

**Minutes of the Town Board Public Hearing
Town of Lisbon, Town Hall
Monday, March 12, 2018
6:30 p.m.**

A Public Hearing was held by Town of Lisbon Board of Supervisors at the Lisbon Town Hall, W234N8676 Woodside Road, Lisbon, WI 53089 and was called to order by Chairman Joseph Osterman at 6:32 P.M. Chairman Osterman stated the public hearing was published in the Lake Country Now and Northwest Now papers, on the Town's website and on the Town Hall posting boards.

Roll Call: Present: Chairman Osterman, Supervisors Gamiño, Moonen, Plotecher and Beal. Also present: Matthew Janecke, Town Administrator, Public Works Director Joe DeStefano, Jr. and Gina Gresch, Town Clerk.

Public Hearing to solicit public comments on the proposed amendments to the text of the Town of Lisbon Zoning Ordinance in accordance with Wisconsin State Statutes including, but not limited to, the following: Creating Section 33 and Repealing/Recreating Various Sections of the Town of Lisbon Zoning Code Related To Planned Unit Developments as an Overlay District.

Public Hearing Comments: Chairman Osterman opened the hearing to comments from the public, which there were none.

Adjournment

The public hearing was adjourned at 6:33 PM.

**Minutes of the Town Board Meeting
Town of Lisbon, Town Hall
Monday, March 12, 2018
Immediately following the Public Hearing**

Chairman Osterman called the Town Board meeting to order at 6:33 PM.

Roll Call: Present: Chairman Osterman, Supervisors Gamiño, Moonen, Plotecher and Beal. Also present: Matthew Janecke, Town Administrator, Public Works Director Joe DeStefano, Jr. and Gina Gresch, Town Clerk.

Comments from citizens present. None.

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.

- Annual Mobile Home Park License for American Mobile Home Communities.
- Operator's License(s).
- Appointment of additional Election Inspectors for the 2018-2019 term.

Motion by Supervisor Beal to approve the Consent Agenda. Seconded by Supervisor Gamiño. Motion carried, 5-0.

Approval of Bills.

Motion by Supervisor Moonen to approve the check registers as presented from March 2 and 9, 2018. Seconded by Supervisor Gamiño. Motion carried, 5-0.

Announcements/Correspondence - Listing of upcoming meeting dates & times.

Chairman Osterman reviewed the list of upcoming Town meetings. Administrator Janecke stated there is an open house scheduled for April 11 for the 2018 road projects for those affected by it; postcards will be mailed.

Department Reports - Presentation of activity statistics and recently attended meetings.

Fire Department – Chairman Osterman reviewed the Fire Department report which included CPR certification and instruction at Hamilton High School, attended a joint ice rescue training in Merton, worked on the joint hiring process with Pewaukee testing candidates and attended various meetings.

Parks Department – Supervisor Gamiño reviewed the Parks Department report which included performing regular park duties, getting ready for the Easter egg hunt, interviewing candidates for the 2 seasonal park workers and attending various meetings.

Town Administrator – Administrator Janecke stated the Personnel Manual is about 75% complete and has been reviewed by the Attorney and Department Heads. Once those changes are made and reviewed again, it will come to the Town Board for approval. He is working on a commercial broker RFP with Supervisor Beal and Planner Lindstrom which is almost ready to go out. Last Thursday there was a meeting at Richmond Elementary School with the Waukesha County Sheriff's Department and discussed the threat reporting procedures between both entities. The 2018 road project proposals were sent and both bids came back under budget. Temporary Weight Limits were posted on March 7. The Quiet Zone paperwork was resubmitted last Friday and it will hopefully be completed by March 31.

Town Clerk – Clerk Gresch stated Open Book has been scheduled for Tuesday, May 15, 2018 from 9AM to 11AM at the Town Hall. Property owners should contact the Assessor's Office to make an appointment. Board of Review has been scheduled for Tuesday, June 5, 2018 from 6PM – 8PM at the Town Hall. There is also a Waukesha County wide training hosted by Lisbon scheduled for Wednesday, April 18 at 6pm at the Richard Jung Fire Station. Lisbon's Board of Review members who need training and myself are registered for the class.

Supervisor's Reports. None.

Unfinished Business

Discussion and necessary action on a water and wastewater preliminary needs analysis for future development along Highway 164.

Administrator Janecke stated since the last meeting he spoke with the firms who submitted proposals for the study and asked them to provide with one scope of service that would consider any development on STH 164 north of the railroad tracks and what those costs savings would be. The Town Board understands the needs of a Town Center but the Town Board is interested in researching a larger area.

The Town Board members compared the proposals tasks and quotes. There was some redundancy in each of the quotes removed which lowered the quotes slightly. The main difference between the two quotes is how each firm will conduct field investigations. Vierbicher has the as-built plans of the force mains and feels that will be sufficient in evaluating the infrastructure. S.E.H. wants to do a field visit verification and investigate the existing pipes. Supervisor Moonen stated he is concerned Vierbicher doesn't want or need to look at the pipes. Infrastructure deteriorates over time and that should be investigated. The other Town Board members agreed with Supervisor Moonen. Chairman Osterman stated if the pipes were built to specifications they should hold the capacity but didn't consider the condition of the pipes. We could add that on to the request of services but if there isn't enough capacity in the first place, the pipes could be completely replaced. Administrator Janecke stated that is why he had the project broken down into two phases. He is more concerned with the pitch of the pipe. Sonar might be used to check the pipe's depth and the flow should be checked as well. There is a \$1,200 difference to have that done. Administrator Janecke stated Vierbicher's cost savings came from removing the field verification because they have as-built plans. Chairman Osterman stated S.E.H. are the leaders in this field.

Motion by Chairman Osterman to approve the water and wastewater preliminary needs analysis for future development along Highway 164 with S.E.H at a cost not to exceed \$9,500 and direct the Town Administrator to verify with S.E.H. if a visual inspection is required and/or is included with the quote. If it is not, a quote should be submitted. Seconded by Supervisor Beal. Motion carried, 5-0.

New Business.

Discussion and necessary action to adopt Ordinance 01-18, Ordinance Creating Section 33 and Repealing/Recreating Various Sections of the Lisbon Zoning Code Related to Planned Unit Developments as an Overlay District, and recommendation to Waukesha County of the same.

Chairman Osterman stated the Plan Commission unanimously approved the ordinance and recommended approval to the Town Board. Administrator Janecke stated this ordinance is to create a PUD overlay zoning district which could be applied to any project. Then a custom PUD ordinance will be drafted for a specific development. Supervisor Beal indicated she is not sure she is comfortable with having PUD's in the Town which allow smaller lots. Administrator Janecke stated PUD's will require both Plan Commission and Town Board approval so the Town Board will have their change to vote on it. For example, this could be used for a mixed use development like the Lied's property or a Town Center. Chairman Osterman stated just because an ordinance passes doesn't give any development a guaranteed approval. This gives the Town more protections and guidance.

Motion by Chairman Osterman to adopt Ordinance 01-18, Ordinance Creating Section 33 and Repealing/Recreating Various Sections of the Lisbon Zoning Code Related to Planned Unit Developments as an Overlay District, and recommendation to Waukesha County of the same. Seconded by Supervisor Moonen. Motion carried, 5-0.

Discussion and necessary action on the purchase a Dump Body package to include installation onto the 2018 Chevrolet 3500 Cab and Chassis.

Public Works Director DeStefano stated at a prior Town Board meeting the Town Board approved the purchase of a 2018 Chevrolet Cab & Chassis. The total budget for this project is \$53,000, minus that purchase of \$37,717 leaves a \$15,283 balance. He recommends approving Brake & Equipment because they offer the stainless steel body which will last the life of the truck, whereas a steel body will require maintenance to prevent rusting potentially causing issues due to rot and corrosion. Those repairs would cost much more, so he recommends spending a little more now to avoid those potential problems. Quotes received are as follows: Brake & Equipment: \$15,965; Monroe Truck Equipment: \$16,014; Burke Truck & Equipment: \$16,792; Casper's Truck Equipment: \$19,144. He recommends Brake & Equipment because the Town has worked with them and their sister company, Brake & Clutch, before. Brake & Equipment is in Butler so they are close by.

Motion by Supervisor Moonen to approve the purchase of a stainless steel dump body package from Brake & Equipment to include installation onto the 2018 Chevrolet 3500 Cab and Chassis at a cost not to exceed \$15,965. Seconded by Supervisor Gamiño. Motion carried, 5-0.

Discussion and necessary action on the purchase of a three point grader blade attachment for roadside shouldering.

Public Works Director DeStefano stated he received three quotes for the shouldering grader blade the Town Board approved in the 2017 budget workshops to be purchased in 2018 for a total of \$4,000. He researched two brands of blades, Frontier for \$3,432.55 and Rhino for \$4,153. He recommends purchasing the Frontier from Mid-State Equipment for \$3,432.55, leaving a \$567.45 balance in case there is something needed to add to the tractor to make everything adapt.

Motion by Supervisor Moonen to approve the purchase of a Frontier three point grader blade attachment from Mid-State Equipment for roadside shouldering at a cost not to exceed \$3,432.55, and using the balance of \$567.45 for additional outfitting/supplemental equipment if needed. Seconded by Chairman Osterman. Motion carried, 5-0.

Discussion and necessary action on proposed dog license mailings.

Clerk Gresch stated she has two mailings being proposed. The first is to mail a letter/invoice to dog owners who didn't license their dog for 2018, based on the 2017 licensed dogs which would include the \$10 per dog late fee. The other is to mail a letter/invoice to those dog owners whose dogs were licensed in 2018. As of today, there are about 173 dogs left to be licensed; possibly 5% to 10% of those dogs are either deceased, deceased/replaced or the property owner moved. Based on 2017 statistics, another 88 dogs were licensed in March. She estimates there to be about the same number of dogs which will need to be licensed and a late fee collected for. Based on the number of responses/late licenses issued, the Town could collect a net amount (after County fees) of anywhere from \$360 to \$760. Supervisor Gamiño stated this is a good way to catch those who don't license their dog. Supervisor Moonen asked if we could try a Facebook post about voluntary compliance. Clerk Gresch stated the dog license information is in the tax bill insert on the website, Facebook and in the newsletter. Supervisor Plotecher stated she used to send an application in December to those who were licensed the year before. That response was much greater than sending the application with the tax bill. She likes it that the information will be included in the letter.

Motion by Supervisor Gamiño to approve both of the proposed dog license mailings per the Town Clerk's recommendation and mail both. Seconded by Supervisor Beal. Motion carried, 5-0.

Recess into Closed Session pursuant to Wisconsin Statutes 19.85(1)(c) for the following reasons: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically the Town Administrator Performance Review and contract.

Motion by Supervisor Moonen to convene into Closed Session pursuant to Wisconsin Statutes 19.85(1)(c) for the following reasons: Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically the Town Administrator Performance Review and contract. Seconded by Supervisor Gamiño, motion carried by roll call vote.

ROLL CALL VOTE:

Chairman Osterman: Yes
Supervisor Gamiño: Yes
Supervisor Moonen: Yes
Supervisor Plotecher: Yes
Supervisor Beal: Yes

Motion carried, 5-0, by roll call vote. Town Board convened into Closed Session at 7:51 PM.

Reconvene into Open Session for possible action on Closed Session deliberations.

Motion by Supervisor Beal to reconvene into Open Session for possible action on Closed Session deliberations. Seconded by Supervisor Gamiño, motion carried by roll call vote.

ROLL CALL VOTE:

Chairman Osterman: Yes
Supervisor Gamiño: Yes
Supervisor Moonen: Yes
Supervisor Plotecher: Yes
Supervisor Beal: Yes

Motion carried, 5-0. The Town Board reconvened into Open Session at 10:41 PM.

Adjournment.

Motion by Supervisor Beal to adjourn the Monday, March 12, 2018 Town Board of Supervisors meeting at 10:42 PM. Seconded by Supervisor Plotecher. Motion carried, 5-0.

Respectfully submitted,

Gina C. Gresch, MMC/WCPC
Town Clerk