

**Minutes of the Town Board Meeting  
Town of Lisbon, Town Hall  
Monday, July 8, 2019  
6:30 p.m.**

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

**Roll Call:** Present: Chairman Osterman, Supervisors Gamiño and Plotecher. Also present: Dan Green, Town Clerk and Gina Gresch, Town Administrator. Supervisor Moonen and Beal were excused.

**Comments from citizens present.** None.

Sherry Howard, N73W25201 Howard Lane, Stated she would like to address the last item on the agenda. If it is a cooperative plan with shared services, that could be something that could save money in the long run. If it is a boundary agreement, because the Village was responsible for its own development to its demise, she is not in favor. She stated she would be for shared services but to do it as a standalone service agreement. She also addressed the discrepancy with the 5 special use areas in the boundary agreement. She stated that it appears Sussex redid these areas with their own zoning map. She expressed concerns about opening up the boundary agreement and losing more land to the Village.

Joanne Brandtjen, N74W25134 Howard Lane, reiterate what was said by Sherry Howard. She stated that a shared service agreement would be fantastic. She had concerns that opening up the border agreement would leave more land for the Village of Sussex to annex from the Town.

Edward Wick, N65W22201 St. James Parkway Lot 9, stated on June 5, 2015 there was arson in his home and he saved neighbors life and would like to apply for the medal of valor for the Town of Lisbon.

Lisa Zindars, W260N5833 Mary Hill Road, Stated Richmond School Board was notified of the Resolution by the Village and absolutely does not want to be absorbed by the Village. She urged the board to not let Sussex take any of our land or force sewer and water on residents.

Clerk Dan Green read an email from William Eder, N74W25168 Howard Lane, which stated "I have been a property owner/resident in the Town since 1972. My comments on item I. of the Monday meeting are as follows. I would agree to a cooperative plan with Sussex in some areas. However I would strongly oppose any changes in the current Border agreement. I see no reason to revise the existing boundaries."

Chairman Osterman advanced the agenda to item 10(a).

**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. June 24, 2019 Town Board minutes
- ii. Operator's Licenses
- iii. Resignation of Carol Emmel from the Park Committee.
- iv. Barnwood Conservancy Letter of Credit Reduction Request #4.
- v. Acceptance of the first lift of asphalt, shouldering work and releasing building permits subject to the Developer's Agreement and per the Town Engineer's recommendation for Barnwood Conservancy.

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

### **Approval of Bills.**

*Motion by Supervisor Plotecher to approve the July 8, 2019 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.**

#### **Town Administrator –**

##### *EPOXY COUNTERTOPS*

The epoxy countertop work will begin Monday, August 12 and will take a few weeks to do the office since it has to be done in sections. We are all really looking forward to that! The office staff is thankful for approving that.

##### *RECYCLING PROGRAM DIVIDENDS*

I checked with Waukesha County for a more in-depth explanation about why the dividends drastically decreased. They informed me that the international markets have been putting a lot of pressure on the local recycling system. Currently the Materials Recovery Facility Fund balance is at a level that requires the temporary suspension of base and recycling incentive dividend payments. One of the ways we can reduce costs immediately is by reducing contamination. This will help protect the fund balance moving forward. Waukesha County is in the final stages of developing an in-depth anti- contamination campaign that will provide town-specific contamination information as well as social media posts, articles, and displays to encourage residents to recycle right. Waukesha County looks forward to partnering with us to ensure that our residents have access to these messages.

##### *GOVERNOR VETOED THE QUARRYING SECTION OF THE BUDGET BILL*

At the last meeting I informed the Town Board that there was a proposal to take away all local control over quarries in the budget bill and we sent a letter to the Governor requesting him to veto it, which he did. [Click here](#) to read the article about it from the League of Wisconsin Municipalities.

##### *JUNE ACH / AUTOPAY REPORT*

The June ACH / Auto Pay report is on the following page for your review/reference.

**Parks Department** – Supervisor Gamiño review the report from Parks Director John Greiten. She went over projects the staff was working on including seasonal mowing operations, training new employees, equipment and fleet maintenance, tree removal and park maintenance.

**Public Works Department** – Supervisor Moonen reviewed the report from DPW Director Joe DeStefano. He went over what projects staff was working on including roadside mowing, storm water projects, chimney removal at Town Hall, tree cutting classes and helping the Fire Department with PM's on 2 of the ambulances. He also reviewed meeting that Mr. DeStefano attended in the last month.

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

**Supervisor Plotecher** – The Public Safety meeting from last week and three recommendations will be coming to the next few Town Board meetings.

### **New Business.**

**Discussion and necessary action on Ehlers' proposal for conducting a Phase I – Feasibility Analysis for a possible TID No. 2 for LSBT 0273.998, known as the Brown property, subject to Vanguard reimbursing the Town of Lisbon for Ehlers' fees.**

John Cameron from Ehlers presented a potential tax incremental district #2. He was approached by Waukesha County regarding the Brown property. He explained this proposal would be similar to TID #1, starting with a feasibility study for project costs and tax increment potential. Ehlers would look into what cash flow it could provide and how successful it would be. Ehlers would then present a memo report of the analysis including the boundary of the TID which would come back to the board to determine if they would want a TIF district or not.

Chairman Osterman asked how long the feasibility study would be good for. Mr. Cameron explained it would depend on how much project costs would change over a period of time along with development projections. Chairman Osterman explained the Town is not taking a risk by doing the study as the developer is reimbursing the Town for the study. He also noted to the developer that the border agreement does not allow anything but residential without the Town giving something up.

*Motion by Chairman Osterman to approve Ehlers' proposal for conducting a Phase I – Feasibility Analysis for a possible TID No. 2 for LSBT 0273.998, known as the Brown property, subject to Vanguard reimbursing the Town of Lisbon for Ehlers' fees not to exceed \$5900. Seconded by Supervisor Gamiño. Motion carried, 3-0.*

**Discussion and necessary action on collection of outstanding developer fees from Twin Pine Farms – Mike Batzler.**

Administrator Gresch stated the former developer of Twin Pine Farms had a breach of contract by selling lots without collecting impact fees. The Town Attorney would like the Town to pursue the developer to collect those fees.

*Motion by Supervisor Gamiño to direct the Town Attorney to pursue recovering outstanding impact fees from the sale of lots in Twin Pine Farms from Mike Batzler. Seconded by Supervisor Plotecher. Motion carried, 3-0.*

**Discussion and necessary action on the request from Washington County Highway Department for a letter of support regarding their application for Highway Safety Improvement Program Funding for a roundabout at the intersection of CTH Q and Hillside Road.**

Scott Schmidt, Washington County Highway Commissioner/County Surveyor explained he has been contacted by Lisbon and Richfield residents since 2015 asking for improvements at the HWY Q and Hillside intersection. The County has worked with a variety of different signs with mixed success. In Washington County, this intersection is the top 5 of most accidents and higher speed crashed. Washington County has hired a consultant to see what improvements they could make eased on the crashed that have taken place. They also wanted to look at the future development of the area and what traffic is projected in the coming years. Mr. Schmidt explained the County wanted to make sure the correct improvements were made as development continues in the area. TADI did the traffic study and came up with a round-about as the best alternative. Washington County is looking at a federally funded grant that would cover 90% of the \$2,000,000 cost with the remaining to be covered by Richfield (\$50,000), Lisbon (\$50,000) and Washington County (\$100,000).

Mr. Schmidt stated there will be a meeting at Richfield on July 31<sup>st</sup> from 6 – 7 P.M. Mr. Schmidt stated tonight they are looking to see if the Town would support them with a letter to the DOT. The earliest construction would begin is 2021 to 2023.

*Motion by Supervisor Tedia to approve the request from Washington County Highway Department for a letter of support regarding their application for Highway Safety Improvement Program Funding for a roundabout at the intersection of CTH Q and Hillside Road. Seconded by Supervisor Plotecher. Motion carried, 3-0.*

**Discussion and necessary action on a contract with Grota Appraisals for regular assessment services.**

*Motion by Chairman Osterman to postpone "Discussion and necessary action on a contract with Grota Appraisals for regular assessment services" to the next Town Board meeting. Seconded by Supervisor Gamiño. Motion carried, 3-0.*

**Discussion and necessary action on a contract with Grota Appraisals for a Market Update Revaluation at a cost not to exceed \$65,900.**

*Motion by Chairman Osterman to postpone Discussion and necessary action on a contract with Grota Appraisals for a Market Update Revaluation at a cost not to exceed \$65,900 until the next Town Board meeting. Seconded by Supervisor Gamiño. Motion carried, 3-0.*

**Discussion and necessary action to contract with Forte Payment Systems, Inc. to accept credit card payments for ambulance billing.**

Town Clerk Dan Green reviewed the proposal from Treasurer Amy Buchman regarding a contract with Forte for credit cards services for ambulance billing. Mr. Green explained that the Treasurer believes this could potentially be a revenue generator with 20% of Lifequest payments being made via credit card. He also explained that because of the amount of money the Town loses from uncollectable charges from collections, just one credit card payment that does not go to collections would cover the cost of this service.

*Motion by Supervisor Plotecher to approve the contract with Forte Payment Systems, Inc. to accept credit card payments for ambulance billing \$14.95. Seconded by Supervisor Gamiño. Motion carried, 5-0.*

**Discussion and necessary action on Ed Nelson's request to expand Lisbon's Park System.**

Park Committee member Ed Nelson explained he is looking for a long term objective for expanding the park system. He explained the last major park purchase was in 1981 or 1982 and was our present Community Park. He suggested a committee look into purchasing 10 to 20 acres of land reserved for park space. He explained with the continued development of the Town, especially in the norther areas, they may want to consider a park closer to those subdivisions on the north side of Town. He also suggested working with non-profit groups to help with the cost or possibly a donation from a resident. He suggested that increased utilization of parks enhances the quality of life for the residents. He recommended forwarding this request to the Park Committee to review.

Administrator Gresch stated the Town needs to do an impact fee study. In the impact study Includes park usage and what the Town's needs are for parks. She also stated that the Parks Department have already conducted a park study and half of this is already being worked on already. She explained these questions do tie into the larger plan and that park study provides information to the planner so they do not have to do new research. She suggested the Town postpone this until budget time and talk about it then. Supervisor Gamiño suggested this be referred to the Park Committee to get the conversation started. The Town Board unanimously agreed to refer this to the Park Committee.

*No action taken.*

**Discussion and necessary action on Resolution 08-19, Resolution Authorizing Participation in the Preparation of a Cooperative Plan with the Town of Brookfield.**

Administrator Gresch explained the Town is working on cooperative agreement with other communities and this is similar to those we have started with Merton and Lannon. This will have the same process with notifications to other communities and public hearings. Supervisor Gamiño stated it is great to engage in these discussions and it provides a benefit for both communities.

*Motion by Chairman Osterman to approve Resolution 08-19, Resolution Authorizing Participation in the Preparation of a Cooperative Plan with the Town of Brookfield. Seconded by Supervisor Gamiño. Motion carried, 3-0.*

**Discussion and necessary action on the request from the Village of Sussex to participate in a Cooperative Plan.**

Chairman Osterman explained that at the last Village Board meeting they passed a resolution requesting that the Town participate in a cooperative plan. Currently the Town and Village have a court ordered border agreement. In the border agreement it says the Village cannot object to incorporation. The Village broke that agreement. He explained that the Town is trying to incorporate and have been for some time. He stated to do this, the Town needs cooperative border agreements. He also explained that the Village of Sussex Administrator talked to Lannon to discourage him from being in a border agreement as well as the Village of Richfield. Chairman Osterman stated he spoke with the Village of Sussex President and he was not aware that his administrator did this.

Chairman Osterman questioned why the Village of Sussex would discourage us from entering into a border agreement with other municipalities, then ask us to do the same thing. He requested the Town Board give permission for himself and the Town Administrator to have a discussion with the Village of Sussex President and Administrator to figure out what their endgame is. Supervisors Gamiño and Plotecher agreed to Chairman Osterman and Administrator Gresch having a discussion with Sussex. Chairman Osterman stated he would like to work with the village but it cannot always be at the expense of the Town. He explained the border agreement the Town gave up everything and the Town paid a price. He also stated he thinks the Village is sincere in their in offering this to the Town but questions the intentions of their staff.

*Motion by Supervisor Gamiño to authorize the Chairman and Administrator to discuss the possibility of a cooperative plan with the Village of Sussex. Seconded by Supervisor Plotecher. Motion carried, 3-0.*

**Adjournment.**

*Motion by Supervisor Gamiño to adjourn the Monday, July 8, 2019 Town Board of Supervisors meeting at PM. Seconded by Supervisor Plotecher. Motion carried, 3-0.*

Respectfully submitted,

Dan Green  
Town Clerk