

**Minutes of the Town Board Meeting
Town of Lisbon, Town Hall
Monday, May 13, 2019
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, Plotecher and Beal. Also present: Dan Green, Town Clerk and Gina Gresch, Town Administrator.

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. April 22, 2019 Town Board minutes
- ii. Peddler's Permits
- iii. Operator's Licenses

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

Approval of Bills.

Motion by Supervisor Moonen to approve the May 13, 2019 check register as presented. Seconded by Supervisor Gamiño. Motion carried, 5-0.

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

- Notice from WI DOR regarding 2019 Personal Property Aids Distribution to the Town
- Meeting Schedule
- Sussex Outreach Services Thank You letter; Easter Eggstravaganza Food Donation
- New Berlin Notice to Participate in a Cooperative Plan with Town of Brookfield
- Sled Bugs Thank You Letter
- Letter from VFW regarding 2019 Memorial Day Parade

Supervisor Beal added that she received an email from a resident about the traffic on Hillside Road cutting through their subdivision. She reiterated that this is a Washington County project and to contact the Wisconsin DOT and Washington County if there are concerns. Public Works Director Joe DeStefano explained that they are working on widening and paving the intersection where the truck overturned recently.

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

- **Administrator** – Treasurer Buchman applied for an education scholarship through the Municipal Treasurers of Wisconsin Association MTAW and received \$130 to be applied towards their two-day conference in the fall. During the interim period without a Deputy Clerk, Fire Captain Michelle Drager was helping me figure out the Fire Department's phone bills and was able to work with Verizon to change our billing status to tax exempt and in turn, credited the Town \$265 in taxes charged on prior invoices.

Since joining the Town, Deputy Clerk John has been reviewing the Town's utility vendor accounts for accurate contacts, services and charges. By doing that, she worked with our Spectrum account manager (who happens to be a Lisbon resident) who reviewed our services and was able to lower the Town Hall's internet account charge by \$40 per month (\$480 per year). She also worked with WE Energies and they

combined the Town's 18 separately invoiced accounts into one detailed invoice, with one due date and one payment, which helps make the monthly bank reconciliation easier.

She is also working with EH Wolf & Sons who delivers all of the Town's fuel. Currently our payment terms are net 10 days which isn't possible the way our meetings fall. However, if we were to pay in those 10 days, we could receive a discounted fuel price, which comes out to about 2%. Natasha is working with EH Wolf to give us longer payment terms (net 21 days) so the Town can take advantage of the discount. She calculated 2018's fuel bills to see what we paid vs. what we could have paid and what the discount would have been and it was about \$1,222. If we can get this started right away the Town could probably save at least half of that amount this year. Combo that with the approximately \$1,000 a year the Treasurer is getting the Town back from the state fuel tax credit and our rebates really start adding up!

Treasurer Buchman and I are already starting to think about the 2020 Budget. I have a tentative budget workshop schedule started and would like to know if the Town Board wants to continue the same type of schedule we did last year, which was five workshops and if they had any suggestions on the budget workshops, what they'd like to see more of or different.

Parks Department – Supervisor Gamiño reviewed some projects the Park staff have been working on including sport field maintenance of baseball fields, seasonal mowing, equipment and fleet maintenance, pruning trees, fixing plow damage, fertilizing sport fields picking up garbage along right-of-ways from Spring Adopt a Road Pickup and from restrooms/shelters. The Parks Department also filled 3 seasonal positions and are preparing training procedures.

Public Works Department – DPW Director Joe DeStefano reported what DPW staff have been working on including taking down snow fences, loading salt deliveries, taking down temporary weight limit signs, removing plows and wings from trucks, prepping the compost site, helping setup and taking down equipment for the election and brush pickup. Joe DeStefano also reviewed meetings that he attended including a meeting with Sussex regarding Maple Avenue reconstruction, a meeting with Waukesha County and all the DPW department heads and a meeting with Kunkel Engineering to review the 2019 crack-filling, paving, and storm water projects. Supervisor Moonen added the Town only received one plowing complaint and gave kudos to the plowing crew.

Treasurer – Amy Buchman stated the Audit is completed and the Town will be paying off one of their loans on May 15. This loan was from 2009 for \$470,000. She reviewed tax collection and everything was received and distributed for settlements. She explained the personal property collection from Waukesha County is much easier where the County sends a check to the Town instead of having to track down that money. Treasurer Buchman reviewed the revenue and expense chart which showed the Town being at 28% of their expenditures for the year. She also explained that the Town has earned \$31,874 in interest from investments so far this year which is over half of what we earned all of last year. She asked the board how they would like this presented going forward or if there is a different format they would like to see.

Supervisor's Reports.

Unfinished Business.

Discussion and necessary action on the Town's Health Insurance Opt-Out Benefit Payment.

Administrator Gresch explained this item was brought to the board a month ago for their review. She has since done research from other communities who have the opt-out plan and presented it to the board. There were not a lot of communities to compare to because of how many municipalities use the state insurance plan. She gave her recommendation to the board to simplify the benefit by giving one rate for opting out no matter if you are opting out of the single or family plan and to take out the dental opt-out option. Dousman offers a \$250 opt-out

and this is the rate recommended to the board. The administrator also explained that the current opt-out rate is similar to what the Town would be paying if these employees were on the Town's insurance plan.

Supervisor Gamiño questioned why the Town should pay that high of an amount. She explained \$250 a month would be in line with what some other communities offer, but most communities do not offer this benefit. She stated she could approve of \$150 - \$200 payment at the most. The board expressed concern about taking away a benefit that they have been receiving for years. Supervisor Moonen agreed with the \$250 opt-out in lieu of the dental opt-out no longer being an option and dropping the spouse opt-out. Supervisor Plotecher also agreed on the \$250 opt-out. Supervisor Beal agreed with Supervisor Gamiño that \$250 was too much and asked that there be a compromise at \$225.

DPW Director Joe DeStefano expressed concern about eliminating the benefit and what that could do the moral of staff and may result in an increase in staff taking the insurance. Supervisor Gamiño stated she would like to see employees get on the Town's insurance rather than taking an opt-out payment. Chairman Osterman stated the initial opt-out option was intended to save the Town money which it currently is not doing. At the time it was set up it was saving money. He expressed that he had no concerns about a \$250 opt-out option. The Chairman also suggested that the Board send a better message by having a unanimous vote. Supervisor Moonen and Plotecher agreed that they did not want to go under \$250. Supervisors Gamiño and Beal did not want to go higher than \$225.

Motion by Supervisor Moonen to approve the Health Insurance Opt-Out Payment policy in the amount of \$250 per month to take effect on January 1, 2020. Seconded by Supervisor Plotecher. Motion passed 3-2 with Supervisors Gamiño and Beal opposing.

New Business.

Discussion and necessary action to authorize a Traffic Improvement Analysis for the Lied's Property / TID #1.

Chairman Osterman explained they have to do a traffic analysis study so that Waukesha County will give the Town access to the road. The total amount would be \$14,872 and would be a TID expense.

Motion by Marc Moonen to approve the Traffic Improvement Analysis for the Lied's Property for a cost not to exceed \$14,872. Seconded by Supervisor Beal. Motion passed 5-0.

Discussion and necessary action on the purchase of a stump grinder attachment.

DPW Director Joe DeStefano explained that at the budget workshop the Town agreed to \$12,500 for a stump grinder. There is a heavy duty mount he can get for the skid steer which is an additional \$800. Supervisor Gamiño asked if the heavy duty mount was expected to have a longer longevity. Joe DeStefano explained it is built a lot stronger and made to last and will not twist as easy. Supervisor Moonen explained if they were to purchase the less expensive one and it were to break, they could buy a second mount and it would be the same price as the heavy duty mount. The board suggested approving the standard mount and if Joe does not feel comfortable with the quality, he can come back to the board.

Motion by Supervisor Beal to go with option one unless Joe DeStefano, upon review, thinks we should go with option 2. Seconded by Supervisor Plotecher. Chairman Osterman explained the motion should include that Joe DeStefano would need to come back to the board for approval of option two. Motion fails 0-5.

Motion by Supervisor Beal to have Joe DeStefano purchase option one for an amount not to exceed \$12,428.74 unless he does not feel comfortable with the purchase; then he can come back to the board. Seconded by Supervisor Plotecher. Motion Passed 5-0.

Discussion and necessary action to install a stop sign on Plainview Road at Maple Avenue.

DPW Director Joe DeStefano explained there was a meeting held with the Village of Sussex regarding the Maple Avenue project. The Village wanted to see a stop sign put in on Plainview Road where Maple Avenue comes to a T-intersection. The Board agreed there is not a need for a stop sign at that location for the time being.

Motion by Supervisor Gamiño to not install a stop sign on Plainview Road at Maple Avenue. Seconded by Supervisor Beal. Motion Passed 5-0.

Discussion and necessary action to carry-over the 2019 road paving sinking fund to be used in 2020 to complete additional road paving projects.

DPW Director Joe DeStefano explained he wants to save the Town money by pushing some road projects to next year. At budget time the board can decide what projects to do for next year. Chairman Osterman explained the board does not need to have formal action at this meeting. Supervisor Moonen explained if we did make a motion now and something came up where they may need to spend money this year, they would have to bring it back to the board. The board agreed to carry over the 2019 road paving sinking fund budget to be used in 2020 with no formal action.

Discussion and necessary action to rescind the Liquor License Transfer Agreement with the Village of Richfield.

Chairman Osterman explained the original agreement with Richfield was for the license in exchange for a border agreement. He had a discussion with the Village Board President who explained the Village Board did not want to move forward with a border agreement with the Town.

Supervisor Gamiño questioned whether Richfield's board did not agree to the terms of the agreement with the liquor license or if they did not want the border agreement. The chairman stated it could be both, but as a Town, we do not have a lot to offer the village besides the liquor license. Chairman Osterman explained that when they approved the agreement for the exchange of the license the Town made a motion to sell the license at \$25,000 contingent on a specific liquor license applicant being approved by Richfield. Richfield has not approved the applicant at this time. Supervisor Gamiño asked if the Town was still willing to sell the liquor license to Richfield without a border agreement, which the chairman stated he was not.

Supervisor Gamiño questioned if the Town should offer an olive branch and wanted to ensure that we still had a good relationship with the Village. Chairman Osterman explained that the Town does this currently as the Village currently uses the Town's paramedic license.

Chairman Osterman made a motion to rescind the Liquor License Transfer Agreement with the Village of Richfield. Seconded by Gamiño. Motion carried 5-0.

Discussion and necessary action on the Town's assessment services

Administrator Gresch explained that our current assessor contract ends at the end of 2019. She requested direction from the board as to whether she should get an RFP sent out or ask Grota for a contract extension. She also explained the Town needs to do a re-evaluation because the assessment ratio for the Town has dropped to 87.85%.

Chairman Osterman stated he would be abstaining from voting, but not from discussion. He explained that the Town has a 5 year timeline to get this ration to 90% or higher. Supervisor Plotecher stated the Town used to carry over \$30,000 each year to go toward the re-evaluation which was last done in 2013. Supervisor Gamiño asked how long the current contract with Grota was that was expiring which Administrator Gresch stated was 5 years. Supervisor Gamiño expressed that she likes competitive pricing and would like to see the Town send out

an RFP to see what they can get. The board agreed if they were to get quotes, they should do the RFP for the assessor services and the re-evaluation together and not separate. Supervisor Beal questioned how many communities Grota works with which Chairman Osterman stated over 70. Supervisor Moonen asked that Administrator Gresch get a cost for extending the contract with the Town before sending out the RFP in which the board agreed.

Motion by Supervisor Gamiño to have the Town Administrator send an RFP for the Town's assessment services for a three and five year term and a 2020 re-evaluation. Seconded by Supervisor Beal. Motion approved 3-1 with Chairman Osterman abstaining and Supervisor Moonen voting against.

Discussion and necessary action on the recommendations from the Plan Commission for the following items:

Ordinance 06-19, An Ordinance establishing a Planned Unit Development Overlay Zoning Classification of Property located along Hillside Road, in the Town of Lisbon, LSBT 0205.998, LSBT 0208.987 and LSBT 0205.994, for Neumann Developments Inc and recommendation to Waukesha County of the same.

Chairman Osterman explained that the Town purchased sewer capacity for this area and we have a sewer pipe currently on the north side of Good Hope Road. It is in the Town's ordinance that if something is in this area it should be developed on sewer. Chairman Osterman stated that in Neumann's defense this was brought up 3 weeks ago and with construction costs going through the roof it is not feasible to build on sewer with 1 acre density. He stated the Town staff needs to have more discussion before moving forward at this time.

Steve DeCleene from Neumann Developments asked what the timing of the future meetings would be. The chairman explained the next meeting would be in two weeks. Mr. DeCleene stated if they are not grading in July they cannot get roads in this year.

Joanne Brandtjen, resident on Howard Lane, questions if there is going to be sewer on the development, are they requiring Howard Lane to join sewer as well? Chairman Osterman explained that technically sewer is there, and thought the decision was made that they only had to hook up if they requested it. He explained that would be a separate agenda item as far as hooking up. If it is required for this development, it does not automatically require Howard Lane to hookup. Ms. Brandtjen also expressed concerns in regards to a letter that was sent addressing several concerns from Sherri Howard that were not all addressed.

Motion by Chairman Osterman to postpone "Discussion and necessary action on the recommendation from Plan Commission for Ordinance 06-19, An Ordinance establishing a Planned Unit Development Overlay Zoning Classification of Property located along Hillside Road, in the Town of Lisbon, LSBT 0205.998, LSBT 0208.987 and LSBT 0205.994, for Neumann Developments In and recommendation to Waukesha County of the same" To the next meeting. Seconded by Supervisor Moonen. Passed 5-0.

Neumann Developments Inc., on behalf of Bowen Global Investments, Inc., for the property located at N56W27476 Lisbon Road, Tax Key LSBT 0264.998, known as the "Stolz Property" for the following items:

Resolution 05-19, Town of Lisbon Land Use Map Amendment Approval and recommendation to Waukesha County of the same.

Motion by Chairman Osterman to approve Resolution 5-19, Town of Lisbon Land Use Map Amendment and recommendation to Waukesha County of the same. Seconded by Supervisor Gamiño. Motion passed 5-0.

Ordinance 09-19, Ordinance Rezoning LSBT 0264.998, Known as the "Stolz Property", From A-10 Agricultural District to R-1 Suburban Single-Family Residential District in

the Town of Lisbon, Waukesha County, Wisconsin and recommendation to Waukesha County of the same.

Motion by Chairman Osterman to approve Ordinance 09-19, Ordinance Rezoning LSBT 0264.998, known as the "Stolz Property" from A-10 Agricultural District to R-1 Suburban Single-Family Residential District in the Town of Lisbon, Waukesha County, Wisconsin and recommendation to Waukesha County of the same. Seconded by Supervisor Gamiño. Motion passed 5-0.

Ordinance 11-19, An Ordinance Establishing a Planned Unit Development Overlay Zoning Classification for LSBT 0264.998, Known as the "Stolz Property" and recommendation to Waukesha County of the same.

Motion by Chairman Osterman to approve Ordinance 11-19, an Ordinance Establishing a Planned Unit Development Overlay Zoning Classification for LSBT 0264.998, known as the "Stolz Property" and recommendation to Waukesha County of the same. Seconded by Supervisor Gamiño. Motion passed 5-0.

Ordinance 10-19, an Ordinance Rezoning LSBT 0241.999 from Agricultural District to M-2 General Industrial District to Allow Industrial Uses Town of Lisbon, for the property owned by the Town of Lisbon, located at N63W22039 County Road F, LSBT 0241.999, known as the "Lied's Property" and recommendation to Waukesha County of the same.

Motion by Chairman Osterman to approve Ordinance 10-19, an Ordinance Rezoning LSBT 0241.999 from Agricultural District to M-2 General Industrial District to Allow Industrial Uses Town of Lisbon, for the property owned by the Town of Lisbon, located at N63W22039 County Road F, LSBT 0241.999, known as the "Lied's Property" and recommendation to Waukesha County of the same. Seconded by Supervisor Gamiño. Motion passed 5-0.

Adjournment.

Motion by Supervisor Gamiño to adjourn the Monday, May 13, 2019 Town Board of Supervisors meeting at 8:01 PM. Seconded by Supervisor Plotecher. Motion carried, 5-0.

Respectfully submitted,

Dan Green, WCMC
Town Clerk