

**Minutes of the Town Board Meeting
Town of Lisbon, Town Hall
Monday, July 9, 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: John Greiten, Parks Director, Amy Buchman, Treasurer and Gina Gresch, Interim Administrator.

Comments from citizens present. None.

Consent Agenda.

- June 25, 2018 Town Board minutes.
- Acceptance of the Final 2017 Audit / Financial Statement.

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

Approval of Bills.

Motion by Supervisor Beal to approve the June 30 and July 3, 2018 check registers as presented. Seconded by Supervisor Plotecher. Motion carried, 5-0.

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

- Meeting Schedule
- 2017 Waukesha County Recycling Dividends

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

Parks Department – Parks Department Director Greiten reviewed his monthly report which included the department working on sport field maintenance, seasonal mowing of Town land, equipment and fleet maintenance, pruning trees, training new employees, landscaping flower beds, prepared grounds for Fire Extrication event and collected garbage backs post Adopt-A-Road collection efforts. He has been working on the Lion's Ride for the Blind, National Nite Out, Heritage Weekend events, designed and built a retaining wall at the Fire Department, attended various meetings, met with several residents regarding tree diseases (Gypsy Moth and Emerald Ash Borer), prepared documents for the safe drinking water program and passed water quality tests.

Fire Department – Chairman Osterman reviewed the monthly report which included the Chief attending various events and meetings and reviewed some statistics.

Public Works Department – Supervisor Moonen reviewed the monthly report which included the department working on the first round of roadside mowing, installing culverts for the 2018 Paving Program, patched road edges, shouldered nine subdivisions with newly installed grader blade, which is much safer and very happy with. They also filled potholes, helped with the Fire Department wall installation and conducted equipment repairs and maintenance. Public Works Director DeStefano has been working on possible salt shed designs, parking lot paving project, road paving plan and crack filling plan, as well as attended various events and meetings.

Sheriff's Department - Supervisor Plotecher reviewed various statistics from the Sheriff's Department 2nd Quarter report.

Town Administrator – Interim Administrator Gresch stated she has a proposed budget meeting schedule for the Town Board to review, Town Hall painting and carpet upgrades are moving along and are receiving quotes for both. The project has a short window of completion time due to elections and tax collection. Also, credit card payments should be going live soon. The August 13 Town Board meeting will either have to be moved or cancelled due to the election being the next day. She updated the Board on the part-time office help situation which is going well with three part-time people helping. She is still looking for a clerk/deputy clerk to come and help.

Supervisor's Reports. None.

Unfinished Business.

Discussion and necessary action to hire a Commercial Broker for the advertisement and sale of Town owned lands, 65 acres at the southwest corner of Lake Five and Hickory Roads, a.k.a. Pauline Haass land.

Kate Schroeder of the Luther Group explained their marketing strategy for this property which will include advertising the land for sale on their website, send email blasts, newspaper advertisements, install signage on the property and reach out to developers they worked with before. Their commission would be 4% to 5%, depending if it is a one or two party purchase. A one-party purchase could bring the commission down to 3%. She stated she would like to see the land developed to be consistent with the new neighboring development, so the lots could be a little less than one acre. There could be some drainage obstacles but won't know that until soils tests are conducted. The land has a lot of potential and would like to be awarded a minimum 12 month contract. She would list the property for \$25,000 per acre.

Dan Scardino of Pointe Real Estate, stated he is currently selling eight to ten lots per year in Twin Pine Farms, which is what he would like to see this land development to be consistent with. He doesn't foresee any wetland issues and would like to see it designed in a way with the least amount of roads possible. He explained his marketing strategy for this property which will include developing a proforma for developers to help them determine how they can develop the land. He will approach developers he has worked with before; he does not do mass mailings. Timing of the land sale depends on the developer interested in developing and where they are in their own development process. He sees the land yielding about 43 single family residential lots and feels he can sell it for \$1.2M; listing it for \$1.39M. His normal commission is 8% but could decrease it to 7%. He understands he wouldn't be the cheapest commission but no one else knows more about properties like this and in Lisbon more than he does.

Jerry Metzger of Midwest Realty Group, stated he can offer a discount commission, suggests selling the land for \$23,029 per acre so he would list it at \$1.49M. He prefers to have a 24 month contract to account for the peaks and valleys in a calendar year of selling real estate. If it isn't sold after six months, he could drop the price to \$1.29M. Regarding advertising, he would post 4x8 signs on each corner or wherever the Town would like, will list the property on the same commercial sites as the other brokers. He recommends having some soils tests done so they could know potentially how many lots the property will yield, which he thinks is about 50 lots, depending on how it is developed.

Motion by Chairman Osterman to postpone action on hiring the Commercial Broker for the advertisement and sale of Town owned lands, 65 acres at the southwest corner of Lake Five and Hickory Roads, a.k.a. Pauline Haass land. Seconded by Supervisor Gamiño. Motion carried, 5-0.

New Business.

Discussion and necessary action to purchase a 3280-D 4WD Groundsmaster for the Park Department.

In the 2018 Capital Budget the Town Board set aside \$24,500 to replace the Scag Turf Tiger mower. The Scag mower unit was up for rotation in 2016 and the Park Department would like to replace it with a Toro 3280 –D 4WD Groundsmaster mower with a 72" mowing deck. There have been maintenance issues in the past with the Scag mower includes replacing wheel bearings, left and right control arm shocks, welded seat supports, replaced several wheel studs, replaced front axle, replaced front deck PTO pulley, repair key switch, welded and repaired the front deck, replaced tires and as of last week Mid-State is repairing the arm for the governor linkage. These repairs are needed on older equipment. The Town tries to follow an equipment replacement schedule to hopefully reduce operational cost of serving an older piece of equipment. The Scag mower was up for replacement in 2016, but was held off until 2018 due to other needs. The Toro Groundsmaster is the least expensive for \$24,073 and recommended purchase of it from Reinders Distributorship. The Toro has features that stood out from the other mowers which include a Kubota engine, main drive wheel traction, over all turning radius, hydrostatic transmission single pedal system, stability on hills and ditches, better gauges and protection warning cluster system, easier access to engine compartment and the parts and service, if needed, are located in Sussex. He will also be selling the mower being replaced once we have the new one, which could be in about two to three weeks.

Motion by Supervisor Gamiño to approve the purchase of a 3280-D 4WD Toro Groundsmaster mower from Reinders Distributorship, not to exceed \$24,073. Seconded by Supervisor Beal. Motion carried, 5-0.

Adjournment.

Motion by Chairman Osterman to adjourn the Monday, July 9, 2018 Town Board of Supervisors meeting at 7:27 PM. Seconded by Supervisor Beal. Motion carried, 5-0.

Respectfully submitted,

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