

**Minutes of the Town Board Meeting  
Town of Lisbon, Town Hall  
Monday, February 26, 2018  
6:30 p.m.**

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

**Roll Call:** Present: Chairman Osterman, Supervisors Gamiño, Moonen, Plotecher and Beal. Also present: Matthew Janecke, Town Administrator. Absent: Gina Gresch, Town Clerk.

**Comments from citizens present.**

**Kurt Roskopf, N79W22125 Bramble Drive**, of the Optimist Club stated the club has a recognition dinner on March 5 at Fairways of Woodside Golf Course at 6PM. There is a lot to look forward to in the Town as it and the Hamilton School District grows. He and the club look to the Town leadership to give the Optimist Club ideas how to make the Town and the surrounding area even better. The club also had a fundraiser at the Thirsty Duck and raised \$1,000; about 50 people attended. The group will be at other community events like the Easter Egg Hunt and Lions Days.

**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.

- February 12, 2018 Town Board minutes.
- Resignation of John Halbur from the Park Committee.
- Appointment of Tim Ziegler to the Fire and Police Commission.

Supervisor Plotecher stated she was listed in the minutes as present and she was not. She emailed the Clerk about it this morning; it has been corrected.

*Motion by Chairman Osterman to approve the Consent Agenda. Seconded by Supervisor Beal. Motion carried, 5-0.*

**Approval of Bills.**

*Motion by Supervisor Plotecher to approve the check registers as presented from February 13, 14, 16, 19, and 23, 2018. Seconded by Supervisor Beal. Motion carried, 5-0.*

**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.**

**Parks Department** – Supervisor Gamiño stated the Park Department is working on the Easter Eggstravaganza, event and obtaining quotes for sports equipment. The postponed Winterfest was last month and about 125 people attended. Families assembled birdhouse kits.

**Town Administrator** – Administrator Janecke stated last Tuesday there was a lot of rain and gave kudos to the Public Works Department. They were out late pumping water out of the Sweetbriar Lane subdivision. He has received many compliments on the crew and their work for that. As a result of that rain event, the Town will be looking into storm water improvements for that subdivision. He is working on an RFP to solicit commercial brokerage firms for the Pauline Haass land sale. He asked Supervisor Beal and Planner Lindstrom to review it and then it will be sent out. He is still working on the Personnel Manual. He made changes suggested by the Labor Attorney and is now working with the Department Heads on it. He is also attending a conference in Eau Claire later this week.

**Town Clerk** – Administrator Janecke gave the Clerk's report which gave statistics about the February 20 Primary Election, specifically related to the Hamilton School District voter turnout. Also, a huge thank you to Lori Gitto and Richard Osterman for helping in the office while Kris Porter was out on medical leave. They did a great job. The April 3 Spring Election ballots should arrive in three weeks. The Town is also looking for more Election Inspectors. You don't have to live in Lisbon, just in Waukesha County.

### **Supervisor's Reports**

**Supervisor Moonen** – Thanked John Halbur for his service and welcomed Tim Ziegler. The Town Board agreed he's a great asset. Supervisor Gamiño stated he and Marlene Kumitsch started the committee 30 years ago. The Park Committee is having a plaque made and will present it to him.

**Supervisor Gamiño** – The Winterfest event date was changed due to warmer weather. The Park Committee will be coming up with other activity ideas in case of warmer weather again so they don't have to change the date. 1,800 Easter eggs are prepared with candy for the egg hunt. They are also looking for donations for the bike helmets as the original source is no longer available. They also discussed Heritage Weekend, needing the Sheriff's department for parking assistance and the possibility of a beer garden in the parks. There are no logistics as of now, only conceptual discussion.

### **Unfinished Business**

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

Public Works Director DeStefano reviewed the quotes received to replace the septic tank. Lietzau Septic will replace the current tank in the parking lot with a new 750 gallon insulated tank and re-pipe the 100' of pipe with new insulated pipe to the second tank. By bypassing the tank in the lot we are taking a gamble that it will work. It might, and we will find that out when we open up the lot, but to be safe and know that there will be no problems in the future to preserve our new parking lot. We go with the worst case scenario with replacement of everything for about \$10,000. The floor drains in the shop need to have a camera put down them to find out what kind of material they are, what size they are, and where they go to. Once that is established we can then start to tie into them and take all the shop drains and daylight them out in the ditch along Good Hope Road. Visu-Sewer will do that work for approximately \$15,000. There is a very good chance the Public Works staff can do some of the install too, but in case they can't, the funding is available. The parking lot also needs to be addressed. In the parking lot entrance off of Good Hope Road there is an open ditch area that he would like to connect the two concrete culverts, fill in, and make it one large entrance rather than having the break in-between. The elliptical concrete pipe that would be needed to connect the two is 24" x 38"; gravel backfill to fill around the culvert in preparation for paving is also needed. The labor would be done in house by the Public Works Staff but the materials would cost approximately \$3,000.

The Town Board discussed the pros and cons of filling in and paving over that area, possibly making it a catch basin and storm water funds could be used for that. They also discussed the possibility of turning the smaller part of the parking lot into a grassy area with a sidewalk. Public Works Director DeStefano stated that would look nice but that would be an obstacle for the firetrucks and other large equipment for backing up and turning around. There was further discussion about how removing underground pipes might involve the DNR and EPA. The Town's storm water engineer will review the parking lot paving project.

Chairman Osterman asked if the budget carry-over monies should all go back into the General Fund and then do a budget amendment or carry-over part of it and the balance goes back to the General Fund. Supervisor Plotecher stated you can do it either way, as long as the money is used for capital projects.

Chairman Osterman stated the Good Hope Fire Station still needs a Carbon Monoxide Sensor and installation into the wiring system.

*Motion by Chairman Osterman to approve 2017 Capital Budget carry-over items as follows:*

- 1. Good Hope Road Fire Station Carbon Monoxide Sensor at a cost not to exceed \$3,416.*
- 2. Fire Department Radio Upgrade at a cost not to exceed \$3,500.77.*
- 3. County Trunk Radio Upgrade at a cost not to exceed \$20,910.59.*
- 4. Public Works Department Building and Parking Lot Improvements, \$28,000 of the available \$34,127 available; the balance to be allocated back into the General Fund.*

*Seconded by Supervisor Gamiño. Motion carried, 5-0.*

### **New Business.**

#### **Discussion and necessary action on a water and wastewater preliminary needs analysis for future development along Highway 164.**

Administrator Janecke stated action does not need to be taken, only asking for consideration. He is waiting for a legal opinion about a possible senior care facility in the proposed TIF District and if it is considered residential or commercial. Certain uses can be a part of the TIF District and this determination is crucial to this development which could add \$15,000,000 of assessed value. This piece of property would spur this development. The other part of this item is a proposal to consider the affluence that would come from this development in two phases. One is to figure out how much sewage will come from that development and can the system support it. The other is to determine an area in which a water tower would serve.

Town Board members commented on the area the proposed box on the GIS map covered regarding the water service area. That area is nothing definite, just to give the Town Board an idea of a general area. Supervisor Beal asked if the Town Board should decide if they want to pursue this before spending money on a study and would this area be included in an existing Sanitary District or will it require creating a new one? Also, these lot sizes are much smaller and she is concerned about that and septic systems. Chairman Osterman stated this is the process of determining if the Town Board wants to do this. This is something to consider for the future. Administrator Janecke stated septic systems wouldn't be on these lots, it would be sewer and that's the first phase the project is to determine if the existing sewer mains can serve this area and future service areas. This type of development in this area is already in the Town's Long Range Plan. Supervisor Gamiño stated she has mixed views about the project but understands the need to look at the impact of water/sewer needs. Chairman Osterman stated Lisbon hasn't planned for municipal utilities in the past. There are going to be more lands developed in areas that can handle mixed-use developments and the Town needs to be prepared for the developer's requests for sewer and water. That's what we are discussing; do we want to be prepared and study developing a system?

Supervisor Moonen asked if Neumann Companies will be sharing the study's costs. The Town shouldn't carry the whole burden to see if the development will work. Chairman Osterman stated this isn't specifically about the Neumann development, but about water system services. He gave examples of larger properties that will be developed one day like the quarries which could possibly need municipal water. The Town Board discussed the proposals, the differences between Phase 1 and Phase 2 work and the ranges of prices received. S.E.H. and Vierbicher were well received but the Town Board had questions about the quote and what more specifically has to be done for Phase 1 and what makes up those costs. The Town Board directed the Administrator to obtain more information for the next meeting.

**Discussion and necessary action on an Electronic Check Signing Policy.**

Administrator Janecke stated the Town Board approved the use of electronic signatures and requested a policy be approved. The signatures could be in file in the accounting software but he would prefer the file be on a secured flash drive which he will do more research on. Town Board members expressed concern that someone could get a hold of the flash drive, but it was also noted that anyone can access the current stamping machine therefore there is no more risk doing it electronically compared to how it's currently being done. Supervisor Moonen requested the "officers" referenced in the scope be specifically listed; Chairperson, Treasurer, etc. Chairman Osterman requested the policy be reviewed by the Town Attorney and brought back to the next meeting.

**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 Beal 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 Moonen, motion carried by roll call vote:*

**ROLL CALL VOTE:**

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

*Motion carried, 5-0, by roll call vote. Town Board convened into Closed Session at 7:54 PM.*

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

*Motion by Supervisor Moonen to reconvene into Open Session for possible action on Closed Session deliberations. Seconded by Supervisor Beal.*

**ROLL CALL VOTE:**

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

*Motion carried, 5-0. The Town Board reconvened at 10:57 PM.*

**Adjournment.**

*Motion by Supervisor Beal to adjourn the Monday, February 26, 2018 Town Board of Supervisors meeting at 10:58 PM. Seconded by Supervisor. Motion carried, 5-0.*

Respectfully submitted,

Gina C. Gresch, MMC/WCPC  
Town Clerk