



**DRAFT**  
PUBLIC HEARING MINUTES

A Public Hearing and the regular meeting of the Lisbon Village Board were held on Wednesday, April 12, 2023, in the Lisbon Village Hall Board Room, W234N8676 Woodside Road, Lisbon, WI.

President Osterman called the Public Hearing to order at 6:32p.m.

Roll Call: Present: President Joseph Osterman; Trustees Paula Quinn, Marc Moonen, and Rebecca Plotecher. Also present were Administrator Kathy Nickolaus, and Clerk Elisa Cappozzo Katch to record the minutes. Trustee Linda Beal was absent and excused.

President Osterman read the published Notice of Public Hearing into the record, and opened the Hearing

NOTICE IS HEREBY GIVEN that a Public Hearing will be held on Wednesday, April 12, 2023, at the Lisbon Village Hall located at W234 N8676 Woodside Road, Lisbon, Wisconsin, at 6:30p.m. prior to the Village Board meeting, for the purpose of receiving public comment on, and reaction to, a proposed amendment to the Sussex-Lisbon sanitary sewer service area. The public hearing is being sponsored by the Village of Lisbon and the Southeastern Wisconsin Regional Planning Commission (SEWRPC). A draft staff memorandum describing the proposed sanitary sewer service area amendment, including a map of the area, is on file at the offices of the Village and SEWRPC. The sewer service area amendment will specifically add service to the property located at N71W22339 Good Hope Road/ LSBT 0237.980.

Public Comments:

Christine Cole, N71W22339 Good Hope Road, asked if the service area amendment is approved, when would sewer service would be extended to her property, and whether she would be notified of the timeframe.

Administrator Nickolaus advised that Lisbon doesn't have an estimated timeframe yet, but that Ms. Cole would be notified by Lisbon staff once they had more detailed information for her.

There being no further comments, President Osterman closed the Public Hearing at 6:35p.m.

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VILLAGE BOARD MINUTES

The regular meeting of the Village of Lisbon Board of Trustees was held on Wednesday, April 12, 2023, in the Lisbon Village Hall Board Room, W234N8676 Woodside Road, Lisbon, WI.

President Osterman called the regular Village Board meeting to order at 6:35 p.m.

Citizen Comment

Robert Gall, N72W22454 Good Hope Road, commented on various complaints he had filed with the Village regarding his neighbor's property.



## Consent Agenda

- A. March 8, 2023 Village Board minutes
- B. Award contract to Joe Debelak Plumbing for grinder pump maintenance in the amount of \$11,360.00
- C. Award contract to **Wilde's** Lake Country for DPW garage doors in the amount of \$29,834.00
- D. Award contract to **Wilde's** Lake Country for Parks garage doors in the amount of \$18,787.00
- E. Award contract to Interstate Heating for Parks HVAC in the amount of \$8,198.00
- F. Lower speed limit to 35mph on Hillside Road from Hwy Q south 1,000 feet
- G. Temporarily lift weight limit on Hillside Road during Hwy Q construction

President Osterman requested that Items C and D be removed from the Consent Agenda for separate consideration, and Item F be held over for a future meeting; no objections. *Motion by Quinn, second by Plotecher, to approve Items A, B, E, and G of the Consent Agenda as presented. Motion carried unanimously.*

Administrator Nickolaus explained that she requested C and D be considered separately in order to correct the bid amounts to \$24,834 each. *Motion by Moonen, second by Plotecher to approve as amended. Motion carried unanimously.*

## Accounts Payable

- A. Authorize payment of the Falls Auto Parts bills dated March 23 and April 13  
*Motion by Moonen, second by Quinn, to approve payment of the Falls Auto Parts bills dated 3/23/23 for \$501.20 and 4/13/23 for \$343.97 as presented. Motion carried 3:0 with President Osterman abstaining.*
- B. Authorize payment of remaining bills dated March 23 and April 13  
*Motion by Moonen, second by Plotecher, to approve payment of remaining bills dated 3/23/23 for \$245,569.41 and 4/13/23 for \$404,255.80 as presented. Motion carried unanimously.*
- C. Authorize payment of Utility District bills dated April 12  
*Motion by Plotecher, second by Moonen, to approve payment of Utility District bills in the amount of \$8,436.15 as presented. Motion carried unanimously.*

## Announcements/Correspondence

- Public Works & Utility Committee – Wednesday 4/26/2023 at 5:00p.m., Richard Jung Fire Station
- Plan Commission – Wednesday 4/26/2023 at 6:30p.m., Richard Jung Fire Station
- Parks Committee – Wednesday 5/10/2023 at 5:00p.m., Village Hall
- Village Board – Wednesday 5/10/2023 at 6:30 p.m., Village Hall

## 2022 Audit Reports

- A. Town of Lisbon  
Wendi Unger of Baker Tilly gave a short presentation of financial highlights resulting from the audit **of Town of Lisbon's 2022 accounts. Ms. Unger reviewed their clean, unmodified opinion and noted** that the segregation of duties comment was eliminated by spreading out financial duties to multiple staff. Town of Lisbon ended 2022 in a strong financial position with \$6,163,730 in its Fund Balance.
- B. Sanitary District No. 1  
Ms. Unger reviewed high-level financial highlights resulting from the annual audit of Sanitary District **No. 1's 2022 accounts. Ms. Unger reviewed their clean, unmodified opinion. SD#1 did receive a** comment regarding segregation of duties, but that is to be expected in a one-person accounting situation.



#### Lake Country Municipal Court Report

Municipal Court Judge Timothy Kay gave a brief update on the current state of the Municipal Court.

#### Administrator Report

Administrator Nickolaus gave a brief update on current Village projects and departments (see attached).

#### Public Works & Utility Committee Referral

- A. Resolution 2023-02 amending Sanitary Sewer Service Area to include N71W22339 Good Hope Road  
Motion by Moonen, second by Quinn, to approve *RESOLUTION 2023-02 Adopting an Amendment to the Sussex-Lisbon Sanitary Sewer Service Area* to add the property located at N71W22339 Good Hope Road. Motion carried unanimously.

#### Parks Committee Referral

- A. Bid Award for Basketball Court at Lisbon Oaks Park  
Motion by Quinn, second by Plotecher, to accept the recommendation of the Parks Committee and award construction contract for Lisbon Oaks Basketball Court to Munson, LLC in an amount not to exceed \$61,450 and to place funding approval of additional \$6,450 from ARPA funds for a total of \$21,450 on upcoming Village Board agenda. Motion carried unanimously.

#### Plan Commission Recommendations

- A. Partial Rezone of N71W22371 Good Hope Rd/LSBT0237.978 from Shoreland M-2 to Shoreland R-1  
Motion by Osterman, second by Plotecher, to approve *ORDINANCE 2023-04* to rezone the eastern half of LSBT 0237.978 from the County Shoreland M-2 General Industrial District to the County Shoreland R-1 Suburban Sigle Family Residential District and amend the Zoning Map in the Village of Lisbon to reflect the change. Motion carried unanimously.
- B. 2-Lot Certified Survey Map for H&H Auto at LSBT0248.983, LSBT0248.983.001 & LSBT0248.976  
Motion by Plotecher, second by Quinn, to approve a 2-Lot Certified Survey Map for H&H Auto at LSBT0248.983, LSBT0248.983.001 and LSBT0248.976, subject to conditions recommended by the Plan Commission, Planner, and Engineer (see Planner Report and 3/22/23 PC meeting minutes for details). Motion carried unanimously.

#### New General Business

- A. Request by Ron Torn for extension to Non-Compliance order for N72W22484 Good Hope Road  
Motion by Moonen, second by Plotecher, to approve grant an extension until 5/8/2023 for Non-Compliance order issued to N72W22484 Good Hope Road. Motion carried unanimously.
- B. Discussion and necessary action regarding Wisconsin Towns Association 2023-2024 dues  
Board members discussed whether to remain in the Wisconsin Towns Association since becoming a village. The Board decided to renew membership and reevaluate again next year. No formal action was taken.
- C. Discussion and necessary action regarding Fire Department cistern pump replacements  
Motion by Osterman, second by Moonen, to authorize and approve contract to Municipal Well & Pump for sole-source emergency replacement of the cistern pumps at the Richard Jung Memorial Fire Station in the amount of \$29,807.00. Motion carried unanimously.



- D. Discussion and presentation regarding future computer system for Village Hall  
Representatives Taylor and Dan from On-Tech gave a brief presentation to the Board regarding potential options to update and/or replace the computer system at Village Hall. No action was taken.
- E. Discussion regarding the hiring of a grant writer  
Administrator Nickolaus asked the Board to consider hiring a grant writer as a way to find new funding opportunities for various future village needs. No action was taken.
- F. Discussion regarding paid on-premise Fire Department staffing  
Board briefly discussed whether to consider paid on-premise staffing for Fire Department. No action was taken.

Adjournment

*Motion by Moonen, second by Quinn, to adjourn the meeting at 8:47p.m. Motion carried.*

Respectfully Submitted,

Elisa Cappozzo Katch, WCMC  
Lisbon Village Clerk



## ADMINISTRATOR REPORT

PREPARED BY: Kathy Nickolaus, Administrator

REPORT DATE: Monday April 12, 2023

- We continue to have drainage issues at the property on Plainview. I had the engineer review the plans. He found that the drainage was following the design. The issue is that the pond is not complete and is currently working as a sediment pond. The County will not allow Mr. Gudex to complete the pond until the exterior work on the property is complete. Mr. Gudex is looking to complete the building as soon as the soil is dry enough.
- Wrote an RFP for the basketball court.
- Collected quotes for an updated computer system. Will discuss tonight.
- Started work on an updated five Capital Improvement Plan, by meeting with each department.
- Started comparison on current health insurance and state insurance.
- Note that Interfacility revenue has gone down considerably in the first quarter this year from \$96K last year down to \$40K this year.
- Received a workman's comp dividend of \$3800.
- Letters were sent to the property owners on Hillside to alert them that they will see an increase in truck traffic down hillside during the construction of the roundabout at Hwy Q.
- Letters were sent to property 166 owners that their property zoning is split between Shoreland zoning and Village zoning. They were invited to open house where our planners reviewed their properties on the changes. We had 27 property owners meet with planners on Tuesday and I fielded about 10 properties by phone the last couple of days.