



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

Agenda
Town Board Meeting
Town of Lisbon, Town Hall
Monday, October 22, 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: Gina Gresch, Town Administrator and Dan Green, Town Clerk.

Pledge of Allegiance.

Motion to convene into Closed Session 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 sale of the Pauline Haass land.

Motion by Supervisor Gamiño 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 conduction other specified public business, whenever competitive or bargaining reasons require a closed session, more specifically to discuss sale of the Pauline Haass land. Seconded by Supervisor Moonen.

ROLL CALL VOTE:

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

Motion carried, 5-0, by roll call vote. Town Board convened into Closed Session at 6:32 PM.

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

Motion by Supervisor Gamiño to re-convene to open session. Seconded by Supervisor Beal.

ROLL CALL VOTE:

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

Motion carried, 5-0, by roll call vote. Town Board re-convened into Open Session at 6:55 PM.

Comments from citizens present. None.

Consent Agenda.

- Town Board Meeting Minutes
 - August 23, 2018
 - August 27, 2018
 - September 10, 2018
 - October 8, 2018
 - October 15, 2018 Special
- Operator's Licenses

Motion by Supervisor Plotecher to approve the Consent agenda with a correction to page 12 of the September 10th Minutes noted by Supervisor Moonen. Seconded by Supervisor Beal. Motion carried, 5-0.

Approval of Bills.

Motion by Supervisor Beal to approve the October 22, 2018 check register as presented. Seconded by Supervisor Moonen. Motion carried, 5-0.

Announcements/Correspondence.

- Meeting Schedule

Chairman Osterman reviewed the list of upcoming Town meetings.

- Letter regarding the Wisconsin Town's Association's new website and WTA members' access
- Letter from WI Department of Administration regarding the 2018 Final Population Estimate

This correspondence was distributed to the Town Board for review.

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

- **Fire Department**
Chairman Osterman reviewed activities and meetings from September and monthly statistic from the Fire Department.
- **Town Administrator**
Administrator Gresch explained that Town Board packets are hard to publish by Wednesdays. With Plan Commission meeting on Thursday, it can be hard to get items on from their meetings. With Conditional Uses soon having to be sent to the Town Board, there will continue to be items recommended to the Board from the Plan Commission. She suggested to the Board that the timeline be changed from getting packets out by the end of day on Wednesday to the end of day on Thursday.

Administrator Gresch also explained to the board that her office had a new way of processing accounts payable which has dramatically improved turnaround time for payment of invoices. She looked to the board for direction as to how they would like the check registry sent to them: via in the packet or as a separate email. With the check registry not being available until Thursday or Friday, there would be times she could not include this with the initial packet.

- **Town Clerk**

The Clerk's Office have had over 400 returned absentee ballots so far going into the 2nd week period before the Election. The Clerk's Office has seen steady turnout at Town Hall with over 250 voters casting in-person absentee ballots. There are two more weeks of in-person absentee voting. The open registration period ended on October 17th, any residents wishing

to register have to come to Town Hall to do so. Voter have until Thursday, November 1st to request an absentee ballot by mail and until Friday, November 2nd to register and to vote in-person absentee. The Town is still welcoming new election inspectors who would like to help work the polls on Election Day. I encourage anyone who is interested in working the Election or may know someone who might be interested to stop by Town Hall and fill out an application.

Supervisor's Reports.

Supervisor Beal – Sanitary District passed their budget.

New Business.

Discussion and necessary action the recommendation from the Plan Commission to adopt Ordinance 10-18, "An Ordinance Repealing and Recreating Chapter 11, Section 4 of the Zoning Code of the Town of Lisbon Relating to Issuance of Conditional Use Permits" and recommendation to Waukesha County of the same.

Motion by Chairman Osterman to adopt Ordinance 10-18, "An Ordinance Repealing and Recreating Chapter 11, Section 4 of the Zoning Code of the Town of Lisbon Relating to Issuance of Conditional Use Permits". Seconded by Supervisor Beal. Motion carried, 5-0.

Discussion and necessary action on the Certified Survey Map for Halquist Stone Company, for the property located at N51W23563 Lisbon Road, Lisbon, WI 53089, LSBT 0281.996 and LSBT 0283.999, subject to the Town of Lisbon, Village of Sussex and City of Pewaukee waiving the right to ownership of lands adjacent to the Sussex Creek.

Administrator Gresch explained to the Town Board that Waukesha County is looking for an approval from the Town that we have no interest in the lands adjacent to Sussex Creek. This designation would come off the County map. Pewaukee and Sussex would have to approve that they do not want ownership of that land as well. This was approved at the Joint Planning Committee earlier this evening.

Motion by Chairman Osterman to approve the Certified Survey Map for Halquist Stone Company, for the property located at N51W23563 Lisbon Road, Lisbon, WI 53089, LSBT 0281.996 and LSBT 0283.999, subject to the Town of Lisbon, Village of Sussex and City of Pewaukee waiving the right to ownership of lands adjacent to the Sussex Creek. Seconded by Supervisor Moonen. Motion carried, 5-0.

Discussion and necessary action on the 2019 & 2020 Compost Site Agreements for the Town and Village of Merton.

Administrator Gresch explained to the Board that the only changes were the dollar amounts and the years. Merton was also made aware of a 4th worker if needed. The Town of Merton has this on their agenda tonight and the Village of Merton has approved this already. Supervisor Beal asked about if the compost would be moving which Ms. Gresch said was not until 2020.

Motion by Supervisor Gamiño to approve the 2019 & 2020 Compost Site Agreements for the Town and Village of Merton. Seconded by Supervisor Moonen. Motion carried, 5-0.

Discussion and necessary action on Town storm water engineering services and regular municipal engineering services.

Administrator Gresch explained we are at a standstill with Strand due to their fees. She explained that she and the attorney were not comfortable with the charges. She is looking for direction from the Town Board as to whether they want to send out an RFP or to stay with Strand. Ms. Gresch was also looking for direction as to sending out an RFP for regular engineering services.

Chairman Osterman decided to take up the stormwater engineering services first. He explained that Strand's policy is that they have no overhead which is why they charge for all services including phone and computer usage. Mr. Osterman explained that either Strand bills separate line items or their rate would go up and have these charges already incorporated into their fee. Supervisor Gamiño questioned how we are able to compare apples to apples with other stormwater engineering services when their billing is completely different. Chairman Osterman stated that the charges for the phone and computer usage are new compared to the last contract we had with them. Administrator Gresch mentioned working with other companies including RA Smith. Supervisor Plotecher stated that RA Smith set up the stormwater program for the Town of Lisbon years ago.

The Board discussed putting out the stormwater engineering services for competitive bidding. Mr. Osterman explained that we have a lot of Plan Commission items coming up in November and December and would feel more comfortable having a stormwater engineer soon. Chairman Osterman stated that he has worked with Strand the most and knows they are a good company. They have gotten the Town a lot of grant monies for projects and he trusts them. Supervisor Gamiño stated she would like to see RFPs to compare apples to apples and that her default is to always get more than one quote for services. She suggested requesting a bottom dollar rate that they can see what Strand compares to other companies.

Supervisor Moonen suggested that the Town put out to competitive bid similar to what they did for planning services. Mr. Osterman explained that they did put this out to competitive bid and ended up choosing Strand. Supervisor Plotecher asked if the Town had a contract with Strand currently which Mr. Osterman explained they do not, and an RFP process would take at least a couple of months. Supervisor Gamiño asked how confusing it is to jump around different engineers since we are currently using Kunkel. Chairman Osterman suggested he would rather see the Town go with Strand. Supervisor Moonen suggested waiting until the new year; however, Mr. Osterman explained that there are too many projects from the Plan Commission level to wait that long. Supervisor Moonen asked if they would get a better deal if they signed a longer contract and if they could do a short contract until the end of the year. Mr. Osterman explained that it wouldn't necessarily bring the cost down as Strand works out a budget with the Town for these services. Ms. Gresch explained that she did not think Strand would go for a shorter contract. Chairman Osterman stated he didn't think that Strand would submit a proposal if the Town were to wait and send out an RFP.

Supervisor Beal explained that Strand got slighted and we should stay with them. Supervisor Plotecher stated she also thinks they should stay with Strand. Supervisor Gamiño likes the competitive process of an RFP. Supervisor Plotecher suggested signing Strand for a year and then doing an RFP for stormwater services. Supervisor Gamiño stated we would just be moving this issue until next year.

Chairman Osterman directed the Administrator to call Strand to see how they would feel about a year contract and to set up a conference call with them and have them possibly put together a contract for the next meeting.

The next discussion was regarding the general engineer and whether the board wanted to do an RFP for those services. Supervisor Plotecher explained that the Town never had a contracted engineer. Chairman Osterman stated that he like Mitch from Kunkel when it came to the roads. Currently they use Mitch from Kunkel for the roads and John Stigler for the roadways. Administrator Gresch explained that have different engineers is confusing for staff because they do not know who to go to. She suggested

doing an RFP and see if Vierbicher would submit a bid so that the planning and engineering services could be under one company. Supervisor Gamiño suggested putting these out for bid. Board decided to look at an RFP after the end of the year to give time to create a scope of service and to give adequate time for businesses to respond. Until then the Town can operate on status quo.

Discussion and necessary action to appoint additional Election Inspectors for the 2018-2019 term.

Motion by Supervisor Beal to approve the additional Election Inspectors for the 2018-2019 Election cycle. Seconded by Supervisor Moonen. Motion carried, 5-0.

Adjournment.

Motion by Supervisor Moonen to adjourn the October 22, 2018 Town Board meeting at 7:53 PM. Seconded by Supervisor Gamiño. Motion carried, 5-0.

Respectfully submitted,

Dan Green, WCMC
Town Clerk