

**Minutes of the Town Board Meeting
Town of Lisbon, Town Hall
Monday, September 10, 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: Mitch Leisses, Engineer and Gina Gresch, Administrator.

Comments from citizens present.

David Paral W278N9312 Sweetbriar Lane, hoping to get an update on the flooding issues and wants to offer part of his property to add an additional kettle to help fix any issues.

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.

- August 23, 2018 Special Town Board meeting minutes
- Operator's Licenses

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

Approval of Bills.

Motion by Supervisor Moonen to approve the September 6, 2018 check register as presented. Seconded by Supervisor Gamiño. Motion carried, 5-0.

Announcements/Correspondence.

- Meeting Schedule
- Department of Administration Population Estimate – 10,369
- Request for Vacant Land Offers to Purchase for the Pauline Haass land

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

- **Public Works Department** – The Public Works Department assisted with the August election set-up and take-down, replaced culverts, shouldered roads, reset storm sewer inlets, trimmed trees, cleaned up trees after storms, cleaned out catch basins and culverts, Town Hall maintenance and painting preparation and performed vehicle maintenance. The Public Works Director attended various Town meetings, worked on the 2019 budget and met with Payne and Dolan with the Administrator regarding relocating the compost site, attended a pre-construction meeting for paint and carpet work and worked in the field with staff on various projects.
- **Town Administrator** - On Wednesday, September 5, 2018, the Pauline Haass flyer was finalized and sent to various developers and builders and it was posted on the Town's website and Facebook page. August compost site totals, 1,560 total vehicles. Also, while reviewing contracts, noticed the current Johnson Block contract was for auditing fiscal years 2015, 2016 and 2017, so the Town needs a new amount for fiscal year 2018 to be paid in 2019. She is unsure when the Town last did an RFP for auditor services but thought it would be a good idea to check. Since the Town Board recently approved upgrading the accounting software to Civic Systems, which is a part of Baker Tilly, she asked them to

provide a quote and asked if there would be any discount since the Town would be using their software, so audit information research would be seamless between offices. They will get back to me on both requests. She hopes to have this on the next Town Board agenda for action. The Administrator also updated the board on the status of the painting and carpeting project at Town Hall and the new Clerk who will be starting on September 17th.

Supervisor's Reports. None.

Unfinished Business.

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

Chairman Osterman updated the board regarding the Strand contract which is similar to the last contract with a few updates. The attorney has not yet reviewed the contract, but the Board can approve it subject to attorney review. Supervisor Gamino stated she would rather wait for the attorney to review it.

Motion by Supervisor Moonen to postpone appointing Strand Engineering as the Town of Lisbon Storm Water Engineer until the Town Attorney has reviewed the contract. Seconded by Supervisor Gamiño. Motion carried, 5-0.

New Business.

Discussion and necessary action on the Chestnut Hill Drive Storm Sewer Extension project bids, and award contract of the same.

Engineer Mitch Leisses reviewed the open bid from last week. He also worked with Sussex on some storm water issues from local residents. They received a total of six bids and the low bidder was Go Contractors. Mr. Leisses stated he has worked with them before on smaller jobs and is very familiar with them. The Town has not used Go Contractors before, but Kunkel Engineering has many times. The low bid came in at \$67,200 which was close to the estimated project cost of \$64,500. Mr. Leisses stated that Go Contractors is a very clean, family run business. The work will start the last week of September and will include the north and south side of Chestnut Hill and will tie in a resident's cross culvert for her driveway as well. The project should take about two weeks and the restoration should take hold this year.

Motion by Chairman Osterman to award the Chestnut Hill Drive Storm Sewer Extension project bid to GO Constructors, LLC, in an amount not to exceed \$67,200. Seconded by Supervisor Moonen. Motion carried, 4-1, with one nay by Supervisor Beal.

Discussion and necessary action on Sweetbriar Lane Storm Water Improvements.

Engineer Mitch Leisses stated Kunkel Engineering has investigated the storm water and flooding concerns that have been brought to the Town's attention near Sweetbriar Lane. Kunkel Engineering has also completed soil borings of the soils adjacent to the areas of concern.

Soil Borings: The soil boring logs indicate both locations have an upper stratum comprised largely of brown clay mixed with silt, extending to a depth of approximately six feet. These soil configurations do not allow positive drainage and were found to be very moist. Lab testing verified moisture contents were over 20 percent. The lower stratum was comprised largely of brown silty sand mixed with gravel. This soil composition permits enhance drainage abilities. Furthermore, lab testing indicated moisture contents between five to twelve percent. To summarize, the soil borings have indicated that the clay cover is

preventing water from infiltrating the silty sand soil, which would allow storm water to permeate and ultimately return to the water table. As a result, during high volume storm events water runs overland and pools in low areas.

Drainage Options:

1. Restore existing kettle at W278N9252 Sweetbriar Lane | \$25,700
2. Install new kettle at W278N9322 Sweetbriar Lane | \$19,500
3. Construct a regional infiltration basin and associated storm sewer system | \$330,030
4. Construct a regional storm water pond and associated storm sewer system | \$292,410

Options 1 and 2 allow for positive drainage, on a reduced scale, by removing the clay stratum currently preventing storm water infiltration. Options 3 and 4 utilize current topography to direct storm water to low areas which would ultimately be pumped, by the Town as needed, to the infiltration basin or storm water pond. It should also be noted that development of a basin or pond will require the acquisition of land.

Supervisor Gamino stated she drove by this area and noted that something clearly needs to be done. She questioned if this was an issue for only a couple of lots or if this would alleviate a problem subdivision wide. She also questioned if this was caused by neighboring municipalities and if there should be a share of the cost with those communities. Mr. Leisses explained that option 1 would provide some relief but not as much as the other options. He stated that the ideal spot would be the northwest corner, especially for future development which the pond could be sized to accommodate. Administrator Gresch also received an email from the property owner who stated that option 1 and 2 would not fix the problem.

Supervisor Beal sympathized with the property owner, but feels this is a subdivision issue and is not in favor of the town helping with this. Supervisor Gamino expressed concern as there is no assurance or optimism that the lower cost options would alleviate the problem. She questioned if a new pond needs to be put in, that it should be paid by the upcoming developer. The engineer explained that the property on the south side of that property is owned by the town and if a developer wants to develop, they would need to incorporate that land into the development.

The board questioned the engineer if there were any grants that could help fund a stormwater plan for the subdivision. They also discussed what methods could alleviate the problem as Ms. Knudsen (the property owner most affected by the runoff) has tried many attempts to solve the problem with the local property owners where the runoff is coming from. It was mentioned that this is not only stormwater runoff, but manure and other waste from the neighboring farms. Supervisor Beal asked if there is any way the farmers could fix the problem and if they had been contacted. The engineer stated that there is room to construct a pond for the runoff. Supervisor Moonen asked if there were grants to do this which the engineer was not sure but would look into it as there have been grants used in similar circumstances. He also mentioned that having the Department of Public Works do the work, this could save a lot of money and they have the resources to do it. The board directed the engineer to look into federal grants to solve the issue.

Discussion and necessary action to adopt a petition to initiate a change in the Zoning Code to amend text related to Conditional Use Permits.

Administrator Gresch explained that Attorney Hammes wrote a memo regarding Conditional Use Permit conditions. These conditions need to be measurable and there has to be proof as to why the town wants certain conditions in place. His memo also suggested other improvements including public hearing notices

extending from 300 to 500 feet and that Conditional Use Permits be recommended to the Town Board from the Plan Commission. Ms. Gresch explained that the attorney would be at the October Plan Commission and Joint Public Hearing and this item would be recommended to the Town Board for final approval.

Motion by Supervisor Gamiño to adopt a petition to initiate a change in the Zoning Code to amend text related to Conditional Use Permits. Seconded by Supervisor Beal. Motion carried, 5-0.

Discussion and necessary action on Remote Deposit Agreement and device purchase with Waukesha State Bank.

Administrator Gresch explained remote deposit is a way to process payments without sending paper checks to your bank or credit union. By scanning (or snapping) an image of checks instead of moving physical documents around, the result is faster deposits and fewer errors and catches errors faster, between dollar and written amounts.

Waukesha State Bank (WSB) offers a remote deposit device that allows the town to scan and deposit checks remotely from our desks, without having to make a trip to the bank. This would be very helpful during property tax collection since we have to make daily trips to the bank to deposit checks. The cost for the scanner is a one-time \$500 fee which includes maintenance. It is then \$50 per month for the first account that is used for deposits and an additional \$10 per month for any additional accounts. If we were to use this year-round, we would need 2 accounts (our Tax Savings account for tax deposits and our AP Checking account for non-tax deposits). This would end up being \$60/month or \$720/year. However, since we would really only need this feature during tax collection (December through February), WSB was willing to work with the town and allow us to have a contract that would enable the town to use the scanner only for those three months of tax collection. If this option is approved, the town would only need one account (the Tax Savings account) which would be a total \$150 per tax collection. Not only would this be more convenient and save time without having to make the daily trip to the bank; it would also be a safer option than transporting the physical checks to the bank.

Supervisor Plotecher asked how cash deposits would be made. Administrator Gresch explained that the cash deposits would still need to be delivered to the bank, but cash payments happen less frequently than they used to. Town Treasurer Amy Buchman thought this was a great idea and would save time.

Motion by Supervisor Gamiño to approve the Remote Deposit Agreement and device purchase with Waukesha State Bank not to exceed \$500. Seconded by Supervisor Beal. Motion carried, 5-0.

Adjournment.

Motion by Supervisor Moonen to adjourn the Monday, September 10, 2018 Town Board of Supervisors meeting at 7:36 PM. Seconded by Chairman Osterman. Motion carried, 5-0.

Respectfully submitted,

Gina C. Gresch, MMC/WCPC
Town Administrator