

**Minutes of the Town Board Meeting  
Town of Lisbon, Town Hall  
Monday, January 14, 2019  
6:30 p.m.**

Chairman Osterman called the Town Board meeting to order at 6:30 PM.

**Roll Call:** Present: Chairman Osterman, Supervisors, Moonen, and Beal. Also present: Dan Green, Town Clerk, Joe DeStefano, Public Works Director, John Greiten, Parks Director and Gina Gresch, Town Administrator. Excused were Supervisors Gamiño and Plotecher.

**Comments from citizens present.** None.

**Consent Agenda.** Items listed under the Consent Agenda are considered in one motion unless a Town Board member requests that an item be removed from the Consent Agenda.

- i. December 10, 2018 Town Board minutes
- ii. 2019 Lisbon Community Festival Band Contract
- iii. 2019 Lisbon Community Food Truck Contract
- iv. Resolution 01-19, Resolution Adopting the 2019 Municipal Court Budget.

*Motion by Supervisor Beal to approve the Consent Agenda. Seconded by Supervisor Moonen. Motion carried, 3-0.*

**Approval of Bills.**

Administrator Gresch read through some of the accounts payable for the year. (Top 5 expenditures).

*Motion by Supervisor to approve Beal the January 14, 2019 check register as presented. Seconded by Supervisor Moonen. Motion carried, 3-0.*

The Board came back to this item before adjournment to act on the second accounts payable for January.

*Motion by Chairman Osterman to approve the December 24, 2018 check register as presented. Seconded by Supervisor Moonen. Passed 3-0*

**Announcements/Correspondence - Listing of upcoming meeting dates & times.**

- Meeting Schedule - Chairman Osterman reviewed the list of upcoming Town meetings.
- E-cycle Flyers for Waukesha Recycling Events
- Thank you letter from Fred Keller
- Thank you letter from John Metsa regarding a lawn mower purchase
- Waukesha County Press Releases regarding burning or bagging holiday evergreen decorations and Radon Action Month & Free Testing Kits

**Department Reports - Presentation of activity statistics and recently attended meetings.**

- Administrator  
Administrator Gresch updated the Town Board on the need for an Impact Fees Needs Analysis this year with the last study being completed more than 10 years ago. Planner Lindstrom will be drafting a plan and estimate of what it will take to do that work, which will be on a future agenda.

Ms. Gresch also reported on two annexation/detachment petitions, one from Merton (Halquist) and the other from Sussex (Grass), which are both within the terms of the border agreement. The Village of Merton will be adopting their ordinance regarding the detachment on January 17 and Sussex on

January 22. The Board will have 45 days from the date of their adoption to approve an Ordinance from the Town which will be brought forward at the February 11 meeting.

The Administrator also gave an update to the Town Board on a "Plan Staff" meeting that took place regarding the Pauline Haass land subdivision. This was the first type of meeting we've held like this and it went very well. This process should streamline the Plan Commission's first official review as well as the review process of the legal documents.

- **Building Inspector**  
Administrator Gresch stated this report will be done quarterly.
- **Clerk**  
The Town of Lisbon will not be holding a February Primary for local, school or state offices. The next Election will be Tuesday, April 2, 2019 and will have local offices including Supervisors #2, #4 and Town Chairman

Renewal letters are being prepared for the new year including Mineral Extraction, Salvage, Gun Club, Liquor and Cigarettes. The Clerk's Office has been issuing a lot of dog licenses as tax collection is under way. The dog license renewal letter was received well by residents and made licensing in the office a much smoother process with 455 dog licenses being issued since December 10. Park rental applications have also been picking up with spring around the corner. Plan Commission applications are also on the rise with the new year with five new applicants in the last two weeks.

- **Public Works Department**  
Joe DeStefano reported to the Board that staff was out 9 times for plowing, salting and de-icing. Staff has been washing trucks, doing preventative maintenance and working on tree list. Staff also worked on reorganizing the DPW shop to make it more user friendly. DPW updated street signs, updated the security system at Town Hall and cleaned basin grates ahead of rain events.

Mr. DeStefano attended Waukesha County Public Works meeting and now is the treasurer for that. He also started to meet with contractors regarding the grinding of material at the compost site. As a reminder, Christmas tree collection runs through the end of January, but DPW will not say no to someone who calls in February.

- **Treasurer – Quarterly**  
Treasurer Amy Buchman presented the board with her first quarterly report. She explained the Town is still in the upgrading stage of the new software. The Town has collected just over 11.5 million in taxes and are just over \$1 million in January. We can use designated computer up front so we can do all collection at the window. She explained that remote deposit has been a great asset and requires less trips to the bank (only 3 deposits so far). The Town also started filing motor vehicle fuel tax refund claims which had not been done since 2014. The Town also changed to new investments as our CDs were set on auto renew with very low rates. All available CDs that were not being held as collateral were reinvested to higher yielding investments in Sept/Oct 2018.

The new accounting software has been good and we are just reconciling with auditors starting preliminary work next week. The Town is also ~~looking~~ wWorking on a new collection agency for delinquent tax bills. The County charges us 28% so the Town is looking into State Debt Collection and LifeQuest. The Treasurer reported she is also working on LifeQuest credit card collection for ambulance billing, getting reports and documents ready for the audit and receiving tax payments until January 31.

### **Supervisor's Reports.**

**Supervisor Beal – Sanitary** meeting Wednesday night.

## **Unfinished Business**

### **New Business**

#### **Discussion and necessary action on starting a pilot appliance drop-off event in conjunction with the annual tire round-up.**

Administrator Gresch gave a quick update to the Board concerning Waukesha County's reduction in appliance recycling events in 2019 and the locations they hold these events which tend to be a far drive for Lisbon residents. Ms. Gresch introduced Mariana Rosado from Refrigerant Depot to explain about their program.

Refrigerant Depot works with Waukesha County for their appliance drop off events. The County had their first recycling event in Hartland. Free drop offs are also allowed at their facility in Milwaukee. There is no charge to the municipality or to the residence to host an event in the Town and there is no transporting cost. The Board questioned if this will interfere with the current Advanced Disposal contract. Ms. Rosado stated it will not interfere and they started offering this service as a need for residents and have worked together with local waste haulers to the benefit of both parties. It was also noted that Advanced will not pick up items with Freon and this is where they come in.

Administrator Gresch stated she can come back with a service agreement at the next meeting and start advertising for April 13 to combine with the tire recycling event.

*Motion by Chairman Osterman to direct Joe and Gina to form an agreement with Refrigerant Depot. Seconded by Supervisor Beal. Motion carried, 3-0.*

#### **Discussion on the 2020 Maple Avenue paving project.**

DPW Director Joe DeStefano gave an update to the Board on the 2020 Maple Avenue paving project explaining that .4 miles of Maple Avenue runs through Lisbon. He explained that with the amount of growth in that area, the intersection of Maple Ave. and Hwy K will need to be addressed. Mr. DeStefano reached out to Waukesha County and they did not have this intersection on their 5 year plan. He also stated Sussex is willing to work with us on the project. He discussed putting a turn lane when they resurface as the amount of traffic builds up quickly when there are a lot of cars making that left turn. Mr. DeStefano stated he will work with Mitch Leisses on something more concrete and come back to the board. No action was taken at this time.

#### **Discussion and necessary action on Chris Miller's request for an extension to the Barnwood Conservancy Developer's Agreement, Section I, "Removal of Existing Barn and Residence" to Thursday, February 29, 2019.**

*Motion by Chairman Osterman to approve an extension to the Barnwood Conservancy Developer's Agreement, Section I, "Removal of Existing Barn and Residence" to Thursday, February 28, 2019. Seconded by Supervisor Beal. Motion carried, 3-0*

#### **Discussion and necessary action on the 2019 Cyber Liability Insurance Quote from Rural Mutual Insurance.**

Linda Schopen from Rural Mutual insurance gave a presentation to the Board regarding 2019 rates for cyber liability and crime policies. There were no increases on crime and liability policies. There is a \$500 increase in the cyber liability policy from last year with a \$2,202.00 premium for the \$1,000,000.00 policy.

*Motion by Supervisor Beal to approve the 2019 Cyber Liability Insurance Quote from Rural Mutual Insurance. Seconded by Supervisor Moonen. Motion carried, 3-0*

**Adjournment.**

*Motion by Supervisor Beal to adjourn the Monday, January 14, 2019 Town Board of Supervisors meeting at 7:14 PM. Seconded by Supervisor Moonen. Motion carried, 3-0.*

Respectfully submitted,

Daniel Green, WCMC  
Town Clerk