

**Minutes of the Town Board Meeting
Town of Lisbon, Town Hall
Monday, June 11, 2018
6:30 p.m.**

Chairman Osterman called the Town Board meeting to order at 6:46 PM.

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

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.

- Tuesday, May 29, 2018 Town Board minutes.
- 2018-2019 Operators License Renewals
- 2018-2019 Combination "Class B" Retail License for the Sale of Fermented Malt Beverages & Intoxicating Liquors for Shooters Pub and Grill, W220N6439 Townline Road, Lisbon, WI 53089; Agent: Deborah A. Klein & Songbird Hills Golf Club, Inc., W259N8700 STH 164, Hartland, WI 53029; Agent Tammara H. Wolfgram.
- 2018-2019 Reserve Combination "Class B" Retail License for the Sale of Fermented Malt Beverages & Intoxicating Liquors for Ironwood Golf Course, LLC, W270N6166 Moraine Drive, Lisbon, WI 53089; Agent: Michael P. Lehmann & Fairways of Woodside Golf Course LLC, W235N8518 Clubhouse Circle, Lisbon, WI 53089; Agent: Rosemarie Koehler.
- 2018-2019 Class "B" Retail License for Sale of Fermented Malt Beverages for Sherwood Forest Bowmen, Inc., N61W25600 Walnut Road, Lisbon, WI 53089; Agent: Kevin Willoughby.
- 2018-2019 Combination "Class A" Retailers License for the sale of Fermented Malt Beverages and Intoxicating Liquor for Kwik Trip, Inc., (Kwik Trip 973), N67W27619 Silver Spring Drive, Lisbon, WI 53089; Agent: Jackie M. Kraus & County Line Liquor, N95W25901 CTH Q, Colgate, WI 53017; Agent: Rakesh K. Patel.
- 2018-2019 Class "A" Retailers License for the sale of Fermented Malt Beverages and Class "A" Liquor & Cider Only License for Quarry Mart Mobil, Inc. N52W23206 Lisbon Road, Lisbon, WI 53089; Agent: Amin K. Hamdan.
- 2018-2019 Cigarette and Tobacco Products Retail License for Fairways of Woodside Golf Course LLC, W235N8518 Clubhouse Circle, Lisbon, WI 53089; Agent: Rosemarie Koehler, County Line Liquor, N95W25901 CTH Q, Colgate, WI 53017; Agent: Rakesh K. Patel, Quarry Mart Mobil, Inc. N52W23206 Lisbon Road, Lisbon, WI 53089; Agent: Amin K. Hamdan and Kwik Trip, Inc., (Kwik Trip 973), N67W27619 Silver Spring Drive, Lisbon, WI 53089; Agent: Jackie M. Kraus.

Clerk Gresch stated there are a few more operator renewals which came in between last Wednesday and Friday: Tierney Arndt of Kwik Trip, Sydney Cole of Fairways and Robert Haefemeyer of Sherwood Forest Bowmen.

Motion by Supervisor Gamiño to approve the Consent Agenda and additional Operator's Licenses. Seconded by Supervisor Beal. Motion carried, 5-0.

Approval of Bills.

Motion by Supervisor Plotecher to approve the June 8, 2018 check register as presented. Seconded by Chairman Osterman. 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.

- A. Town Administrator – Administrator Janecke stated the Planner, Clerk and himself attended a meeting with Waukesha County Parks and Land Use to discuss Plan Commission processes and came back with good ideas on how to make our processes better.
- B. Town Clerk – None.

Supervisor's Reports. None.

New Business.

Discussion and necessary action on a Commercial Broker for the advertisement and sale of the 65 acres at the southwest corner of Lake Five and Hickory Roads (a.k.a. Pauline Haass Land) the Town owns.

Administrator Janecke stated an RFP was issued in April which five responses were received. Supervisor Beal assisted in reviewing the responses and they narrowed down the field to three brokers. Jerry Metzger with Midwest Realty stated he would prefer a two year contract as there are peaks and valleys in commercial land sales; it could take some time to sell the land. With a one year contract, he would be forced to list the land with too low of a value. With a two year contract, he can list for a higher value and then reduce it if and as needed. The seller determines the sale price, but he would recommend \$23,706 per acre. Town Board members asked questions about the property values, how the sale price is determined and what his marketing strategy would be. Supervisor Beal stated the STH 164 land was used as a comparable as well as lands outside of Lisbon. Mr. Metzger recommends an asking price for \$1,499,000 with a two year contract; could be reduced to \$1,299,000 after six months. If a one year contract is approved, the asking price would start at \$1,299,000. Regarding marketing he will do a mailing to the Builders Association as well as make phone calls to them. He is willing to work with the Town on his commission amount. He would take 4.8% whereas other brokers would take 7% to 8%. He can also write the offer to purchase which saves some money. There was further discussion among the Town Board about approving a one versus two year contract; a one year contract can always be extended. They also discussed sale and commission amounts. Town Board members would like to hear from the other two RFP finalists to compare values and strategies at the next Town Board meeting.

Discussion and necessary action on the issuance of a RFP for a Town Engineer.

Administrator Janecke stated the Town has been using John Stigler of Jahnke & Jahnke for a long time, overseeing subdivision work, setting heights of basements, yard grades and new development roads. Kunkel has been managing the street improvement project and storm water. It is in the Town's best interest to receive the best price for engineering work. The Town Board has three options to consider.

1. Status Quo – using multiple engineering groups to manage different aspects of engineering services. This is the least desirable approach as it does not allow a competitive bidding process nor does it allow the Town to use economies of scale for all areas of engineering for better cost per unit.
2. Bid out or issue an RFP for every project involving engineering - essentially every aspect of engineering would be bid to companies. This creates a competitive process but does not allow for the use of economies of scale by lumping in areas of engineering together to receive the most competitive pricing. The time

factor for this process would be burdensome on Staff to prepare a BID or RFP, receive and evaluate proposals, and manage each contract. It also does not allow for consistency between one engineering group and the Town.

3. Issue an RFP for Town Engineer – then re-issue RFP every 3-5 years. A process of this kind allows for a competitive process by issuing an RFP and also uses economies of scale by grouping all areas of engineering together. In addition, it creates consistency between Town Staff and the engineering group. By issuing a new RFP every 3-5 years ensures that the Town receives the best pricing.

Administrator Janecke recommends option #3 and would like an all-encompassing firm, where one engineer could take plan and do the work of both we have now. There was discussion among the Town Board about the need for a new engineer. Chairman Osterman stated the Town doesn't have a formal agreement with Jahnke & Jahnke, however, like with attorneys, the more work you give them, the more of a volume discount the Town receives. The Town has actually been using option #2 for larger or special projects. The Town Board discussed what a new engineer would all be doing and how many projects that could be. The engineering work the RFP is about is to review Plan Commission applications. Having one firm doing planner and engineering could result in a cost savings, or maybe it's better to have two firms as is the current practice.

Supervisor Beal stated she understands John Stigler from Jahnke & Jahnke was the Plan Commission engineer and asked why Mitch Leisses from Kunkel is doing that work. Why were the engineers switched? Administrator Janecke stated Kunkel is being used out of familiarity with the roadways and storm water utility. Chairman Osterman stated the Town doesn't have a formal policy for engineering services, which is what the Town Board needs to decide on. Supervisor Beal prefers continuing to use Jahnke & Jahnke. John Stigler is an asset to the Town and Plan Commission and she feels bad to see him just set aside. If he will submit a competitive bid, then she agrees with option #3. Supervisor Plotecher agreed. Supervisor Gamiño stated she has given the most pushback about not having a process. The Town tends to put all of its eggs in one basket and doesn't like the status quo. The Town receives the best pricing when bidding out each project, therefore she prefers option #2. Supervisor Moonen agreed and would like to hear the creative differences between people and firms. He would support option #3 if there would be a major cost savings if a firm could support the Town for three to five years. He also likes option #2 but is concerned that the Town doesn't have enough staff to do that. He would like to see a blend of options #2 and #3. Administrator Janecke stated he could separate out the engineer duties, like road projects, storm water and plan review and bid them out separately or together. Chairman Osterman stated that was the Town's process prior to him being on the Town Board. Storm water was switched from Stand to Kunkel without Town Board approval and that wasn't the correct process. It doesn't do the Town justice to switch firms without going out for competitive bid. The benefit to option #3 is that all work is in one house but isn't sure what the cost savings would be, but he does like Supervisor Moonen's suggestion to blend options #2 and #3. Administrator Janecke stated he can try and break down the engineering tasks into groups. There would be storm water, roads and planning review. He will work with Public Works Director DeStefano and Building Inspector Oelhafen on this project and bring information back to the Town Board.

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 to review the progress of the Town Administrator's 2018 Goals and Performance Plan.

Motion by Supervisor Moonen 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 to review the progress of the Town Administrator's 2018 Goals and Performance Plan. Seconded by Supervisor Gamiño, 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 7:51 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 Gamiño.

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 10:44 PM.

Adjournment.

Motion by Supervisor Gamiño to adjourn the Monday, June 11, 2018 Town Board of Supervisors meeting at 10:45 PM. Seconded by Supervisor Beal. Motion carried, 5-0.

Respectfully submitted,

Gina C. Gresch, MMC/WCPC
Town Clerk