



TOWN OF LISBON
W234 N8676 Woodside Rd.
Lisbon, WI 53089

Agenda
Town Board Meeting
Town of Lisbon, Town Hall
Monday, January 27, 2020
6:30 PM

- 1. Roll Call.**
- 2. Pledge of Allegiance.**
- 3. Comments from citizens present.** Citizens are invited to share their questions, comments, or concerns with the Town Board. When speaking, citizens should state their name and address for the record and limit their presentation to three minutes. Where possible, the Board will answer factual questions immediately. If a response would involve discussion of Board policy or decisions, which might be of interest to citizens, not present at the meeting, the Board may place the item on a future meeting agenda.
- 4. 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.
 - A. January 13, 2020 Town Board meeting minutes. *Not ready as of packet publication*
 - B. Operator's Licenses.
 - C. Refrigerant Depot LLC Appliance and Electronics Event Agreement.
 - D. Retail Tobacco License for Casey's General Store #3710, N56W22100 Silver Spring Drive, Heidi Marcyes, Agent.
 - E. Resolution 02-20 - Resolution to Vacate Pedestrian Access Reservation on CSM 7447.
 - F. Preserve at Harvest Ridge Letter of Credit Reduction #1.
 - G. Ausblick Ski Patrol Carnival Temporary Class "B" Picnic License for Sunday, February 9, 2020.
 - H. Appointment of Brad Treml to the Park Committee, term expiration July 1, 2021.
 - I. Summer Community Picnic Beer Contract for Biloba Brewing.
 - J. Summer Community Picnic Food Contract for Just Smokin' BBQ.
 - K. Summer Community Picnic Band Contract for Sammy Ray & Friends.
 - L. Appointment of Additional Election Inspectors.
- 5. Approval of Bills.**
- 6. Announcements/Correspondence.**
 - Meeting Schedule
 - Lannon Stone's 2019 Operations Recap
 - Appliance & Electronics Recycling Event Flyer
- 7. Department Reports - Presentation of activity statistics and recently attended meetings.**
 - Administrator
 - Building Inspector - Quarterly
 - Clerk
 - Parks Department
 - Treasurer - Quarterly

8. Supervisor's Reports - This is an opportunity for Supervisors to report on respective Committees, Commissions, and Boards of which they serve as a member. Matters require no action or approval.

9. Unfinished Business.

- A. Discussion and necessary action to adopt the updated Employee Handbook.
- B. Discussion and necessary action to adopt the newly created Employee Benefits Manual.

10. New Business.

- A. Discussion and necessary action to authorize Kunkel to bid utility projects for TID #1.
- B. Discussion and necessary action on 2020 Capital Projects loan options.
- C. Discussion and necessary action on the Fire Department 2019 to 2020 capital budget carry over requests.
- D. Discussion and necessary action on amendment to Ordinance 10-19, for those lands known as 0241.999.
- E. Discussion and necessary action to adopt Resolution 04-20, Resolution Naming a Future Fire Station the "Douglas J. Brahm Fire Station".

11. Adjournment.

Joseph Osterman
Town Chairman

Gina C. Gresch, MMC/WCPC
Town Administrator

NOTE: Individual members of the Town Board will be available after the meeting to discuss town related issues with citizens who are present.

NOTE: Please notify the Town of Lisbon 72 hours in advance if you plan to attend and will need an interpreter or assistive hearing device.

NOTICE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information: no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.



REQUEST FOR CONSIDERATION

COMMITTEE CONSIDERATION: Town Board

ITEM DESCRIPTION: Consent Agenda Items

PREPARED BY: Gina C. Gresch, Administrator

REPORT DATE: Thursday, January 23, 2020

RECOMMENDATION:

Approval of the Consent Agenda items.

EXPLANATION:

a. Town Board Meeting Minutes.

January 13, 2020 Town Board minutes – NOT READY AS OF PACKET PUBLICATION. They will be on the next agenda.

b. Operator's Licenses.

Shannon Bathey – Ironwood Golf Course
Jacob Krueger – Casey's General Store
Lauren Reiser – Casey's General Store

c. Refrigerant Depot LLC Appliance and Electronics Event Agreement.

This is the agreement for our twice a year appliance and electronics collection event. Like last year, there is no cost to the Town. All fees are paid by the person recycling the item.

d. Retail Tobacco License for Casey's General Store #3710.

This is the required license to sell tobacco. It should have been on the last Town Board agenda but was accidentally omitted.

e. Resolution 02-20 - Resolution to Vacate Pedestrian Access Reservation on CSM 7447.

In 1994 the Town Board approved a CSM creating two parcels 0216.996.002 and 0216.996.003. One of the conditions of approval was to include a 10' wide reservation strip, as indicated on the Certified Map, be granted to the Town of Lisbon and reserved for future pedestrian access to a major park (the "Pathway Reservation"). Last November, the property owners of these two parcels requested the pathway reservation be vacated, which Plan Commission approved and directed staff to prepare necessary documentation for the Town to approve, which resulted in Resolution 02-20.

f. Preserve at Harvest Ridge Letter of Credit Reduction #1.

Town Engineer Mitch Leisses of Kunkel Engineering has reviewed the developer's request and recommends approval of the reduction. Engineer Leisses' review letter is on the following page.

g. Ausblick Ski Patrol Carnival Picnic License.

This is the annual request from Ausblick. There are no concerns.

h. Appointment of Brad Trembl to the Park Committee, term expiration July 1, 2021.

Citizen Brad Trembl has requested to be appointed to the Park Committee. There are currently two open seats; this appointment would fill one of them.

i. Appointment of Additional Election Inspectors.

We've had more people apply to be Election Inspectors. Below are the additional people I recommend be appointed for the 2020-2021 term.

- *Randall Witting
- *Rosemary Braatz
- *Peter Faragher
- *Michele Schmitz
- *Gloria Siegel-Howe

I recommend approval of all of the Consent Agenda items.



5311 South 9th Street Milwaukee, WI 53221

PHONE: (414) 627-1152

WEBSITE: www.appliancerecycling.net EMAIL: info@appliancerecycling.net

APPLIANCE & ELECTRONIC RECYCLING EVENT AGREEMENT

Refrigerant Depot, LLC agrees to take part in a Community Recycling Event “hosted” by the Town of Lisbon on April 11, 2020 & September 19, 2020 to residents at Municipal Building N72W24958 Good Hope Road Lisbon, WI 53089 from 9:00am – 12:00pm.

This type of event allows residents the opportunity to properly dispose of their unwanted items responsibly.

Refrigerant Depot, LLC will provide the following support for an effective Recycling Event:

APPLIANCE/LAWN & GARDEN AND EXERCISE EQUIPMENT RECYCLING

- Refrigerant Depot, LLC will accept items such as: *Air Conditioners, Car Batteries, Commercial A/C Units, Dehumidifiers, Dishwashers, Dryers, Exercise Equipment, Freezers, Grills (No Propane tanks accepted), *Lawn mowers, Microwaves, Range Tops, Refrigerators, *Snow Blowers, Stoves, Vending Machines, Wall Ovens, Washers, Water Coolers, Water Heaters and Small household appliances at NO CHARGE.*
ALL GAS AND OIL MUST BE REMOVED

ELECTRONIC RECYCLING

- *Refrigerant Depot, LLC will accept all electronics such as: Computers – PCs, Laptops, Servers, iPads, DVD Players, Video Equipment, Stereos, Computer Accessories, Wiring, Printers, Copiers, Storage Devices, Keyboards, Cell Phones, VCRs, Tablets, Digital Converters, Cameras, Fax Machines, DVRs, Video Gaming Systems, Radios, Uninterruptable Power Supply -UPSs, iPods, Phones, Blue Ray Players, Mice, MP3s, Receivers, Routers/Modems and small appliances (i.e.; toasters, lamps, hair dryers, vacuums, fans, etc.) at NO COST.*
- *Refrigerant Depot, LLC does **NOT** accept items such as: Ink/Toner Cartridges, Smoke/Carbon Monoxide Detectors, Fire Extinguishers, Medical Equipment, Water Softeners, Household Batteries, Light Bulb, De-manufactured units or CD's/Cassette Tapes/DVD's.*

- Refrigerant Depot reserves the right to refuse any items not listed.
- ALL TV's (CRT, LCD, LED, CONSOLE, PROJECTION) cost for disposal = **\$35.00 each**
- All Monitors (LCD and CRT) cost for disposal = **\$10.00 each**

ALL FEES PAID BY RESIDENTS UNLESS OTHER ARRANGEMENTS HAVE BEEN AGREED UPON BY HOST.

REFRIGERANT DEPOT, LLC OBLIGATIONS:

- Refrigerant Depot, LLC expressly and unequivocally agrees that it will dispose of any and all appliances or components thereof in an environmentally acceptable manner consistent with any and all federal, state and local laws and regulations in existence now or at the time of disposal or destruction.
- Refrigerant Depot, LLC assumes responsibility, ownership and liability for all used and unwanted items collected the day of the event.
- Refrigerant Depot, LLC agrees to supply within 30 days following each event, a breakdown of the number and types of items collected.
- The HOST and Refrigerant Depot, LLC recognizes that the appliances and electronic components thereof may have value by virtue of reuse, sale of components or salvage value and any value derived from reuse, sale or salvage shall accrue to and may be retained by Refrigerant Depot, LLC.
- The "**HOST**" will be responsible for ALL marketing cost and efforts in promotion of the event(s).

Refrigerant Depot, LLC is licensed by the Department of Natural Resource (DNR) #341244970, WI DNR Registered Electronic Collector, Environmental Protection Agency (EPA) and Safe Transport & DOT Certified.

This Service Agreement is made effective **October 18, 2019**.

Authorized Personnel Signature – Host

X	X
Print Name	Signature
Date	Contact number

Authorized Personnel Signature – Refrigerant Depot LLC

X	X
Print Name	Signature
Date	Contact number

Document Number

**RESOLUTION TO VACATE
PEDESTRIAN ACCESS
RESERVATION ON CSM 7447**

Recording Area

Name and Return Address:

Town of Lisbon
W234N8676 Woodside Rd.
Lisbon, WI 53089

LSBT 0216.996.002

LSBT 0216.996.003

RESOLUTION 02-20

**RESOLUTION TO VACATE PEDESTRIAN ACCESS RESERVATION
ON CERTIFIED SURVEY MAP NO. 7447**

WHEREAS, on July 25, 1994, the Town Board of the Town of Lisbon, Wisconsin, approved Certified Survey Map No. 7447 dated July 6, 1994, and revised and signed July 8, 1994, and attached to this Resolution as Exhibit A (the "Certified Survey Map");

WHEREAS, the Certified Survey Map provided for land division creating two parcels located at N75W27099 Oakwood Road, LSBT 0216.996.002 ("Parcel 1"), and N75W27095 Oakwood Road, LSBT 0216.996.003 ("Parcel 2");

WHEREAS, the Town Board's approval of the Certified Map was subject to the Town Planner's comments, which included, in part, that a 10' wide reservation strip, as indicated on the Certified Map, be granted to the Town of Lisbon and reserved for future pedestrian access to a major park (the "Pathway Reservation");

WHEREAS, on November 4, 2019, the property owners of Parcel 1, John Mayrack and Donnette Mayrack, and Parcel 2, Chris P. Christon and Sara J. Christon, filed an application with the Town of Lisbon Plan Commission requesting the Pathway Reservation be vacated;

WHEREAS, on November 14, 2019 the Plan Commission approved the property owners request and directed staff to prepare necessary documentation in order for the Town Board to properly vacate the Pathway Reservation;

NOW, THEREFORE BE IT RESOLVED, the Town Board of the Town of Lisbon, Waukesha County, Wisconsin adopts the following Resolution, subject to:

1. The recitals set forth above are material to and are incorporated in this Resolution.
2. The Pathway Reservation is vacated and discontinued from the Certified Survey Map.
3. There shall be no public or pedestrian access to the Pathway Reservation as of the date of this Resolution.
4. The Pathway Reservation will be awarded to the property owners of Parcel 1 and Parcel 2 and each of their respective properties, as indicated on the Certified Survey Map.

PASSED AND ADOPTED by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 27th day of January, 2020.

TOWN BOARD, TOWN OF LISBON
WAUKESHA COUNTY, WISCONSIN

BY: _____
JOSEPH OSTERMAN, Chairman

BY: _____
TEDIA GAMIÑO, Supervisor

BY: _____
MARC MOONEN, Supervisor

BY: _____
LINDA BEAL, Supervisor

BY: _____
REBECCA PLOTECHER, Supervisor

ATTEST:

BY: _____
Rick J. Goeckner, MMC
Interim Town Clerk

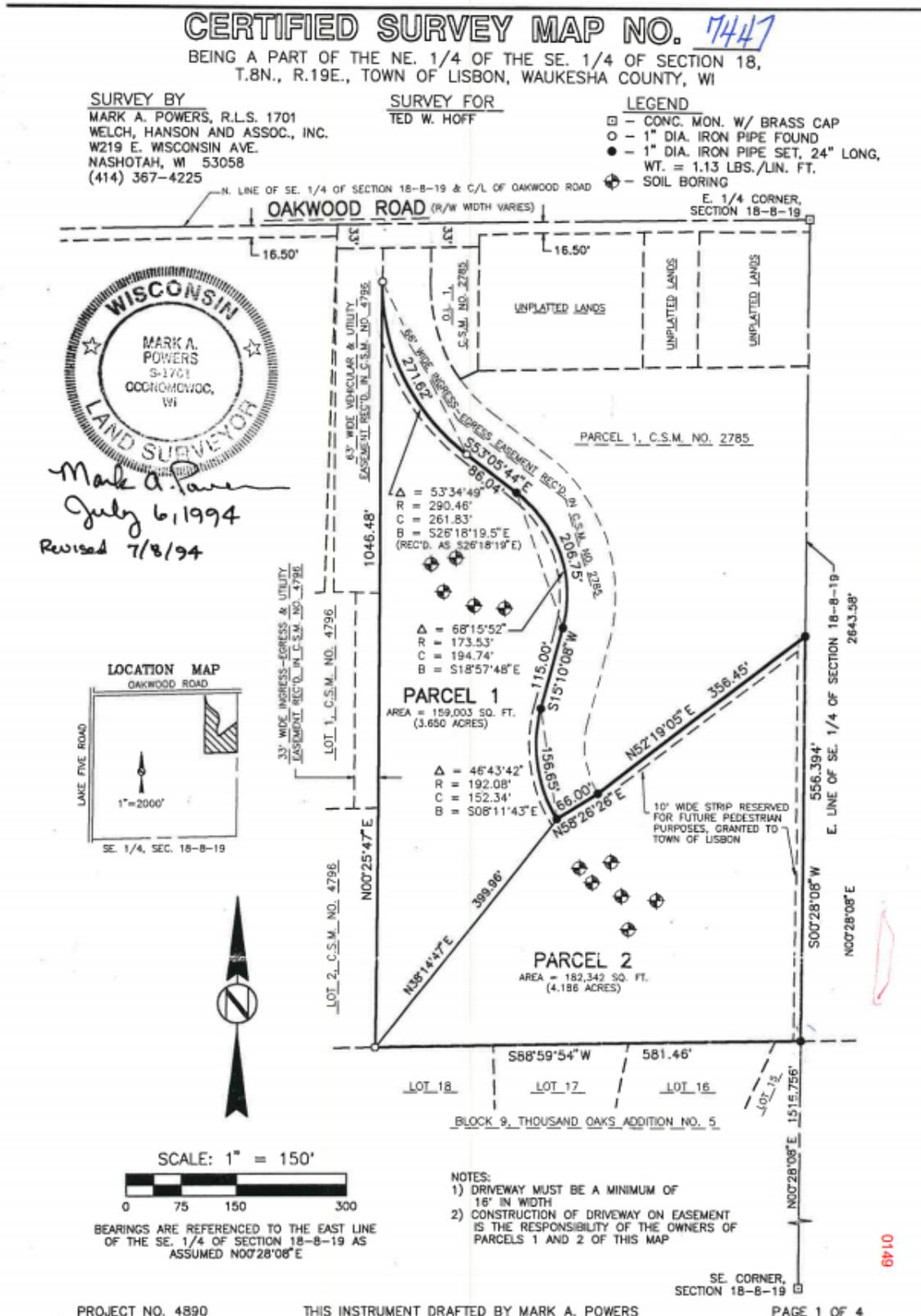


Attachments:

Exhibit A: Certified Survey Map No. 7447

Exhibit A

Certified Survey Map No. 7447



0149

CERTIFIED SURVEY MAP NO. _____

Being a part of the NE 1/4 of the SE 1/4 of Section 18,
T8N, R19E, Town of Lisbon, Waukesha County, Wisconsin

SURVEYOR'S CERTIFICATE

I, Mark A. Powers, Registered Land Surveyor, hereby certify:

That I have surveyed, divided and mapped a part of the NE 1/4 of the SE 1/4 of Section 18, T8N, R19E, Town of Lisbon, Waukesha County, Wisconsin, more fully described as follows:

Commencing at the SE corner of said Section 18; thence N.00°-28'-08"E., along the East line of said SE 1/4, 1,516.756 feet to the NE corner of Lot 15, Block 9 of Thousand Oaks Addition No. 5 and the point of beginning of the hereinafter described lands; thence S.88°-59'-54"W., along the northerly line of Block 9 of Thousand Oaks Addition No. 5, 581.46 feet to the East line of Certified Survey Map No. 4796; thence N.00°-25'-48"E., along the easterly line of CSM No. 4796, 1046.48 feet to a point being on the westerly line of Parcel 1 of CSM No. 2785; thence along the westerly line of said Parcel 1 on the following described courses, 271.62 feet along the arc of a curve to the left with a radius of 290.46 feet whose chord bears S.26°-18'-19.5"E. (recorded as S.26°-18'-19"E.), 261.83 feet to a point of tangency; thence S.53°-05'-44"E., 86.04 feet to a point of curvature; thence 206.75 feet along the arc of a curve to the right with a radius of 173.53 feet whose chord bears S.18°-57'-48"E., 194.74 feet to a point of tangency; thence S.15°-10'-08"W., 115.00 feet to a point of curvature; thence 156.65 feet along the arc of a curve to the left with a radius of 192.08 feet whose chord bears S.08°-11'-43"E., 152.34 feet to the SW corner of said Parcel 1; thence N.58°-26'-26"E., along the southerly line of said Parcel 1, 66.00 feet to a point; thence N.52°-19'-05"E., along the southerly line of said Parcel 1, 356.45 feet to the SE corner of said Parcel 1, said point being on the East line of the SE 1/4 of said Section 18; thence S.00°-28'-08"W., along the East line of said SE 1/4, 556.394 feet to the place of beginning. Said lands containing a total area of 341,345 square feet (7.836 acres). Together with rights of ingress and egress to Oakwood Road over and across a 66 foot wide ingress/egress easement as recorded in CSM No. 2785.

That I have made said survey by the direction of Ted W. Hoff, owner of said lands.

That said survey is a correct representation of all the exterior boundaries of the land surveyed and the subdivision thereof made.

That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes and the subdivision regulations of the Town of Lisbon in surveying, dividing and mapping the same.

Dated this 6th day of July, 1994.



Mark A. Powers
Mark A. Powers, RLS 1701

CERTIFIED SURVEY MAP NO. _____

Being a part of the NE 1/4 of the SE 1/4 of Section 18,
T8N, R19E, Town of Lisbon, Waukesha County, Wisconsin

OWNER'S CERTIFICATE:

As owner, I hereby certify that I caused said lands to be certified, divided, mapped,
and dedicated, as shown on this map.

WITNESS the hand and seal of said Ted W. Hoff, owner, this 9TH day
of AUGUST, 1994.

In Presence of: Mary J. Ernest
Ted W. Hoff

STATE OF WISCONSIN)
Marinette COUNTY)

Personally came before me this 9th day of August,
1994, the above named Ted W. Hoff, to me known to be the person who executed
the foregoing instrument and acknowledged the same.



Denise L. Carl
Notary Public
Marinette County, Wisconsin
My commission expires 3-8-98

TOWN BOARD APPROVAL:

Approved by the Town Board of the Town of Lisbon this 25th day of
July, 1994.

Donald R. Holt Donald R. Holt, Chairman
Betty Fryda Betty Fryda, Clerk

PLANNING COMMISSION APPROVAL:

Approved by the Planning Commission of the Town of Lisbon, this 7th day of
July, 1994.

Donald R. Holt Donald R. Holt, Chairman
Richard J. Martin Richard J. Martin, Secretary



Mark A. Powers
July 6, 1994 0151



January 20, 2020

Sent: Via Email

Ms. Gina C. Gresch
Town of Lisbon Administrator
W234N8676 Woodside Road
Lisbon, WI 53089-1545

RECEIVED

By Gina Gresch at 10:31 am, Jan 21, 2020

**Re: The Preserve at Harvest Ridge Development – Phase 1
Letter of Credit 97 – Reduction Request No. 1**

Dear Ms. Gresch:

Construction of the Preserve at Harvest Ridge – Phase 1 development is proceeding and is anticipated to be completed by the fall of 2020. Our office is in receipt of invoices from Denny Rahn Excavating, Inc. and Stark Pavement Corporation, in the amounts of \$559,975.71 and \$143,643.12, respectively. In accordance with the development agreement, the Town is in position to reduce the letter of credit in the amount of \$544,013.00, computed as follows:

Letter of Credit Reduction

- Total Letter of Credit (Includes 20% Financial Guarantee) = 1,143,472.01
- Amount of previous reductions = \$0.00
- Total amount of construction completed = \$544,013.00
- Amount Approved this request = \$544,013.00
- Balance of Letter of Credit = \$599,458.00

Please note, the amount approved within this letter of credit reduction does not total the same as invoiced by the Developer's Contractors. Per Section X of the Developer's Agreement, the letter of credit will be reduced from time to time providing that the remaining letter of credit is sufficient to secure payment for the remaining improvements. At this time, I feel the balance of the letter of credit is enough to cover the remainder of the work required.

Gina, the remaining construction dollars are subject to the 20% financial guarantee, as outlined within the developer's agreement. The balance of the letter of credit will be eliminated once the construction of subdivision improvements has been completed and accepted by the Town, all lien waivers have been received for contractors, subcontractors and suppliers, and finally all Town invoices for administrative and inspection fees have been paid.

Should either you or the Town Board have any further questions please contact me.

Sincerely,

KUNKEL ENGINEERING GROUP

Mitchell Leisses, Office/Project Manager

Enclosures



January 17, 2020

Mitch Leisses
107 Parallel Street
Beaver Dam, WI 53916

Mrs. Gina C. Gresch
Town of Lisbon Administrator
W234N8676 Woodside Road
Lisbon, WI 53089-1545

Mitch,
Attached is a request for a reduction in the Letter of Credit posted for The Preserve at Harvest Ridge, Town of Lisbon. We are requesting a reduction in the amount of \$544,013 leaving a balance of \$599,458. This amount represents work completed on site to date. I have attached a spreadsheet showing quantities for your review. Please feel free to contact me to discuss if you have any questions.

Thank you,

Eric Obarski
The Preserve at Harvest Ridge LLC.

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>QTY</u>	<u>UNIT</u>	<u>TOTAL</u>	<u>QUANTITY INSTALLED</u>	<u>AMOUNT</u>
GRADING / EROSION CONTROL							
1	Silt Fence/ EC Installation & Maintenance	1	LS	\$ 8,200.00	\$ 8,200.00	100%	\$ 8,200.00
2	Tracking Drive installation and maintenance	1	LS	\$ 3,750.00	\$ 3,750.00	100%	\$ 3,750.00
3	Storm FES Inlet Protection, Install & Maintenance	8	EA	\$ 132.00	\$ 1,056.00	0	\$ -
4	Clearing & Grubbing	1	LS	\$ -	\$ -	100%	\$ -
5	Strip & Stockpile Topsoil (±12" approx. depth)	39259	CY	\$ 3.00	\$ 117,777.00	100%	\$ 117,777.00
6	Mass Excavation	24910	CY	\$ 3.90	\$ 97,149.00	100%	\$ 97,149.00
7	Place/Compact Required Material Import (to complete berms)	24306	CY	\$ 3.00	\$ 72,918.00	75%	\$ 54,688.50
8	Re-spread utility spoils	450	CY	\$ 16.50	\$ 7,425.00	25%	\$ 1,856.25
9	Finish grade & proof roll for road	3059	LF	\$ 3.81	\$ 11,654.79	50%	\$ 5,827.40
10	Re-Spread Topsoil - Final Grade	21	AC	\$ 0.40	\$ 8.40	0	\$ -
11	Restoration & Stabilize Site	21	AC	\$ 1,262.00	\$ 26,502.00	50%	\$ 13,251.00
12	Restoration & Stabilize ROW	14675	SY	\$ 0.70	\$ 10,272.50	50%	\$ 5,136.25
13	N.A. Green S75BN Erosion Matting - Non-Channel	25990	SY	\$ 1.45	\$ 37,685.50	25%	\$ 9,421.38
14	Class 1 - Type B Channel Erosion Matting	8975	SY	\$ 1.48	\$ 13,283.00	0	\$ -
15	Class 2 - Type B Channel Erosion Matting	6715	SY	\$ 1.69	\$ 11,348.35	0	\$ -
16	N.A. Green C350 Pond Spillway Erosion Matting	1125	SY	\$ 6.26	\$ 7,042.50	0	\$ -
17	Straw Wattles	100	EA	\$ 70.00	\$ 7,000.00	25%	\$ 1,750.00
18	Erosion Control Removal	1	LS	\$ 2,000.00	\$ 2,000.00	0	\$ -
19	Winter Erosion Control	21	AC	\$ 1,320.00	\$ 27,720.00	0	\$ -
	SUBTOTAL GRADING & EC				\$ 462,792.04		\$ 318,806.77
Alternates / Unit Prices							
1	Undercut Road Base & Replace w/ 3" T.B	1	Ton	\$ 31.00			
2	Geo-Fabric - installed	1	SY	\$ 2.50			
3	Geo-grid - installed	1	SY	\$ 2.10			
ROADWAY / PAVEMENT							
1	30" Vertical Face Concrete Curb & Gutter	457	LF	\$ 15.90	\$ 7,266.30	0	\$ -
2	30" Vertical Face High Side (Reject) Concrete Curb & Gutter	308	LF	\$ 18.00	\$ 5,544.00	0	\$ -
3	5" Bituminous Asphalt Pvmnt. (1.75" Surface Course & 3.25" Binder Course)	10800	SY	\$ 7.48	\$ 80,784.00	35%	\$ 28,274.40
4	6" - 3/4" Crushed Limestone T.B. or Crushed Gravel Div. of HWYS Grad. No. 2	4225	TN	\$ 13.20	\$ 55,770.00	50%	\$ 27,885.00
5	6" - 1 1/2" Crushed Limestone T.B. Comp. Base Course	4225	TN	\$ 15.10	\$ 63,797.50	50%	\$ 31,898.75
6	4" - 3/4" Crushed Limestone T.B. or Recycled Asphalt Shoulder	560	TN	\$ 18.00	\$ 10,080.00	0	\$ -
7	4" Asphalt Pathways (w/ 4" Base Course)	24485	SF	\$ 4.90	\$ 119,976.50	0	\$ -
8	Sidewalk Ramps w/ Detectable Warning Field (ADA Accessible)	4	EA	\$ 520.00	\$ 2,080.00	0	\$ -
9	Concrete Flume	1	EA	\$ 550.00	\$ 550.00	0	\$ -
10	Paint Markings & Traffic Control (Lisbon Road)	1	LS	\$ 8,500.00	\$ 8,500.00	0	\$ -
11	Temporary Hammer-Head Turn Around	1	EA	\$ 1,800.00	\$ 1,800.00	0	\$ -
	SUBTOTAL ROADWAY & PAVEMENT				\$ 356,148.30		\$ 88,058.15
Alternates / Unit Prices							
1	Winter Heating for curb concrete	1	LF	\$ 0.70			
2	Plastic Covering for curbs	1	LF	\$ 2.00			
3	Replace Damaged Curbing prior to surface	1	LF	\$ 48.50			
STORM SEWER							
1	12" RCP CLV Storm Sewer	107	LF	\$ 56.00	\$ 5,992.00	100%	\$ 5,992.00
2	15" RCP CLIV Storm Sewer	221	LF	\$ 63.00	\$ 13,923.00	50%	\$ 6,961.50
3	18" RCP CLIII Storm Sewer	28	LF	\$ 67.00	\$ 1,876.00	100%	\$ 1,876.00
4	21" RCP CLIII Storm Sewer	50	LF	\$ 75.00	\$ 3,750.00	100%	\$ 3,750.00
5	24" RCP CLIII Storm Sewer	55	LF	\$ 80.00	\$ 4,400.00	100%	\$ 4,400.00
6	30" RCP CLIII Storm Sewer	252	LF	\$ 96.00	\$ 24,192.00	0	\$ -
7	60" Dia.Precast Concrete Field Inlet/Manhole	1	EA	\$ 2,400.00	\$ 2,400.00	0	\$ -
8	48" Dia.Precast Concrete Inlet/Manhole	2	EA	\$ 1,800.00	\$ 3,600.00	100%	\$ 3,600.00
9	12" Storm End Sections with Rip-Rap	4	EA	\$ 900.00	\$ 3,600.00	100%	\$ 3,600.00
10	15" Storm End Sections with Rip-Rap	4	EA	\$ 1,000.00	\$ 4,000.00	75%	\$ 3,000.00
11	18" Storm End Sections with Rip-Rap	2	EA	\$ 1,100.00	\$ 2,200.00	100%	\$ 2,200.00
12	21" Storm End Sections with Rip-Rap	2	EA	\$ 1,200.00	\$ 2,400.00	50%	\$ 1,200.00
13	24" Storm End Sections with Rip-Rap	1	EA	\$ 1,300.00	\$ 1,300.00	0	\$ -
14	30" Storm End Sections with Rip-Rap	1	EA	\$ 1,700.00	\$ 1,700.00	0	\$ -
15	Granular Backfill for Storm Sewer	0	Ton	\$ -	\$ -		\$ -

Pond Quantities:				\$	-		\$	-
1 36" Dia. Precast Concrete Riser Structure	3	EA	\$3,300.00	\$	9,900.00	100%	\$	9,900.00
2 12" RCP CLV Pond Outlet Pipe	370	LF	\$ 78.00	\$	28,860.00	0	\$	-
3 21" RCP CIII Pond Outlet Pipe	70	LF	\$ 88.00	\$	6,160.00	0	\$	-
4 12" Pond Outlet Pipe End Section	2	EA	\$ 700.00	\$	1,400.00	0	\$	-
5 21" Pond Outlet Pipe End Section	1	EA	\$ 900.00	\$	900.00	0	\$	-
6 Stone Weeper	4	EA	\$2,200.00	\$	8,800.00	0	\$	-
7 Level Spreader	2	EA	\$1,300.00	\$	2,600.00	0	\$	-
SUBTOTAL STORM SEWER					\$ 133,953.00		\$	46,479.50

Alternates / Unit Prices

TOTAL INFRASTRUCTURE	\$	952,893.34	\$	453,344.42
LOC 120% multiplier	\$	190,578.67	\$	90,668.88
	\$	1,143,472.01	\$	544,013.30
				LOC Reduction request
	\$	599,458.70		LOC Remaining

*
**

DENNY RAHN EXCAVATING, INC.

N4207 COUNTY ROAD V
P.O. BOX 360
EDEN, WI 53019-0360

INVOICE

Invoice Number: 2796
Invoice Date: Dec 30, 2019
Page: 1

Voice: (920) 477-4484
Fax: (920) 477-2418

Bill To:
Neumann Companies, Inc. N27 W24075 Paul Crt, Suite 200 PEWAUKEE, WI 53072

Ship to:
PAY REQUEST #1 The Preserve at Harvest Ridge Phase I

Customer ID	Customer PO	Payment Terms	
Neumann		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Airborne		1/29/20

Quantity	Item	Description	Unit Price	Amount
0.60	LS	Grading & Erosion Control		
1.00	LS	Item #1.) Silt Fence 60% completed to date.	25,445.50	15,267.30
1.00	LS	Item #2.) Tracking Drive Installed	3,000.00	3,000.00
1.00	LS	Item #4.) Clearing & Grubbing	1,500.00	1,500.00
39,259.00	CY	Item #5.) Strip topsoil 12"	2.85	111,888.15
24,910.00	CY	Item #6.) Mass Excavation	3.75	93,412.50
12,000.00	CY	Item #7.) Place & Compact Required	3.00	36,000.00
		Material Import level & grade while on site.		
1,600.00	LF	Item #9.) Finish grade & proof roll for road	2.00	3,200.00
7.00	AC	Item #10.) Re-Spread topsoil & finish grade	2,656.33	18,594.31
18,000.00	SY	Item #13.) Erosion Matting & seed	1.50	27,000.00
140.00	LF	Item #17.) Straw Wattles installed & billed by BLAZE per LF.	4.75	665.00
		Storm Sewer & Pond Structures		
107.00	LF	12" RCP CLV	50.00	5,350.00
221.00	LF	15" RCP CLV	60.00	13,260.00
28.00	LF	18" RCP CL III	68.00	1,904.00
50.00	LF	21" RCP CL III	75.00	3,750.00
1.00	EA	60" Inlet/Manhole	3,500.00	3,500.00
2.00	EA	48" Inlet/Manhole	2,500.00	5,000.00
4.00	EA	12" Storm Ends	875.00	3,500.00

Subtotal	Continued
Sales Tax	Continued
Total Invoice Amount	Continued
Payment/Credit Applied	
TOTAL	Continued

Check/Credit Memo No:

DENNY RAHN EXCAVATING, INC.

N4207 COUNTY ROAD V
P.O. BOX 360
EDEN, WI 53019-0360

INVOICE

Invoice Number: 2796
Invoice Date: Dec 30, 2019
Page: 2

Voice: (920) 477-4484
Fax: (920) 477-2418

Bill To:
Neumann Companies, Inc. N27 W24075 Paul Crt, Suite 200 PEWAUKEE, WI 53072

Ship to:
PAY REQUEST #1 The Preserve at Harvest Ridge Phase I

Customer ID	Customer PO	Payment Terms	
Neumann		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Airborne		1/29/20

Quantity	Item	Description	Unit Price	Amount
4.00	EA	15" Storm Ends	900.00	3,600.00
2.00	EA	18" Storm Ends	950.00	1,900.00
2.00	EA	21" Storm Ends	1,050.00	2,100.00
3.00	EA	36" Precast Riser Structure	2,500.00	7,500.00
370.00	LF	12" RCP CLV Pond Outlet	42.40	15,688.00
70.00	LF	21" RCP CL III pond Outlet	67.40	4,718.00
2.00	EA	12" Pond Outlet Pipe	875.00	1,750.00
1.00	EA	21" Pond Outlet Pipe	1,050.00	1,050.00
1.00	EA	Extra Charge for Replacement and Removal of Manhole at Entrance	3,500.00	3,500.00
6,400.00	LF	Orange Fence Installed per Blaze Invoice Extra Undercut, Geogrid & Stone	1.25	8,000.00
2,772.93	CY	Undercut excavation	6.00	16,637.58
5,545.85	TON	3" Dense base. Delivered, placed & compacted	15.54	86,182.51
6,126.00	SY	TX 140 Geo Grid placed Extra work for added topsoil and the over excavation of ponds.	3.36	20,583.36
6,000.00	CY	Added topsoil strip after 12" Basin4/Pond 4A and adjacent areas.	2.85	17,100.00
4,100.00	CY	Remove clay from infiltration basin 4	3.75	15,375.00

Subtotal	Continued
Sales Tax	Continued
Total Invoice Amount	Continued
Payment/Credit Applied	
TOTAL	Continued

Check/Credit Memo No:

DENNY RAHN EXCAVATING, INC.

N4207 COUNTY ROAD V
 P.O. BOX 360
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Customer ID	Customer PO	Payment Terms	
Neumann		Net 30 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Airborne		1/29/20

Quantity	Item	Description	Unit Price	Amount
2,000.00	CY	Over excavation of Basin 1 & 2 from bottom design grades.	3.75	7,500.00
Subtotal				559,975.71
Sales Tax				
Total Invoice Amount				559,975.71
Payment/Credit Applied				
TOTAL				559,975.71

Check/Credit Memo No:

Progress Estimate - Unit Price Work

Contractor's Application for Payment No.

1

For (Project):				Stark Job #				Application Date:				
Preserve at Harvest Ridge				198837				12/6/2019				
Application Period:												
A	B	B	C	D	E	F	G	H	I	J	K	L
GASB	Item No.	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Item Value (\$)	Work Completed Previously		Work Completed This Period		Total Work Completed to Date	
							Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)	Estimated Quantity Installed	Value of Work Installed (\$)
						\$ -						
	1	30" Vertical Face Concrete Curb & Gutter	LF	460	\$ 28.75	\$ 13,225.00						
	2	30" Vertical Face High Side (Reject) Concrete Curb & Gutter	LF	310	\$ 28.75	\$ 8,912.50						
	2.5	Concrete Bull Noses @ Island	EACH	2	\$ 675.00	\$ 1,350.00						
	3	3.25" Binder Course	SY	10,800	\$ 10.95	\$ 118,260.00			5,360.00	\$58,692.00	5,360.00	\$58,692.00
	3.5	1.75" Surface Course	SY	10,800	\$ 6.80	\$ 73,440.00						
	4	6" - 3/4" Crushed Limestone T.B. or Crushed Gravel Div. of HWYS Grad. No. 2	TON	4,225	\$ 17.55	\$ 74,148.75			525.19	\$9,217.08	525.19	\$9,217.08
	5	6" - 1 1/2" Crushed Limestone T.B. Comp. Base Course	TON	4,225	\$ 14.90	\$ 62,952.50			4,177.56	\$62,245.64	4,177.56	\$62,245.64
	6	4" - 3/4" Crushed Limestone T.B. or Recycled Asphalt Shoulder	TON	560	\$ 26.10	\$ 14,616.00						
	7	4" Asphalt Pathways (w/ 4" Base Course)	SF	24,485	\$ 3.40	\$ 83,249.00						
	8	Sidewalk Ramps w/ Detectable Warning Field (ADA Accessible)	EACH	4	\$ 1,275.00	\$ 5,100.00						
	9	Concrete Flume	EACH	1	\$ 600.00	\$ 600.00						
	10	Paint Markings (Lisbon Road) TRAFFIC CONTROL NOT INCLUDED	LS	1	\$ 10,500.00	\$ 10,500.00						
	11	Temporary Hammer-Head Turn Around	EACH	1	\$ 4,950.00	\$ 4,950.00						
	12	Winter Heating Asphalt	LS	1	\$ 5,416.00	\$ 5,416.00			1.00	\$5,416.00	1.00	\$5,416.00
	13	Grade and Pave Through Island & Temp Asphalt Curb	LS	1	\$ 3,234.00	\$ 3,234.00			1.00	\$3,234.00	1.00	\$3,234.00
	14	Fine Grading (Cost from 3/4" Not Placed)	TON	1,825.81	\$ 2.65	\$ 4,838.40			1,825.81	\$4,838.40	1,825.81	\$4,838.40
TOTAL BASE BID ITEMS						\$484,792.15			\$143,643.12		\$143,643.12	
ADDITIONAL ITEMS												
TOTAL ADDITIONAL ITEMS												
TOTAL ALL ITEMS						\$484,792.15			\$143,643.12		\$143,643.12	

Application for Temporary Class "B" / "Class B" Retailer's License

RECEIVED JAN 21 2020 TOWN OF LISBON

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 10.00

Application Date: County of Waukesha

[X] Town [] Village [] City of Lisbon

The named organization applies for: (check appropriate box(es).)

- [X] A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
[] A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 2-9-2020 and ending 2-9-2020 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

- 1. Organization (check appropriate box) -> [X] Bona fide Club [] Church [] Lodge/Society
[] Chamber of Commerce or similar Civic or Trade Organization
[] Veteran's Organization [] Fair Association

(a) Name AUSBLICK SKI PATROL
(b) Address W260N6395 MARYHILL RD SUSSEX, WI. 53089
(Street) [] Town [] Village [] City

(c) Date organized
(d) If corporation, give date of incorporation
(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: []

(f) Names and addresses of all officers:
President ABBY VOGEN HORN
Vice President DAVID FRANK
Secretary KRISTI HABANEK
Treasurer MARK KLEINSCHMIDT

(g) Name and address of manager or person in charge of affair: DAVID FRANK
W260N6395 MARYHILL RD. SUSSEX, WI. 53089

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number W260N6395 MARYHILL RD. SUSSEX, WI. 53089
(b) Lot Block
(c) Do premises occupy all or part of building? ALL
(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

3. Name of Event

(a) List name of the event AUSBLICK SKI PATROL CARNIVAL
(b) Dates of event 2-9-2020

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

Officer [Signature] 01.18.20 (Signature/date)
Officer [Signature] 1/18/20 (Signature/date)

AUSBLICK SKI PATROL (Name of Organization)
Officer (Signature/date)
Officer (Signature/date)

Date Filed with Clerk 1-21-20

Date Reported to Council or Board

Date Granted by Council

License No.

Dear Dina,

I am writing this letter to inform you of my interest in joining the Town of Lisbon Park Committee. I believe that I can become a valuable member of this group. Thank you for your consideration.

Sincerely,

Brad Tremel

Brad Tremel

161 W25687 Walnut Rd
Sussex, WI 53089

(414) 750-9475



SPONSORSHIP/USE AGREEMENT

This Sponsorship/Use Agreement (hereinafter "Agreement") is made and entered into this _____ day of _____, 2020, by and between the Town of Lisbon, a Wisconsin municipal corporation, through its Park Recreation Department (hereinafter referred to as the "Town") and Biloba Brewing LLC, a Wisconsin Limited Liability Company (hereinafter referred to as "Sponsor").

WHEREAS, the Town owns and operates Lisbon Community Park, which facility has a pavilion, restroom facilities and other amenities; and

WHEREAS, the Town and Sponsor are desirous of conducting an event on Saturday, June 20, 2020 and to be known as Lisbon Community Picnic, sponsored by Town of Lisbon; and

WHEREAS, Sponsor is desirous of being a sponsor and operator for beer and soda sales for the Lisbon Community Picnic Event held at Lisbon Community Park.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties do hereby covenant and agreed as follows:

1. The Town does hereby grant access to the Sponsor to Lisbon Community Park lower area (the "Premises").
2. The Town's grant of access to the Sponsor is limited exclusively to Saturday June 20, 2020, from 8:00am to 6:00pm. (hours of operation for set up and take down)
3. In addition to the use of the Premises, the Town agrees to provide an open-air shelter facility, picnic tables and trash/recycling receptacles, for the use of the Sponsor during the course of the event.
4. Sponsor is hereby permitted to sell craft beers, soda, and water.
5. This Agreement is conditioned upon the Lisbon Town Board of Supervisors approval to host this event.
6. Sponsor will serve prepared alcoholic and non-alcoholic beverages from the shelter area, as provided for hereunder, and further agrees to using non-amplified or minimally amplified music if it is equipped. Non-amplified or minimally amplified music is subject to approval by the Town Park Committee or designee.
7. The hours of the event operations shall be Saturday from 11:00 a.m. to 4:00 p.m. Sponsor may engage in setup and or cleanup activities outside of these

hours; however, the performance of these activities shall fall under the times of 8:00am and 6:00 pm to follow the aforementioned hours of operation.

8. Responsibilities of Sponsor:
 - a. Sponsor acknowledges that the Park is a public space and must remain open and accessible to the public throughout the course of the event.
 - b. Sponsor agrees not to discriminate against anyone desiring to participate in the event on the basis of age, race, sex, marital status or any other prohibited basis of discrimination.
 - c. Sponsor agrees that the space that is being utilized shall be maintained so as to permit access as required under the Americans with Disabilities Act.
 - d. Sponsor agrees to pay all taxes or fees associated with the operation of the event.
 - e. Sponsor agrees, to keep the Premises and surrounding area clean and sanitary at all times. Garbage shall be collected during the course of the event, which will be picked up by the Town throughout the event. However, any extra refuse pickups will be at the expense of the Sponsor.
 - f. No equipment being provided by the Town shall be removed or replaced without the written consent of the Town and any such use will be at the expense of the Sponsor.
 - g. Sponsor agrees that they will obtain all necessary licenses or permits to conduct the operations as contemplated hereunder, and will comply with all local Health Code requirements, as well as Building Code requirements.
9. The parties shall mutually perform an inspection of the Premises both prior to the commencement of this Agreement, as well as following it, so as to verify that the condition of the Premises meets the requirements as set forth in this Agreement. Sponsor agrees to return the Premises to the Town following the conclusion of the event in the condition that existed prior to the commencement of the event, reasonable wear and tear excepted.
10. Sponsor agrees to indemnify and hold harmless the Town as and against any and all claims, demands, actions, causes of action, or fees, including actual attorney fees, arising from the activities of the Sponsor, their agents, subcontractors or assigns, as well as the performance of the terms of this Agreement. This indemnification shall include the acts or omissions of any contractors or subcontractors that they may engage for this of the event.

11. Sponsor agrees that this Agreement is exclusive to them and to the extent they wish to engage other entities to assist with the performance of the event, such entities must be approved by the Lisbon Park and Recreation Board of the Town of Lisbon or their designee, and such subcontractors must agree to the same indemnity and insurance requirements as required of the Sponsor.
12. Sponsor acknowledges that they are ultimately responsible for the acts or omissions of any subcontractors with which they may engage.
13. The parties agree to mutually perform advertising for the event; however, any advertising prepared by the Sponsor must be approved by the Park and Recreation Board or their designee.
14. Sponsor acknowledges that they are not permitted to bring in additional lighting without the express written permission of the Town. Strings of lights are permitted, provided that each bulb is not greater than 25 watts in capacity. The Sponsor may also bring in and set up a point of sale station and credit card station at their expense.
15. The Town agrees to maintain the bathrooms in Community Park during the course of this event consistent with its normal operating policies; meaning that the bathrooms will be maintained throughout the event.
16. As part of the consideration for this Agreement, the Sponsor agrees to pay the Town (10%) percent of the gross receipts from all sales made as part of the event following the completion of the event. If asked the Sponsor further agrees to provide the Town with sales records satisfactory to the Town to support their calculation of the amount paid to the Town.
17. Sponsor will ensure that the terms of this Agreement, the Park Rules and Town Ordinances are followed. Any criminal activity shall be reported immediately to the Lisbon Police Department.
18. Sponsor agrees to provide evidence of comprehensive, general liability insurance with adequate limits per occurrence and shall list the Town as an Additional Insured on a primary and non-contributory basis.
19. This Agreement shall be governed and construed in accordance with the laws of the State of Wisconsin.
20. Each party acknowledges that the person signing the Agreement has been duly authorized by the governing body of each entity.
21. This Agreement represents the complete understanding of the parties with respect to the subject matter set forth herein, and may only be amended in a subsequent agreement executed by all parties.

22. To the extent that any portion of the Agreement is deemed to be unenforceable by a court of competent jurisdiction, the parties agree that the balance of the Agreement shall remain in full force and effect.

TOWN:

Town of Lisbon

SPONSOR:

Biloba Brewing LLC.

By: _____
Joe Osterman, Chairman

By: _____
Authorized Representative

By: _____
Gina Gresch, Administrator

By: _____

Print: _____



SPONSORSHIP/USE AGREEMENT

This Sponsorship/Use Agreement (hereinafter "Agreement") is made and entered into this _____ day of _____, 2020, by and between the Town of Lisbon, a Wisconsin municipal corporation, through its Park Recreation Department (hereinafter referred to as the "Town") and Just Smokin' Barbecue (hereinafter referred to as "Sponsor").

WHEREAS, the Town owns and operates Lisbon Community Park, which facility has a pavilion, restroom facilities and other amenities (hereinafter the "Premises"); and

WHEREAS, the Town and Sponsor are desirous of conducting an event on Saturday, June 20, 2020 and to be known as Lisbon Community Picnic, sponsored by Town of Lisbon; and

WHEREAS, Sponsor is desirous of being a sponsor and operator a food truck for the event at Lisbon Community Park.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties do hereby covenant and agreed as follows:

1. The Town does hereby grant access to the Lisbon Community Park lower area (the Premises) as depicted on the attached map, Exhibit A.
2. The Town hereby grants said access on Saturday June 20, 2020, from 8:00am and running through 6:00pm. (hours of operation for set up and take down).
3. In addition to the use of the Premises, the Town agrees to provide picnic tables, and trash and recycling receptacles, for the use of the Sponsor during the course of the event.
4. Sponsor is hereby permitted to sell prepared food and to sell soda, water and any non-alcohol beverages.
5. This Agreement is conditioned upon the Lisbon Town Board of Supervisors approval to host this event.
6. Sponsor will serve prepared food from their truck, as well as other non-alcoholic beverages as provided for hereunder, and further agrees to using non-amplified or minimally amplified music if truck is equipped. Non-amplified or minimally amplified music is subject to approval by the Lisbon Park and Recreation Board.
7. The hours of the event operations shall be Saturday from 11:00 a.m. to 4:00 p.m. Sponsor may engage in setup and or cleanup activities outside of these hours; however, the performance of these activities shall fall under the times of 8:00am and 6:00 pm to follow the aforementioned hours of operation.

8. Responsibilities of Sponsor:
 - a. Sponsor acknowledges that the Lisbon Community Park and the Premises is a public space and must remain open and accessible to the public throughout the course of the event.
 - b. Sponsor agrees not to discriminate against anyone desiring to participate in the event on the basis of age, race, sex, marital status or any other prohibited basis of discrimination.
 - c. Sponsor agrees that the space that is being utilized shall be maintained so as to permit access as required under the Americans with Disabilities Act.
 - d. Sponsor agrees to pay all taxes or fees associated with the operation of the event.
 - e. Sponsor agrees, to keep the Premises and surrounding area clean and sanitary at all times. Garbage shall be collected during the course of the event, which will be picked up by the Town throughout the event. However, any extra refuse pickups will be at the expense of the Sponsor.
 - f. No equipment being provided by the Town shall be removed or replaced without the written consent of the Town and any such use will be at the expense of the Sponsor.
 - g. Sponsor agrees that they will obtain all necessary licenses or permits to conduct the operations as contemplated hereunder, and will comply with all federal, state, and local Health Code requirements, as well as Town Building Code requirements.
9. The parties shall mutually perform an inspection of the Premises both prior to the commencement of this Agreement, as well as following it, so as to verify that the condition of the Premises meets the requirements as set forth in this Agreement. Sponsor agrees to return the Premises to the Town following the conclusion of the event in the condition that existed prior to the commencement of the event, reasonable wear and tear excepted.
10. Sponsor agrees to indemnify and hold harmless the Town as and against any and all claims, demands, actions, causes of action, or fees, including actual attorney fees, arising from or related in any way to the activities of the Sponsor, their employees, agents, subcontractors or assigns, as well as the performance of the terms of this Agreement. This indemnification shall include the acts or omissions of any contractors or subcontractors that they may engage for this of the event.

11. Sponsor agrees that this Agreement is exclusive to them and to the extent they wish to engage other entities to assist with the performance of the event, such entities must be approved by the Lisbon Park and Recreation Board of the Town of Lisbon or their designee, and such subcontractors must agree to the same indemnity and insurance requirements as required of the Sponsor.
12. Sponsor acknowledges that they are ultimately responsible for the acts or omissions of any employee, agent, and subcontractors with which they may engage.
13. The parties agree to mutually perform advertising for the event; however, any advertising prepared by the Sponsor must be approved by the Park and Recreation Board or their designee.
14. Sponsor acknowledges that they are not permitted to bring in additional lighting without the express written permission of the Town. Strings of lights are permitted, provided that each bulb is not greater than 25 watts in capacity. The Sponsor may also bring in and set up a point of sale station and credit card station at their expense.
15. The Town agrees to maintain the bathrooms in the Lisbon Community Park during the course of this event consistent with its normal operating policies; meaning that the bathrooms will be maintained throughout the event.
16. As part of the consideration for this Agreement, the Sponsor agrees to pay the Town (10%) percent of the gross receipts from all sales made as part of the event once \$1,000.00 in sales has been reached by sponsor. Sponsor further agrees to provide the Town with sales records satisfactory to the Town to support their calculation of the amount to be paid to the Town. The sponsor agrees to waive the \$175.00 upfront fee as well as any associated fees for services provided.
17. Sponsor will ensure that the terms of this Agreement, the Park Rules and Town Ordinances are followed. Any criminal activity shall be reported immediately to the Lisbon Police Department.
18. Sponsor agrees to provide evidence of comprehensive, general liability insurance with adequate limits per occurrence and shall list the Town as an Additional Insured on a primary and non-contributory basis.
19. This Agreement shall be governed and construed in accordance with the laws of the State of Wisconsin.
20. Each party acknowledges that the person signing the Agreement has been duly authorized by the governing body of each entity.

21. This Agreement represents the complete understanding of the parties with respect to the subject matter set forth herein, and may only be amended in a subsequent agreement executed by all parties.
22. To the extent that any portion of the Agreement is deemed to be unenforceable by a court of competent jurisdiction, the parties agree that the balance of the Agreement shall remain in full force and effect.

TOWN:
Town of Lisbon

SPONSOR:
Just Smokin 'Barbecue

By: _____
Joe Osterman, Chairman

By: _____
Authorized Representative

By: _____
Gina Gresch, Administrator

By: _____
Print: _____

Please Sign And Return
This Copy By 2/7/2020
via Print, Sign,
Scan & Email
To Secure Your Booking



Event Agreement
109 Rosedale Ave
Fox Lake, WI 53933
www.nsbentertainment.com

AGREEMENT made this 22 day of Jan 2020 Between _____ dba: Lisbon Community Festival/Town of Lisbon (herein referred to as Purchaser) & N.S.B. Entertainment LLC for Sammy Ray & Friends (herein referred to as Artist).

LOCATION, DATE, TIME OF ACT, SHOW, or PERFORMANCE

Lisbom Community Park - N78W26970 Bartlett Parkway, Hartland, WI 53029
Saturday June 20, 2020
11:30am til 3:30pm

PERFORMANCE DESCRIPTION:

Band Performance: 4 hour show

PURCHASE PRICE:

\$900 (Nine Hundred) to be paid after performance has been completed.
Cash/Check Will Be Paid to Samantha Marshall.

ARTIST - INDEPENDANT CONTRACTOR: Sammy Ray & Friends

1. Artist/Sound/Production Will Arrive up to 240 mins prior to start time. Access to staging area needs to be clear to allow enough time for equipment set up and sound check. Artist will not be responsible for make-up time if this situation (or any other) impedes access to the staging area, delaying set-up. Vehicles delivering/hauling all necessary eqquipment for this show must be able to unload within 20 feet of stage area.
2. A Staging Area Min. of 20 feet wide, 16 feet deep shall be provided by for band.
3. 4 - (20amp) Electrical Circuits located directly next to the staging area are necessary for quality sound.
4. If an Early Set up is requested, a separate charge will apply.
5. Artist shall at all times have complete supervision and control over the services or the personnel of this event performance and setup.
6. Artist executes this agreement as an independant contractor, not as an employee of the Purchaser or of N.S.B. Entertainment LLC. Responsibility for appropriate payments, payroll taxes, and charges under applicable federal, state and local law will be assumed by the artist.

AGENT PROVISIONS:

1. N.S.B. Entertainment LLC, is acknowlwdged to have performed upon signing this agreement and shall not be liable for the default of the Purchaser or the Non-performance of the Artist.
2. Sammy Ray & Friends shall provide production for this show.
3. Artist shall forward booking commission to N.S.B. Entertainment LLC within 7 days of receipt. Delinquet commission shall acruer interest of \$10 per week and if litigation is necessary for collection, attorney's fees, hourly wage for preparation, and mileage, shall be paid by the debtor. Artist shall receive check on the day of performance and shall be responsible for forwarding it to N.S.B. Entertainment LLC.
4. If Artist or members of artist group are rebooked into this or any establishment/event owned or controlled by the Purchaser within 395 days from completion of this performance, Artist/Venue/Event shall be Liable for paymnets to N.S.B. Entertainment LLC, commission at the rate due and owing or paid for previous engagement. All Bookings shall be Negotiated thru N.S.B. Entertainment LLC. This remains in effect if the the event is cancelled by the artist or purchaser.
5. If any provisions hereof are determined to be void by court of competant jurisdiction, the remaining provisions hereof shall remain in full force.

SPECIAL PROVISIONS:

- Non-Alcoholic Beverage hospitality shall be provided for Band.
- Cancellation of this event by the Town of Lisbon shall result in band still being paid in full.
- Cancellation by band shall result in band not being paid.
- A Tent shall be provided for the band to play under.
- If weather becomes unsafe for participants event shall be cancelled.

This Performance agreement is the entire agreement of the parties and may not be altered or ammended unless agree upon by both N.S.B. Entertainment,Purchaser & Artist. We acknowledge and confirm that we have read and approve the terms and conditions set forth in this contract. Commencement of engagement as described in this agreement is deemed to be an acceptance of all the terms by Purchaser and Artist.


N.S.B. Entertainment LLC - 920-410-2129
Jeremy Boerson
109 Rosedale Ave.
Fox Lake, WI 53933

Purchaser Signature _____ Date _____
Printed _____ - () _____
dba: Lisbon Community Festival/Town of Lisbon
W234N8676 Woodside Road
Lisbon, WI 53089

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
1ST AYD CORPORATION						
2	1ST AYD CORPORATION	PSI330781	GLOVES FOR STAFF	01/07/2020	150.24	10-533-530-3630 UNIFORMS/MATS - HIGHWAY
2	1ST AYD CORPORATION	PSI330822	PAPER TOWEL & BAGS - TH	01/03/2020	76.86	10-516-530-3100 OFFICE SUPPLIES - TOWN HALL
2	1ST AYD CORPORATION	PSI330822	DPW SUPPLIES - BATHRM, PAINT, TO	01/03/2020	659.56	10-533-530-3100 SUPPLIES - HIGHWAY
Total 1ST AYD CORPORATION:					886.66	
AIR ONE EQUIPMENT INC						
23	AIR ONE EQUIPMENT INC	151600	REPLACEMT LIGHTS	12/30/2019	165.00	10-522-530-5410 EQUIPMENT MAINTENANCE - FD
23	AIR ONE EQUIPMENT INC	152447	FACE PIECES	12/30/2019	500.00	70-522-570-8100 EQUIPMENT - FIRE DEPT
23	AIR ONE EQUIPMENT INC	83263	REPLACEMT HOSE	12/30/2019	651.00	10-522-530-5410 EQUIPMENT MAINTENANCE - FD
Total AIR ONE EQUIPMENT INC:					1,316.00	
AMANDA BEHR						
2652	AMANDA BEHR	JAN 2020	REIMB CK FOR MAILBOX DAMAGE	01/14/2020	25.00	10-533-530-3100 SUPPLIES - HIGHWAY
Total AMANDA BEHR:					25.00	
ASSESSMENTS USA						
2643	ASSESSMENTS USA	219068	PROFILE TESTING FT CANDIDATES	12/31/2019	3,107.00	10-522-530-4400 CONTRACTED SERVICES - FD
Total ASSESSMENTS USA:					3,107.00	
BRUCE J. WIRTH						
2433	BRUCE J. WIRTH	DEC 2019	POLICE & FIRE COMM MTG - DEC 201	01/14/2020	25.00	10-520-510-1100 SALARIES - P&F COMMISSION (AP)
2433	BRUCE J. WIRTH	JAN 2020	PFC MTG PAY 1/9/20	01/14/2020	25.00	10-520-510-1100 SALARIES - P&F COMMISSION (AP)
Total BRUCE J. WIRTH:					50.00	
BURKE TRUCK & EQUIPMENT INC.						
150	BURKE TRUCK & EQUIPMENT I	26106	1ST 1/2 PLOWS FOR 2 TRKS ON ORD	01/02/2020	84,970.00	70-533-570-8100 EQUIPMENT - HIGHWAY
Total BURKE TRUCK & EQUIPMENT INC.:					84,970.00	
CANON FINANCIAL SERVICES INC						
157	CANON FINANCIAL SERVICES I	21006438	TOWN HALL COPIER CONTRACT	01/13/2020	455.95	10-518-530-4000 EQUIPMENT LEASES - GEN GOV'T
Total CANON FINANCIAL SERVICES INC:					455.95	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
CASH						
2656	CASH	JAN 2020	POSTAGE	01/30/2020	15.25	10-518-530-3400 POSTAGE - GEN GOV'T
2656	CASH	JAN 2020	XTMAS PARTY	01/30/2020	15.84	10-518-530-3200 GOOD & WELFARE - GEN GOV'T
Total CASH:					31.09	
CERTIFIED LABORATORIES						
169	CERTIFIED LABORATORIES	3810035	#2 GREASE TUBES - TRKS/EQUIP	01/09/2020	372.38	10-533-530-3700 GAS/OIL/GREASE - HIGHWAY
Total CERTIFIED LABORATORIES:					372.38	
CHRIS ANDREWS						
2653	CHRIS ANDREWS	ICE 2020	ICE CARVER PAYMENT	01/16/2020	250.00	10-553-530-3880 SPECIAL EVENTS
Total CHRIS ANDREWS:					250.00	
CIVIC SYSTEMS LLC						
180	CIVIC SYSTEMS LLC	CVC18921	SOFTWARE - TOWN HALL	01/06/2020	1,874.33	10-516-530-4400 CONTRACTED SVS -TOWN HALL
180	CIVIC SYSTEMS LLC	CVC18921	SOFTWARE - HWY	01/06/2020	1,874.33	10-533-530-4400 CONTRACTED SERVICES - HIGHWAY
180	CIVIC SYSTEMS LLC	CVC18921	SOFTWARE - PARKS	01/06/2020	1,874.32	10-552-530-4400 CONTRACTED SVCS - PARKS
180	CIVIC SYSTEMS LLC	CVC18921	SOFTWARE - FIRE	01/06/2020	1,874.32	10-522-530-4400 CONTRACTED SERVICES - FD
180	CIVIC SYSTEMS LLC	CVC18921	SOFTWARE - BUILDING	01/06/2020	1,874.32	10-524-530-3100 SUPPLIES - BLDG INSP
180	CIVIC SYSTEMS LLC	CVC18921	SOFTWARE - COMPOST	01/06/2020	1,874.32	35-561-530-3100 SUPPLIES - COMPOST
180	CIVIC SYSTEMS LLC	CVC18921	SOFTWARE - S/W	01/06/2020	1,874.32	90-518-530-3100 GENERAL ADMIN SUPPLIES
Total CIVIC SYSTEMS LLC:					13,120.26	
COMPASS MINERALS AMERICA						
194	COMPASS MINERALS AMERICA	556866	43.47 TONS SALT DELIVERED	12/18/2019	3,219.82	10-542-530-3530 SALT - HIGHWAY
194	COMPASS MINERALS AMERICA	569298	41.53 TON ROAD SALT DELIVERED	01/08/2020	3,076.13	10-542-530-3530 SALT - HIGHWAY
194	COMPASS MINERALS AMERICA	573800	74.07 TON ROAD SALT DELIVERED	01/14/2020	6,524.83	10-542-530-3530 SALT - HIGHWAY
194	COMPASS MINERALS AMERICA	575948	108.03 TONS ROAD SALT DELIVERED	01/16/2020	8,001.78	10-542-530-3530 SALT - HIGHWAY
Total COMPASS MINERALS AMERICA:					20,822.56	
COREY OIL LTD						
205	COREY OIL LTD	157928	BULK DEF FOR NEWER DIESEL TRKS	01/10/2020	90.00	10-533-530-3700 GAS/OIL/GREASE - HIGHWAY
Total COREY OIL LTD:					90.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
CRAIG AND KORI STAAB						
2657	CRAIG AND KORI STAAB	S138-18-7	BOND REFUND - STAAB LOT 1 ROLLI	01/22/2020	2,440.00	10-200-230-1000 SPECIAL DEPOSITS
Total CRAIG AND KORI STAAB:					2,440.00	
CRAMER MULTHAUF & HAMMES LLP						
212	CRAMER MULTHAUF & HAMME	12	TID #1 LEGAL WORK	12/31/2019	731.25	65-561-530-2100 TID #1 - ATTORNEY
212	CRAMER MULTHAUF & HAMME	INV 4	BATZLER LITIGATION	12/31/2019	618.75	10-518-530-4110 LEGAL FEES - GEN GOV'T
Total CRAMER MULTHAUF & HAMMES LLP:					1,350.00	
DARLEY						
227	DARLEY	17373959	OLD INVOICE CLEANUP	09/23/2019	215.67	70-522-570-8100 EQUIPMENT - FIRE DEPT
227	DARLEY	17374478	OLD INVOICE CLEANUP	09/27/2019	126.00	70-522-570-8100 EQUIPMENT - FIRE DEPT
Total DARLEY:					341.67	
DARREN BECKER						
97	DARREN BECKER	DEC 2019	POLICE & FIRE COMM MTG - DEC 201	01/14/2020	25.00	10-520-510-1100 SALARIES - P&F COMMISSION (AP)
97	DARREN BECKER	JAN 2020	PFC MTG PAY 1/9/20 & 1/10/20	01/14/2020	50.00	10-520-510-1100 SALARIES - P&F COMMISSION (AP)
Total DARREN BECKER:					75.00	
DENNIS PLOTECHER						
736	DENNIS PLOTECHER	DEC2019	POLICE & FIRE COMM MTG - DEC 201	01/14/2020	25.00	10-520-510-1100 SALARIES - P&F COMMISSION (AP)
736	DENNIS PLOTECHER	JAN 2020	PFC MTG PAY 1/9/20 & 1/10/20	01/14/2020	50.00	10-520-510-1100 SALARIES - P&F COMMISSION (AP)
Total DENNIS PLOTECHER:					75.00	
DIESEL LAPTOPS LLC						
2547	DIESEL LAPTOPS LLC	31391	SUPPORT FOR LAPTOPS & WARRANT	01/16/2020	1,989.00	10-533-530-4100 DUES/FEES/SUBS - HIGHWAY
2547	DIESEL LAPTOPS LLC	31391	AUTO INGENUITY FOR CARS/TRUCKS	01/16/2020	799.95	10-533-530-5500 VEHICLE MAINTENANCE - HIGHWAY
Total DIESEL LAPTOPS LLC:					2,788.95	
DON BERG						
2654	DON BERG	ICE 2020	ICE CARVER PAYMENT	01/16/2020	50.00	10-553-530-3880 SPECIAL EVENTS
Total DON BERG:					50.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
EDWARD BROCKER						
1597	EDWARD BROCKER	DEC 2019	POLICE & FIRE COMM MTG - DEC 201	01/14/2020	25.00	10-520-510-1100 SALARIES - P&F COMMISSION (AP)
1597	EDWARD BROCKER	JAN 2020	PFC MTG PAY 1/9/20 & 1/10/20	01/14/2020	50.00	10-520-510-1100 SALARIES - P&F COMMISSION (AP)
Total EDWARD BROCKER:					75.00	
FAIRWAYS OF WOODSIDE GOLF						
305	FAIRWAYS OF WOODSIDE GOL	10001	AWARD DINNER BUFFET	01/18/2020	3,360.00	10-522-530-3200 GOOD & WELFARE - FD
Total FAIRWAYS OF WOODSIDE GOLF:					3,360.00	
FALLS AUTO PARTS & SUPPLIES						
307	FALLS AUTO PARTS & SUPPLIE	594119	FILTERS TRK #16 & WIPERS TRK#2	01/14/2020	83.89	10-533-530-5500 VEHICLE MAINTENANCE - HIGHWAY
307	FALLS AUTO PARTS & SUPPLIE	594213	TIRE BEAD SEALER	01/15/2020	17.99	10-552-530-5410 EQUIP MAINTENANCE - PARKS
307	FALLS AUTO PARTS & SUPPLIE	594550	FILTERS TRK#2 & 8	01/22/2020	93.36	10-533-530-5500 VEHICLE MAINTENANCE - HIGHWAY
307	FALLS AUTO PARTS & SUPPLIE	594645	HEADLIGHT TRK#5	01/23/2020	11.12	10-533-530-5500 VEHICLE MAINTENANCE - HIGHWAY
Total FALLS AUTO PARTS & SUPPLIES:					206.36	
GALLS, LLC						
2604	GALLS, LLC	014592741	UNIFORM ITEMS	12/23/2019	470.01	10-522-530-3810 UNIFORMS - FD
2604	GALLS, LLC	014615168	UNIFORM ITEMS	12/27/2019	84.93	10-522-530-3810 UNIFORMS - FD
Total GALLS, LLC:					554.94	
GRAINGER						
391	GRAINGER	9384383536	LIMIT SWTCH FURNACE AT SHOP	12/12/2019	11.32	10-533-530-5200 BUILDING MAINTENANCE - HIGHWAY
Total GRAINGER:					11.32	
HAMILTON SCHOOL DISTRICT						
413	HAMILTON SCHOOL DISTRICT	DEC 2019	DEC MOBILE HOME PARKING FEES	12/31/2019	4,363.51	10-200-250-4620 MOBILE HOME DUE TO HAMILTON
Total HAMILTON SCHOOL DISTRICT:					4,363.51	
ITU ABSORB TECH INC.						
469	ITU ABSORB TECH INC.	7399762	MATS & RUGS TOWN HALL	01/20/2020	72.72	10-516-530-4400 CONTRACTED SVS -TOWN HALL
Total ITU ABSORB TECH INC.:					72.72	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
JANE STADLER						
863	JANE STADLER	JAN 2020	JAN PLAN COMMISSION MTG	01/10/2020	25.00	10-563-510-1100 SALARIES - PC
Total JANE STADLER:					25.00	
JENSEN EQUIPMENT CO. INC.						
483	JENSEN EQUIPMENT CO. INC.	J-657183	BAR & CHAIN OIL	01/03/2020	11.95	10-533-530-3700 GAS/OIL/GREASE - HIGHWAY
483	JENSEN EQUIPMENT CO. INC.	J-657183	DUST MASK FOR NICK W	01/03/2020	21.98	10-533-530-3630 UNIFORMS/MATS - HIGHWAY
483	JENSEN EQUIPMENT CO. INC.	J-657503	TOP HANDLE CHAIN SAW	01/10/2020	634.60	10-533-530-3150 SHOP TOOLS - HIGHWAY
483	JENSEN EQUIPMENT CO. INC.	J-657503	CHAIN FOR SAW	01/10/2020	16.95	10-533-530-5410 EQUIP MAINTENANCE - HIGHWAY
Total JENSEN EQUIPMENT CO. INC.:					685.48	
JOE DESTEFANO JR						
2551	JOE DESTEFANO JR	JAN 2020	MKE TOOL GLOVES X5 - DISC REIMB	01/16/2020	258.00	10-533-530-3630 UNIFORMS/MATS - HIGHWAY
Total JOE DESTEFANO JR:					258.00	
KELLER INC						
507	KELLER INC	C273-19	BOND REFUND - HALQUIST STONE	01/23/2020	3,000.00	10-200-230-1000 SPECIAL DEPOSITS
Total KELLER INC:					3,000.00	
KERSHEK LAW OFFICES						
509	KERSHEK LAW OFFICES	01/20 18641	Prosecutorial Services	01/06/2020	750.00	10-518-530-4120 LEGAL FEES - MUNICIPAL COURT
Total KERSHEK LAW OFFICES:					750.00	
KRIETE GROUP						
2548	KRIETE GROUP	310320M	REAR BRAKES TRK#1	01/22/2020	353.74	10-533-530-5500 VEHICLE MAINTENANCE - HIGHWAY
Total KRIETE GROUP:					353.74	
LANGE ENTERPRISES INC.						
552	LANGE ENTERPRISES INC.	71470	SIGN POST & RCVRS & ALRT GH SIG	01/03/2020	1,221.16	10-533-530-3540 SIGNS - HIGHWAY
552	LANGE ENTERPRISES INC.	71590	SIGN BRACKETS & STREET SIGNS	01/10/2020	890.80	10-533-530-3540 SIGNS - HIGHWAY
Total LANGE ENTERPRISES INC.:					2,111.96	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
LISBON FIRE FIGHTERS INC.						
576	LISBON FIRE FIGHTERS INC.	2020	AWARD DINNER BAND & CASINO	01/22/2020	1,575.00	10-522-530-3200 GOOD & WELFARE - FD
Total LISBON FIRE FIGHTERS INC.:					1,575.00	
LISBON SANITARY DISTRICT #1						
575	LISBON SANITARY DISTRICT #1	DEC 2019	SEWER FLOW FROM SUSSEX	01/15/2020	65.74	10-522-530-7250 SEWER FLOW SUSSEX - FD
575	LISBON SANITARY DISTRICT #1	DEC 2019	SEWER MAINTENANCE	01/15/2020	131.25	10-522-530-7260 SEWER MAINTENANCE - FD
Total LISBON SANITARY DISTRICT #1:					196.99	
MENARDS -- GERMANTOWN						
608	MENARDS -- GERMANTOWN	75842	MAILBOXES & POSTS, BLEACH	01/06/2020	134.48	10-533-530-3100 SUPPLIES - HIGHWAY
608	MENARDS -- GERMANTOWN	76420	WATER VALVES & IMPACT BITS	01/17/2020	47.36	10-533-530-5200 BUILDING MAINTENANCE - HIGHWAY
608	MENARDS -- GERMANTOWN	76449	MATERIALS FOR DPW REMODEL	01/17/2020	18.62	70-533-570-8000 BUILDING IMPROVMENTS - HIGHWAY
608	MENARDS -- GERMANTOWN	76452	DRYWALL DPW REMODEL	01/17/2020	6.58	70-533-570-8000 BUILDING IMPROVMENTS - HIGHWAY
Total MENARDS -- GERMANTOWN:					207.04	
MENARDS -- PEWAUKEE						
607	MENARDS -- PEWAUKEE	56627	CONCRETE MIX	12/17/2019	44.95	10-533-530-3100 SUPPLIES - HIGHWAY
607	MENARDS -- PEWAUKEE	57329	PAPER PRDCTS & HRDWR/BOARDS F	01/03/2020	124.13	10-552-530-3140 GENERAL OPERATING SUP - PARKS
607	MENARDS -- PEWAUKEE	57923	PLASTIC ROLL FOR D/U SHLTR	01/15/2020	103.99	10-552-530-3140 GENERAL OPERATING SUP - PARKS
607	MENARDS -- PEWAUKEE	58005	HARDWARE FOR SHOP STOCK	01/16/2020	57.20	10-533-530-3100 SUPPLIES - HIGHWAY
Total MENARDS -- PEWAUKEE:					330.27	
MICHELLE DRAGER						
253	MICHELLE DRAGER	DEC 2019	STATIONARY REIMB	01/14/2020	62.17	10-522-530-3200 GOOD & WELFARE - FD
253	MICHELLE DRAGER	DEC 2019	TOT GLOW STICKS	01/14/2020	17.87	10-522-530-3140 INSPECTION & PUBLIC ED - FD
253	MICHELLE DRAGER	JAN 2020	STAMPS FOR MAILINGS REIMB	01/06/2020	11.00	10-522-530-3100 SUPPLIES - FD
Total MICHELLE DRAGER:					91.04	
MILWAUKEE CTY EMS						
632	MILWAUKEE CTY EMS	18625	10 CPR ECARDS PACK	07/05/2019	210.00	10-523-530-3860 MEDICAL SUPPLIES - AMBO
632	MILWAUKEE CTY EMS	18626	10 CPR ECARDS PACK	07/05/2019	210.00	10-523-530-3860 MEDICAL SUPPLIES - AMBO
Total MILWAUKEE CTY EMS:					420.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
NATIONAL TROPHY & AWARDS						
660	NATIONAL TROPHY & AWARDS	7770	AWARDS FOR BANQUET	01/16/2020	184.00	10-522-530-3100 SUPPLIES - FD
Total NATIONAL TROPHY & AWARDS:					184.00	
NEU'S BUILDING CENTER INC.						
672	NEU'S BUILDING CENTER INC.	4057089	STAINLESS FITTING FOR ANTI ICE BA	01/17/2020	6.49	10-533-530-5410 EQUIP MAINTENANCE - HIGHWAY
Total NEU'S BUILDING CENTER INC.:					6.49	
PARTSMASTER						
704	PARTSMASTER	23502886	COTTER PINS & CUTTING OIL	01/10/2020	82.42	10-533-530-3100 SUPPLIES - HIGHWAY
704	PARTSMASTER	23502886	MAGNETIC SCKT ADPTR & KIT	01/10/2020	87.51	10-533-530-3150 SHOP TOOLS - HIGHWAY
Total PARTSMASTER:					169.93	
PAUL AARESTAD						
2655	PAUL AARESTAD	JAN 2020	MAILBOX DAMAGE REIMB	01/21/2020	25.00	10-533-530-3100 SUPPLIES - HIGHWAY
Total PAUL AARESTAD:					25.00	
POMP'S TIRE SERVICE INC						
738	POMP'S TIRE SERVICE INC	60200374	TIRES INSTALL VERMEER WOOD CHI	01/02/2020	330.00	10-533-530-5410 EQUIP MAINTENANCE - HIGHWAY
Total POMP'S TIRE SERVICE INC:					330.00	
RANDALL STEFFEN						
871	RANDALL STEFFEN	2020-2	STEFFEN HEALTH INS REMAINING - L	01/21/2020	9,979.31	10-533-520-2350 HEALTH INS PAYOUT - STEFFAN
Total RANDALL STEFFEN:					9,979.31	
RURAL MUTUAL INSURANCE CO						
798	RURAL MUTUAL INSURANCE C	DEC19	WORK COMP PREMIUM INCREASE - 2	12/06/2019	1,065.04	10-518-530-7500 WORKERS' COMP INSURANCE
798	RURAL MUTUAL INSURANCE C	JAN 2020	P&L INS PREMIUM ADJUSTMTS	12/23/2019	780.00	10-518-530-7300 TOWN INS - PROP & LIABILITY
798	RURAL MUTUAL INSURANCE C	JAN20	WORK COMP PREMIUM INCREASE - 2	12/06/2019	3,171.96	10-518-530-7500 WORKERS' COMP INSURANCE
Total RURAL MUTUAL INSURANCE CO:					5,017.00	
SHERWIN INDUSTRIES INC.						
839	SHERWIN INDUSTRIES INC.	SC044197	1.92 TONS COLD PATCH POT HOLES	12/19/2019	211.20	10-533-530-3570 IN-HOUSE PAVING - HIGHWAY

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total SHERWIN INDUSTRIES INC.:					211.20	
SNAP-ON INDUSTRIAL						
2581	SNAP-ON INDUSTRIAL	201335168	OIL FILTER WRENCH KIT	01/09/2020	133.33	10-533-530-3150 SHOP TOOLS - HIGHWAY
Total SNAP-ON INDUSTRIAL:					133.33	
SPRUNG HEATING & PUMP SERVICE LLC						
862	SPRUNG HEATING & PUMP SE	2692	RELOCATE UNIT HEATER	12/26/2019	906.00	10-522-530-5200 BLDG MAINTENANCE - FD
862	SPRUNG HEATING & PUMP SE	2693	THERMOSTAT FOR GH STATION	12/19/2019	285.00	10-522-530-5200 BLDG MAINTENANCE - FD
862	SPRUNG HEATING & PUMP SE	2694	REPLACE EXCHNGR FURNACE MTG	12/01/2019	412.50	10-522-530-5200 BLDG MAINTENANCE - FD
Total SPRUNG HEATING & PUMP SERVICE LLC:					1,603.50	
SUPPLY ZONE						
889	SUPPLY ZONE	1318	MULTI FOLD TOWELS	12/20/2019	59.98	10-522-530-3100 SUPPLIES - FD
Total SUPPLY ZONE:					59.98	
SUSSEX ACE HARDWARE						
7	SUSSEX ACE HARDWARE	189867	LAMPS & BULBS FOR STATIONS	01/05/2020	39.09	10-522-530-5200 BLDG MAINTENANCE - FD
7	SUSSEX ACE HARDWARE	190025	TOILET HANDLE & DOOR KNOB KIT	01/14/2020	5.78	10-533-530-5200 BUILDING MAINTENANCE - HIGHWAY
7	SUSSEX ACE HARDWARE	190098	GUAGE FOR ANTI ICE BAR	01/17/2020	10.79	10-533-530-5410 EQUIP MAINTENANCE - HIGHWAY
Total SUSSEX ACE HARDWARE:					55.66	
TIM ZIEGLER						
2477	TIM ZIEGLER	DEC 2019	POLICE & FIRE COMM MTG - DEC 201	01/14/2020	25.00	10-520-510-1100 SALARIES - P&F COMMISSION (AP)
2477	TIM ZIEGLER	JAN 2020	PFC MTG PAY 1/9/20 & 1/10/20	01/14/2020	50.00	10-520-510-1100 SALARIES - P&F COMMISSION (AP)
Total TIM ZIEGLER:					75.00	
UNEMPLOYMENT INSURANCE						
2348	UNEMPLOYMENT INSURANCE	DEC 2019	FD UNEMPLOYMENT - SAYRE	12/28/2019	34.93	10-518-530-3900 UNEMPLOYMENT INS & WAGES
Total UNEMPLOYMENT INSURANCE:					34.93	
UNIFIRST CORPORATION						
2349	UNIFIRST CORPORATION	096 1110129	DPW UNIFORMS & MATS	01/13/2020	76.85	10-533-530-3630 UNIFORMS/MATS - HIGHWAY

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
2349	UNIFIRST CORPORATION	096 1111288	DPW UNIFORMS & MATS	01/20/2020	76.85	10-533-530-3630 UNIFORMS/MATS - HIGHWAY
Total UNIFIRST CORPORATION:					153.70	
VERITIV OPERATING COMPANY						
2369	VERITIV OPERATING COMPANY	517-67994848	PAPER ORDER	12/11/2019	910.50	10-516-530-3100 OFFICE SUPPLIES - TOWN HALL
Total VERITIV OPERATING COMPANY:					910.50	
WAUKESHA COUNTY TREASURER						
2390	WAUKESHA COUNTY TREASUR	2019-0000000	FINCO CSM	12/19/2019	70.20	10-563-530-4400 WC PLANNER- PC - REIMB
2390	WAUKESHA COUNTY TREASUR	2019-0000000	HILLSIDE RDG PLAT RVW & COMMEN	12/19/2019	393.12	10-563-530-4400 WC PLANNER- PC - REIMB
2390	WAUKESHA COUNTY TREASUR	2019-0000000	PRSRV HRVST RDG PLAT RVW & CO	12/19/2019	224.64	10-563-530-4400 WC PLANNER- PC - REIMB
2390	WAUKESHA COUNTY TREASUR	2019-0000000	VARIOUS TOWN PC/ZONING ISSUES	12/19/2019	351.00	10-563-530-4410 WC PLANNER- PC - NON-REIMB
2390	WAUKESHA COUNTY TREASUR	2019-0000000	RITEWAY PROPERTY PLAN STAFF	12/19/2019	210.60	10-563-530-4410 WC PLANNER- PC - NON-REIMB
2390	WAUKESHA COUNTY TREASUR	2019-0000000	MILEAGE	12/19/2019	42.98	10-563-530-4410 WC PLANNER- PC - NON-REIMB
2390	WAUKESHA COUNTY TREASUR	2019-0000000	REVIEW LEIDS CSM	12/19/2019	421.20	10-563-530-4410 WC PLANNER- PC - NON-REIMB
2390	WAUKESHA COUNTY TREASUR	2019-0000000	VARIOUS TOWN PC/ZONING ISSUES	12/31/2019	744.12	10-563-530-4410 WC PLANNER- PC - NON-REIMB
2390	WAUKESHA COUNTY TREASUR	2019-0000000	RITEWAY PROPERTY PLAN STAFF/DR	12/31/2019	449.28	10-563-530-4410 WC PLANNER- PC - NON-REIMB
2390	WAUKESHA COUNTY TREASUR	2019-0000000	MILEAGE	12/31/2019	15.20	10-563-530-4410 WC PLANNER- PC - NON-REIMB
2390	WAUKESHA COUNTY TREASUR	2019-0000012	Q4 POLICE OT	12/31/2019	4,285.26	10-521-530-4405 OVERTIME - WCSD
2390	WAUKESHA COUNTY TREASUR	2019-0000022	DEC 2019 PRISONER HOUSING	12/31/2019	68.04	10-521-530-4407 HOUSING - WCSD
2390	WAUKESHA COUNTY TREASUR	2020-0000000	JAN 2020 POLICE SERVICES	01/13/2020	60,921.80	10-521-530-4400 CONTRACTED SERVICES - WCSD
2390	WAUKESHA COUNTY TREASUR	2020-0000000	FEB 2020 POLICE SERVICES	01/13/2020	60,921.80	10-521-530-4400 CONTRACTED SERVICES - WCSD
Total WAUKESHA COUNTY TREASURER:					129,119.24	
WOLTER POWER SYSTEMS						
2461	WOLTER POWER SYSTEMS	522029186	SERVICE CALL BACKUP GENERATOR	01/08/2020	350.50	10-533-530-5200 BUILDING MAINTENANCE - HIGHWAY
Total WOLTER POWER SYSTEMS:					350.50	
WOODHAVEN HOMES & REALITY INC						
2462	WOODHAVEN HOMES & REALIT	S186-19-12	BOND REFUND - ZIMMERMAN	01/23/2020	2,500.00	10-200-230-1000 SPECIAL DEPOSITS
Total WOODHAVEN HOMES & REALITY INC:					2,500.00	
Grand Totals:					302,185.16	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
--------	-------------	----------------	-------------	--------------	-----------------------	----------------------

Dated: _____

TOP 5 EXPENDITURES

Chairman: _____

\$ 129,119.24 WAUKESHA CO TREASURER: Jan & Feb Police Services, Q4 OT & Misc

\$ 84,970.00 BURKE TRUCK & EQUIPMENT: 1st Half Plow Package for 2 Trucks on Order

Board Member #1: _____

\$ 20,822.56 COMPASS MINERALS AMERICA: 267.1 Tons Road Salt Delivered

\$ 13,120.26 CIVIC SYSTEMS LLC: Software Fee Across All Depts for 2020

Board Member #2: _____

\$ 9,979.31 RANDALL STEFFEN: 2020 Health Insurance - His Last Year

Board Member #3: _____

Board Member #4: _____

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Only unpaid invoices included.



TOWN OF LISBON
W234 N8676 Woodside Rd.
Lisbon, WI 53089

Dear Board Members:

This is to notify you of the Town of Lisbon meetings, office closures and elections from **January 28, 2020 through February 24, 2020** at the Town Hall, W234N8676 Woodside Road, unless indicated otherwise.

10	FEB, MON	● 6:30 – 8:30pm	Supervisor's Office Hours - 6PM followed by Town Board - 6:30PM Town Hall
13	FEB, THU	● 8:30am – 5pm ● 6:30 – 9pm	Open to 5PM for AB Voting Town Hall Plan Commission - 6:30PM Town Hall
14	FEB, FRI	● 8:30am – 5pm	Open to 5PM for AB Voting Town Hall
17	FEB, MON	● 6:30 – 8pm	Park Committee - 6:30PM Richard Jung Memorial Fire Station
18	FEB, TUE	● 7am – 8pm	SPRING PRIMARY ELECTION
19	FEB, WED	● 6:30 – 8:30pm	Sanitary District - 6:30 PM Town Hall
24	FEB, MON	● 6:30 – 8:30pm	Supervisor's Office Hours - 6PM followed by Town Board - 6:30PM Town Hall

Sincerely,

Rick Goeckner, MMC
Town of Lisbon Interim Clerk

NOTICE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meetings to gather information: no action will be taken by any governmental body at the above-stated meetings other than the governmental body specifically referred to above in this notice. (All meetings are subject to change or cancellation)

Town of Lisbon is hosting an Appliance & Electronic Recycling Events!!

MARK YOUR CALENDARS!!!

WHEN:

April 11, 2020 from 9:00am – 12:00pm
September 19, 2020 from 9:00am – 12:00pm

WHERE:

Municipal Garage
N72W24958 Good Hope Road
Lisbon, WI 53089

APPLIANCES & LAWN EQUIPMENT:

- | | | |
|---|---|--------------------|
| ✓ Air Conditioners | ✓ Boilers | ✓ Car batteries |
| ✓ Commercial A/C Units | ✓ Dehumidifiers | ✓ Dishwashers |
| ✓ Dryers | ✓ Exercise Equipment | ✓ Freezers |
| ✓ Furnaces | ✓ Grills * (No Propane Tanks Accepted) | ✓ Lawn Mowers * |
| ✓ Microwaves | ✓ Range Tops | ✓ Refrigerators |
| ✓ Snow Blowers * | ✓ Stoves | ✓ Vending Machines |
| ✓ Wall Ovens | ✓ Washers | ✓ Water Coolers |
| ✓ Water Heaters (No Water Softeners) | | |

ALL GAS AND OILS MUST BE REMOVED PRIOR TO DROP OFF

ELECTRONICS:

- All Computers, Laptops, Servers, Computer parts, Wiring, Printers & Copiers
- CRT TV's *
- LCD TV's *
- Cell Phones
- VCRs
- Tablets
- Video games consoles
- Blue Ray Players
- Small appliances (i.e.; toasters, hair driers, vacuums, fans, etc.)
- LED TVs *
- Console TVs *
- Fax Machines
- DVRs
- Cameras
- Video equipment
- Routers/modems
- LCD Monitors *
- CRT Monitors *
- UPSs
- iPods/iPads
- Keyboards
- Receivers
- Storage Devices
- Projection TV's *
- Mice
- DVD players
- MP3s
- Phones
- Digital Devices
- Radios

Items NOT Accepted: Ink/toner cartridges, Smoke/Carbon Monoxide Detectors, Fire Extinguishers, Medical Equipment, Water Softeners, Household Batteries, Light Bulbs, De-manufactured units or CD's/Cassette Tapes/DVD's.

***ALL CRT/Console/Projection/LCD/LED TV's:**

\$35.00 each (cash only)

***All CRT/LCD Monitors:**

\$10.00 each (cash only)

(NO CREDIT/DEBIT CARDS or CHECKS ACCEPTED)

All other listed Appliances, Electronics & Lawn Equipment will be **FREE!**



REFRIGERANT DEPOT LLC

For questions about recycling or the event please contact:

Refrigerant Depot at (414) 627-1152



January 6, 2020

Town of Lisbon
W234 N8676 Woodside Rd.
Sussex, WI 53089

Dear Town of Lisbon Board & Plan Commission:

RE: Recap of the 2019 season at LSP's Lisbon-Sussex operation.

The crushing plant produced crushed bank run. The washing plant produced mason sand, torpedo sand, ice control sand, mound sand, pea gravel, and washed stone.

Our expanded fresh water pond has allowed us to more effectively clean our recycled water. All of the make-up water for our wash ponds comes from a large stormwater basin lessening the amount of well-water used in our operation. The addition of a clarifying tank will allow us to recover even more clean water in our process and reduce the amount of settling ponds we will need. Commissioning for the clarifying tank will take place in the Spring of 2020.

Topsoil was removed and stockpiled and will be available for our continuous reclamation projects. Overburden material was moved and used to continue construction of berms allowing access to mineable sand and gravel. The overburden was used to bolster our visual barrier on the south-eastern corner of the property. Overburden removal will continue in the coming years and will be used to construct berms that will be vegetated. All surface water is directed from stockpiles onto our property. The operation remains compliant with the DNR.

Our annual production of sand and gravel continues to expose a limestone deposit that is of incredible quality. In addition, the proximity to rail lines will allow us to supply aggregate to the Chicago market in the future.

Ozinga's ready-mix plant remains in full production. Ozinga is forecasting strong demand for their product for years to come and plans on their Lisbon plant to be one of the most productive in southeastern Wisconsin.

LSP constructed a new and improved entrance to the site. The entrance is safer for our customers and the motorists on Town Line Rd. In addition, the new entrance is far more aesthetically pleasing to the community.

LSP closed on the acquisition of Halquist Stone Company's crushed aggregate business in late December. In addition, LSP will continue to process all of Halquist's cutters chips from their Ideal quarry for the next 19 years. Access between properties has been established on site.

We received one dust complaint in 2019 and are working with the DNR to resolve the issue.

We consider ourselves very fortunate to have such a fantastic deposit to operate with buffers on all four sides. At the current rate of extraction, this deposit will furnish high quality aggregate (both glacial gravel and limestone) to the community for generations.

We are committed to operate in the most compatible manner and be an asset to the community in any way possible. We look forward to meeting with your representatives whenever they may desire to tour our operation. Please feel free to call (262) 251-1520 to make an appointment to visit or tour the operation anytime you wish.

Lannon Stone Products, Inc. will continue to be the best corporate citizen we can be. Thank you for your continued input and foresight that has allowed the Lisbon site to operate as a producing mine since 1910.

Sincerely,

Paul M. Giles

Lannon Stone Products, Inc. - Technical Services Director





ADMINISTRATOR REPORT

PREPARED BY: Gina C. Gresch, Administrator

REPORT DATE: Thursday, January 23, 2020

ADMINISTRATOR OUT OF THE OFFICE - VACATION

I will be out of the office February 6 – 15 on vacation. The February 10 Town Board packets will be done before I leave and Interim Clerk Goeckner will be at the meeting in my place. Please contact him in my absence as I will not have access to my emails while I'm gone.

YEAR-END TASKS

Year-End tasks went very well. 1099's were completed on January 7, W-2's were printed on January 17 and mailed on January 20. Everything balanced!

SPRING GAZETTE

All articles for the Spring Gazette are due to me by Friday, February 14. Please let me know if you have any article ideas or want to see something different. I'm playing around with a new format, but it probably won't be ready for the Spring edition.

HILLSIDE ROAD & CTH Q ROUNDABOUT CONSTRUCTION FUNDING REQUEST

On the following page is a request from Washington County asking the Town of Lisbon and Village of Richfield each for \$45,250 for funding assistance for the Hillside Road and CTH Q Roundabout project. I would like to have Scott Schmidt, Washington County Highway Commissioner attend a meeting to explain any finer details and answer questions the Town Board may have. I emailed him and am waiting for a response.



HIGHWAY DEPARTMENT

*Scott M. Schmidt, PE, PLS,
Highway Commissioner/County Surveyor*

900 Lang Street
West Bend, WI 53090
(262) 335-4435
FAX (262) 335-4439

January 10, 2020

James Healy
Village of Richfield Administrator
4128 Hubertus Road
Hubertus, WI 53033

Gina Gresch
Town of Lisbon Administrator
W234N8676 Woodside Road
Lisbon, WI 53089

RE: Hillside Road and County Trunk Highway Q Roundabout Construction funding request

Dear Jim and Gina,

It is with great excitement that I can report that Washington County was awarded a Highway Safety Improvement Program (HSIP) grant for the design and construction of a roundabout at the intersection of CTH Q and Hillside Road. We appreciate both of your communities' support in that application.

We are currently working with the Department of Transportation on signing our State-Municipal Agreement (SMA) to accept this funding. The HSIP grant is a 90-10 funding source. That equates to 90% being paid by the federal/state government, and 10% paid by the local municipality. As part of the SMA agreement, we are in discussions with the DOT on the estimated design and construction costs to determine the cost of the roundabout construction in the year 2023. As part of our application, we had an anticipated cost of \$1,970,000 while the DOT has an anticipated cost of \$1,801,000 (which included a \$1,000 non-participating cost funded 100% locally). Utilizing the DOT cost estimate, the local share amount would be \$181,000, and any costs over their \$1,801,000 estimate would be paid 100% by the local municipality. Thus it is possible that the local share cost could increase.

I would like to propose the following to both the Town of Lisbon and Village of Richfield. There are four segments of roadway feeding into this intersection. Two of which are maintained by Washington County, and one each maintained by the Town of Lisbon and Village of Richfield. I believe it would be appropriate that each segment leading into the intersection be financially responsible for one-quarter of the costs. Thus, the Town and Village would each be responsible for \$45,250 ($\$181,000/4$) and Washington County would be responsible for \$90,500 ($\$181,000/2$).

Because of the uncertainty of the final project costs (currently a 2023 proposed construction), and potential for cost overruns or inflationary costs, I would propose that the limits stated in the above paragraphs would be maximum amounts for both the Town of Lisbon and Village of Richfield, with Washington County covering any cost above those listed above. Also, if costs come in lower than the estimated amounts, that we would then pay in accordance to the percentages – one-quarter by the Town of Lisbon, one-quarter by the Village of Richfield, and one-half by Washington County.



HIGHWAY DEPARTMENT

*Scott M. Schmidt, PE, PLS,
Highway Commissioner/County Surveyor*

900 Lang Street
West Bend, WI 53090
(262) 335-4435
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By agreeing to the funding mechanism, I propose that we collaborate fully on the project. Both municipalities would be invited to sit on the selection committee for the design firm and land acquisition firm, and be part of the design review team. I will send electronically a copy of the HSIP application and SMA that Washington County would sign for you to reference.

I or other County officials are available to answer any questions or appear at any meeting you would like. To keep the project moving forward, I would appreciate a response by the end of February if at all possible.

Thank you for the consideration.

Scott M. Schmidt, PE, PLS
Washington County Highway Commissioner/County Surveyor

Attached via e-mail:

SMA
HSIP Application
Press Release

James Healy
Village of Richfield Administrator
4128 Hubertus Road
Hubertus, WI 53033
Gina Gresch
Town of Lisbon Administrator
W234N8676 Woodside Road
Lisbon, WI 53089



ADMINISTRATOR REPORT

PREPARED BY: Bryan Oelhafen, Building Inspector

REPORT DATE: Thursday, January 21, 2020

	2018	2019	DIFFERENCE
	AUGUST - DECEMBER		
TOTAL PERMITS	751	746	-5
TOTAL NEW HOME PERMITS	34	33	-1



TOWN CLERK REPORT

PREPARED BY: Rick J Goeckner, Interim Town Clerk

REPORT DATE: Monday, January 13, 2020

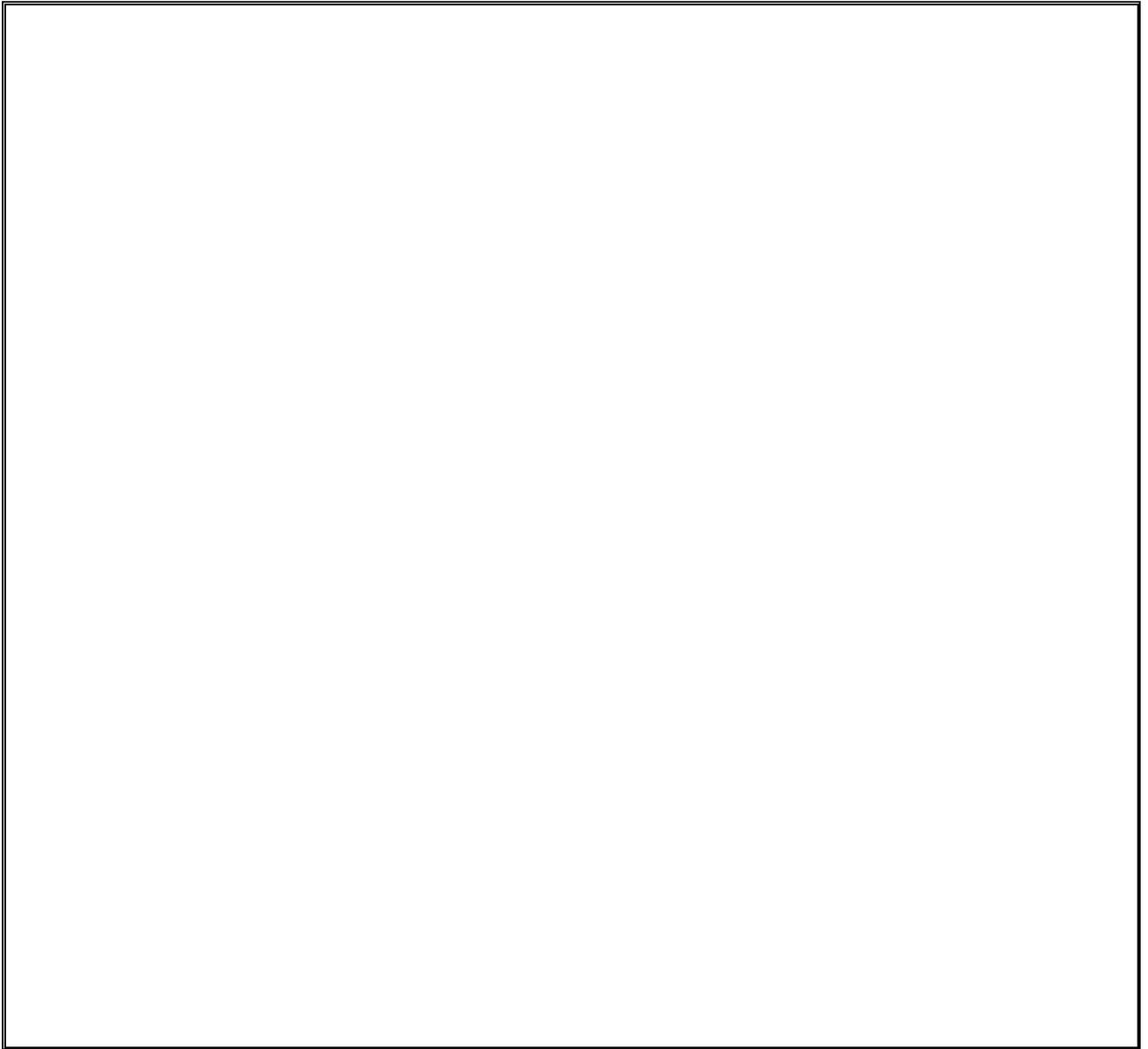
Elections Update:

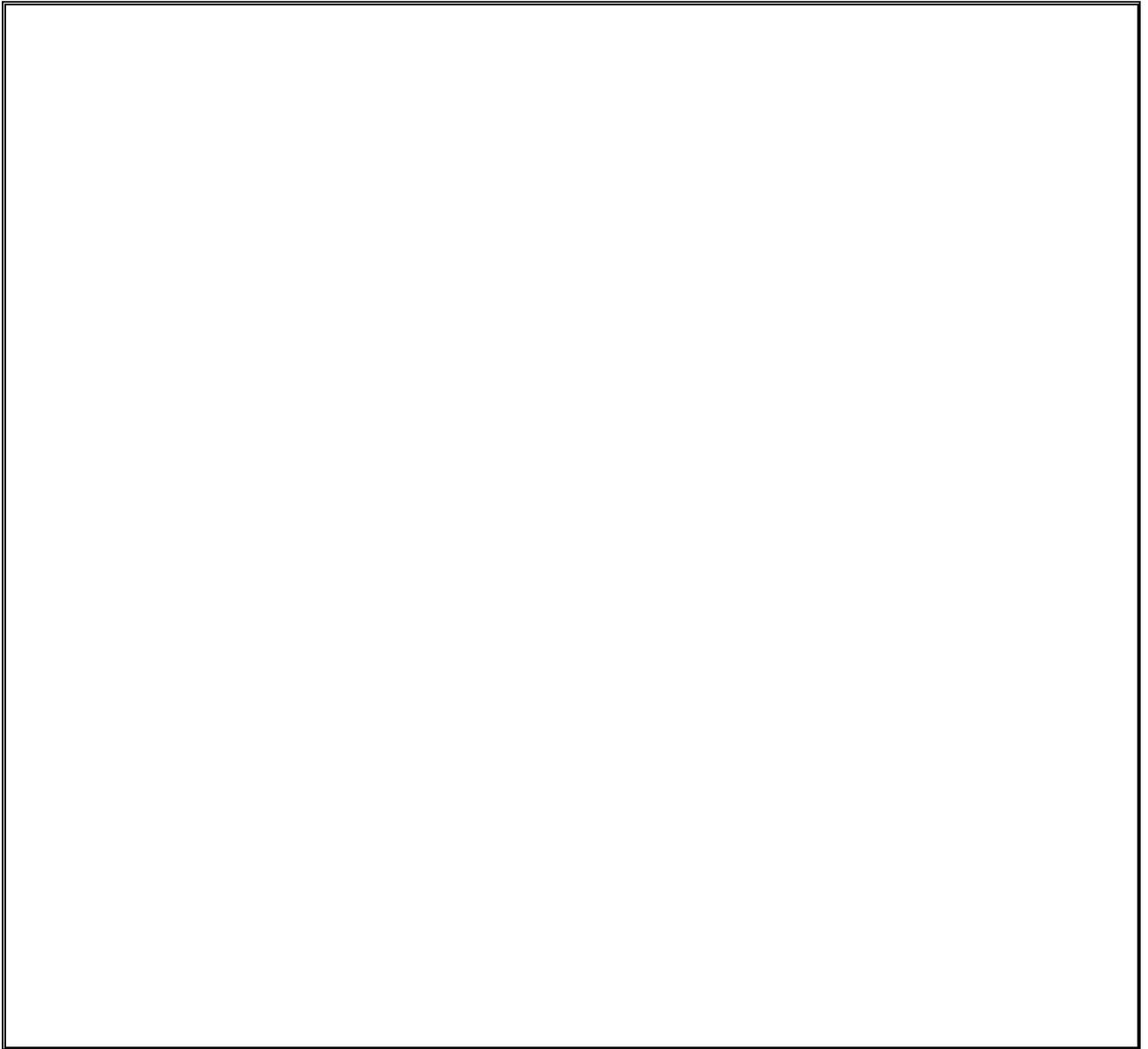
The Town has continued to receive a steady stream of absentee ballot request as well as new voter registrations. We also have several applications for new poll workers/election inspectors. These additional workers will be a great relief for the Presidential election. Poll worker training wrapped up January 24th with over 40 attending. It's been a great year in that there have not been any changes to elections to date. The Town has received one Registered Write-In Candidate for the Supervisor #1 position. A list with the name(s) of Registered Write-In Candidates will be available for review at the April election. Absentee ballots went out the week of January 27th. The upcoming Primary Election only has one item on the Lisbon ballot: Supreme Court Justice. Turnout is predicted to be low – only 20 to 25%.

Clerk Update:

I have received several applications for Operator Licenses, primarily for employees at Casey's. Other than that I've been very busy with election work.

Remember – It's a Beautiful Day in Lisbon!







Parks Monthly Report January 2020

Park Staff duties:

- ☺ Staff are moving around the 2 Stealth Cams Models PX Pro Series in Community Park down by ice rink due to people damaging the ice rink and hockey goal during Christmas break.
- ☺ Staff has been performing ash tree removal in Stone Family Park as weather permits.
- ☺ Staff has been working on fixing the ice rink and should be open on Tuesday January 21, 2020 for the season.
- ☺ John has been in contact with several sport teams and taking reservations for the 2020 spring baseball and soccer fields.
- ☺ John is working on the 2020 port o let seasonal contracts for the 2020 season for the parks.
- ☺ Staff started to set up the grounds for winter fest and will be wrapping the shelter by end of week or early next week.
- ☺ Staff has been snow plowing all parks, Town Hall, DPW and both Fire stations after each snow events
- ☺ Weekly garbage collection and restroom facilities cleaning.
- ☺ Equipment & Fleet service/maintenance is going on with the plow trucks and other winter base equipment used on the ice rink and ski trails.
- ☺ John, Paul and Mike are signed up for the UW Extension class and will be attending every Wednesday afternoons in the month of February
- ☺ Superintendent has not hear back from **Tammy L. Hampton, CGW** Funding Specialist from Kunkel Engineering Group about the Lake Five Pathway. Grant , the grant was completed and turned in December to the DOT, waiting to hear from them.

Submitted by:
John Greiten
Lisbon Park Director

TOL Total Investments as of: 12/31/2019

Local Government Investment Pool (LGIP)		Amount	Annual Percentage Yield
10-100-110-1170	GENERAL	\$ 2,359,894.52	
10-100-110-1171	POLICE	\$ 64,163.76	
40-100-110-1172	FIRE	\$ (0.00)	
70-100-110-1173	CAP PROJ	\$ (0.00)	
10-100-110-1173	IMPACT FEES	\$ 203,661.64	
Total LGIP		\$ 2,627,719.92	1.63%

Money Markets/Public Funds		Amount	Rate
	WSB	\$ 92,742.11	0.92%
	Town Bank	\$ 981,008.91	1.70%
	Tri-City	\$ 173,902.26	0.15% *used to pay \$540K GO Debt, done 2024
10-100-110-1132	Total MM	\$ 1,247,653.28	

CDs & Government Bonds		Term	Amount	Rate
<u>Town Bank CDs</u>				
10-100-110-1133	6 month	\$ 298,608.33	1.70%	
10-100-110-1133	12 month	\$ 559,105.75	1.70%	
		\$ 857,714.08		
<u>WSB CDs</u>				
10-100-110-1133	6 month	\$ 117,200.62	0.75%	held as collateral - can't be moved
10-100-110-1134 (Sewer Study)	6 month	\$ 207,903.49	0.75%	held as collateral - can't be moved
		\$ 325,104.11		
<u>WSB Brokerage Account</u>				
06063HJE4 (CD)	6 month	\$ 210,000.00	1.55%	
949763K39 (CD)	12 month	\$ 209,000.00	2.00%	
	Cash	\$ 1,498.96		
	G/L	\$ 501.15		
10-100-110-1135		\$ 421,000.11		
Total CDs & Gov't Bonds		\$ 1,603,818.30		

Total Investments \$ 5,479,191.50

Bank Interest		2019	2018	2017	2016
10-480-481-1000 & 1100	January	\$ 14,618.43	\$ 9,608.34	\$ 1,079.73	\$ 1,300.42
10-480-481-1000 & 1100	February	\$ 8,988.07	\$ 5,425.20	\$ 2,916.76	\$ 1,028.53
10-480-481-1000 & 1100	March	\$ 8,268.31	\$ 3,133.33	\$ 1,351.97	\$ 1,502.10
10-480-481-1000 & 1100	April	\$ 5,194.60	\$ 2,920.87	\$ 1,360.87	\$ 1,205.46
10-480-481-1000 & 1100	May	\$ 7,355.93	\$ 3,016.19	\$ 1,508.32	\$ 1,040.97
10-480-481-1000 & 1100	June	\$ 7,121.31	\$ 2,986.13	\$ 1,691.28	\$ 1,039.08
10-480-481-1000 & 1100	July	\$ 7,117.77	\$ 3,747.67	\$ 1,884.36	\$ 2,762.31
10-480-481-1000 & 1100	August	\$ 5,975.19	\$ 3,496.23	\$ 1,831.94	\$ 875.87
10-480-481-1000 & 1100	September	\$ 8,177.58	\$ 3,071.15	\$ 2,354.97	\$ 1,158.97
10-480-481-1000 & 1100	October	\$ 8,517.91	\$ 5,819.36	\$ 2,157.25	\$ 898.47
10-480-481-1000 & 1100	November	\$ 7,557.02	\$ 4,969.73	\$ 2,057.52	\$ 784.19
10-480-481-1000 & 1100	December	\$ 8,590.97	\$ 10,605.66	\$ 4,499.67	\$ 995.79
	Total	\$ 97,483.09	\$ 58,799.86	\$ 24,694.64	\$ 14,592.16

As of 12/31/19: 166% of 2018 total
395% of 2017 total

REVENUES AND EXPENDITURES COMPARED TO BUDGET AS OF:

		12/31/2019 - unaudited			12/31/2018		
		Actual	YE Budget	Over / (Under)	Actual	YE Budget	Over / (Under)
Revenues							
10-410-411-1000	GENERAL PROPERTY TAXES	2,680,002	\$ 2,680,001	1	2,620,336	\$ 2,620,337	(1)
10-410-411-1002	PMTS IN-LIEU OF TAXES (PILT)	15	\$ 15	0	15	\$ -	15
10-410-411-4000	MOBILE HOME FEES	92,896	\$ 90,000	2,896	99,988	\$ 100,000	(12)
10-410-411-6000	MANAGED FOREST LAND	11,065	\$ 300	10,765	937	\$ 300	637
	TAXES	2,783,978	2,770,316	13,662	2,721,276	2,720,637	639
10-430-431-1000	STATE SHARED REVENUES	118,130	\$ 118,080	50	118,134	\$ 118,097	37
10-430-431-1050	STATE PP TAX AID	30,408	\$ 30,408	0	-	\$ -	-
10-430-431-2000	FIRE INSURANCE 2% DUES	51,304	\$ 42,000	9,304	46,739	\$ 38,000	8,739
10-430-431-2001	EMS - FAP	6,239	\$ 5,000	1,239	5,575	\$ 5,500	75
10-430-431-3001	EXEMPT COMPUTER AID	2,481	\$ 2,481	(0)	2,422	\$ 2,422	0
10-430-431-3100	STATE TRANSPORTATION AID	333,466	\$ 333,466	(0)	289,970	\$ 289,970	0
10-430-431-3301	AG USE CONVERSION PENALTIES	16,209	\$ 300	15,909	18,662	\$ -	18,662
	INTERGOVERNMENTAL REVENUES	558,237	531,735	26,502	481,502	453,989	27,513
10-430-431-3500	MOTOR FUEL REFUND	726	\$ -	726	917	\$ -	917
10-440-441-1000	LIQUOR, BEER & CIGARETTE LIC	4,445	\$ 4,630	(185)	4,539	\$ 4,300	239
10-440-441-1100	OPERATOR LICENSE	3,462	\$ 2,710	752	2,604	\$ 2,775	(171)
10-440-441-2000	YEARLY BUSINESS LICENSE FEE	700	\$ 450	250	200	\$ 500	(300)
10-440-443-0000	BUILDING INSPECTION FEES	-	\$ -	-	11,027	\$ -	11,027
10-440-443-1000	BUILDING PERMITS	185,302	\$ 195,000	(9,698)	310,138	\$ 189,333	120,805
10-440-443-1001	STATE STAMPS	1,350	\$ 1,500	(150)	1,485	\$ 1,000	485
10-440-443-1002	HOUSE NUMBERS	818	\$ 600	218	702	\$ 600	102
10-440-449-2001	MINERAL EXTRACTION FEES	21,750	\$ 21,750	-	21,750	\$ 20,000	1,750
10-440-449-2002	STREET OPENING PERMITS	3,380	\$ 3,000	380	2,900	\$ 2,000	900
10-440-449-2004	DOG LICENSES	15,844	\$ 9,000	6,844	(1,221)	\$ 6,000	(7,221)
10-440-449-2005	ZONING & SIGN FEES	-	\$ -	-	-	\$ 300	(300)
10-440-449-2006	CABLE FRANCHISE FEES	92,954	\$ 98,000	(5,046)	125,679	\$ 100,000	25,679
10-450-450-1000	COURT PENALTIES & COSTS	102,962	\$ 55,000	47,962	57,225	\$ 85,000	(27,775)
10-450-450-3000	PARKING VIOLATIONS	245	\$ 1,000	(755)	280	\$ 1,000	(720)
10-450-450-9000	OTHER LAW & ORDINANCE VIOLA	214	\$ -	214	55	\$ -	55
	REGULATION AND COMPLIANCE	434,153	392,640	41,513	538,280	412,808	125,472
10-440-449-2007	PLANNING, ZONING APP FEES & AR	106,118	\$ 47,550	58,568	52,143	\$ 32,500	19,643
10-440-449-2008	HEARING FEES	-	\$ -	-	-	\$ 500	(500)
10-440-449-2009	CULVERT PERMIT & INSP FEES	3,988	\$ 3,500	488	4,263	\$ -	4,263
10-460-461-2000	TREASURER FEES	175	\$ -	175	60	\$ -	60
10-460-461-2001	ASSESSMENT LETTERS	1,410	\$ 800	610	646	\$ 800	(154)
10-460-462-2000	FIRE INSPECTION FEES	33,751	\$ 24,000	9,751	67,849	\$ 1,200	66,649
10-460-462-2100	COMMUNITY PARAMEDIC PROGRAM	-	\$ -	-	-	\$ 10,000	(10,000)
10-460-462-2200	PARAMEDIC PROGRAM REIMBURSE	2,147	\$ -	2,147	-	\$ -	-
10-460-462-2500	BARK RIVER EMERGENCY SVCS	21,000	\$ 13,750	7,250	-	\$ 9,000	(9,000)
10-460-462-3000	AMBULANCE FEES	416,519	\$ 230,000	186,519	253,212	\$ 220,000	33,212
10-460-462-3100	INTER-FACILITY TRANSPORTS	423,961	\$ 200,000	223,961	274,446	\$ 176,000	98,446
10-460-462-3200	MISCELLANEOUS FIRE SERVICE FEE	-	\$ -	-	375	\$ -	375
10-460-463-1000	SUBDIVISION CASH DPZTS - HWY	168	\$ 500	(332)	465	\$ 7,000	(6,535)
10-460-464-2000	REFUSE/GARBAGE FEES	842,506	\$ 837,250	5,256	822,279	\$ 817,759	4,520
10-460-464-4000	WEED & NUISANCE CONTROL	1,300	\$ 1,500	(200)	1,200	\$ 2,700	(1,500)
10-460-464-5000	TIRE ROUND-UP	465	\$ 250	215	244	\$ 200	44
10-460-467-2001	PARK SHELTER RENTALS	4,620	\$ 3,500	1,120	2,950	\$ 4,000	(1,050)
10-460-467-5004	WPRA TICKET PROCEEDS (NET)	63	\$ 62	1	1,886	\$ 250	1,636
10-470-474-1100	EQUIPMENT-STORM	54,600	\$ 54,600	-	54,600	\$ 54,600	-
10-480-489-0003	FD COMMUNITY ROOM RENTALS	800	\$ 300	500	100	\$ -	100
	PUBLIC CHARGES FOR SERVICES	1,913,590	1,417,562	496,028	1,536,717	1,336,509	200,208
10-430-431-1200	SNOW PLOWING - MERTON	33,931	\$ 35,000	(1,069)	33,321	\$ 51,408	(18,087)
	INTERGOVERNMENTAL CHARGES FOR SERVICES	33,931	35,000	(1,069)	33,321	51,408	(18,087)
10-480-481-1000	BANK INTEREST INCOME	88,905	\$ 30,000	58,905	56,706	\$ 5,000	51,706
10-480-481-1100	INVESTMENT INCOME (LOSS)	8,578	\$ -	8,578	2,094	\$ -	2,094
	INVESTMENT INCOME	97,483	30,000	67,483	58,800	5,000	53,800
10-480-485-0003	FIRE DEPT DONATIONS	-	\$ -	-	1,200	\$ -	1,200
10-480-485-0004	PARK DEPT DONATIONS	215	\$ -	215	1,700	\$ -	1,700
10-480-489-0000	OTHER MISC. REVENUE	2,709	\$ -	2,709	62,469	\$ 1,000	61,469
10-480-489-0001	INSURANCE RECOVERIES	40	\$ -	40	40	\$ -	40
10-480-489-0004	RECYCLING DIVIDENDS	19,066	\$ 49,766	(30,700)	58,548	\$ 52,000	6,548
10-480-489-0005	CYBER INSURANCE RECOVERIES	-	\$ -	-	100,131	\$ -	100,131
10-480-489-0007	PRIOR YEAR VOIDED CK REVENUE	-	\$ -	-	7,926	\$ -	7,926
10-480-489-4101	SEPTAGE CREDITS	1,108	\$ 1,000	108	1,653	\$ 900	753
	MISCELLANEOUS	23,138	50,766	(27,628)	233,667	53,900	179,767
	TOTAL REVENUES	5,844,509	5,228,019	616,490	5,603,562	5,034,251	569,311

REVENUES AND EXPENDITURES COMPARED TO BUDGET AS OF:

		12/31/2019 - unaudited			12/31/2018		
		Actual	YE Budget	Over / (Under)	Actual	YE Budget	Over / (Under)
<u>Expenditures</u>							
10-511-510-1100	SALARIES - TOWN BOARD	29,775	\$ 29,775	-	32,256	\$ 29,775	2,481
10-511-520-2100	SOCIAL SECURITY - TOWN BOARD	2,453	\$ 2,278	175	2,278	\$ 2,278	(0)
10-511-530-3700	DUES/FEES/SUBS - TOWN BOARD	2,617	\$ 1,275	1,342	1,221	\$ -	1,221
10-511-530-7700	EDUCATION - TOWN BOARD	35	\$ 400	(365)	10	\$ 400	(390)
10-511-530-8000	INCORPORATION EFFORTS	30,669	\$ -	30,669	-	\$ -	-
10-512-510-1100	SALARY - ADMINISTRATOR	-	\$ -	-	99,613	\$ 81,177	18,436
10-512-510-1500	INSURANCE OPT OUT - ADMINISTRA	-	\$ -	-	1,135	\$ 2,600	(1,465)
10-512-510-1800	STORMWATER SALARY - ADMINISTRA	-	\$ -	-	3,814	\$ -	3,814
10-512-520-1100	SALARY - ADMINISTRATOR	72,381	\$ 76,500	(4,119)	-	\$ -	-
10-512-520-2100	FICA - ADMINISTRATOR	5,531	\$ 5,852	(321)	7,726	\$ 6,210	1,516
10-512-520-2200	WRS - ADMINISTRATOR	4,883	\$ 5,011	(128)	4,752	\$ 5,520	(768)
10-512-520-2300	GROUP INS. - ADMINISTRATOR	5,895	\$ 5,793	102	2,033	\$ -	2,033
10-512-520-2400	DENTAL INS. - ADMINISTRATOR	-	\$ 391	(391)	216	\$ 1,118	(902)
10-512-530-3700	DUES/FEES/SUBS - ADMINISTRATOR	1,043	\$ 700	343	1,001	\$ 1,000	1
10-512-530-4000	MONTHLY PHONE - ADMINISTRATOR	561	\$ 600	(39)	158	\$ 252	(94)
10-512-530-7700	EDUCATION - ADMINISTRATOR	1,496	\$ 2,250	(754)	601	\$ 1,500	(899)
10-512-530-7800	MILEAGE - ADMINISTRATOR	435	\$ 600	(165)	483	\$ 600	(117)
10-513-510-1100	SALARIES - ELECTION	4,800	\$ 10,697	(5,897)	20,483	\$ 16,694	3,789
10-513-530-3100	SUPPLIES - ELECTION	3,605	\$ 4,639	(1,034)	2,556	\$ 1,065	1,491
10-513-530-3400	POSTAGE - ELECTION	535	\$ 600	(65)	-	\$ -	-
10-513-530-4400	CONTRACTED SERVICES - ELECTION	975	\$ 975	-	975	\$ -	975
10-513-530-5400	EQUIPMENT MAINTENANCE - ELECTI	-	\$ -	-	-	\$ 975	(975)
10-513-530-7800	MILEAGE - ELECTION	-	\$ 250	(250)	-	\$ 250	(250)
10-514-510-1100	SALARIES - TREAS & DC FINANCE	-	\$ -	-	31,782	\$ 31,622	160
10-514-510-1200	OT WAGES SS & WRS - DC FINANCE	193	\$ 4,568	(4,375)	-	\$ -	-
10-514-510-1900	SALARIES - TREASURER ASSISTANT	-	\$ -	-	1,016	\$ -	1,016
10-514-520-1100	SALARIES - TREAS & DC FINANCE	62,622	\$ 71,351	(8,729)	-	\$ -	-
10-514-520-2100	FICA - TREAS & DC FINANCE	5,219	\$ 5,458	(239)	2,372	\$ 2,419	(47)
10-514-520-2200	WRS - TREAS & DC FINANCE	4,178	\$ 4,673	(495)	4,993	\$ 2,150	2,843
10-514-520-2300	GROUP INS. - DC FINANCE	5,092	\$ 9,435	(4,343)	611	\$ -	611
10-514-520-2400	DENTAL INS. - DC FINANCE	-	\$ 435	(435)	-	\$ -	-
10-514-530-3100	SUPPLIES	879	\$ 1,000	(121)	1,157	\$ 600	557
10-514-530-3700	DUES/FEES/SUBS - TREAS	1,100	\$ 1,100	0	2,603	\$ 500	2,103
10-514-530-4200	AUDIT & ACCOUNTING FEES	18,365	\$ 14,950	3,415	21,050	\$ 18,566	2,484
10-514-530-4400	CONTRACTED SERVICES -TREASURER	3,097	\$ 5,750	(2,653)	5,219	\$ 2,000	3,219
10-514-530-5400	EQUIPMENT MAINTENANCE - TREAS	-	\$ -	-	-	\$ 500	(500)
10-514-530-7700	EDUCATION - TREAS & DC FINANCE	2,720	\$ 1,200	1,520	1,726	\$ 1,200	526
10-514-530-7800	MILEAGE - TREAS & DC FINANCE	483	\$ 400	83	565	\$ 400	165
10-515-530-4400	CONTRACTED SERVICES - ASSESSOR	32,100	\$ 32,100	-	32,100	\$ 32,100	-
10-515-530-4410	ASSESSMENT OF MFG PROPERTY	1,212	\$ 1,250	(38)	1,258	\$ 1,250	8
10-516-530-3100	OFFICE SUPPLIES - TOWN HALL	5,603	\$ 6,000	(397)	4,261	\$ 1,000	3,261
10-516-530-4400	CONTRACTED SVS -TOWN HALL	30,270	\$ 24,885	5,385	30,941	\$ 7,020	23,921
10-516-530-5210	BLDG MAINTENANCE - TOWN HALL	376	\$ 1,000	(624)	3,429	\$ 1,000	2,429
10-516-530-5400	EQUIP MAINTENANCE - TOWN HALL	-	\$ 500	(500)	89	\$ 500	(411)
10-516-530-7100	HEAT - TOWN HALL	935	\$ 1,200	(265)	1,047	\$ 1,200	(153)
10-516-530-7150	ELECTRICITY - TOWN HALL	2,737	\$ 5,400	(2,663)	3,740	\$ 5,400	(1,660)
10-516-530-7200	TELEPHONE - TOWN HALL	333	\$ 350	(17)	242	\$ 540	(298)
10-516-530-8000	SINKING FUND - TOWN HALL	14,014	\$ 14,900	(887)	-	\$ -	-
10-518-510-1100	REGULAR SALARIES - GEN GOV'T	-	\$ -	-	108,255	\$ 127,826	(19,571)
10-518-510-1200	GENERAL GOVERNMENT OVERTIME	-	\$ -	-	1,833	\$ 4,000	(2,167)
10-518-510-1500	INSURANCE OPT OUT - GEN GOV'T	-	\$ -	-	4,943	\$ 8,700	(3,757)
10-518-520-2100	SOCIAL SECURITY - GEN GOV'T	-	\$ -	-	8,503	\$ 10,085	(1,582)
10-518-520-2200	RETIREMENT -- GEN GOV'T	-	\$ -	-	7,287	\$ 8,964	(1,677)
10-518-520-2300	GROUP INSURANCE - GEN GOV'T	-	\$ -	-	15,146	\$ 22,408	(7,262)
10-518-520-2400	DENTAL INSURANCE - GEN GOV'T	-	\$ -	-	1,762	\$ 2,236	(474)
10-518-530-3100	SUPPLIES - GEN GOV'T-DON'T US	-	\$ -	-	-	\$ 5,000	(5,000)
10-518-530-3200	GOOD & WELFARE - GEN GOV'T	2,939	\$ 3,750	(811)	533	\$ 3,750	(3,217)
10-518-530-3400	POSTAGE - GEN GOV'T	6,044	\$ 12,978	(6,934)	4,322	\$ 12,000	(7,678)
10-518-530-3500	NEWSLETTER PRINTING	3,543	\$ 5,000	(1,457)	3,399	\$ 5,000	(1,601)
10-518-530-3600	LEGAL NOTICES PUBLICATIONS	3,316	\$ 2,266	1,050	2,648	\$ 2,200	448
10-518-530-3700	DATA PROCESSING - GEN GOV'T	-	\$ -	-	-	\$ 12,000	(12,000)
10-518-530-3800	IT SERVICES - GEN GOV'T	31,515	\$ 23,473	8,042	5,715	\$ 2,800	2,915
10-518-530-3900	UNEMPLOYMENT INS & WAGES	105	\$ 2,500	(2,395)	655	\$ 5,000	(4,345)
10-518-530-4000	EQUIPMENT LEASES - GEN GOV'T	3,638	\$ 6,000	(2,362)	5,421	\$ 1,300	4,121
10-518-530-4100	DUES/FEES/SUBS - GEN GOV'T	2,067	\$ 1,750	317	991	\$ 1,800	(809)
10-518-530-4110	LEGAL FEES - GEN GOV'T	23,761	\$ 70,000	(46,239)	48,352	\$ 60,000	(11,648)
10-518-530-4120	LEGAL FEES - MUNICIPAL COURT	8,619	\$ 14,579	(5,960)	8,714	\$ 9,000	(286)
10-518-530-4130	LABOR ATTY - ALL BUT FD	9,718	\$ 10,000	(282)	23,042	\$ 9,000	14,042
10-518-530-4400	CONTRACTED SERVICES - GEN GOV'T	-	\$ -	-	(2,573)	\$ -	(2,573)
10-518-530-4600	INTERNET / SERVER	5,963	\$ 3,500	2,463	3,371	\$ 2,800	571
10-518-530-5600	STORMWATER	-	\$ -	-	25,348	\$ -	25,348
10-518-530-5601	STORMWATER ERU'S TOWN PROPERTY	-	\$ -	-	-	\$ 6,576	(6,576)
10-518-530-5700	LAND ACQUISITION/DEVELOPMENT	6,907	\$ -	6,907	3,057	\$ -	3,057
10-518-530-7300	TOWN INS - PROP & LIABILITY	40,629	\$ 39,727	902	39,000	\$ 56,615	(17,615)
10-518-530-7350	CYBER INSURANCE LOSSES	-	\$ -	-	108,102	\$ -	108,102
10-518-530-7400	EMPLOYEE BONDS	-	\$ 500	(500)	480	\$ 500	(20)
10-518-530-7500	WORKERS' COMP INSURANCE	83,080	\$ 47,437	35,643	60,161	\$ 64,056	(3,895)
10-518-530-7700	TRNG/SEMINARS/CONV - GEN GOV'T	-	\$ -	-	-	\$ 800	(800)
10-518-530-7800	MILEAGE-GEN GOV'T	-	\$ -	-	-	\$ 100	(100)
10-518-530-7900	CELL PHONES	-	\$ -	-	-	\$ 2,052	(2,052)
10-518-530-9000	MISC EXPENSE	4,466	\$ -	4,466	-	\$ -	-

REVENUES AND EXPENDITURES COMPARED TO BUDGET AS OF:

		12/31/2019 - unaudited			12/31/2018		
		Actual	YE Budget	Over / (Under)	Actual	YE Budget	Over / (Under)
10-518-530-9200	BAD DEBT WRITEOFF	20,720	\$ 10,000	10,720	3,013	\$ 10,000	(6,987)
10-518-530-9300	COLLECTION FEES - GEN GOV'T	-	\$ 500	(500)	121	\$ 2,000	(1,879)
10-519-510-1100	SALARIES - CLERK & RECEPTION	-	\$ -	-	2,110	\$ -	2,110
10-519-520-1100	SALARIES - CLERK & RECEPTION	76,109	\$ 80,801	(4,692)	-	\$ -	-
10-519-520-2100	FICA - CLERK & RECEPTION	6,261	\$ 6,181	80	-	\$ -	-
10-519-520-2200	WRS - CLERK & RECEPTION	5,115	\$ 5,292	(177)	5,458	\$ -	5,458
10-519-520-2300	GROUP INS - CLERK & RECEPTION	11,999	\$ 5,474	6,525	332	\$ -	332
10-519-520-2400	DENTAL INS - CLERK & RECEPTION	-	\$ 1,563	(1,563)	-	\$ -	-
10-519-530-3700	DUES/FEES/SUBS - CLERK & RECEP	247	\$ 300	(53)	85	\$ -	85
10-519-530-4000	DOG LICENSE MAILING	363	\$ 1,000	(638)	-	\$ -	-
10-519-530-5000	OPERATORS LIC. BACKGROUND CK	518	\$ 630	(112)	658	\$ -	658
10-519-530-7700	EDUCATION - CLERK & RECEPTION	1,142	\$ 3,700	(2,558)	558	\$ -	558
10-519-530-7800	MILEAGE - CLERK & RECEPTION	416	\$ 600	(184)	384	\$ -	384
10-563-510-1100	SALARIES - PC	1,133	\$ 1,500	(367)	1,192	\$ 2,040	(848)
10-563-520-2100	FICA - PC	59	\$ 115	(56)	82	\$ 156	(74)
10-563-530-3100	WC ROD & LARGE FORMAT SCANNING	1,352	\$ 1,500	(148)	150	\$ -	150
10-563-530-3500	CONTRACTED SVCS - ZONING HUB	4,465	\$ 4,465	-	-	\$ -	-
10-563-530-4110	ATTORNEY - PC - NON-REIMB	19,403	\$ 10,000	9,403	19,168	\$ 3,250	15,918
10-563-530-4120	ATTORNEY - PC - REIMB	8,028	\$ 15,000	(6,973)	5,833	\$ 3,250	2,583
10-563-530-4200	PLANNER - PC - REIMB	32,269	\$ 30,000	2,269	31,124	\$ 32,500	(1,376)
10-563-530-4300	PLANNER - PC - NON-REIMB	40,151	\$ 30,000	10,151	53,173	\$ 40,000	13,173
10-563-530-4350	ENGINEER - PC - REIMB	60,433	\$ 5,000	55,433	5,759	\$ -	5,759
10-563-530-4375	ENGINEER - PC - NON-REIMB	4,632	\$ 5,000	(368)	14,228	\$ -	14,228
10-563-530-4400	WC PLANNER - PC - REIMB	1,904	\$ 5,250	(3,346)	2,203	\$ 5,250	(3,047)
10-563-530-4410	WC PLANNER- PC - NON-REIMB	852	\$ 2,000	(1,148)	2,940	\$ 500	2,440
10-563-530-4500	BOARD OF APPEALS MTG PAY (AP)	125	\$ 400	(275)	200	\$ 400	(200)
	GENERAL GOVERNMENT	893,221	\$ 826,222	66,999	968,747	\$ 807,295	161,452
10-520-510-1100	SALARIES - P&F COMMISSION (AP)	450	\$ 625	(175)	400	\$ 408	(8)
10-520-520-2100	FICA - P&F COMMISSION	-	\$ -	-	-	\$ 31	(31)
10-520-530-3100	SUPPLIES - P&F COMMISSION	75	\$ 50	25	-	\$ 50	(50)
10-520-530-3120	BKGRND CHECKS - P&F COMMISSION	-	\$ 250	(250)	-	\$ 250	(250)
10-520-530-4110	LABOR ATTY - P&F COMMISSION	12,210	\$ 1,000	11,210	342	\$ 1,000	(658)
10-521-530-4400	CONTRACTED SERVICES - WCSO	707,651	\$ 707,651	(0)	700,337	\$ 716,337	(16,000)
10-521-530-4405	OVERTIME - WCSO	9,197	\$ 20,000	(10,803)	14,622	\$ -	14,622
10-521-530-4406	TRANSCRIPTION - WCSO	4,611	\$ 10,500	(5,889)	10,835	\$ -	10,835
10-521-530-4407	HOUSING - WCSO	1,114	\$ 2,500	(1,386)	1,774	\$ -	1,774
10-521-530-4410	TICKET PROCESSING - SUSSEX	9,903	\$ 8,750	1,153	8,627	\$ 10,000	(1,373)
10-521-530-5000	NNO PROMO MATERIALS - WCSO	554	\$ 1,000	(446)	-	\$ -	-
10-521-530-5500	AUTO LICENSE PLATE READERS	-	\$ -	-	-	\$ -	-
10-522-510-1100	SALARIES - FD	557,169	\$ 593,086	(35,917)	510,282	\$ 544,408	(34,127)
10-522-510-1200	COMP TIME PAID - FD	2,492	\$ 1,400	1,092	1,242	\$ -	1,242
10-522-510-1500	INSURANCE OPT OUT - FD	-	\$ 11,400	(11,400)	11,105	\$ 8,400	2,705
10-522-510-1800	BARK RIVER SALARIES - FD	17,683	\$ 16,320	1,363	9,500	\$ 12,000	(2,500)
10-522-520-2100	FICA - FD	46,690	\$ 46,620	70	37,787	\$ 41,647	(3,860)
10-522-520-2200	WRS - FD	42,989	\$ 43,585	(596)	37,097	\$ 56,007	(18,910)
10-522-520-2250	LENGTH OF SERVICE PMT / VFIS	16,543	\$ 19,000	(2,457)	17,012	\$ -	17,012
10-522-520-2300	GROUP INSURANCE - FD	40,396	\$ 30,149	10,247	20,585	\$ 30,700	(10,115)
10-522-520-2400	DENTAL INSURANCE - FD	-	\$ 6,169	(6,169)	2,261	\$ 1,962	299
10-522-530-3100	SUPPLIES - FD	4,188	\$ 6,000	(1,812)	6,765	\$ 5,000	1,765
10-522-530-3105	BARK RIVER SUPPLIES & MATERIAL	-	\$ 2,000	(2,000)	-	\$ 2,082	(2,082)
10-522-530-3140	INSPECTION & PUBLIC ED - FD	254	\$ 500	(246)	949	\$ 500	449
10-522-530-3200	GOOD & WELFARE - FD	4,900	\$ 5,500	(600)	5,230	\$ 5,500	(270)
10-522-530-3700	GAS/OIL/GREASE - FD	10,003	\$ 13,000	(2,997)	11,337	\$ 12,500	(1,163)
10-522-530-3810	UNIFORMS - FD	1,729	\$ 7,400	(5,671)	1,906	\$ 4,400	(2,494)
10-522-530-4100	DUES/FEES/SUBS - FD	695	\$ 650	45	654	\$ 600	54
10-522-530-4300	SINKING FUND-EQUIP - FD	-	\$ 111,427	(111,427)	-	\$ 109,242	(109,242)
10-522-530-4400	CONTRACTED SERVICES - FD	16,254	\$ 25,250	(8,996)	29,961	\$ 22,152	7,809
10-522-530-4600	INTERNET - FD	-	\$ -	-	1,538	\$ 1,500	38
10-522-530-5200	BLDG MAINTENANCE - FD	2,499	\$ 5,000	(2,501)	1,417	\$ 5,000	(3,583)
10-522-530-5410	EQUIPMENT MAINTENANCE - FD	7,108	\$ 10,000	(2,892)	4,352	\$ 10,000	(5,648)
10-522-530-5420	RADIO MAINTENANCE - FD	1,104	\$ 1,500	(396)	1,014	\$ 1,500	(486)
10-522-530-5430	ELECTRONIC COMS UPDATES - FD	3,880	\$ 4,000	(120)	3,830	\$ 4,000	(170)
10-522-530-5500	VEHICLE MAINTENACE - FD	13,804	\$ 18,750	(4,946)	16,496	\$ 18,750	(2,254)
10-522-530-7100	HEAT - FD	7,453	\$ 12,000	(4,547)	7,020	\$ 12,000	(4,980)
10-522-530-7150	ELECTRICITY - FD	15,003	\$ 18,000	(2,997)	15,347	\$ 20,000	(4,653)
10-522-530-7200	CHIEF PHONE US CELL - FD	898	\$ 1,100	(202)	1,233	\$ 920	313
10-522-530-7250	SEWER FLOW SUSSEX - FD	606	\$ 500	106	497	\$ 500	(3)
10-522-530-7260	SEWER MAINTENANCE - FD	5,542	\$ 6,000	(458)	3,451	\$ 8,100	(4,649)
10-522-530-7700	EDUCATION - FD	33,994	\$ 35,000	(1,006)	33,164	\$ 35,000	(1,836)
10-522-530-7800	MILEAGE - FD	-	\$ 250	(250)	166	\$ 250	(84)
10-523-530-3700	GAS/OIL/GREASE - AMBO	9,901	\$ 9,000	901	8,320	\$ 12,500	(4,180)
10-523-530-3850	OXYGEN - AMBO	2,590	\$ 1,600	990	1,840	\$ 1,600	240
10-523-530-3860	MEDICAL SUPPLIES - AMBO	17,443	\$ 20,000	(2,557)	19,556	\$ 20,000	(444)
10-523-530-4400	CONTRACTED SVCS - AMBO BILLING	30,562	\$ 25,800	4,762	29,084	\$ 22,000	7,084
10-523-530-4600	DATA CONNECTION - AMBO	2,738	\$ 3,500	(762)	2,489	\$ 3,000	(511)
10-523-530-5500	MAINTENANCE - AMBO	14,729	\$ 7,000	7,729	10,848	\$ 6,250	4,598
10-523-530-9200	BAD DEBT WRITEOFF - AMBULANCE	485,078	\$ -	485,078	-	\$ -	-
10-523-530-9300	BAD DEBT- Allowance Adjustment	(63,734)	\$ -	(63,734)	-	\$ -	-
10-524-530-3100	SUPPLIES - BLDG INSP	5,450	\$ 3,767	1,683	9,337	\$ 1,000	8,337
10-524-530-4400	CONTRACTED SVCS - BLDG INSP	148,398	\$ 146,250	2,148	232,604	\$ 142,000	90,604
10-524-530-4500	MTGS & ENFORCEMENT - BLDG INSP	985	\$ 2,000	(1,015)	1,007	\$ 2,000	(993)
	PUBLIC SAFETY	2,253,779	\$ 2,022,799	230,980	1,845,219	\$ 1,913,046	(67,827)

REVENUES AND EXPENDITURES COMPARED TO BUDGET AS OF:

	12/31/2019			12/31/2018		
	Actual	- unaudited YE Budget	Over / (Under)	Actual	YE Budget	Over / (Under)
10-533-510-1100	-	\$ -	-	336,462	\$ 326,648	9,814
10-533-510-1150	11,536	\$ 10,000	1,536	959	-	959
10-533-510-1200	273	\$ -	273	30,425	\$ 29,122	1,303
10-533-510-1400	-	\$ -	-	6,358	-	6,358
10-533-510-1500	14,124	\$ 16,236	(2,112)	8,519	\$ 15,918	(7,399)
10-533-520-1100	310,974	\$ 331,102	(20,128)	-	\$ -	-
10-533-520-1200	24,062	\$ 29,704	(5,642)	-	-	-
10-533-520-2100	28,832	\$ 25,329	3,503	27,240	\$ 28,434	(1,194)
10-533-520-2200	22,465	\$ 21,687	778	24,946	\$ 23,740	1,206
10-533-520-2300	60,983	\$ 55,707	5,276	54,912	\$ 92,430	(37,518)
10-533-520-2350	9,867	\$ 12,409	(2,542)	10,255	\$ -	10,255
10-533-520-2400	-	\$ 6,272	(6,272)	3,993	\$ 5,872	(1,879)
10-533-530-3100	9,369	\$ 7,000	2,369	7,990	\$ 7,000	990
10-533-530-3150	4,302	\$ 4,000	302	3,899	\$ 4,000	(101)
10-533-530-3510	14,810	\$ 18,000	(3,190)	14,046	\$ 18,000	(3,954)
10-533-530-3540	8,004	\$ 10,000	(1,996)	9,730	\$ 10,000	(270)
10-533-530-3550	3,602	\$ 8,000	(4,398)	9,645	\$ 4,000	5,645
10-533-530-3570	19,491	\$ 20,000	(509)	6,484	\$ 20,000	(13,516)
10-533-530-3580	95,380	\$ 100,000	(4,620)	95,620	\$ 100,000	(4,380)
10-533-530-3630	5,689	\$ 6,000	(311)	5,258	\$ 5,500	(242)
10-533-530-3700	37,574	\$ 65,000	(27,426)	45,802	\$ 65,000	(19,198)
10-533-530-4100	1,902	\$ 1,571	331	507	\$ 200	307
10-533-530-4300	-	\$ 355,000	(355,000)	-	\$ 312,777	(312,777)
10-533-530-4400	5,882	\$ 7,000	(1,118)	11,014	\$ 1,000	10,014
10-533-530-4450	360	\$ 500	(140)	450	\$ 500	(50)
10-533-530-5200	3,193	\$ 3,000	193	3,534	\$ 3,000	534
10-533-530-5410	14,735	\$ 14,000	735	14,605	\$ 14,000	605
10-533-530-5420	-	\$ 1,000	(1,000)	-	\$ 1,000	(1,000)
10-533-530-5430	316	\$ 1,000	(684)	968	\$ 1,000	(32)
10-533-530-5500	29,518	\$ 25,000	4,518	34,996	\$ 25,000	9,996
10-533-530-7100	6,195	\$ 7,986	(1,791)	5,278	\$ 8,000	(2,722)
10-533-530-7150	4,516	\$ 6,360	(1,844)	5,186	\$ 6,000	(814)
10-533-530-7200	469	\$ 696	(227)	795	\$ 550	245
10-533-530-7700	1,625	\$ 2,000	(375)	425	\$ 2,000	(1,575)
10-542-530-3530	136,623	\$ 150,000	(13,377)	127,061	\$ 150,000	(22,939)
10-542-530-7120	27,442	\$ 27,900	(458)	26,797	\$ 27,900	(1,103)
10-561-530-3100	-	\$ -	-	32	\$ -	32
10-561-530-4400	-	\$ -	-	97	\$ -	97
10-562-530-4400	4,400	\$ 4,400	-	-	\$ 4,400	(4,400)
PUBLIC WORKS	918,514	1,353,859	(435,345)	934,287	1,312,991	(378,704)
10-546-530-4810	792,226	\$ 837,250	(45,024)	767,010	\$ 817,759	(50,749)
10-546-530-4820	-	\$ 1,000	(1,000)	1,634	\$ 1,000	634
10-546-530-7860	-	\$ 200	(200)	-	\$ 200	(200)
10-546-530-7870	450	\$ 500	(50)	115	\$ 1,236	(1,121)
SANITATION	792,676	838,950	(46,274)	768,759	820,195	(51,436)
10-552-510-1100	76,089	\$ 77,899	(1,810)	89,372	\$ 76,372	13,000
10-552-510-1200	-	\$ -	-	42	\$ -	42
10-552-510-1500	-	\$ 3,300	(3,300)	3,313	\$ 3,300	13
10-552-510-1800	13,755	\$ 19,074	(5,319)	-	\$ 19,635	(19,635)
10-552-520-2100	6,917	\$ 7,418	(501)	6,856	\$ 7,344	(488)
10-552-520-2200	5,105	\$ 5,102	3	5,121	\$ 5,193	(72)
10-552-520-2300	5,529	\$ 10,471	(4,942)	10,422	\$ 9,719	703
10-552-530-3120	2,083	\$ 4,000	(1,917)	1,343	\$ 4,000	(2,657)
10-552-530-3130	2,446	\$ 5,000	(2,554)	4,385	\$ 5,000	(615)
10-552-530-3140	2,894	\$ 4,000	(1,106)	3,772	\$ 3,000	772
10-552-530-3150	10	\$ 1,000	(990)	757	\$ 1,000	(243)
10-552-530-3160	1,098	\$ 1,750	(652)	3,386	\$ 3,750	(364)
10-552-530-3170	2,270	\$ 4,500	(2,230)	444	\$ 2,500	(2,056)
10-552-530-3180	803	\$ 1,000	(197)	1,140	\$ 1,000	140
10-552-530-3700	5,550	\$ 9,000	(3,450)	6,434	\$ 9,000	(2,566)
10-552-530-4100	302	\$ 400	(98)	353	\$ 325	28
10-552-530-4400	5,727	\$ 8,317	(2,590)	12,548	\$ 6,200	6,348
10-552-530-5200	1,909	\$ 2,600	(691)	3,983	\$ 2,400	1,583
10-552-530-5410	4,660	\$ 4,000	660	5,073	\$ 4,000	1,073
10-552-530-5420	-	\$ 800	(800)	-	\$ 800	(800)
10-552-530-5500	4,637	\$ 2,750	1,887	1,660	\$ 2,500	(840)
10-552-530-7100	1,430	\$ 2,531	(1,101)	1,451	\$ 2,100	(649)
10-552-530-7150	3,106	\$ 3,625	(519)	3,447	\$ 3,200	247
10-552-530-7200	663	\$ 1,150	(487)	918	\$ 170	748
10-552-530-7700	1,320	\$ 1,500	(180)	913	\$ 1,500	(587)
10-552-530-7800	-	\$ 150	(150)	138	\$ 150	(12)
10-553-530-3810	-	\$ 350	(350)	-	\$ 350	(350)
10-553-530-3860	2,500	\$ 2,500	-	2,500	\$ 2,500	-
10-553-530-3870	215	\$ -	215	(19)	\$ -	(19)
10-553-530-3880	800	\$ 2,000	(1,200)	1,592	\$ 2,000	(408)
10-553-530-3885	-	\$ -	-	1,843	\$ -	1,843
CULTURE AND RECREATION	151,820	186,187	(34,367)	173,186	179,008	(5,822)
10-580-581-1200	-	\$ -	-	3,159	\$ 1,716	1,443
PRINCIPAL	-	-	-	3,159	1,716	1,443

REVENUES AND EXPENDITURES COMPARED TO BUDGET AS OF:

	12/31/2019	- unaudited		12/31/2018		
	Actual	YE Budget	Over / (Under)	Actual	YE Budget	Over / (Under)
TOTAL EXPENDITURES	5,010,009	5,228,017	(218,008)	4,693,357	5,034,251	(340,894)
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	834,500	2	834,498	910,205	-	910,205
Other Financing Sources (Uses)						
10-480-483-0900 SALE OF OTHER EQUIP & PROPERTY	1,192,000	\$ -	1,192,000	53,875	\$ -	53,875
PROCEEDS FROM SALE OF CAPITAL ASSETS	1,192,000	-	1,192,000	53,875	-	53,875
10-590-570-4000 TRANSFER TO CAP PROJECTS FUND	(481,327)	\$ -	(481,327)	(422,019)	\$ -	(422,019)
10-590-570-5000 TRANSFER TO DEBT SERVICE FUND	(360,000)	\$ -	(360,000)	(150,000)	\$ -	(150,000)
TRANSFERS OUT	(841,327)	-	(841,327)	(572,019)	-	(572,019)
TOTAL OTHER FINANCING SOURCES (USES)	350,673	-	350,673	(518,144)	-	(518,144)
NET CHANGE IN FUND BALANCES	1,185,173	2	1,185,171	392,061	-	392,061
10-300-341-2000 FUND BALANCES -- RESERVED	270,725			270,725		
10-300-341-3281 HOLDING TANK FUND	13,500			13,500		
10-300-341-3312 DEBT SERVICE FUND-GENERAL	156,964			156,964		
10-300-341-3313 DEBT SERVICE FUND-SEWER	157,175			157,175		
10-300-341-3390 RETAINED EARNINGS-UNRESERVED	34,359			34,359		
10-300-341-3400 FUND BALANCES	1,694,497			1,302,436		
10-300-343-1000 UNRESERVED-UNDESIGNATED FUND B	610,787			610,787		
FUND BALANCE - BEGINNING OF YEAR	2,938,007			2,545,946		
FUND BALANCE - END OF YEAR	4,123,180			2,938,007		

TOWN OF LISBON
REV/EXP SUMMARY

12/31/2019 **Preliminary - unaudited **

	Actual	Budget	Over / (Under)	% Rec'd
REVENUES				
Taxes	\$ 2,783,978	\$ 2,770,316	\$ 13,662	100%
Intergovernmental Revenues	\$ 558,237	\$ 531,735	\$ 26,502	105%
Regulation and Compliance	\$ 434,153	\$ 392,640	\$ 41,513	111%
Public Charges for services	\$ 1,913,590	\$ 1,417,562	\$ 496,028	135%
Intergovernmental charges for services	\$ 33,931	\$ 35,000	\$ (1,069)	97%
Investment Income	\$ 97,483	\$ 30,000	\$ 67,483	325%
Miscellaneous	\$ 23,138	\$ 50,766	\$ (27,628)	46%
Total Revenues	\$ 5,844,509	\$ 5,228,019	\$ 616,490	112%

	Actual	Budget	Over / (Under)	% Spent
EXPENDITURES				
Current				
General Government	\$ 893,221	\$ 826,222	\$ 66,999	108%
Public Safety	\$ 2,253,779	\$ 2,022,799	\$ 230,980	111%
Public Works	\$ 918,514	\$ 1,353,859	\$ (435,345)	68%
Sanitation	\$ 792,676	\$ 838,950	\$ (46,274)	94%
Culture and Recreation	\$ 151,820	\$ 186,187	\$ (34,367)	82%
Conservation and development	\$ -	\$ -	\$ -	
Capital Outlay	\$ -	\$ -	\$ -	
Debt Service	\$ -	\$ -	\$ -	
Principal	\$ -	\$ -	\$ -	
Interest	\$ -	\$ -	\$ -	
Total Expenditures	\$ 5,010,009	\$ 5,228,017	\$ (218,008)	96%

Excess (deficiency) of Revenues over expenditures	\$ 834,500	\$ 2	\$ 834,498
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OTHER FINANCING SOURCES (USES)			
Proceeds from sale of capital assets	\$ 1,192,000	\$ -	\$ 1,192,000
Transfers In	\$ -	\$ -	\$ -
Transfers Out	\$ (841,327)	\$ -	\$ (841,327)
Total Other Financing Sources (Uses)	\$ 350,673	\$ -	\$ 350,673

Net Change in Fund Balances	\$ 1,185,173	\$ 2	\$ 1,185,171
FUND BALANCE - BEGINNING OF YEAR	\$ 2,938,007	\$ -	\$ -
FUND BALANCE - END OF YEAR	\$ 4,123,180		

Upcoming Debt Payments			
Month	Number	Principal	Interest
January	1	\$ -	\$ 838.75
February	4	\$ 2,913	\$ 6,098.25
March	4	\$ 1,254,634	\$ 125,720.89
2020 Q1 Totals	9	\$ 1,257,547	\$ 132,657.89

Upcoming Revenues		
Description	Amount	Month
Quarterly Transportation Aids	\$ 95,871.37	January

Taxes Collected in Dec 2019		
Description	Amount	
First Settlement - 2019	\$ 10,658,418.54	*Just over a million less than
First Settlement - 2018	\$ 11,713,107.54	prior year



REQUEST FOR CONSIDERATION

COMMITTEE CONSIDERATION: Town Board

ITEM DESCRIPTION: Updated Employee Handbook & Benefits Manual

PREPARED BY: Gina C. Gresch, Administrator

REPORT DATE: Thursday, January 23, 2020

RECOMMENDATION: Approve the updated Employee Handbook & Benefits Manual

EXPLANATION

At the last Town Board meeting, the Town Board asked for changes/clarification on a few sections of the handbook.

Section 5.06(c) – Hourly Paid Employees, Sundays & Holidays – this was not a section the Town Board asked for clarification on, but rather a Department Head noticed an error regarding when an employee gets 1.5 overtime pay versus double overtime pay.

Section 5.07(d) – Two Hour Minimum Call-In Pay – the Labor Attorney, Public Works Director and I discussed on the phone what situations warrant an employee receive the two hour minimum call-in pay. Also, the text regarding responding within 30 minutes was removed.

Section 5.07(b) – Flex Time for Salaried Employees – the Labor Attorney and I discussed this at great length, about how it is used, when and why. We made a couple of minor changes but his overall response is: *"Regarding flex time, the Town has discretion to impose a cap on flex time. That said, section 5.07(b) includes an inherent cap in that the use of flex time is subject to the approval of a supervisor. In addition, section 5.07(d) makes clear the abuse of flex time will result in a loss of privileges. As such, it appears there are adequate protections in the policy as written to limit the use or abuse of flex time."* (A screenshot of his email is on the following page)

It is going to be difficult to create a defined set of circumstances for flex time for each salaried employee since their job requires different hours from each other. If the Administrator and/or Town Board feels flex time is being abused, it will be documented and reviewed with the Town Chairman and/or Labor Attorney and the employee.

Section 15.02 – Weapons – verbiage was updated to allow those with Conceal Carry Permits to bring their weapon into the building.

Benefits Manual - I also went through the Benefits Manual and found each instance of where it referred to a "guide" and replaced it with "manual".

There are a couple of other issues that were brought my attention by a couple of employees after the Town Board meeting.

Vacation Leave (Benefits Manual - page 10), I added some verbiage to document and be clear that the vacation you earn on January 1 is the hours you worked for in the prior year. That has always been the practice and isn't changing, it just was never written down.

Section 3.10(a)(3) – Resignation with Notice (Sick Time Payout). It was also brought to my attention that back in 2012 the Town Board adopted a policy that eliminated the sick time payout chart, and only at 15 years of completed service is an employee eligible for a 25% payout of sick time.

Section 4.03 – Funeral Leave - One concern was making sure all "immediate family" members were included. After doing some research with other Clerks, I found that niece and nephew should be included, as there could be situations where someone has custody of their niece and/or nephew, and in the event of their death, they should be treated no differently than children (natural, adopted or step). Same intent for grandparents (and in-law), someone couple be their caretaker.

I recommend approval.

Tue 1/21/2020 10:35 PM

BD

Brett D. Schaeffer <BSchaeffer@buelowwetter.com>
RE: DRAFT - Lisbon Employee Handbook - REVISED 2020-01-17

To: Gina Gresch

 You replied to this message on 1/22/2020 9:06 AM.

 DRAFT - Lisbon Employee Handbook - REVISED 2020-01-17_Reclines (0061722148E4A3).docx
300 KB

Gina,

Attached are draft revisions to sections 5.06(d) and 15.02. I was ok with the changes to the flex time provisions in section 5.07(b). Regarding flex time, the Town has discretion to impose a cap on flex time. That said, section 5.07(b) includes an inherent cap in that the use of flex time is subject to the approval of a supervisor. In addition, section 5.07(d) makes clear the abuse of flex time will result in a loss of privileges. As such, it appears there are adequate protections in the policy as written to limit the use or abuse of flex time.

Brett

There may be times when you would like to work overtime. However, prior authorization must be obtained from your Department Head before working overtime, so you must have your Department Head initial your time card to indicate that overtime has been authorized. Employees who work overtime without receiving advanced approval from a Department Head will be subject to discipline, up to and including termination.

An employee may request overtime hours to be accumulated as compensatory time (at one and one-half (1.5) times the number of hours of overtime worked) instead of being paid for those hours.

(b) Hourly Paid Employees - Vacation

When an hourly paid employee is called to work in an emergency and the employee is on a scheduled vacation, the employee shall be paid at the rate of time and one half for the time worked, and shall be offered an alternative date for the use of the vacation time.

(c) Hourly Paid Employees - Sundays and Holidays

Hourly paid employees who work overtime hours ~~on a Sunday or on a~~ holidays as specified in the Employee Benefits Manual, ~~will shall be paid time and a half plus straight time holiday pay be paid double time (two times the employee's regular salary).~~ Public Works Department employees will only receive double-time on Sundays between March 16 to November 14 and when working overtime hours on a holiday, as specified in the Employee Benefits Manual.

(d) Hourly Paid Public Works Employees

- 1. Two Hour Minimum Call-In Pay.** There may be times where the Director of Public Works needs to call in a Public Works Employee for an urgent, unplanned situation that needs immediate attention, such as (i.e. a sign or tree down, snow drifting, plowing Mary Hill Road from snow being made at Ausblick ski hill, and salting water on the road from water transport to a fire etc.). A Public Works employee called in for an urgent, unplanned situation covered by this policy shall receive two hours of call-in pay, except in the event an employee is called in for an urgent situation that needs immediate attention and continues to work until the start of the employee's previously scheduled shift. ~~That employee should be able to respond within 30 minutes. Two hour call-in pay does not apply to snow events for which personnel have been scheduled in advance.~~ Should the employee who is called in is not able to work due to illness or other extreme emergency, he/she shall notify the Director of Public Works immediately. Compensation for time worked outside the normal shift hours which constitutes overtime, Monday through Friday, shall be paid at one and one-half (1.5) times the number of hours of overtime worked or receive compensatory time, ~~for a minimum of two hours.~~

(e) Salaried / Exempt Employees

Salaried exempt employees shall not earn overtime pay.

SECTION 5.07 - COMPENSATORY TIME

(a) Hourly Paid Employees

Compensatory time off may be used, with Department Head approval by hourly paid employees to provide an alternate form of compensation for overtime hours worked.

Compensatory time off for hourly paid employees shall be granted in the same manner as overtime pay. Compensatory time off shall be granted at a straight time, one for one rate.

(b) Salaried Employees

Flex time off may be used by salaried exempt employees in order to provide some measure of compensation for those hours worked in excess of eight (8) hours per day and/or forty (40) hours per week. However, some overtime work is expected to be performed by salaried exempt employees, without the expectation of additional compensation. As such, no hour for hour accounting of compensatory time for exempt employees will be tracked like vacation, compensatory or sick time~~kept~~. However, salaried employees may be eligible for flex time as authorized by their respective supervisor(s). When flex time is granted it shall be granted at straight time; ~~one for one rate~~.

(c) Use

Use of compensatory time off cannot be disruptive to the delivery of services to the public or to the smooth functioning of the organization. Compensatory time may be accumulated, provided however that the total accumulation shall not exceed eighty (80) hours in any calendar year. Any time in excess of eighty (80) hours will automatically be paid at the overtime rate of one and one-half (1.5) times the employee's regular rate.

At the end of each calendar year, any accumulated compensatory time not used will be paid to the employee.

Compensatory time may be used by full-time employees subject to the approval of the Department Head.

Each Department Head shall maintain records as to compensatory time accumulated, compensatory time used by the employee, and shall report such accumulation of the compensatory time and use of compensatory time to the Town Clerk, from time to time as requested.

(d) Abuse

The abuse of the compensatory time off or flex time privilege will result in the loss of this benefit.

- This policy does not prohibit Town employees from storing a weapon in their personal vehicle while the vehicle is on Town property or while using their personal vehicle during the course of performance of the job duties for the Town. Weapons stored in an employee's personal vehicle while the vehicle is on Town property or while the vehicle is being used in the course of employment with the Town must be secured in the vehicle.
- The mere possession, without an actual or perceived threat of use, of a firearm for which the individual possessing such firearm holds a valid concealed carry permit in accordance with state law.

Any violation of this policy by an employee may result in disciplinary action, up to and including termination.

~~3.~~ **Resignation with Notice:** If an employee decides to leave the Town, then the employee is expected to advise the Town in writing at least two (2) weeks prior to his or her date of departure so that an orderly transition can be made. Department Heads and all supervisory personnel are requested to give four (4) or more weeks' notice. The Town reserves its right to terminate the employee before that date. The employee will be paid all proper compensation up to his or her final day of employment. In addition, the Town will pay any accrued but unused vacation, holidays, and sick leave as is required by this Handbook. Beginning in 2020, At retirement or separation with notice, the employee shall be sick leave time accumulated shall be eligible for a 25% payout after 15 years of service is completed. paid for accumulated sick days, in accordance with the following schedule:

Length of Employment — Percentage (%)

0 through 9th year	0%
Start of 10th year	50%
Start of 11th year	60%
Start of 12th year	70%
Start of 13th year	80%
Start of 14th year	90%
Start of 15th year	100%

~~4.3.~~ **Resignation without Notice:** If an employee decides to leave the Town and the employee fails to provide written notice at least two (2) weeks prior to his or her date of departure, then the employee's resignation will not be treated as a Resignation with Notice and will result in the nonpayment of any accrued but unused vacation and sick leave benefits. The Town reserves its right to terminate the employee before the chosen date. The employee will be paid all proper compensation up to his or her final day of employment, but the employee will not be paid any accrued but unused vacation or sick leave.

~~5.4.~~ **Termination:** If the Town decides to terminate an employee for reasons other than for violating policies or rules, then the employee will be notified of the Town's decision. The employee will be paid all proper compensation up to his or her final day of employment and any accrued but unused vacation as is required by this Handbook.

~~6.5.~~ **Termination for a Policy or Rule Violation:** Should an employee be terminated for a violation of the policies and rules, then the employee will not be paid for any accrued but unused sick leave or vacation benefits.

(b) Final Paycheck

An employee who resigns or who is terminated will receive his or her final paycheck on the next regularly scheduled payday along with information regarding insurance continuation and other benefit plans as is provided per this Handbook.

If employees are reservists in any branch of the Armed Forces or members of the National Guard, they will be granted time off for military training. Such time off will not be considered vacation time. However, employees may elect to have their reserve duty period be considered as vacation time to the extent they have such time available.

SECTION 4.03 - FUNERAL LEAVE

Each employee of the Town shall have the right upon a death in the family to be granted leave of absence with pay as follows:

- In the event of a death of a member of your immediate family, an employee will be granted time off with pay up to a maximum of three (3) days for the express purpose of preparation for and attendance at the funeral. "Immediate Family" for this provision is defined and limited to the following persons: spouse, brother or sister (and in-laws), parents (natural or step), parents-in-law, child (natural, adopted or step), son-in-law, daughter-in-law, aunt, uncle, niece, nephew, grandchildren, grandparents and grandparents-in-law (spouse, son, daughter, mother, father, sister, brother, stepparent, stepchild, stepbrother/sister, grandparent, grandchild, and in-laws), an employee will be granted time off with pay up to a maximum of three (3) days for the express purpose of preparation for and attendance at the funeral. In the case of other family members, one day of unpaid leave is allowed. If additional time is necessary, vacation days may be used provided the employee is eligible for vacation time. Any additional time needed for funeral leave in excess of three (3) days allowed, may be granted to an employee making such request, but that time will be chargeable against accumulated sick leave or vacation time.
- Notice and prior approval must be obtained by the Department Head as soon as the employee determines that he/she will be absent. The Town reserves the right to request substantiation of any death in an employee's immediate family and/or confirmation of an employee's attendance at a funeral.
- Department Heads, with the consent of the Town Administrator, may authorize expanded use of funeral leave as special circumstances may warrant.
- Exceptions to the length of leave shall depend upon the circumstances and shall be subject to the approval of the Department Head. In no event will an employee be required to work on the day of the funeral of the family member, as defined herein.
- The leave provided for in this section shall only apply to regularly scheduled work days.

Commented [GG1]: Moved this up in the paragraph

SECTION 4.04 - JURY DUTY

The Town encourages all employees to be civic minded. All hourly employees will be compensated by the Town for their time off to serve on a jury based on their regular rate of pay for their regularly scheduled hours for each day they serve on the jury.

Leave of absence for jury duty, or for mandated court obligations or appearances before a public body in connection with Town business, will be granted with pay. Proof of court service and



2020 | Benefits Manual

Insurance / Risk Advisory / Employee Benefits

HORTON



Town of Lisbon

Employee Benefits Manual

We are committed to providing our greatest assets - our people - with comprehensive and affordable benefits. Our 2020 employee benefits offerings deliver maximum options and flexibility.

This manual will help you understand the full range of health and wellness benefits that will be available. After reading through the enclosed information, be sure to use this manual as a benefits resource you can reference throughout the year.

This manual includes a quick reference directory of telephone numbers and websites for all of our providers. We encourage you to access these sites to learn more about the plans and make the best choices possible.

Protect your **Health, Life & Well-Being**

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About the Medical Insurance

Choosing the right health insurance plan is important for you and your family. Following are some of the basic reasons you should obtain health coverage:

- Health insurance gives you a sense of security knowing that a sudden illness or serious injury will not drain your bank account, or worse, your retirement savings. Health insurance protects your financial future by helping pay for expensive doctor visits and treatments.
- Seeing doctors who are in-network with your health insurance plan also gives you the advantage of receiving care with lowered costs. When doctors are in-network, you have access to lower rates negotiated by the insurance company, meaning you owe less than if you did not have insurance.
- Health insurance covers many preventative services without you having to pay a deductible or copayment. Preventative care is intended to prevent or catch diseases and other health problems before they become serious. Preventative services that are covered in full include various health screenings and immunizations.
- Having health insurance will also help you pay for prescription drugs, whether through reduced fees or copays.

Who Is Eligible?

Full-time employees, working a minimum of 37.5 hours per week, and their family members are eligible to enroll in the benefits described in this manual. *Children can remain covered up to age 26 for all lines of coverage.*

When Are You Eligible?

Health, Dental, Vision, Life & AD&D insurances will be effective beginning the first day of the month following 30 days employment, and continues through the month in which the final paycheck is received. Enrollment application must be completed and submitted to the Town Clerk within 30 days of beginning employment for new hires; 60 days of the qualifying event for current employees.

Annual Open Enrollment:

You may make changes to your benefit elections during your open enrollment period for a January 1st effective date.

Qualified Change in Status:

You may make benefit changes within 30 days of a Qualified Event. Qualified Events include marriage, divorce, legal separation, birth or adoption of a child, change in child's dependent status, death of dependent or your spouse, or change in spouse's benefits or employment status.

Note: Employee is responsible for notifying the Town Clerk of any changes within 30 days.

Medical

Anthem

Coverage	Anthem Gold Blue Preferred PPO		Anthem Silver Blue Preferred HSA	
	In-Network	Out-of-Network	In-Network	Out-of-Network
Network	Blue Preferred		Blue Preferred	
Annual Deductible				
Individual	\$2,800	\$8,400	\$3,500	\$10,500
Family	\$5,600	\$16,800	\$7,000	\$21,000
Out-of-Pocket Maximum				
Individual	\$3,000	\$9,000	\$5,750	\$17,250
Family	\$6,000	\$18,000	\$11,500	\$34,500
Coinsurance	0%	30%	10%	30%
Lifetime Maximum	Unlimited		Unlimited	
Physician & Services				
Primary Care Physician	No Charge after Deductible	30% after Deductible	10% after Deductible	30% after Deductible
Specialist Care Physician	No Charge after Deductible	30% after Deductible	10% after Deductible	30% after Deductible
Preventative Care	No Charge	30% after Deductible	No Charge	30% after Deductible
Urgent Care	No Charge after Deductible	30% after Deductible	10% after Deductible.	30% after Deductible
Hospital Services				
Inpatient	No Charge after Deductible	30% after Deductible	10% after Deductible.	30% after Deductible
Outpatient	No Charge after Deductible	30% after Deductible	10% after Deductible.	30% after Deductible
Emergency Room	No Charge after Deductible		10% after Deductible	
Retail & Mail Order (In-Network Only)				
Preferred Retail (up to a 30-day supply)	No Charge after Deductible		\$15/ \$40/ \$80/ 25% coinsurance	
Non-Preferred Retail (up to a 30-day supply)	10% after Deductible		\$25/ \$50/ \$90/ \$35% coinsurance	
Mail Order (up to a 90-day supply)	No Charge after Deductible		\$38/ \$120/ \$240/ 25% coinsurance	

See Certificate of Coverage for full policy details including limits and exclusions. To identify an in-network provider go to www.anthem.com

Only Regular, Full-Time employees, as described in Section 2.02 of the Employee Handbook are eligible for benefits; part-time employees are not. Coverage is offered either on a single or family plan and payroll deduction rates vary by age. The amount of employee and Town contributions is determined by the Town Board and is subject to change.

Contribution

For employees hired prior to October 22, 2012:

- SINGLE PLAN: Employee shall pay 25% of the premium.
- FAMILY PLAN: Employee shall pay 25% of the premium for the employee's coverage and 32.5% of the spouse and/or children(s) premium.

For employees hired after to October 22, 2012:

- SINGLE PLAN: Employee shall pay 25% of the premium.
- FAMILY PLAN: Employee shall pay 25% of the premium for the employee's coverage and 50% of the spouse and/or children(s) premium.

Retirement

The four (4) Town employees hired prior to 2000, upon retirement, the Town shall provide health insurance reimbursements for the employee with the following terms and conditions.

The reimbursement for eligible retirees will consist of any "out of pocket" premium costs paid by the retiree on an after-tax basis and shall be handled by a third-party provider or the Town directly. The amount of the reimbursement is limited to the amount of the premium paid by the Town towards the retiree's health insurance at the time the employee retired. Retirees must submit proof of payment before any reimbursement will be made under this paragraph.

Three years of health insurance coverage if:

- the employee has completed at least twenty-five (25) years of full-time service; or

Five years of health insurance coverage if:

- the employee has completed thirty (30) years of full-time service;

The Town, in its sole discretion, reserves the right to modify or terminate the above described benefits at any time. No other employees are eligible for retiree health insurance.

Change in Carriers

The Town has the sole discretion to determine what insurance benefits will be provided, the carrier to be selected, and the level of benefits to be offered.



Health Savings Account (HSA)

The Town offers a Health Savings Account to those regular full-time employees who are on the Town's health insurance. These employees shall be paid quarterly, which will coincide with the last payroll of the current quarter. Employees taking Single Plans shall be paid \$2,000 per year. Employees taking Family Plans shall be paid \$2,750 per year.

What is a Health Savings Account?

An HSA (Health Savings Account) is a tax-free savings account that an individual owns, and funds are to be used exclusively to pay for medical expenses. You can use this for any of your expenses from this plan, or you can choose to let this account grow from year to year.

Any unused funds at the end of the calendar year will be rolled into the next calendar year.

- In order to establish an HSA, you have to be covered by a High Deductible Health Plan. These types of plans have no copays.
- The IRS sets an annual maximum amount that can be deposited into the account. Any unused funds will earn interest and roll over from year to year. These funds belong to you; if you leave your job, you take the money in the account with you.
- As long as funds are withdrawn for qualified medical expenses, they will be tax-free. If funds are taken for other expenses, you will pay income tax and a 20% penalty on the withdrawal.
- The owner of the HSA account is responsible to keep records on all withdrawals. Keep all receipts for medical expenses paid for with HSA money in case you are audited.

Who is Eligible?

An eligible individual is any individual who:

- Is covered by a high deductible Health Plan (HDHP)
- Is not also covered by any other health plan that is not a HDHP
- Is not entitled to Medicare (generally has not reached age 65)
- May not be claimed as a dependent on another person's tax return

2020 Maximum HSA Contribution Limit? (Employee)

- \$3,550 for individual coverage
- \$7,100 for family coverage
- Individuals age 55 or older are eligible to make a catch-up contribution of \$1,000
- These amounts will be prorated if you are on the plan for less than 12 months





Dental

Delta Dental of Wisconsin

The Town provides group care dental insurance plans for only Regular, Full-Time employees, as described in Section 2.02 of the Employee Handbook. Part-time employees are not eligible. Coverage is offered either on a single or family plan. For complete coverage details, please refer to the Certificate of Coverage.

The eligible employee shall pay 15% of the premium; the Town paying 85%. The eligible employee shall have the option of not being included on the program and shall sign a waiver indicating non-participation.

Coverage	Delta Dental PPO	
	In-Network	Out-of-Network
Network	PPO	Non- PPO/ Any Other Dentist *
Annual Deductible- Does Not Apply to Preventive Services		
Individual	\$25	\$25
Family	\$75	\$75
Calendar Year Maximum	\$1,000 per person	
Preventive		
Oral Exams	No Charge	No Charge
Cleanings	No Charge	No Charge
Topical fluoride applications	No Charge	No Charge
X-Rays	No Charge	No Charge
Basic		
Endodontics	20%	20%
Periodontics	20%	20%
Extractions (Surgical and Nonsurgical)	20%	20%
Oral surgery	20%	20%
Major		
Crowns, Inlays, or Onlays	50%	50%
Repairs and Adjustments to Bridges and Dentures	50%	50%
Implants and Dentures	50%	50%

See Certificate of Coverage for full policy details including limits and exclusions – for a copy see Human Resources. To identify an in-network provider go to www.deltadentalwi.com

*If you see a Non- PPO dentist, you will be responsible for any charges over the Reasonable and Customary amount.

2020 Employee Dental Contributions	Monthly
Employee Only	\$5.43
Employee + Family	\$15.42



Voluntary Vision

United Healthcare- Eye care can be an important benefit for you and your family, which is why we provide vision insurance through United Healthcare.

Plan Feature	Frequency	In-Network	Out-of-Network
Network		Spectera	
Examination	12 Months	No Charge after \$15 Copay	Reimbursement up to \$40
Standard Lenses Single Vision Lined Bifocal Lined Trifocal Lenticular	12 Months	No Charge after \$30 Materials Copay	Reimbursement up to \$40 Reimbursement up to \$60 Reimbursement up to \$80 Reimbursement up to \$80
Frames	24 Months	\$30 Copay then \$150.00 retail frame allowance; then 30% off balance	Reimbursement up to \$45
Contact Lenses - In lieu of eyeglass			
Selection contact lenses	12 Months	If you choose disposable contacts, up to 4 boxes are included when obtained from an in-network provider	Reimbursement up to \$125
Non-selection contact lenses		\$125 allowance (No Copay)	Reimbursement up to \$125
Medically Necessary		No Charge after \$30 Materials Copay	Reimbursement up to \$210
Laser vision (In-Network Only)			
<ul style="list-style-type: none"> UnitedHealthcare has partnered with the Laser Vision Network of America (LVNA) to provide our members with access to discounted laser vision correction providers. Members receive 15% off standard or 5% off promotional pricing at more than 550 network provider locations and even greater discounts through set pricing at LasikPlus® locations. For more information, call 1-888-563-4497 or visit us at www.uhclasic.com 			
Hearing Aids (In-Network Only)			
<ul style="list-style-type: none"> As a UnitedHealthcare vision plan member, you can save on high-quality hearing aids when you buy them from hiHealthInnovations™. To find out more go to hiHealthInnovations.com. When placing your order use promo code myVision to get the special price discount 			
See Certificate of Coverage for full policy details including limits and exclusions – for a copy see Human Resources. To identify an in-network provider go to www.myuhcvision.com			

2020 Employee Vision Contributions	Monthly
Employee Only	\$6.13
Employee + Spouse	\$11.65
Employee + Child(ren)	\$13.61
Employee + Family	\$19.18





Life Insurance and AD&D

United Healthcare

Town of Lisbon provides and pays for Group Life and AD&D Insurance for all full-time employees. The beneficiary you designate will receive the Life Insurance benefit. Contact Human Resources to update your beneficiary info.

The Accidental Death and Dismemberment (AD&D) portion is automatically included with Basic Life and provides the employee with additional insurance coverage for the loss of life or injuries sustained in an accident on or off the job. This insurance coverage is administered by United Health Care. Life Insurance is effective on the first day of the month following 30 days of employment. Basic coverage is paid 100% by the Town. Coverage is a flat \$25,000.

Employee Life Insurance	
Amount	\$25,000
Accidental Death and Dismemberment (AD&D)	
Amount	\$25,000
Benefit Reduction	<ul style="list-style-type: none"> • 65% at age 65 • 50% at age 70

See Certificate of Coverage for full policy details including limits and exclusions – for a copy see Human Resources.



Time Off

Vacation Leave

Vacation is provided to employees to provide time off from work to relax without loss of income. Vacation benefits will not be earned until after the employee completes one year of continuous service. Vacation time will be accrued each month based on the leave schedule below.

Eligibility

Only Regular, Full-Time employees, as described in Section 2.02 of the Employee Handbook are eligible for benefits; part-time employees are not. Eligible employees receive vacation after one year of service.

Regular full-time employees are eligible to receive paid vacation. Vacation benefits accrue on a calendar year basis at a rate of 1/12 of the employee's accrual limit for each full month of employment. A full month of employment is any month in which the employee has been in paid status or on an unpaid leave of absence of less than 15 calendar days per year. Paid status includes regular pay, sick leave pay, vacation pay, funeral leave pay and holiday pay. Vacation benefits accrued during the calendar year are available for use beginning January 1 of the calendar year immediately following the year in which such vacation accrued.

New regular full-time employees also accrue vacation at a rate of 1/12 of the employee's accrual limit for each full month of employment. Vacation benefits accrued over the 12 months preceding the employee's one year anniversary date are available for use beginning on the employee's anniversary date. Following the anniversary date, the employee will continue accrue vacation at a rate of 1/12 of the employee's authorized vacation for each full month of employment, which will be available on January 1 of the calendar year immediately following the anniversary date, subject to the accrual limits set forth below.

Leave Schedule

Full time employees shall be granted vacations with pay as follows:

- Two weeks (80 hours or 10 working days) after one year of service.
- Three weeks (120 hours or 15 working days) after six years of service.
- Four weeks (160 hours or 20 working days) after twelve years of service.
- Four weeks (160 hours or 20 working days) plus one day per year to a maximum of five weeks after thirteen years of service.

Accrual

~~Employees (except for FT/FD) will be granted a new vacation leave bank on January 1. However, vacation benefits shall be accrued on a calendar year basis at a rate of 1/12 of the employee's authorized vacation for each full month of employment. A full month of employment is any month in which the employee has been in paid status or on an unpaid leave of absence of less than 15 calendar days per month. Paid status includes regular pay, sick leave pay, vacation pay, funeral leave pay and holiday pay. After completion of one year of employment, employee will receive two weeks of vacation leave, which may be used for the remainder of the calendar year.~~

Commented [GG1]: Reworded above by atty

Incremental increases of vacation benefits in subsequent years (1, 6, and 12 years of employment) shall be similarly prorated during the year in which the anniversary occurs. Effective January 1 of the year following the employee's completion of more than one (1) year (or any other anniversary set forth herein), the employee shall receive the full vacation benefit set forth in this provision.

Scheduling

Vacations must be scheduled at the mutual convenience of the employee and the Town. The Town reserves the right to deny vacation requests when scheduling does not permit. Generally, employees are not allowed to take

more than two weeks of consecutive vacation time; however, if an employee does need to take more than two weeks of consecutive vacation time, the employee should discuss this with, and seek approval from, his/her Department Head.

In order to accommodate vacation requests, employees are required to give notice for any vacation requests within that year. Each department may determine how much notice is required based on the department's needs. All vacation requests must be in writing and submitted to your Department Head. The Town will attempt to grant any such requests in an equitable manner so as to distribute "choice days" among all employees in the applicable department. In addition to taking into account the days that an employee received in the past for his/her vacation, the length of service will be a determining factor in cases of conflicts in vacation requests.

Vacation scheduling will be determined on a departmental basis. When scheduling, your Department Head will consider your personal preferences, length of service, and the needs of his/her department.

All employees are paid for vacation time on the regular payday. No advance payments will be made.

Payment In Lieu of Vacation

Payment in lieu of vacation time will not be granted, unless the employee retires or voluntarily leaves employment of the Town with the required amount of notification, vacation time will be paid out at the rate of pay currently earned by the employee in accordance with the guidelines stated in Section 4.02(c). An employee who terminates employment prior to completing one year of continuous service shall not be eligible for any payment of accrued vacation.

Unused

There may be unusual or extenuating circumstances that will not permit an employee to exhaust all of his/her vacation leave by the end of the calendar year. In those circumstances, a request to carry over earned but unused vacation must be made to the Department Head. Such request shall specifically document the unusual or extenuating circumstance, and the anticipated dates for the vacation leave. No employee shall be permitted to carry over any unused vacation leave remaining on December 31, into the following calendar year without the written permission of the Department Head. If approval of the vacation carry over is not granted by the Department Head, the employee will lose that part of the vacation benefit not used in the calendar year. Vacation is intended to be used during the year in which it is earned. However, if approved by a Department Head, no more than two weeks (80 hours) may be accumulated and carried over to the next year.

Use of Vacation Time

Employees shall not elect to take unpaid time off in an effort to save paid vacation days, except to the extent permitted by law.

Sick Leave

Regular Full-Time Employees

After the orientation/introductory period, regular full-time employees as described in Section 2.02 of the Employee Handbook will earn one day of sick leave with pay for completion of employment every two months, or a total of six days per year accumulative to a maximum of one hundred twenty (120) days.

New, regular full-time employees will accrue one day of sick leave every two months during the orientation/introductory period, but they will not be awarded the sick leave until after the orientation/introductory period ends. Employees terminating or resigning during the orientation/introductory period will not be eligible to be paid for sick days.

Sick leave is subject to the following rules:

- Sick leave shall not be considered as an entitlement which an employee may use at his/her discretion. It shall be allowed only for actual sickness of the employee, to meet medical or dental appointments, or because of illness in the employee's immediate family which necessitates his/her absence from employment. "Immediate Family" shall be defined as defined in the State and/or Federal FMLA.
- Employees shall make every reasonable effort to schedule medical appointments at the least disruptive time in accordance with departmental needs, so as not to conflict with the work schedule of the day.
- No pay for sick leave exceeding three (3) consecutive days shall be granted to an employee except upon presentation of a physician's certificate, or where exempted by the Department Head.
- At the discretion of the Department Head, the employee may be required to submit a physician's certificate to confirm that the employee was ill and be eligible for sick pay for leave taken immediately before or after a holiday, weekend, or vacation. If such a certificate is not provided, any pay granted for such leave may be deducted from the next paycheck.
- In order to receive paid sick leave, an employee shall notify his/her immediate supervisor of his/her absence no later than one-half (1/2) hour before the start of the normal workday, unless the employee is unable to do so because of circumstances beyond the employee's control. The employee must indicate the reason for the absence, and if the call is late, the reason the employee could not contact his/her supervisor at least one-half hour before the employee's scheduled starting time.
- The Town Administrator or Department Head may investigate the alleged illness of an employee absent from work on sick leave. False or fraudulent use of sick leave shall be cause for disciplinary action up to and including dismissal. The use of sick leave for any purpose other than allowed by policy, the making of a false statement, the furnishing of any false information with reference to the absence or any other abuse of sick leave by an employee will result in discipline up to and including termination. The Town reserves the right to request a doctor's excuse at any time it is suspected that the employee may be abusing sick leave.

Holidays

The following shall constitute holidays recognized for observation and pay purposes by the Town. However, the Town may decide to work on a holiday, depending upon job requirements.

- New Year's Eve
- New Year's Day
- Good Friday / Floating Holiday
- Memorial Day
- Independence Day
- Day Before or After Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Eve
- Christmas Day

The following provisions apply regarding holidays observed by the Town:

- Career Full Time Fire Department employees, who are required to work on a holiday, will be given another day off as determined by the Fire Department administration.
- A minimum of two Town Hall staff is required to work Good Friday due to the Spring Election's absentee voting requirements and/or issuing compost site passes. Town Hall staff who choose to stay and work Good Friday shall be granted a floating holiday to use at their discretion. Public Works and Parks

Department also have this option when it comes to plowing or if there is an emergency where they are required to work.

Personal Days

The Town will grant, in addition to the holidays listed above, two additional personal days off per year. If employment commences after June 30 only one personal holiday will be granted for the balance of the calendar year.

Weekends

In most cases, when one of the above holidays falls on Saturday or Sunday, it may be observed on the preceding Friday or following Monday, respectively, depending on department requirements.

Retirement Benefits

Wisconsin Retirement System Pension Contribution

The employee and Town shall pay a pension contribution to the Wisconsin Retirement System pension plan as authorized and established under the Wisconsin Statutes and rate schedule set by the Department of Employee Trust Funds. Employees generally qualify for WRS if they are expected to work 1,200 hours per year if hired on or after July 1, 2011, and the employee is expected to be employed for at least one year (365 consecutive days) from employee's date of hire.

Deferred Compensation

Employees may elect, pursuant to Section § 40.81, Wisconsin Statutes, to defer from each paycheck due him/her a specified amount by having the Town deduct such amount from his/her paycheck. The amount so deducted from an employee's paycheck shall be deposited by the Town to the account of the employee for accumulation and earning under the deferred compensation plan provided by the deferred compensation plan selected by the employee. The amount so deferred shall be ordered by a written direction by the employee to the Town. An employee participating in a deferred compensation plan may change the amount of the deduction by the Town or eliminate it by giving written notice thereof to the provider at least thirty (30) days in advance. An employee desiring to withdraw from the plan shall give the deferred compensation plan provider such prior notice as the provider may from time to time require.

Additional Benefits

Uniform and Safety Equipment Allowance

The Town shall pay regular full time Public Works and Parks Department employees an amount not to exceed one hundred dollars (\$100) for safety equipment upon submittal of proof of purchase / receipt.

Contact Information

MEDICAL:

Anthem
Phone: 855-330-1216
www.anthem.com

VOLUNTARY VISION:

United Healthcare
Phone: 800-638-3120
www.myuhcvision.com

ADMINISTRATOR

Gina C. Gresch, MMC/WCPC
Phone: 246-6100 ext 1003
ggresch@townoflisbonwi.com

DENTAL:

Delta Dental of Wisconsin
Phone: 800-236-3713
www.deltadentalwi.com

GROUP LIFE:

United Healthcare
Phone: 866-302-4480
www.myuhc.com

DEPUTY CLERK-FINANCE

Natasha John
Phone: 246-6100 ext 1005
njohn@townoflisbonwi.com

The information in this Enrollment Manual is presented for illustrative purposes and is based on information provided by the employer. The text contained in this Manual was taken from various summary plan descriptions and benefit information. While every effort was taken to accurately report your benefits, discrepancies or errors are always possible. In case of discrepancy between the Manual and the actual plan documents, the actual plan documents will prevail. All information is confidential, pursuant to the Health Insurance Portability and Accountability Act of 1996. If you have any questions about your Manual, contact Human Resources.



REQUEST FOR CONSIDERATION

COMMITTEE CONSIDERATION: Town Board

ITEM DESCRIPTION: Authorize Kunkel to bid utility projects for TID #1.

PREPARED BY: Gina C. Gresch, Administrator

REPORT DATE: Thursday, January 23, 2020

RECOMMENDATION: Authorize Kunkel to bid utility projects for TID #1.

EXPLANATION

There isn't anything for the Town Board packet. Engineer Don Neitzel from Kunkel Engineering will be at the Town Board meeting and will disseminate information at that time.

I recommend approval.



REQUEST FOR CONSIDERATION

COMMITTEE CONSIDERATION: Town Board

ITEM DESCRIPTION: 2020 Capital Project Loan Options

PREPARED BY: Amy Buchman, Treasurer

REPORT DATE: Monday, January 27, 2020

RECOMMENDATION: To take out a short term loan with Waukesha State Bank.

EXPLANATION:

The following pieces of equipment are to be purchased in 2020 and funded by a ST loan:

HWY – Skid Steer to replace Track Loader at Park	\$26,800
HWY – Wheel Loader	\$136,680
PARKS – 11 FT Mower to replace 2011 Toro Groundmaster	+ \$67,360
Total	\$230,840

I have talked with 3 banks regarding short term loan options for a \$250,000 loan in 2020. I would recommend the one of the options at Waukesha State Bank since the rates are the lowest and payments would be easily made with our Checking and Money Markey accounts we already have there. Their loan origination fee is low as well. If you're looking to be able to pay off the loan at any time, I'd also suggest Town Bank's options as a possibility because there is no origination fee, you a lot more flexibility, and we also hold a Money Market account with them to make payments easily.

Option 1 – Waukesha State Bank (origination fee of \$500 + estimated legal fees of \$4,000)

- 1) 5-7 Year at 2.00%
 - No prepayment Option
 - Annual Principal payments would be \$50K
 - Total Interest at the end of 5 years would be \$15K

- 2) 10 year at 2.10%
 - No prepayment Option
 - Annual Principal payments would be \$25K
 - Total Interest at the end of 10 years would be \$28,875

- 3) 10 year w/call option at 5 year at 2.20%
 - Annual Principal payments would be \$25K
 - Total Interest at the end of 10 years would be \$30,250
 - Total Interest at the end of 5 years (if paid off when callable) would be \$24,750, which would be a savings of \$5,500
 - Note: full or partial prepayment could occur only at the end of the 5th year

Option 2 – First Federal Bank (estimated third party & origination fees of \$18,500)

- 1) 10 year at 2.125%
 - Prepayment Penalty: 5% year one, 3% year two, 0% years 3-10 if paid by Town. If refinanced with another bank, it would be 5% year one, 3% year two, 1% years 3-5, 0% years 6-10
 - Total interest at the end of 10 years would be \$29,651.12
 - The Town of Lisbon must open and maintain a Community Checking account with \$200,000 minimum balance throughout the term of the loan

- 2) 10 year at 3.25%
 - Prepayment Penalty: 5% year one, 3% year two, 0% years 3-10 if paid by Town. If refinanced with another bank, it would be 5% year one, 3% year two, 1% years 3-5, 0% years 6-10
 - Total interest at the end of 10 years would be \$45,348.79

Option 3 – Town Bank (origination fees of \$0 + estimated legal fees of \$4,000)

- 1) 7 year US Treasury Rate + 0.56%, fixed at closing (currently 2.30%)
 - Prepayment Penalty: None
 - Annual Principal Payments would be roughly \$36K
 - Total interest at the end of 7 years would be \$23,000

- 2) 10 year US Treasury Rate + 0.56%, fixed at closing (currently 2.40%)
 - Prepayment Penalty: None
 - Annual Principal Payments would be \$25K
 - Total interest at the end of 10 years would be \$33,000

Waukesha State Bank

(262) 549-8500 | www.waukeshabank.com | 151 E. St. Paul Ave. | P.O. Box 648 | Waukesha, WI 53187-0648 | Member FDIC

January 8, 2020

Town of Lisbon
Attn: Amy Buchman
N234 N8676 Woodside Rd
Lisbon, WI 53089

Dear Amy:

Waukesha State Bank would love to and greatly appreciates the opportunity to meet the Town of Lisbon 2020 financing needs.

Assuming a total amount borrowed of 250,000 with semiannual interest payments and equal annual principal payments, the following three options are offered:

1. 5-7 year at 2.00%
2. 10 year at 2.10%
3. 10 year w/call option at 5 year at 2.20% (This means full or partial prepayment could occur only at the end of the fifth year.)

The aforementioned rate quotes are effective only if the Town of Lisbon accepts the proposed terms within a period of 30 days and if the closing takes place within 45 days from the date of this letter.

We expect that the law firm of Quarles & Brady will be working with you to draft the necessary documents and a legal opinion. The charges for their services would be collected from you at closing by the law firm. You should expect the charge for their services to be in the range of \$3,000 to \$5,000.00. In addition, Waukesha State Bank, to cover its closing and administrative costs, charges an origination fee of \$500.00 for issues of this size. This fee would be collected from you at closing as well.

Please feel free to call me if you have any questions.

Sincerely,



Jeff Lightfoot
Vice President

Town of Lisbon UTGO BQ

	Amount
Borrowing:	\$246,000
Legal Fees (Approximate):	\$4,000
Total:	\$250,000
WSB Origination Fee:	\$500
Interest Rate:	2.00%

Terms: 5 Years; with Annual Principal and Semiannual Interest Payments; Non-Callable

Closing Date:	2/15/2020
First Interest Payment Date:	8/15/2020
First Principal Payment Date:	1/15/2021

Disbursement/Payment Date	Principal Payme	Interest Payment	Total Payment	Remaining Principal	Total Annual Debt Service Requirement	Year	Interest Accrual Days
2/15/2020	\$ -	\$ -	\$ -	\$ 250,000.00			
8/15/2020	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 250,000.00	\$ 2,500.00	2020	180
2/15/2021	\$ 50,000.00	\$ 2,500.00	\$ 52,500.00	\$ 200,000.00			180
8/15/2021	\$ -	\$ 2,000.00	\$ 2,000.00	\$ 200,000.00	\$ 54,500.00	2021	180
2/15/2022	\$ 50,000.00	\$ 2,000.00	\$ 52,000.00	\$ 150,000.00			180
8/15/2022	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 150,000.00	\$ 53,500.00	2022	180
2/15/2023	\$ 50,000.00	\$ 1,500.00	\$ 51,500.00	\$ 100,000.00			180
8/15/2023	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 100,000.00	\$ 52,500.00	2023	180
2/15/2024	\$ 50,000.00	\$ 1,000.00	\$ 51,000.00	\$ 50,000.00			180
8/15/2024	\$ -	\$ 500.00	\$ 500.00	\$ 50,000.00	\$ 51,500.00	2024	180
2/15/2025	\$ 50,000.00	\$ 500.00	\$ 50,500.00	\$ -	\$ 50,500.00	2025	180
TOTAL	\$ 250,000.00	\$ 15,000.00	\$ 265,000.00		\$ 265,000.00		
Average Life	\$	3.00					

Town of Lisbon UTGO BQ

	Amount
Borrowing:	\$246,000
Legal Fees (Approximate):	\$4,000
Total:	\$250,000
WSB Origination Fee:	\$500
Interest Rate:	2.10%

Terms: 10 Years; with Annual Principal and Semiannual Interest Payments; Non-Callable

Closing Date:	2/15/2020
First Interest Payment Date:	8/15/2020
First Principal Payment Date:	1/15/2021

Disbursement/Payment Date	Principal Payme	Interest Payment	Total Payment	Remaining Principal	Total Annual Debt Service Requirement	Year	Interest Accrual Days
2/15/2020	\$ -	\$ -	\$ -	\$ 250,000.00			
8/15/2020	\$ -	\$ 2,625.00	\$ 2,625.00	\$ 250,000.00	\$ 2,625.00	2020	180
2/15/2021	\$ 25,000.00	\$ 2,625.00	\$ 27,625.00	\$ 225,000.00			180
8/15/2021	\$ -	\$ 2,362.50	\$ 2,362.50	\$ 225,000.00	\$ 29,987.50	2021	180
2/15/2022	\$ 25,000.00	\$ 2,362.50	\$ 27,362.50	\$ 200,000.00			180
8/15/2022	\$ -	\$ 2,100.00	\$ 2,100.00	\$ 200,000.00	\$ 29,462.50	2022	180
2/15/2023	\$ 25,000.00	\$ 2,100.00	\$ 27,100.00	\$ 175,000.00			180
8/15/2023	\$ -	\$ 1,837.50	\$ 1,837.50	\$ 175,000.00	\$ 28,937.50	2023	180
2/15/2024	\$ 25,000.00	\$ 1,837.50	\$ 26,837.50	\$ 150,000.00			180
8/15/2024	\$ -	\$ 1,575.00	\$ 1,575.00	\$ 150,000.00	\$ 28,412.50	2024	180
2/15/2025	\$ 25,000.00	\$ 1,575.00	\$ 26,575.00	\$ 125,000.00			180
8/15/2025	\$ -	\$ 1,312.50	\$ 1,312.50	\$ 125,000.00	\$ 27,887.50	2025	180
2/15/2026	\$ 25,000.00	\$ 1,312.50	\$ 26,312.50	\$ 100,000.00			180
8/15/2026	\$ -	\$ 1,050.00	\$ 1,050.00	\$ 100,000.00	\$ 27,362.50	2026	180
2/15/2027	\$ 25,000.00	\$ 1,050.00	\$ 26,050.00	\$ 75,000.00			180
8/15/2027	\$ -	\$ 787.50	\$ 787.50	\$ 75,000.00	\$ 26,837.50	2027	180
2/15/2028	\$ 25,000.00	\$ 787.50	\$ 25,787.50	\$ 50,000.00			180
8/15/2028	\$ -	\$ 525.00	\$ 525.00	\$ 50,000.00	\$ 26,312.50	2028	180
2/15/2029	\$ 25,000.00	\$ 525.00	\$ 25,525.00	\$ 25,000.00			180
8/15/2029	\$ -	\$ 262.50	\$ 262.50	\$ 25,000.00	\$ 25,787.50	2029	180
2/15/2030	\$ 25,000.00	\$ 262.50	\$ 25,262.50	\$ -	\$ 25,262.50	2020	180
TOTAL	\$ 250,000.00	\$ 28,875.00	\$ 278,875.00		\$ 278,875.00		
Average Life	\$	5.50					

Town of Lisbon UTGO BQ

	Amount
Borrowing:	\$246,000
Legal Fees (Approximate):	\$4,000
Total:	\$250,000
WSB Origination Fee:	\$500
Interest Rate:	2.20%

Terms: 10 Years; with Annual Principal and Semiannual Interest Payments; Callable at Yr 5

Closing Date:	2/15/2020
First Interest Payment Date:	8/15/2020
First Principal Payment Date:	1/15/2021

Disbursement/Payment Date	Principal Payme	Interest Payment	Total Payment	Remaining Principal	Total Annual Debt Service Requirement	Year	Interest Accrual Days
2/15/2020	\$ -	\$ -	\$ -	\$ 250,000.00			
8/15/2020	\$ -	\$ 2,750.00	\$ 2,750.00	\$ 250,000.00	\$ 2,750.00	2020	180
2/15/2021	\$ 25,000.00	\$ 2,750.00	\$ 27,750.00	\$ 225,000.00			180
8/15/2021	\$ -	\$ 2,475.00	\$ 2,475.00	\$ 225,000.00	\$ 30,225.00	2021	180
2/15/2022	\$ 25,000.00	\$ 2,475.00	\$ 27,475.00	\$ 200,000.00			180
8/15/2022	\$ -	\$ 2,200.00	\$ 2,200.00	\$ 200,000.00	\$ 29,675.00	2022	180
2/15/2023	\$ 25,000.00	\$ 2,200.00	\$ 27,200.00	\$ 175,000.00			180
8/15/2023	\$ -	\$ 1,925.00	\$ 1,925.00	\$ 175,000.00	\$ 29,125.00	2023	180
2/15/2024	\$ 25,000.00	\$ 1,925.00	\$ 26,925.00	\$ 150,000.00			180
8/15/2024	\$ -	\$ 1,650.00	\$ 1,650.00	\$ 150,000.00	\$ 28,575.00	2024	180
2/15/2025	\$ 25,000.00	\$ 1,650.00	\$ 26,650.00	\$ 125,000.00			180
8/15/2025	\$ -	\$ 1,375.00	\$ 1,375.00	\$ 125,000.00	\$ 28,025.00	2025	180
2/15/2026	\$ 25,000.00	\$ 1,375.00	\$ 26,375.00	\$ 100,000.00			180
8/15/2026	\$ -	\$ 1,100.00	\$ 1,100.00	\$ 100,000.00	\$ 27,475.00	2026	180
2/15/2027	\$ 25,000.00	\$ 1,100.00	\$ 26,100.00	\$ 75,000.00			180
8/15/2027	\$ -	\$ 825.00	\$ 825.00	\$ 75,000.00	\$ 26,925.00	2027	180
2/15/2028	\$ 25,000.00	\$ 825.00	\$ 25,825.00	\$ 50,000.00			180
8/15/2028	\$ -	\$ 550.00	\$ 550.00	\$ 50,000.00	\$ 26,375.00	2028	180
2/15/2029	\$ 25,000.00	\$ 550.00	\$ 25,550.00	\$ 25,000.00			180
8/15/2029	\$ -	\$ 275.00	\$ 275.00	\$ 25,000.00	\$ 25,825.00	2029	180
2/15/2030	\$ 25,000.00	\$ 275.00	\$ 25,275.00	\$ -	\$ 25,275.00	2020	180
TOTAL	\$ 250,000.00	\$ 30,250.00	\$ 280,250.00		\$ 280,250.00		
Average Life	\$	5.50					



November 7, 2019

Town of Lisbon
W234N8676 Woodside Road
Lisbon, WI 53089
Attn: Amy Buchman, Treasurer

Dear Ms. Buchman:

First Federal Bank of Wisconsin ("Lender") is pleased to provide you a **PROPOSAL** for the financing of a Term Loan totaling \$250,000.00 for Town of Lisbon. This is **NOT A COMMITMENT TO LEND** and requires final approval from the Bank subject to credit underwriting. The proposed loan is subject to the following terms and conditions.

Borrower: Town of Lisbon.

Amount: \$250,000.00 Term Loan for Ten Years.

Purpose: Town of Lisbon Capital expenditures for 2020. The expenditures include:
1) New Mower: Replace 2011 Toro Ground Master 11 Ft Mower
2) Skid Steer to replace Track Loader at Park
3) New Wheel Loader

Maturity: Ten year term. Based on scheduling a closing the first week of January 2020.

Interest Rate: **2.125%** Fixed Interest rate-Town of Lisbon to open a Community Checking account held by the Lender maintaining a \$200,000.00 or higher balance throughout the term of the loan.

Or

3.25% Fixed Interest Rate without the above required deposit balances.

Payments: Semi-Annual interest only payments and Annual principal payments.

Security: Assets acquired with the use of proceeds listed above.

Guarantors: NA

Loan Fees and Third-Party Expenses: \$18,500.00 origination fee.

Prepayment Penalty: 5% year one, 3% year two of the principal balance, if balance is payoff by the Town of Lisbon.

5% year one, 2% year two and 1% years 3, 4 and 5, if refinanced with another financial institution,

The loan will be evidenced and secured by documents satisfactory to the Lender and its counsel, which will include but are not limited to a business note, and such additional loan and security documents as the Lender may require.

Conditions of Approval:

1. 2017 & 2018 Audited Town of Lisbon financials
2. Written copy of Board meeting minutes that the Board has approved to move forward with the financing proposal from the Lender.
3. Approved Bond Rating for the Town of Lisbon.-ordered by the Lender.
4. Letter indicating the signers authorized to execute loan documents on behalf of the Town of Lisbon.
5. Other terms and conditions as deemed necessary by Lender.
6. Copy of legal identification required by all authorized signers.
7. Copy of IRS EIN letter and supporting documentation of non-profit status for the Town of Lisbon.

Depository: Required if accepting the 2.125% fixed rate option for ten years. Town of Lisbon will open and maintain a Community Checking account with Lender for not less than a \$200,000.00 balance during life of loan.

Other Services: Available upon request. Services include Remote Deposit Capture, Business Online Banking, Bill Pay, ACH, Sweeps, Positive Pay and Wire Manager.

Loan Covenants: To Be Determined during underwriting after acceptance of Proposal

Reporting and Monitoring: 1. Annual Audited Financials Town of Lisbon starting with 2019.

We appreciate the opportunity to develop a relationship with you and the Town of Lisbon. If you have any further questions or require additional information, please do not hesitate to call me at (262) 542-4448 x3306.

Sincerely,



Kathy J Branton
Vice President Commercial lender



A WINTRUST COMMUNITY BANK

January 2, 2020

Mrs. Amy Buchman
Town of Lisbon Treasurer
W234N8676 Woodside Rd.
Lisbon, WI 53089

RE: Town of Lisbon – Financing Proposal

Dear Amy:

Town Bank (hereinafter the "Bank") is pleased to convey our proposal of the following financing package to the Town of Lisbon (hereinafter the "Borrower"). We greatly appreciate the opportunity to provide this proposal. Below is a summary of the terms of the proposal.

Option 1

- \$250,000 Tax-Exempt Term Loan
 - Term – Seven (7) Years
 - Amortization – Seven (7) Years
 - Rate – 7-year US Treasury plus 0.56%, fixed at closing (Currently 2.41%)
 - Purpose – Provide funds for the acquisition of the following capital expenditures:
 - New Mower: Replace 2011 Toro GroundMaster 11 Ft Mower
 - Skid Steer to replace Track Loader at Park
 - New Wheel Loader
 - Payment Requirement – Semi-annual Interest Payments; Annual Principal Payments

Option 2

- \$250,000 Tax-Exempt Term Loan
 - Term – Ten (10) Years
 - Amortization – Ten (10) Years
 - Rate – 10-year US Treasury plus 0.56%, fixed at closing (Currently 2.49%)
 - Purpose – Provide funds for the acquisition of the following capital expenditures:
 - New Mower: Replace 2011 Toro GroundMaster 11 Ft Mower
 - Skid Steer to replace Track Loader at Park
 - New Wheel Loader
 - Payment Requirement – Semi-annual Interest Payments; Annual Principal Payments
- Financial Covenants – None
- Loan Fees – The Bank will not charge any origination or application fees
- Closing Costs – Out of pocket closing costs to be paid by Borrower including but not limited to filing fees and legal fees should attorney prepared loan documentation be deemed necessary by Bank
- Disbursements/Draws – Loan to be fully funded at closing
- Prepayment – The Tax-Exempt Term Loan may be repaid in whole or in part at any time without penalty

On-going Financial Statement Requirements:

- Annual audited financial statements

Collateral:

- The Borrower shall pledge taxes for operation and maintenance of the Borrower heretofore levied and other available current fiscal year revenues, including state aids (the "Revenues"), sufficient to pay the Tax-Exempt Term Loan, together with the interest thereon, when due. The Revenues shall be deposited in a special fund.

Other Terms & Conditions:

- Subject to negotiation of satisfactory definitive documentation;
- Borrower legal counsel to provide approving legal opinion validating the tax-exempt financing status of the borrowing
- Deposit accounts are to be maintained with Town Bank;
- All legal and business due diligence shall be completed by Bank and all legal and regulatory matters shall be satisfactory to Bank;

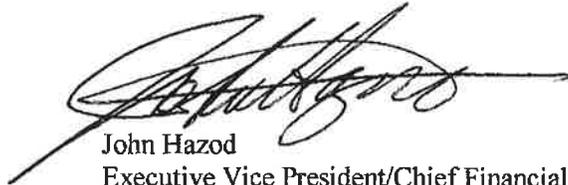
This proposal is for discussion purposes only and does not represent a commitment by Town Bank to extend or to arrange for the extension of credit to the Borrower or any other person or entity.

Again, we greatly appreciate the opportunity to provide this proposal. If you have any questions regarding this proposal, please do not hesitate to contact us. We look forward to becoming a key financial resource for the Town of Lisbon.

Sincerely,
TOWN BANK



Edward Rindahl
Vice President – Business Banking



John Hazod
Executive Vice President/Chief Financial Officer

	Amount
Borrowing:	\$250,000
Legal Fees (Approximate):	\$0
Total:	\$250,000
Origination Fee:	\$0
Interest Rate:	2.30%

Terms: 7 Yr - US Treasury plus 0.56%, fixed at closing (currently 2.30% as of 1/21/20)

Closing Date:	2/15/2020
First Interest Payment Date:	8/15/2020
First Principal Payment Date:	1/15/2021

Disbursement/Payment Date	Principal Payme	Interest Payment	Total Payment	Remaining Principal	Total Annual Debt Service Requirement	Year	Interest Accrual Days
2/15/2020	\$ -	\$ -	\$ -	\$ 250,000.00			
8/15/2020	\$ -	\$ 2,875.00	\$ 2,875.00	\$ 250,000.00	\$ 2,875.00	2020	180
2/15/2021	\$ 35,714.29	\$ 2,875.00	\$ 38,589.29	\$ 214,285.71			180
8/15/2021	\$ -	\$ 2,464.29	\$ 2,464.29	\$ 214,285.71	\$ 41,053.57	2021	180
2/15/2022	\$ 35,714.29	\$ 2,464.29	\$ 38,178.57	\$ 178,571.43			180
8/15/2022	\$ -	\$ 2,053.57	\$ 2,053.57	\$ 178,571.43	\$ 40,232.14	2022	180
2/15/2023	\$ 35,714.29	\$ 2,053.57	\$ 37,767.86	\$ 142,857.14			180
8/15/2023	\$ -	\$ 1,642.86	\$ 1,642.86	\$ 142,857.14	\$ 39,410.71	2023	180
2/15/2024	\$ 35,714.29	\$ 1,642.86	\$ 37,357.14	\$ 107,142.86			180
8/15/2024	\$ -	\$ 1,232.14	\$ 1,232.14	\$ 107,142.86	\$ 38,589.29	2024	180
2/15/2025	\$ 35,714.29	\$ 1,232.14	\$ 36,946.43	\$ 71,428.57			180
8/15/2025	\$ -	\$ 821.43	\$ 821.43	\$ 71,428.57	\$ 37,767.86	2025	180
2/15/2026	\$ 35,714.29	\$ 821.43	\$ 36,535.71	\$ 35,714.29			180
8/15/2026	\$ -	\$ 410.71	\$ 410.71	\$ 35,714.29	\$ 36,946.43	2026	180
2/15/2027	\$ 35,714.29	\$ 410.71	\$ 36,125.00	\$ -			180
TOTAL	\$ 250,000.00	\$ 23,000.00	\$ 273,000.00		\$ 273,000.00		
Average Life	\$	4.00					

	Amount
Borrowing:	\$250,000
Legal Fees (Approximate):	\$0
Total:	\$250,000
Origination Fee:	\$0
Interest Rate:	2.40%

Terms: 10 Yr US Treasury rate plus 0.56%, fixed at closing (currently 2.40% as of 1/21/20)

Closing Date:	2/15/2020
First Interest Payment Date:	8/15/2020
First Principal Payment Date:	1/15/2021

Disbursement/Payment Date	Principal Payme	Interest Payment	Total Payment	Remaining Principal	Total Annual Debt Service Requirement	Year	Interest Accrual Days
2/15/2020	\$ -	\$ -	\$ -	\$ 250,000.00			
8/15/2020	\$ -	\$ 3,000.00	\$ 3,000.00	\$ 250,000.00	\$ 3,000.00	2020	180
2/15/2021	\$ 25,000.00	\$ 3,000.00	\$ 28,000.00	\$ 225,000.00			180
8/15/2021	\$ -	\$ 2,700.00	\$ 2,700.00	\$ 225,000.00	\$ 30,700.00	2021	180
2/15/2022	\$ 25,000.00	\$ 2,700.00	\$ 27,700.00	\$ 200,000.00			180
8/15/2022	\$ -	\$ 2,400.00	\$ 2,400.00	\$ 200,000.00	\$ 30,100.00	2022	180
2/15/2023	\$ 25,000.00	\$ 2,400.00	\$ 27,400.00	\$ 175,000.00			180
8/15/2023	\$ -	\$ 2,100.00	\$ 2,100.00	\$ 175,000.00	\$ 29,500.00	2023	180
2/15/2024	\$ 25,000.00	\$ 2,100.00	\$ 27,100.00	\$ 150,000.00			180
8/15/2024	\$ -	\$ 1,800.00	\$ 1,800.00	\$ 150,000.00	\$ 28,900.00	2024	180
2/15/2025	\$ 25,000.00	\$ 1,800.00	\$ 26,800.00	\$ 125,000.00			180
8/15/2025	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 125,000.00	\$ 28,300.00	2025	180
2/15/2026	\$ 25,000.00	\$ 1,500.00	\$ 26,500.00	\$ 100,000.00			180
8/15/2026	\$ -	\$ 1,200.00	\$ 1,200.00	\$ 100,000.00	\$ 27,700.00	2026	180
2/15/2027	\$ 25,000.00	\$ 1,200.00	\$ 26,200.00	\$ 75,000.00			180
8/15/2027	\$ -	\$ 900.00	\$ 900.00	\$ 75,000.00	\$ 27,100.00	2027	180
2/15/2028	\$ 25,000.00	\$ 900.00	\$ 25,900.00	\$ 50,000.00			180
8/15/2028	\$ -	\$ 600.00	\$ 600.00	\$ 50,000.00	\$ 26,500.00	2028	180
2/15/2029	\$ 25,000.00	\$ 600.00	\$ 25,600.00	\$ 25,000.00			180
8/15/2029	\$ -	\$ 300.00	\$ 300.00	\$ 25,000.00	\$ 25,900.00	2029	180
2/15/2030	\$ 25,000.00	\$ 300.00	\$ 25,300.00	\$ -	\$ 25,300.00	2020	180
TOTAL	\$ 250,000.00	\$ 33,000.00	\$ 283,000.00		\$ 283,000.00		
Average Life	\$	5.50					



Lisbon Fire Department

N54 W26455 Lisbon Road

Lisbon, WI 53089

www.lisbonfire.com

January 21, 2020

Memorandum: 2019 to 2020 capital budget carry over requests

Douglas J. Brahm
Fire Chief
(414) 507-4491

From: Chief Doug Brahm

David J. Mason
Assistant Chief

To: Town Administrator Gina Gresch

Andrew W. Brahm
Deputy Chief

Jeffrey R. Drager
Deputy Chief

The Lisbon Fire Department has several ongoing projects that have not been completed by the end of the 2019 budget year. I am requesting the following budget amounts to be carried over to the 2020 budget to allow successful completion of these ventures.

Business
(262) 538-3902
Fax
(262) 538-3906

1. Waukesha County digital paging (still from 2018) \$1,670.00
(Digital paging project was just completed end of December 2019. Have not received an invoice as of this date.)
2. Joint Lisbon & Pewaukee training center phase II \$11,472.80
(Beginning 2019 balance was \$27,221.00 in January, project delays due to extensive lead times for materials. And shortage of labor)
3. Hose and appliances. \$6,099.00
(Reconsidering inventories and needs with the upcoming merger with Merton)

The joint training center is still in under construction. There are still some remaining items in phase II that could not be finished in 2019 until materials were delivered. We are still waiting on materials that are special order.

The merger with Merton is presenting us with an opportunity to save money by reassessing our needs together. Our hose inventory can be less with elimination of engines. Also there are different needs for equipment. Both Merton and Lisbon are working on this together to better outfit the Departments.

Please consider these carryovers to 2020 from 2019 capital budget line items to allow the projects to be completed.

Respectfully submitted;

Douglas J. Brahm, Chief

AMENDMENT TO ORD 10-19

AN ORDINANCE REZONING LSBT 0241.999, KNOWN AS THE LIEDS PROPERTY, TO ALLOW INDUSTRIAL USES IN ACCORDANCE WITH THE M2 GENERAL INDUSTRIAL DISTRICT ZONING CLASSIFICATION

THE TOWN BOARD OF THE TOWN OF LISBON, WAUKESHA COUNTY, WISCONSIN, DOES ORDAIN AS FOLLOWS:

WHEREAS, the Town of Lisbon is owner of LSBT 0241.999, a 44.96 acre parcel of property described more particularly on Exhibit A, known as the Lieds Property, which is appended hereto and incorporated herein; and,

WHEREAS, the property was conditionally rezoned from the Agricultural District to the General Industrial District zoning classification by enactment of Ordinance 02-08 on May 12, 2008; and,

WHEREAS, the Town Board has determined that the condition necessary to place in effect the rezoning established by Ordinance 02-08 have not been fulfilled; and,

WHEREAS, the Town Board has now determined that the property should be rezoned to the M2 General Industrial District zoning classification;

WHEREAS, pursuant to the Boundary Stipulation and Intergovernmental Cooperation Agreement between the Village of Sussex and the Town of Lisbon dated January 22, 2001, the Town of Lisbon and Village of Sussex Joint Planning Committee on July 10, 2019 received, considered and commented on the Application for Rezoning those lands more particularly described on Exhibit A, appended to this Ordinance;

NOW THEREFORE, the Town Board of the Town of Lisbon does ordain as follows:

SECTION 1: That 44.96-acre parcel of property described on Exhibit A, which is appended hereto and incorporated herein by reference, shall be zoned for uses allowed by the M2 General Industrial District zoning classification as established by the Zoning Code of the Town of Lisbon.

SECTION 2: All development within the area described on Exhibit A appended hereto shall be subject to the Design Standards found in Addendum E of the Town of Lisbon Zoning Code.

SECTION 3: All Ordinances or parts of Ordinances, including but not limited to Ordinance 02-08, which conflict with or contravene the provisions of this Ordinance are hereby repealed.

SECTION 4: This Ordinance shall take effect upon passage and posting as provided by law.

AMENDMENT APPROVED by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 27th day of January, 2020.

TOWN BOARD, TOWN OF LISBON
WAUKESHA COUNTY, WISCONSIN

BY: _____
JOSEPH OSTERMAN, Chairman

BY: _____
TEDIA GAMIÑO, Supervisor

BY: _____
MARC MOONEN, Supervisor

BY: _____
LINDA BEAL, Supervisor

BY: _____
REBECCA PLOTECHER, Supervisor

ATTEST:

BY: _____
Rick J. Goeckner, MMC
Interim Town Clerk





Portion of the Lied's Property (LSBT0241999) Site Map

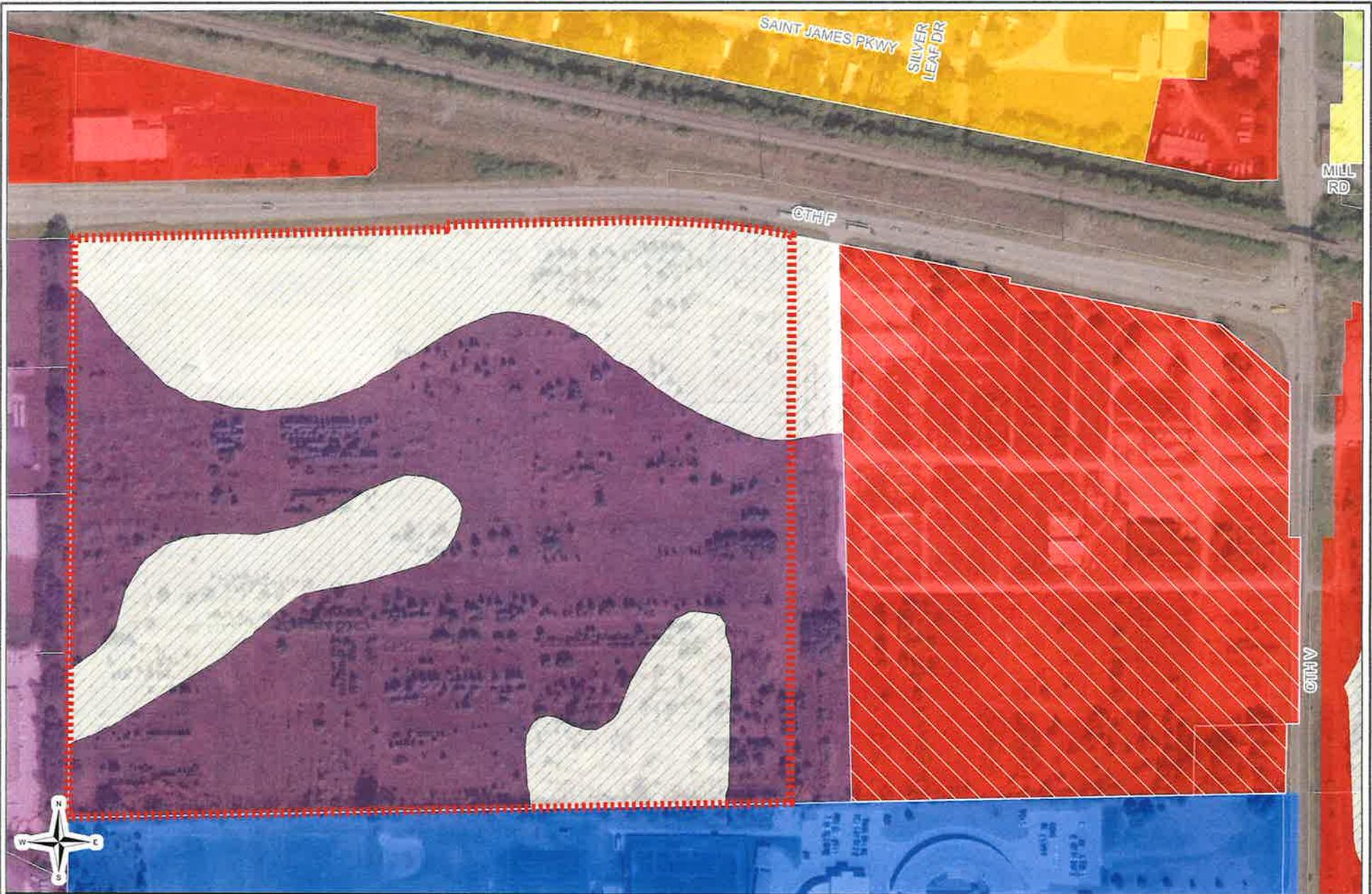
Town of Lisbon



vierbicher
planners engineers advisors

REEDSBURG - MADISON - PRAIRIE DU CHIEN - MILWAUKEE METRO
N27 W23957 Paul Road, Suite 105, Pewaukee, WI 53072
Phone: (262) 875-5000 Fax: (608) 826-0530

Data Sources: Vierbicher, Town of Lisbon, Waukesha County, ESRI



Lied's Property (LSBT0241999) Comprehensive Development Plan Map

Town of Lisbon

1 inch = 279 feet

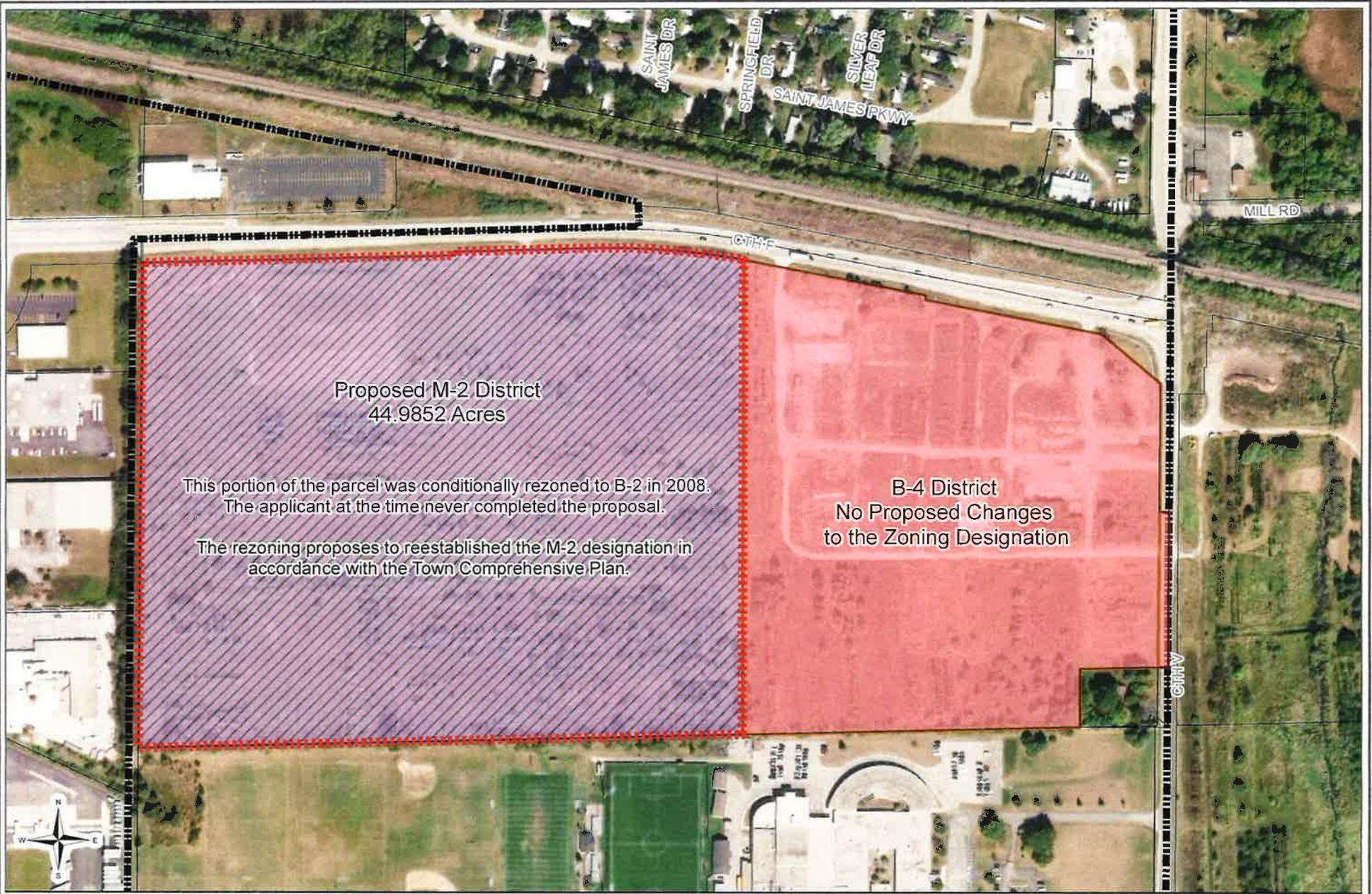


- | | |
|--|--|
|  Medium Density Residential |  Industrial |
|  Other Open Lands to be Preserved |  Commercial and Office Park |
|  Governmental & Institutional |  Commercial Special Use |

vierbicher
planners engineers advisors



REEDSBURG - MADISON - PRAIRIE DU CHIEN - MILWAUKEE METRO
N27 W23957 Paul Road, Suite 105, Pewaukee, WI 53072
Phone: (262) 875-5000 Fax: (608) 826-0530



Portion of the Lied's Property (LSBT0241999) Rezoning

Town of Lisbon



vierbicher
planners engineers advisors

REEDSBURG - MADISON - PRAIRIE DU CHIEN - MILWAUKEE METRO
N27 W23957 Paul Road, Suite 105, Pewaukee, WI 53072
Phone: (262) 875-5000 Fax: (608) 876-0530

Data Sources: Vierbicher, Town of Lisbon, Waukesha County, ESRI



REQUEST FOR CONSIDERATION

COMMITTEE CONSIDERATION: Town Board

ITEM DESCRIPTION: Resolution 04-20, Resolution Naming a Future Station Station the Douglas J. Brahm" Fire Station.

PREPARED BY: Gina C. Gresch, Administrator

REPORT DATE: Thursday, January 23, 2020

RECOMMENDATION: Adopt Resolution 04-20.

EXPLANATION

The Resolution is still being drafted at the time of packet preparation. I will email it as soon as it's finished.

I recommend approval.