



**TOWN OF LISBON
TOWN BOARD MINUTES
MARCH 14, 2022**

**DRAFT
Regular Meeting**

The regular meeting of the Town of Lisbon Town Board of Supervisors was held on Monday, March 14, 2022, in the Lisbon Town Hall Board Room, W234N8676 Woodside Road, Lisbon, WI.

Chairman Osterman called the regular Town Board meeting to order at 6:30 p.m.

Roll Call: Present: Chairman Osterman; Supervisors Brahm, Moonen, Beal, and Plotecher. Also present were Planner Orrin Sumwalt (via Zoom) and Administrator Kathy Nickolaus. Clerk Elisa Cappozzo was absent and excused.

Citizen Comment: None.

Minutes – February 28, 2022 Town Board

Motion by Beal, second by Brahm, to approve the minutes of the February 28, 2022 Regular Town Board meeting as presented. Motion carried.

Accounts Payable

- A. Authorize payment of the Falls Auto Parts bill in the amount of \$583.50
Motion by Beal, second by Brahm, to approve payment of the Falls Auto Parts bill as presented. Motion carried 4:0 with Chairman Osterman abstaining.
- B. Authorize payment of the remaining bills in the amount of \$193,772.18
Motion by Beal, second by Plotecher, to approve payment of remainder of bills as presented. Motion carried unanimously.

Announcements/Correspondence

- Sanitary Sewer District #1 Commission – Wednesday, March 16 at 6:30p.m., Town Hall
- DOA Public Hearing re: 66.0307 Agreement – Thursday, March 17 at 4:00p.m., Richard Jung Fire Station
- Parks Committee – Monday, March 21 at 6:30p.m., Richard Jung Fire Station
- Town Board Meeting – Monday, March 28 at 6:30 p.m. Town Hall

Administrator Report

Administrator Nickolaus gave a brief update on current Town projects and departments.

Incorporation Update

Administrator Nickolaus reported that the petitions are currently out and circulating, and 349 signatures have been returned to-date. Petitions should be filed with court by end of week, and staff is working on an info card to be mailed to residents.

Supervisor Reports

Supervisor Brahm reported that he attended an emergency management meeting with Waukesha County, and will start working to update Lisbon's Emergency Preparedness Plan.

New Business

- A. Request for Determination re: Class 2 collocation at W275N6725 Lake Five Rd/ LSBT 0219.994.007
Planner Sumwalt gave a brief overview of the proposal.
Motion by Moonen, second by Brahm, to Determine that the Wire3ess Telecommunication Facility Modification Request for Joe Goldshlack (d/b/a Fullerton Engineering Consultants, LLC) for the property located at W275N6725 Lake Five Road, to be non-substantial, subject to the following conditions:
1. The wireless telecommunication facility modifications shall be constructed in accordance with the site plan, plans and specifications, and documents presented to the Town of Lisbon Board on March 14, 2022.
 2. The Petitioner shall obtain approval of a Site Plan and Plan of Operation amendment from the Town of Lisbon Plan Commission.
 3. The Petitioner shall obtain the appropriate permits from the Town of Lisbon.
 4. The Petitioner and/or Property Owner shall, on demand, reimburse the Town of Lisbon for all costs and expenses of any type incurred by the Town in connection with the review and approval of this application, including, but not limited to, the cost of professional services incurred by the Town for the review and preparation of required documents, attendance at meetings or other related professional services as well as to enforce the conditions in this approval due to a violation of these conditions. Additionally, any unpaid bills owed to the Town of Lisbon by the Subject Property Owner and/or Agent, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees or any other fees or forfeitures owed to the Town of Lisbon must be paid on demand and prior to issuance of any permits and shall be placed upon the tax roll for the Subject Property if not paid within thirty (30) days of the billing by the Town of Lisbon, pursuant to Section 66.0627, Wisconsin Statutes. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Town of Lisbon, including possible cause for termination of the conditional approval.
- Motion carried unanimously.*
- B. Request for approval of initial Letter of Credit for Bark River Preserve
Motion by Moonen, second by Beal, to approve the initial Letter of Credit for Bark River Preserve in the amount of \$1,417,818.00. Motion carried unanimously.
- C. Request for consideration of switching to "dot-gov" URL
Motion by Moonen, second by Osterman, to approve switching Lisbon's URL to "Lisbon.gov." Motion carried 3:2, with Supervisors Plotecher and Beal dissenting.
- D. Request for approval of Commercial Electrical Inspection delegation
Motion by Plotecher, second by Moonen, to approve ORDINANCE 2022-05 to Adopt Residential and Commercial Building Codes, subject to review by the town attorney, and authorize Chairman and Clerk to sign the same. Motion carried unanimously.
- E. Request for approval of ORD 2022-03 amending Ch. 31 re: Electrical Inspections
Motion by Beal, second by Plotecher, to approve ORDINANCE 2022-03 to Amend Chapter 31 Electrical Code as presented, subject to review by town attorney, and authorize Chairman and Clerk to sign the same. Motion carried unanimously.
- F. Request for consideration of possible update to commercial plan review policy
Administrator Nickolaus stated that she is looking to request proposals from four separate companies, and she is drafting the pros/cons as well as a cost analysis. Once completed, she will bring back to the Town Board for review and consideration. No action was taken.

- G. Request for approval of ORD 2022-04 amending Ch. 34 re: Fire Protection
Motion by Moonen, second by Beal, to approve ORDINANCE 2022-04 to ungrandfather Act 270 ordinances, subject to review by the town attorney, and authorize Chairman and Clerk to sign the same, and to adopt the International Building Code (IBC) and International Fire Code (IFC). Motion carried 4:1, with Supervisor Brahm dissenting.
- H. Discussion only regarding current economic climate's potential impact on 2022 Budget
Supervisor Moonen discussed looking into what affect the economic climate and inflation could have on the Town. We need to start thinking of ways to prepare for inflation by empowering staff to review future projects and how they could be affected. He asked that staff watch the budget for increases that may require an amendment in the future. Staff was also directed to include a standing item for discussing this issue on future Town Board agendas. No formal action was taken.

Closed Session (8:04p.m.)

Chairman Osterman read the notice of Closed Session pursuant to Wis. Stat. §19.85(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically regarding the Deputy Clerk position.

Motion by Beal, second by Plotecher, to adjourn into Closed Session pursuant to Wis. Stats. §19.85(1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically regarding Deputy Clerk position. A roll call vote was taken, and the motion carried unanimously.

Open Session (8:18p.m.)

Motion by Beal, second by Brahm, to adjourn into Open Session pursuant to Wis. Stats. §19.85(2) for possible action on the Closed Session discussion, and to adjourn the meeting. Motion carried unanimously.

No action was taken as a result of the Closed Session.

Adjournment

Motion by Beal, second by Plotecher, to adjourn the meeting at 8:19p.m. Motion carried.

Respectfully Submitted,

Elisa M. Cappozzo, WCMC
Municipal Clerk