



**TOWN OF LISBON
TOWN BOARD MINUTES
OCTOBER 10, 2022**

**DRAFT
Regular Meeting**

The regular meeting of the Town of Lisbon Town Board of Supervisors was held on Monday, October 10, 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 Joseph Osterman; Supervisors Paula Quinn, Marc Moonen, Linda Beal, and Rebecca Plotecher. Also present were Administrator Kathy Nickolaus, and Clerk Elisa Cappozzo Katch to record the minutes.

Citizen Comment: None.

Consent Agenda

- A. September 26, 2022 Town Board minutes
- B. Letter of Credit reduction for Twin Pine Farm – Phase III in the amount of \$238,887.22
- C. Final acceptance of improvements for Twin Pine Farm – Phase III
- D. Letter of Credit reduction #2 for Pheasant View Meadows in the amount of \$546,348.55
- E. Letter of Credit reduction #4 for Bark River Preserve in the amount of \$174,635.56

Motion by Beal, second by Plotecher, to approve the Consent Agenda as presented. Motion carried.

Accounts Payable

- A. Authorize payment of the Falls Auto Parts bill in the amount of \$63.47
Motion by Moonen, second by Beal, to approve payment of the Falls Auto Parts bill as presented. Motion carried 4:0 with Chairman Osterman abstaining.
- B. Authorize payment of remaining bills in the amount of \$164,744.36
Motion by Quinn, second by Beal, to approve payment of remaining bills as presented. Motion carried unanimously.

Announcements/Correspondence

- Ribbon Cutting – Thursday 10/13/22 from 5:00p.m.-7:00p.m., Stone Family Park
- Parks Committee – Monday, 10/17/22 at 6:30p.m., Richard Jung Fire Station
- Sanitary Sewer District #1 Commission – Wednesday, 10/19/22 at 6:30p.m., Town Hall
- Town Board Meeting – Monday, 10/24/22 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 gave a brief update on the progression of the incorporation effort.

Lisbon Economic Conditions Update

None.

Supervisor Reports

None.

Unfinished Business

- A. Request for approval of Waukesha County IGA regarding Recycling
Motion by Plotecher, second by Beal, to approve the revised Intergovernmental Agreement with Waukesha County regarding the recycling program. Motion carried unanimously.

New Business

- A. Request for approval of 2022 Vacation time carryover into 2023
Administrator Nickolaus stated that since moving to ongoing accrual of vacation time at the beginning of the year, some full-time employees have not been able to use all of their vacation time. There are about 10 employees expected to lose vacation time at the end of 2022 if they are not allowed to carry over additional days.

Motion by Osterman, second by Moonen, to approve a 3-week maximum roll over of vacation time from 2022 into 2023, and then return to employee handbook maximum roll over of 2 weeks vacation in 2024, with the added condition that employees carrying additional roll over must sign a letter stating that if they separate from employment in 2023 they will not be paid for any additional time they were allowed to roll over. Motion carried unanimously.

- B. Request for approval of Resolution 2022-03 to amend the 2022 Budget
Administrator Nickolaus explained that during the 2022 budget approval, two line-items used inactive account numbers for Sinking Funds. She is requesting a budget amendment to move the funds to an appropriate active account so that budget numbers will be easier to track for audit and historical purposes.

Motion by Plotecher, second by Beal, to approve Resolution 2022-03 amending the 2022 Budget. Motion carried unanimously.

- C. Request for approval of revised fees for Special Assessment Letters and House Numbers
During review of the draft 2023 budget, fees charged for Special Assessment Letters and House Address Numbers were questioned by the Board. Lisbon's current charge for House Numbers does not cover the purchase cost of \$25.37 – \$25.71 per set. Clerk Katch did a brief survey of what other municipalities within the County charge for Special Assessment Letters, and the average came back at \$36.92 for standard and \$52.69 for a rush. Lisbon is well below the County average.

Motion by Plotecher, second by Moonen, to approve raising the fee for House Address Numbers to \$30.00 per set, effective immediately. Motion carried unanimously.

Motion by Plotecher, second by Quinn, to approve raising the fees for Special Assessment Letters to \$35.00 for standard and \$50.00 for rush processing, effective immediately. Motion carried unanimously.

- D. Discussion only re: potential revisions to new compost contract for Village and Town of Merton
The Board discussed whether to keep the contract at 3 years or lengthen/shorten it; what hourly wage rates/increases they wanted built into the contract; and whether they should include costs for staff wages/benefits for DPW who work at the site. The Board requested the Administrator bring

back a three-year contract along with additional information for compost wages for consideration at a future meeting. No action was taken.

Closed Session (7:36p.m.)

Chairman Osterman read the notice of Closed Session pursuant to Wis. Stat. §19.85(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, more specifically regarding Jim Forester’s offer for land located in Lisbon Business Park East.

Motion by Moonen, second by Plotecher, to adjourn into Closed Session pursuant to Wis. Stats. §19.85(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, more specifically regarding Jim Forester’s offer for land located in Lisbon Business Park East. A roll call vote was taken, and the motion carried unanimously.

Open Session (7:58p.m.)

Motion by Quinn, second by Beal, 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.

Motion by Beal, second by Plotecher, to approve the Offer to Purchase from James Forester for land located in Lisbon Business Park East, with revisions as discussed during Closed Session. Motion carried unanimously.

Adjournment

Motion by Moonen, second by Plotecher, to adjourn the meeting at 7:59p.m. Motion carried unanimously.

Respectfully Submitted,

Elisa Cappozzo Katch, WCMC
Lisbon Municipal Clerk