

**Minutes of the Town Board Meeting
Town of Lisbon, Town Hall
Thursday, August 16, 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: Gina Gresch, Interim Administrator, Treasurer Amy Buchman, Deputy Treasurer Kelley Sharon and Public Works Director Joe DeStefano.

Comments from citizens present.

Jerry Metzger, N80W23690 Peterson Road, sent an email yesterday evening. Adding a couple of different options for the Pauline Haas land, videography with a drone. Can sell the land for a little less so more people can buy the lots. Would like the Town to choose option 3.

Sandy Falkner W244N8837 Cordell Ln, asking if there are any new cell towers going in and if there are any tweaking going on to cell towers. She has sensitivity to electromagnetic fields. Dealing with cancer for the last year, she has concerns with the safety of these waves to the public. Ms. Falkner wanted to share the dangers of electric magnetic fields and how they are damaging our health.

Consent Agenda.

- Operator's Licenses
- Arrowhead Meadows Letter of Credit Release

Motion by Supervisor Moonen to approve the Consent Agenda. Seconded by Supervisor Gamiño. Motion carried, 5-0.

Approval of Bills.

Motion by Supervisor Plotecher to approve the August 13, 2018 check register as presented. Seconded by Supervisor Moonen. Motion carried, 5-0.

Announcements/Correspondence

- Meeting Schedule
- Various Correspondence Items

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

- **Fire Department** – Chairman Osterman reviewed the Fire Department reports, statistics and meetings attended by the Fire Chief.
- **Park Department** – Supervisor Gamiño reviewed the Park Department report with staff activities. She reviewed the projects the Park Staff are working on including setting up fields for the fall season, mowing and equipment maintenance, preparing grounds for Heritage Weekend Living History event, ceiling from shelter rentals, removing and spraying weeds and removing dead trees and branches. Supervisor Gamiño also went over what the Park Superintendent has been working on including operational and capital budgets, attending department head and Park Board meetings, meeting with residents over park matters, monthly park reports and payroll. Linda stated she volunteered at Heritage Days and reported that people from all over were enjoying the weekend and the cemetery tours.

- **Public Works Department** – Public Works Director DeStefano reviewed the Public Works Department report. Mr. DeStefano explained to the board that staff had completed the second round of roadside mowing, replaced 3 driveway culverts, performed ditching work on Duplainville Road and Mary Hill Road, performed soil restoration on replaced culverts and ditching projects, shouldering projects, catch basins, filling pot holes, retaining wall projects and preventative maintenance on vehicles and equipment. Mr. Destefano also reviewed what he specifically was working on including attending monthly WCPWA luncheons, attending monthly department head meetings, performing weed commissioner duties, reviewing quotes for parking lot paving, reviewing storm water project, meeting with Sussex concerning sanitary sewer, working on 2019 budget and working with staff on ditching, equipment maintenance and culvert installations.
- **Town Administrator** – Interim Administrator Gina Gresch attended a Lake Country Municipal Court partner meeting regarding the Court and Police Department moving into the old Sentry building on Wisconsin Avenue. Renovation costs will result in an increase in rent. The increase could result to a \$2,432 increase (worst case scenario). Ms. Gresch also reviewed the compost site usage totals through July, 2018. The 2019 budget workshop scheduled was reviewed as well as an update on the overall budget which is still waiting for quotes on health and dental insurance and new net construction. The Town Board would like to see capital budget at the same time as general fund expenditures. Finally Gina explained there was a 2013 annexation of land to Pewaukee's CELA School in which the Town of Lisbon should be receiving compensation for 5 years of levied taxes (\$1,158.50).

Supervisor's Reports.

Supervisor Beal – Reviewed the Sanitary Sewer District meeting the night before which lasted 2 hours with 2 issues in wooded hills. They will be starting their budget as well which might see a little increase but they are trying to be reasonable for everyone. The next sanitary meeting is on September 19th.

Unfinished Business.

Discussion and necessary action on selling Town owned lands, 65 acres at the southwest corner of Lake Five and Hickory Roads, a.k.a. Pauline Haass land.

Interim Administrator Gina passed out a flyer on the property and suggested selling the land themselves. Supervisor Beal suggesting since she is a member of the MLS, she could be the overseer, taking no commission. She suggested since everything would go to the Town Board, she'd like to oversee a realtor like putting signs up and reimbursing them for that.

Supervisor Plotecher thought maybe we should try and sell it ourselves and put it on the website. Supervisor Gamiño stated trying to sell it ourselves wouldn't hurt, but questioned if we are comfortable with this and questioned how we would know how much to sell it for. Listing the property on loopnet was also discussed which would help provide the Town with sale leads. Supervisor Moonen had concerns with the time staff would have to devote to this with the Town Hall being short a person as it is and Supervisor Beal to speak more about her assistance in the process. Ms. Beal stated much correspondence needs to be sent out with MLS and loopnet as well as a lot of follow up.

Supervisor Gamiño asked why the Town couldn't place signs and flyers to promote the property and suggested we ask for offers by a certain deadline. Chairman Osterman had concerns as to whether a broker could get more for it based on association with a broker firm. Ms. Beal explained that the land sale will be based on the land, not on who is selling the land. The Town Attorney could also review offers that came in if we decided not to go with a broker. Supervisor Gamiño asked whether we need to have an asking price and instead put a clause in it that bids will be considered but not necessarily accepted. Ms. Beal explained that the buyer really sets the price and then it has to appraise out, and it takes times to work through contingencies as well. Chairman Osterman questioned if the Town has the staff to do this

now with it being budget time. Ms. Beal suggested asking the Town attorney for recommendations on who could help with this process.

There was a motion by Supervisor Gamiño to approve listing the Pauline Haass land ourselves without a price and that a due date be included for people to submit bids by and to list the property on loopnet. The motion was seconded by seconded by Supervisor Beal.

Supervisor Mooned also had concerns about any potential liability and extra exposure that could be brought to the town. Mr. Osterman questioned what liability or responsibility the Town would have regarding what was in the ground. Supervisor Plotecher suggested hiring a realtor if the property does not sell after 6 months and would like to see a minimum bid with time restriction attached. Chairman Osterman still had questions and regarding the risks of selling the property on their own.

Motion failed 0-5.

Gina will talk to the attorney.

New Business.

Discussion and necessary action on the Town's accounting software upgrade proposal.

The Interim Administrator explained to the Board the new software is very user friendly and will cut down on errors. Ms. Gresch explained some of the errors that staff has experienced with their current software. The Treasurer and Deputy Treasurer also were present and explained to the Board some of the issues they were having with the software including items disappearing in payroll and auto entries that post uneven entries or double posting. The Administrator explained that the Town has had this software for 9 or 10 years.

Supervisor Plotecher explained that she also reviewed the proposed new software and likes that there is an annual support. Gina explained that there were 5 payment options that are interest free. The Board discussed which option would best fit the town without creating a huge budget amendment. After some discussion the Board came to a unanimous consent for option 5.

Motion by Supervisor Beal to authorize staff to sign a contract with Civic Systems for total of \$53,678.00, 25% of which to be put down use the option 5 payment plan with the rest be paid over 2019 – 2021 budgets. Seconded by Supervisor Gamiño. Motion carried 5-0.

Discussion and necessary action on Ordinance 09-18, An Ordinance Creating Section 2.09 of the Town of Lisbon Code Relating to Alternative Claims Payment Procedures.

Supervisor Gamiño requested that the language of the Ordinance under section change b to say a.....and is on the approved vendor list.

Motion by Chairman Osterman to adopt Ordinance 09-18, An Ordinance Creating Section 2.09 of the Town of Lisbon Code Relating to Alternative Claims Payment Procedures with changes as noted. Seconded by Supervisor Gamiño. Motion carried, 5-0.

Discussion and necessary action to approve payments via ACH pursuant to Wisconsin State Statute 66.0607(3m).

Motion by Chairman Osterman to approve making payments via ACH pursuant to Wisconsin State Statute 66.0607(3m). Seconded by Supervisor Gamiño. Motion carried, 5-0.

Discussion and necessary action on 2018 Budget Amendment for Debt Services.

Treasurer Buchman stated at the Budget Public Hearing & Special Town Meeting of the Electors held on November 15, 2017, the Town of Lisbon proposed to use \$300,000 of our Debt Service Fund to go towards the 2018 loan payments (principal & interest). A motion was made to use an additional \$150,000 of the debt service fund (totaling \$450,000 total) to lower the tax levy and the Town Board approved. The 12/31/16 Debt Service Fund balance was \$554,635 with no indication that any of the funds were restricted.

However, when reconciling accounts and preparing for the 2017 audit, it was discovered that spreadsheets and paperwork stated that there was a \$233,404.52 debt issuance premium from the \$8M loan we took out in 2016. This premium was restricted for paying principal and interest starting in 2017 until it is used up (which was used up after the first 2018 loan payment). None of the 2017 loan payments were correctly applied to this account when we were looking at this account during budget prep. This would reduce the available fund balance to \$321,230. Therefore, only the original \$300,000 can be used from the debt service fund in 2018 to go towards loan payments. She suggests the Town Board approve a budget amendment to take the additional \$150,000 the Town Board approved from the General Fund. The General Fund balance was \$2,490,598 as of December 31, 2016 and \$2,545,946 as of December 31, 2017.

Chairman Osterman explained that money that was thought to be usable was in the restricted fund requiring the Board to find another funding source, leaving the general fund.

Motion by Chairman Osterman to approve the 2018 Budget Amendment for Debt Services in the amount of \$150,000, per the Treasurer's recommendation. Seconded by Supervisor Gamiño. Motion carried, 5-0.

Discussion and necessary action on request from Herb Gross to donate outlot 2 of Seven Stones subdivision to the Town of Lisbon.

The Board did not want to make the Town liable for maintaining this property including maintaining the subdivision sign and heavily wooded areas. The Board also did not know what the use of the land would be to the Town.

Motion by Chairman Osterman to deny on the donation from Herb Gross of Outlot 2 of Steven Stones Subdivision. Seconded by Supervisor Moonen. Motion carried, 5-0.

Discussion and necessary action on the Department of Public Works holding tank for shop drains.

Public Works Director Joe DeStefano stated the DPW/FD parking lot at Good Hope will be repaved; however, before that some improvements need to be completed. The septic line has already been replaced but the holding tank for the drop drains need to be replaced. The Town Board has two options: 1 - have two tanks, one for solids and one for liquids. 2 - One large tank and have everything empty into it. There was a thought that we may be able to pump the liquids out to the ditch and only have the solids pumped out by a truck and hauled away; however, they would be unable to discharge into the ditch and would have to have the drain water hauled away to a plant. It will be more cost effective to go with a single tank with an alarm that will alert us when the tank is nearing capacity and will have it pumped out. Mr. DeStefano received quotes from Lietzau, Voss, & Herr. Lietzau quoted both options; Voss quoted two tanks and Herr quoted a single tank. Director DeStefano recommends using one tank using Lietzau. The septic tank was just replaced by ~~the~~ Lietzau and he was very happy with how things turned out. Lietzau is also the lowest bidder. The funding for these projects are coming from the carryover money that the Town Board approved at a prior meeting this year in the amount of \$28,000. So far \$2,307.50 was used for cleaning the drains and related camera work, and \$4,870 for the septic tank work. That leaves a balance of \$20,822.50 to complete the remaining projects.

Motion by Supervisor Gamiño to approve the request for holding tank replacement and award it to Lietzau Inc., for a single tank, in an amount not to exceed \$14,680.00. Seconded by Supervisor Beal. Motion carried, 5-0.

Motion to convene into Closed Session for the following items: Pursuant to Wisconsin Statute 19.85(1)(c), 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 Interim Administrator's performance, discuss the Town Administrator and Town Clerk positions.

Motion by Supervisor Moonen to convene into Closed Session pursuant to Wisconsin Statute 19.85(1)(c), 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 Interim Administrator's performance. 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. Town Board convened into Closed Session at 8:06 PM.

Motion to re-convene into Open Session to take possible action, if necessary, on items discussed in 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 into Open Session at 8:55 PM.

Adjournment.

Motion by Supervisor Beal to adjourn the Thursday, August 16, 2018 Town Board of Supervisors meeting at 8:57 PM. Seconded by Supervisor Moonen. Motion carried, 5-0.

Respectfully submitted,

Gina C. Gresch, MMC/WCPC
Interim Administrator & Town Clerk