



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

Agenda
Town Board Meeting
Town of Lisbon, Town Hall
Monday, August 27, 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.
 - Monday, July 23, 2018 Town Board Minutes
 - Operator's Licenses
5. **Approval of Bills.**
6. **Announcements/Correspondence.**
 - Meeting Schedule
7. **Department Reports - Presentation of activity statistics and recently attended meetings.**
 - 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 on creating an RFP for Town Owned Vacant Land Purchase, for 65 acres at the southwest corner of Lake Five and Hickory Roads, a.k.a. Pauline Haass land.

10. New Business.

- A. Discussion and necessary action on the Town of Lisbon's Storm Water Engineering Firm and contract of the same.

11. Adjournment.

Joseph Osterman
Town Chairman

Gina C. Gresch, MMC/WCPC
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

COMMITTEE CONSIDERATION: Town Board

ITEM DESCRIPTION: Consent Agenda Items

PREPARED BY: Gina C. Gresch, Interim Administrator

REPORT DATE: Thursday, August 23, 2018

RECOMMENDATION:

Approval of the Consent Agenda items.

EXPLANATION:

A. July 23, 2018 Town Board minutes

B. Operators License(s) for:

- Robert McDonald – Fairways of Woodside Golf Course
- Courtney Wood – Ironwood Golf Course

**Minutes of the Town Board Meeting
Town of Lisbon, Town Hall
Monday, July 23, 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 and Beal. Also present: Gina Gresch, Interim Administrator. Absent: Supervisor Plotecher.

Comments from citizens present. None.

Consent Agenda. Items listed under the Consent Agenda are considered in one motion unless a Town Board member requests that an item be removed from the Consent Agenda.

- July 9, 2018 Town Board minutes
- Operator's Licenses.

Motion by Supervisor Gamiño to approve the Consent Agenda. Seconded by Supervisor Beal. Motion carried, 4-0.

Approval of Bills.

Motion by Supervisor Beal to approve the July 19, 2018 check register as presented. Seconded by Supervisor Moonen. Motion carried, 4-0.

Announcements/Correspondence.

- Meeting Schedule
- 2017 Waukesha County Recycling Dividends
- Waukesha County Recycling & Water Update Newsletter

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

- Town Administrator – The credit card payment system went live last week. 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. Due to the Tuesday, August 14 Partisan Primary Election, we are unable to hold the Town Board meeting the night before and suggested either moving the meeting to the week before or after the election. 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. Lastly, painting and carpeting companies have been secured and we are looking at getting that done in September.

Supervisor's Reports.

Supervisor Beal – The Sanitary District's Engineer, Sarah Nunn, is leaving Lynch and Associates at the end of August. Issues still remain with the Wooded Hills Property. The contractor sent final bills to see if the property owner's insurance will pay for it. There is another similar issue with another property. They also adopted a new sewer service code and are starting to work on the 2019 budget.

Supervisor Gamiño – Parks Committee came up with a new mission statement.

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.

Town Board members reviewed the proposals submitted and deliberated if enough brokers were approached and if a commercial broker was the right way to go. Supervisor Gamiño was underwhelmed by the lack of presentation by all of the brokers; maybe the Town should use a more traditional realtor. She feels that they didn't present well and one of them was late in responding. She'd like to see more traditional marketing materials too. Supervisor Moonen shares her same concerns. Supervisor Beal stated she is most impressed with the Luther Group; she explained the process of how to seek a buyer. Chairman Osterman said some put more time into the RFP response than others and one bidder was late to the meeting. He also wasn't happy that the Luther Group didn't even submit anything in writing. Supervisor Beal understands everyone's concerns. Because this is vacant land, the Town Board might feel that this land sale needs a commercial broker.

Town Board members discussed whether or not an RFP should be re-issued, and if they did, who will it reach this time versus the first time. If another RFP is to be sent out, the Town Board should have a plan on what they are looking for and how they will proceed. Chairman Osterman stated he would vote for Point Real Estate. He didn't like that Mr. Scardino came in late, but he liked what he presented. Town Board members deliberated the pros and cons of each broker, their presentation and proposed commission. Town Board members were divided in their opinions.

Motion by Supervisor Moonen to award the bid to Dan Scardino from Point Real Estate as 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 Chairman Osterman. Motion failed 2-2.

Supervisor Gamiño moved to re-issue the RFP to commercial and residential brokers and set a one month deadline. Seconded by Supervisor Beal. Motion failed 0-4.

Town Board members agreed they need to have a plan for the RFP and what they want to see in a response. Interim Administrator Gresch asked the Town Board to postpone action to give her time to research emails to see what was done by the prior Administrator and who he sent the RFP's to. Town Board members also concurred they would like to see better marketing plans presented. The Town needs to focus on trying to find someone we trust to sell the land, even though the Town Board will ultimately approve the sale.

Motion by Chairman Osterman to postpone hiring 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. Seconded by Supervisor Moonen. Motion carried, 4-0.

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.

Interim Administrator Gresch stated the ordinance has been put back to its original version, but cleaned up verbiage slightly to reduce redundancy with the help of Attorney Kevin Clark. Fees were also added to the Fee Schedule to re-coup time spent on cutting.

Motion by Chairman Osterman to adopt Ordinance 03-18, An Ordinance Repealing and Recreating Section 5.05 of the Town of Lisbon Code Relating to Noxious Weeds & Tall Grass. Seconded by Supervisor Gamiño. Motion carried, 4-0.

Discussion and necessary action on Resolution 03-18, Resolution Updating the Fee Schedule for the Town of Lisbon.

Motion by Chairman Osterman to adopt Resolution 03-18, Resolution Updating the Fee Schedule for the Town of Lisbon. Seconded by Supervisor Gamiño. Motion carried, 4-0.

New Business.

Discussion and necessary action for the 2018-2019 Workers Compensation Insurance Renewal with Rural Mutual Insurance.

Interim Administrator Gresch stated 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 to 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. She recommends switching to Rural Mutual Insurance Company so the Town can keep as many of our insurance policies under one roof as possible.

Linda Schopen with Rural Mutual Insurance added that RMI can also offer a dividend, up to 10% of the premium providing the loss ratio is under five percent and another two and a half percent if the loss ratio is less than 10 percent. The Town doesn't have a dividend plan with their current carrier. RMI also offers a service for a nurse hotline for workers compensation issues. An employee should call if their injury requires more than a band aid but less than a trip to the hospital. She has seen her client's modification factors decrease by using this service. Interim Administrator Gresch stated the Town budgeted about \$60,000 for 2018; 2019 will decrease to about \$47,000 with a possible dividend. She also clarified the Town isn't being charged workers compensation rates for a Police Department.

Motion by Supervisor Gamiño to approve the 2018-2019 Workers Compensation Insurance Renewal with Rural Mutual Insurance, not to exceed \$47,437. Seconded by Supervisor Beal. Motion carried, 4-0.

Discussion and necessary action on the Town's accounting software upgrade proposal.

Interim Administrator Gresch stated Supervisor Plotecher asked that this item be postponed to the next meeting so she can participate in the discussion. Also, if anyone has questions between now and the next Town Board meeting, please call or email herself or Treasurer Buchman.

Motion by Chairman Osterman to postpone the accounting software upgrade proposal to the next Town Board meeting. Seconded by Supervisor Beal. Motion carried, 4-0.

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.

Town Board members agreed this is a great idea, saving time and checks and not paying late fees is good. Supervisor Gamiño wants to be sure there is security in the ordinance. Chairman Osterman suggested the Town Board can approve a list of what bills are going to be paid via ACH/Autopay and amend it as needed. An attachment can be drafted and attached to the ordinance when it's adopted.

Motion by Chairman Osterman to postpone Ordinance 09-18, An Ordinance Creating Section 2.09 of the Town of Lisbon Code Relating to Alternative Claims Payment Procedures. Seconded by Supervisor Beal. Motion carried, 4-0.

Discussion and necessary action to approve payments via ACH pursuant to Wisconsin State Statute 66.0607(3m).

Motion by Supervisor Moonen to postpone approving payments via ACH pursuant to Wisconsin State Statute 66.0607(3m). Seconded by Chairman Osterman. Motion carried, 4-0.

Discussion and necessary action to authorize additional work hours for Treasurer Buchman.

Like the prior two agenda items, this one will also be postponed until Supervisor Plotecher is present.

Motion by Chairman Osterman to postpone authorizing 40 additional work hours for Treasurer Buchman. Seconded by Supervisor Moonen. Motion carried, 4-0.

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 being dismantled.

Interim Administrator Gresch stated Barnwood Conservancy's developer Chris Miller has two requests to amend the Developer's Agreement, which she and Attorney Gutenkunst recommend approval of. The Developer's Agreement stated "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." Mr. 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. The Developer's Agreement also stated "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". Per Mr. Miller, the barn dismantling is going to take up to two months and would like to begin construction on the model home prior to this. He is requesting the model home building permit be issued before the barn is dismantled

Mr. Miller stated he wants to start moving dirt early to mid-August; however the first lift won't be installed until mid-October. He would like to start the foundation for the model home before the first lift goes on and the model home could be open in spring 2019. Also, the barn will be taken apart piece by piece and sold off which will take longer than a regular demolition. There won't really be a road because while the model home is being constructed, there will only be graded paths for trucks to use. The model home will be across from the pavilion, it will be a two-story American four square home on a three-quarter acre lot and already has a buyer for it.

Motion by Chairman Osterman to approve the requests 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 the barn being dismantled. Seconded by Supervisor Moonen. Motion carried, 4-0.

The Town Board recessed until the Town Attorney arrived, which was 7:48 PM and the Town Board reconvened for discussion.

Discussion and update regarding TIF project.

Attorney Hammes stated he has been working with Engineer Craig Kunkel and Finance Specialist John Cameron on the Lied's property. Forward Development submitted a proposal with improvements which would cost more than \$8,000,000, which would need a high density multi-family development which wasn't received well. A tax base is required to pay for infrastructure. They went back to the drawing board and refigured development costs around \$3,500,000, which the Lannon Interceptor could be paid for with TIF revenues. These are only project costs. The biggest change is to have a cul-de-sac off of Townline Road, but reserve the end for future right-of-way for if/when the road is ever relocated. A commercial real estate broker will be required to develop a marketing plan. The TIF District boundary is proposed to include not only the Lied's property, but Hamilton High School, the proposed Casey's General Store and the vacant parcel next to it. The Town should work with John Cameron from Ehlers on a project plan, which he could have done in a week or two. The Town also needs to meet with Waukesha County Finance Department staff and explain why the project needs to occur before holding public hearings and creating the district. The Village of Lannon is also in the process of creating two TIF Districts in the same area, where there is high bedrock so there is a need to extend the sewer and water in order for the property to develop. Once the Waukesha County meeting is held, there should be a project plan estimate and this will hopefully stay on track and be created by the end of October. He will focus on lowering costs, cul-de-sacs, reserving road for future development, however the Town cannot pay for the road relocation as a part of the TIF. He will set up a meeting with Waukesha County as soon as possible. There will be sufficient revenues generated by the TIF to pay off project costs.

Motion to convene into Closed Session for the following items:

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.

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.

Motion by Supervisor Moonen to convene into Closed Session pursuant to 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. Also, 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. Seconded by Supervisor Gamiño, motion carried by roll call vote.

ROLL CALL VOTE:

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

Motion carried, 4-0, by roll call vote. Town Board convened into Closed Session at 8:00 PM.

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

Motion by Supervisor Beal to reconvene into Open Session for possible action on Closed Session deliberations. Seconded by Supervisor Gamiño.

ROLL CALL VOTE:

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

Motion carried, 4-0. The Town Board reconvened at 9:27 PM.

Adjournment.

Motion by Supervisor Moonen to adjourn the Monday, July 23, 2018 Town Board of Supervisors meeting at PM. Seconded by Supervisor Moonen. Motion carried, 4-0.

Respectfully submitted,

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

DATE: 08/23/18
TIME: 14:49:30
PRG ID: AP215000.WOW

Town of Lisbon
CHECK REGISTER

CHECK DATE: 08/23/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT		
63951	ACEHA001	SUSSEX ACE	HARDWARE						
	180659		08/10/18	01	OXY-CLEAN	10-522-530-3100	5.39		
						INVOICE TOTAL:	5.39	*	
	180871		08/20/18	01	BOLTS TRUCK#18	10-533-530-5500	15.65		
						INVOICE TOTAL:	15.65	*	
						CHECK TOTAL:		21.04	
63952	AGAPE001	AGAPE COMMUNITY CHURCH							
	REIM2018		08/16/18	01	COST HERITAGE WEEKEND	20-552-530-3881	344.50		
						INVOICE TOTAL:	344.50	*	
						CHECK TOTAL:		344.50	
63953	ALADT001	ALADTEC, INC.							
	2018-12059		08/16/18	01	QRTLY INV SCHEDULING SOFTWARE	10-522-530-4400	986.82		
						INVOICE TOTAL:	986.82	*	
						CHECK TOTAL:		986.82	
63954	ALLWA001	ALL-WAYS CONTRACTORS, INC.							
	39336		08/08/18	01	SCREENED TOPSOIL 6YDS	90-533-530-6300	81.00		
						INVOICE TOTAL:	81.00	*	
						CHECK TOTAL:		81.00	
63955	ALWIN001	PATSY ALWIN							
	AUG 2018 ELEC		08/23/18	01	18.25 HRS	10-513-510-1100	170.09		
						INVOICE TOTAL:	170.09	*	
						CHECK TOTAL:		170.09	

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CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
63956	ARNOL001	ARNOLDS ENVIRONMENTAL SERVICES						
	533271		08/13/18	01	PORT LETS SINKS	10-552-530-4400	1,025.00	
						INVOICE TOTAL:	1,025.00 *	
						CHECK TOTAL:		1,025.00
63957	BAKER001	BAKER & HOSTETLER LLP						
	50534882		08/22/18	01	RANSOMEWARE	10-518-530-7350	11,305.00	
						INVOICE TOTAL:	11,305.00 *	
						CHECK TOTAL:		11,305.00
63958	BENDL001	BENDLIN FIRE EQUIPMENT CO INC						
	99308		08/13/18	01	LIQUID SMOKE FOR TRAINING	10-522-530-3100	92.00	
						INVOICE TOTAL:	92.00 *	
						CHECK TOTAL:		92.00
63959	BOUND001	BOUND TREE MEDICAL LLC						
	82951299		08/10/18	01	MEDICAL SUPPLIES	10-523-530-3860	712.10	
						INVOICE TOTAL:	712.10 *	
	82951300		08/10/18	01	MEDICAL SUPLIES	10-523-530-3860	45.54	
						INVOICE TOTAL:	45.54 *	
						CHECK TOTAL:		757.64
63960	BROOK001	DEBRA BROOK						
	AUG 2018 ELEC		08/23/18	01	15.25 HRS	10-513-510-1100	142.13	
						INVOICE TOTAL:	142.13 *	
						CHECK TOTAL:		142.13

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63961	BUNNO001	MARY BETH BUNNOW					
	AUG 2018 ELEC		08/23/18	01	16 HRS	10-513-510-1100	149.12
						INVOICE TOTAL:	149.12 *
						CHECK TOTAL:	149.12
63962	CANON001	CANON FINANCIAL SERVICES INC					
	19112124		08/14/18	01	GRAPHICS EQUIP	10-518-530-3500	208.43
						INVOICE TOTAL:	208.43 *
						CHECK TOTAL:	208.43
63963	CENTU001	CENTURYLINK					
	1447041090		07/31/18	01	ACCOUNT NO: 85713330	10-516-530-7200	1.00
						INVOICE TOTAL:	1.00 *
						CHECK TOTAL:	1.00
63964	COREY001	COREY OIL LTD					
	105301		08/15/18	01	55gal.drum 15w/40 syn bld oil	10-533-530-3700	669.40
						INVOICE TOTAL:	669.40 *
						CHECK TOTAL:	669.40
63965	CULLI001	CULLIGAN OF WAUKESHA					
	GOODHOPE JULY18		07/31/18	01	ACCT #: 501-10888956-6	10-522-530-3100	60.00
						INVOICE TOTAL:	60.00 *
						CHECK TOTAL:	60.00
63966	DUVAL001	DIANE DUVAL					

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63966	DUVAL001	DIANE DUVAL						
	AUG 2018 ELEC		08/23/18	01	16 HRS	10-513-510-1100	149.12	
						INVOICE TOTAL:	149.12	*
						CHECK TOTAL:		149.12
63967	EDERM001	MARY ANN EDER						
	AUG 2018 ELEC		08/23/18	01	16 HRS	10-513-510-1100	149.12	
						INVOICE TOTAL:	149.12	*
						CHECK TOTAL:		149.12
63968	EHWOL001	EH WOLF & SONS						
	183152		08/14/18	01	17' HOSE FOR DIESEL PUMP	10-533-530-3700	75.00	
				02	BREAK AWAY HOSE FOR PUMP	10-533-530-3700	12.00	
						INVOICE TOTAL:	87.00	*
	714109		08/06/18	01	DIESEL	10-533-530-3700	1,646.73	
						INVOICE TOTAL:	1,646.73	*
	714110		08/06/18	01	GAS	10-533-530-3700	295.50	
						INVOICE TOTAL:	295.50	*
	714256		08/21/18	01	DIESEL	10-533-530-3700	2,132.04	
						INVOICE TOTAL:	2,132.04	*
	714257		08/21/18	01	GAS	10-533-530-3700	453.16	
						INVOICE TOTAL:	453.16	*
						CHECK TOTAL:		4,614.43
63969	ELECT001	ELECTION SYSTEMS & SOFTWARE						
	1056180		08/08/18	01	PAPER ROLL THERMAL	10-513-530-3100	42.00	
						INVOICE TOTAL:	42.00	*
						CHECK TOTAL:		42.00

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PAGE: 5

CHECK DATE: 08/23/18

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63970	ELLIO001	ELLIOT'S ACE HARDWARE						
	809826		08/09/18	01	2-5 GAL WATER AA BATTERIES	10-552-530-3140	54.25	
						INVOICE TOTAL:	54.25	*
						CHECK TOTAL:		54.25
63971	EPIQE001	EPIQ eDISCOVERY SOLUTIONS						
	207200		07/31/18	01	DATA MINING RECORDS	10-518-530-7350	723.30	
						INVOICE TOTAL:	723.30	*
	90254825		08/08/18	01	DATA MINING RECORDS	10-518-530-7350	28,586.00	
						INVOICE TOTAL:	28,586.00	*
						CHECK TOTAL:		29,309.30
63972	EVERT002	LOUISE EVERT						
	AUG 2018 ELEC		08/23/18	01	16 HRS	10-513-510-1100	149.12	
						INVOICE TOTAL:	149.12	*
						CHECK TOTAL:		149.12
63973	FALLS001	FALLS AUTO PARTS & SUPPLIES						
	568789		08/09/18	01	2652 FUEL FILTER	10-523-530-5500	30.77	
						INVOICE TOTAL:	30.77	*
	569068		08/15/18	01	DISCONNECT SWITCH 2681	10-522-530-5500	12.00	
						INVOICE TOTAL:	12.00	*
						CHECK TOTAL:		42.77
63974	FINKS001	SHIRLEY FINK						
	AUG 2018 ELEC		08/23/18	01	15.75 HRS	10-513-510-1100	146.79	
						INVOICE TOTAL:	146.79	*
						CHECK TOTAL:		146.79

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63975	FOXBR001	FOX BROTHERS PIGGLY WIGGLY					
	8046		08/14/18	01	ELECTION DAY FOOD	10-513-530-3100	178.28
						INVOICE TOTAL:	178.28 *
						CHECK TOTAL:	178.28
63976	FOXWE001	AIRGAS USA, LLC					
	9078913337		08/06/17	01	OXYGEN	10-523-530-3850	43.96
						INVOICE TOTAL:	43.96 *
	9954802241		07/31/18	01	OXYGEN BOTTLE RENTAL	10-523-530-3850	100.40
						INVOICE TOTAL:	100.40 *
						CHECK TOTAL:	144.36
63977	FROED002	FROEDTERT HEALTH INC.					
	3683-00		07/31/18	01	DRUGTEST PAUL P	10-533-530-4450	75.00
				02	DRUGTEST ALEX S	10-533-530-4450	75.00
						INVOICE TOTAL:	150.00 *
						CHECK TOTAL:	150.00
63978	GEHLB001	GARY GEHLBACH					
	AUG 2018 ELEC		08/23/18	01	16 HRS	10-513-510-1100	149.12
						INVOICE TOTAL:	149.12 *
						CHECK TOTAL:	149.12
63979	GEHLB002	SUSAN GEHLBACH					
	AUG 2018 ELEC		08/23/18	01	16 HRS	10-513-510-1100	149.12
						INVOICE TOTAL:	149.12 *
						CHECK TOTAL:	149.12

DATE: 08/23/18
TIME: 14:49:30
PRG ID: AP215000.WOW

Town of Lisbon
CHECK REGISTER

CHECK DATE: 08/23/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
63980	GEHRK001	JOHN GEHRKE						
	AUG 2018 ELEC		08/23/18	01	15.75 HRS	10-513-510-1100	146.79	
						INVOICE TOTAL:	146.79	*
						CHECK TOTAL:		146.79
63981	GIESE001	MARGARET GIESE						
	AUG 2018 ELEC		08/23/18	01	11 HRS	10-513-510-1100	102.52	
						INVOICE TOTAL:	102.52	*
						CHECK TOTAL:		102.52
63982	GILLW001	GILLWARE DIGITAL FORENSICS						
	201808151525		08/15/18	01	INVEST SUMM REPORT	10-518-530-7350	1,500.00	
						INVOICE TOTAL:	1,500.00	*
						CHECK TOTAL:		1,500.00
63983	GITTO001	LORI GITTO						
	AUG 2018 ELEC		08/23/18	01	14.75 HRS	10-513-510-1100	137.47	
						INVOICE TOTAL:	137.47	*
						CHECK TOTAL:		137.47
63984	HRONB001	BRIAN HRON						
	AUG 2018 ELEC		08/23/18	01	15 HRS	10-513-510-1100	139.80	
						INVOICE TOTAL:	139.80	*
						CHECK TOTAL:		139.80
63985	INTER005	INTERSTATE PUMP & TANK, LLC						

DATE: 08/23/18
TIME: 14:49:30
PRG ID: AP215000.WOW

Town of Lisbon
CHECK REGISTER

CHECK DATE: 08/23/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
63985	INTER005	INTERSTATE PUMP & TANK, LLC						
	10243		08/07/18	01	DIAGNOSE FUEL PUMP	10-533-530-3700	252.00	
						INVOICE TOTAL:	252.00 *	
						CHECK TOTAL:	252.00	
63986	ITUIN001	ITU ABSORB TECH, INC.						
	7067421		08/20/18	01	MAT	10-516-530-4400	72.36	
						INVOICE TOTAL:	72.36 *	
						CHECK TOTAL:	72.36	
63987	JAHNK001	JAHNKE & JAHNKE ASSOCIATES INC						
	88224		08/16/18	01	JULY2018	10-563-530-4300	2,442.29	
						INVOICE TOTAL:	2,442.29 *	
						CHECK TOTAL:	2,442.29	
63988	JOHNS003	JENNIFER JOHNSON						
	AUG 2018 ELEC		08/23/18	01	16 HRS	10-513-510-1100	149.12	
						INVOICE TOTAL:	149.12 *	
						CHECK TOTAL:	149.12	
63989	KALTZ001	CLAUDIA KALTZ						
	AUG 2018 ELEC		08/23/18	01	18.25 HRS	10-513-510-1100	170.09	
						INVOICE TOTAL:	170.09 *	
						CHECK TOTAL:	170.09	
63990	KERSH001	KERSHEK LAW OFFICES						

DATE: 08/23/18
 TIME: 14:49:30
 PRG ID: AP215000.WOW

Town of Lisbon
 CHECK REGISTER

CHECK DATE: 08/23/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
63990	KERSH001	KERSHEK LAW OFFICES					
	19735		08/14/18	01	PROSECUTORIAL SERVICES	10-518-530-4120	750.00
						INVOICE TOTAL:	750.00 *
	19736		08/14/18	01	TIMOTHY OBST JURY TRIAL	10-518-530-4120	178.50
						INVOICE TOTAL:	178.50 *
						CHECK TOTAL:	928.50
63991	KOOPM001	CAROL KOOPMAN					
	AUG 2018 ELEC		08/23/18	01	15.75 HRS	10-513-510-1100	146.79
						INVOICE TOTAL:	146.79 *
						CHECK TOTAL:	146.79
63992	KUMIT001	MARLENE KUMITSCH					
	AUG 2018 ELEC		08/23/18	01	15.75 HRS	10-513-510-1100	146.79
						INVOICE TOTAL:	146.79 *
	HERITAGE18		08/13/18	01	REMI HERITAGE DAYS	20-552-530-3881	100.00
						INVOICE TOTAL:	100.00 *
						CHECK TOTAL:	246.79
63993	LANNO001	LANNON STONE PRODUCTS, INC.					
	1190933		08/11/18	01	GRAVEL	90-533-530-6400	215.65
						INVOICE TOTAL:	215.65 *
	1191590		08/18/18	01	ASPHALT	10-533-530-3550	144.80
						INVOICE TOTAL:	144.80 *
						CHECK TOTAL:	360.45

DATE: 08/23/18
TIME: 14:49:30
PRG ID: AP215000.WOW

Town of Lisbon
CHECK REGISTER

PAGE: 10

CHECK DATE: 08/23/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
63994	LIETZ001	LIETZAU INC.						
	18-75		08/06/18	01	REMOVE OLD SEPTIC TANK	70-533-570-8000	4,870.00	
						INVOICE TOTAL:	4,870.00	*
						CHECK TOTAL:		4,870.00
63995	LISBO001	LISBON SANITARY DISTRICT #1						
	JULY2018		08/20/18	01	FIRETOTALS	10-522-530-7250	29.77	
						INVOICE TOTAL:	29.77	*
						CHECK TOTAL:		29.77
63996	MEISS001	BEVERLY MEISSNER						
	AUG 2018 ELEC		08/23/18	01	16 HRS	10-513-510-1100	149.12	
						INVOICE TOTAL:	149.12	*
						CHECK TOTAL:		149.12
63997	MEISS002	LAURA MEISSNER						
	AUG 2018 ELEC		08/23/18	01	18.25 HRS	10-513-510-1100	170.09	
						INVOICE TOTAL:	170.09	*
						CHECK TOTAL:		170.09
63998	MERTO001	MERTON FEED COMPANY						
	23603		08/03/18	01	1-50LB GRS SED 2/50LB FERT	10-552-530-3120	132.50	
						INVOICE TOTAL:	132.50	*
	23635		08/07/18	01	4 BALES OF STRAW	10-552-530-3120	24.80	
						INVOICE TOTAL:	24.80	*
	23661		08/10/18	01	4 BALES OF STRAW	10-552-530-3120	24.80	
						INVOICE TOTAL:	24.80	*
						CHECK TOTAL:		182.10

DATE: 08/23/18
TIME: 14:49:30
PRG ID: AP215000.WOW

Town of Lisbon
CHECK REGISTER

PAGE: 11

CHECK DATE: 08/23/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
63999	McCAR001	KIM McCARTY						
	AUG 2018	ELEC	08/23/18	01	16 HRS	10-513-510-1100	149.12	
						INVOICE TOTAL:	149.12 *	
						CHECK TOTAL:	149.12	
64000	NIENA001	ALBERT NIENAS						
	AUG 2018	ELEC	08/23/18	01	15.25 HRS	10-513-510-1100	142.13	
						INVOICE TOTAL:	142.13 *	
						CHECK TOTAL:	142.13	
64001	NORTH002	NORTH WOODS SUPERIOR CHEMICAL						
	201731		08/06/18	01	HANDCLEANER	10-533-530-3100	121.47	
						INVOICE TOTAL:	121.47 *	
						CHECK TOTAL:	121.47	
64002	ONECL001	ONE CLICK COMPUTERS						
	92677		08/15/18	01	DIALTON SERVICE	10-516-530-4400	179.92	
						INVOICE TOTAL:	179.92 *	
						CHECK TOTAL:	179.92	
64003	OSIEN001	OSI ENVIRONMENTAL, INC.						
	1043308		08/08/18	01	FILTERS-UNCRUSHED	10-546-530-7870	45.00	
						INVOICE TOTAL:	45.00 *	
						CHECK TOTAL:	45.00	
64004	OSTER003	RICHARD OSTERMAN						

DATE: 08/23/18
TIME: 14:49:30
PRG ID: AP215000.WOW

Town of Lisbon
CHECK REGISTER

CHECK DATE: 08/23/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
64004	OSTER003	RICHARD OSTERMAN					
	AUG 2018 ELEC		08/23/18	01	15 HRS	10-513-510-1100	139.80
						INVOICE TOTAL:	139.80 *
						CHECK TOTAL:	139.80
64005	PELTT001	TERESA PELT					
	AUG 2018 ELEC		08/23/18	01	21 HRS	10-513-510-1100	195.72
						INVOICE TOTAL:	195.72 *
						CHECK TOTAL:	195.72
64006	PIRTE001	PIRTEK MENOMONEE FALLS					
	S2772047.001		08/17/18	01	NUT TRUCK 18	10-533-530-5500	1.26
						INVOICE TOTAL:	1.26 *
						CHECK TOTAL:	1.26
64007	POLCZ001	BOB POLCZYNSKI					
	AUG 2018 ELEC		08/23/18	01	16 HRS	10-513-510-1100	149.12
						INVOICE TOTAL:	149.12 *
						CHECK TOTAL:	149.12
64008	REHC001	SUSAN REHCYGL					
	AUG 2018 ELEC		08/23/18	01	15.75 HRS	10-513-510-1100	146.79
						INVOICE TOTAL:	146.79 *
						CHECK TOTAL:	146.79
64009	REIND001	REINDERS, INC.					

DATE: 08/23/18
TIME: 14:49:30
PRG ID: AP215000.WOW

Town of Lisbon
CHECK REGISTER

CHECK DATE: 08/23/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
64009	REIND001	REINDERS, INC.						
	1744721-00		08/13/18	01	3280-d toro mower	70-552-570-8100	24,072.00	
						INVOICE TOTAL:	24,072.00 *	
	1750456-00		08/15/18	01	2 OIL FILTERS 1 TRANS FILTER	10-552-530-5500	23.04	
						INVOICE TOTAL:	23.04 *	
	1750727-00		08/16/18	01	1 TRANS FILTER W/RETURN	10-552-530-5500	2.55	
						INVOICE TOTAL:	2.55 *	
						CHECK TOTAL:	24,097.59	
64010	SERWE001	SERWE IMPLEMENT MUNICIPAL SALE						
	5357		08/06/18	01	PIN SWING ARM	10-533-530-5410	333.19	
				02	SPARE PIN	10-533-530-5410	251.70	
						INVOICE TOTAL:	584.89 *	
						CHECK TOTAL:	584.89	
64011	SHORT002	SHORT ELLIOTT HENDRICKSON, INC						
	353725		08/04/18	01	WASTE WATER PLANNING	10-518-530-5700	198.40	
						INVOICE TOTAL:	198.40 *	
						CHECK TOTAL:	198.40	
64012	SMITH001	KATHLEEN SMITH						
	AUG 2018 ELEC		08/23/18	01	15.75 HRS	10-513-510-1100	146.79	
						INVOICE TOTAL:	146.79 *	
						CHECK TOTAL:	146.79	
64013	SMITH002	JAMES SMITH						

DATE: 08/23/18
 TIME: 14:49:30
 PRG ID: AP215000.WOW

Town of Lisbon
 CHECK REGISTER

CHECK DATE: 08/23/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT	
64013	SMITH002	JAMES SMITH						
	AUG 2018	ELEC	08/23/18	01	15.75 HRS	10-513-510-1100	146.79	
						INVOICE TOTAL:	146.79	*
						CHECK TOTAL:		146.79
64014	SPAET001	MARY SPAETH						
	AUG 2018	ELEC	08/23/18	01	16 HRS	10-513-510-1100	149.12	
						INVOICE TOTAL:	149.12	*
						CHECK TOTAL:		149.12
64015	STARK001	STARK ASPHALT						
	50043903		07/31/18	01	ASPHALT POT HOLES	10-533-530-3570	165.01	
				02	ASPHALT DRIVEWAY REPAIRS	90-533-530-6700	269.29	
						INVOICE TOTAL:	434.30	*
	50044109		08/15/18	01	32 LDS ASPHALT SHOULDERING	10-533-530-3550	2,207.73	
						INVOICE TOTAL:	2,207.73	*
						CHECK TOTAL:		2,642.03
64016	STICK001	STICKY BOYZ, LLC						
	6605		08/17/18	01	UPDATE DECALS TRUCK#2	10-533-530-5500	140.00	
						INVOICE TOTAL:	140.00	*
						CHECK TOTAL:		140.00
64017	SUPPL001	SUPPLY ZONE						
	1070		08/06/18	01	30 ROLLS PAP TOWL	10-533-530-3100	26.70	
				02	96 ROLLS TP	10-533-530-3100	43.80	
						INVOICE TOTAL:	70.50	*
						CHECK TOTAL:		70.50

DATE: 08/23/18
 TIME: 14:49:30
 PRG ID: AP215000.WOW

Town of Lisbon
 CHECK REGISTER

CHECK DATE: 08/23/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
64018	TEMPL001	GERALD TEMPLIN					
	AUG 2018 ELEC		08/23/18	01	15.75 HRS	10-513-510-1100	146.79
						INVOICE TOTAL:	146.79 *
						CHECK TOTAL:	146.79
64019	TOOO1233	DEBRA BUSH					
	2017 PROP TAX RFND2		08/23/18	01	LSBT 0255015	10-200-260-2030	155.83
						INVOICE TOTAL:	155.83 *
						CHECK TOTAL:	155.83
64020	TOSHN001	JAMES TOSHNER					
	AUG 2018 ELEC		08/23/18	01	16 HRS	10-513-510-1100	149.12
						INVOICE TOTAL:	149.12 *
						CHECK TOTAL:	149.12
64021	UNIFI001	UNIFIRST CORPORATION					
	1028847		08/13/18	01		10-533-530-3630	61.00
						INVOICE TOTAL:	61.00 *
	1029907		08/20/18	01	CUST #1063135	10-533-530-3630	65.20
						INVOICE TOTAL:	65.20 *
						CHECK TOTAL:	126.20
64022	USCEL001	U.S. CELLULAR					
	0261856946		08/02/18	01	FIRE DOUG	10-522-530-7200	51.24
				02	ACCT NO: 300009661	35-561-530-7200	24.40
				03	PARKS	10-552-530-7200	61.25
						INVOICE TOTAL:	136.89 *
						CHECK TOTAL:	136.89

DATE: 08/23/18
 TIME: 14:49:30
 PRG ID: AP215000.WOW

Town of Lisbon
 CHECK REGISTER

CHECK DATE: 08/23/18

CHECK #	VENDOR #	INVOICE NUMBER	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	ITEM AMT
64023	VERIZ001	VERIZON WIRELESS					
	9812543644		08/10/18	01	DATA CONN	10-522-530-4600	209.34
						INVOICE TOTAL:	209.34 *
						CHECK TOTAL:	209.34
64024	VILLA001	VILLAGE OF SUSSEX					
	4146		08/06/18	01	CITATION PROCESSING	10-521-530-4410	530.92
						INVOICE TOTAL:	530.92 *
						CHECK TOTAL:	530.92
64025	WANDS001	COLLEEN WANDSNIDER					
	AUG 2018 ELEC		08/23/18	01	15.75 HRS	10-513-510-1100	146.79
						INVOICE TOTAL:	146.79 *
						CHECK TOTAL:	146.79
64026	WAUKE001	WAUKESHA COUNTY					
	2018-00000007 DOA4		08/08/18	01	ANNUAL FEE CAD MOBILE	10-522-530-4400	1,649.76
						INVOICE TOTAL:	1,649.76 *
	2018-00000049		08/07/18	01	DOA3 Q3 PARCEL TAX BILLING	10-518-530-3700	1,706.01
						INVOICE TOTAL:	1,706.01 *
	2018-00000079 SHF5		08/09/18	01	SEPT 2018 POLICE SERVICE	10-521-530-4400	58,361.39 *
						INVOICE TOTAL:	58,361.39 *
						CHECK TOTAL:	61,717.16
64027	WESTE001	WESTERN CULVERT & SUPPLY INC.					
	56231		08/07/18	01	CULVERT REPLACEMENT	90-533-530-6600	669.50
						INVOICE TOTAL:	669.50 *
						CHECK TOTAL:	669.50
						TOTAL AMOUNT PAID:	157,071.98



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

Wednesday, August 22, 2018

Dear Board Members:

This is to notify you of the Town of Lisbon meetings, office closures and elections from **August 28, 2018 through September 21, 2018** at the Town Hall, W234N8676 Woodside Road, unless indicated otherwise.

Monday, September 03	LABOR DAY - CLOSED
Thursday, September 13	Plan Commission at 6:30 P.M.
Monday, September 10	Supervisor's Office Hours at 6:00 P.M. followed by Town Board at 6:30 P.M. following by the 1 st 2019 Budget Workshop.
Monday, September 17	Park Committee at 6:30 P.M. (Richard Jung Memorial Fire Station)
Monday, September 17	2019 Budget Workshop.
Wednesday, September 19	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)



ADMINISTRATOR REPORT

PREPARED BY: Gina C. Gresch, Interim Administrator

REPORT DATE: Thursday, August 23, 2018

NEIGHBOR COMPLAINTS

There have been various anonymous complaints we've received throughout the year. Please see the following memo from Building Inspector Bryan Oelhafen regarding his experience in fielding said complaints. He and I would like the Town Board to have a discussion at a future meeting about how Town Staff should be handling complaints, which has two parts to it.

First, we need to decide if the Town Board wants to require people to sign their complaint instead of submitting anonymous ones, which we think would cut down on a lot of them. Attorney Gutenkunst has researched the legality of this and it is legal. I have a separate memo stating this following this report.

Second, we need to determine at what point we send the complaints to the Building Inspector or the Sheriff's Department. Right now, we send them all to the Building Inspector. After 10 days if they're still noncompliant, it is sent to the Sherriff's Department. We feel that many of these complaints could be sent right to the Sheriff's Department and the Building Inspector handle building and zoning complaints only.

We have a draft policy started and can present it at another meeting, but we aren't sure we really need an actually policy. A motion with direction to staff could be sufficient, based on what the Town Board decides.

PAINTING & CARPETING

Painting begins on Tuesday, September 4, which should take about two weeks. Carpeting will follow probably a week after painting begins so they can be worked on concurrently. We'd like to start with the meeting room since it should be the easiest and quickest to do.



Premier Building Inspections LLC

W251N8924 Crestwood Dr.

Sussex WI 53089

Office: 262-844-1594

Fax number: 262-372-4810

Email: lisbon-inspector@outlook.com

July 30th, 2018

Re: Draft Complaint Procedure

To: Lisbon Town Board

Our complaint procedure at this time is typically a call to myself, or the town hall to act on a particular complaint. I will visit the sight and write a letter to the person(s) in violation. I give them 10 days to bring the violation in to compliance. If I have no results, or ongoing repeating violations, I then turn it over to the Sherriff's department. This usually takes care of the stubborn violators once the Sherriff is involved.

These complaints range from paint peeling on their neighbor's house to fire wood piled up against their shed. There are the complaints of "junk" in the yard. The perception of junk ranges from a couple pieces of downspouts, to a compost pile in the back yard. Some, however, do have junk as described in our present nuisance ordinance. Most complaints are driven from a disagreement, or the pending sale of a house.

Lately, my guess would be that 50% are anonymous in the form of a letter, or have their number blocked when they call me; or are unwilling to give their name in fear they might start a feud or make the situation between them and their neighbor worse than it already is.

We originally started asking for a citizen to write the complaint and put their name down was to try to weed out most of the frivolous complaints. If a violation went to court, the prosecuting attorney had some teeth in his case, and that this was not the town simply singling out a resident.

In my opinion, I feel a resident should be the only one who can make a complaint and should also be willing to put the complaint and their name in writing. This procedure would help thin out the less critical of complaints if one has to actually fill out an official form.

Thank you for your consideration in this matter

Bryan Oelhafen
Town of Lisbon Building Inspector

MEMORANDUM

TO: Kathryn Sawyer Gutenkunst
FROM: Kyle Bailey
DATE: July 25, 2018
RE: Town of Lisbon Complaint Procedure

The question being asked is if the Town of Lisbon's draft complaint procedure can require that a person making a complaint identify themselves. In doing so, the draft complaint procedure was analogized to the rules governing records requests. Concerning records requests, Wis. Stat. §19.35(1)(i) states:

Except as authorized under this paragraph, no request under pars. (a) and (b) to (f) may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. Except as authorized under this paragraph, no request under pars. (a) to (f) may be refused because the request is received by mail, unless prepayment of a fee is required under sub. (3) (f). A requester may be required to show acceptable identification whenever the requested record is kept at a private residence or whenever security reasons or federal law or regulations so require.

However, given that we are dealing with complaints made to local government, rather than a request for records to be produced, it is likely that the town can require a person to identify themselves. The better rules to analogize the Lisbon Complaint Procedure to would be those dealing with complaints made to the Public Service Commission (PSC) of Wisconsin (created under Wis. Stat. §15.79).

In submitting a complaint to the Wisconsin PSC, individuals are required to provide their name and address. (<http://apps.psc.wi.gov/vs2010/complaint/consumer/FileComplaint.aspx>). Additionally, the laws governing the procedure and practice of the PSC (Wis. Stat. Chapter PSC 2) contain no provisions similar to Wis. Stat. §19.35(1)(i) that would prohibit the PSC from requiring identification information in complaints.

Given that we are dealing with complaints, and not requests for records, I think it is fitting to compare the proposed Lisbon Complaint procedure to the complaint procedure currently in place for the Wisconsin PSC. Since the PSC appears to require a person to identify themselves in making a complaint, the Town of Lisbon may as well.



REQUEST FOR CONSIDERATION

COMMITTEE CONSIDERATION: Town Board

ITEM DESCRIPTION: Selling of Town Owned Lands

PREPARED BY: Gina C. Gresch, Interim Administrator

REPORT DATE: Thursday, August 23, 2018

RECOMMENDATION: Create and RFP for Town Owned Vacant Land Purchase

EXPLANATION:

Since the last Town Board meeting I've been working with Planner Lindstrom on an RFP for Town Owned Vacant Land Purchase to be used in conjunction with the sale sheet presented at the prior meeting. I Googled "RFP for Municipal Owned Vacant Land Purchase" to see what other municipalities have done in this situation. I found one by the City of Minneapolis that I believe serves the purpose of what we want to try to do, to sell the land ourselves. However, their RFP is much more extensive than ours needs to be. Below is the link to view this document:

<http://www.minneapolismn.gov/www/groups/public/@cped/documents/webcontent/wcms1p-139103.pdf>

I showed this to Planner Lindstrom and his staff is working a much more simplified version of this we feel the Town could use successfully. Here are some things to think about including in the RFP:

- Determine and list the Town's development goals for this property and what the Town Board envisions as an end result.
- Include a complete description of the proposed development including narrative, preliminary schematic plans and elevations (e.g., size of building and square footage of specific components, nature of improvements, number of parking lots, development plan, anticipated materials and design style, "green" building features and techniques, roads) to be built on the site. If applicable, information should be included about the anticipated type of purchasers and expected final assessed values of improvements.
- The narrative should also include how it will meeting the Town's Zoning Code and Master Land Use Plan.
- What park/recreation services could the land provide to the Town?

- A proposed timeframe for the development, including identification of any conditions that must be met before the proposal can become a reality. The schedule should include the time needed to obtain financing, complete design and secure permits and approvals, prepare the site, start and complete construction, and start and complete occupancy. We should also establish a timeframe of when the Town wants this property back on the tax rolls.
- Bidders must submit their proposal in a sealed envelope to be opened at a date and time certain.
- An identification of the entities that will be involved, including the following information:
- A description of the roles they will play (e.g., developer, architect, property owner, professional consultant).
- A summary of the development team's past experience in working together.
- A description of the entity's experience in developing similar projects, including location, type of development, proposer's role(s), cost of project, funding sources, status of project, and information about any continued financial or operating interest in each.
- Include specific previous relevant experience with public entities, including reference contact information. The Town may ask for supporting documentation substantiating claims of previous experience.
- Summarize any lawsuits to which the proposer or any principals of the proposer have been a party.
- Identify the principal person who will speak for the development team and any other key participants who will be involved in negotiating the project terms.
- Specify whether the development team is or intends to form a corporation, a general or limited partnership, a joint venture or other type of business association to carry out the proposed development.
- A description of how the proposed project meets the Town's development goals (TBD) for this property. Also include a description of the additional public benefits that will result from the development, such as park and recreational facilities.

A current appraisal for residential usage should be done on the property, as the last one was appraised for farmland.

Attorney Gutenkunst and I have discussed this a few times, and she agrees, the Town could sell it on their own. She will be at the Town Board meeting to answer your questions. I have had a number of phone calls about this property from developers and realtors who are willing to immediately write the Town an offer to purchase.



REQUEST FOR CONSIDERATION

COMMITTEE CONSIDERATION: Town Board
ITEM DESCRIPTION: Determine Storm Water Engineer
PREPARED BY: Gina C. Gresch, Interim Administrator
REPORT DATE: Thursday, August 23, 2018
RECOMMENDATION: Approve Strand as the Town's Storm Water Engineer
EXPLANATION: <p>The Town originally had a contract with Strand approved in March 2014 to expire March 2016. In 2016 the Town Board approved a contract extension to expire March 2018. Back in 2017, the Town's Storm Water Engineer was improperly changed from Strand to Kunkel, mid-contract, without Town Board approval.</p> <p>Stephanie Thompson, P.E. with Strand will attend the meeting for any questions the Town Board may have. She will also be bringing with her hourly rates and will explain how billing actually works and which levels of staff we will be working with.</p>