



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

Join Zoom Meeting Online: <https://us06web.zoom.us/j/88319721129?pwd=Rm1tdkgzcW9PMG5HY051MlBpbzR4UT09>
Join Zoom by Phone: Dial 1-312-626-6799 Meeting ID: 883 1972 1129 Passcode: 027704

PUBLIC WORKS & UTILITY COMMITTEE MEETING AGENDA
Lisbon Village Hall
Wednesday, November 15, 2023
5:00 P.M.

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Citizen Comments (Please limit comments to three minutes)
4. Approval of Meeting Minutes:
 - October 18, 2023 Public Works Committee
5. Department Reports
 - A. Communication from Village Board
 - B. Department of Public Works
 - C. Utility District: Engineer & Accountant
6. Unfinished Business
 - A. Discussion and necessary action regarding proposed Ordinance 2023-19 creating a policy for Special Assessments including payments, deferment, and interest.
 - B. Discussion and necessary action re: tentative timeline for Circlecrest Park utility service.
7. New Business
 - A. Discussion and necessary action re: possible installation of speed humps along Batterjohn Drive.
 - B. Discussion and necessary action re: utility service installation for N71W22339 Good Hope Road.
 - C. Discussion only regarding future addition of properties to the Utility District.
8. Adjournment

NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may attend the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noticed above. Requests from persons **with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Clerk's office** at 262-246-6100 at least 72 hours in advance of the meeting.



DRAFT

PUBLIC WORKS & UTILITY COMMITTEE MINUTES

The regular meeting of the Lisbon Public Works & Utility Committee was held on Wednesday, October 18, 2023, at the Lisbon Village Hall, W234 N8676 Woodside Road, Lisbon, WI.

Committee Chairman Marc Moonen called the meeting to order at 5:00 p.m.

Roll Call: Present: Trustee Marc Moonen (Chair); Trustee Linda Beal (Vice-Chair); Committee members Jane Mueller and Dan Plese; Utility District Accountant Mike Sargent (via Zoom); Village Engineer Don Neitzel; DPW Director Joe DeStefano; Administrator Kathy Nickolaus; and Clerk Elisa Cappozzo Katch to record the minutes. Committee member Joe Eberle was absent and excused.

The Committee and members of the public recited the Pledge of Allegiance.

Citizen Comments:

Anne Rodig, W255N9274 Tomahawk Drive: I think that many people thought when the speed limit on Hillside was lowered to 35mph that it was temporary due to construction of the roundabout, but apparently it **wasn't. I feel that 45mph was a reasonable and safe speed limit. This is a rural road with nothing but cornfields and trees. 45mph is a speed that allows you to make it up the hill on a snowy day. I've seen a lot of people trying to go up slower and they just can't do it. People tend to drive a speed they feel is reasonable for the area and the road, whether that's the posted limit or not. Making it a speed limit that people feel is reasonable makes the area safer because you don't have some going 35 and others going 45, which could lead to accidents.** I respectfully request that you reconsider that decision and raise it back to 45mph.

Todd Hesselberg, W256N9285 Tomahawk Drive: **We've enjoyed the speed limit on Hillside at 45mph the way it has been.** Here we are with another construction project for the roundabout. Those in charge of construction of the roundabout never recommended or suggested that speed limit should be lowered from 45mph to 35 mph south of Norwauk. They just needed the 35 to approach the roundabout with no other changes. **I'd recommend that the speed remain the same at 45mph because it's been that way for years and was working fine.**

Lucy Hesselberg, W256N9285 Tomahawk Drive: When they dropped the speed limit down to 35, there **were probably 100 people that all got speeding tickets at the bottom of that hill. You can't be at the top of that hill at 35 and still be at 35 at the bottom without standing on your brakes.** Not cool with our Wisconsin winters. If you need more funding, find it some other way. I request that you put the speed limit back up to 45mph.

Mike Sopko, N66W27095 Tamnamore Drive: **I'm here to speak on the amount and pace of traffic through Ironwood West.** A speed study was conducted in February of this year that concluded the average rate of speed at 32mph within 40 yards of a stop sign. This clearly finds that traffic is going significantly faster than they should be and putting the residents of this community in danger. With a number of bus stops **here, we're asking for help** either rerouting traffic or slowing down traffic on Batterjohn Drive.

Brad Harris, W272N6707 Batterjohn Drive: **I've personally witnessed a lot of the same things that Michael just stated.** We see numerous cars every single day that completely ignore and blow through both stop



signs on Batterjohn. Mike's wife, Danielle, witnessed it two days ago during school pickup. It's frustrating seeing these kids endangered by people driving recklessly, and we're asking for assistance to resolve this.

Chad Richeson, N66W27180 Tamnamore Drive: **I'd echo everything that's been said. I'm on a corner lot where the bus stop is. My wife has almost been run over with my children twice. We're respectfully requesting that we do something about it before we have a disaster with the speeding and disregarding stop signs.**

Danielle Sopko, N66W27095 Tamnamore Drive: **We're further up the street, so we don't see it every day except when I walk the kids to the bus. There's cars that just completely blow past, even when busses have their stop signs out. It's really concerning, and I think people are using Batterjohn as a cut-through instead of using Lake Five. We'd just like some measures put into place to keep our children safe.**

Kenneth Rodig, W255N9274 Tomahawk Drive: I want to speak in defense of raising the speed limit on Hillside back to 45mph. In over 40 years as a resident, I have yet to witness any kind of accidents on that stretch of road. I could understand if there were additional subdivisions going in that added more driveways, **but nothing has changed. I don't see any reason why it had to be changed or what the reasoning was.** 45mph is a reasonable speed for that kind of rural road.

Tom Olson, N66W27209 Tamnamore Drive: **We are also a corner lot. Our kids aren't at the bus stop yet, but we watch what's going on at the bus stop because it's outside our front door. It's a gathering ground for all our neighborhood children. I'd respectfully ask that some kind of safety measures be put in place throughout this neighborhood.**

Raymond Radke, W251N9188 Crestwood Drive: 35mph on Hillside Road is not sufficient to make it up the hill during winter. **I don't know what sparked the lower speed limit, and it should be brought back up to 45mph because it was already safe enough.**

Mary Koch, W256N9236 Tomahawk Drive: When the speed limit on Hillside was 45mph it was okay. With a smaller car, you really have to gun it to get up that hill at 35mph. **I'm going to drive safely no matter the speed limit, but 45mph is reasonable and it should be reinstated.**

Henry Koch, W256N9236 Tomahawk Drive: Like many others have said tonight, Hillside Road is safe to **travel at 45mph. I've tried that hill at 35mph, and you're constantly braking down. I haven't seen accidents, and I don't see any reason for changing it. I'd respectfully ask again that you reconsider and set it back to 45mph.**

Erik Mayer, W273N6719 Ardeevin Court: I live a bit further down in Ironwood West than some of the other folks that have spoken, but I can attest to the same kind of reckless driving. My home office overlooks the street and stop sign, so I sit there all day long and watch people run through. There have recently been additional patrols, but by the time they are able to identify someone that car is already out of the neighborhood. **I'd just like a solution to be found to divert traffic or slow traffic down on Batterjohn.**

Janis Sgarlata, W256N9256 Tomahawk Drive: **I'm a relatively new resident to the area, but I've lived in rural areas before. I don't understand why Hillside went from 45mph to 35mph. I fully support all of the comments from the people who have spoken before me tonight on requesting the speed limit be raised back to 45mph.**



Minutes – 9/20/2023 Public Works & Utility Committee

Motion by Mueller, second by Beal, to approve the minutes of the September 20, 2023 Public Works & Utility Committee meeting as presented. Motion carried.

Department Reports

A. Dept. of Public Works

DPW Director Joe DeStefano gave a brief update on current DPW projects and accomplishments (see attached). No action was taken.

B. Utility District

Utility Administrator Mike Sargent reported on August and September flows for the Utility District.

New Business

A. Request for traffic controls within Barnwood Conservancy subdivision

Motion by Mueller, second by Beal, to table the matter. The motion was voted on, and carried unanimously.

B. Request for traffic controls within Ironwood West subdivision

Motion by Moonen to install three 3-way stop signs at uncontrolled intersections along Batterjohn Drive, direct staff to contact school district and/or bus company to reevaluate bus stop locations, DPW to evaluate options for speed bump options, and direct staff to explore the possibility of a road split via cul-de-sac or other type of permanent traffic control. The motion was seconded by Mueller, was voted on, and carried unanimously.

C. Request for reduction of speed limit on Lake Five and Center Oak Roads

No action was taken.

D. Request to return speed limit on Hillside Road to 45mph

Motion by Plese to recommend Village Board raise speed limit on Hillside Road back to 45mph from the Rod & Gun Club to 1020 feet south of County Line Road. The motion was seconded by Beal, was voted on, and carried unanimously.

Department Reports (cont'd.)

B. Utility District (cont'd.)

Engineer Don Neitzel gave a brief update of current Utility District projects and accomplishments (see attached). No action was taken.

Unfinished Business

A. Discussion and necessary action re: future water/sewer service to Circlecrest Park subdivision

Motion by Moonen to forward the tentative timeline as revised to Village Board for approval. The motion was seconded by Beal, was voted on, and carried unanimously.

B. Discussion only re: preliminary draft updates to Sewer Code Ch. 18.05 – 18.08

Preliminary updates to Chapter 18, sections 18.05 through 18.08 were reviewed. No action taken.

New Business (cont'd.)

E. Request for approval of RESOLUTION 2023-07 re: Utility Fund Balance

Motion by Mueller to recommend Village Board approval of Resolution 2023-07 subject to attorney review. The motion was seconded by Moonen, was voted on, and carried unanimously.



F. Request for approval of RESOLUTION 2023-06 re: Assessment Policy

Staff was directed to prepare a request for direction to the Village Board regarding a village-wide Assessment Policy. No formal action taken.

Adjournment

There being no further business, Beal moved to adjourn. The motion was seconded by Plese, was voted on, and carried unanimously. The meeting was adjourned at 8:34p.m.

Respectfully submitted,

Elisa Cappozzo Katch, WCMC
Lisbon Village Clerk

SEPTEMBER 2023

DPW MONTHLY REPORT



HIGHWAY DIVISION

- Staff completed the second round of roadside mowing.
- Staff prepped and hosted the Electronic and Appliance Recycling Event with the Tire Round Up on Sept 16th.
- Staff installed reflective delineators at the quiet zone RR crossing on North Lisbon Road.
- Staff replaced culverts on Howard Lane and Beacon Hills Drive.
- Staff completed the interior build-out of the Compost Shed.
- Staff continued to maintain and pushup the Compost Site twice a week.
- Staff replaced the radiator, radiator hoses, and electrical harness on Ambulance #2652.
- Staff performed repairs and preventive maintenance on HWY and FD trucks and equipment as needed and able.

PARKS DIVISION

- Staff cleaned bathrooms and took care of garbage as needed at all Parks.
- Staff sprayed for weeds at all Parks and Village owned lands.
- Staff continued mowing operations.
- Staff have been cleaning shelters as needed after rentals were completed.
- Staff prepped for the Lisbon Oaks Basketball Court Grand Opening.
- Staff had the hydrant for the ice rink replaced.
- Staff planted a memorial tree and plaque.
- Staff performed repairs and preventive maintenance on Parks trucks and equipment as needed.

DPW DIRECTOR

- I attended the WCPWA Meeting/Trade Show on Sept. 13th.
- I attended the Public Works and Utility Committee Meeting on September 20th.
- I met with the Salt Shed contractor to create a punch list and met with Recycling Depot to prep for the recycling event on September 16th.
- I completed the interior build-out of the Compost Shed with the help of staff.
- I continued to work on the proposed Operating Budget for Hwy, Parks, Compost and Storm Water for 2024.
- I continued my Weed Commissioner duties by checking on complaints and sending letters as needed.
- I continued to take care of invoices, r/w permits, capital projects, all clerical tasks needed and helped around the shop or in the field as needed.

**REGARDS,
JOE DEStEFANO JR.
DPW DIRECTOR**

OCTOBER 2023

DPW MONTHLY REPORT



HIGHWAY DIVISION

- Staff mowed the Lisbon property on Richard Road and the retention pond area on Lied's Lane.
- Staff replaced a culvert on Duplierville Road.
- Staff completed the electrical and lighting within the salt shed.
- Staff cut trees on Tomahawk Drive, within Thousand Oaks Subdivision, along Colgate Road and within the Presidential subdivision.
- Staff continued to maintain and pushup the Compost Site twice a week.
- Staff started to go through plow trucks and get them ready for the upcoming snow and ice season.
- Staff performed repairs and preventive maintenance on HWY and FD trucks and equipment as needed and able.

PARKS DIVISION

- Staff cleaned bathrooms and took care of garbage as needed at all Parks.
- Staff continued mowing operations.
- Staff aerated all ball fields.
- Staff installed turf at Stone Family and Stoney Halquist infields.
- Staff have been cleaning shelters as needed after rentals were completed.
- Staff performed restoration work around the new hydrant at LCP.
- Staff blew out water lines as needed.
- Staff performed repairs and preventive maintenance on Parks trucks and equipment as needed.

DPW DIRECTOR

- I attended and conducted the WCPWA Meeting on Oct. 4th.
- I attended the budget workshop on Oct. 4th.
- I attended the Public Works and Utility Committee Meeting on Oct. 18th.
- I worked with staff and we completed the electrical and lighting in the salt shed.
- I created a curb and gutter list and map for road sweeping.
- I screened all Lisbon's outfalls and documented observations for the MS4 report.
- I continued my Weed Commissioner duties by checking on complaints and sending letters as needed.
- I continued to take care of invoices, r/w permits, capital projects, all clerical tasks needed and helped around the shop or in the field as needed.

**REGARDS,
JOE DESTEFANO JR.
DPW DIRECTOR**

MEMORANDUM

November 9, 2023

To: Village of Lisbon Utility Committee

From: Don Neitzel

Re: Monthly Report

The monthly engineer's report for the Village of Lisbon Utility Committee is as follows:

- **October 2023 Flows** – Flows remain normal/consistent for the month of October at each of the sites, with average flows for the month of 19 GPM for Jeanine Lift Station, 19 GPM for Plainview, and 21 GPM for Willow Springs.
- **Richmond School Lift Station** – Flows at Richmond School Lift Station were up from the month of October, with an average of 1.8 hours of run time per day per pump and 13 starts per day per pump. The average run time is up from what was recorded during the month of October in 2022, which was about 1.0 hours of run time per day. However, flows from October 4th thru October 7th were more than double what is typically seen and I don't believe there were any rain events during this period of time. The rest of the month appeared to fall in line with what is normally seen. I will contact Ed Blake to find out what was going on during this period of time.
- **Business Park East** – The contractor for Business Park East confirmed that the remaining construction barrels were not theirs. Joe D. contacted the traffic control company listed on the barrels and it was determined that those were for a WE Energies project. The barrels have since been picked up.
- **Manhole and Sewer Repairs** – I left a message with the project manager from Visu-Sewer, looking to confirm a date for the work to be completed in November. I hope to have an update for the meeting next week.
- **Sewer System Maps (GIS)** – Nothing to update for this month.
- **Circlecrest Park Site Subdivision** – Geotech/soil boring request for proposals were sent out to 5 firms. 3 proposals were received back, which included one from ECS Midwest LLC, Giles Engineering Associates, and Intertek PSI. ECS Midwest submitted the low bid in the amount of \$8,669 for the 12 borings that are to be 25' deep or to refusal if that is encountered before the 25' depth. Giles provided a proposal of \$10,225, and Intertek PSI a proposal of \$13,350. The Village Board awarded a contract to ECS Midwest at their meeting on 11/8.

Lisbon SD Monthly Flow Report

October 2023

Date	Jeanine Mtr Stn Flow Avg		Jeanine Mtr Stn Flow DTotal		Plainview Mtr Stn Flow Avg		Plainview Mtr Stn Flow DTotal		Combined Flow Total	
	GPM	Kgals	GPM	Kgals	GPM	Kgals	GPM	Kgals	GPM	Kgals
10/1/2023	22	30	21	31	61					
10/2/2023	19	25	18	25	50					
10/3/2023	17	22	18	27	49					
10/4/2023	18	23	17	25	48					
10/5/2023	16	21	16	23	44					
10/6/2023	16	21	16	23	44					
10/7/2023	18	24	18	25	49					
10/8/2023	20	26	20	30	56					
10/9/2023	18	23	17	25	48					
10/10/2023	17	22	16	23	45					
10/11/2023	17	23	16	23	46					
10/12/2023	18	24	17	25	49					
10/13/2023	22	29	22	32	61					
10/14/2023	24	33	24	34	67					
10/15/2023	23	31	23	34	65					
10/16/2023	19	25	18	26	51					
10/17/2023	19	25	18	26	51					
10/18/2023	19	25	18	26	51					
10/19/2023	20	26	18	25	51					
10/20/2023	19	25	17	25	50					
10/21/2023	19	25	19	28	53					
10/22/2023	22	30	22	32	62					
10/23/2023	20	26	20	29	55					
10/24/2023	19	24	18	26	50					
10/25/2023	19	25	19	28	53					
10/26/2023	19	24	22	31	55					
10/27/2023	18	25	21	30	55					
10/28/2023	22	29	25	35	64					
10/29/2023	23	31	25	37	68					
10/30/2023	18	23	21	27	50					
10/31/2023	19	24	20	27	51					
Minimum	16	21	16	23	44					
Maximum	24	33	25	37	68					
Total	599	789	600	863	1,652					
Average	19	25	19	28	53					

Willow Springs Mtr Stn Flow Avg	Willow Springs Mtr Stn Flow DTotal	Combined plus Willow Springs Kgals
22	33	94
22	32	82
19	29	78
19	28	76
20	30	74
23	34	78
23	35	84
26	37	93
23	34	82
22	32	77
22	33	79
21	31	80
22	33	94
20	31	98
22	32	97
22	32	83
22	33	84
21	31	82
20	31	82
21	31	81
22	32	85
23	34	96
21	31	86
21	32	82
21	31	84
22	32	87
19	28	83
21	31	95
20	31	99
21	30	80
20	28	79
19	28	74
26	37	99
663	982	2,634
21	32	85

Richmond School Flows & Runtimes

Sussex RWPCF

October 2023

	Richmond Road LS Pump 1 RT	Richmond Road LS Pump 2 RT	Richmond Road LS Pump 1 ST	Richmond Road LS Pump 2 ST	Richmond Road LS Total Flow Daily
Date	Hours	Hours	Starts	Starts	kGals
Oct 01, Sun	0.7	0.8	5	6	15.000
Oct 02, Mon	2.0	2.2	13	19	19.800
Oct 03, Tue	1.9	1.8	16	15	21.000
Oct 04, Wed	4.1	4.3	22	28	46.200
Oct 05, Thu	4.5	4.7	23	30	55.800
Oct 06, Fri	4.6	4.6	27	27	47.400
Oct 07, Sat	3.5	3.6	23	23	51.000
Oct 08, Sun	1.2	1.1	9	8	22.800
Oct 09, Mon	2.0	1.8	15	15	18.000
Oct 10, Tue	1.4	1.3	13	11	23.400
Oct 11, Wed	1.9	1.8	14	15	18.600
Oct 12, Thu	2.1	2.2	16	17	22.200
Oct 13, Fri	1.8	1.9	11	12	27.000
Oct 14, Sat	0.7	0.7	5	5	10.200
Oct 15, Sun	1.5	1.3	10	8	9.000
Oct 16, Mon	1.5	1.4	12	13	22.800
Oct 17, Tue	1.6	1.8	14	15	21.000
Oct 18, Wed	2.6	2.3	20	17	21.600
Oct 19, Thu	1.3	1.3	10	10	23.400
Oct 20, Fri	1.7	1.5	14	11	19.200
Oct 21, Sat	1.2	1.2	8	8	9.000
Oct 22, Sun	0.7	0.7	5	6	15.600
Oct 23, Mon	1.6	1.5	13	12	16.200
Oct 24, Tue	2.2	2.1	18	17	21.600
Oct 25, Wed	1.7	1.5	13	13	24.000
Oct 26, Thu	1.0	0.9	6	6	13.200
Oct 27, Fri	1.1	1.3	9	10	8.400
Oct 28, Sat	0.7	0.7	5	5	13.800
Oct 29, Sun	0.9	0.9	6	6	9.600
Oct 30, Mon	1.5	1.7	11	14	16.200
Oct 31, Tue	1.2	1.3	11	11	20.400
Minimum	0.7	0.7	5	5	8.400
Maximum	4.6	4.7	27	30	55.800
Total	56.4	56.2	397	413	683.400
Average	1.8	1.8	13	13	22.045

Lisbon Sewer Utility
Lisbon Town Hall
Sanitary District Accountant
PO Box 278
Menomonee Falls, WI 53052
Phone: 262-923-8100 EXT 1
Fax: 262-361-5558

The Oct invoice from Sussex has not yet been received.

The Energy Bill from WE Energies has not yet been received.

Notices were sent to delinquent sewer users. Unpaid balances on Nov 15, 2023, will be forwarded to the county treasurer for inclusion of property tax bills. See attached list.

We received an updated Field Manual from Diggers Hot Line. See Attached

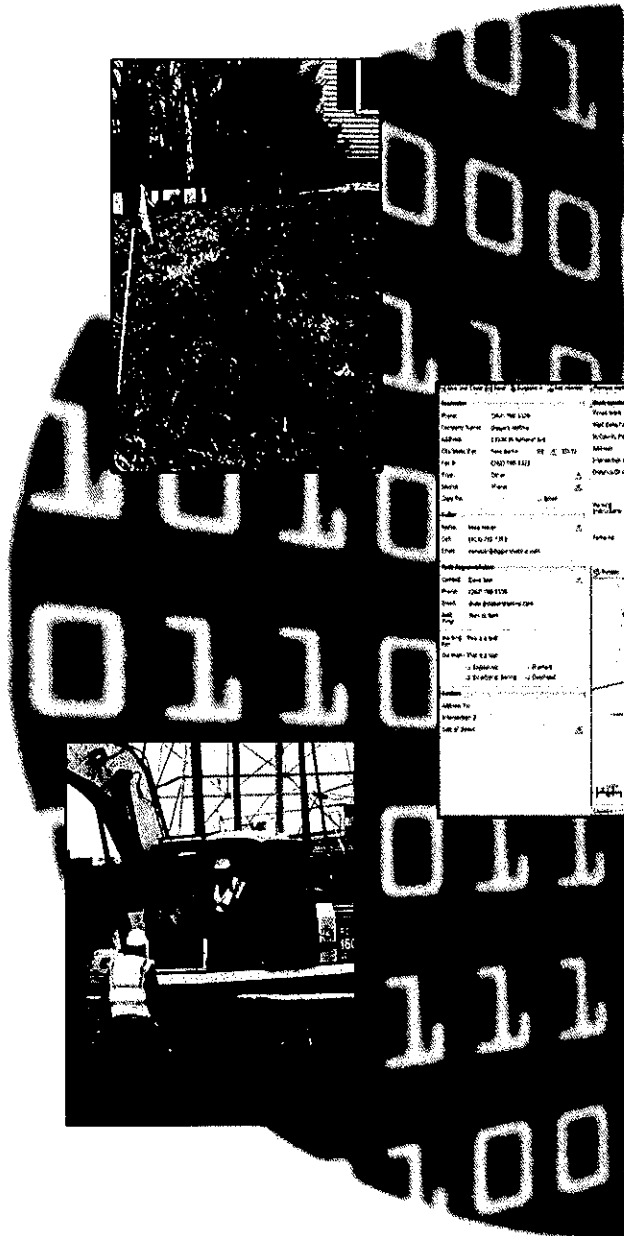
LISBON SEWER UTILITY
DELINQUENT ACCOUNTS

Acct Nbr	Service Addr	NOV 1, 2023 Fax Roll ID	Past Due Amt.
000-3001-70	N78W22245 PLAINVIEW PKWY.	193.035	\$ 640.00
000-6000-70	N74W22094 VALLEY VIEW ROAD	196.007	\$ 160.00
000-3015-60	N75W22400 CHESTNUT HILLS RD.	193.181	\$ 480.00
000-6005-80	N72W22174 GOOD HOPE ROAD	196.988	\$ 480.00
000-6004-40	N73W22491 HAMILTON COURT	196.047	\$ 640.00
000-1960-76	N74W22317 ALTA VISTA DRIVE	193.076	\$ 320.00
000-3010-30	N75W22155 CHESTNUT HILLS RD.	193.124	\$ 290.00
000-3011-20	N75W22164 CHERRY HILL RD.	193.133	\$ 640.00
000-3012-40	N76W22144 CHESTNUT HILLS RD.	193.148	\$ 640.00
000-3013-30	N76W22301 CHERRY HILL RD.	193.158	\$ 640.00
000-3015-00	N76W22344 CHERRY HILL RD.	193.175	\$ 150.00
000-3006-20	N77W22052 WOODDED HILLS DRIVE	193.083	\$ 640.00
000-3006-10	N76W22100 WOODDED HILLS DRIVE	193.082	\$ 640.00
000-3005-40	N77W22324 WOODDED HILLS DRIVE	193.075	\$ 640.00
000-3005-20	N77W22384 WOODDED HILLS DRIVE	193.073	\$ 640.00
000-9001-70	N81W22270 KATHRINE COURT	192.052	\$ 160.00
000-2008-80	N82W22371 SANDRA DRIVE	192.095	\$ 320.00
000-2008-10	N82W22451 SCOTT ST.	192.087	\$ 150.00
000-1000-60	N82W22690 SUSAN PLACE	191.006	\$ 640.00
000-1960-78	W220N7222 COVENTRY MEADOWS CT.	196.078	\$ 640.00
000-6000-40	W220N7460 CHERRY HILL RD.	196.004	\$ 160.00
000-2001-10	W220N8327 RUDY COURT	192.013	\$ 160.00
000-2002-30	W221N8322 PLAINVIEW PKWY.	192.026	\$ 640.00
000-2001-50	W221N8371 HOAG LANE	192.017	\$ 640.00
000-2000-80	W221N8394 HOAG LANE	192.01	\$ 640.00
000-2002-90	W222N8387 PLAINVIEW PKWY.	192.032	\$ 160.00
000-3009-30	W223N7507 CHERRY HILL RD.	193.114	\$ 20.00
000-3002-20	W223N7935 PLAINVIEW PKWY.	193.04	\$ 640.00
000-2006-30	W223N8062 PLAINVIEW PKWY.	192.069	\$ 390.00
000-2007-80	W223N8293 SANDRA DRIVE	192.084	\$ 320.00
000-2006-90	W223N8315 SANDRA DRIVE	192.075	\$ 160.00
000-3004-80	W224N7727 WOODDED HILLS DRIVE	193.069	\$ 160.00
000-1002-10	W225N8210 LONGVIEW DRIVE	191.032	\$ 640.00
000-1004-30	W226N8100 LONGVIEW DRIVE	191.06	\$ 640.00
000-1002-90	W226N8168 ROLLING HILLS DRIVE	191.042	\$ 370.00
000-1001-60	W226N8304 FRIESS PL	191.022	\$ 640.00
000-1001-70	W226N8320 FRIESS PL	191.023	\$ 150.00
000-9001-10	W227N8181 TAMARACK	196.985.001	\$ 640.00
000-1000-70	W227N8254 TAMARACK	191.007	\$ 320.00
000-1003-25	W227N8295 TAMARACK	0191.993.012	\$ 490.00
000-3008-35	N76W22170 CHESTNUT HILLS RD.	193.149	\$ 180.00
000-9002-30	W224N8187 RUDY JR. COURT	192.091	\$ 300.00
			\$ 18,010.00

Member Companies



www.DiggersHotline.com



A screenshot of a software interface, likely a field manual or data entry tool. The interface is divided into several sections. On the left, there is a form with various fields for data entry, including sections for "General Information", "Sub-Information", and "Notes". On the right, there is a diagram or map showing a cross-section of a structure, possibly a tunnel or a large pipe, with various labels and dimensions. The overall appearance is that of a technical or engineering software application.

Field Manual

A ORDINANCE TO ESTABLISH A POLICY FOR THE SPECIAL ASSESSMENT, PAYMENT, DEFERMENT, AND INTEREST IN THE VILLAGE OF LISBON

WHEREAS, following the incorporation of the Village of Lisbon a Utility District was created to replace the Town Sanitary District. The Village Board of the Village of Lisbon determined there was a need to establish a policy on the payment, deferment, and interest on the special assessment of, water, sewer, and related improvements: and

Commented [KN1]: Question at VB. Should we have any Hardship clause for those that can not afford the assessment?

NOW THEREFORE, the Village Board of the Village of Lisbon does hereby create and establish the following policy and procedures for the payment, deferment, and interest on special assessment of, water, sewer, and related improvements within the Village.

1. ASSESSMENT FOR PUBLIC UTILITY SERVICE

A. Properties benefited by the installation of utilities abutting their respective properties shall be assessed for the entire project cost, (exception of those properties in the agreement between Village and Lannon Stone products) provided, however, that the cost of the residential shall be calculated, **assuming the installation of a six inch (6”) main. Where the contract requires installation of a water main having a diameter of greater than six inches (6”), the additional cost, or over-sizing, shall be paid by the Village.**

B. All assessments shall be based on the front footage of the property, as determined at the setback line of the residence.

i. Where a sewer or water main is installed on both sides of a corner lot, the front footage shall be determined by adding the two sides of the lots abutting the public right-of-way and dividing the sum by two.

ii. Where a previous corner lot assessment was for one side of the property's front footage and at a future date the other side of the corner lot sewer or water main is run the front footage shall be determined by adding the two sides of the lots abutting the public right-of-way and dividing the sum by two and subtracting the footage from the previous assessment.

2. MANDATORY CONNECTION TO PUBLIC UTILITIES

All properties shall connect to the public utility and become a user upon within one (1) year from the date the Public Utility becomes available for connections, as evidenced by issuance of a Notice to Connect.

3. "READY-TO-SERVE" STANDBY CHARGE

~~A "ready-to-serve" standby charge shall be assessed on a monthly/quarterly basis twelve (12) months after issuance of a Notice to Connect. Month thirteen shall be assessed for the amount equal to the full previous year in addition to the monthly assessment. public utility has become available. Public Utility service shall be deemed available when the utility has been installed in the public right of way adjoining the property, and the construction contract has been substantially completed. Substantial completion will be deemed to have occurred when the system has been installed, has been tested and approved.~~

4. ASSESSMENTS DUE

The Village of Lisbon determines when assessments are due for each project by a resolution levying the assessments. The intent of this policy is to make this consistent for all future assessments.

1) Assessments are due at the following events:

a) Time of Sale of Property

- i) Transfer of property to an immediate family member (daughter, son, husband, wife, sister, brother, mother, father), Trust of the current owner, Estate of the current owner, or refinancing does not constitute a sale of the property.
- b) Prior to signature of CSM, Plat, or other land division approval
- c) Prior to signature of re-zoning approval
- d) Time of connection to water/sewer
- e) By October 31st of the year of the final resolution of the assessment.¹

5. DEFERRED ASSESSMENTS

The Village of Lisbon defers assessments against large undeveloped parcels or lots with a potential of future development per the Assessment Policies. The deferrals are units that do not currently exist but will likely at some point in the future. This policy will clarify the deferrals related to interest, determination of final assessment, when payment is due, and when they become active.

- 1) Do not accrue interest.
- 2) Final Assessments will be determined at the:
 - a) Time of Connection to water/sewer.
 - b) Time of presentation of a preliminary or final CSM, preliminary of final Plat, or other land division approval.
 - c) If the use of the property, without a land division, has changed resulting in more units (water/sewer) being utilized.
- 3) If property is sold as is (no land division or change in use), only the main assessment is due. The deferred assessment remains a deferred assessment against the property until 1 or 2 above occur.
- 4) **When deferred assessments become active, the assessment rate is the original rate per the Engineer's Report (ie. No interest or inflation added).**

6. ASSESSMENT PAYMENT

- 1) Sewer_and or Water
 - a) Payments due by October 31st¹ of the year of the final assessment resolution or they will be added to the annual tax bill in 10 annual payments.
 - b) May defer payment 5 years with annual compounding interest (annual interest becomes part of principal if not paid by October 31st¹)
 - c) Payments may be made over 10 years with annual simple interest on the unpaid balance.
 - d) May be paid in full at any time without penalty.
- 2) Early Payments
 - a) The Village will only accept payment of the assessment once the Final Resolution of the Assessment has been passed. The assessment remains with the property. If a property wants to pay before the final resolution, they should be told to pursue opening an escrow account between the two private parties, a separate savings account, or other means so payment can be made at the time of the final resolution.

7. INTEREST

- 1) 1% over the rate borrowed at for the project, if applicable, or the most recent borrowing for the Village.
- 2) Annual Simple Interest (interest calculated once per year based upon the outstanding balance as of November 1st² at the set interest rate). No daily or monthly compound interest or the proration of the interest rate is allowed once the assessment is in the payment process.
- 3) Annual Compounding Interest (interest calculated once per year on the outstanding balance as of November 1st² at the set interest rate which is then added to the principal of the outstanding balance for the following year unless paid by October 31st¹) will be used only for sewer/ water assessments in the 5-year deferral period. No daily or monthly compounding interest or the proration of the interest rate is allowed if paid before October 31st¹ of any given year.

¹ If October 31st is a Saturday, Sunday or other non-working day, the due date will be the Monday after October 31st.

² If October 31st is a Saturday, Sunday, or other non-working day, the interest will be added the Tuesday after October 31st.

8. THIS POLICY UNRELATED TO OTHER ASSESSMENT POLICY

This policy is intended to be the policy for public sewer extension, public water main extensions, and related improvements as enumerated herein and in no way is to be construed as a substitute or abrogation for other improvement policies not addressed in this policy.

9. ASSESSMENT POLICY NOT EXCLUSIVE

The Village Board recognizes that unique situations may arise that may not be contemplated under this policy. In such circumstances, the Village Board is authorized by law to levy special assessments for, public sewer, water main, and related improvements upon any reasonable basis.

10. SEVERABILITY

The several sections of this Resolution shall be declared to be severable. If any section shall be declared invalid by decision of a court of competent jurisdiction, such decision shall not affect the validity of the other provisions of this Resolution.

DATED THIS _____ DAY OF _____, 2023.

VILLAGE OF LISBON

By: _____

Joseph Osterman
Village President

ATTEST:

Elisa Cappozzo Katch
Village Clerk



Tentative Timeline

Date	Board/Committee	Purpuse
Nov 8th 6:30 pm	Village Board	Award vendor for Geotech
		Send out letter to public on the field work being done
		kunkle will start field work and design doc
Nov 30th 6:30	Kick off with residents	
Jan 17 th	Joint meeting of VB and Committee	Geotech final report and bid docs for project
Feb 1st	Resident update meeting	
Feb 14th	Village Board	approve bid docs from kunkle
Feb 20th & 27th		Bid Doc notice in paper
Mar 8th		Bid opening
Mar 13th	Village Board	Approve special assessment resolution for project and award vendor on constuction project
		Letters sent to residents with preliminary special assessments and notice of availability of Engineers to discuss and inform them when there will be a public hearing.
April 3rd	Village Board	public hearing for preliminary special assessment.
Apr 10th	Village Board	approve special assessment and award to vendor on construction project
		final assesment will be sent out to property owner after the project is done