

**Minutes of the Town Board Meeting  
Town of Lisbon, Town Hall  
Monday, March 26, 2018  
6:30 p.m.**

Chairman Osterman called the Town Board meeting to order at 6:41 PM.

**Roll Call:** Present: Chairman Osterman, Supervisors Gamiño, Moonen, Plotecher and Beal. Also present: Matthew Janecke, Town Administrator, Gina Gresch, Town Clerk, Park Committee Members Marlene Kumitsch, Ed Nelson, Carol Emmel and Park Director John Greiten.

**SPECIAL ORDER OF BUSINESS: Presentation of Plaque to John Halbur for more than 30 years of service to the Town of Lisbon on the Park Committee.**

Everyone congratulated John Halbur on his accomplishments and wished him well. Mr. Halbur thanked everyone for the recognition and the Park Committee and Mr. Greiten's assistance over the years.

**Comments from citizens present.** None.

**Consent Agenda.**

- February 26, 2018 Town Board minutes.
- Appointment of Donnette Mayrack to the Park Committee, to serve the remainder of John Halbur's term to expire July 1, 2019.
- Operator's License for Samantha Kay Beckett, Fairways of Woodside.

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

**Approval of Bills.**

*Motion by Supervisor Plotecher to approve the check registers as presented from March 22, 2018. Seconded by Supervisor Moonen. Motion carried, 5-0.*

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

Chairman Osterman reviewed the list of upcoming Town meetings.

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

**Public Works Department** – Supervisor Moonen reviewed the Public Works Department report which included truck maintenance, weather events, cleaned culverts, assisted in February 20 flooding, set up for the February 20 election, attended the Con-Ex Construction Expo and attended various meetings.

**Park Department** – Park Director John Greiten stated he obtains bids yearly for the park's bathroom facilities from three companies and usually takes the lowest one. The Town will contract with Port-A-John for the regular park restrooms, Arnold's for Safety Days and Heritage Weekend. He feels that obtaining separate bids for each type of use is more cost effective to the Town since it makes the companies more competitive.

**Town Administrator** – Administrator Janecke stated he and staff are working on taking electronic payments online and in the office. We spoke with Heartland Payment Systems today and will be exploring other options. We are trying to avoid having it cost anything to the Town. The Commercial Broker RFP's are due on April 9. The Easter Egg Extravaganza was somewhat well attended even though it was cold out. Those who attend appreciate the event very much. He heard comments that other communities don't do this, it's a unique event and that they even re-stuffed and re-hid eggs for more kids to find. He thanked Park Director Greiten and the Park Committee. Over 360 children attended. The numbers were down but the Boy Scouts raised \$46 and 124 pounds of food.

**Supervisor's Reports.** None.

**Unfinished Business.**

Discussion and necessary action on Electronic Check Signing Policy.

Administrator Janecke stated there are some emails between the Town Attorney, Auditor and Clerk discussing internal controls for electronic check signing and using a secured flash drive. Even though the Attorney advises against doing this, the Auditor is comfortable with the segregation of duties as outlined and they approve the policy; much of it was given to us by them. Attorney Kevin Clark notes some of the laws pertaining to this making the Town Board aware of the obligation that we might be getting into with electronic check signatures.

Chairman Osterman stated we currently use a stamp and it's on someone's desk. This removes the stamp and replaces it with a secured flash drive and given to the person printing the checks. Supervisor Gamiño commented she must abstain from voting because she can't vote in favor of something that is going against a law. There was discussion among everyone about how the checks should be signed, are currently signed and why the electronic signature process would be better and more secure. They should be signed separately, by hand, by each individual which hasn't happened here since 1998. Administrator Janecke stated even using the plate stamper like we use now doesn't comply with the statutes. Clerk Gresch stated the statutes haven't caught up with technology yet. Supervisors Plotecher and Beal agree this is a great time saver.

There was further discussion about safety protocols and who will exactly be using the flash drive. Administrator Janecke stated the flash drive will be password protected and locked up which he and the Clerk will have access to. Chairman Osterman stated in reality all someone needs is a check and they can replicate signatures. Supervisor Moonen would like to see a two-step authentication process used and included in the policy.

*Motion by Supervisor Plotecher to approve the Electronic Check Signing Policy, subject to including a two-step authentication process. Seconded by Supervisor Beal. Motion carried, 4-0 with one abstention by Supervisor Gamiño.*

**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 Beal 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 Moonen, 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 7:18 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 Plotecher, 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 8:19 PM.*

**Adjournment.**

*Motion by Supervisor Beal to adjourn the Monday, March 26, 2018 Town Board of Supervisors meeting at 8:19 PM. Seconded by Supervisor Gamiño. Motion carried, 5-0.*

Respectfully submitted,

Gina C. Gresch, MMC/WCPC  
Town Clerk