

**Minutes of the Town Board Meeting  
Town of Lisbon, Town Hall  
Monday, August 27, 2018  
6:30 p.m.**

Chairman Osterman called the Town Board meeting to order at 6:43 PM.

**Roll Call:** Present: Chairman Osterman, Supervisors Gamiño, Plotecher and Beal. Also present: Kathy Gutenkunst, Town Attorney and Gina Gresch, Town Administrator. Absent: Supervisor Moonen.

**Comments from citizens present.** None.

**Consent Agenda.**

- Monday, July 23, 2018 Town Board Minutes
- Operator's Licenses

*Motion by Supervisor Gamiño to approve the Consent Agenda. Seconded by Supervisor Plotecher. Motion carried, 4-0.*

**Approval of Bills.**

*Motion by Supervisor Beal to approve the August 23, 2018 check register as presented. Seconded by Supervisor Plotecher. Motion carried, 4-0.*

**Announcements/Correspondence.**

- Meeting Schedule

Chairman Osterman reviewed the list of upcoming Town meetings.

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

- **Town Administrator** - There have been various anonymous complaints we've received throughout the year. Please see the following memo from Building Inspector Bryan Oelhafen regarding his experience in fielding said complaints. He and I would like the Town Board to have a discussion at a future meeting about how Town Staff should be handling complaints, which has two parts to it. First, we need to decide if the Town Board wants to require people to sign their complaint instead of submitting anonymous ones. We think this would cut down on the number of complaints we receive. Attorney Gutenkunst has researched the legality of this and it is legal. I have a separate memo stating this following this report.  
Second, we need to determine at what point we send the complaints to the Building Inspector or the Sheriff's Department. Right now, we send them all to the Building Inspector. After 10 days if they're still noncompliant, it is sent to the Sherriff's Department. We feel that many of these complaints could be sent right to the Sheriff's Department and the Building Inspector handle building and zoning complaints only. We have a draft policy started and can present it at another meeting, but we aren't sure we really need an actually policy. A motion with direction to staff could be sufficient, based on what the Town Board decides. Painting begins on Tuesday, September 4, which should take about two weeks. Carpeting will follow probably a week after painting begins so they can be worked on concurrently. We'd like to start with the meeting room since it should be the easiest and quickest to do.

**Supervisor's Reports.**

**Unfinished Business.**

**Discussion and necessary action on creating an RFP for Town Owned Vacant Land Purchase, for 65 acres at the southwest corner of Lake Five and Hickory Roads, a.k.a. Pauline Haass land.**

Administrator Gresch explained that since the last Town Board meeting she has been working with Planner Dan Lindstrom on an RFP for the Town Owned Vacant Land Purchase to be used in conjunction with the sale sheet presented at the prior meeting. She explained that she Googled "RFP for Municipal Owned Vacant Land Purchase" to see what other municipalities have done in this situation. She found one by the City of Minneapolis that she believes serves the purpose of what we want to try to do, to sell the land ourselves; however, their RFP is much more extensive than ours needs to be. She also explained that a current appraisal for residential usage should be done on the property as the last one was appraised for farmland.

The Administrator has discussed this issue a few times with Attorney Gutenkunst and she agrees, the Town could sell it on their own. She will be at the Town Board meeting to answer your questions. Administrator Gresch has had a number of phone calls about this property from developers and realtors who are willing to immediately write the Town an offer to purchase.

Attorney Gutenkunst warned that if the town wanted to do an RFP, to keep it simple and make sure it is monitored. Unless someone on the Town Board is willing to be the point person, they could do that. She explained that all they are hiring a broker to do is to manage the sale. Supervisor Gamiño thought we were just going to find more marketing opportunities. Supervisor Beal volunteered to help manage this since she has a broker's license and wouldn't take a commission. Ms. Beal explained that they wouldn't need a commercial broker as they get a larger commission. One of those brokers said they wouldn't do any marketing and he was charging the most.

Attorney Gutenkunst explained that offers that come in will need to do their due diligence as to rezoning the property and submitting a site plan. She suggested leaving the purchase price open so the board is comparing apples to apples. This will need to be monitored to be sure deadlines are met. Supervisor Beal explained even if we got an offer from commercial broker our attorney would still be reviewing the offers. Ms. Gutenkunst stated we should not be paying a commission, these terms are nonnegotiable and all we would be able to negotiate is price. Chairman Osterman wants the town to use a broker. Supervisor Gamiño expressed she wanted the attorney to manage it to keep it simple. She was dissuaded by a broker because of the fact that the Town could advertise just the same. Ms. Gutenkunst explained there being a possibility of getting a residential broker in which Supervisor Gamiño stated the Board had suggested that, but that was defeated.

Attorney Gutenkunst explained that hiring a broker takes the burden off of the office. Chairman Osterman wanted the Town to put the property on loopnet where people can submit offers if they want. Instead of doing an appraisal, the board decided to let the market drive the value. Chairman Osterman agreed that loopnet, people can submit offers if they want. The Board agreed that Supervisor Beal will be the point person with Administrator Gresch. Attorney Gutenkunst will call a few developers and have them submit offers.

*Motion by Chairman Osterman to authorize Supervisor Beal and Administrator Gresch to put together a simple development proposal to send out and return proposals to the Town Board. Seconded by Supervisor Plotecher. Motion carried, 4-0.*

**New Business.**

**Discussion and necessary action on the Town of Lisbon's Storm Water Engineering Firm and contract of the same.**

Chairman Osterman explained to the board that the Town originally had a contract with Strand who had done a great job and found close to \$800,000.00 in grants for the Town. We had a contract that expired in March of 2018. The Town was not using Strand for storm water services for the last year of the contract and Mr. Osterman explained he would like to see the town utilize their services again. Mr. Osterman presented to the Board Justin Gutowski from Strand.

Mr. Gutowski explained he has been with Strand for 10 years and served for the Town of Brookfield as their engineer. Mr. Gutowski explained his background and experience to the Board. Mr. Gutowski also reiterated that Strand had served the Town from 2014 – 2016, collecting grant money for the Town. He explained they would be providing the same type of services. Justin also introduced a sheet of rates. Stephanie had been the Town's contact and she recommended Justin as he also serves Brookfield. Mr. Gutowski also will have Andrew Toay from Strand assist him in his duties. He went on to say that he is very familiar with Waukesha County and the Brookfield area. Commissioner Beal asked how the rates he provided compare with the original contract. Mr. Gutowski explained that Stephanie's rates have gone up since we had a contract with her, but his rates would start at around the same amount as the contract we had 2 years ago. There would be close to a 3% increase in rates each year.

Chairman Osterman stated Strand has done a good job in the past ensuring grant money and they always were able to get the NS4 reports out on time. Mr. Gutowski explained he is in this area at least once a week to work in Brookfield. Supervisor Gamino asked what we were paying Kunkel, the company that currently does our storm water services. Chairman Osterman explained that Kunkel was mainly our road engineer and we never had a formal contract with them for storm water services. Administrator Gresch stated she would look up an hourly breakdown for Kunkel. Mr. Gutowski also mentioned that the DNR changes its grant cycles every two years for urban nonpoint source funding and it comes up this year.

*Motion by Supervisor Beal to have Strand Associates come back with a general services agreement for storm water engineering services. Seconded by Commissioner Plotecher. Motion carried, 4-0.*

**Adjournment.**

*Motion by Supervisor Gamiño to adjourn the Monday, August 27, 2018 Town Board of Supervisors meeting at 7:17PM. Seconded by Supervisor Gamiño. Motion carried, 4-0.*

Respectfully submitted,

Gina C. Gresch, MMC/WCPC  
Town Administrator