3. Have you ever been convicted of a felony?..... | [] | [X] |
| (If yes, please explain below.) | | |
| 4. Have you ever been convicted of a misdemeanor? | [] | [X] |
| (If yes, please explain below and give date of offense.) | | |
| 5. Have you ever been convicted of an O.W.I. or related offense? [] | [X] | |
| (If yes, please explain below and give date of offense.) | | |
| 6. Have you held a WI "Operator's" license or have you attended the Responsible Servers course in the last (2) years?..... | [X] | [] |
| (Must show proof.) | | |

APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW

Information provided and statements made as part of this application may be grounds for revoking your license. All information provided and statements made are subsequent to verification.

CERTIFICATION

All information provided and statements made by me as part of this application or as part of any additional information provided in support of this application, are complete, correct and true to the best of my knowledge. I understand that if I am granted an "Operator's License, false information provided or false statements made as part of this application may be considered as cause for revocation of the "Operator's" license.

APPLICANT'S SIGNATURE: _____

DATE SIGNED: 11/21/22

Agency Use:

Provisional: Y / N
Provisional #: 11-2022

Effective dates: 11-28-22 to 1-28-23
Amount Paid: \$ 30.00 Receipt #: _____

Certification Date of Completion: 11-6-22 Certification #: _____

Date approved by Committee: _____ Date approved by Village Board: _____

License #: _____ Effective Date: _____ Date license given to applicant: _____

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VILLAGE OF ALBANY
APPLICATION FOR OPERATOR'S LICENSE

Dollar General
614 N. Mechanic
Albany WI
53502

Date: 11/14/2022

Full Name of Applicant: Amber Light Schneider
FIRST MIDDLE LAST

Address: 4161 Badger Dr Phone: _____

City: Evansville State: WI Zip: 53536

Date of Birth: 10/15/1990 Employing Agency: Dollar General

QUESTIONS:

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| 1. Are you at least 18 years of age? | ☒ | ☐ |
| 2. Have you been a Wisconsin resident for more than 90 days?.. | ☒ | ☐ |
| 3. Have you ever been convicted of a felony?..... | ☐ | ☒ |
| (If yes, please explain below.) | | |
| 4. Have you ever been convicted of a misdemeanor? | ☐ | ☒ |
| (If yes, please explain below and give date of offense.) | | |
| 5. Have you ever been convicted of an O.W.I. or related offense? [| ☐ | ☒ |
| (If yes, please explain below and give date of offense.) | | |
| 6. Have you held a WI "Operator's" license or have you attended the
Responsible Servers course in the last (2) years?..... | ☒ | ☐ |
| (Must show proof.) | | |

APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW

Information provided and statements made as part of this application may be grounds for revoking your license. All information provided and statements made are subsequent to verification.

CERTIFICATION

All information provided and statements made by me as part of this application or as part of any additional information provided in support of this application, are complete, correct and true to the best of my knowledge. I understand that if I am granted an "Operator's License, false information provided or false statements made as part of this application may be considered as cause for revocation of the "Operator's" license.

APPLICANT'S SIGNATURE: [Signature]
DATE SIGNED: 11/14/2022

Agency Use:

Provisional: Y / N Effective dates: 11-21-22 to 1-21-23
Provisional #: 99-2022 Amount Paid: \$ _____ Receipt #: _____
Certification Date of Completion: 9-20-22 Certification #: _____
Date approved by Committee: _____ Date approved by Village Board: _____
License #: _____ Effective Date: _____ Date license given to applicant: _____

VILLAGE OF ALBANY
APPLICATION FOR OPERATOR'S LICENSE

Date: 11/17/22
Full Name of Applicant: Jessica L. Grassano-Len
Address: 2219 Haven Lane Phone: 608 426 4112
City: Monroe State: WI Zip: 53566
Date of Birth: 10/27/1989 Employing Agency: Albany Mini Mart

QUESTIONS:

- | | YES | NO |
|--|-------------------------------------|-------------------------------------|
| 1. Are you at least 18 years of age? | ☒ | ☐ |
| 2. Have you been a Wisconsin resident for more than 90 days?.. | ☒ | ☐ |
| 3. Have you ever been convicted of a felony?..... | ☐ | ☒ |
| (If yes, please explain below.) | | |
| 4. Have you ever been convicted of a misdemeanor? | ☐ | ☒ |
| (If yes, please explain below and give date of offense.) | | |
| 5. Have you ever been convicted of an O.W.I. or related offense? [] | ☐ | ☒ |
| (If yes, please explain below and give date of offense.) | | |
| 6. Have you held a WI "Operator's" license or have you attended the Responsible Servers course in the last (2) years?..... | ☒ | ☐ |
| (Must show proof.) | | |

APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW

Information provided and statements made as part of this application may be grounds for revoking your license. All information provided and statements made are subsequent to verification.

CERTIFICATION

All information provided and statements made by me as part of this application or as part of any additional information provided in support of this application, are complete, correct and true to the best of my knowledge. I understand that if I am granted an "Operator's License, false information provided or false statements made as part of this application may be considered as cause for revocation of the "Operator's" license.

APPLICANT'S SIGNATURE: Jessica L. Grassano-Len

DATE SIGNED: 11/17/22

Agency Use:

Provisional: Y / N

Effective dates: 11.17.22 to 1.17.23

Provisional #: 110:2022

Amount Paid: \$30.00

Receipt #:

Certification Date of Completion:

Certification #:

Date approved by Committee:

Date approved by Village Board:

License #:

Effective Date:

Date license given to applicant:

needs class

PERSONNEL COMMITTEE MEETING

November 28, 2022

The meeting of the Personnel Committee was called to order at 6:30 p.m. by Village President Kim Blumer at the Albany Village Hall, 206 North Water Street, Albany, WI. Members present were: Blumer, Eileen Althaus, Bert Hefty, Larry Nipple, Michelle Monson, Fred Johnson and Tonya Stephan. Also present: Michelle Brewer, Melissa Pryce, Lonnie Gill, Dan Blumer and Robert Ritter.

Proof of posting was verified.

ANNOUNCEMENTS AND FUTURE AGENDA ITEMS: Nothing.

CHRISTMAS EVE HOLIDAY: Motion by Monson, seconded by Hefty, to allow Friday, December 23, 2022 an entire day off for the Holiday; employees will use four hours of holiday pay and four hours of vacation pay. Carried.

ADJOURN TO CLOSED SESSION: Motion by Hefty, seconded by Monson, to go into closed session under §19.85(1)(c). Roll call vote: Blumer—yes; Althaus—yes; Hefty—yes; Nipple—yes; Monson—yes; Johnson—yes; Stephan—yes. Carried.

RECONVENE TO OPEN SESSION: Motion by Blumer, seconded by Monson, to reconvene to open session. Roll call vote: Blumer—yes; Althaus—yes; Hefty—yes; Nipple—yes; Monson—yes; Johnson—yes; Stephan—yes. Carried.

RECOMMENDATIONS FROM CLOSED SESSION: None.

ADJOURNMENT: Motion by Monson, seconded by Hefty, to adjourn. Carried.

KIM BLUMER, Chairperson
Personnel Committee
7:30 p.m.

STREET AND UTILITY COMMITTEE

December 5th, 2022

The regular meeting of the Street and Utility Committee was called to order at 6:30 p.m. in the Albany Village Hall by Chairperson Larry Nipple. Members present were: Nipple, Kim Blumer, Eileen Althaus, Jim Mauerman and Roald Henderson. Also present: Lonnie Gill, Ex-Officio, Tim Astfalk, and Kiera Depies of Mead & Hunt.

Proof of posting was verified.

MINUTES: Motion by Blumer, seconded by Mauerman, to approve the previous minutes as printed. Carried.

SEWER PLANT PROJECT CLOSEOUT: Depies of Mead and Hunt explained the "Operation and Maintenance Manual" has to be signed and sent to DNR and project will be complete.

SEWER COLLECTION SYSTEM FACILITY PLAN UPDATE: Depies of Mead and Hunt said the inspection of manhole structures that Gill and Gertsch have working on will be finished this week. She also said that the village has some sewer lines that will be needing sliplined next year. Mead and Hunt to submit a report identifying manhole structures needing repair or replacement and budget for the next year. Gill stated that we are waiting for pump and motor to be received.

ANNUAL PHOSPHORUS REMOVAL REPORT AND PHOSPHORUS TRADING PAYMENT: Motion by Blumer, seconded by Althaus, to approve Annual Phosphorus Removal Report and phosphorus trading payment. Carried.

Motion by Blumer, seconded by Althaus to change the agreement with Reimer's to calendar year to facilitate future payments and calculating payments to consumer price index. Carried.

INTEREST RATE TO BORROW FOR BKH: Gill presented interest rates from two lenders for a new backhoe. The Board of Commissioners Public Lands is currently at 5.75% with a locked rate; the village has six loans with the Board of Commissioners of Public Lands, five will be paid off in 2023 and one will be paid off in 2024. Motion by Blumer, seconded by Nipple, to allow Gill to order a new backhoe with delivery about six months out. Carried. The exact cost will be available at the December board meeting.

INSTALLING CONCRETE TO PREVENT DAMAGE TO FENCE IN BACK ALLEY: Gill reported that the fence in the back alley was severely damaged by an unknown vehicle. He received an estimate to concrete a wall but instead presented a much cheaper option of highway guard rails that would help prevent this type of damage. The project would need seven guard rails at a cost of \$115 each and may qualify for delivery of the materials. Motion by Blumer, seconded by Mauerman, to complete the guardrail project not to exceed \$1,500. Carried.

TRAINING: None.

ANNOUNCEMENTS AND FUTURE AGENDA ITEMS: Gill to have emergency siren repaired. The January meeting date has been changed to January 4th, 2023.

ADJOURNMENT: Motion by Blumer, seconded by Mauerman, to adjourn. Carried.

LARRY NIPPLE, Chairman
Street and Utility Committee