

**Minutes of the Town Board Meeting
Town of Lisbon, Town Hall
Monday, February 12, 2018
6:30 p.m.**

Chairman Osterman called the Town Board meeting to order at 6:31 PM.

Roll Call: Present: Chairman Osterman, Supervisors Gamiño, Moonen and Beal. Also present: Matthew Janecke, Town Administrator, Gina Gresch, Town Clerk, Doug Brahm, Fire Chief, Joe DeStefano, Jr. Public Works Director and Lisa Panas, Waukesha County Sheriff's Department Captain. Absent: Supervisor 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.

- January 29, 2018 Town Board minutes.

Motion by Supervisor Beal to approve the Consent Agenda. Seconded by Supervisor Moonen. Motion carried, 4-0.

Approval of Bills.

Motion by Supervisor Moonen to approve the check registers as presented from February 7, 8, 9 and 12, 2018. Seconded by Supervisor Gamiño. Motion carried, 4-0.

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

Chairman Osterman reviewed the list of upcoming Town meetings.

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

Public Works Department – Public Works Director DeStefano reviewed the department's report which includes updates on snow events, equipment maintenance and repairs, picked up Christmas Trees, replaced street signs, attended trainings, worked on the annual road program, worked on a draft Weed Ordinance and worked on relocating the compost site in 2019.

Sheriff's Department – Chairman Osterman reviewed the department's report which includes January statistics for enforcement and all incidents.

Town Administrator – Administrator Janecke stated he attended a legislative hearing on SB713 which proposed to eliminate the Board of Commissioners of Public Lands State Trust Fund Program. The Town has benefited from the program and was granted a loan which helped purchase the Lied's property. The Senate Bill might not make it to the floor for discussion. The program should remain as it allows municipalities to take out loans. Kris Porter in office has been out on medical leave for a little over a month. We had to bring in poll workers to help in the office with in-person absentee voting for February's election. He also met with the Building Inspector and Fire Chief about the inspection process, allowing occupancy for commercial developments and how to streamline the process. Lastly, he attended a Waukesha County Development Review Team meeting for the proposed Hamilton School District buildings which are going to referendum next week.

Supervisor's Reports. None.

New Business.

Presentation of the 2018 Waukesha County Sheriff's Department Officers serving the Town.

Waukesha County Sheriff's Department Captain Lisa Panas introduced the Officers serving the Town; Officers Ben Peterson, full-time first shift Deputy; his fill-in is Deputy Dan Kotz. Carlos Rayes, full-time second shift Deputy (not present); his fill-in is Deputy Keith McDonald. Nick Ollinger, full-time third shift Deputy (not present); his fill-in is Deputy Zack Bell. Also introduced is Lieutenant Tony Kasta who works with the second and third shift deputies.

Discussion on Automated License Plate Readers for one of the Town of Lisbon patrol vehicles.

Administrator Janecke stated this isn't a request for this year, but maybe in the future. Captain Panas Waukesha County Sheriff's Department along with over 20 other agencies in Southeastern Wisconsin currently utilize Automated License Plate Readers and BOSS software from the vendor, Baycom. The Law Enforcement agencies that utilize the software and readers are able to enter information (known drug dealer, robbery suspects, stolen autos, missing children, etc.) onto a "hotlist." This hotlist is shared between all agencies in order to disseminate pertinent information throughout Southeastern WI. The cameras installed on the squad cars capture information which is stored within the software and can also be accessed by anyone utilizing the hotlist. The agency pays (1) \$400.00 fee for the software license annually. The Village of Sussex has two units. The quote is for a four camera system and each time a vehicle is replaced, a fee is paid to install the camera in the new vehicle. Policing is becoming information and technology driven. The Sheriff's Department has two Lieutenants trained on the system and one of them is Supervisor Moonen. If the Town Board is interested, she would like them to consider this for the 2019 budget. The total cost, for a four camera system, with installation is \$19,904.

Supervisor Gamiño stated she can see the benefit in larger cities and asked if Lisbon would benefit from this. Another great benefit is safety for the officer in that the camera scans the plate and information is instantly on the screen instead of the officer manually typing it in while maybe driving. If purchased, she recommends installing it in a squad that is driven more. Supervisor Moonen stated this equipment has a huge safety benefit as they don't have to manually enter plate numbers. There is a lot of information sharing. He shared a story about a crime that happened at Sky Zone. A squad happened to drive past the crime scene before it happened and the camera took pictures of all of the cars in the parking lot. After the crime happened, there hadn't been any suspects. A detective did some follow-up and reviewed the plate pictures taken before the crime occurred and got a hit on a car that was identified as suspect and the crime was solved months after it happened.

Discussion and necessary action on 2017 Capital Budget carry-over items.

Administrator Janecke stated on an annual basis, staff comes to the Town Board with project money they would like carried over. Sometimes projects are carried over for multiple years. One request is the Waukesha County Communications Radio Improvement Project. The money allocated for it carries over every year until it will be spent which is when the radios need to be updated. Another request is for building improvements to the Fire Station and Public Works Department. If the money isn't carried over, it goes back into the General Fund. Fire Chief Brahm stated the radios should hopefully be updated this year. The money has been carried over year to year so we are ready for the switchover.

Public Works Director DeStefano stated the Public Works Department has been making improvements to the building over the years and would to continue that. There is some cushion in the project funds in case there's an issue with the parking lot repair related to the septic systems and drains.

Town Board members discussed the Public Works / Fire Department projects, the possibility of carrying over some of the funds, putting the balance back to the General Fund and doing a budget amendment for the money if/when the time comes. Public Works doesn't have any identifiable projects with costs yet; the Fire Department would like to redo the HVAC system, Carbon Monoxide monitory and control work. Town Board members felt that it would be responsible of them to put those funds back in the General Fund and do a budget amendment for the projects if/when the time comes. Town Board members requested quotes for the proposed work and come back for approval.

Motion by Supervisor Moonen to postpone action on the 2017 Capital Budget carry-over items, to February 26, 2018. Seconded by Supervisor Beal. Motion carried, 4-0.

Discussion and necessary action on Ambulance Fees.

Fire Chief Brahm stated every few years the Town reviews the ambulance fees and billing structure, which LifeQuest, our billing agency, has some recommendations. Comparison charts of other municipalities and their fees were provided and they recommend going to bundled billing, rather than the itemized billing they currently do. Every so many years the trend is to change this. There was a big push from the insurance companies that they wanted itemized billing. The department tracks all expendable items and will continue to do so for stocking, but now they will produce a bill for "ALS" or "BLS" with a flat rate. That rate is calculated by taking the average bill which is \$71 and will add \$100. By bundling, they will save time by not having to enter each and every supply used on a call onto an invoice. He recommends the plan "recommended rates with bundled disposables" and fees the prices are fair and comparable. This change would put us at an average cost and on par with other municipalities. Itemized bills could still be produced if someone requests it.

Motion by Chairman Osterman to approve the increase to the ambulance fees, change billing from itemized to bundling, per the Fire Chief's recommendation. Seconded by Supervisor Moonen. Motion carried, 4-0.

Discussion and necessary action the purchase of a 1 ton dump truck.

Public Works Director DeStefano stated he received quotes for the 3500 cab and chassis. When ordering a new truck, the cab and chassis are ordered first, then he works on obtaining a quote to build the body of the truck. He presented the quotes as follows: Chevy 3500 Cab & Chassis from Ewald - \$37,603; Dodge 3500 Cab & Chassis from Ewald - \$37,979; GMC 3500 Cab & Chassis from Bob Fish - \$38,580 and Ford 3500 Cab & Chassis from Ewald - \$40,370. Not only did the Chevy come in at the best price, but the Town currently has a 2009 Chevy 3500, so the department is very familiar with the truck and engine and already have filters and parts on the shelf for these trucks. He recommends approving the Chevy 3500 cab & chassis for \$37,603 from Ewald. The available funds for this truck is \$53,000. The balance after this purchase will be used to purchase the body package, which he will come back to the Town Board for approval.

Motion by Supervisor Gamiño to approve the purchase of a one-ton dump truck cab and chassis, a Chevy 3500 from Ewald at a price not to exceed \$37,603. Seconded by Supervisor Moonen. Motion carried, 4-0.

Discussion and necessary action on authorizing Staff to advertise for the sale of 65 acres at the corner of Lake Five and Hickory Roads (a.k.a. Pauline Haass Land) the Town owns.

Administrator Janecke stated based on conversations held during budget time, the Town Board was in favor of selling the Pauline Haass land. The Town has two options as to how to start the process. Option 1 is to create an RFP to send to developers who would submit a development scenario. Option 2 is to create and RFP to target brokers to sell the land to. The closing would be done through the Town Attorney. That would be the most cost effective. He and the Town Planner recommend Option 2. The RFP would require credentials and disclose the brokerage fee up front. Supervisor Beal stated she is in real estate, recommends getting three RFP's to choose from, remember that fees are negotiable and have everything in writing. Town Board members agreed they prefer to use a commercial broker to sell the land. Submitted RFP's will be reviewed and submitted to the Town Board with a recommendation.

Motion by Chairman Osterman to authorize staff to advertise for the sale of 65 acres at the corner of Lake Five and Hickory Roads (a.k.a. Pauline Haass Land) the Town owns, with Option 2, to create and RFP to target brokers to sell the land to, per the Administrator's recommendation. Seconded by Supervisor Beal. Motion carried, 4-0.

Recess into Closed Session pursuant to Wisconsin Statutes 19.85(1)(c) for the following reasons: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; more specifically the Town Administrator Performance Review and contract.

Motion by Supervisor Gamiño to convene into Closed Session pursuant to Wisconsin Statutes 19.85(1)(c) for the following reasons: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; more specifically the Town Administrator Performance Review and contract . Seconded by Supervisor Beal, motion carried by roll call vote

ROLL CALL VOTE:

Chairman Osterman: Yes
Supervisor Gamiño: Yes
Supervisor Moonen: Yes
Supervisor Beal: Yes

Motion carried, 4-0, by roll call vote. Town Board convened into Closed Session at 7:49 PM.

Reconvene into Open Session for possible action on Closed Session deliberations.

Motion by Supervisor Beal to reconvene into Open Session. Seconded by Supervisor Moonen.

ROLL CALL VOTE:

Chairman Osterman: Yes
Supervisor Gamiño: Yes
Supervisor Moonen: Yes
Supervisor Beal: Yes

Motion carried, 4-0. The Town Board reconvened at 10:40 PM.

Adjournment.

Motion by Supervisor Beal to adjourn the Monday, February 12, 2018 Town Board of Supervisors meeting at 10:41 PM. Seconded by Supervisor Gamiño. Motion carried, 4-0.

Respectfully submitted,

**Gina C. Gresch, MMC/WCPC
Town Clerk**