

**Minutes of the Town Board Meeting  
Town of Lisbon, Town Hall  
Monday, June 25, 2018  
6:30 p.m.**

Chairman Osterman called the Town Board meeting to order at 6:30 PM.

**Roll Call:** Present: Chairman Osterman, Supervisors Gamiño, Moonen, Plotecher and Beal. Also present: Joe DeStefano, Public Works Director and Gina Gresch, Interim Administrator.

**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.**

- June 11 and 18, 2018 Town Board minutes.
- Appoint Ryan Kitzinger to the Park Committee to fill the vacant seat, for a three year term to expire in June 2021.
- Operator's Licenses.

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

**Approval of Bills.**

*Motion by Supervisor Plotecher to approve the June 21, 2018 check register as presented. Seconded by Supervisor Beal. 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** – Public Works Director Joe DeStefano reported the department completed the spring brush pick-up, cleaned catch bas and culverts, fixed pot holes, removed dead trees, replaced culverts, prepped and performed vehicle maintenance, began roadside mowing, attended a flagger safety class and had Visu-Sewer clean and video shop drains. He attended various meetings, assisted with Safety Dayz and assisted staff with the above mentioned work.

**Town Administrator** – Interim Administrator Gresch stated her items are further down the agenda.

**Supervisor's Reports.**

**Supervisor Beal** – Sanitary District is redoing their code to make it clearer.

**Unfinished Business.** None.

**New Business.**

**Discussion and necessary action on Sandy Hebbe's request for Professional Services Reimbursement Invoice relief.**

Interim Administrator Gresch stated Ms. Hebbe requested a Planner's appointment to review property on Lake Five (boat livery), what she could do with the property, build a house, run the livery, her denture business, etc. She and Planner Lindstrom explained the fees at the beginning of the meeting, which everyone is allowed the first 30 minutes for free. Her meeting ended about an hour later.

Ms. Hebbe stated when she made the appointment she told the Planner and Clerk that she didn't want to spend a lot of money because she wasn't sure if she was going to purchase the property. The sale never went through. At the end of the appointment she was told that Waukesha County would handle everything. She didn't ask him to do any additional research and would not have signed anything asking for more research. She feels that the Town's process isn't explained very well at the meetings. She feels he didn't have any reason to call the Planner of the Day since she was dealing with Amy Barrows. She isn't happy that the invoice came two months late and is contesting 1.75 hours of the invoice. Chairman Osterman stated the Town Board has questions and will need to speak with the Planner since he couldn't be here tonight. Ms. Hebbe told the Town Board to talk to the Building Inspector because he left the meeting the same as she did, knowing she couldn't do what she wanted to on the property.

*Motion by Chairman Osterman to postpone Sandy Hebbe's request for Professional Services Reimbursement Invoice relief. Seconded by Supervisor Plotecher. Motion carried, 5-0.*

**Discussion and necessary action on John Spitz's request for Professional Services Reimbursement Invoice relief.**

Interim Administrator Gresch stated in June 2017, a noise complaint was filed by a neighbor against Ironwood Golf Course. The noise complaint led to the Town calling for a Conditional Use public hearing, which then the Plan Commission discussed all operations of the business as well as a patio that building permits were not pulled for, not just the noise complaint. Since the Town requested the matter come before the Plan Commission, and not Mr. Spitz, he feels he should not be required to pay this invoice.

*Motion by Supervisor Moonen to approve John Spitz's request for Professional Services Reimbursement Invoice relief for \$220. Seconded by Chairman Osterman. Motion carried, 5-0.*

**Discussion and necessary action on the 2018 Crack Filling Proposals.**

Public Works Director DeStefano recommends awarding the 2018 crack filling contract to Fahrner Asphalt Sealers. The Town has used them for crack filling the last few years and has built a good relationship with them, and they were the lowest bid. Funding for this project would be coming out of sinking fund for road maintenance account with a yearly budget of \$312,777.

*Motion by Supervisor Moonen to award the 2018 Crack Filling contract to Fahrner Asphalt Sealers, not to exceed \$95,620. Seconded by Supervisor Beal. Motion carried, 5-0.*

**Discussion and necessary action the recommendation from the Plan Commission to approve the following items for Barnwood Conservancy, LLC:**

**Developer's Agreement and Related Exhibits.**

**FINAL LIFT:** Chris Miller, Attorney Gutenkunst and the Town Board discussed the recommendation from the Plan Commission about when the final lift of asphalt is to be installed, after the first occupancy is given or when 75% of the homes are constructed. Chris Miller would prefer to pave sooner and would like the ability to ask the Town Board in the future for that if needed. Town Board members agreed he would have the ability and agreed to keep the final lift installation at 75% of the lots having homes constructed.

**STORM WATER MANAGEMENT:** Attorney Gutenkunst stated sometimes storm water management systems are built only to find out in a rain event they don't work. If that were to happen, the Town can require the developer to fix the system. It was suggested to use Planner Lindstrom's suggested language from his June 21, 2018 email, to include "and/or creates additional storm water runoff impacts to the", strike "and" and the "s" from areas. Insert "period of" after the word "reasonable". Everyone agreed with the change.

**STREET TREES:** Chris Miller stated he understands in the Declaration of Restrictions there shall be four trees planted, however, the way he reads it, it implies that the developer is responsible for planting them. He doesn't agree with that because how will he know where to plant the trees before a house and driveway are built? If the trees are planted in the wrong place they would just be removed and new trees would have to be planted. He also feels the homeowner should be responsible for planting the trees, as it states in the covenants. There was discussion about when the trees should be planted which everyone agreed that the trees shall be planted before an occupancy permit is issued for a respective lot.

*Motion by Chairman Osterman to approve the Developer's Agreement and Related Exhibits for Barnwood Conservancy, LLC, subject to the changes made by the Town Board and agreed upon by the Developer and Professional Staff. Seconded by Supervisor Moonen. Motion carried, 4-1 with one nay by Supervisor Beal.*

**Adopt Resolution 04-18, Resolution to Approve the Specific Development Plan for Barnwood Conservancy, LLC, for the property located at the Northeast corner of Lake Five Road and Silver Spring Drive (CTH "VV"), LSBT 0217.998.**

*Motion by Chairman Osterman to Adopt Resolution 04-18, Resolution to Approve the Specific Development Plan for Barnwood Conservancy, LLC, for the property located at the Northeast corner of Lake Five Road and Silver Spring Drive (CTH "VV"), LSBT 0217.998. Seconded by Supervisor Gamiño. Motion carried, 4-1, with one nay by Supervisor Beal.*

### **Letter of Credit / Surety Bond.**

Interim Administrator Gresch stated there is one clarification needed about the amount required for the Fire Department donation in lieu of the water tanks. Chris Miller will submit an updated quote.

*Motion by Chairman Osterman to approve the Letter of Credit and Surety Bond amounts, Adopt Resolution 04-18, Resolution to Approve the Specific Development Plan for Barnwood Conservancy, LLC, for the property located at the Northeast corner of Lake Five Road and Silver Spring Drive (CTH "VV"), LSBT 0217.998 as determined by Jahnke and Jahnke, letter dated June 21, 2018, and subject to staff final review. Seconded by Supervisor Plotecher. Motion carried, 4-1, with one nay by Supervisor Beal.*

### **Discussion and necessary action on the Town's server breach and ratification of the Legal Solutions Services Agreement between the Town of Lisbon, Epiq eDiscovery Solutions and Baker Hostetler.**

Chairman Osterman stated this has to do with the server data breach and the investigation is covered by the Town's insurance. He had to sign the contract before the Town Board meeting so the investigation could be started sooner than later.

*Motion by Chairman Osterman to ratify the Legal Solutions Services Agreement between the Town of Lisbon, Epiq eDiscovery Solutions and Baker Hostetler. Seconded by Supervisor Beal. Motion carried, 5-0.*

### **Discussion and necessary action on Interim Administrator's Project / Task List.**

Interim Administrator Gresch reviewed her project / task list with the Town Board which included updates on current projects like the Town Hall paint and carpet upgrades, 2019 budget work and other Plan Commission related proposals.

### **Discussion and necessary action on request to hire additional part-time office staff and set rate of pay for the same.**

Interim Administrator Gresch explained there is a need for extra help in the office, especially to help the Treasurer and Deputy Treasurer who are buried with work and are still trying to catch up from year-end and when the server was down. Town Board members agreed upon bringing in extra staff, however, Supervisor Plotecher is concerned the extra help won't have the necessary skills to help the Treasurer and Deputy Treasurer. Gresch agreed and is trying to find a retired/in-transition clerk or deputy clerk to come in but is finding them hard to come by. She recommended paying the extra staff \$10 per hour and will bring back to the Town Board a better schedule of what the office needs in terms of help.

*Motion by Supervisor Moonen to approve the Interim Administrator's request to hire additional part-time office staff, set the rate of pay at \$10 for the same and the amount of extra time needed be determined by the Interim Administrator. Seconded by Supervisor Beal. Motion carried, 5-0.*

**Adjournment.**

*Motion by Chairman Osterman to adjourn the Monday, June 25, 2018 Town Board of Supervisors meeting at 8:06 PM. Seconded by Supervisor Beal. Motion carried, 5-0.*

Respectfully submitted,

Gina C. Gresch, MMC/WCPC  
Interim Administrator & Town Clerk