

Town of Albany Minutes

November 14, 2023

The Town Board met at the Albertson Memorial Library with Abel Schultz, Doug Lawrence, Scott Roth, Grace Spangler, and Shannon Sheflin present. Dennis Nussbaum, Melissa Everson, Ron Krupke, Erica Roth, Calla Everson, Joe Eisch, Tom Webb, Sue Dunphy and Kurt Soderberg were also present. The Pledge of Allegiance was shared. Proof of posting was verified in four places and on the website.

Approval of meeting minutes: A motion was made by Abel Schultz and seconded by Scott Roth to approve the October Town Board Meeting and Budget Planning Meeting minutes as presented with changes added by Grace Spangler as presented. Motion carried 3-0.

Update to meeting minutes to include statements made by Grace Spangler during October Board Meeting: The exterior painting of the building and the concrete pad for the generator to be paid for out of the building fund, not the ARPA fund.

Grace Spangler requested that the kitchenette portion of the town hall remodel plan be removed.

Treasurer's Report: The Treasurer reported:

\$12,760.83 in Checking Account

\$92,267.75 in Savings Account

\$84,640.39 in the Building Account

\$42,630.31 in the Reassessment Fund

\$68,398.53 in the Machinery Account

\$120,799.55 in the ARPA Account.

Grace Spangler mentioned that we don't have enough funds in our checking account. Shannon Sheflin stated the check to Green County Highway Department for \$110,000 written the month prior can be voided, there is an updated amount due. Grace said she will move \$33,246 from the assessment fund to the checking account to pay Gardiner's Fees. Scott Roth made a motion to approve the treasurer's report, Abel Schultz seconded the motion. Motion carried 3-0.

Clerk's report: We received a letter from the Department of Revenue stating we are out of compliance with our assessments and they will need to be supervised by the Department of Revenue. Last assessment was done in 2014. Shannon Sheflin will call the Department of Revenue to state we are in the process of a Revaluation currently.

Public Input: Calla Everson who lives on Bud Lane came to let us know she is renovating her garage to put in a salon. They will be renovating 120 sq. feet of the garage. Calla is currently at Salon Escapes in Evansville. Everything has been approved through the county Calla just needed the project signed off by a master plumber. Calla provided the space plans and when she comes up with the Salon name, will let us know.

Kurt Soderberg, Erica Roth and Sue Dunphy came to express their support to the increase in funding the library is requesting from the township. Kurt stated the importance of the library and the funding needed.

Website: Nothing to report.

Planning Commission: Nothing to report-Planning Commission did not have a meeting. On the tax bill, there will be a note stating we are looking for more members to join the Planning Commission. Add discussing the Comprehensive Plan to the agenda next month.

Roads and Driveway Permits: Driveway permit was approved for Roger Berg on lot 19 on Shannon Rd. Scott Roth made a motion to approve driveway permit for Roger Berg, Doug Lawrence seconded the motion. Motion carried 3-0.

Zoning: Nothing to report.

Building Inspector: Nothing to report.

Assessor: Open Book will be November 21st from 10am-7pm at the Library, Board of Review will be November 30th from 3-5pm at the Library. The Assessor is bringing in 2 additional assessors due to the number of appointments requested. Shannon Sheflin stated she has received over 100 phone calls, messages, emails and FB messages from residents that are upset about the assessment increases, cannot get ahold of the Assessor or the Assessor hasn't called them back. Shannon Sheflin spoke with the Assessor and learned that the last assessment was completed in 2014, and due to the property's value increasing over nine years and Covid bringing people from the city into rural communities, our home values increased. Shannon will share this information on FB and township website including links to resources that may answer questions residents have.

Library: Melissa Everson gave the Director report and Budget to review. The library finished their silent Auction, they received half of the amount of donations that they've received in the past. A total of \$2,338 was raised and will be put toward technology in the library. There were 100 books given out at the Trunk or Treat event. Breakfast with Santa will be in the morning on Dec. 2nd there will be crafts, snacks and a free book. There will be an event in January in memory of Catherine Blakemore with a local author.

Circulation numbers were provided by Melissa Everson. They looked at patrons by address only between village and township, last year there were 248 township patrons, and 4728 items checked out. Melissa stated that 45% of overall circulation was from the township residents.

Fire Department: Nothing to report.

EMS: Scott Roth attended their last meeting, EMS went over job descriptions and added Christie Fry as their on premises full time EMT (35 hours max).

Payment of Bills: A motion was made by Scott Roth and seconded by Abel Schultz to pay the bills as presented. Motion carried 3-0.

Equipment: Abel Schultz gave the old work truck to Wisconsin Surplus to sell. Board discussed the door seals on overhead doors in the shop are bad and need to be replaced or the shop will lose a lot of heat. Abel Schultz is still waiting on a quote from Hutchinson Door.

Radios in all work trucks need to be checked out by General Communications, Abel Schultz will set up an appointment to get them checked.

ARPA (American Recovery Plan Act): Town Hall renovations are moving along, during the demo the contractors discovered the exterior walls did not have any insulation in them. The exterior painting is completed, and Shannon Sheflin asked the electrician to check out the exterior lights that do not work. Once lights are repaired we can hang an American Flag on the existing pole. Shannon Sheflin stated that contractors will present itemized invoices in December.

Abel Schultz and Shannon Sheflin found portable election booth options, Abel will bring a set from Oregon to show the board. Shannon Sheflin is working on the list of items needed for the Town Hall and Elections, but a credit card is needed to purchase items. Shannon checked with other municipalities and found the use of credit cards for purchases is common practice.

Grace Spangler gave an update on the credit cards and asked the board if they were okay with paying high interest rates on balances if they are not paid off in time, and if they were okay with paying an annual rate. Shannon Sheflin stated that there are many credit card options and that we should not be going with a credit card that charges an annual rate or high percentage rate, there are other options offered outside of the local bank. Abel Schultz stated that in Oregon they use credit cards which reward money back to the township on purchases. Shannon Sheflin confirmed that was the case with multiple other clerks she talked to as well. Grace Spangler asked what the process would be for tracking expenses and coding them, Shannon Sheflin stated that the process would be the same as it is currently when processing receipts that need to be expensed. All expenses are coded into the correct category in Townhall Software. Grace mentioned she wanted to ensure there was a process in place for payment and coding and would proceed with applying for township credit cards.

Budget Review: Budget session will be November 28th, 6:30pm at the Library. Budget is due December 15th.

Set Next Meeting: The next regular meetings are set for Tuesday, December 12, 2023 and January 9, 2024.

A motion was made by Abel Schultz and seconded by Scott Roth to adjourn. Motion carried 3-0.

Shannon Sheflin-Clerk, Town of Albany