



**TOWN OF LISBON**  
W234 N8676 Woodside Rd.  
Lisbon, WI 53089

**AMENDED: FRIDAY, JULY 20, 2018 @ 12:40pm**

**Agenda**  
**Town Board Meeting**  
**Town of Lisbon, Town Hall**  
**Monday, July 23, 2018**  
**6:30 p.m.**

1. **Roll Call.**
2. **Pledge of Allegiance.**
3. **Comments from citizens present.** Citizens are invited to share their questions, comments, or concerns with the Town Board. When speaking, citizens should state their name and address for the record and limit their presentation to three minutes. Where possible, the Board will answer factual questions immediately. If a response would involve discussion of Board policy or decisions, which might be of interest to citizens, not present at the meeting, the Board may place the item on a future meeting agenda.
4. **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.
  - A. July 9, 2018 Town Board minutes
  - B. Operator's Licenses
5. **Approval of Bills.**
6. **Announcements/Correspondence.**
  - Meeting Schedule
  - 2017 Waukesha County Recycling Dividends
  - Waukesha County Recycling & Water Update Newsletter
7. **Department Reports - Presentation of activity statistics and recently attended meetings.**
  - A. Town Administrator
8. **Supervisor's Reports** - This is an opportunity for Supervisors to report on respective Committees, Commissions, and Boards of which they serve as a member. Matters require no action or approval.
9. **Unfinished Business.**
  - A. 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.

- B. Discussion and necessary action on Ordinance 03-18, An Ordinance Repealing and Recreating Section 5.05 of the Town of Lisbon Code Relating to Noxious Weeds & Tall Grass.
- C. Discussion and necessary action on Resolution 03-18, Resolution Updating the Fee Schedule for the Town of Lisbon.

**10. New Business.**

- A. Discussion and necessary action the 2018-2019 Workers Compensation Insurance Renewal with Rural Mutual Insurance.
- B. Discussion and necessary action on the Town's accounting software upgrade proposal.
- C. Discussion and necessary action on Ordinance 09-18, An Ordinance Creating Section 2.09 of the Town of Lisbon Code Relating to Alternative Claims Payment Procedures.
- D. Discussion and necessary action to approve payments via ACH pursuant to Wisconsin State Statute 66.0607(3m).
- E. Discussion and necessary action to authorize additional work hours for Treasurer Buchman.
- F. Discussion and necessary action on the request from Chris Miller to amend the Barnwood Conservancy Developer's Agreement to allow construction of a model home prior to the first lift installment and barn is dismantled.
- G. Discussion and update regarding TIF project.

**11. Motion to convene into Closed Session for the following items:**

- A. Pursuant to Wisconsin Statute 19.85(1)(e)** 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 to discuss the terms and conditions of any contracts for the sale of the Lied's property.
- B. Pursuant to Wisconsin Statute 19.85(1)(c)**, Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, more specifically to review the Interim Administrator's performance.

**12. Motion to re-convene into Open Session to take possible action, if necessary, on items discussed in Closed Session deliberations.**

**13. Adjournment.**

Joseph Osterman  
Town Chairman

Gina C. Gresch  
Interim Administrator

**NOTE:** Individual members of the Town Board will be available after the meeting to discuss town related issues with citizens who are present.

**NOTE:** Please notify the Town of Lisbon 72 hours in advance if you plan to attend and will need an interpreter or assistive hearing device.

**NOTICE:** It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information: no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.



# REQUEST FOR CONSIDERATION

<b>COMMITTEE CONSIDERATION:</b> Town Board
<b>ITEM DESCRIPTION:</b> Consent Agenda Items
<b>PREPARED BY:</b> Gina C. Gresch, Interim Administrator
<b>REPORT DATE:</b> Wednesday, July 18, 2018
<b>RECOMMENDATION:</b>  Approval of the Consent Agenda items.
<b>EXPLANATION:</b>  A. July 9, 2018 Town Board minutes. B. Operator's Licenses for:  Heather Mulholland, Sherwood Forest Bowmen's Club Jennifer Jean Eichhorn, Shooters Bar & Grill  I recommend approval of all Consent Agenda items.

**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 2<sup>nd</sup> 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

DATE: 07/19/18  
 TIME: 16:23:55  
 PRG ID: AP215000.WOW

Town of Lisbon  
 CHECK REGISTER

CHECK DATE: 07/19/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
63817	ACEHA001	SUSSEX ACE			HARDWARE			
	179734		06/29/18	01	SUPPLIES FOR RETAINING WALL	70-522-570-8000	55.25	
						INVOICE TOTAL:	55.25	*
	180000		07/12/18	01	FOGGER	10-516-530-3100	13.49	
						INVOICE TOTAL:	13.49	*
						CHECK TOTAL:		68.74
63818	ADVANO01	ADVANCED DISPOSAL SERVICES						
	JUNE 2018		06/30/18	01	ACCOUNT #C1057089	10-546-530-4810	66,129.49	
						INVOICE TOTAL:	66,129.49	*
						CHECK TOTAL:		66,129.49
63819	AFLAC001	AFLAC						
	152151		07/10/18	01	ACCT NO: JP330	10-200-210-5220	247.44	
						INVOICE TOTAL:	247.44	*
						CHECK TOTAL:		247.44
63820	AT&T0001	AT&T						
	262820202106		06/22/18	01	TOWN HALL	10-516-530-7200	23.70	
				02	FIRE	10-522-530-7200	41.48	
				03	HWY	10-533-530-7200	17.78	
				04	PARKS	10-552-530-7200	11.85	
						INVOICE TOTAL:	94.81	*
						CHECK TOTAL:		94.81
63821	BEARI001	BEARINGS INCORPORATED						
	85029-IN		06/26/18	01	4 BELTS KUBOTA	10-533-530-5410	33.88	
						INVOICE TOTAL:	33.88	*
						CHECK TOTAL:		33.88

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63822	BENDL001	BENDLIN FIRE EQUIPMENT CO INC						
	99016		07/03/18	01	ANNUAL FLOW TESTING/MAINT	10-522-530-4400	941.60	
						INVOICE TOTAL:	941.60	*
						CHECK TOTAL:		941.60
63823	BOUND001	BOUND TREE MEDICAL LLC						
	82904044		06/22/18	01	MEDICAL SUPPLIES	10-523-530-3860	153.30	
						INVOICE TOTAL:	153.30	*
	82904045		06/22/18	01	MEDICAL SUPPLIES	10-523-530-3860	22.77	
						INVOICE TOTAL:	22.77	*
	82905342		06/25/18	01	MEDICAL SUPPLIES	10-523-530-3860	6.32	
						INVOICE TOTAL:	6.32	*
						CHECK TOTAL:		182.39
63824	BUELO001	BUELOW VETTER BUIKEMA OLSON &						
	87		05/03/18	01	ACCOUNT NO. 9199.00099	10-518-530-4130	2,148.50	
						INVOICE TOTAL:	2,148.50	*
	91		07/12/18	01	ACCOUNT NO. 9199.00099	10-518-530-4130	6,921.50	
						INVOICE TOTAL:	6,921.50	*
						CHECK TOTAL:		9,070.00
63825	BURGH001	BURGHARDT SPORTING GOODS						
	AAT018059		07/06/18	01	TETHERBALL WITH ROPE	10-552-530-3130	16.11	
						INVOICE TOTAL:	16.11	*
						CHECK TOTAL:		16.11

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63826	CENTU001	CENTURYLINK					
	1444502935		07/10/18	01	ACCOUNT NO: 85713330	10-516-530-7200	0.78
						INVOICE TOTAL:	0.78 *
						CHECK TOTAL:	0.78
63827	CERTI001	CERTIFIED LABORATORIES					
	3180305		06/26/18	01	48 TUBES GREASE	10-533-530-3700	386.00
				02	12 CANS ADHESIVE	10-533-530-3100	150.00
				03	FREIGHT	10-533-530-3700	47.38
						INVOICE TOTAL:	583.38 *
						CHECK TOTAL:	583.38
63828	CONLE001	CONLEY MEDIA, LLC					
	6394390618		06/30/18	01	FREEMAN PH NOTICE	10-518-530-3600	28.92
						INVOICE TOTAL:	28.92 *
						CHECK TOTAL:	28.92
63829	CULLI001	CULLIGAN OF WAUKESHA					
	349213		06/20/18	01	ACCT #: 501-10888956-6	10-516-530-4400	26.00
						INVOICE TOTAL:	26.00 *
	501X06578003		06/30/18	01	RICHMOND ST	10-522-530-3100	70.56
						INVOICE TOTAL:	70.56 *
						CHECK TOTAL:	96.56
63830	EHLER001	EHLERS & ASSOCIATES, INC					
	77323		07/05/18	01	FIN DISCLOSURE REPORTING	10-518-530-4400	750.00
						INVOICE TOTAL:	750.00 *
						CHECK TOTAL:	750.00

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63831	EHWOL001	EH WOLF & SONS						
	614874		07/10/18	01	DIESEL	10-533-530-3700	1,765.61	
						INVOICE TOTAL:	1,765.61	*
	614875		07/10/18	01	GAS	10-533-530-3700	201.56	
						INVOICE TOTAL:	201.56	*
						CHECK TOTAL:		1,967.17
63832	ELLIO001	ELLIOT'S ACE HARDWARE						
	808921		07/11/18	01	3-5 GAL WATER EXCHANGE	10-552-530-3140	20.97	
						INVOICE TOTAL:	20.97	*
						CHECK TOTAL:		20.97
63833	EPIQE001	EPIQ eDISCOVERY SOLUTIONS						
	M-201273		07/18/18	01	DATA MINING RECORDS	10-518-530-7350	3,021.96	
						INVOICE TOTAL:	3,021.96	*
						CHECK TOTAL:		3,021.96
63834	FOXWE001	AIRGAS USA, LLC						
	9954095322		06/30/18	01	OXYGEN	10-523-530-3850	95.35	
						INVOICE TOTAL:	95.35	*
	9954095323		07/30/18	01	OXYGEN	10-533-530-3100	7.50	
						INVOICE TOTAL:	7.50	*
						CHECK TOTAL:		102.85
63835	GENER001	GENERAL COMMUNICATIONS INC						
	257137		07/12/18	01	RADIO FOR PLOW TRUCK	10-533-530-5430	299.00	

DATE: 07/19/18  
 TIME: 16:23:55  
 PRG ID: AP215000.WOW

Town of Lisbon  
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CHECK DATE: 07/19/18

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63835	GENER001	GENERAL COMMUNICATIONS INC					
	257137		07/12/18	02	MAGNET MOUNT ANTENNA TRUCK#6	10-533-530-5430	36.00
					INVOICE TOTAL:		335.00 *
					CHECK TOTAL:		335.00
63836	GEO-L001	KUNKEL ENGINERRING GROUP					
	0229609		06/19/18	01	REIM BARNWOOD	10-563-530-4350	1,602.50
				02	NON REIM	10-563-530-4375	1,069.50
				03	STORMWATER	10-518-530-5600	1,083.88
					INVOICE TOTAL:		3,755.88 *
	0229614		06/19/18	01	2018 PAVE RESURFACE PRGRAM	70-533-570-8200	16,851.88
					INVOICE TOTAL:		16,851.88 *
	0229616		06/19/18	01	GOOD HOPE RD RESURFACE	70-533-570-8200	1,844.25
					INVOICE TOTAL:		1,844.25 *
	0229617		06/19/18	01	TID#1 PLAN & ENGINEER DEVELOP	10-563-530-4375	12,574.50
					INVOICE TOTAL:		12,574.50 *
					CHECK TOTAL:		35,026.51
63837	GEOSY001	GEO-SYNTHETICS SYSTEMS, LLC					
	705225708000		06/13/18	01	1 ROLL 4 DRAINAGE TILE	70-522-570-8000	231.97
					INVOICE TOTAL:		231.97 *
					CHECK TOTAL:		231.97
63838	GLASE001	JEFFREY GLASER					
	2018 HERITAGE DAYS		07/17/18	01	2018 HERITAGE DAYS	10-553-530-3880	80.00
					INVOICE TOTAL:		80.00 *
					CHECK TOTAL:		80.00

DATE: 07/19/18  
TIME: 16:23:55  
PRG ID: AP215000.WOW

Town of Lisbon  
CHECK REGISTER

PAGE: 6

CHECK DATE: 07/19/18

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63839	GROTA001	GROTA APPRAISALS, LLC					
	JULY ASSESSER		06/29/18	01	ASSESSMENT WORK	10-515-530-4400	2,675.00
						INVOICE TOTAL:	2,675.00 *
						CHECK TOTAL:	2,675.00
63840	HALQU001	HALQUIST STONE COMPANY					
	5358848		07/01/18	01	2-911 BRICKS PICHLER TORIES	25-550-530-5200	27.50
						INVOICE TOTAL:	27.50 *
						CHECK TOTAL:	27.50
63841	HENNE001	KRIS PORTER					
	REIM		07/02/18	01	TOWN HALL SUPPLIES	10-516-530-3100	131.66
						INVOICE TOTAL:	131.66 *
						CHECK TOTAL:	131.66
63842	HERIT001	HERITAGE MUSICK & DAUNCE					
	2018 HERITAGE DAYS		07/17/18	01	2018 HERITAGE DAYS	10-553-530-3880	150.00
						INVOICE TOTAL:	150.00 *
						CHECK TOTAL:	150.00
63843	HINCK001	HINCKLEY SPRINGS					
	2678865063018		06/30/18	01	ACCT#: 17224962678865	10-533-530-3100	115.08
						INVOICE TOTAL:	115.08 *
						CHECK TOTAL:	115.08
63844	JERRY002	JERRY'S TRANSMISSION SERVICE					

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63844	JERRY002	JERRY'S TRANSMISSION SERVICE						
		STATEMENT BAL	07/03/18	01	BALANCE PREVIOUS INV'S	10-523-530-5500	27.80	
						INVOICE TOTAL:	27.80	*
						CHECK TOTAL:		27.80
63845	JOURN001	JOURNAL COMMUNITY PUBLISHING						
		5TOWNLL-5-6-18	06/30/18	01	ACCOUNT NO: 5TOWNLL-5	10-518-530-3600	26.53	
						INVOICE TOTAL:	26.53	*
						CHECK TOTAL:		26.53
63846	LANNO001	LANNON STONE PRODUCTS, INC.						
		1184874	06/09/18	01	ASPHALT	10-533-530-3550	225.55	
						INVOICE TOTAL:	225.55	*
		1184875	07/13/18	01	STORM WATER MANAGEMENT	90-533-530-6400	803.00	
						INVOICE TOTAL:	803.00	*
		1186902	07/01/18	01	CULVERT	90-533-530-6400	447.05	
				02	SHOULDERING	10-533-530-3550	1,628.20	
						INVOICE TOTAL:	2,075.25	*
						CHECK TOTAL:		3,103.80
63847	LARKU001	LARK UNIFORM OUTFITTERS INC						
		270013	07/09/18	01	SHIRT & TIE FOR A. WILSON	10-522-530-3810	38.90	
						INVOICE TOTAL:	38.90	*
		270016	07/09/18	01	2 SHIRTS R. LAWRENCE	10-522-530-3810	65.90	
						INVOICE TOTAL:	65.90	*
						CHECK TOTAL:		104.80

DATE: 07/19/18  
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CHECK DATE: 07/19/18

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63848	MERRI001	MERRY MAIDS					
	INV-49833021		07/02/18	02	2 WEEKS	10-516-530-4400	218.00
						INVOICE TOTAL:	218.00 *
						CHECK TOTAL:	218.00
63849	MIDST001	MID-STATE EQUIPMENT					
	05610210		07/12/18	01	BLADE KUBOTA MOWER	70-533-570-8100	3,432.55
						INVOICE TOTAL:	3,432.55 *
	F88337		07/05/18	01	WORK, PARTS, LABOR, MOWER	10-552-530-5410	972.41
						INVOICE TOTAL:	972.41 *
						CHECK TOTAL:	4,404.96
63850	MIKE001	MIKE POCARO					
	2018 HERITAGE DAYS		07/17/18	01	2018 HERITAGE DAYS	10-553-530-3880	200.00
						INVOICE TOTAL:	200.00 *
						CHECK TOTAL:	200.00
63851	MILLE001	MILLER-BRADFORD & RISBERG, INC					
	R00825		07/09/18	01	RENTAL RES WALL PROJECT	70-522-570-8000	900.00
						INVOICE TOTAL:	900.00 *
						CHECK TOTAL:	900.00
63852	MONTA001	MONTAGE ENTERPRISES INC.					
	62178		05/23/18	01	NUTS/BOLTS KUBOTA	10-533-530-5410	25.76
						INVOICE TOTAL:	25.76 *
	62821		06/08/18	01	2 PIVOT ARMS KUBOTA	10-533-530-5410	307.98
						INVOICE TOTAL:	307.98 *

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CHECK DATE: 07/19/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
63852	MONTA001	MONTAGE ENTERPRISES INC.						
	64010		07/10/18	01	IDLER ARM & PULLEYS KUBOTA	10-533-530-5410	155.65	
					INVOICE TOTAL:		155.65	*
					CHECK TOTAL:			489.39
63853	NOMOS001	NO MOSQUITOS FOR YOU						
	2018 HERITAGE DAYS		07/17/18	01	2018 HERITAGE DAYS	10-553-530-3880	200.00	
					INVOICE TOTAL:		200.00	*
					CHECK TOTAL:			200.00
63854	ONECL001	ONE CLICK COMPUTERS						
	92344		07/15/18	01	DIALTONE SERVICE	10-518-530-3800	174.93	
				02	MANUAL INVIOCE CHARGES	10-518-530-3800	4.99	
					INVOICE TOTAL:		179.92	*
					CHECK TOTAL:			179.92
63855	OSIEN001	OSI ENVIRONMENTAL, INC.						
	1042721		06/25/18	01	USED OIL COLLECTIOIN	10-546-530-7870	90.00	
					INVOICE TOTAL:		90.00	*
					CHECK TOTAL:			90.00
63856	PAYNE001	PAYNE & DOLAN, INC.						
	1558740		07/03/18	01	POT HOLES	10-533-530-3570	117.03	
					INVOICE TOTAL:		117.03	*
					CHECK TOTAL:			117.03
63857	POMPS001	POMP'S TIRE SERVICE, INC						

DATE: 07/19/18  
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Town of Lisbon  
CHECK REGISTER

PAGE: 10

CHECK DATE: 07/19/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
63857	POMPS001	POMP'S TIRE SERVICE, INC						
	60149549		06/19/18	01	2 TIRES TRUCK #3	10-533-530-5500	656.00	
						INVOICE TOTAL:	656.00	*
						CHECK TOTAL:		656.00
63858	PORTA001	PORT-A-JOHN						
	1287691-IN		07/03/18	01	PORTAJOHN	10-552-530-4400	500.00	
				02	COMPOST	10-552-530-4400	68.00	
						INVOICE TOTAL:	568.00	*
						CHECK TOTAL:		568.00
63859	PROBA001	PRO BARK						
	88601		07/10/18	01	18YARDS MULCH 911 MEM SITE	25-550-530-5200	540.00	
						INVOICE TOTAL:	540.00	*
						CHECK TOTAL:		540.00
63860	T0001347	ANDY MORRIS						
	2018 HERITAGE DAYS		07/17/18	01	HERITAGE DAYS	10-553-530-3880	200.00	
						INVOICE TOTAL:	200.00	*
						CHECK TOTAL:		200.00
63861	T0001348	TERRY KUNZ						
	2018 HERITAGE DAYS		07/17/18	01	HERITAGE DAYS	10-553-530-3880	100.00	
						INVOICE TOTAL:	100.00	*
						CHECK TOTAL:		100.00
63862	T0001349	RYAN MEISEL						

DATE: 07/19/18  
TIME: 16:23:55  
PRG ID: AP215000.WOW

Town of Lisbon  
CHECK REGISTER

PAGE: 11

CHECK DATE: 07/19/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
63862	T0001349	RYAN MEISEL					
		2018 HERITAGE DAYS	07/17/18	01	HERITAGE DAYS	10-553-530-3880	150.00
						INVOICE TOTAL:	150.00 *
						CHECK TOTAL:	150.00
63863	T0001350	JOSEPH SOMMERS					
		2018 HERITAGE DAYS	07/17/18	01	HERITAGE DAYS	10-553-530-3880	250.00
						INVOICE TOTAL:	250.00 *
						CHECK TOTAL:	250.00
63864	THEIS001	JON OR JENNA THEISSEN					
		2018 HERITAGE DAYS	07/17/18	01	2018 HERITAGE DAYS	10-553-530-3880	200.00
						INVOICE TOTAL:	200.00 *
						CHECK TOTAL:	200.00
63865	TIMEW001	TIME WARNER CABLE					
		FIRE/HWY JULY 18	07/02/18	01	FIRE DEPT	10-522-530-4400	57.49
				02	HWY DEPT	10-533-530-4400	57.49
						INVOICE TOTAL:	114.98 *
		PARKSJULY18	07/02/18	01	PARKS DEP	10-552-530-4400	99.99
						INVOICE TOTAL:	99.99 *
		SERVER JULY 18	07/10/18	01	TWC FIRE DEP	10-518-530-4600	170.81
						INVOICE TOTAL:	170.81 *
		TOWNHALLJULY18	07/02/18	01	TOWNHALL	10-518-530-4600	199.99
						INVOICE TOTAL:	199.99 *
						CHECK TOTAL:	585.77

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Town of Lisbon  
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CHECK DATE: 07/19/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
63866	TOO01346	WAYNE SCHMIDT						
	2018	HERITAGE DAYS	07/17/18	01	HERITAGE PREFORMERS	10-553-530-3880	50.00	
						INVOICE TOTAL:	50.00	*
						CHECK TOTAL:		50.00
63867	UNIFI001	UNIFIRST CORPORATION						
	1022512		07/10/18	01	CUST #1063135	10-533-530-3630	65.20	
						INVOICE TOTAL:	65.20	*
	1023587		07/13/18	01	CUST #1063135	10-533-530-3630	65.20	
						INVOICE TOTAL:	65.20	*
	1024615		07/16/18	01	CUST #1063135	10-533-530-3630	65.20	
						INVOICE TOTAL:	65.20	*
						CHECK TOTAL:		195.60
63868	USCEL001	U.S. CELLULAR						
	0256964880		07/02/18	01	FIRE (DOUG)	10-522-530-7200	51.24	
				02	COMPOST (RICHARD)	35-561-530-7200	24.95	
				03	PARKS	10-552-530-7200	61.25	
						INVOICE TOTAL:	137.44	*
						CHECK TOTAL:		137.44
63869	VERIZ001	VERIZON WIRELESS						
	9809685052		07/15/18	01	DATA CONNECT	10-523-530-4600	239.94	
				02	DATA CONNECT	10-523-530-4600	10.02	
						INVOICE TOTAL:	249.96	*
						CHECK TOTAL:		249.96

DATE: 07/19/18  
 TIME: 16:23:55  
 PRG ID: AP215000.WOW

Town of Lisbon  
 CHECK REGISTER

CHECK DATE: 07/19/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
63870	VILLAA001	VILLAGE OF SUSSEX						
	4083		07/10/18	01	CITATION PROCESSING	10-521-530-4400	560.21	
						INVOICE TOTAL:	560.21 *	
						CHECK TOTAL:	560.21	
63871	WAUKE001	WAUKESHA COUNTY						
	2018-00000035CLK1		06/28/18	01	APRIL ELECTION BALLOTS	10-513-530-3100	143.34	
				02	NOTICE	10-513-530-3100	24.74	
						INVOICE TOTAL:	168.08 *	
	2018-00000062SHF5		07/09/18	01	AUGUST 2018 POLICE SERVICES	10-521-530-4400	58,361.39	
						INVOICE TOTAL:	58,361.39 *	
	2018-00000073SHF5		07/09/18	01	OT	10-521-530-4400	3,661.67	
						INVOICE TOTAL:	3,661.67 *	
	2018-00000095 DPW2		07/12/18	01	ANNUAL ROAD STRIPE PAINTING	10-533-530-3510	13,510.50	
						INVOICE TOTAL:	13,510.50 *	
						CHECK TOTAL:	75,701.64	
63872	WEENE001	VOIDED---LEADER CHECK						
	1872-098-695 JULY 18		07/18/18	01	TOWN HALL GARBAGE	10-533-530-7150	19.99	
						INVOICE TOTAL:	19.99 *	
	2019-134-548 JULY 18		07/18/18	01	RIVERS END-LED	10-542-530-7120	10.89	
						INVOICE TOTAL:	10.89 *	
	2038-763-970 JULY 18		07/18/18	01	COMMUNITY PARK	10-552-530-7150	86.75	
						INVOICE TOTAL:	86.75 *	
	2462-210-137 JULY 18		07/18/18	01	DOWN UNDER ELEC	10-552-530-7150	18.12	
						INVOICE TOTAL:	18.12 *	

DATE: 07/19/18  
TIME: 16:23:55  
PRG ID: AP215000.WOW

Town of Lisbon  
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CHECK DATE: 07/19/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
63872	WEENE001	VOIDED---LEADER CHECK						
	2684-228-397	JULY 18	07/18/18	01	HILL TOP	10-552-530-7150	16.64	
						INVOICE TOTAL:	16.64 *	
	2833-996-126	JULY 18	07/18/18	01	911 MEMORIAL	25-550-530-7150	63.04	
				02	PAVILLION	10-552-530-7150	6.23	
						INVOICE TOTAL:	69.27 *	
	4276-140-146	JULY 18	07/21/18	01	GOODHOPE FIRE ELEC	10-552-530-7150	224.67	
						INVOICE TOTAL:	224.67 *	
63873	WEENE001	VOIDED---LEADER CHECK						
	4276-140-146	JULY 18	07/21/18	02	GOODHOPE FIRE & GAS	10-522-530-7100	17.89	
				03	HWY DEP	10-533-530-7100	35.50	
						INVOICE TOTAL:	53.39 *	
	4438-251-457	JULY 18	07/18/18	01	PARKS DEPT GAS	10-552-530-7100	10.38	
						INVOICE TOTAL:	10.38 *	
	5079-603-736	JULY 18	07/03/18	01	HWY DEP ELEC	10-533-530-7150	242.99	
						INVOICE TOTAL:	242.99 *	
	5406-168-004	JULY 18	07/18/18	01	PARKS & MANT BLDG	10-552-530-7150	102.00	
						INVOICE TOTAL:	102.00 *	
	6438-427-168	JULY 18	07/18/18	01	PUMP HOUSE ELEC	10-552-530-7150	15.71	
						INVOICE TOTAL:	15.71 *	
	6884-209-265	JULY 18	07/18/18	01	STREET LIGHTING	10-542-530-7120	2,228.14	
						INVOICE TOTAL:	2,228.14 *	
	7606-879-286	JULY 18	07/18/18	01	RICHMOND STATION GAS PERSCRIP	10-552-530-7100	28.38	
						INVOICE TOTAL:	28.38 *	

DATE: 07/19/18  
TIME: 16:23:55  
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Town of Lisbon  
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CHECK DATE: 07/19/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
63874	WEENE001	WE ENERGIES						
	7622-763-685	AUG 18	07/18/18	01	TOWN HALL ELEC	10-516-530-7150	360.05	
						INVOICE TOTAL:	360.05 *	
	8007856455	JULY 18	07/10/18	01	RICHMOND ST. ELEC	10-522-530-7150	1,186.18	
						INVOICE TOTAL:	1,186.18 *	
						CHECK TOTAL:	4,673.55	
63875	WIDEP001	WI DEPARTMENT OF JUSTICE						
	JUNE2018		07/02/18	01	BACKGROUND CHECKS	10-519-530-5000	532.00	
						INVOICE TOTAL:	532.00 *	
						CHECK TOTAL:	532.00	
						TOTAL AMOUNT PAID:	217,542.17	





**TOWN OF LISBON**  
W234 N8676 Woodside Rd.  
Lisbon, WI 53089

**Tuesday, July 17, 2018**

Dear Board Members:

This is to notify you of the Town of Lisbon meetings, office closures and elections from **July 24, 2018 through August 18, 2018** at the Town Hall, W234N8676 Woodside Road, unless indicated otherwise.

Tuesday, July 31	Lisbon-Sussex JPC Meeting at 6:30 P.M. @ the Sussex Civic Center.
Monday, August 06	Supervisor's Office Hours at 6:00 P.M. followed by Town Board at 6:30 P.M. <i>(Suggested meeting date due to not having the August 13 Town Board meeting)</i>
Thursday, August 09	Joint Town Board & Plan Commission Public Hearing at 6:30 P.M., followed by the rest of the regular Plan Commission meeting.
<b>Tuesday, August 14</b>	<b>Partisan Primary Election 7:00 A.M. to 8:00 P.M. Town Hall, Fire Station &amp; Hamilton High School</b>
Wednesday, August 15	Sanitary District Committee at 7:30 P.M.

Sincerely,

Gina C. Gresch, MMC/WCPC  
Town of Lisbon Interim Administrator

**NOTICE:** It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meetings to gather information: no action will be taken by any governmental body at the above-stated meetings other than the governmental body specifically referred to above in this notice. (All meetings are subject to change or cancellation)



**RECEIVED**  
By Gina Gresch at 1:19 pm, Jul 10, 2018

## Waukesha County

*Department of Parks and Land Use*

**Date:** July 9, 2018  
**To:** Community Recycling Partners  
**From:** Perry Lindquist, Land Resources Manager   
**RE:** Changes to 2019 Recycling Program Dividend Payments to Communities

As you are aware, international markets relating to imports and exports are in a state of flux. Most media focus has been on tariffs. The recycling industry specifically, continues to deal with the impacts of China's import restrictions (i.e. 2013 Green Fence, 2018 National Sword), which has caused an oversupply of recyclable materials in domestic markets, and significantly driven down prices. The County, along with our Material Recovery Facility (MRF) operator, have been closely monitoring this issue and trying to forecast the impacts.

Our main goal is to continue to provide you with tax reductions through the annual dividend payments while being conservative in our revenue projections. At this point, we want to notify you that the County is budgeting 2019 dividend payments to communities with a 15% reduction, as a result of the projected longer term market challenges for recyclable commodities.

Waukesha County constantly monitors recyclable markets and annually reviews program fund balance projections based on estimated commodity revenues and program operating expenses. Three-year projections show an unsustainable fund balance using current trends in program revenue and expenses. The business model for the Joint City/County MRF, including community dividend payments, relies heavily on a 10-year average commodity revenue (ACR) of \$100/ton. However, the program has struggled to meet this ACR in the last few years, and future market projections by industry experts are not optimistic. At the same time, changes to the commodity specifications has MRFs across the country looking at additional equipment upgrades to meet the new specifications, which requires capital.

The County has reduced general operating expenses for several years, and continues to look for opportunities for savings, but it is not enough to ensure the sustainability of the program. Therefore, a reduction in the \$1.75 million annual community dividend payments is also required. A 15% reduction in these payment saves \$262,500, reflecting approximate half of the projected fund balance losses for 2019. The County is proposing to link future recycling dividends with market conditions and actual program revenues. All these changes will be discussed in more detail at the annual community meeting in December.

If you have any questions about these changes, feel free to contact myself or Rebecca Mattano (contact information below). Thank you for your continued cooperation in what has proven to be a highly successful recycling program, despite tough market conditions. Please help us continue to focus on resident education to ensure we all “recycle right” to maintain high quality materials, protect worker safety and reduce MRF equipment damage and costs.

Perry Lindquist  
Land Resources Manager  
Office: 262-548-7867  
Email: [plindquist@waukeshacounty.gov](mailto:plindquist@waukeshacounty.gov)

Rebecca Mattano  
Solid Waste Supervisor  
Office: 262-896-8014  
Email: [rmattano@waukeshacounty.gov](mailto:rmattano@waukeshacounty.gov)

## Recycling and Storm Water Updates

**Waukesha County Department of Parks and Land Use  
Land Resources Division**  
515 W Moreland Blvd AC 260  
Waukesha WI 53188  
262-896-8300



Land Conservation/Storm Water:  
[water@waukeshacounty.gov](mailto:water@waukeshacounty.gov)  
[waukeshacounty.gov/cleanwater](http://waukeshacounty.gov/cleanwater)

Recycling & Solid Waste:  
[recycling@waukeshacounty.gov](mailto:recycling@waukeshacounty.gov)  
[waukeshacounty.gov/recycling](http://waukeshacounty.gov/recycling)

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Dear Municipal Storm Water and Recycling Partners,

Summer is not a quiet time in the education year! Now is the time when we are busy staffing outreach booths at kids festivals and National Night Out events. Be sure to contact us if you have an event that would be a good outreach opportunity.

Thank you for your comments and feedback from the recent survey. Based on survey results outlined below, we will be sending these updates on a quarterly basis. Expect your next update in October. We welcome your comments and feedback on these updates. Please send comments/feedback via email to [water@waukeshacounty.gov](mailto:water@waukeshacounty.gov).

Thank you!

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There have been several staff changes in the Land Resources division and we would like to take a moment to introduce you to

the new team!

**Solid Waste Supervisor:** [Analiese Smith](#)

**Recycling Specialist:** [Abbie Repinski](#)

**Senior Administration Specialist:** [Kendra Oldfield](#)

Analiese is returning to the Waukesha County team after working as the Sanitation Projects Analyst with the City of Milwaukee. She has worked closely with the County on Joint Materials Recovery facility operations and numerous projects. She will officially begin on July 9th replacing Rebecca Mattano who accepted a position as the Parks System Manager.

Abbie has been with the County for over three years working as the Recycling and Solid Waste Project Assistant for two years and then as the Senior Administration Specialist. During this time Abbie has been engaged and managed many projects and remained active with education programming. She officially began her new role on June 25th coinciding with Meribeth Sullivan's retirement.

Kendra has been with the County for over two years working in guest services for Parks. During this time Kendra has assisted in many other department and County-wide projects. She will officially begin her new role on July 9th.

Please join us in welcoming the new team!

## Notice: 2019 Recycling Dividend Payments

As you are aware, international markets relating to imports and exports are in a state of flux. Most media focus has been on tariffs.

The recycling industry specifically, continues to deal with the impacts of China's import restrictions (i.e. 2013 Green Fence, 2018 National

Sword), which has caused an oversupply of recyclable materials in domestic markets, and significantly driven down prices. The County, along with our Material Recovery Facility (MRF) operator, have been closely monitoring this issue and trying to forecast the impacts.



Our main goal is to continue to provide you with tax reductions through the annual dividend payments while being conservative in our revenue projections. At this point, we want to notify you that the County is budgeting 2019 dividend payments to communities with a 15% reduction, as a result of the projected longer term market challenges for recyclable commodities.

Thank you for your continued cooperation in what has proven to be a highly successful recycling program, despite tough market conditions.

Please read the full memo to recycling program partners [HERE](#)

## **Homeowners Association Stormwater Education Initiative**

Working with the Town of Delafield, a pilot Homeowners Association Education Workshop was held June 6th at Delafield Town Hall. Invitations were mailed to 25 individuals listed in conjunction with local homeowners associations. Twelve of these attended the meeting for almost a 50% participation rate!

The workshop began with some background information on the various rules and permit requirements and how they have changed through the years. The Town of Delafield had inspected all the stormwater Best Management Practices (BMP) last fall and presented information about inspection findings. Then information on what homeowners associations can do to maintain their BMP's was shared, including what they can do themselves and what they will need to hire out.

Overall, the meeting was well received. If you would like to host a meeting in your community, please e-mail Jayne Jenks at [jjenks@waukeshacounty.gov](mailto:jjenks@waukeshacounty.gov)

## Inspection Results

- Overgrown vegetation
- Obstruction of flow



6/6/2018

1

## MRFshed Workshop

### *Harmonizing: A Shared Approach for Recycling*

Waukesha County and the City of Milwaukee have partnered with [The Recycling Partnership](#) for a new project, the MRFshed, and we need your input!

At this workshop, we will harmonize messaging to develop a consistent acceptable materials list and top contaminants associated with the city's and county's residential recycling programs to develop an agreed upon recycling acceptable and contaminant lists for use by all public programs in the region. The Recycling Partnership will also introduce a Customizable Campaign Builder Tool to enable communities to tailor educational resources based off the agreed-upon, harmonized messaging approach. This interactive workshop will allow hosts to work with attendees to shape a year-long messaging program and create core educational outreach resources to address contamination.

As local MRF operators and haulers, we are requesting and would appreciate if someone from your municipality could attend the MRFshed workshop to learn more about this project as well as provide subject matter expertise for a successful outcome that benefits us all. This workshop is free but space is limited. Please [register](#). Visit <https://mrfshed.eventbrite.com> for more information



**Location:** Retzer Nature Center Community Room  
[S14 W28167 Madison Street, Waukesha, WI 53188](https://www.google.com/maps/place/14+W28167+Madison+Street,+Waukesha,+WI+53188)

**When:** July 25, 10am - 2pm (lunch included)

**Register Online:** <https://mrfshed.eventbrite.com>

Thank you for your time and we hope you (and/or others that may represent your municipality) will attend this important workshop to improve recycling regionally!

## Help Residents Recycle Right

In the continued effort to address contamination, support the upcoming composition test and, in light of recent events, protect workers safety along with the public investment in equipment, the County will be launching another intensive Recycle Right promotional campaign in August. Timing is of the essence and we need your help to educate residents!

We will have promotional materials in the upcoming weeks for the Recycle Right campaign for you to post on your website, municipal hall, special events, in your e-newsletters and any other correspondence with residents. Expect an email with these contents early next month. Together we can combat the contamination and maintain a strong and sustainable recycling program!

# ACCEPTABLE RECYCLABLES

NO SORTING NECESSARY!

**PLEASE EMPTY**

<b>CARDBOARD, FOOD BOXES, AND CARTONS</b> 	<b>PAPER</b> OFFICE PAPER, JUNK MAIL, NEWSPAPER, BAGGED SHREDDED PAPER, ETC.	<b>GLASS BOTTLES &amp; JARS</b> 	<b>PLASTIC CONTAINERS</b> JUGS, BOTTLES, ETC.	<b>ALUMINUM, METAL CANS, POTS AND PANS</b> 
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**NO**

- NO PLASTIC BAGS/FILM  
NO FOAM CONTAINERS
- NO PROPANE/HELIUM TANKS  
NO ELECTRONICS
- NO FOOD OR YARD WASTE  
NO SHARPS OR INHALERS

Waukesha County Recycles  
[waukesha-county.gov/recycling](http://waukesha-county.gov/recycling)

[Download the Recycling Guide](#)

## Recycling and Solid Waste Program Reports

Based on the recent survey results (described above), reports will be provided quarterly in these monthly updates. We will continue to work on improvements to program reports and welcome your input.

[Electronics](#)

[Recycling Program](#)

[Yard Waste](#)

[Household Hazardous Waste](#)

Thank you again for the continued cooperation to provide safe, convenient recycling and safe disposal options for residents in Waukesha County.

## Municipal Survey Results

The recycling team recently completed a LEAN project evaluating the workflow processes, reporting and management of recycling and solid waste program data. Part of this project was to survey municipal partners to determine and define reporting needs as well as opportunities to improve communications to residents.

## SURVEY RESULTS ARE IN!



There were 18 responses to the survey from municipal recycling partners (16 unique municipalities) with the following results:

- Maintain the e-news and update the frequency to quarterly.
- Increase collaboration with municipalities on communication/education.
- Municipalities rarely invest in and expressed little interest to cost share for paid advertising with the County.
- There is a high level of interest in utilizing haulers for public education.
- Municipalities are interested in all program performance data.
  - Post program reports/data online monthly
  - Include quarterly program reports/data in e-news
  - Provide training and guide to increase "self-service" of recycling program data available in ReTRAC.

The project team will utilize these survey results to focus on improved communication to residents and our municipal partners.

**Thank you for completing the survey!**

## NEW FOR YOU!

### PREFER TO MAKE A PROGRAM REQUEST ONLINE?

Check out

[www.WaukeshaCounty.gov/EnvironmentalEd](http://www.WaukeshaCounty.gov/EnvironmentalEd)

for information on these programs:

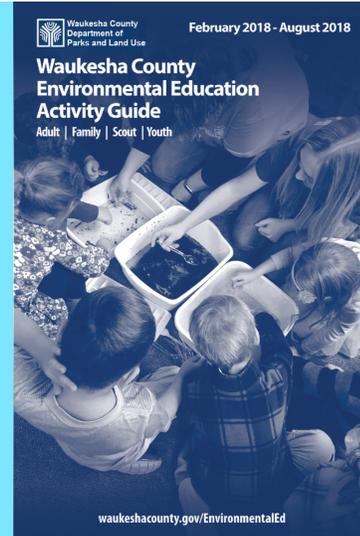
**ENVIRONMENTAL HEALTH  
PLANETARIUM  
RECYCLING  
RETZER NATURE CENTER  
UW-EXTENSION  
WATER RESOURCES**



**THE CURRENT EDITION OF THE  
WAUKESHA COUNTY  
ENVIRONMENTAL EDUCATION  
ACTIVITY GUIDE**

## FOR ADULTS, FAMILIES, YOUTH & SCOUTS

Expect a delivery of these family activity guides from Waukesha County staff in the next couple weeks to your municipal hall and local libraries. Please continue to distribute these to residents and contact Abbie at [arepinski@waukeshacounty.gov](mailto:arepinski@waukeshacounty.gov) to request more!



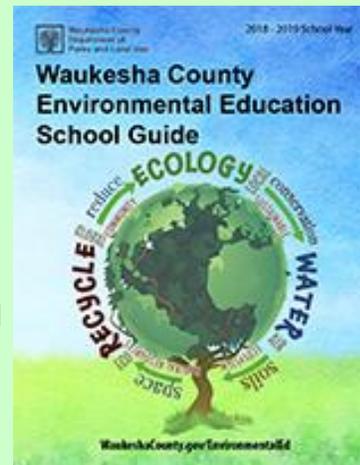
Edition: February 2018  
- August 2018

## ATTENTION TEACHERS!

[2018-2019 Waukesha County Environmental Education School Guide](#)

is now available!

Get the latest and greatest education news and teacher tours by signing up for [The Environmental Educator e-news, here!](#)



## Upcoming Events

*July 12*

**Nature Quest program**

*Nagawaukee Park*

*July 18*

**[Annual Teacher Tour](#)**

*starts at Retzer Nature Center*

*July 18*

**Outreach booth - [Being Community Helpers](#)**

*Pewaukee Public Library*

*July 25*

**Outreach booth at [Hartland Kids Fest](#)**

*Nixon Park, Hartland*

*July 25*

**MRFshed Workshop**

*Retzer Nature Center, Waukesha*

*July 26*

**Nature Quest program**

*Menomonee Park*

*August 7*

**Outreach booth at Oconomowoc National Night Out**

*Oconomowoc Community Center*

*August 7*

**Outreach booth at Mukwonago National Night Out**

*Field Park, Mukwonago*

*August 8*

**Outreach booth at Sussex National Night Out**

*Main Street, Sussex*

*August 9*

**Nature Quest program**

*Fox Brook Park*

*August 14*

**Outreach booth at Oconomoc Kids Fest**

*Roosevelt Park, Oconomowoc*

**Waukesha County Department of Parks and Land Use**

515 W Moreland Blvd AC 260

Waukesha WI 53188

262-896-8300

[www.waukeshacounty.gov/cleanwater](http://www.waukeshacounty.gov/cleanwater)

[www.waukeshacounty.gov/recycling](http://www.waukeshacounty.gov/recycling)

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*This communication is provided by the Waukesha County Dept. of Parks & Land Use - Land Resources Division as a component of cooperative agreements executed with municipal partners to provide coordinated stormwater education and operate an effective recycling program, under applicable Wisconsin environmental laws and permits.*

Waukesha County Department of Parks and Land Use,  
515 W. Moreland Blvd. AC260, Waukesha, WI 53188

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Sent by [jjenks@waukeshacounty.gov](mailto:jjenks@waukeshacounty.gov)



# ADMINISTRATOR REPORT

**PREPARED BY:** Gina C. Gresch, Interim Administrator

**REPORT DATE:** Wednesday, July 18, 2018

**CREDIT CARD PAYMENTS ARE LIVE!!**

The credit card payment system went live last week and we've had two people pay for their compost site pass at the counter with a credit card. Marketing materials are being developed by Payment Service Network for us to use and should be received within the week and will be posted on the website, Facebook page and in the next newsletter.

**AUGUST 13 TOWN BOARD MEETING**

Due to the Tuesday, August 14 Partisan Primary Election, we are unable to hold the Town Board meeting the night before. Because there are five Mondays in July, I suggest we move up the meeting one week to August 6, then we won't have so long in between meetings.

**TAX COLLECTION PREPARATION**

During last year's tax collection season, we learned from Waukesha State Bank that they can issue refunds on the spot, within certain parameters. 1) If the check is made out to one party and the Town and the refund is less than \$500, a cash refund is given. 2) If the check is made out to two parties and the Town, the refund is less than \$500 and BOTH parties are present, a cash refund is given; otherwise if one party is present they will be issued a bank check for their refund. This information will be posted on the website, Facebook page and in the Treasurer's letter in the tax bill mailing.

Also, as the bank deposits the payments into our account, they will enter them into a spreadsheet which will be imported into the tax collection software daily. The data the bank will enter is the payment date, amount and property owner name. They will create a new sheet daily so we can update the system after the 4pm collection cutoff. This will help Treasurer Buchman immensely with balancing each day's collection and it will speed up the process of getting the information uploaded to Waukesha County's website.

Included in the Town Hall upgrades plan was a computer for the front counter which has been installed. Treasurer Buchman will be collecting taxes from the smaller counter/window and using the computer to enter the payments.



# REQUEST FOR CONSIDERATION

**COMMITTEE CONSIDERATION:** Town Board

**ITEM DESCRIPTION:** Repeal and recreate Section 5.05 regarding noxious weeds and tall grass.

**PREPARED BY:** Gina Gresch, Joe DeStefano Jr.

**REPORT DATE:** 7/18/2018

**RECOMMENDATION:** To adopt the updated Section 5.05 ordinance.

**EXPLANATION:**

Gina and I have been working on this ordinance for the last few months, the ordinance has gone back to its original version, just cleaned up slightly with the help of Kevin from Cramer, Multhauf, & Hammes, LLP. We have also added fees that will be applied to recoup the time spent on investigating valid complaints and concerns.

As the Weed Commissioner, I am very satisfied with the version we are presenting to be adopted.

Thanks for taking the time to read this updated ordinance.

Respectfully Submitted,

Joe DeStefano Jr.

## Ord. 03-18

**AN ORDINANCE REPEALING AND RECREATING SECTION 5.05 OF THE TOWN OF LISBON CODE RELATING TO NOXIOUS WEEDS & TALL GRASS**

---

The Town Board of the Town of Lisbon, Waukesha County, Wisconsin, does ordain as follows:

**SECTION 1:** Section 5.05 of the Town of Lisbon Code is hereby repealed and created as follows:

**5.05 NOXIOUS WEEDS & TALL GRASS**

- (a) Public Policy.

It is hereby declared necessary in the interest of public safety and welfare that the cutting of noxious weeds and tall grass be regulated in the Town of Lisbon between May 1 and November 1 because of the fire hazards that are involved and the danger to persons and property that result therefrom.

- (b) Incorporation.

Sections 66.0407 and 66.0517 of the Wisconsin Statutes, are incorporated herein by reference and made part hereof as though set forth in full.

- (c) Definition.

The term "Noxious Weeds" as used in this section is defined by Section 66.0404(1)(b) of the Wisconsin State Statutes, which states "Noxious Weed" means "Canada thistle, leafy spurge, field bindweed, any weed designated as a noxious weed by the [Department of Natural Resources](#) by rule, and any other weed the governing body of any municipality or the county board of any county by ordinance or resolution declares to be noxious within its respective boundaries."

- (d) Cutting of Noxious Weeds & Tall Grass.

No person owning land in the Town of Lisbon shall:

- (1) Allow any Noxious Weeds to grow on any property located in the Town of Lisbon. It shall be the duty of any owner to cut and destroy Noxious Weeds within the area described herein.
- (2) Allow any grass to grow to a height in excess of 12 inches within 100 feet of any one-family, two-family or multiple family dwelling, as those terms are defined in the Zoning Code of the Town of Lisbon.
- (3) The Weed Commissioner shall carefully investigate concerns regarding the existence of Noxious Weeds and tall grass within the borders of the Town which are brought to his or her attention. The Weed Commissioner may be accompanied by a designee.

(4) In the event that Noxious Weeds and such grass are not cut as required by this section, the Weed Commissioner shall, after giving ten (10) days written notice of violation by mail to the owner or occupant of the property, investigate the property to determine if the Noxious Weeds or tall grasses have been destroyed. If the Noxious Weeds or tall grasses have not been destroyed after the ten (10) day notice of violation, the Weed Commissioner shall destroy or cause all such weeds or grasses to be destroyed, in the manner deemed the most economic method, including but not limited to hiring a contractor to cut said weeds or grasses. For each day devoted to doing so, the Weed Commissioner shall receive compensation as determined by the Town Board from time to time. The Weed Commissioner shall present to the Town Treasurer an account of his activities and costs incurred verified by oath and approved by the Town Board. Such account shall specify by separate items the amount chargeable to each piece of land, describing the same, and shall after being paid by the Town Treasurer, be filed with the Town Clerk who shall send a bill to the property owner for the charges. If the charges are not paid within thirty (30) days, the Town Clerk shall enter the amount chargeable to each tract of land in the next tax roll in a column headed "for destruction of Noxious Weeds/and or grass cutting," as a tax on the lands upon which such weeds are destroyed, which shall be collected pursuant to 66.0627 of the Wisconsin Statutes, or as taxes are collected on personal property pursuant to 74.11, Wisconsin Statutes, except in case of lands which are exempt from taxation in the usual way. In the case of railroad or other lands not taxed in the usual way, the amount chargeable against the same shall be certified by the Town Clerk to the State Treasurer.

(f) Services by Fire Department.

In the event a fire occurs in an area where the Noxious Weeds and/or tall grass have not been cut as required by this section which requires the service of the Town Fire Department to control the same, the owner shall be liable to the town for all costs and expenses incurred by such fire and shall be liable to the town for all costs and expenses incurred by such fire and shall pay the cost upon written notice from the Town Clerk as to the amount thereof. In the event such payment is not made within thirty (30) days from notice of the Town Clerk, the amount thereof shall be placed upon the tax roll and assessed against the real estate upon which the fire occurred and collected by the town at the next succeeding tax collection.

(g) Costs Upon Failure to Comply; Special Charges; Violations and Penalties.

(1) In addition to the actual costs of destroying the Noxious Weeds and/or tall grass, the property owner will be charged an administrative fee to recover Town costs for enforcement of this ordinance. The administrative fee shall be set by resolution adopted by the Town Board from time to time.

- (2) The property owner will be billed for each occurrence of weed destruction and/or cutting of tall grass. Any bills or charges, including the administrative fee, not paid within thirty (30) days will be placed on the tax bill to each tract of land in the next tax roll, as a special charge for services titled “Noxious Weed and/or grass cutting” for the lands upon which such weeds were destroyed and/or tall grass cut, pursuant to section 66.0627 of the Wisconsin Statutes, or as taxes are collected on personal property pursuant to section 74.11 of the Wisconsin Statutes, except in case of lands which are exempt from taxation in the usual way. In the case of railroad or other lands not taxed in the usual way, the amount chargeable against the same shall be certified by the Town Clerk to the State Treasurer.

(h) Due Process Hearing.

Any person who believes that his or her grasses or weeds do not violate this ordinance may request a hearing before the Town Board. The request for hearing must be submitted to the Town Clerk within ten (10) days of the written notice of violation sent by the Weed Commissioner. The Town Board, after a hearing, may reverse, affirm or modify the order of the Weed Commissioner, and to that end shall have all of the powers of the Weed Commissioner. The Weed Commissioner shall not remove or arrange for the removal of the weeds or grasses until a decision is rendered.

**SECTION 2:** If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision of application, and to this end the provisions of this ordinance are severable.

**SECTION 3:** All ordinances or parts of ordinances conflicting with or contravening the provisions of this ordinance are hereby repealed.

**SECTION 4:** This ordinance shall take effect upon passage and posting as provided by law.

**PASSED AND ADOPTED** by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 23<sup>rd</sup> day of July, 2018.

TOWN BOARD, TOWN OF LISBON  
WAUKESHA COUNTY, WISCONSIN

BY: \_\_\_\_\_  
JOSEPH OSTERMAN, Chairman

BY: \_\_\_\_\_  
TEDIA GAMIÑO, Supervisor

BY: \_\_\_\_\_  
MARC MOONEN, Supervisor

BY: \_\_\_\_\_  
LINDA BEAL, Supervisor

BY: \_\_\_\_\_  
REBECCA PLOTECHER, Supervisor

ATTEST:

BY: \_\_\_\_\_  
Gina C. Gresch, MMC/WCPC  
Interim Administrator & Town Clerk



Ord. 03-18

AN ORDINANCE REPEALING AND RECREATING SECTION 5.05 OF THE TOWN OF LISBON CODE RELATING TO NOXIOUS WEEDS & TALL GRASS

The Town Board of the Town of Lisbon, Waukesha County, Wisconsin, does ordain as follows:

**SECTION 1:** Section 5.05 of the Town of Lisbon Code is hereby repealed and created as follows:

**5.05 NOXIOUS WEEDS & TALL GRASS**

(a) Public Policy.

It is hereby declared necessary in the interest of public safety and welfare that the cutting of noxious weeds and tall grass be regulated in the Town of Lisbon between May 1 and November 1 because of the fire hazards that are involved and the danger to persons and property that result therefrom.

(b) Incorporation.

Sections 66.0407 and 66.0517 of the Wisconsin Statutes, are incorporated herein by reference and made part hereof as though set forth in full.

(c) Definition.

The term "Noxious Weeds" as used in this section is defined by Section 66.0404(1)(b) of the Wisconsin State Statutes, which states "Noxious Weed" means "Canada thistle, leafy spurge, field bindweed, any weed designated as a noxious weed by the Department of Natural Resources by rule, and any other weed the governing body of any municipality or the county board of any county by ordinance or resolution declares to be noxious within its respective boundaries."

(d) Cutting of Noxious Weeds & Tall Grass.

No person owning land in the Town of Lisbon shall:

~~(1) - (1) Allow any noxious weeds to grow on any property located in the Town of Lisbon. It shall be the duty of any owner to cut and destroy noxious weeds within the area described herein.~~

~~(1)(2) Allow any grass to grow to a height in excess of 12 inches tall within 100 feet of any one-family, two-family or multiple family dwelling, as those terms are defined in the Zoning Code of the Town of Lisbon. dwelling.~~

~~In the event such noxious weeds are not cut as required by this section, the Weed Commissioner shall, after first giving five (5) days written notice by mail to the owner or occupant of the property, destroy or cause~~

Commented [GG1]: Duplicated in (e)(7)

~~all such weeds to be destroyed, in the manner deemed to be the most economic method.~~

~~(e) Administration and Enforcement; Powers and Duties of Weed Commissioner.~~

~~1.(3) The section shall be administered and enforced by the Weed Commissioner. The Weed Commissioner shall carefully investigate concerns regarding the existence of Noxious Weeds and tall grass within the borders of the Town which are brought to his or her attention. The Weed Commissioner may be accompanied by a designee.~~

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~~The Weed Commissioner is authorized to destroy noxious weeds by state statute. Pursuant to § 66.0517(3), Wis. Stats., "if a person in a district neglects to destroy noxious weeds as required under § 66.0407(3), the Weed Commissioner shall destroy, or have destroyed, the noxious weeds in the most economical manner. A Weed Commissioner may enter upon any lands that are not exempt under § 66.0407(5) and cut or otherwise destroy noxious weeds without being liable to an action for trespass or any other action for damages resulting from the entry and destruction, if reasonable care is exercised."~~

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~~2. The Weed Commissioner is authorized to cut tall grasses in excess of 12 inches in the most economical manner, without being liable to an action for trespass or any other action for damages resulting from the entry and cutting, if reasonable care is exercised.~~

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~~3. The Weed Commissioner is appointed by May 15 of each year by the Lisbon Town Board.~~

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~~4. For each day devoted to doing so, the Weed Commissioner shall receive compensation as determined by the Town Board from time to time. The Weed Commissioner shall present to the Town Treasurer an account of their activities, verified by oath and approved by the Town Board. Such account shall specify by separate items the amount chargeable to each piece of land, describing the same, and shall after being paid by the Town Treasurer,~~

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~~5. The Weed Commissioner shall follow statutory requirements under § 66.0407, Wis. Stats.~~

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~~6. The Weed Commissioner shall respond to complaints within a reasonable period of time.~~

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~~The Weed Commissioner shall investigate the existence of noxious weeds in the Town if a person in the Town neglects to destroy noxious weeds as required under § 66.0407(3), Wis. Stats., the Weed Commissioner will send a certified notice when noxious weeds are observed, and such notice shall identify the property and the noxious weeds, shall demand that the weeds be destroyed within seven (7) five (5) days from the date of the notice, and shall advise that failure to correct the problem may~~

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~~result in the destruction of the noxious weeds by the Town, and all of the costs incurred by the Town shall be billed to the property owner as a special charge. These charges shall be set by resolution adopted by the Town Board from time to time.~~

- (4) ~~In the event that Noxious Weeds and such grass are not cut as required by this section, the Weed Commissioner shall, after giving ten (10) days written notice of violation by mail to the owner or occupant of the property, investigate the property to determine if the Noxious Weeds or tall grasses have been destroyed. If the Noxious Weeds or tall grasses have not been destroyed after the ten (10) day written notice of violation, the Weed Commissioner shall destroy or cause all such weeds or grasses to be destroyed, in the manner deemed the most economic method, including but not limited to hiring a contractor to cut said weeds or grasses. For each day devoted to doing so, the Weed Commissioner shall receive compensation as determined by the Town Board from time to time. The Weed Commissioner shall present to the Town Treasurer and account of his activities and costs incurred verified by oath and approved by the Town Board. Such account shall specify by separate items the amount chargeable to each piece of land, describing the same, and shall after being paid by the Town Treasurer, be filed with the Town Clerk who shall send a bill to the property owner for the charges. If the charges are not paid within thirty (30) days, the Town Clerk shall enter the amount chargeable to each tract of land in the next tax roll in a column headed "for destruction of Noxious Weeds/and or grass cutting," as a tax on the lands upon which such weeds are destroyed, which shall be collected pursuant to 66.0627 of the Wisconsin Statutes, or as taxes are collected on personal property pursuant to 74.11, Wisconsin Statutes, except in case of lands which are exempt from taxation in the usual way. In the case of railroad or other lands not taxed in the usual way, the amount chargeable against the same shall be certified by the Town Clerk to the State Treasurer. The Weed Commissioner shall investigate the existence of tall grass in the Town if a person in the Town neglects to cut grass in excess of 12 inches tall, within 100 feet of a dwelling, the Weed Commissioner will send a certified notice when tall grasses are observed, and such notice shall identify the property and the tall grass, shall demand that the tall grass be cut within five (5) days from the date of the notice, and shall advise that failure to correct the problem may result in the cutting of tall grass by the Town, and all of the costs incurred by the Town shall be billed to the property owner as a special charge. These charges shall be set by resolution adopted by the Town Board from time to time.~~

7. ~~After seven (7) five (5) days, the property or properties shall be re-inspected to determine if the noxious weeds are destroyed, and/or tall grass was cut and noted in the file. If the noxious weeds and/or tall grass are is still present, the Weed Commissioner shall send in a contracted cutter to cut the noxious weeds and/or tall grass.~~

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(f) Services by Fire Department.

In the event a fire occurs in an area where the Noxious Weeds and/or tall grass have not been cut as required by this section which requires the service of the Town Fire Department to control the same, the owner shall be liable to the town for all costs and expenses incurred by such fire and shall be liable to the town for all costs and expenses incurred by such fire and shall pay the cost upon written notice from the Town Clerk as to the amount thereof. In the event such payment is not made within thirty (30) days from notice of the Town Clerk, the amount thereof shall be placed upon the tax roll and assessed against the real estate upon which the fire occurred and collected by the town at the next succeeding tax collection.

(g) Costs Upon Failure to Comply; Special Charges; Violations and Penalties.

(1) In addition to the actual costs of destroying the Noxious Weeds and/or tall grass, If the Town of Lisbon is required to complete the destruction of the noxious weeds, and/or cutting of the tall grass, the property owner ~~will~~ will be charged an administrative fee base fee to recover Town costs for enforcement of this ordinance. ~~The administrative which fee~~ shall be set by resolution adopted by the Town Board from time to time, ~~and in addition, the property owner shall be charged the contractor's actual costs for each time the contractor destroys noxious weeds and/or cuts the tall grass.~~

(2) The property owner will be billed for each occurrence of weed destruction and/or cutting of tall grass. Any bills or charges, including the administrative fee, not paid within thirty (30) days by October 1 will be placed on the tax bill to each tract of land in the next tax roll, as a special charge for services titled "Noxious Weed and/or gGrass Cutting" for the lands upon which such weeds were destroyed and/or tall grass cut, pursuant to §66.0627 of the Wisconsin Statutes, or as taxes are collected on personal property pursuant to 74.11, Wisconsin Statutes, except in case of lands which are exempt from taxation in the usual way. In the case of railroad or other lands not taxed in the usual way, the amount chargeable against the same shall be certified by the Town Clerk to the State Treasurer.

(h) Due Process Hearing.

~~(2)~~ Any person who believes that his or her grasses or weeds do not violate this ordinance may request a hearing before the Town Board. The request for hearing must be submitted to the Town Clerk within ten (10) days of the written notice of violation sent by the Weed Commissioner. The Town Board, after a hearing, may reverse, affirm or modify the order of the Weed Commissioner, and to that end shall have all of the powers of the Weed Commissioner. The Weed Commissioner shall not remove or arrange for the removal of the weeds or grasses until a decision is rendered.

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SECTION 2: If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision of application, and to this end the provisions of this ordinance are severable.

**SECTION 32:** All ordinances or parts of ordinances conflicting with or contravening the provisions of this ordinance are hereby repealed.

**SECTION 43:** This ordinance shall take effect upon passage and posting as provided by law.

**PASSED AND ADOPTED** by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 9<sup>th</sup> day of July, 2018.

TOWN BOARD, TOWN OF LISBON  
WAUKESHA COUNTY, WISCONSIN

BY: \_\_\_\_\_  
JOSEPH OSTERMAN, Chairman

BY: \_\_\_\_\_  
TEDIA GAMIÑO, Supervisor

BY: \_\_\_\_\_  
MARC MOONEN, Supervisor

BY: \_\_\_\_\_  
LINDA BEAL, Supervisor

BY: \_\_\_\_\_  
REBECCA PLOTECHER, Supervisor

ATTEST:

BY: \_\_\_\_\_  
Gina C. Gresch, MMC/WCPC  
Interim Administrator & Town Clerk



RESOLUTION 03-18

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RESOLUTION UPDATING THE FEE SCHEDULE FOR THE TOWN OF LISBON

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**WHEREAS**, the Town Board, pursuant to its statutory authority, and as required by the Town of Lisbon Code of Ordinances, is empowered and required to set fees for various Town services, permits, licenses, inspections, and services; and

**WHEREAS**, the Town Board has reviewed such fees as required to be set throughout the Code, and

**WHEREAS**, the Town Board has determined appropriate fees consistent with the objective of recouping only direct and actual costs attendant with the various matters for which fees are required, and

**WHEREAS**, the Town Board has determined it is in the public interest to set such fees in a readily discernable format, which format shall be conducive to public disclosure and review.

**NOW, THEREFORE BE IT RESOLVED**, that the Town Board adopts such fees as herein set forth in the attached fee schedule, and

**BE IT FURTHER RESOLVED**, that the Town Board adopts such fees as therein set forth, under its statutory authority, and in accord with the various sections of the Town of Lisbon Code as therein referenced, and

**BE IT FURTHER RESOLVED**, that Town Staff is directed to bring this resolution forward to the Town Board on an annual basis as part of its annual budget review, and

**BE IT FURTHER RESOLVED**, that Town Staff is directed to maintain this fee schedule at the Town Hall for the convenience of the public, and to further publish such fee schedule on the Town website.

**PASSED AND ADOPTED** by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 23<sup>rd</sup> day of July, 2018.

TOWN BOARD, TOWN OF LISBON  
WAUKESHA COUNTY, WISCONSIN

BY: \_\_\_\_\_  
JOSEPH OSTERMAN, Chairman

BY: \_\_\_\_\_  
TEDIA GAMIÑO, Supervisor

BY: \_\_\_\_\_  
MARC MOONEN, Supervisor

BY: \_\_\_\_\_  
LINDA BEAL, Supervisor

BY: \_\_\_\_\_  
REBECCA PLOTECHER, Supervisor

ATTEST:

BY: \_\_\_\_\_  
Gina C. Gresch, MMC/WCPC  
Interim Administrator & Town Clerk



**TOWN OF LISBON FEE SCHEDULE**

Adopted: 2017-03-27; Revised: 2017-08-14; 2017-11-13; 2018-04-09; 2018-05-29

TYPE OF FEE	CURRENT FEE	UNIT/DURATION
<b>ADMINISTRATION</b>		
Compost Permit		
In-Office	\$ 18.00	Each
Mailed	\$ 20.00	Each
Copies (B/W & Color)	\$ 0.50	First 10 Pages
Copies (B/W)	\$ 0.25	11+ Pages
House Numbers	\$ 20.00	Each Set
Late Charge for Delinquent Accounts Receivable	1.50%	Compounded Monthly
NSF / Returned Check	\$ 20.00	Each Check
<b>Noxious Weed &amp; Grass Cutting</b>		
1st Offense	\$50+Contractor's Fees	
2nd Offense	\$200+Contractor's Fees	
3rd Offense	\$450+Contractor's Fees	
Special Assessment Letters		
Special Assessment Letter	\$ 25.00	Per Letter
Special Assessment Letter - Rush	\$ 30.00	Per Letter
<b>LICENSES &amp; PERMITS</b>		
Adult Oriented Establishments		
Original	\$ 250.00	Each Application
Renewal	\$ 250.00	Each Application
Renewal Late Penalty	\$ 100.00	Each Application
Auto Salvage License	\$ 200.00	Each
Dog Licenses		
Fixed	\$ 10.00	Per Year
Intact	\$ 15.00	Per Year
Late Fee	\$ 10.00	Per Dog
Kennel License	\$ 50.00	Per Year
Gun Club License	\$ 250.00	Each
Junk Business	\$ 100.00	Per Year or Prorated
Junk Dealer		
One Cart or Vehicle	\$ 5.00	For One
Additional Carts or Vehicles	\$ 2.00	Each Additional
Liquor / Beer / Cigarette License Related		
Cigarette	\$ 70.00	Per Year
Class "A" Beer	\$ 70.00	Per Year
"Class A" Liquor	\$ 500.00	Per Year (Max Fee)
Class "B" Beer	\$ 100.00	Per Year (Max Fee)
"Class B" Liquor	\$ 500.00	Per Year (Max Fee)
"Class B" Liquor - Reserve	\$ 10,000.00	Each; Non-Refundable
Liquor License Agent / Entity Change	\$ 15.00	Each Application
Liquor License Publication Fee	\$ 8.00	Each Application
Temporary "Class B" (Picnic)	\$ 10.00	Each Application (Max Fee)
Mobile Home Park		
Renewal	\$ 2.00	Per Space
Transfer	\$ 10.00	Per Lot
Operator's Licenses		
New & Renewal	\$ 30.00	Per Year
Provisional	\$ 5.00	Per License
Temporary	\$ -	Per License (Allowed 2/Year)
Background Check	\$ 7.00	Per Applicant
Peddler's Permit	\$ 25.00	Per Applicant
Sewerage Sludge Disposal	\$ 500.00	Each Application
Transient Public Entertainment Permit	\$ 25.00	Per Day
Waste & Refuse Disposal	\$ 1,000.00	Per Application
<b>PARKING CITATIONS</b>		
Initial Citation - to be paid within 10 days of issuance	\$ 20.00	Each
Unpaid Citations - 11-29 days from issue date	\$ 30.00	Each
Unpaid Citations - 30-59 days from issue date	\$ 50.00	Each
Unpaid Citations - 60+ days from issue date	\$ 75.00	Each
<i>Citations that remain unpaid beyond 60 days be referred to WISDOT for current vehicle registration suspension</i>		
<b>PARKS</b>		
Community Park - Down Under	\$ 75.00	Per Day
Community Park - Gazebo	\$ 10.00	Per 2 Hours
Community Park - Hex Shelter	\$ 50.00	Per Day
Community Park - Hilltop Shelter	\$ 75.00	Per Day
Lisbon Oaks - Open Shelter	\$ 50.00	Per Day
Stony Halquist - Open Shelter	\$ 50.00	Per Day
Stone Family - Open Lawn Area	\$ 25.00	Per Day
Town Hall Park - Open Shelter	\$ 75.00	Per Day
Non-Resident	\$ 25.00	More than resident fee unless otherwise stated
Liquor Deposit	\$ 100.00	Refundable
Security Deposit	\$ 100.00	Refundable
Field Rentals		
Adult Baseball	\$ 25.00	Per Event
Field Prep - Weekday	\$ 25.00	Each
Field Prep - Weekends	\$ 85.00	Each
Adult Soccer	\$ 25.00	Per Event
Soccer Field Prep - Weekdays Only	\$ 35.00	Each
<b>PLANNING &amp; ZONING - APPLICATIONS</b>		
Accessory Building Waiver	\$ 100.00	Per Application
After the Fact Application	Double Fees	Per Application

\*NEW FEE  
\*NEW FEE  
\*NEW FEE

**TOWN OF LISBON FEE SCHEDULE**

Adopted: 2017-03-27; Revised: 2017-08-14; 2017-11-13; 2018-04-09; 2018-05-29

TYPE OF FEE	CURRENT FEE	UNIT/DURATION
Board of Zoning Appeals / Variances	\$ 350.00	Per Application
Certified Survey Map	\$200 + \$10 per lot	Per Application
Conceptual	\$ 100.00	Per Application
Conditional Use	\$ 350.00	Per Application
Deed Restriction	\$ 100.00	Per Application
Developer's Agreement	\$ 250.00	Per Application
Drainage Easement Fees		
Easements up to 20 feet wide	\$ 5.00	Per Lineal Foot of Length
Easements over 20 feet wide & irregular shaped areas	\$ 0.45	Per Square Foot
Final Plat Review	\$ 200.00	Per Application
Grading Permit (Major)	\$ 300.00	Per Application
Groundwater Separation Waiver	\$ 100.00	Per Application
Impact Fees		
Park Facilities	\$ 755.96	Per Each Residential Lot Created
Building Facilities	\$ 1,947.80	Per Each Residential Lot Created
Land Use Amendment	\$ 300.00	Per Application
Preliminary Plat Review	\$ 500.00	Per Application
Professional Services		
Attorney	Actual Costs	Per Hour
Engineer	Actual Costs	Per Hour
Planner	Actual Costs	Per Hour
Re-Submittal	\$ 200.00	Per Application
Rezone	\$ 350.00	Per Application
Signs	\$ 30.00	Per Application - Include Fees Below
Wall and Window		
Non-illuminated	\$ 0.55	Per Square Foot
Illuminated	\$ 1.00	Per Square Foot
Projecting		
Non-illuminated	\$ 2.00	Per Square Foot
Illuminated	\$ 2.50	Per Square Foot
Ground/Monument		
Non-illuminated	\$ 2.50	Per Square Foot
Illuminated	\$ 5.50	Per Square Foot
Changeable Message		
Illuminated	\$ 5.50	Per Square Foot
Site Plan and Plan of Operation - Original	\$ 500.00	Per Application
Site Plan and Plan of Operation - Amendment	\$ 250.00	Per Application
Site Plan and Plan of Operation - Temporary	\$ 125.00	Per Application
Special Meeting	\$ 600.00	Per Application
<b>PLANNING &amp; ZONING - DOCUMENTS</b>		
Comprehensive Land Use Plan Book	\$ 30.00	Each
Land Division & Development Control Ordinance	\$ 15.00	Each
Zoning Code Book With Map	\$ 44.00	Each
Zoning Code Book Without Map	\$ 15.00	Each
Zoning Map	\$ 29.00	Each
<b>ROCK CRUSHING, BLASTING &amp; QUARRYING</b>		
Blasting		
High Energy Blasting	\$ 7,500.00	Each Site
Building Stone (Black Powder) Blasting	\$ 500.00	Each Site
Crushing Fee		
Permanent Crusher (<30 days)	\$ 1,000.00	Each Site
Asphalt Batch Plant	\$ 1,000.00	Each Site
Concrete Batch Plant	\$ 1,000.00	Each Site
Gravel Pit	\$ 500.00	Each Site
Operating Fee		
Limestone Quarry	\$ 500.00	Each Site
Temporary Permit		
Blasting	\$ 250.00	Each Site
Crushing	\$ 250.00	Each Site
<b>BUILDING</b>		
Minimum Permit Fee	\$ 60.00	Each
Single Family Home	\$ 0.30	Per Square Foot
Plan Review - Residential	\$ 200.00	Each
Erosion Control		
Residential	\$ 175.00	Each Application
Misc. (i.e. Sheds & Additions)	\$ 75.00	Each Application
State Stamp	\$ 45.00	Each
Driveway/Culvert	\$ 250.00	Each Application
Occupancy Permit - Residential	\$ 60.00	Each
Commercial Construction	\$ 0.30	Per Square Foot
Plan Review - Commercial	\$ 200.00	Each
Erosion Control - Commercial	\$ 175.00	Each
Occupancy Permit - Commercial	\$ 150.00	Each
Driveway/Culvert (All)	\$ 250.00	Each
Minor Grading Permit	\$ 200.00	Each
Additions/Alterations	\$ 0.30	Per Square Foot
Plan Review (add's)	\$ 75.00	Each Review
Fireplace	\$ 60.00	Each
Early Start Permit	\$ 200.00	Each
Special Inspections	\$ 100.00	Each
Razing Permit	\$ 75.00	Each
Minimum Permit Fee	\$ 60.00	

**TOWN OF LISBON FEE SCHEDULE**

Adopted: 2017-03-27; Revised: 2017-08-14; 2017-11-13; 2018-04-09; 2018-05-29

TYPE OF FEE	CURRENT FEE	UNIT/DURATION
Reinspection Fee	\$ 60.00	Each
Decks (all)	\$ 150.00	Each Application
Detached Garage/ Shed	\$40 + \$0.33	Per Square Foot
Pools - In-Ground / Above Ground	\$ 9.00	Per \$1,000 Value: Each (Min. \$100)
Roofing / Siding / Fences	\$ 9.00	Per \$1,000 Value: Each (Min. \$100)
Permit Renewal (All Permits Pulled)	\$ 100.00	Each Application for 1 Year
Work without permit	Double	Regular Permit Fees
<b>ELECTRICAL</b>		
Minimum Permit Fee	\$ 60.00	Each
Openings for all fixtures, all lamps, switches and receptacles	\$ 1.20	Each
Ranges, including opening, outlet and receptacle	\$ 10.00	Each
Garbage disposal or Dishwasher	\$ 10.00	Each
Automatic heating or cooling device	\$ 10.00	Each
Water Heater or clothes dryer	\$ 10.00	Each
Rectifiers and transformers	\$ 0.75	Per KVA
Signs	\$ 50.00	Each
X-ray, moving picture machinery, stereopticon, etc..	\$ 50.00	Each
Wire ways, bus ways, under floor raceways or aux. Gutters	\$ 60.00	Per Linear Foot
Total capacity of service switches - 9 to 100 amps	\$ 75.00	Each
Total capacity of service switches - 101 to 600 amps	\$ 85.00	Each
Total capacity of service switches - 601 amps and over	\$ 105.00	Each
Trenched wire or pipe	\$ 45.00	Per Linear Foot
Arc, mercury, search and floodlights	\$ 15.00	Each
Feeder or sub-feeder changes	\$ 40.00	Each
Dimmers	\$ 7.00	Each
Temporary permits or Generators	\$ 65.00	Each
Service Upgrade or Repair	\$ 80.00	Each
Space heating device	\$ 6.50	Each
Tubular lamps such as fluorescent, or mercury vapor	\$ 0.50	Per Tube
Amp outlet 30 amp or more	\$ 10.00	Each
Whirlpools, spas, In-ground or above ground pools	\$ 85.00	Each
Whirlpool baths	\$ 60.00	Each
Well inside and/or outside work	\$ 15.00	Each
GFI's	\$ 8.00	Each
Fuel dispensing pumps	\$ 100.00	Each
Fire alarm devices	\$ 6.50	Each
Bath fans and paddle fans	\$ 6.00	Each
Overhauling of condemned work	\$ 60.00	Each
Any work not listed	\$ 70.00	Each
Work without permit	Double	Regular Permit Fees
<b>PLUMBING</b>		
Minimum Permit Fee	\$ 60.00	Each
Fixtures	\$ 12.00	Each
Outside Sewer - First 100 Feet	\$ 65.00	Each
Outside Sewer - Each Additional 100 Feet	\$ 40.00	Each
Inside Sewer - First 100 Feet	\$ 65.00	Each
<b>HVAC</b>		
Minimum Permit Fee	\$ 60.00	Each
Add or Replacement Only		
Heating Units	\$ 50.00	Per Unit
A/C Units	\$ 50.00	Per Unit
New Additions/Alterations		
Conditioned Air (all floor levels incl. basements & crawl spaces)	\$ 0.08	Per Square Foot
Fireplaces	\$ 60.00	Each
Wood Burners	\$ 60.00	Each
Commercial Projects		
Square Footage of all conditioned space	\$ 0.08	Per Square Foot
Exhaust Unit - First	\$ 60.00	Each
Exhaust Unit - Each Additional	\$ 30.00	Each
Plan Review	\$ 60.00	Each
Work without permit	Double	Normal Permit Fees
<b>FIRE DEPARTMENT ADMINISTRATION</b>		
Administration Fees		
Work Without Permit	Quadruple Normal Fees	Each Project
Re-Inspection - Once	\$ 150.00	Each
Re-inspection - More than Once	Double Fees	Each Re-Inspection
Variance Requests	\$ 100.00	Each Code Section
Occupancy Inspection	\$ 125.00	Each
Plan Review Resubmittal	\$ 100.00	Each For All Systems
Construction/Alteration & Occupancy Permit (PF-117)		
Complete Submittal of State Approved Plans	\$ 0.08	Per Square Foot (Min \$100)
Re-Inspection	\$ 150.00	Each
Pre-Construction Meeting	\$75	Each, but Included in review fee for projects over 5,000 sq
Fire Alarm Permit (PF-217)		
Plan Review Fee	\$ 150.00	Minimum; Each
Fire Alarm & Detection System OR	\$ 0.08	Per Square Foot
Audio/Visual Annunciation System	\$ 200.00	Per Plan w/Fire Marshall Approval Only
Acceptance Test	\$ 150.00	Each
Re-Testing	Double Fees	Each
Water Based Suppression System Permit (PF-317)		
Plan Review Fee	\$ 0.08	Per Square Foot (Min. \$150)

**TOWN OF LISBON FEE SCHEDULE**

Adopted: 2017-03-27; Revised: 2017-08-14; 2017-11-13; 2018-04-09; 2018-05-29

TYPE OF FEE	CURRENT FEE	UNIT/DURATION
Tests		
Hydro	\$ 150.00	Each
Air	\$ 150.00	Each
Fire Pump	\$ 150.00	Each
Re-Testing	Double Fees	Each
Alternative Suppression System Permit (PF-417)		
Plan Review Fee	\$ 150.00	Per Plan
Acceptance Test	\$ 150.00	Per Test
Re-Testing	Double Fees	Each
Other Suppression Systems	\$ 150.00	Per Plan
Kitchen Hood & Duct Permit (PF-417K)		
Plan Review Fee	\$ 150.00	Each
Acceptance Test	\$ 75.00	Each
Re-Testing	Double Fees	Each
Flammable Finishes Permit (PF-517)	\$ 100.00	Per System
Plan Review Fee	\$ 150.00	Each
Tests	\$ 150.00	Per Test
Re-Testing	Double Fees	Each
Tents Used for Public Assembly & Amusement Park/Carnival Permit (PF-617)	\$ 100.00	Per Tent
Amusement Parks or Carnivals (w/rides)	\$ 150.00	Per Site
Bonfires & Vegetation Burns Permit (<4'x4'x4') (PF-717)	\$ 100.00	Per Site
Hot Work and Demolition (PF-817)		
Hot Work	\$ 75.00	Each Operation
Demolition	\$ 150.00	Each Operation
Miscellaneous Systems Review / Tests / Inspections		
Fireworks Displays	\$ 150.00	Each
Indoor/Outdoor Exhibits	\$ 75.00	Minimum
Temporary Fuel Storage	\$ 75.00	Per Location
Code or Education Plan Consulting and Review	\$ 75.00	Per Hour (2 Hour Minimum)
<b>FIRE DEPARTMENT AMBULANCE</b>		
BLS Non-Emergency Base Rate		
Resident	\$ 750.00	Each
Non-Resident (Non-Resident rates are reimbursed by virtually all-private insurance companies)	\$ 850.00	Each
BLS Emergency Base Rate		
Resident	\$ 750.00	Each
Non-Resident (Non-Resident rates are reimbursed by virtually all-private insurance companies)	\$ 850.00	Each
ALS1 Non-Emergency Rates - ALS1 Base Rate would be charged when it is medically necessary or an assessment by an advanced life support (ALS) provider is given and does one or more ALS interventions.		
Resident	\$ 950.00	Each
Non-Resident (Non-Resident rates are reimbursed by virtually all-private insurance companies)	\$ 1,050.00	Each
ALS1 Emergency Rates - ALS1 Base Rate would be charged when it is medically necessary or an assessment by an advanced life support (ALS) provider is given and does one or more ALS interventions.		
Resident	\$ 950.00	Each
Non-Resident (Non-Resident rates are reimbursed by virtually all-private insurance companies)	\$ 1,050.00	Each
ALS2 Base Rates - ALS2 Base Rate would be charged when it is medically necessary to administer at least three different medications by intravenous push/bolus or continuous infusion or provide one or more of the following ALS procedures: manual defibrillation/cardioversion, endotracheal intubation, central venous line, cardiac pacing, chest compression, surgical airway, intracranial line.		
Resident	\$ 1,050.00	Each
Non-Resident (Non-Resident rates are reimbursed by virtually all-private insurance companies)	\$ 1,150.00	Each
BLS On-Scene Care - This is charged when your service responds to a call, provides treatment, and the patient refused transport and/or is simply not transported.		
Resident	\$ 350.00	Each
Non-Resident (Non-Resident rates are reimbursed by virtually all-private insurance companies)	\$ 400.00	Each
ALS On-Scene Care - This is charged when your service responds to a call, provides treatment including an ALS assessment or at least one ALS intervention. The rate should be equal the ALS base rate because of the level of service given, example being, treating a diabetic who then does not require transport.		
Resident	\$ 675.00	Each
Non-Resident (Non-Resident rates are reimbursed by virtually all-private insurance companies)	\$ 725.00	Each
SCT Base Rate - SCT Base Rate would be charged when it is medically necessary for a critically injured or ill patient to be transferred from one hospital to another hospital. The level of service being provided has to be beyond the scope of the paramedic. This is necessary when a beneficiary's condition requires ongoing care that must be provided by one or more health professionals in an appropriate specialty area, e.g., nursing, medical respiratory care, cardiovascular care, or a paramedic with additional training.		
Resident	\$ 1,300.00	Each
Non-Resident (Non-Resident rates are reimbursed by virtually all-private insurance companies)	\$ 1,400.00	Each



# REQUEST FOR CONSIDERATION

<b>COMMITTEE CONSIDERATION:</b> Town Board
<b>ITEM DESCRIPTION:</b> Workers Compensation Insurance Policy Renewal
<b>PREPARED BY:</b> Gina C. Gresch, Interim Administrator
<b>REPORT DATE:</b> Wednesday, July 18, 2018
<b>RECOMMENDATION:</b>  Approve the Workers Compensation Insurance policy renewal with Rural Mutual Insurance.
<b>EXPLANATION:</b>  Each year the Town renews its Workers Compensation Insurance policy which is set to renew in September. In the past, our Workers Compensation insurance has been quite high to due a higher experience modification factor and this year it decreased from 1.45 to 1.09 effective this September.  In 2017, the Town switched carriers from Travelers to Horton/Bitco. The Town also switched property/liability insurance companies earlier this year from R&R Insurance to Rural Mutual Insurance. Rural Mutual also submitted a quote, which is the same as Horton/Bitco since WCI rates are the same no matter where you go.  I recommend switching to Rural Mutual Insurance Company so we can keep as many of our insurance policies under one roof as possible.



# Experience Modification Lookup

Primary Risk Name: **LISBON TOWN OF**

Address: **N234 N8676 WOODSIDE RD LISBON , WI 53089**

Risk Combo ID: **042024000**

Risk Coverage ID: **0058789**

Effective Year	Experience Modification	Status*	Revision Number	Rating Type**	Release Date
2018	1.09	Released	000	N	04/20/2018
2017	1.45	Released	000	N	04/06/2017
2016	1.67	Released	000	N	03/14/2016
2015	1.61	Released	000	N	03/13/2015
2014	1.09	Released	000	N	03/17/2014
2013	1.01	Released	000	N	03/25/2013

\* **Status** shown as "DNQ" means that the Risk does not meet the minimum premium eligibility requirements (**Does Not Qualify**) for experience rating. The DNQ status remains effective until the minimum premium eligibility requirements are met. When consecutive DNQs occur, a gap in the effective year will result.

**\*\* Rating Type:**

N = "Normal"

This means that payroll and loss data from all applicable policies and report levels have been included in the rating, and no rate change is pending.

C = "Contingent"

This means that the Bureau is missing one unit statistical report from the experience rating calculation, however, a rating has been released in accordance with the rules of the Experience Rating Plan.

P = "Preliminary"

This means that the Bureau is pending a rate change. A normal experience modification will be calculated upon approval of the new rates.

B = "Contingent & Preliminary"

This means that the Bureau is pending a rate change and is missing one unit statistical report. A normal experience modification will be calculated upon approval of the new rates, and receipt of the missing unit report.

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**WORKERS COMPENSATION AND EMPLOYERS LIABILITY PROPOSAL**

**QUOTE NUMBER : QWC008206A**  
**BUREAU FILE NO.**  
**CARRIER ID NO. 17280**

**CLIENT NAME & ADDRESS**  
 TOWN OF LISBON  
 N234 N8676 WOODSIDE RD  
 LISBON WI 53089

**SERVICE CENTER: 11**                      **AGENT: 4299**  
 DASHAL G. SCHOPEN AGENCY  
 206 S THIRD ST  
 WATERTOWN WI 53094  
 OFFICE: 608-330-1470

**EFFECTIVE: 3/1/2018**  
**ANNIVERSARY RATING DATE: 3/1/2018**  
**PROPOSED ON: 7/3/2018**

**Employers Liability Insurance: the following limits of liability apply to Part Two of the policy:**

Bodily Injury by Accident	\$1,000,000	Each Accident
Bodily Injury by Disease	\$1,000,000	Policy Limit
Bodily Injury by Disease	\$1,000,000	Each Employee

**Premiums: The premium for this policy will be determined by our Manual of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.**

<b>Classification of Operations</b>	<b>Loc</b>	<b>Code</b>	<b>Annual Exposure</b>	<b>Base Rate</b>	<b>Estimated Annual Premium</b>
MUNICIPAL OPERATIONS-COUNTY AND TOWN	1	9413	\$478,198	4.71	\$22,523
CLERICAL OFFICE EMPLOYEES NOC	1	8810	\$247,214	0.21	\$519
STREET OR ROAD CONSTRUCTION AND MAINTENANCE AND DRIVERS	1	5507	\$0	7.50	\$0
FIREFIGHTERS AND DRIVERS--NON VOLUNTEER	1	7704	\$503,712	4.53	\$22,818
INCREASED LIMITS		9807			\$504
EXPERIENCE MODIFICATION FACTOR		9898	Contingent Modification Factor	1.09	\$4,173
PREMIUM DISCOUNT		0063			-\$3,689
EXPENSE CONSTANT		0900			\$220
FOREIGN TERRORISM		9740	\$1,229,124	0.02	\$246
CATASTROPHE		9741	\$1,229,124	0.01	\$123

**TOTAL ESTIMATED ANNUAL PREMIUM:**

**\$47,437**

**Minimum Premium: \$900**

This proposal is not an offer of insurance. This proposal is valid for 60 days. Coverage is not effective until the application for insurance is signed by the applicant and a Rural Mutual agent.

**WORKERS' COMPENSATION****Insurer:**

Insurance Company: Bitco Insurance Companies  
 Best Rating: A

**Policy Term:**

Effective Date: 09/30/2018  
 Expiration Date: 09/30/2019

**Description:****Limits**

- Part One: Workers' Compensation Subject to Wisconsin Statute
- Part Two: Employer's Liability
 

Bodily Injury By Accident - Each Accident	\$1,000,000
Bodily Injury By Disease – Policy Limit	\$1,000,000
Bodily Injury By Disease – Each Employee	\$1,000,000

<b>Code</b>	<b>Classification</b>	<b>Rate</b>	<b>Estimated Payroll</b>
7704	Fire Department	4.53	\$472,295
7720	Police Officers & Drivers	3.16	If Any
8810	Clerical	0.21	\$243,956
9413	Municipal Operations	4.71	\$509,505

**Experience Modification: 1.09**

**Dividend Plan:** See Next Page for Copy of Plan

**Note:** Dividends cannot by law be guaranteed in advance, and can only be paid on resolution adopted by the Board of Directors.

**Annual Premium:** **\$47,482**



# REQUEST FOR CONSIDERATION

<b>COMMITTEE CONSIDERATION:</b>	Town Board
<b>ITEM DESCRIPTION:</b>	<b>Accounting Software Proposal &amp; Request</b>
<b>PREPARED BY:</b>	Gina Gresch, Interim Administrator, Amy Buchman, Treasurer and Kelley Sharon, Deputy Treasurer
<b>REPORT DATE:</b>	Wednesday, July 18, 2018
<b>RECOMMENDATION:</b>	Direct staff to purchase new software to be implemented as soon as possible.
<b>EXPLANATION:</b>	<p>After the Town Board wrapped up on 2018 budget, staff was given direction to make the budget a better document; one that is easy to read, has better account descriptions, and is more user friendly. I suggested researching new accounting software because what we are using now, is not working well for our needs. Our current software is unreliable and has limitations which cause us to make duplicate steps on many things to accomplish a transaction. It also lacks the capability to import/export to Microsoft Excel, which would be incredibly helpful.</p> <p>The three of us met with vendors whom I received information from at the last Clerk's Conference. Those vendors included: Centerpoint (Redwing), BS&amp;A and Civic Systems (Connect). We invited each to make a presentation to us and then to send a quote. We did receive quotes from all three, however, Centerpoint's Redwing was so inexpensive, it reflected on the system and that it wouldn't meet our needs for a growing municipality. It was equivalent to a step above Quickbooks and our historical data could not be imported.</p> <p>The functions the Town requires and requested quotes for are the following: General Ledger, Accounts Payable, Accounts Receivable, Cash Receipting, Payroll, Asset Management and Project Management. BS&amp;A could provide all except Asset Management and Project Management for \$74,505. Civic Systems can provide all of those items and Cash Receipting includes Dog Licensing, which is a better system than our current one, for \$53,678. We currently pay MSI Harris \$5,462 for the annual support fee; Civic Systems' is \$6,616, but after subtracting the \$250 we currently pay for dog licensing software, the net annual support is \$6,366.</p> <p>We feel that Civic Systems' Connect will work the best for the Town's needs and has the best value and those details are on the following pages. The software is web-based and backed up nightly to their server. The software will always be automatically updated and can grow as the Town does. They also offer Utility Billing if that is never needed. Civic Systems is located in Madison and have their own training center, which we can go to and be trained on our own data, which we would prefer, so we would have uninterrupted training time.</p> <p>Civic Systems is very flexible with budgets and payments, however, staff and I request the Town Board please approve a budget amendment to use Fund Balance so we can have the data converted and the software up and running in time to be used for budget, every day transactions and processes which will in turn make the 2018 Audit a much smoother process. There are other payment options, however, we still request a budget amendment for at least 25% of the total so we can get the process started, and levy in 2019 and/or 2020, 2021.</p>

\*\*Without miPay

**RECEIVED**

*By Gina Gresch at 1:42 pm, Jun 22, 2018*

**Computer Software and  
Conversion Services Proposal  
Town of Lisbon  
Prepared by Civic Systems, LLC**



A SUBSIDIARY OF BAKER TILLY VIRCHOW KRAUSE, LLP

Civic Systems, LLC  
Ten Terrace Court  
P.O. Box 7398  
Madison, WI 53707-7398  
Phone: 888.241.1517  
Fax: 608.249.1050  
mlaesch@civicsystems.com  
www.civicsystems.com

June 19, 2018

**TRANSMITTAL LETTER**

**COMPONENTS OF SUCCESS ..... 1**  
    Software.....2  
    Conversion..... 3-4  
    Education.....5  
    On-Site Assistance.....6  
    Support .....7

**PRODUCTS SELECTED ..... 8-9**

**INVESTMENT SUMMARY.....10**  
    License Fees, Training, Conversion and Support Detail .....11  
    Optional Modules .....12

**HARDWARE REQUIREMENTS.....13**



A SUBSIDIARY OF BAKER TILLY VIRCHOW KRAUSE, LLP

## TRANSMITTAL LETTER

June 19, 2018

Town of Lisbon  
W234N8676 Woodside Road  
Lisbon, WI 53089

Dear Gina:

It has been great speaking with you about the possible future software needs of the Town of Lisbon. We are pleased to have this opportunity to submit our software solutions to you. Our proposal is based on your request for information and our prior experience in providing these services to clients with similar needs.

Civic Systems, LLC (Civic) has the experience and resources necessary to meet your needs and assist you with this very important project. We would like to highlight several factors that distinguish Civic from other firms.

### **Full Service Firm**

Civic provides a full range of software services specifically developed for cities and municipal utilities to over fifty new clients every year. These services include total turnkey software solutions. We are committed to enabling our clients to print utility bills, accounts payable checks, payroll checks, and monthly reports immediately after leaving our training facility. This process eliminates or minimizes the need to run parallel systems.

### **Experience**

We understand the demands on your time and the pressures you face. This understanding comes from our continuing relationship with over 250 municipalities and 300 utilities throughout the Midwest. Our team includes CPAs, trainers with over twenty years of training experience, and quality help desk analysts ready and waiting to answer your every question. Civic is a subsidiary of Baker Tilly Virchow Krause, LLP (Baker Tilly). Baker Tilly is the 16th largest accounting firm in the United States and prides itself on its public sector practice that includes over 150 full time, fully dedicated public sector practitioners. This unique and strong Civic/Baker Tilly relationship allows us to provide unmatched public sector expertise.

### **Depth of Resources**

Our project team members all have extensive software experience. All team members are available at any time for consultation. Our quality products and service will provide you with information you need to make timely and accurate management decisions, while meeting the needs of your customers.

Town of Lisbon

June 19, 2018

Page 2

**Commitment**

Civic has a long-standing tradition and solid reputation of providing high quality services to municipal government. To illustrate that commitment, we have a separate practice group devoted entirely to serving municipalities and their utilities.

**Timely Service**

Our experience with software and conversion services allows us to provide a highly efficient and cost-effective transition from your legacy system.

We appreciate the opportunity to submit this proposal and welcome the opportunity to discuss specific aspects of it with you. The information included in this packet is valid for 90 days. If you have any questions or need additional information, please contact me at 888.241.1517. We look forward to working with you on this important project.

Sincerely,

CIVIC SYSTEMS, LLC

A handwritten signature in cursive script, appearing to read "M Laesch".

Michael Laesch, Vice President – Business Development and Client Relations

ML

Enclosures

## COMPONENTS OF SUCCESS

A successful software investment involves two critical components: the software itself and the conversion, education, on-site assistance and support services provided with the software.

Caselle's software suite, coupled with the strength and stability provided by Baker Tilly and Civic's years of experience and depth of knowledge, ensures that your software investment will retain its value through the years. Our role as your trusted advisors gives you the peace of mind of knowing that professional, 100% public sector focused CPAs and consultants will guide you along the path toward a successful software investment.

Each critical component of a successful software investment is briefly discussed on the following pages.



## SOFTWARE

Over 14 years ago, Civic Systems entered into an agreement with Caselle, Inc. to represent their software throughout the Midwest. Caselle's software is the result of a long evolution that began in the 1950's as a part of a small CPA firm. Today, Caselle, Inc. provides fully integrated, true Windows-based financial and utility billing software to over 1,100 clients throughout the United States.

All conversion, education, on-site assistance and support services are provided out of Civic's Madison, Wisconsin headquarters.

Caselle's software, coupled with the public sector expertise of Civic and Baker Tilly, provide an unbeatable team to ensure a successful and long-lasting software investment.



**STRONG SOFTWARE, STRONG COMMUNITY**

A SUBSIDIARY OF BAKER TILLY  
VIRCHOW KRAUSE, LLP

## CONVERSION

The success of any project usually depends on adequate up front planning. Software conversion is no different. From the first meeting until the last total is tested, an in-depth timeline and action plan will guide our progress.

### *Planning and Administration*

Since planning is such a key element in the success of your conversion, an in-depth, pre-conversion working session will be held at your site to identify key individuals, discuss current processes and procedures, evaluate potential challenges and establish a project timeline. The timeline established will document our process, assist with staff availability planning, minimize your staff's duplication of effort and create a clean data cutoff for the conversion team.

### *Data Extraction*

No one enjoys working overtime or weekends keying in data to new software. Let your staff completely avoid this time-consuming task by having Civic's conversion specialists quickly and accurately convert your data. Control "hooks" created from your current software allow us to map your data to the new software. In this way, existing data can be extracted, converted, tested, adjusted and finalized prior to your arrival for training. This process minimizes data clean up necessary to "go live". All you have to think about is learning the software while utilizing your own data.

Our proposed conversion services are listed on the following page.



The following outlines the conversion services to be provided for the core modules. Depending on the data integrity in the legacy system, below is our typical data conversion when converting from a legacy system.

## **Accounts Payable**

- > Vendor Information
- > Up to 10 years of invoice and check history
- > Report preparation
- > AP check formatting

## **Cash Receipting**

- > Setup receipt categories and corresponding GL accounts
- > Report preparation

## **General Ledger**

- > Chart of Accounts
- > Financial statements
- > Report preparation
- > Up to 10 years detail information
- > Up to 10 years of budget information

## **Payroll**

- > Employee information
- > Pay code setup
- > Current Year to Date Totals
- > Recalculate payroll to ensure data accuracy
- > Report preparation
- > Leave time balances
- > Paycheck formatting
- > Up to 10 Year Check History



## EDUCATION

Civic's Educational Services include individualized, hands-on instruction at our Madison, Wisconsin training facility. Our thorough, patient instructors guide you through all the software features necessary for effective use. At completion, you will immediately be able to begin using the software.

### *Classroom Training*

Civic's four high-tech training classrooms in Madison, Wisconsin allow an excellent learning experience. Hands-on instruction along with in-depth training ensures maximum product comprehension. Product overviews and fun classroom games ensure that key objectives are learned.

### *Professional, Experienced Trainers*

Our trainers have extensive software and industry knowledge and will help you apply it to your community. Our senior trainers have over twenty years of municipal software training experience. Their knowledge of municipal issues provides a strong foundation to help you with budgeting, utility billing and other community operations.

### *Structured, Yet Individual, Training*

Our structured training curriculum clearly outlines course objectives and goals to help you maximize your learning experience. Your trainer will guide you through this well-planned process. Group sessions and one-on-one instruction aid in the learning experience.

### *Customized Learning Using Your Own Data*

Custom reports and screens can be designed using your data. You will be able to immediately begin using the software at training completion.

### *Post Training Assistance*

During the first 90 days following training, you are welcome to contact your classroom trainer for software support. This helps create a smooth transition, since your trainer will be aware of any unique issues discussed during training. After 90 days, our experienced customer support representatives will be able to effectively handle any support issues.



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## ON-SITE ASSISTANCE

During the initial use of your new software, it can be reassuring to have an expert at your side. Civic's on site service provides you with the comforting reassurance of an expert on site to answer questions, correct any mistakes, offer helpful suggestions and monitor the overall progress of your software transition.



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## SUPPORT

### *Support Center*

The Civic Systems Support Center prides itself on timely and accurate support. Friendly, helpful representatives facilitate prompt issue resolution so your operations are not interrupted. All support calls are tracked and prioritized based on timing and urgency.

### *Support Center Objectives*

Civic Systems Support Center's number one objective is responsive issue resolution. Every call is tracked and prioritized, based on urgency through our Customer Support Portal, which is accessible via the Internet, customers can view the status of a ticket at anytime, 7 days a week.

### *Methods for Requesting Service*

You may contact the Civic Support Center by phone, fax or e-mail. Customers also have the option of submitting, canceling or adding more information to existing service tickets online through CIVIC's Customer Support Portal, which is accessible through the Internet. If the issue requires a more in depth look, we will access your data using PC Anywhere software.

### *Civic Systems Support Center Hours*

Monday through Friday 7:00 AM – 5:00 PM Central Standard Time.  
Saturday/Sunday – Please leave a message on the voice mail system for processing on Monday morning.

### *Annual Support Fees include:*

- Unlimited, toll free telephone support for purchased CIVIC software applications.
- All software enhancements and updates.

### *Updates and Enhancements*

Yearly updates are included in your annual support fee.



## PRODUCTS SELECTED

The software products available for selection include:

### ***Accounts Payable***

Review, approve, verify and validate invoices while ensuring maximum use of vendor terms and discounts.

### ***Accounts Receivable***

Manage customer accounts, invoicing, billing and payments with the Accounts Receivable module. You can create an unlimited number of billing categories with ease and flexibility.

### ***Animal License***

Allows easy tracking and maintenance of records such as owners, animals and license status. Interfaces with Cash Receipting.

### ***Business License (Optional)***

Provides an easy way to track the active license status of businesses. Interfaces with Cash Receipting.

### ***Building Permits (Optional)***

Provides an easy way to generate and track the active license status of individuals. Interfaces with Cash Receipting and Business Licenses.

### ***Cash Receipting***

From point of payment to the bank deposit, the cash receipting system provides user friendly daily cash control. This software registers and prints all receipts from individual workstations with full descriptions, distributions, change due and account balance.

#### ***Cash Receipting Import***

Civic will establish an import file from your cash receipting to input customer payments.

### ***General Ledger***

Quickly and easily enter, inquire, review and report important financial information. Pre-defined journal entries, online management tools, customized reports, previous history and tracking project costs over multiple years are a few of the features you'll enjoy using.

#### ***miExcel GL***

This module provides a direct connection to GL through Excel. Importing budgets, importing JE's and building custom reports has never been so easy.

### ***miViewPoint Dashboard Reporting Tool***

Gain real time access to pertinent financial, payroll, accounts payable and utility billing information on a browser look and feel with no training required and no limit on the number of system users.

#### ***miAP workflow (Optional)***

It doesn't matter if your AP process starts at a central location, within each department or both you will find our workflow system can handle your needs. Items are scanned and can be attached to multiple predefined customized workflow processes based on the department it is for, the dollar amount or a combination of both. Invoices can be coded at any step of the way through the final approval and once the final approval is made the images get attached into Account Payment and into miViewPoint for easy look up.



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### ***Payroll***

Easy payroll processing and development of your own customized, comprehensive employee information system. Federal and state government reporting requirements are complied with while providing complete fund and departmental allocations.

### ***Direct Deposit***

Electronically transfer employee earnings to banking accounts.

### ***Electronic Submittals***

Create electronic submittals for W2's and 1099's.

### ***miPay***

Allow employees to go paperless with their paystubs and W-2's. Employees can log in with user name and password from any computer with internet access to view their current and past paystubs and W-2's. Employees also have self service capabilities like filling out forms for a change of address or W-4 withholdings. Employees can also input time off requests which notifies their manager for approval or denial.

### ***miTime (Optional)***

Allow employees to enter payroll hours over the web. Submitted time then goes through a predefined approval process to ensure accuracy. This module can eliminate the paper headache of the payroll process.

# Investment Summary

**Civic Systems, LLC**  
**Ten Terrace Court**  
**P.O. Box 7398**  
**Madison, WI 53707-7398**

**Town of Lisbon**  
**W234N8676 Woodside Road**  
**Lisbon, WI 53089**

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **An initial 50% down payment is due with this contract. The remainder is due at training.** \*Additional payment terms can be provided such as spreading the payments over 2 or 3 years at 0% interest. The information provided in this proposal is valid for 90 days after the date of issue.

## INVESTMENT SUMMARY

License Fees (4 Concurrent)	\$ 41,350	
Less: Discount	(8,270)	
Training	7,800	
Conversion	10,200	
On-Site Assistance	1,800	\$52,880
		<u>\$ 798</u>
<b>TOTAL INVESTMENT</b>	<b><u>\$ 52,880</u></b>	<b>\$53,678 TOTAL</b>
<b>ANNUAL SUPPORT (Software For Life**)</b>	<b><u>\$ 6,616</u></b>	

## TRAVEL COSTS

Travel costs are a not-to-exceed and based on nine (9) round trips and 0 overnights.

Mileage(nine 142 mile round trips @ \$0.54/mile)	\$ 690
Meals (9 days at \$12/day)	<u>108</u>
<b>TOTAL INVESTMENT</b>	<b><u>\$ 798</u></b>

**\*A formal contract will need to be entered before any software is installed.**

**\*\*Software For Life provides you the assurance that you will never have to purchase another upgrade from us in the future. The Client will always be on the latest version of the purchased modules as long as they are current with annual support payments.**



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# License Fees, Training, Conversion and Support Detail

Selected Product Descriptions	License Fee Purchase Price	One-Time conversion / setup	Training and Onsite Assistance Cost/Days	Year one Total w/o Support	Annual Fees*
<b>4 Concurrent User Licenses</b>	\$ 2,000	\$ 0	\$ 0	\$ 2,000	\$ 400
<b>Accounts Payable</b>	5,500	1,200	600	7,300	1,100
<b>Accounts Receivable</b>	5,000	600	1,200	6,800	1,000
<b>Animal Licenses</b>	1,650	600	600	2,850	330
<b>Cash Receipting</b>	4,500	600	600	5,700	900
Payment Import	Included	Included	Included	Included	Included
<b>General Ledger</b>	7,000	2,400	2,400	11,800	1,400
Activity Reporting	Included	Included	Included	Included	Included
Bank Rec	Included	Included	Included	Included	Included
Budgeting	Included	Included	Included	Included	Included
miExcel GL	Included	Included	Included	Included	Included
<b>miViewPoint (Department Head Dashboard)</b>	5,500	600	1,200	7,300	1,100
<b>Payroll</b>	10,200	3,600	3,600	17,400	2,040
Direct Deposit	Included	Included	Included	Included	Included
Electronic Submittals	Included	Included	Included	Included	Included
miPay Online	Included	Included	Included	Included	Included
<b>Less: Discount</b>	<b>(8,270)</b>	<b>--</b>	<b>--</b>	<b>(8,270)</b>	<b>(1,654)</b>
<b>TOTALS COSTS</b>	<b><u>33,080</u></b>	<b><u>9,600</u></b>	<b><u>10,200</u></b>	<b><u>52,880</u></b>	<b><u>6,616</u></b>

\*Optional item pricing is provided on the following page.

\*If online Bill Presentment is chosen the Town of Lisbon is responsible for any monthly hosting, setup and transactional fees charged by the preferred online bill pay company.



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## Optional Module Detailed Cost

OPTIONAL MODULES (Not Included in the agreement)

Optional Product Descriptions (Not Selected)	License Fee Purchase Price (4 Concurrent Users)	One-Time conversion / setup	Training Cost @ \$1,200/Day	Year one Total w/o Support	Annual Fees
<b>Additional Concurrent Users above 4 (each)</b>	2,000	--	--	<b>2,000</b>	400
<b>Business Licenses</b>	1,650	600	600	<b>2,850</b>	330
<b>Building Permits</b>	7,000	1,800	1,800	<b>10,600</b>	1,400
<b>miViewPoint Add Ons</b>					
miAP Workflow	4,000	600	600	<b>5,200</b>	800
<b>Payroll Add Ons</b>					
miTime (Remote Time Entry)	4,000	600	600	<b>5,200</b>	800
miExcel PR	1,500	300	300	<b>2,100</b>	300



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# Hardware Requirements

## HARDWARE REQUIREMENTS

### Network System Requirements – Caselle® Connect – Network

Important! Using servers, workstations, or servers and workstations that do NOT meet the specified network system requirements may result in unsatisfactory performance and response times. This document lists the minimum hardware and software requirements for installing Connect.

Network Server Operating System	Microsoft® Windows 2008 R2, 2012, 2012 R2 or 2016 Server (64-bit)
Network Server Equipment	Intel® Xeon® Quad-Core Processor 3.0 Ghz or higher   Minimum 16 GB of available RAM   30 GB available disk space for Caselle Connect applications (180 MB) and data   Separate physical hard drive for SQL log file 8-15 K SAS HDD preferred   Color SVGA .28 Monitor   1 GB Ethernet Network Card   1 GB Ethernet Switch   DVDRW Drive <small>All hardware must be Microsoft® certified (request printed certification documents). Intel® Core™ i3, Intel® Celeron®, and AMD Sempron™, and Intel® Pentium processors are NOT recommended.</small>
Database Server Equipment and Operating System	<ul style="list-style-type: none"><li>• Use the Recommended Network Server. For better performance, increase memory on network server or, use a separate Database Server (same specifications as the Network Server).</li><li>• Networks with more than ten workstations may require faster processors and/or more memory than the recommended.</li></ul>
Database Software	Microsoft® SQL Server 2012 (64-bit), 2014 (64-bit) or 2016 (64-bit)
Network Server and Database Server Power Protection	True On-Line UPS, 600 Voltamps minimum with UPS Monitoring card, cable, and software.
Workstation Computer	Intel Core 2 Duo, i5, or i7 (3 GHz or higher)   8 GB of available RAM   30 GB available disk space for Caselle Connect applications (180 MB) and data   LCD Monitor <small>All hardware must be Microsoft® certified (request printed certification documents). Intel® Core™ i3, Intel® Celeron®, and AMD Sempron™, and Intel® Pentium processors are NOT recommended.</small>
Workstation Operating System	Windows 7™, 8™ or 10™ Professional (32-bit or 64-bit).
Workstation Power Protection	UPS/Battery backup unit
Backup System	Network quality system to back up fileserver hard drive on one tape and provide tape read after write verification. Make sure the backup system supports backing up MSSQL Databases. Example: Backup Exec with SQL Agent.
Data File Transfer	DVDRW Drive
Printer	HP Laser Printer or Canon Copiers with PCL or Postscript Drivers
Receipt Printer	Ithaca Series (Impact) 150 and 280 Printers, Ithaca Series (Thermal) 280, Ithaca 9000 Series and 1500 Series Printers
Internet Access	DSL, ISDN, or T1  Explanation: Caselle® Applications require Internet access to download program updates. Using an Internet connection that is slower than 256 Kbps will take significantly longer to download data.
Email	Email that is compatible with Microsoft® Windows.
Network Installer	Microsoft® Certified
Web Services	IIS 7 (Windows Server 2008, 2012)
miViewPoint	IIS 7 or later   30 GB of available disk space for miViewPoint on the IIS and SQL Servers   <small>Only needed if miViewPoint is being installed.</small> Modern Web Browser on any PC using miViewPoint (IE11 or greater, up to date Chrome, or up to date Firefox) If miViewPoint is made internet available a modern mobile browser is required.



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<b>PAYMENT PLAN OPTION #1</b>		
Do Budget Amendment for 100%	\$	53,678

<b>PAYMENT PLAN OPTION #2</b>		
Do Budget Amendment for 50%	\$	26,839
Levy in 2019 for the balance	\$	26,839
<b>TOTAL</b>	<b>\$</b>	<b>53,678</b>

<b>PAYMENT PLAN OPTION #3</b>		
Do Budget Amendment for min 25% down pmt	\$	13,420
Levy in 2019 for 50% of the balance	\$	20,129
Levy in 2020 for 50% of the balance	\$	20,129
<b>TOTAL</b>	<b>\$</b>	<b>53,678</b>

<b>PAYMENT PLAN OPTION #4</b>		
Do Budget Amendment for min 25% down pmt	\$	13,420
<b>BALANCE</b>	<b>\$</b>	<b>40,259</b>
Levy in 2019 for 50% of the balance	\$	20,129
<b>BALANCE</b>	<b>\$</b>	<b>20,129</b>
Levy in 2020 for the balance	\$	20,129
<b>TOTAL</b>	<b>\$</b>	<b>53,678</b>

<b>PAYMENT PLAN OPTION #5</b>		
Do Budget Amendment for min 25% down pmt	\$	13,420
<b>BALANCE</b>	<b>\$</b>	<b>40,259</b>
Levy in 2019 for 1/3 of the balance	\$	13,420
<b>BALANCE</b>	<b>\$</b>	<b>26,839</b>
Levy in 2020 for 1/3 of the balance	\$	13,420
<b>BALANCE</b>	<b>\$</b>	<b>13,420</b>
Levy in 2021 for 1/3 of the balance	\$	13,420
<b>TOTAL</b>	<b>\$</b>	<b>53,678</b>

**Below are the highlights to each of the software's functions and how the Town can benefit from it.**

### **OVERALL USER FEATURES**

**MiViewPoint Dashboard** – this is a web portal that users can check at any time. Users who would benefit from this are the Town Board members and Department Heads. You can log into the system and see real time reports for any account. This is a read-only function and the numbers of users for this function is unlimited. You don't need to know account numbers as there are many ways to search for an account, and be able to drill down to details which could be the actual accounts payable invoice. This will also be very helpful with audit preparation. The auditors would also be able to log into the Dashboard and run whatever reports they need to. When audit journal entries need to be made, the auditors already send it in a spreadsheet, but that can be imported into the system and eliminates the need to re-key the data and eliminates the changes for errors.

**miExcel** – this is a dynamic version of excel which is linked directly to the system. For example, journal entries can be made without having to be in the software and the entries post to the general ledger in once click. Also, payroll timesheets can be imported without have to data enter account numbers and amounts. This will help immensely with the time it takes to enter payroll, especially the monthly entries.

### **GENERAL LEDGER**

There are many features in the GL which will help improve our processes. While preparing the budget, the software tracks every change made, with the date, time and user. Versions of the budget will be easily trackable.

During the AP and PR process, the system can talk to bank by uploading a file to them which has the range of check numbers used in each check run. This allows the bank to know exactly what checks are being generated through the system, so when they clear, the bank sends back a spreadsheet which imports and automatically clears those checks in the system that were cashed.

### **ACCOUNTS PAYABLE**

AP has a workflow function where we can scan in the invoices and send them to the department heads which would save them time and gas from coming to Town Hall just to pick up and drop off invoices. This option is available but wasn't quoted as this would be something we would like to add, but at a later date.

This system will also allow us to create property tax refunds more efficiently. Instead of entering each tax payer as a new vendor, a spreadsheet is set up with the name, address, tax key, amount due, paid and refund. That information is imported and it can print checks without having to go through the accounts payable process. Tax payers will receive their refund checks faster. The Town Board would still receive a report of those checks, but wouldn't need to approve them every two weeks. The last tax season had a very high number of refunds, which took much longer than anticipated to get through the approval process. With this process, refunds could be done daily instead of twice a month.

## **PAYROLL**

**miPay** – this is the employee portal which all employees would have a username and password to. In this portal, employees can change their own tax deductions, update direct deposit information and even download copies of their check stubs and W-2's.

## **CASH RECEIPTING**

The Cash Receipting feature will allow us to enter more detailed information when receipting payments. Also, the software includes dog licensing, which also talks to cash receipting. When a dog license is entered, the payment automatically posts to the AR and GL accounts automatically. Currently, we have to enter the license into the software, then re-enter the same information into the CR system, which then takes another couple of steps to post to the GL. With this software, it's done with one entry and posts automatically. Also, the late dog license mailing we did, and the renewal mailing we are going to do can be done automatically from the system, creates a bar code on the letter/invoice. The person could pay online with a credit card, which with the company we chose, will also automatically post the GL.

## **PROJECT MANAGEMENT**

This part of the software will allow us to track monies spent on regular and capital projects. This will help us easily manage costs, provide reports when we need to submit for reimbursement and helps us track costs so we can easily pull that information at budget time. For example, when the highway department is doing spring bush pickup, they would enter their time and item worked on into their importable timecard spreadsheet, which then talks to payroll and then talks to project management, and it will automatically track how much time (hours and/or wages) is being used. Accounts Payable also talks to this so all expenses can be tracked without having to re-enter the information to another system or spreadsheet. Right now we are making several account numbers for one project. This way we have one acct number with sub accounts to break things down, rather than pulling AP folders and looking for invoices to update spreadsheets when we think of it or have time.

## **ASSET MANAGEMENT**

Asset Management functions very much like Project Management, but manages our physical assets and calculates depreciation. The auditors will be able to access this information come audit time via the MiViewPoint Dashboard.



Civic Systems' latest version of its financial and utility billing software suite, entitled Connect, provides enhanced internal controls allowing the Administrators to keep a watchful eye on every financial transaction. One of the major reasons for the enhanced security is to accommodate the new Risk Assessment Standards. Connect takes full advantage of the Microsoft SQL (SQL) database engine. The SQL engine provides enhanced security features to ensure that the raw data is secure and difficult to access providing better security and tracking capabilities to detect fraudulent activities in the financial system. The Town's current system may lack these security features and, as a result, the raw data is susceptible to manipulation. Many legacy software packages that municipalities use lack security features that, if operated improperly, would not allow for the identification of changes made to the financial data and who made those changes.

In addition to providing better security to data, Connect gives the system Administrator the ability to enforce login password rules. These password rules include such things as setting a minimum length password, requiring both alpha and numeric characters; establish the number of failed login attempts before the user is locked out, and mandating that passwords be changed regularly without the capability to reuse old passwords.

Connect also provides better tracking of data changes within the software. Connect users have the ability to track changes or deletions on any field. The system will time and date stamp the user that made the modification. This log will provide you with what the change was, who changed it, when it was changed along with tracking the field's new and old values. The system can easily provide reports on the instances where changes occurred. Additionally, Connect has the ability to generate an email when changes are made on specific fields so that appropriate people are notified of the change. The following is an example of field level security tracking by Vendor name with Connect:

### **Internal Controls**

Civic Systems, is a wholly owned Subsidiary of Baker Tilly, LLC with over 100 employees dedicated to public sector audits. We have worked with several communities on establishing Internal Control Committees and providing specific plans to maintain proper checks and balances.

Connect also enables you to keep confidential information from being manipulated by allowing you to restrict access to certain fields within the application. The software will also allow you to establish triggers within the system to alert administration of specific field changes and deletions.

### **Reporting**

The report writer is one of the biggest differentiating features of the Connect suite of software. Users truly have access to all data contained in the system. The system has numerous "canned reports" contained within each module. These reports can all be altered by the user by simply adding or selecting selection criteria and report order of fields within the database (including user-defined fields). If there is an instance where the user needs a report that is not already available, they have the ability to create one through the report writer. The report writer gives access to every table and its subsequent data within the system. All reports can be printed to file, Excel, network printer, PDF, etc.



Best of all the reporting does not have to come only at month end but it can be viewed by department heads real time through the miViewPoint Dashboard. Each user will have real-time access only to the departments and employees that they are responsible for. This access gives them real time budget to actual, employee vacation balances and vendor payment history.

### **Paperless**

Civic Systems' provides many possibilities to go paperless by eliminating paper through the heavy paper driven processes like the Accounts Payable and Payroll. Through our applications miAP Workflow, miPay Online and miTime many offices have cut down on their uses of paper and streamlined their process along the way through electronic approvals. These modules have proven in eliminating bottle necks through transparency and providing electronic reminders to those within the approval processes.

### **Advantages**

Below are some other areas that Connect provides advantages:

- 1) Program Language and Database – The Connect version is written in Microsoft's latest programming language, VB.Net, and will allow for SQL database to be utilized, thus eliminating and software related concerns on database sizes or potential data corruption.
- 2) Electronic Steps checklist – Electronic Workflow manager is hyperlinked for user processes and to aid in cross training.
- 3) User Customization – Every search screen, inquiry screen and favorites menu are able to be customized by user preference. This profile will follow the user's sign-in no matter which PC they are at.
- 4) User Defined Fields – The Connect version allows for an unlimited number and type of user-defined fields by table. This could assist in tracking and scheduling meter testing and PSC reporting.
- 5) Reports – Ability to drill down and change columns within each report and export each report to PDF, Excel, Word, Rich text or delimited file format.
- 6) Attachments - Ability to attach image or content files to customers account for viewing in Inquiry or Edit screens.
- 7) Workflow Approvals - Electronically submit and approve AP invoices and timecards while electronically tracking those individuals that have approved and tracking those items that are awaiting approval.
- 8) Software For Life - This assures you that you will never be on an old version of our software. All software updates and upgrades will be provided for the modules that have been purchased as part of that annual support.
- 9) miViewPoint – Provides read only departmental lookup of financial information that is password protected. The person signing in will only have access to view the range off accounts and information they have been given rights to.

## **PRODUCTS AVAILABLE**

The software products available for selection include:

### ***Accounts Payable***

Review, approve, verify and validate invoices while ensuring maximum use of vendor terms and discounts.

#### ***miExcel AP***

Allows for easy import of P Card information from the bank without reentering it manually.

#### ***Purchase Orders***

Enter requisitions by department and employee for approval. Purchase orders are integrated with the accounts payable module for invoice payment.

#### ***Check on Demand***

Quickly process a payment without setting up vendor information or writing a manual check.

### ***Accounts Receivable***

Manage customer accounts, invoicing, billing and payments with the Accounts Receivable module. You can create an unlimited number of billing categories with ease and flexibility.

#### ***Animal License***

Allows easy tracking and maintenance of records such as owners, animals and license status. Interfaces with Cash Receipting.

#### ***Business License***

Provides an easy way to track the active license status of businesses. Interfaces with Cash Receipting.

#### ***Building Permits***

Provides an easy way to generate and track the active license status of individuals. Interfaces with Cash Receipting and Business Licenses.

#### ***Code Enforcements***

Easily create inspections schedules and checklists and provides the capability to charge fees, issue notices, schedule inspections for violation and escalate tracked complaints to violations.

#### ***Planning and Zoning***

Record and track information based on each project type, customize data-entry routines for each stage of a project, organize parcels into units with designated units and contracts related to specific projects and import/update property information from electronic files.

#### ***Cash Receipting***

From point of payment to the bank deposit, the cash receipting system provides user friendly daily cash control. This software registers and prints all receipts from individual workstations with full descriptions, distributions, change due and account balance.

#### ***Cash Receipting Import***

Civic will establish an import file from your cash receipting to input customer payments.

#### ***Check Validation***

Generates a search from the point-of-sale terminal to verify the customer's check is valid.

### ***Cemetery Management***

Organizes and maintains records such as lot owners and vacant locations.

### ***General Ledger***

Quickly and easily enter, inquire, review and report important financial information. Pre-defined journal entries, online management tools, customized reports, previous history and tracking project costs over multiple years are a few of the features you'll enjoy using.

#### ***miExcel GL***

This module provides a direct connection to GL through Excel. Importing budgets, importing JE's and building custom reports has never been so easy.

### ***Health and Human Services***

Includes CARS reporting and eWiSACWIS.

### ***Human Resources***

Provides you the ability to track and manage your employees or potential employees from recruitment to retirement. This application is designed for organizations of all sizes that have a separate HR director and that want a reliable way to keep track of sensitive employee information in an electronic format.

#### ***Improvement Districts (Special Assessments)***

Track and bill property assessments and payments for your community with ease and efficiency. Program will maintain property and assessment information, assessment balances with user-definable date payoff option, billable interest, payment allocations and special fee information such as prepayment, late or delinquent fees. In addition, the user can track all bond information related to the assessment.

#### ***miViewPoint Dashboard Reporting Tool***

Gain real time access to pertinent financial, payroll, accounts payable and utility billing information on a browser look and feel with no training required and no limit on the number of system users.

#### ***miAP/ Req and PO workflow***

It doesn't matter if your AP process starts at a central location, within each department or both you will find our workflow system can handle your needs. Items are scanned and can be attached to multiple predefined customized workflow processes based on the department it is for, the dollar amount or a combination of both. Invoices can be coded at any step of the way through the final approval and once the final approval is made the images get attached into Account Payment and into miViewPoint for easy look up. If you are using Requisitions and Purchase Orders they can be handled within the workflow process also.

#### ***miUtility Inquiry Portal***

Access real-time resident information from any utility service address, including interface to GoogleMaps.

### ***Payroll***

Easy payroll processing and development of your own customized, comprehensive employee information system. Federal and state government reporting requirements are complied with while providing complete fund and departmental allocations.

#### ***ACA Reporting***

The ACA module will produce the following items:

- 1094-B (Transmittal of Health Coverage Information Returns)
- 1095-B (Health Coverage)
- 1094-C (Transmittal of Employer Provided Health Insurance Offer)
- 1095-C (Employer-Provided Health Insurance Offer and Coverage)
- Data grid to complete information for dependents and health plans
- Hourly look back reports to show average hours worked
- XML file to electronically submit information

#### ***Direct Deposit***

Electronically transfer employee earnings to banking accounts.

#### ***Electronic Submittals***

Create electronic submittals for your W2's and 1099's.

#### ***miPay***

Allow employees to go paperless with their paystubs and W-2's. Employees can log in with user name and password from any computer with internet access to view their current and past paystubs and W-2's. Employees also have self service capabilities like filling out forms for a change of address or W-4 withholdings. Employees can also input time off requests which notifies their manager for approval or denial.

#### ***miTime***

Allow employees to enter payroll hours over the web or through an app. Submitted time then goes through a predefined approval process to ensure accuracy. This module can eliminate the paper headache of the payroll process.

#### ***miExcel PR***

Allows individuals or departments to fill out excel based time sheets electronically to import seamlessly into timekeeping or directly into payroll along with providing the ability to import files from a time clock system. This module eliminates re-keying hours and provides additional functionality such as importing of steps and grades from Excel, easily update pay schedules from Excel, along with providing export capabilities for Rates, Pay Codes, GL by pay periods and benefit info.

#### ***Timekeeping***

Interfaces with Payroll and Project Management. Employee time, plus equipment and overhead, can be charged to a specific project.

#### ***Project Management***

Designed specifically for municipalities and utilities, helps manage large projects by assembling cost centers such as equipment, labor, materials and direct charges. Interfaces with Timekeeping, Payroll, Materials Management, Cash Receipting, Accounts Payable, Accounts Receivable, General Ledger and Asset Management.

#### ***Asset Management***

Developed with GASB No. 34 compliance in mind; maintains fixed assets, continuing property records and depreciation records. It interfaces with Accounts Payable and General Ledger.

#### ***Materials Management***

Provides a complete inventory management system, creating a fully integrated job costing and management reporting system. Interfaces with Purchase Orders, Accounts Receivable, General Ledger, Asset Management and Project Management.

### ***Utility Billing***

A comprehensive customer information system designed to address the unique challenges faced by municipal utilities. Features such as rate calculation computation, multiple project meter database, and consolidated master meters allow your utility to customize the product based on your needs.

### ***ACH Direct Pay***

Customers automatically pay their utility bills from their checking or savings account.

### ***Backflow Management***

Designed for the backflow technician or the administrative assistant in your organization's public works department who needs to track assemblies and testing results in addition to sending reminder notices.

### ***Electronic Read Interface***

Importing meter files is easy and hassle-free with the Electronic Read Interface. We are able to integrate all major hand held meter reading devices.

### ***Energy Assistance***

Energy Assistance allows you to simplify the billing process when accepting assistance payments. Display applied assistance amounts and any remaining balance on customer notices, and separates the assistance balance from the customer's overall balance due. This module also enables you to exclude customers from shutoff and penalties when you receive notice that they have been approved for assistance. Balance your assistance liability and provide the necessary reports to any controlling agencies with this module.

### ***miExcel UB***

Provides built in functions to easily update rates and services, change meters, export meter data and customer usage and provides revenue analysis functions.

### ***Service Orders***

Create service orders to assign specific, user defined tasks including final reads and meter replacements.

### ***Mobile Service Orders***

This module is an add on to service orders which allows service orders to be assigned and then completed in the field using your mobile device. The mobile device will receive notification if a service order is added and a map of where that service order is located will be present. Once items are completed it is updated to the service order application in the Caselle system. If you are using miViewPoint there will be a screen that shows you outstanding service orders along with a pin map of where those service orders are located.

### ***Splitter***

When utility bills are run a PDF of each customer's bill will be attached to each customer for easy viewing and printing at a later date. No more recalculating old bills when rates there are rate changes or Power Cost Adjustments.

### ***Tax Certification***

Easily produce tax certification notices for your delinquent customers and create a file to electronically send information to the appropriate agency.

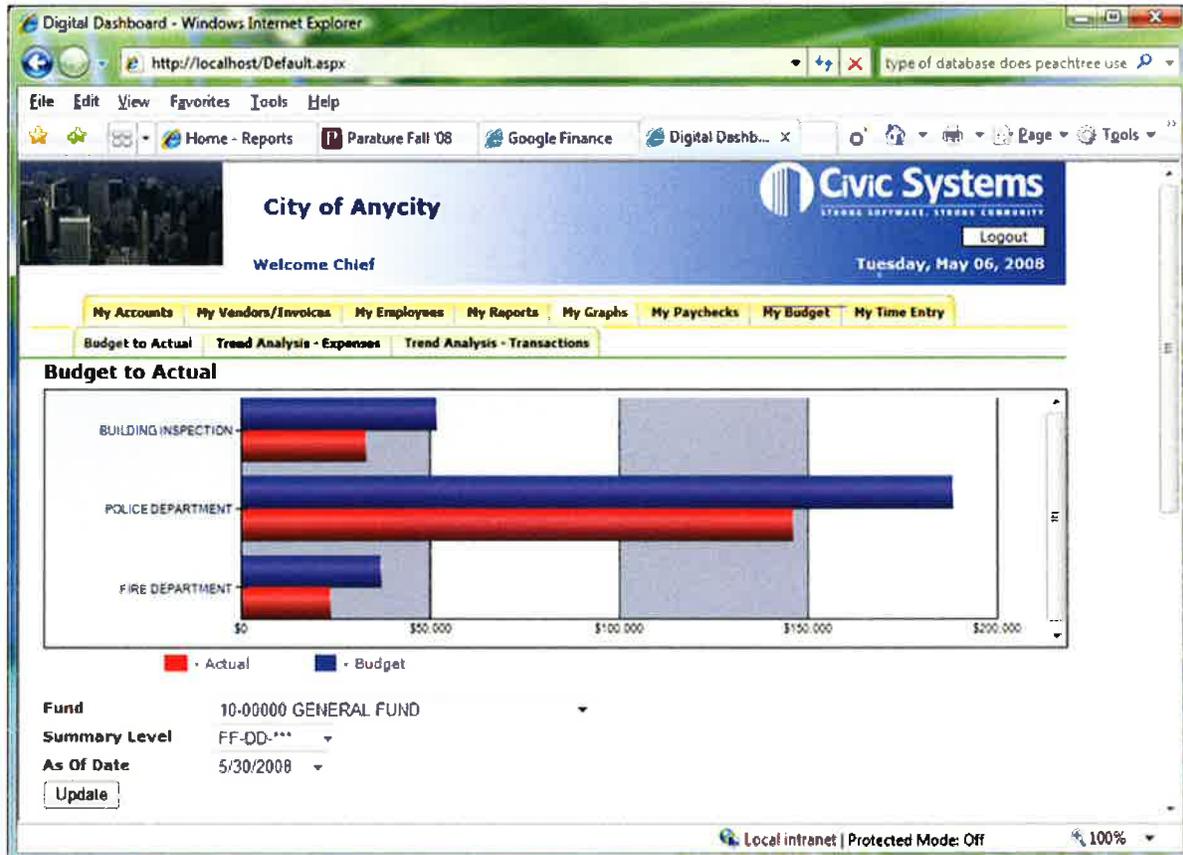
### ***Online Bill Pay and Bill Presentment***

Provides customers with a direct bill payment option through a secure, robust Internet application. Ability for customers to opt out of paper billings, Utility bill payment, account review, inquiry features and service requests are all available. Interfaces with Cash Receipting for seamless bill payment option.

# DASHBOARD



The Dashboard is an intuitive web-based application that provides administrators, department managers, board members, and others access to the information they need to make informed decisions. Easily view your financial status at a glance and modify your strategies based on current information.



## Capable

- Drill-down to the source document
- Use comprehensive security with role-based privileges
- Monitor account balances, budgets, employee leave time, overtime, cost per employee, invoices, etc.

## Efficient

- Intuitive and easy to learn
- Capable of downloading reports to Excel or PDF
- Real-time access to "live" data

## Flexible

- Allow unlimited users
- Restrict access to account numbers, invoices, and employees
- Save a rich collection of data visuals (charts, graphs, etc.)

## Powerful

- Use Intranet and virtual private network support
- Create budget-to-actual graphs and reports
- Compare projected balances to budget
- Forecast account balances at year-end
- Simplify data to monitor key financial events

## Interfaces With

Accounts Payable

Cash Receipting

General Ledger

Payroll

For further information or a product demo, call 888.241.1517 or visit [www.civicsystems.com](http://www.civicsystems.com)

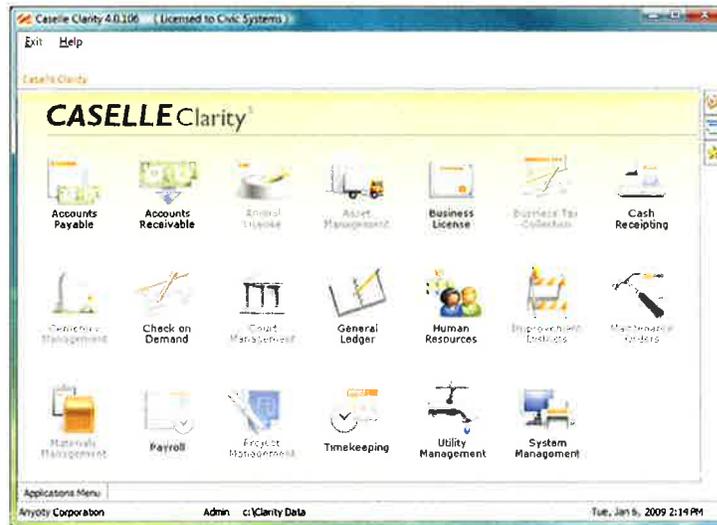
## HOSTED SOLUTION



The Hosted Solution offered by Civic Systems is the easiest, most reliable and cost-effective solution to accomplish more with fewer resources. Our solutions evolve and adapt to keep ahead of changing business technology and security requirements.

	<b>Features</b>	<b>Benefits</b>
<b>Affordable Cost</b>	<ul style="list-style-type: none"><li>• Customized application platform – All hardware and software to run your application(s) is provided</li><li>• Technical team administers and maintains your software</li></ul>	<ul style="list-style-type: none"><li>• Budget-friendly, fixed cost includes everything to ensure your application is in a secure cloud</li></ul>
<b>Highest Performance</b>	<ul style="list-style-type: none"><li>• Dedicated server farms</li><li>• Multiple Tier III data centers</li><li>• Universal compatibility</li><li>• Capacity on demand</li></ul>	<ul style="list-style-type: none"><li>• Optimized performance</li></ul>
<b>Unsurpassed Reliability</b>	<ul style="list-style-type: none"><li>• Redundant servers</li><li>• Multiple internet connections</li><li>• Secure facilities</li><li>• Backup generators</li><li>• 24/7 monitoring</li><li>• Redundant fiber-optic network</li></ul>	<ul style="list-style-type: none"><li>• 99.95% uptime guarantee – your cloud is running when you need it</li></ul>
<b>Universal Access</b>	<ul style="list-style-type: none"><li>• Data encryption</li><li>• Internet access with dark fiber to major peering points</li></ul>	<ul style="list-style-type: none"><li>• The software is available anywhere at anytime</li></ul>
<b>Total Security</b>	<ul style="list-style-type: none"><li>• Multiple firewalls</li><li>• Intrusion detection</li><li>• Regular vulnerability assessments</li><li>• Biometric access controls</li><li>• Virus scanning and protection</li><li>• Hardened computer systems</li><li>• SSAE-16 Type II Certified</li><li>• CISSP's on staff</li><li>• Log monitoring/archiving</li><li>• Services located in USA</li></ul>	<ul style="list-style-type: none"><li>• The software runs in a secure environment utilizing the industry's latest "security best practices"</li></ul>
<b>Priority Support</b>	<ul style="list-style-type: none"><li>• 24/7 help desk</li><li>• 24/7 monitoring</li><li>• Rapid response to customer issues</li><li>• Access to system administrators and DBAs</li></ul>	<ul style="list-style-type: none"><li>• Our extended service hours and dedicated technical experts keep your software operating smoothly</li></ul>
<b>Fail-Safe Backup</b>	<ul style="list-style-type: none"><li>• Daily backups</li><li>• Daily tape backups are sent to secure off-site facility</li><li>• Optional DR services available</li><li>• Active-Active geographically diverse data centers</li></ul>	<ul style="list-style-type: none"><li>• Your data is protected and can be rolled back in the event of a problem</li></ul>
<b>Trustworthy Team</b>	<ul style="list-style-type: none"><li>• Dedicated experienced team</li></ul>	<ul style="list-style-type: none"><li>• Our team will work with you to achieve your technical and customer experience objectives</li></ul>

Civic Systems provides technology solutions that make your job easier, but we're so much more than just a software company.



### Public Sector Focus

Our professionals specialize in the public sector and take the time to understand your operations. Civic Systems is backed by the in-depth knowledge and resources of Baker Tilly Virchow Krause, LLP, a nationally-known accounting and consulting firm serving more than 2,000 public sector clients.

### Stable Corporate History

Unlike many fly-by-night technology companies, Civic Systems has been serving municipal clients since 1984. Our client and employee retention rates are an amazing 99%, a clear demonstration of our commitment to employ the best people to meet our communities' long-term needs.

### Fully-Integrated Solutions

Our solutions are designed to work together to increase efficiency and accuracy. Data and information is shared seamlessly between programs, eliminating repetition and duplication of effort.

### Professional Courtesy and Responsiveness

Our team will take time upfront to understand your unique situation. We will ask intelligent questions, and only after listening to your needs will we respond with appropriate recommendations. We will work hand-in-hand with your staff to see that the correct solutions are implemented.

### Turnkey Conversion

Our team handles all phases of conversion to ensure you "go live" with our solutions immediately after training. During integration, we provide timelines and status reports to keep you informed every step of the way.

### Hands-On Training

Our proven, focused approach allows you to quickly understand our solutions' many powerful features. When you arrive back at your office, you'll be able to "hit the ground running."

### Ongoing Technical Support

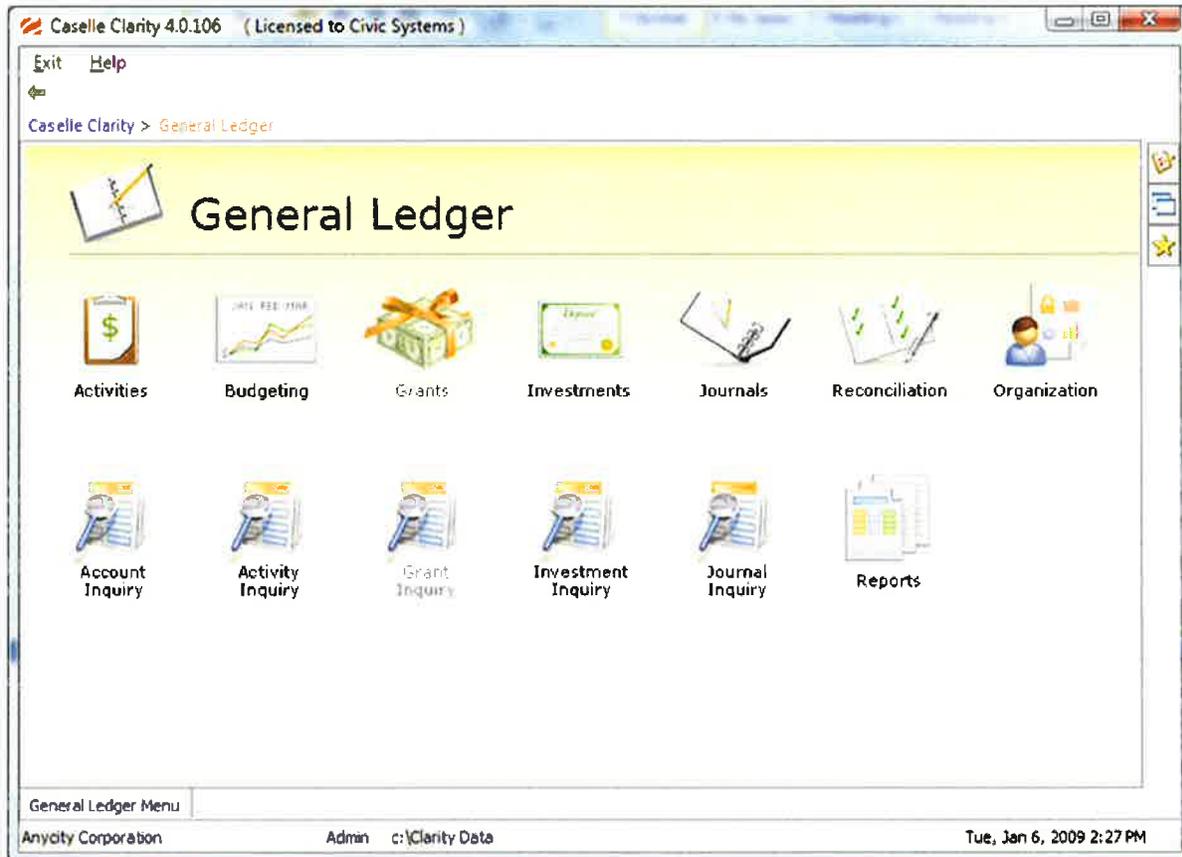
Our friendly and knowledgeable support analysts will help you resolve issues promptly. Our online Customer Support Portal is available 24 hours-a-day.

**For further information or a product demo, call 888.241.1517 or visit [www.civicsystems.com](http://www.civicsystems.com)**

# GENERAL LEDGER



Feel confident in balancing your financials with our user-friendly, flexible software. Seamless interface from various subsystems make reporting and reconciling a breeze.



## Capable

- Track and report activity costs
- Utilize grant reporting capabilities
- Complete budget tools for preparation and reporting

## Efficient

- Subsystem interface creates journal entries
- Simplified bank reconciliation
- Account inquiry with transaction detail

## Flexible

- Customizable financial statements
- Year-end closing routine with easy prior year access
- Broad import and export functionality

## Powerful

- Powerful search options
- Print, save, and export all reports
- Accommodates GASB reporting regulations

## Interfaces With

Accounts Payable

Accounts Receivable

Asset Management

Cash Receipting

Check on Demand

General Ledger Interest Allocation

General Ledger Investments

Improvement Districts

Materials Management

Payroll

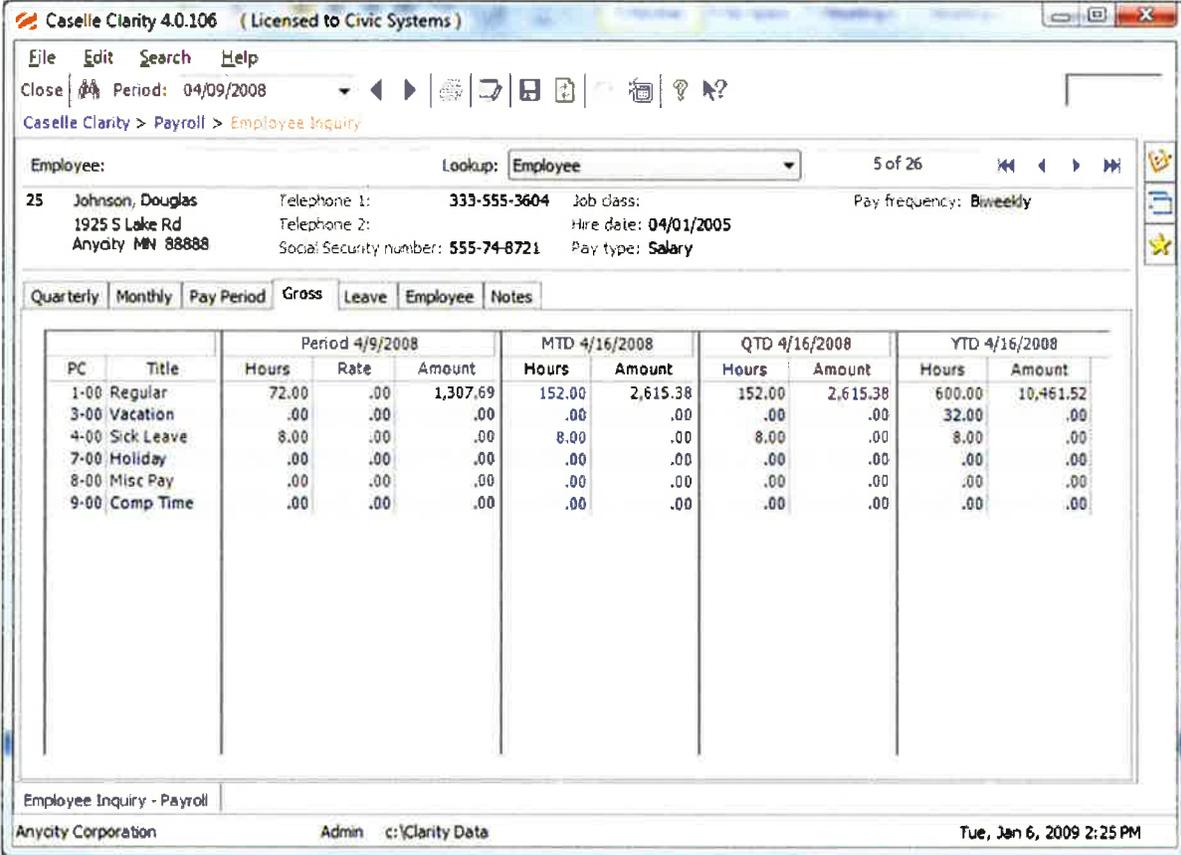
Project Management

Requisitions/Purchase Orders

Utility Management

For further information or a product demo, call 888.241.1517 or visit [www.civicsystems.com](http://www.civicsystems.com)

Payroll is about more than just processing employee checks. It's about automating your entire payroll process from start to finish. Discover what stress-free payroll processing really feels like.



**Caselle Clarity 4.0.106 (Licensed to Civic Systems)**

File Edit Search Help  
Close [AA] Period: 04/09/2008 [Navigation icons]

Caselle Clarity > Payroll > Employee Inquiry

Employee: [Employee] 5 of 26 [Navigation icons]

25 Johnson, Douglas Telephone 1: 333-555-3604 Job class: Pay frequency: Biweekly  
1925 S Lake Rd Telephone 2: Hire date: 04/01/2005  
Anyoty MN 88888 Social Security number: 555-74-8721 Pay type: Salary

Quarterly Monthly Pay Period Gross Leave Employee Notes

PC	Title	Period 4/9/2008			MTD 4/16/2008		QTD 4/16/2008		YTD 4/16/2008	
		Hours	Rate	Amount	Hours	Amount	Hours	Amount	Hours	Amount
1-00	Regular	72.00	.00	1,307.69	152.00	2,615.38	152.00	2,615.38	600.00	10,461.52
3-00	Vacation	.00	.00	.00	.00	.00	.00	.00	32.00	.00
4-00	Sick Leave	8.00	.00	.00	8.00	.00	8.00	.00	8.00	.00
7-00	Holiday	.00	.00	.00	.00	.00	.00	.00	.00	.00
8-00	Misc Pay	.00	.00	.00	.00	.00	.00	.00	.00	.00
9-00	Comp Time	.00	.00	.00	.00	.00	.00	.00	.00	.00

Employee Inquiry - Payroll  
Anyoty Corporation Admin c:\Clarity Data Tue, Jan 6, 2009 2:25 PM

## Capable

- Federal, state, and local government reporting requirements are met
- State retirement and employee W2 reporting
- Employee information tracking

## Efficient

- Issue vendor checks and invoices from payroll
- Compute all employer benefit costs for each employee
- Print single check and payout check capabilities
- Electronic reporting module available to report year-end information to IRS

## Flexible

- Supports complex pay code calculations
- Adjustable leave time accrual rates
- User-defined paycheck and voucher formats

## Powerful

- Powerful search options
- Print, save, and export all reports
- Electronic document and image attachments

## Interfaces With

Check on Demand

General Ledger

Human Resources

Magnetic Media Reporting

Payroll Direct Deposit

Project Management

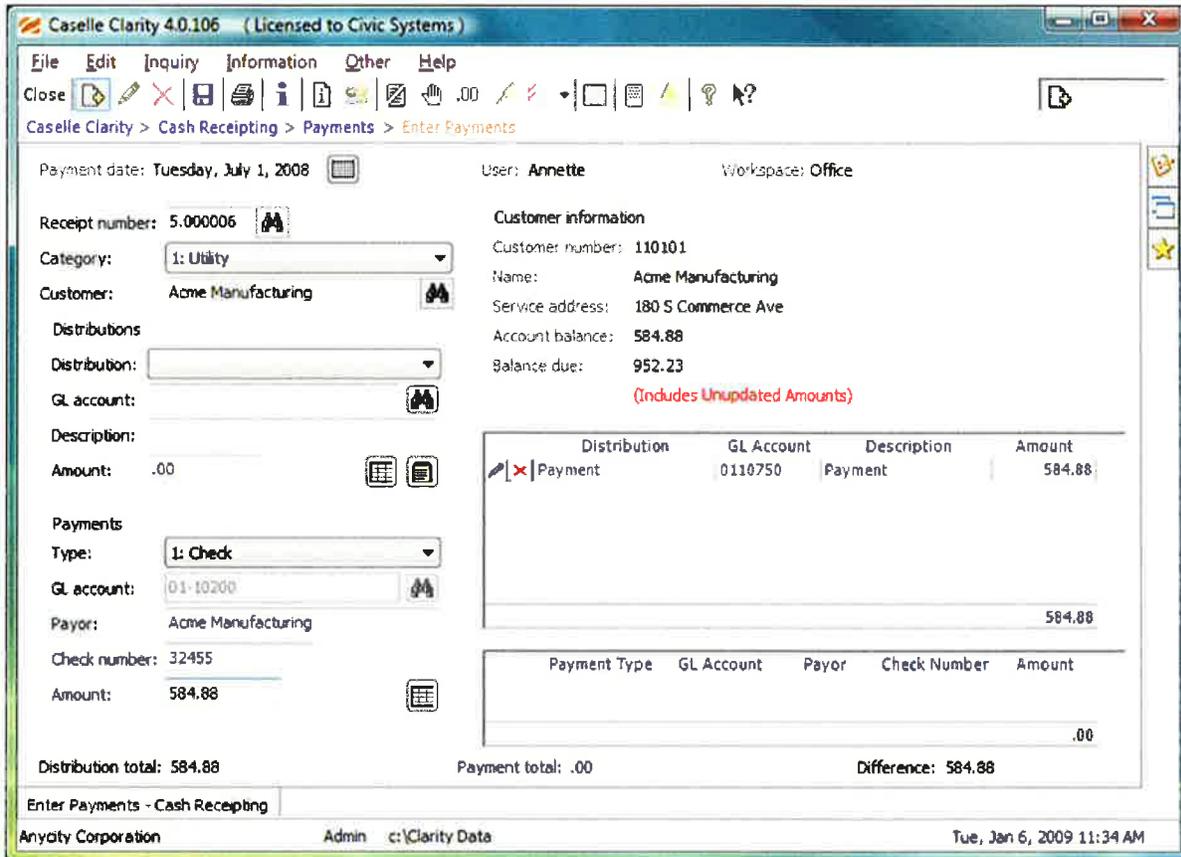
Timekeeping

For further information or a product demo, call 888.241.1517 or visit [www.civicsystems.com](http://www.civicsystems.com)

# CASH RECEIPTING



Cash Receipting is a time-saving must. Simply record all payments into one program, print, and balance your deposit then push a button, sit back, and watch your payment information update to the General Ledger and to all of our billing programs.



## Capable

- Automated Internet and credit card payments
- Comprehensive balancing registers
- User-defined payment categories

## Efficient

- Laborsaving entry corrections and voiding procedures
- Quick receipt entry setup and redisplay options
- Prompt customer information inquiry

## Flexible

- Handles electronic cash drawers and check validation automatically
- Creates deposit for multiple bank accounts
- Auto-generates deposit slip

## Powerful

- Interactive task list
- Electronic document and image attachments
- Print, save, and export all reports

## Interfaces With

- Accounts Receivable
- Animal License
- Business License
- Cemetery Management
- Court Management
- General Ledger
- Improvement Districts
- Online Payment/  
Credit Card Interface
- Utility Management

For further information or a product demo, call 888.241.1517 or visit [www.civicsystems.com](http://www.civicsystems.com)

# ACCOUNTS PAYABLE



With the Accounts Payable module, issuing checks and managing vendor information is a snap. Combine this module with the Requisitions/Purchase Orders and General Ledger modules to enable full encumbrance accounting.

## Capable

- Track checks, purchase orders, and invoices for each vendor
- Set budget warnings for invoice entry to indicate when account budget is exceeded
- Manage both discounts earned and discounts not taken

## Efficient

- Set default descriptions and GL account number for each vendor to speed invoice entry process
- Enter invoices with costs allocated by percentage or amount to multiple accounts
- Generate 1099s effortlessly

## Flexible

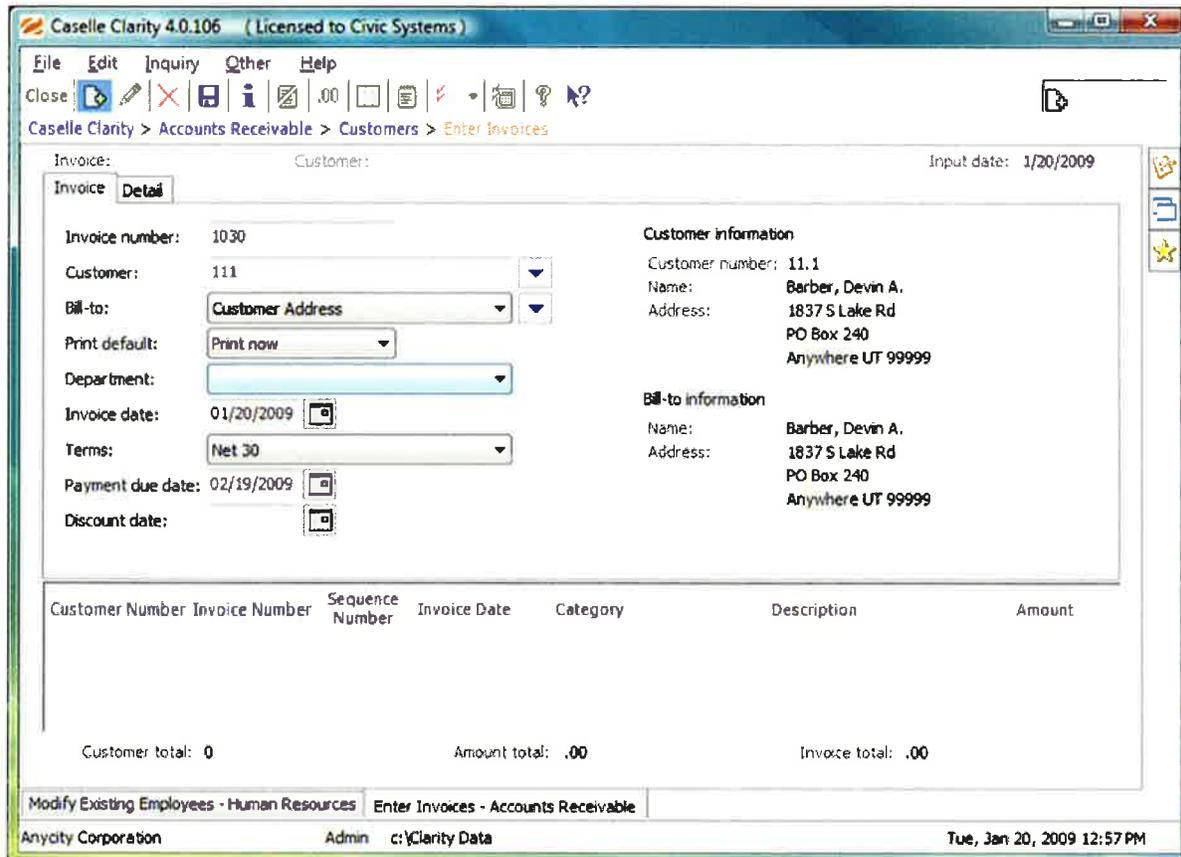
- Utilize cash or accrual accounting method
- Set multiple, user-defined approval limits for invoice approval process
- Create customized checks, letters, and any other forms with built-in forms designer

## Powerful

- Powerful search options
- Print, save, and export reports
- Comprehensive inquiry and lookup

For further information or a product demo, call 888.241.1517 or visit [www.civicsystems.com](http://www.civicsystems.com)

Track, maintain, and manage all of your Accounts Receivable billings. Use detailed invoices or combined statements to assist your collection and information tracking process. Manual or recurring invoice entry makes this chore a breeze.



## Capable

- Complete customer information inquiry and reporting
- Generate user-designed invoices, statements, letters, and delinquent notices
- Automatic penalty and sales tax calculation

## Efficient

- Complete interface to General Ledger to create journal entries automatically
- Save time by using recurring invoice setup to eliminate repetitive injury

## Flexible

- User-defined defaults for quick and accurate data entry
- Flexible billing rate calculation by quantity or flat amounts
- Optional customer deposit tracking

## Powerful

- Powerful search options
- Print, save, and export reports
- Comprehensive inquiry and lookup

## Interfaces With

Cash Receipting

Check on Demand

General Ledger

Materials Management

For further information or a product demo, call 888.241.1517 or visit [www.civicsystems.com](http://www.civicsystems.com)

# Asset Management



With this software, you can track the capitalization or depreciation of an organization's assets in an effective way that makes the year-end financial report simple and stress-free. Track assets by department and classification, and easily update information to General Ledger for seamless reporting. The Asset Management application also supports multiple depreciation methods, allowing you to tailor the software to your organization's unique needs. Give your company the power to grow through an increased ability to monitor the strength of your assets.



## Capable

- Create capitalized and non-capitalized fixed assets
- Create and maintain proper accounting values associated with assets, including allocations to departments with appropriate General Ledger accounts
- Produce end-of-year reports and reports for the reconciliation of assets
- Track non-depreciable assets

## Efficient

- Allocate assets to multiple departments
- Organize, classify, and link assets
- Distribute capitalization and depreciation to the appropriate accounts in General Ledger

## Flexible

- Customizable depreciation methods and schedules
- Easy transaction entry to update work-in-progress assets
- Unlimited depreciation history
- User-defined fields

## Powerful

- Custom reporting
- Powerful search options
- Interactive task list
- Electronic document attachments
- Application, task, and field level security
- Print, save, and export all reports
- History and management tracking

## Interfaces With

Accounts Payable

General Ledger

Payroll

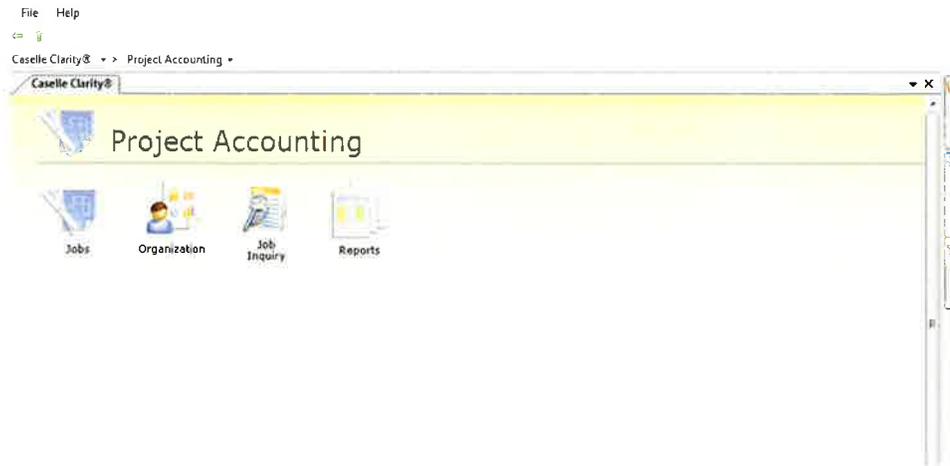
Project Accounting

For further information or a product demo, call 888.241.1517 or visit [www.civicsystems.com](http://www.civicsystems.com)

# Project Management



This application is a comprehensive solution for tracking all aspects of a job from start to finish. Seamless integration with other Clarity applications allows you to accumulate all your project costs. With this software, you can not only track where all your money is going, but you can use that information to create a realistic budget and estimate the total cost of the project at hand. Project Accounting also allows for projects to cross fiscal years, keeping it easy to manage year-end information even with ongoing projects.



### Capable

- Accumulate costs for labor, equipment, and materials
- Create fixed assets for mass units based on actual job costs

### Efficient

- Access direct labor, equipment, and material costs
- Estimate projects
- View the transactions that make up the amounts or balances you view

### Flexible

- Long-range capital planning
- Variance reporting
- Materials reserve
- User-defined fields

### Powerful

- Custom reporting
- Powerful search options
- Interactive task list
- Application, task, and field level security
- Print, save, and export all reports
- Electronic document and image attachments
- History and management tracking

### Interfaces With

Accounts Payable

Accounts Receivable

General Ledger

Materials Management

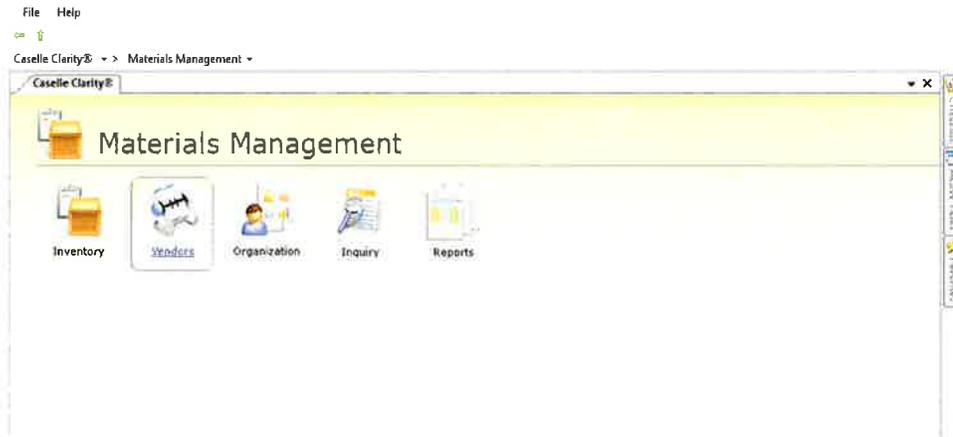
Payroll

Timekeeping

# Materials Management



This software facilitates necessary tracking, costing, and accountability involved in all aspects of managing inventory. Track your current inventory, newly received items, and the vendors associated with each. Materials Management also allows you to generate purchase requisitions when inventory needs to be reordered. Feel confident and stay on top of your inventory so your organization can function smoothly and keep its customers happy.



## Capable

- Vendor tracking including vendor part information
- Forms that list materials sold, issued, returned, or salvaged

## Efficient

- Create invoices in Accounts Receivable from sold inventory transactions
- Easily update quantities based on physical inventory counts
- Create requisitions based on reorder points
- Define assemblies to quickly issue inventory items that are used together

## Flexible

- Inventory sorted by department, description, location, or category
- Inventory value based on average cost, FIFO, or LIFO
- Bar code enabled
- User-defined fields

## Powerful

- Custom reporting
- Powerful search options
- Interactive task list
- Application, task, and field level security
- Print, save, and export all reports
- Electronic document and image attachments
- History and management tracking

## Interfaces With

Accounts Payable

Accounts Receivable

General Ledger

Project Accounting

Purchases & Requisitions

# Human Services Case and Financial Management System



This application is a solution for human service organizations to track time and costs that case workers and external agencies spend with clients. With this software, you can create client case records, enter time and case notes, and seamlessly integrate charges from external service providers with your case records and the Clarity accounts payable package.



## Capable

- Record and track all activity related to a case
- Establish contract records with external service providers
- Set up authorizations to monitor charges billed for client services

## Efficient

- Easy to use entry screens for recording case information
- Invoiced costs can be entered into one system without duplicate entry in accounts payable
- Complete service history of all interactions with a client on one screen
- Interfaces with eWiSACWIS for import of invoices and export of payment information

## Flexible

- User-definable CARS numbers, target groups, program clusters and service codes
- Case workers can bill out at different charge rates
- Clients can be tied to multiple target groups for reporting purposes

## Interfaces With

Accounts Payable

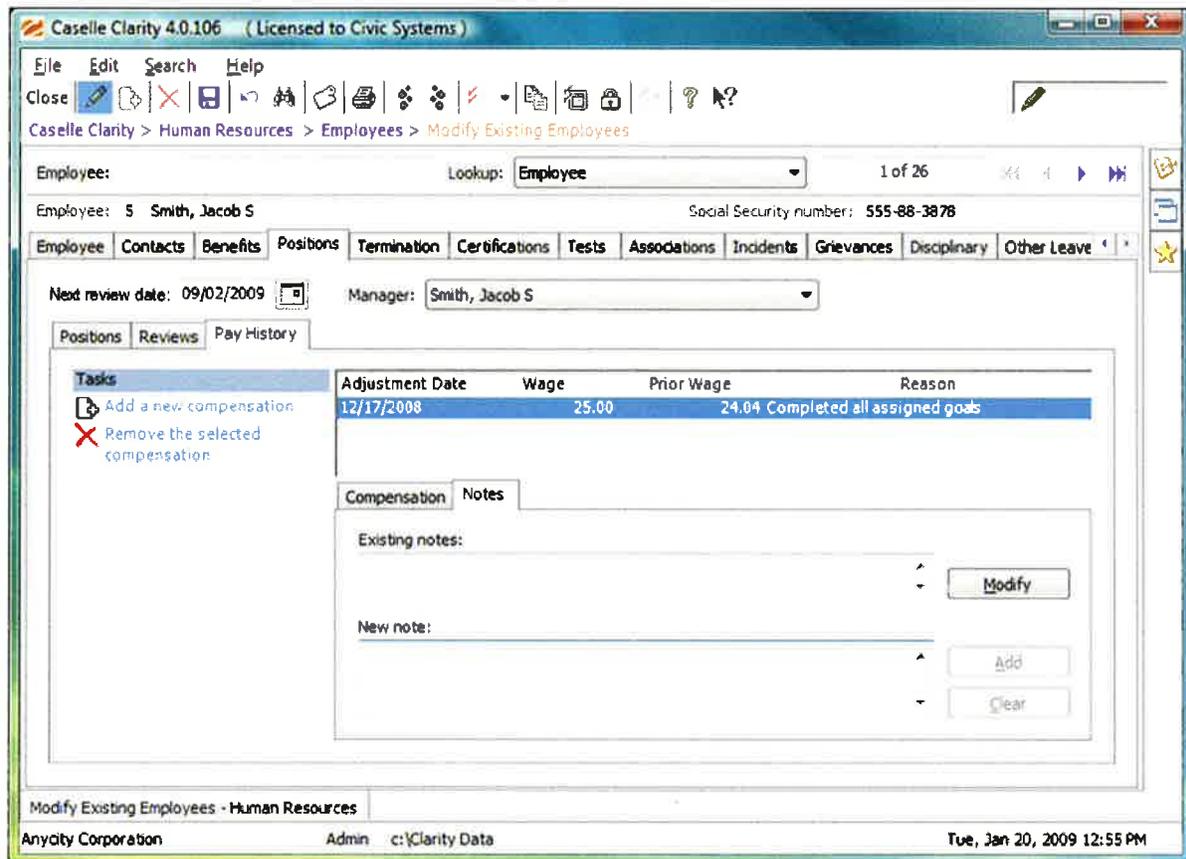
General Ledger

## Powerful

- Standard reports provide key information for managing client interactions
- All record definitions are customizable with the included report designer
- Powerful search options
- Print, save, and export all reports

For further information or a product demo, call 888.241.1517 or visit [www.civicsystems.com](http://www.civicsystems.com)

With Human Resources, you have the ability to track and manage your most valuable resources from recruitment to retirement. Take the Human Resource function to the next level by reducing the cost of hiring, increasing productivity, and generating on demand reports and cost scenarios.



### Capable

- Benefits tracking
- FMLA tracking
- FTE tracking

### Efficient

- Job posting
- Applicant tracking
- Employee grievance, incident, and performance evaluation tracking

### Flexible

- Future budget reporting
- Information flows through each state of the employment process
- Special tests and deadline tracking

### Powerful

- Powerful search options
- Print, save, and export reports
- History and management tracking

### Interfaces With

Payroll

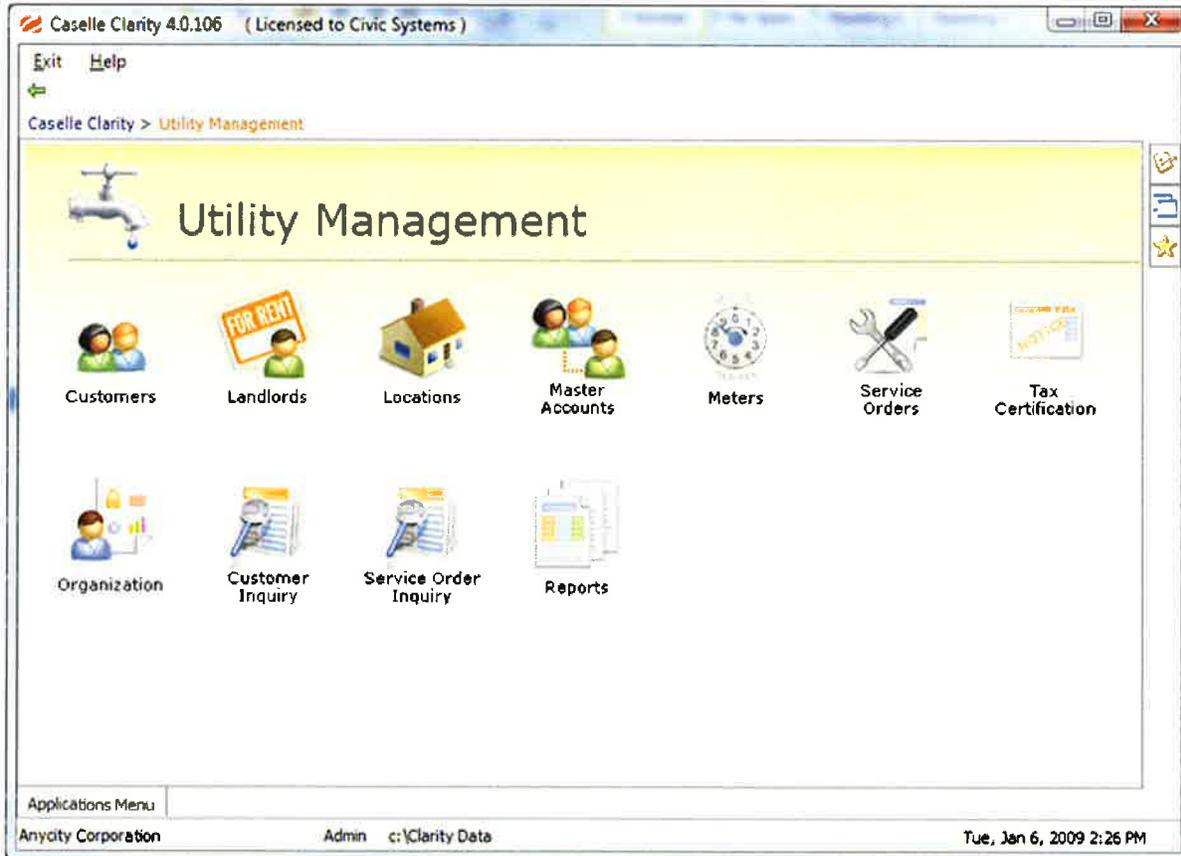
Timekeeping

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# UTILITY MANAGEMENT/ SERVICE ORDERS



More than just a billing program, Utility Management offers a unique solution for all your specialized billing needs for tracking customers, billings, services, meters, locations, and deposits. The Service Order module interfaces directly to the Utility Management System. This application gives you all the tools you need for tracking your service orders from beginning to end.



## Capable

- View customer transaction history easily
- Setup and track contract payment arrangements with customers
- Track security deposits with optional interest calculation

## Efficient

- Effortless statement preparation for customers, landlords, and tenants
- Seamless interface to electronic meter reading devices
- Automated workflow of tasks throughout the service order process

## Flexible

- Supports multiple and seasonal billing
- Delinquent and shutoff notices are generated easily
- Duplicate statements can be sent to alternate addresses

## Powerful

- Electronic document and image attachments
- Print, save, and export all reports
- GIS integration

## Interfaces With

Cash Receipting

Check on Demand

General Ledger

Service Orders

Supplemental Billing

Utility Direct Pay

Utility Electronic Meter Reading

Utility Tax Certification

Utility Water Conservation

For further information or a product demo, call 888.241.1517 or visit [www.civicsystems.com](http://www.civicsystems.com)



# REQUEST FOR CONSIDERATION

<b>COMMITTEE CONSIDERATION:</b> Town Board
<b>ITEM DESCRIPTION:</b> Ordinance 09-18, Creating Section 2.09 of the Town Code Relating to Alternative Claims Payment Procedures & approve payments via ACH pursuant to Wisconsin State Statute 66.0607(3m)
<b>PREPARED BY:</b> Gina C. Gresch, Interim Administrator
<b>REPORT DATE:</b> Wednesday, July 18, 2018
<b>RECOMMENDATION:</b> Adopt Ordinance 09-18 and approve payments via ACH.
<b>EXPLANATION:</b> <p>Since being appointed Interim Administrator, I've been meeting with employees and asking them if there is anything I can do to help them be successful in their position with the Town. Deputy Treasurer Kelley Sharon expressed concern about the accounts payable invoice entry process and that the Town has many invoices that we process routinely which are time consuming to enter month after month for payment. For example, WE Energies has ABC# of accounts that have to be entered separately in the AP system. The same goes for other utilities and routine payments for payroll deductions. I suggested we look at paying these types of invoices by ACH or online auto-pay, especially if the Town Board approves upgrading our accounting software because our current software does not have the capability to import data.</p> <p>Deputy Treasurer Sharon informed me that there are many reasons this process would be beneficial. Many of our vendors do not have net 30 day payment terms. Payment terms vary from 10 to 20 days and many times we aren't able to have the payment received by them in that amount of time, depending on when the invoice was received and when the Town Board approved it. Using auto pay or ACH will save time from data entering the same information each month, it will also reduce the number of checks, envelopes and postage used. Some of the bills we pay have so many entries, it takes two checks to print the information which automatically voids the second check. This too will save on un-usable checks.</p> <p>Per the proposed ordinance, the Town Board will be provided with a report monthly of the bills which were paid with auto pay or ACH and will be in the packet just like we do currently with the check register. The payments will also be kept track of on a spreadsheet which will be used to make Journal Entries so the payments are easily recorded in the General Ledger, which will be especially beneficial if the Town Board approves the purchase of new accounting software.</p> <p>I recommend adopting the ordinance. Thank you for your consideration.</p>

## Gina Gresch

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**From:** Kevin Clark <kjc@cmhlaw.com>  
**Sent:** Wednesday, July 18, 2018 11:39 AM  
**To:** 'Gina Gresch'; Kathryn Sawyer Gutenkunst  
**Cc:** Amanda Kerznar  
**Subject:** Alternative Claims Procedure  
**Attachments:** Alternative Claims Procedure - Electronic Banking Policy REDLINE 7-18-18.docx;  
Alternative Claims Procedure - Electronic Banking Policy CLEAN 7-18-18.docx; Wis. Stat.  
60.44 and 66.0607.pdf

Gina,

Attached is the redline and clean version of the Alternative Claims Procedure Ordinance. I have also attached copies of Wis. Stat. Sec. 60.44 and 66.0607 for your reference.

As we discussed on the phone today, the Alternative Claims Procedure Ordinance permits bills to be paid *before* going to the Town Board for approval if the procedure identified in the ordinance is followed. That procedure is prescribed by Wis. Stat. 60.44(2). Also, it should be noted that the ordinance only applies to certain items that re-occur. Specifically, for Lisbon that includes utilities, health/dental insurance premiums and pay roll taxes. If there are any other items that the Town wants to pay prior to approval, the ordinance would have to be amended.

The other item that is tangentially related is electronic banking. Wisconsin Statute sec. 66.0607(3m) which states the following: "A county, city, village, town or school district may process periodic payments through the use of money transfer techniques, including direct deposit, electronic funds transfer and automated clearinghouse methods. The county, municipal or school district **shall keep a record of the date, payee and amount of each disbursement made by a money transfer technique.**" Kathy and I both believe that a motion to approve payments via ACH is sufficient for the purposes of Wis. Stat. 66.0607(3m). However, it is important to remember that this statute relates closely to Wis. Stat. 60.44 and that any items paid *before* going to the Town Board must be approved in the procedure identified in sec. 60.44 and now the Lisbon ordinances. Also, the sentence I bolded requires that a record of the date, payee and amount of each disbursement made by a money transfer technique be kept.

Let us know if you have any questions.

Kevin J. Clark  
Cramer, Multhauf & Hammes, LLP  
1601 E. Racine Avenue, Suite 200  
P.O. Box 558  
Waukesha, WI 53187-0558  
Phone: 262-542-4278  
Fax: 262-542-4270  
Email: [kjc@cmhlaw.com](mailto:kjc@cmhlaw.com)  
[www.cmhlaw.com](http://www.cmhlaw.com)

CRAMER, MULTHAUFG & HAMMES, LLP

## Ord. 09-18

**AN ORDINANCE CREATING SECTION 2.09 OF THE TOWN OF LISBON CODE  
RELATING TO ALTERNATIVE CLAIMS PAYMENT PROCEDURES**

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The Town Board of the Town of Lisbon, Waukesha County, Wisconsin, does ordain as follows:

**SECTION 1:** Section 2.09 of the Town of Lisbon Code is hereby created as follows:

**2.09 ALTERNATIVE CLAIMS PAYMENT PROCEDURES**

(a) Purpose.

This ordinance is entitled the Town of Lisbon Alternative Claims Payment Procedure Ordinance. The purpose of this ordinance is to authorize an alternative procedure for approving financial claims against the Town that are in the nature of bills and vouchers.

(b) Authority.

The Town Board of the Town of Lisbon, Waukesha County, Wisconsin has specific authority pursuant to section 60.44(2), Wis. Stats., to adopt an ordinance to authorize an alternative procedure for approving financial claims against the Town that are in the nature of bills and vouchers.

(c) Applicability.

Payments of claims against the Town may be made from the Town treasury under the procedure established in this ordinance for bills or vouchers that are of a routine nature, namely: utilities, health/dental insurance premiums and payroll taxes.

(d) Procedure.

- i. Subject to the restrictions under Section 2.09(c), the payment of a claim against the Town may be made from the Town treasury if the Town Clerk approves in writing the claim as a proper charge against the Town treasury. A claim against the Town is a proper charge against the Town treasury if the Clerk determines that all of the following conditions have been met:

- a. Funds are available under the Town budget to pay the bill or voucher.
  - b. The item or service covered by the bill or voucher has been authorized by the Town Board or an authorized Town official, agent, or employee.
  - c. The item or service covered by the bill or voucher has been supplied or rendered in conformity with the authorization.
  - d. The claim appears to be a valid claim against the Town.
- ii. The Town Clerk may require submission of proof to determine compliance with the conditions under Section 2.09(d) prior to approval. (For example, the Clerk may require verification of quantity, quality, etc., by another Town official or employee.)
  - iii. After determining that the conditions under Section 2.09(d) have been met, the Town Clerk shall indicate approval of the claim by placing his or her signature on the bill or voucher. Upon approval of a bill or voucher under this procedure, the Town Clerk shall prepare and sign a check and have it countersigned by the Town Treasurer and the Town Chairperson, pursuant to s. 66.0607, Wis. stats. The Treasurer shall then mail or deliver the completed checks to the appropriate parties.
  - iv. At least monthly, the Town Clerk shall file with the Town board a written list of claims approved pursuant to this ordinance. The list shall include the date paid, name of claimant, purpose, and amount.

**SECTION 2:** If any provision of this ordinance or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of this ordinance that can be given effect without the invalid provision of application, and to this end the provisions of this ordinance are severable.

**SECTION 3:** All ordinances or parts of ordinances conflicting with or contravening the provisions of this ordinance are hereby repealed.

**SECTION 4:** This ordinance shall take effect upon passage and posting as provided by law.

**PASSED AND ADOPTED** by the Town Board of the Town of Lisbon, Waukesha County, Wisconsin this 23<sup>rd</sup> day of July, 2018.

TOWN BOARD, TOWN OF LISBON  
WAUKESHA COUNTY, WISCONSIN

BY: \_\_\_\_\_  
JOSEPH OSTERMAN, Chairman

BY: \_\_\_\_\_  
TEDIA GAMIÑO, Supervisor

BY: \_\_\_\_\_  
MARC MOONEN, Supervisor

BY: \_\_\_\_\_  
LINDA BEAL, Supervisor

BY: \_\_\_\_\_  
REBECCA PLOTECHER, Supervisor

ATTEST:

BY: \_\_\_\_\_  
Gina C. Gresch, MMC/WCPC  
Interim Administrator & Town Clerk



**60.35 Duties of town constable.** (1) A town constable shall perform the duties established by the town board under s. 60.22 (4).

(2) A town constable shall keep his or her office in the town. No constable who keeps his or her office outside the limits of the town may receive fees for any service performed.

History: 1983 a. 532.

**60.351 Town constable fees.** (1) Town constables shall collect the fees prescribed for sheriffs in s. 814.70 for similar services, unless a higher fee is applicable under s. 814.705 (1) (d).

(2) If any person except a party to an action performs the services of a town constable, the person shall collect the fees to which the town constable would be entitled.

(3) No town constable may serve or execute any summons, writ or process in any action or proceeding in which he or she is agent or attorney for the plaintiff or if he or she is interested in the collection of any claim which is the subject of the action or proceeding. A town constable may not recover any costs, fees or expenses, nor may any costs or fees be taxed for any services rendered in violation of this subsection.

History: 1983 a. 532; 1987 a. 181; 1997 a. 27.

**60.36 Municipal judge.** The town board may provide for the election of a municipal judge under ch. 755.

History: 1983 a. 532.

**60.37 Town employees.** (1) GENERAL. The town board may employ on a temporary or permanent basis persons necessary to carry out the functions of town government including, subject to sub. (4), any elected officer of the town. The board may establish the qualifications and terms of employment, which may not include the residency of the employee, except as provided in s. 66.0502 (4) (b). The board may delegate the authority to hire town employees to any town official or employee.

(2) LEGAL ASSISTANCE. The town board may designate, retain or employ one or more attorneys on a temporary or continuing basis to counsel the town on legal matters or represent the town in legal proceedings.

(3) TOWN ADMINISTRATOR. (a) The town board may create the position of town administrator and establish the qualifications, compensation and terms of employment for the position. The town administrator may be employed to serve at the pleasure of the town board or for a fixed term. If employed for a fixed term, the town board may suspend or remove the town administrator for cause.

(b) The town administrator shall perform all lawful duties assigned by the town board which do not conflict with duties and powers conferred by law on other town officers.

(c) No elected town officer may serve as town administrator.

(d) A town may join with one or more towns, villages or cities, in any combination, to employ a person as administrator for the towns, villages or cities. The governing body of each town, village and city may enter into an agreement for this purpose, which may include agreement to share the costs of the position. The town board may not enter into an agreement under this paragraph to employ an administrator for more than 3 years unless the town meeting approves the agreement.

(4) ELECTED OFFICERS SERVING AS EMPLOYEES. (a) An elected town officer, other than a town clerk, a town treasurer, or an officer serving in a combined office of town clerk and town treasurer, who also serves as a town employee may be paid an hourly wage for serving as a town employee, not exceeding a total of \$5,000 each year. An elected town officer, who is a town clerk, a town treasurer, or an officer serving in a combined office of town clerk and town treasurer, who also serves as a town employee may be paid an hourly wage for serving as a town employee, not exceeding a total of \$15,000 each year. Amounts that are paid under this paragraph may be paid in addition to any amount that an individual receives under s. 60.32 or as a volunteer fire fighter, emer-

gency medical services practitioner, or emergency medical responder under s. 66.0501 (4) (a). The \$5,000 maximum in this paragraph includes amounts paid to a town board supervisor who is acting as superintendent of highways under s. 82.03 (1).

NOTE: Par. (a) is shown as affected by 2017 Wis. Acts 12 and 326 and as merged by the legislative reference bureau under s. 13.92 (2) (i).

(b) 1. Except as provided in subd. 2., the town meeting shall establish the hourly wage to be paid an elected town officer for serving as a town employee.

2. If authorized by the town meeting under s. 60.10 (2) (L), the town board may establish the hourly wage to be paid an elected town officer, other than a town board supervisor, for serving as a town employee.

History: 1983 a. 532; 2001 a. 16; 2003 a. 214; 2007 a. 20; 2013 a. 20; 2017 a. 12, 326; s. 13.92 (2) (i).

NOTE: 2003 Wis. Act 214, which affected this section, contains extensive explanatory notes.

## SUBCHAPTER VI

### FINANCE

**60.40 Preparation and adoption of budget.** (1) FISCAL YEAR; ANNUAL BUDGET. The town fiscal year is the calendar year. A town budget shall be adopted annually.

(2) PREPARATION. The town board is responsible for preparation of the proposed budget required under s. 65.90. In preparing the budget, the town board may provide for assistance by any person.

(3) HEARING. The town board shall conduct the budget hearing required under s. 65.90.

(4) ADOPTION. The town board shall adopt the town budget.

(5) AMENDMENT. The town budget may be amended by the town board under s. 65.90 (5).

History: 1983 a. 532.

Local units of government may not create and accumulate unappropriated surplus funds. However, a local unit of government may maintain reasonable amounts necessary in the exercise of sound business principles to meet the immediate cash flow needs of the municipality during the current budgetary period or to accumulate needed capital in non-lapsing funds to finance specifically identified future capital expenditures. 76 Atty. Gen. 77.

Article VIII, section 5 restricts the state from levying taxes to create a surplus having no public purpose. Although the constitutional provision does not apply directly to municipalities, the same limitation applies indirectly to them because the state cannot delegate more power than it has. 76 Atty. Gen. 77.

**60.41 Annual financial statement.** The town board annually shall prepare a statement of the financial condition of the town and present the statement to the annual town meeting. In preparing the statement, the town board may provide for assistance by any person. The statement shall include the previous year's revenues and expenditures and the current indebtedness of the town.

History: 1983 a. 532.

**60.42 Finance book.** The town clerk shall maintain a finance book under s. 60.33 (3).

History: 1983 a. 532.

**60.43 Financial audits.** (1) GENERAL. The town board may provide for financial audits under s. 66.0605.

(2) AUDIT OF COMBINED CLERK AND TREASURER OFFICE. If the offices of town clerk and town treasurer are combined under s. 60.305 (1) (a), the town board shall arrange for an audit of the town financial records at least once every year. The audit may be conducted either by a certified public accountant, appointed by the town board and not otherwise employed by the town, or by the department of revenue if the department provides such a service.

History: 1983 a. 532; 1999 a. 150 s. 672.

**60.44 Claims against town.** (1) GENERAL PROCEDURE. (a) Claims for money against a town or against officers, officials, agents or employees of the town arising out of acts done in their official capacity shall be filed with the town clerk as provided under s. 893.80 (1d) (b). This paragraph does not apply to actions commenced under s. 19.37, 19.97 or 281.99.

(b) The town board shall allow or disallow the claim. Notice of disallowance shall be made as provided under s. 893.80 (1g).

(2) ALTERNATIVE PROCEDURE. (a) The town board, by ordinance, may provide a procedure for approving financial claims against the town which are in the nature of bills and vouchers. The ordinance shall provide that payment may be made from the town treasury under s. 66.0607 after the town clerk reviews and approves in writing each bill or voucher as a proper charge against the treasury, after having determined that:

1. Funds are available under the town budget to pay the bill or voucher.

2. The item or service covered by the bill or voucher has been duly authorized.

3. The item or service covered by the bill or voucher has been supplied or rendered in conformity with the authorization.

4. The claim appears to be a valid claim against the town.

(b) The town clerk may require submission of proof to determine compliance with the conditions under par. (a) 1. to 4.

(c) The ordinance shall require that the clerk file with the town board at least monthly a list of the claims approved, showing the date paid, name of claimant, purpose and amount.

(3) COURT ACTIONS TO RECOVER CLAIMS. Subsection (2), or an ordinance adopted under that subsection, does not affect the applicability of s. 893.80. No action may be brought or maintained against a town upon a claim unless the claimant complies with s. 893.80. This subsection does not apply to actions commenced under s. 19.37, 19.97 or 281.99.

**History:** 1983 a. 532; 1995 a. 158; 1997 a. 27; 1999 a. 150 s. 672; 2011 a. 162.

**60.45 Disbursements from town treasury.** Disbursements from the town treasury shall be made under s. 66.0607.

**History:** 1983 a. 532; 1999 a. 150 s. 672.

**60.46 Public depository.** The town board shall designate one or more public depositories for depositing funds of the town. The treasurer and the treasurer's surety are not liable for loss, as defined under s. 34.01 (2), of money deposited in the name of the town in a designated public depository. Interest accruing from town money in a public depository shall be credited to the town.

**History:** 1983 a. 532; 1985 a. 25 s. 15.

**60.47 Public contracts and competitive bidding.**

(1) DEFINITIONS. In this section:

(a) "Public contract" means a contract for the construction, execution, repair, remodeling or improvement of any public work or building or for the furnishing of materials or supplies, with an estimated cost greater than \$5,000.

(b) "Responsible bidder" means a person who, in the judgment of the town board, is financially responsible and has the capacity and competence to faithfully and responsibly comply with the terms of the public contract.

(2) NOTICE: ADVERTISEMENT FOR BIDS. Except as provided in subs. (4) and (5):

(a) No town may enter into a public contract with an estimated cost of more than \$5,000 but not more than \$25,000 unless the town board, or a town official or employee designated by the town board, gives a class 1 notice under ch. 985 before execution of that public contract.

(b) No town may enter into a public contract with a value of more than \$25,000 unless the town board, or a town official or employee designated by the town board, advertises for proposals to perform the terms of the public contract by publishing a class 2 notice under ch. 985. The town board may provide for additional means of advertising for bids.

(3) CONTRACTS TO LOWEST RESPONSIBLE BIDDER. The town board shall let a public contract for which advertising for proposals is required under sub. (2) (b) to the lowest responsible bidder. Section 66.0901 applies to public contracts let under sub. (2) (b).

(4) CONTRACTS WITH GOVERNMENTAL ENTITIES. This section does not apply to public contracts entered into by a town with a municipality, as defined under s. 66.0301 (1) (a).

(5) EXCEPTION FOR EMERGENCIES AND DONATED MATERIALS AND LABOR. This section is optional with respect to public contracts for the repair and construction of public facilities when damage or threatened damage to the facility creates an emergency, as declared by resolution of the town board, that endangers the public health or welfare of the town. This subsection no longer applies when the town board declares that the emergency no longer exists. This section is optional with respect to a public contract if the materials related to the contract are donated or if the labor that is necessary to execute the public contract is provided by volunteers.

(6) APPLICATION TO WORK BY TOWN. This section does not apply to any public work performed directly by the town.

**History:** 1983 a. 532; 1989 a. 272; 1999 a. 9; 1999 a. 150 s. 672; 2005 a. 202.

Sub. (3) does not imply a broad range of discretion beyond determining whether a bidder is responsible. *D.M.K., Inc. v. Town of Pittsfield*, 2006 WI App 40, 290 Wis. 2d 474, 711 N.W.2d 672, 05–0221.

An unsuccessful bidder was not entitled to maintain a suit for damages, but was instead required to seek an injunction. Only if the bidder successfully obtained an injunction would it be entitled to limited damages, not including lost profits, as, if successful, the bidder could force the town to award it the contracts, or alternatively, to relet them. *D.M.K., Inc. v. Town of Pittsfield*, 2006 WI App 40, 290 Wis. 2d 474, 711 N.W.2d 672, 05–0221.

A disappointed bidder may recover bid preparation expenses for a violation of the competitive bidding statute regardless of whether it has sought injunctive relief. *North Twin Builders, LLC v. Town of Phelps*, 2011 WI App 77, 334 Wis. 2d 148, 800 N.W.2d 1, 09–3036.

## SUBCHAPTER VII

### PUBLIC WORKS AND PUBLIC SAFETY

**60.50 Public works.** Without limitation because of enumeration, the town board may:

(1) ACQUIRE LANDS. Notwithstanding s. 60.10 (2) (e), acquire lands to lay, construct, alter, extend or repair any highway, street or alley in the town.

(2) STREETS, SEWERS AND SERVICE MAINS. Provide for laying, constructing, altering, extending, replacing, removing or repairing any highway, street, alley, sanitary sewer, storm sewer, water main or any other service pipes, under s. 62.16 (2) (d), in the town.

(3) SIDEWALKS. Provide for construction, removal, replacement or repair of sidewalks under s. 66.0907.

(4) LIGHTING HIGHWAYS. Provide for lighting for highways, as defined under s. 340.01 (22), located in the town.

(5) LAKE IMPROVEMENTS. Provide for making improvements in any lake or waterway located in the town.

(6) INSPECTIONS. Gather at the site of a public works project or a highway, street or alley project that has been approved by the town board for the sole purpose of inspecting the work that has been completed or that is in progress if, before gathering at the site, the chairperson of the board or the chairperson's designee notifies by telephone or facsimile transmission those news media who have filed a written request for notice of such inspections in relation to that project and if the chairperson of the board or the chairperson's designee submits at the next board meeting a report that describes the inspection. The board may not take any official action at the inspection site.

**History:** 1983 a. 532; 1993 a. 246; 1995 a. 185; 1999 a. 150 s. 672.

**60.52 Sewer and water systems of adjoining municipality.** (1) With the approval of the town board, any city or village adjoining a town may construct and maintain extensions of its sewer or water system in the town. An extension of a sewer or water system under this subsection is subject to s. 62.175 (1) and the rights of abutting property owners.

(2) An abutting property owner who is permitted to connect with and use a sewer or water system constructed under sub. (1) may not be deprived of the use of the sewer or water system,

more, or a 1st class city, may delegate investment authority over any of the moneys described in sub. (1m) (e) or (f) to any of the following persons, which shall be responsible for the general administration and proper operation of the county's or city's employee retirement system, subject to the governing body's finding that such person has expertise in the field of investments:

(a) A public board that is organized for such purpose under county or city ordinances.

(b) A trustee, investment advisor, or investment banking or consulting firm.

**History:** 1999 a. 9 ss. 1607, 1608; 1999 a. 65 ss. 15 to 17; 1999 a. 150 ss. 93, 95, 168; 1999 a. 167 ss. 31, 32; 1999 a. 186 ss. 43, 44; 2001 a. 30; 2003 a. 264; 2005 a. 99, 335; 2007 a. 82, 115; 2009 a. 28; 2015 a. 60; 2017 a. 59, 78; 2017 a. 207 s. 5; 2017 a. 366 s. 99.

**Cross-reference:** See also s. 157.50 (6) as to investment of municipal care funds. Based on the plain meaning of the word "investment," the exchange of surplus county funds for U.S. gold coins would be an investment within the meaning of s. 59.61 (3). This section provides the authorized list of investments that a county can make with county funds, and the statute does not authorize an investment in U.S. gold coins. **OAG 2-13.**

**66.0605 Local government audits and reports.** Notwithstanding any other statute, the governing body of a county, city, village or town may require or authorize a financial audit of a municipal or county officer, department, board, commission, function or activity financed in whole or part from municipal or county funds, or if any portion of the funds are the funds of the county, city, village or town. The governing body may require submission of periodic financial reports by the officer, department, board, commission, function or activity.

**History:** 1977 c. 29; 1999 a. 150 s. 97; Stats. 1999 s. 66.0605.

**66.0607 Withdrawal or disbursement from local treasury.** (1) Except as otherwise provided in subs. (2) to (5) and in s. 66.0608, in a county, city, village, town, or school district, all disbursements from the treasury shall be made by the treasurer upon the written order of the county, city, village, town, or school clerk after proper vouchers have been filed in the office of the clerk. If the statutes provide for payment by the treasurer without an order of the clerk, the clerk shall draw and deliver to the treasurer an order for the payment before or at the time that the payment is required to be made by the treasurer. This section applies to all special and general provisions of the statutes relative to the disbursement of money from the county, city, village, town, or school district treasury except s. 67.10 (2).

(2) Notwithstanding other law, a county having a population of 750,000 or more may, by ordinance, adopt any other method of allowing vouchers, disbursing funds, reconciling outstanding county orders, reconciling depository accounts, examining county orders, and accounting consistent with accepted accounting and auditing practices, if the ordinance prior to its adoption is submitted to the department of revenue, which shall submit its recommendations on the proposed ordinance to the county board of supervisors.

(3) Except as provided in subs. (2), (3m) and (5), disbursements of county, city, village, town or school district funds from demand deposits shall be by draft or order check and withdrawals from savings or time deposits shall be by written transfer order. Written transfer orders may be executed only for the purpose of transferring deposits to an authorized deposit of the public depository in the same or another authorized public depository. The transfer shall be made directly by the public depository from which the withdrawal is made. No draft or order check issued under this subsection may be released to the payee, nor is the draft or order check valid, unless signed by the clerk and treasurer. No transfer order is valid unless signed by the clerk and the treasurer. Unless otherwise directed by ordinance or resolution adopted by the governing body, a certified copy of which shall be filed with each public depository concerned, the chairperson of the county board, mayor, village president, town chairperson or school district president shall countersign all drafts or order checks and all transfer orders. The governing body may also, by ordinance or resolution, authorize additional signatures. In lieu of the personal signatures

of the clerk and treasurer and any other required signature, the facsimile signature adopted by the person and approved by the governing body may be affixed to the draft, order check or transfer order. The use of a facsimile signature does not relieve an official from any liability to which the official is otherwise subject, including the unauthorized use of the facsimile signature. A public depository is fully warranted and protected in making payment on any draft or order check or transferring pursuant to a transfer order bearing a facsimile signature affixed as provided by this subsection notwithstanding that the facsimile signature may have been affixed without the authority of the designated persons.

(3m) A county, city, village, town or school district may process periodic payments through the use of money transfer techniques, including direct deposit, electronic funds transfer and automated clearinghouse methods. The county, municipal or school district treasurer shall keep a record of the date, payee and amount of each disbursement made by a money transfer technique.

(4) Except as provided in sub. (3m), if a board, commission or committee of a county, city, village, town or school district is vested by statute with exclusive control and management of a fund, including the audit and approval of payments from the fund, independently of the governing body, payments under this section shall be made by drafts or order checks issued by the county, city, village, town or school clerk upon the filing with the clerk of certified bills, vouchers or schedules signed by the proper officers of the board, commission or committee, giving the name of the claimant or payee, and the amount and nature of each payment.

(5) In a 1st class city, municipal disbursements of public moneys shall be by draft, order, check, order check or as provided under sub. (3m). Checks or drafts shall be signed by the treasurer and countersigned by the comptroller. Orders shall be signed by the mayor and clerk and countersigned by the comptroller, as provided in the charter of the city. Disbursements of school moneys shall be as provided by s. 119.50.

(6) Withdrawal or disbursement of moneys deposited in a public depository as defined in s. 34.01 (5) by a treasurer as defined in s. 34.01 (7), other than the elected, appointed or acting official treasurer of a county, city, village, town or school district, shall be by endorsement, written order, draft, share draft, check or other draft signed by the person or persons designated by written authorization of the governing board as defined in s. 34.01 (1). The authorization shall conform to any statute covering the disbursement of the funds. A public depository is fully warranted and protected in making payment in accordance with the latest authorization filed with it.

(7) No order may be issued by a county, city, village, town, special purpose district, school district, cooperative education service agency or technical college district clerk in excess of funds available or appropriated for the purposes for which the order is drawn, unless authorized by a resolution adopted by the affirmative vote of two-thirds of the entire membership of the governing body.

**History:** 1971 c. 154; 1971 c. 211 s. 124; 1977 c. 142, 225; 1979 c. 318; 1981 c. 20; 1983 a. 145; 1983 a. 189 s. 329 (21); 1983 a. 192 s. 303 (2); 1983 a. 368, 538; 1985 a. 91, 225; 1989 a. 56 s. 258; 1993 a. 399; 1999 a. 150 s. 109; Stats. 1999 s. 66.0607; 2001 a. 16; 2017 a. 207 s. 5.

**66.0608 Separate accounts for municipal fire, emergency medical services practitioner, and emergency medical responder volunteer funds.** (1) **DEFINITIONS.** In this section:

(ak) "Emergency medical responder" has the meaning given in s. 256.01 (4p).

(am) "Emergency medical responder volunteer funds" means funds of a municipality that are raised by employees of the municipality's emergency medical responder department, by volunteers, or by donation to the emergency medical responder department, for the benefit of the municipality's emergency medical responder department.



# REQUEST FOR CONSIDERATION

<b>COMMITTEE CONSIDERATION:</b> Town Board
<b>ITEM DESCRIPTION:</b> Authorize additional work hours for Treasurer Buchman.
<b>PREPARED BY:</b> Gina C. Gresch, Interim Administrator & Amy Buchman, Treasurer
<b>REPORT DATE:</b> Wednesday, July 18, 2018
<b>RECOMMENDATION:</b>  Approve additional work hours for Treasurer Buchman.
<b>EXPLANATION:</b>  As mentioned in the memo regarding the ordinance regarding auto payments, I also met with Treasurer Buchman about what we can do to help her get caught up. Since she started last September, she has been spending extra time trying to get caught up from last year's work along with learning the budget, getting through her first tax collection and audit, which she did great!  There are a number of items she needs more time to work on, which are listed below. Treasurer Buchman will be at the Town Board meeting to answer any questions you may have. <ul style="list-style-type: none"><li>• Continue to clean up General Ledger accounts so the six month actual budget numbers are accurate.</li><li>• Fix MSI issues related to duplicated paychecks for four employees, accounts payable duplicate check run, duplicate accrual postings, and twice voided checks.</li><li>• Reconcile the bank accounts to the General Ledger. (Amy is caught up through May besides the above mentioned MSI issues).</li><li>• Finish reconciling non-bank accounts so they aren't done all at once like last year.</li><li>• Update tracking spreadsheets for Accounts Receivable, Tax Collection accounts, road projects, storm water projects and building bonds.</li><li>• Prepare and file the annual fuel tax refund report (MF-0001).</li><li>• Balance the Assessment Roll with the garbage collection and storm water ERU numbers.</li><li>• Send out late notices for unpaid invoices.</li><li>• Prepare and file sales and use tax reports.</li><li>• Research new investments and banking opportunities.</li><li>• Assist the Interim Administrator with reformatting the budget.</li></ul> By the end of this week, she will have worked about 20 additional eight hour days based on the 21 hours per week average allotted for this position. We are requesting the Town Board approve an additional 40 hours of additional time which comes out to approximately \$1,300 including FICA and WRS. During the time the Town was without a Treasurer last year from mid-June to mid-September, the 2017 year-end Treasurer salary came in about \$5,000 under budget. In order to account for the extra monies in the budget, a budget amendment would need to be made at the next meeting. Thank you for your consideration.



# REQUEST FOR CONSIDERATION

<b>COMMITTEE CONSIDERATION:</b> Town Board
<b>ITEM DESCRIPTION:</b> Barnwood Conservancy Developers Agreement Changes
<b>PREPARED BY:</b> Gina C. Gresch, Interim Administrator
<b>REPORT DATE:</b> Friday, July 20, 2018
<b>RECOMMENDATION:</b> Approve the changes as indicated below.
<b>EXPLANATION:</b>  Barnwood Conservancy developer Chris Miller has two requests to amend the Developer's Agreement  <b>DEVELOPERS AGREEMENT STATES:</b>  <i>"It is expressly understood and agreed that no building or occupancy permits shall be issued for any homes, including model homes, until the TOWN Engineer has determined that:</i>  <i>1. The installation of the first lift of asphalt of the public street(s) providing access to and fronting a specific lot for which a building permit is requested has been completed and accepted by the TOWN Board."</i>  Chris Miller would like to begin construction on the model home in the first couple weeks of August, which is before the first lift will be installed. The first lift will be complete in April 2019. He is requesting the model home building permit be issued before the first lift of asphalt is installed.  <b>DEVELOPERS AGREEMENT STATES:</b>  <i>"Landscaping and removal of unwanted items, including buildings, will be completed and certified as complete by the TOWN Engineer prior to the issuance of any building permit"</i>  Per Chris Miller, the barn dismantling is going to take up to two months and would like begin construction on the model home prior to this. He is requesting the model home building permit be issued before the barn is dismantled.  Thank you for your consideration.

## DEVELOPER'S COVENANTS

### I. IMPROVEMENTS

A. PUBLIC STREETS. The DEVELOPER hereby agrees that:

1. Prior to the start of construction of improvements, the DEVELOPER shall provide to the TOWN written certification from the DEVELOPER'S Engineer or Surveyor that all public street plans are in conformance with all federal, state, county and TOWN specifications, regulations and ordinances, and written proof from the TOWN Engineer evidencing review and approval of said plans.

2. The DEVELOPER shall grade and install all planned public streets in accordance with the preliminary plat, approved development plan of said development or subdivision, which is attached to this document, or final plat as the case may be and the plans and specifications on file in the TOWN Clerk's office dated June 25, 2018.

3. Construction of the public streets providing access to and fronting a specific lot will be completed, presented and approved by the TOWN Board through the first lift of asphalt before any building permits are issued for said lot.

4. The first lift of the public streets will be completed and presented to the TOWN Board no later than ~~September 21~~ July 23, 2018 or as extended by the TOWN Board.

5. The final lift of asphalt shall be placed on all public streets after at least one winter season, and after a minimum of 75 percent of the lots shall have homes constructed.

6. The DEVELOPER shall maintain public streets, including snow plowing, until accepted by resolution by the TOWN Board.

7. The DEVELOPER shall furnish "as built" plans showing changes from the construction plans, pursuant to specifications approved by the TOWN Engineer.

8. The DEVELOPER shall have ultimate responsibility for cleaning up any and all construction related mud, dirt, stone or debris on the streets until such time as the final lift of asphalt has been installed by the DEVELOPER and accepted by the TOWN Board. The TOWN shall make a reasonable effort to require the contractor, who is responsible for placing the mud, dirt, stone or debris on the street, to clean up the same or to hold the subject property owner who hired the contractor responsible. The DEVELOPER and/or subject property owner shall clean up the streets within forty-eight (48) hours after receiving a notice from the TOWN. If said mud, dirt, stone or debris are not cleaned up after notification to the DEVELOPER, the TOWN Board will do so at the DEVELOPER'S and/or subject property owner's expense, at the option of the TOWN.

**Commented [GG1]:** ADMINISTRATIVE FIX: Date should be one year from the time the agreement is signed.

They were anticipating a quicker approval when the September 2018 date was put in.

Ok per DL & KG

4. All disturbed areas of the Property and adjacent to the Property shall be restored in accordance with the approved plans and to the reasonable satisfaction of the TOWN Engineer.

5. Ditches shall be to final grade and seeded before occupancy permits will be issued.

E. LANDSCAPING AND SITE WORK: The DEVELOPER hereby agrees that:

1. To the extent practicable, the DEVELOPER agrees to preserve the existing trees, shrubbery, vines, and grasses not actually lying on the public streets, drainage ways, building foundation sites, private driveways, soil absorption waste disposal areas, paths, and trails by use of sound conservation practices. The Landscaping Plan as attached **EXHIBIT F** is hereby acceptable to the TOWN.

2. The DEVELOPER, as required by the TOWN, shall remove and lawfully dispose of buildings, destroyed trees, brush, tree trunks, shrubs and other natural growth and all rubbish.

3. Landscaping and removal of unwanted items, including buildings, will be completed and certified as complete by the TOWN Engineer prior to the issuance of any building permits.

4. The TOWN of Lisbon has the right to trim and remove any features which would interfere with safe operation and maintenance of the TOWN right-of-ways and drainage ways.

5. Implement a landscape plan within the landscape easement set forth on the Plat as approved by the TOWN Engineer and TOWN Board.

6. Before an occupancy permit is issued for a respective lot, the DEVELOPER shall install no less than two, four-inch diameter trees in accordance with Section 12(8)(12) of the TOWN'S Chapter 12, Land Division and Development Ordinance, and DEVELOPER agrees to place said requirement in the Declaration of Restrictions.

F. STREET SIGNS AND TRAFFIC CONTROL SIGNS: The DEVELOPER hereby agrees that:

1. Street signs, traffic control signs, culverts, posts, and guard rails as required by the TOWN as listed on **EXHIBIT A** and in accordance with Chapter 12 (8)(11) of the TOWN'S Chapter 12, Land Division and Development Ordinance, shall be obtained and placed by the TOWN, and the cost thereof as set forth on said exhibit shall be paid by the DEVELOPER.

**Commented [GG2]:** They are dismantling the barns to preserve the wood. This is going to take up to two months. They would like to start the model prior to this.

## X. REDUCTION AND RELEASE OF GUARANTEE

The amount of the Letter of Credit will be reduced from time to time as and to the extent that the portion of work required under this Agreement is completed and paid for, provided that the remaining letter of credit is sufficient to secure payment for any remaining improvements and also provided that no reduction shall occur until it is approved in writing by the TOWN Engineer and TOWN Board.

## XI. BUILDING AND OCCUPANCY PERMITS

It is expressly understood and agreed that no building or occupancy permits shall be issued for any homes, including model homes, until the TOWN Engineer has determined that:

1. The installation of the first lift of asphalt of the public street(s) providing access to and fronting a specific lot for which a building permit is requested has been completed and accepted by the TOWN Board.
2. All required grading plans have been submitted to, reviewed by and approved by the TOWN Engineer.
3. The DEVELOPER has paid in full all permit fees and reimbursement of administrative costs as required by this Agreement (if wooded lot). The storm water management plan was approved based upon wooded lots and corresponding runoff coefficients. No trees shall be removed from any buildable lot prior to the issuance of a building permit. A building survey showing the size and location of existing trees, which are proposed to be removed for the home construction, shall be submitted to the TOWN Engineer for approval prior to issuance of a building permit.
4. All destroyed trees, brush, tree trunks, shrubs and other natural growth and all rubbish are removed from the development and disposed of lawfully.
5. The DEVELOPER is not in default of any aspect of this Agreement.

**Commented [GG3]:** He would like to start on the model home in early august, first lift will go down and the final should be done in April 2019