



TOWN OF LISBON
W234 N8676 Woodside Rd.
Lisbon, WI 53089

Agenda
Town of Lisbon Annual Meeting of the Electors
Tuesday, April 17, 2018
Richard Jung Memorial Fire Station, N54 W26455 Lisbon Rd.
7:00 p.m.

- 1. Call Annual Meeting of the Electors to Order.**
- 2. Pledge of Allegiance.**
- 3. Introduction of Town Board members and other officials.**
- 4. Administer Oaths of Office to re-elected Town Board members.**
- 5. Approval of minutes from the April 18, 2017 Annual Meeting.**
- 6. Presentation and approval of 2017 Supervisors' Annual Audit Report.**
- 7. Town Board & Department's Reports.**
 - a. Police Services
 - b. Fire Department
 - c. Park Department
 - d. Highway Department
 - e. Building Inspection
 - f. Town Hall
- 8. Any business desired to be discussed by a qualified electorate.**
- 9. Adjournment to Wednesday, November 14, 2018 for the Budget Public Hearing and Special Town Meeting of the Electors.**

Joseph Osterman
Town Chairman

Matthew Janecke
Town Administrator

NOTE: Individual members of the Town Board will be available after the meeting to discuss town related issues with citizens who are present.

NOTE: Please notify the Town of Lisbon 72 hours in advance if you plan to attend and will need an interpreter or assistive hearing device.

NOTICE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information: no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

DRAFT Minutes of the 175th Annual Meeting of the Town of Lisbon
Tuesday, April 18, 2017
Richard Jung Memorial Fire Station, N54 W26455 Lisbon Rd.
7:00 p.m.

Call to Order.

Chairman Osterman called the 175th Annual Meeting of the Electors to order at 7:04 p.m.

Presentation of the Colors and the Pledge of Allegiance.

The colors were presented and the Pledge of Allegiance was recited.

Introduction of Town Board members and other officials.

Chairman Osterman introduced the current Town Board members; outgoing Supervisor Hannah Heinritz, Supervisor #3 Linda Beal, Supervisor #4 Becky Plotecher, newly elected Supervisor #4 Marc Moonen and himself Chairman Joe Osterman. Also introduced was Fire Chief Doug Brahm, Waukesha County Sheriff's Department Captain Lisa Panas, Building Inspector and Plan Commission member Bryan Oelhafen, Public Works Director Joe DeStefano, Jr., Deputy Clerk Kris Porter, Park Superintendent John Greiten, Administrator/Clerk Matthew Janecke, Treasurer Nicole Theys and Deputy Clerk Gina Gresch.

Approval of minutes from the 2016 Annual Meeting as printed.

Motion by John Greiten to approve the 2016 Annual Meeting as printed. Seconded by Kevin Bujak. Motion carried unanimously.

Presentation and approval of 2016 Supervisors' Annual Audit Report as printed.

Auditor Jan Froelick reviewed the Annual Audit Report. Everything was in accordance with general accounting principles and there were very few audit adjustments thanks to Treasurer Theys. Cash was higher at year-end because of the unspent portion of the debt issuance for the paving program. Standard accounting practices recommend the General Fund Balance have 20-30% of the budgeted expenditures in it. The Town's actual General Fund Balance is slightly higher than that which is great. Administrator/Clerk Janecke stated the Town is financially healthy and is only at a 10% debt capacity. The Town would take out more money if needed.

Town Board's Report.

A. Report on Police Services

Captain Lisa Panas of the Waukesha County Sheriff's Department is the Director of Police Services for the Town of Lisbon, Villages of Sussex and Merton. She reviewed the 2016 statistics, reviewed which kinds of calls they are getting the most of and that adding a third shift officer has been a success. The 2016 combined National Night Out was successful and are already planning the next one which will be at the Sussex Civic Campus. A drug awareness presentation was held due to the rise in overall drug abuse but it didn't get a great turnout. They will continue to educate the public as best they can. The public safety building has a drug drop-off box where anyone can drop off any drugs, please no syringes, and they will be disposed of properly. This program helps get drugs off the street. The Sheriff's Department created a list of counseling services, hospitals and rehabilitation facilities so when the deputies are dealing with individuals who don't meet emergency detention requirements, they have information to give to them. The Town's deputies are doing a great job learning the town and its people, and meeting everyone's needs. She commented on the past weekend's threats to the area churches. Since it is an on-going FBI investigation she couldn't say much other than the threat was not made by Jakubowski. They worked with the churches to discuss emergency plans and substantially increased staffing over Easter weekend.

Administrator/Clerk Janecke thanked the Sheriff's Department and the Fire Department for their efforts and having extra personnel on call.

B. Report on Fire Department

Fire Chief Douglas Brahm stated the command staff has been pretty consistent over the years and that Michelle Draeger was promoted to Captain this year. Lisbon and Hartland Fire Departments traded equipment so staff can train on different equipment. There was a 21% increase in calls from 2015 to 2016 which is due to a population increase, the age of the population and more interfacility transfers. He reviewed the various types of calls they respond to and stated December is their busiest month. The LFD conducts many in-house trainings however all staff continues to receive certifications through Waukesha County Technical College. They also hold CPR Training for the Hamilton High School Sophomores. He thanked the Auxiliary for their work and donations which was about \$5,000 last year. Shady Lane Nursery also donations a portion back to the FD from purchases made there. There's also the pancake breakfast and Christmas tree lighting and encouraged everyone to attend those functions. He reviewed the departments' 2016 accomplishments which include a new pumper, replaced an engine, put a new ambulance in service, and continued training with the Sheriff's Department for the Rescue Task Force Crews. They also had an extensive live fire training on the Lieds property the Town purchased which offered unique training opportunities. Also a respiratory ventilator was installed so they can transport intubated patients without bagging them. The LFD's Color Guard will be presenting at all of WCTC's 2017 graduation ceremonies. 2017's goals include finishing the community paramedic program application process and get that up and running and is also working on becoming a state certified EMS training center. The department is also focusing on purchased special CPR devices administers consistent compressions; this device is crucial to have. Merton's is used when needed and the LFD would like two of them, however they are \$20,000 each so they are working on fundraising for that. The Safety Dayz Extrication is Saturday, April 29 and is an auto extrication learning symposium. Extrications are judged and those performing them and earn points and are educated on how to improve the process. There are many activities for families and children. There is also a blood drive coming up in May.

C. Report on Park Department

Park Superintendent John Greiten stated he and his staff take care of all of the parks, trails, shelters, forestry, and greenspace in the Town. It's a great job and he has a great staff. 2016 accomplishments include expanding outreach services to non-profit organizations with their fundraising goals, which helps get the community involved and that creates ownership in the parks. 2017 goals include maintaining the park system while maintaining fiscal responsibility while providing healthy lifestyle recreation opportunities. The Park Department hosts family events such as the Easter Egg hunt which 760 people attended this year, and also gives kids a safe place to go after school. He thanked all of the Town's staff, committee members and the Town Board for their help and support of the Park Department. Resident Jane Stadler thanked him and the Park Committee members who put many hours in. She also thanked them for the memorial tree program. A tree was planted in honor of a friends wife who passed and the widower told her it gives him a sense of peace when he visits the tree.

D. Report on Highway Department

Public Works Director Joe DeStefano, Jr. stated he took over as the Interim Director last July and was appointed as the Director earlier this year. The Town has a very good crew and reviewed his various staffing levels. The Department maintains 96 miles of roads and ROWs, takes care of snow and ice control, does road work, installs/replaces culverts, does storm water ditching, install signs, do all of the roadside mowing, tree maintenance, conducts brush pickup and maintains the compost site. 2016 accomplishments include 26 culvert replacements, completed phase 1 of the road program and Plainview Road bridge project and replaced a snowplow truck. The continuity of the departments and department heads is great. 2017 goals include maintaining streets and right-of-way in above average condition, respond to resident concerns in a timely manner, keep the Town Board informed of DPW activities, maintain a balanced budget, work with the Town Engineer to plan for infrastructure and maintain a positive relationship with surrounding municipalities. This past winter season the department was out 39 times for ice, snow or drifting, 4,631 gallons of fuel and 1,600 tons of salt. The compost site took in 10,170 yards of brush and yard waste; for a visual, a snow-plow truck box holds five yards. He reviewed the upcoming paving program work and the amount of waste oil and antifreeze taken in last year. With regards to the road program, boiler slag is used and the Town receives feedback that it's a little messy, but it is very cost effective. The coal byproduct which has been used in prior years will be obsolete and instead granite stone will be used.

E. Report on Town Hall

Administrator/Clerk Matthew Janecke introduced the Town Hall staff. When he first started, he stressed the need for improved customer service which it has. Kudos to the DPW Director for reaching out to residents when they have questions or problems. The Town Hall employees are also committed to improved customer service, are very friendly and professional. We provide accurate information in an easy to understand manner. Transparency is another thing they work on and feel this is upheld in whatever they do, whether it's posting items online, talking to residents and engaging with them through the Town's Facebook page. Many of the Facebook posts are generated from the website. He would like to explore improving the newsletter; often times it's lost in shuffle of mail and would like it to have a greater appeal.

He reviewed the three major components of the Town Hall's services; the first is the Clerk/Deputy Clerk which has statutory duties. He is the Clerk by title but Gina Gresch is the Deputy Clerk and has helped out immensely with those duties. Kris Porter is the Administrative Assistant and works alongside Gina with the election work and preparing Plan Commission packets. The second component is the Treasurer, Nicole Theys, who has statutory duties and works with Kelley Sharon the Deputy Treasurer, who is the payroll and benefits coordinator. The third component is the Administrator, who exercises leadership, planning, works with the Town Board to carry out their goals, works with the Treasurer to present the budget to the Town Board, monitors the budget, and supervises department heads.

2016 accomplishments include the Treasurer coordinating the \$8M road project bonding and Lieds property purchase using the state's trust fund loan program, coordinated the

tax bill preparation, found unspent tax levy to fund the third shift police officer, established auditing policies, she and the Deputy Treasurer made all of the audit journal entries and there were zero adjusting entries to be made. He commended her because these are tough tasks. The Deputy Clerk successfully conducted the November Presidential Election and the Town's portion of the recount. She was also a major part in helping the County Clerk with the recount. She also competed and continually updates the website.

The Administrator/Clerk coordinated the implementation of the road program, the Plainview Road Project, the Lied's property purchase, contracted with website company to create the new website, assisted with the library settlement agreement, hired the new Deputy Clerk and helped implement the third shift officer. 2017 goals include continuing the high level of customer service, working with the Treasurer to provide an electronic payments option online and in the office and preparing the budget for the Government Finance Officers Association Distinguished Budget Presentation Award. The Deputy Clerk's goals include scanning and electronically filing town documents to the town's server and creating a records retention database. The new fee schedule was implemented which included removing them from the ordinances and having the fees in one document. She is continuing to streamline the Plan Commission process and is currently reviewing the Plan Commission files for completeness. Another part of the project is creating and recording Conditional Use Permits that weren't previously prepared. She will also be retaining property files electronically by tax key number. The Administrator/Clerk's goals include remodeling Town Hall (carpet, paint and new phones), creating the Town's first TIF District, developing the Lied's property, preliminary planning of a new middle school in the Hamilton School District. There is also a kick-off planning meeting for incorporation with a strategic planning workshop on May 16, he will be coordinating the re-writing of the zoning code, the sale of Pauline Haas Library land at the direction of the Town Board and implementation of a personnel manual. He thanked the Town employees for everything they've done; they are high quality and lead the Town in the direction the Town Board gives us. Also, April 5th or 6th was Lisbon's first meeting 175 years ago.

Any business desired to be discussed by a qualified electorate.

None.

Administer Oath of Office to new and re-elected Town Board members.

Deputy Clerk Gina Gresch administered the Oaths of Office to Chairman Osterman and Supervisors Moonen and Plotecher.

Adjournment to a date set by the Town Board for the Budget Public Hearing and Special Town Meeting of the Electors.

Motion by Jane Stadler to adjourn and set the date for the Budget Public Hearing and Special Town Meeting of the Electors for Wednesday, November 15, 2017. Seconded by Kevin Bujak. Motion carried. Meeting adjourned at 8:45 PM.