

**Agenda
Town Board Meeting
Town of Lisbon, Town Hall
Monday, November 26, 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. Absent: Dan Green, Town Clerk.

Comments from citizens present. None.

Consent Agenda.

- October 29, 2018 Special Town Board
- Waukesha County Sheriff's Department 2019 Police Services & Transcription Contracts
- 2019 Waukesha County Community Assistance Planning Services Contract
- Civic Systems Software Hosting Contract
- Barnwood Letter of Credit Reduction as recommended by Engineer John Stigler
- Operators Licenses
- Reflective Address Numbers Trade-In/Sale

Motion by Supervisor Beal to approve the Consent Agenda for items 1-7. Seconded by Supervisor Plotecher. Motion carried, 5-0.

The board discussed giving the reflective address numbers at no cost to residents. Due to the cost that would be incurred by the Town (\$25,000 - \$30,000) that was reconsidered. The Fire Chief discussed that these numbers work much better if they are placed in the correct location and are compliant with our code. The board also discussed having fire number addresses posted on signs and reviewed what some other municipalities were doing.

Motion by Supervisor Moonen to postpone consent agenda item #7, for future research and discussion. Seconded by Supervisor Beal. Motion carried 5-0.

Approval of Bills.

Motion by Supervisor Plotecher to approve the November 21, 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.

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

Fire Department – Chairman Osterman stated Chief Brahm attended various meetings in October and he reviewed the monthly department statistics.

Town Administrator - Each year, the Town completes a Worker's Compensation Policy Audit which compares the actual to the estimated payroll and takes into consideration the reduced modification rate. This year's audit resulted in a \$29,006 premium refund with our prior company, Bitco/Horton. We originally

paid \$64,056 so our actual premium for September 2017 to September 2018 is \$35,050. We should be receiving this refund by the end of the year.

The dog license renewal letters were generated with our new accounting software, which includes a dog licensing module. The person in charge of conversion was able to program the letter to have ALL licensed dogs per owner on ONE letter, rather than one letter per dog. We started mailing renewal letters Wednesday, November 21 and the rest will go out Monday, November 26. There are 830 licensed dogs in the Town and 657 renewal letters were mailed. Also, the new 2019 dog license tags picked up so we are ready to start issuing 2019 dog licenses. We already received a couple of renewal payments online using the credit card system.

There is money left in the Town Hall/Office Upgrade account/carry-over funds and the next project Clerk Green and I will be working on is the A/V Upgrade. We will present three quotes and a recommendation to the Town Board in early 2019. Based on my experience with these upgrades at the last two municipalities I worked for, I'm anticipating this costing about \$10,000. I'm estimating a basic upgrade would include new cameras, a ceiling mounted projector, additional microphones, ceiling mounted speakers, upgrading the cable lines and wires, upgrading the Channel 14 computer and getting it back online, adding a sound mixer with abilities to control the microphones from a tablet/computer, and hopefully get the capability to stream live to YouTube which will also save/archive the meetings for playback online at any time. Please let us know if there's anything else the Town Board would like to see upgraded/quoted, or we can put this on the December 10 agenda for discussion before reviewing quotes.

Town Clerk - Candidate Packets are available for offices expiring in 2019. These offices include Supervisor #2, Supervisor #4 and the Town Chairman. The first day to circulate nomination papers is Saturday, December 1st and Nomination Papers as well as the Declaration of Candidacy and Campaign Finance Registration Statements are due by 5:00 PM on Wednesday, January 2, 2019. Please also keep in mind that the deadline to file a notification of non-candidacy is 5:00 PM on Friday, December 21, 2018. Hard copies of these forms have been placed in the current Town Board member's mailboxes and copies are also available at town hall or to download on the Town's website. The packet includes instructions for filing nomination papers as well as important deadlines. If you have any questions or concerns, please contact the Town Clerk.

Supervisor's Reports.

Supervisor Beal – Sanitary meeting discussing renewing contracts. Efficient and financially prudent to choose the best one.

Supervisor Gamiño – Park Committee meeting, new idea for new festival – community fest in 2019, proposed date June 22 11am to 4pm – bring in maybe food truck, beer truck, games, music, community picnic. Dates for Winterfest Feb 9 1-4pm, Easter April 13, cancelled December meeting.

Unfinished Business.

New Business.

Discussion and necessary action on Resolution 06-18, "Resolution Approving the Project Plan and Establishing the Boundaries for and the Creation of Tax Incremental District No. 1, Town of Lisbon, Wisconsin".

Jon Cameron from Ehlers gave a presentation about the proposed TIF and a TIF 101 to the Town Board. Creation began October 1 with JRB meeting. The final JRB meeting is to vote yes or no on creating the district. A public hearing was held at the October 11 Plan Commission meeting where the Commission

established boundaries. Tonight's meeting is to create the district and is the official approval date. From a planning standpoint, the creation of the district allows the Town to recover expenses from all taxing entities. The district is mixed use suitable for commercial industrial and some new residential but limited to 35% of the district by area. The maximum life of the TID is 20 years. The sooner the board closes the sooner the town will return the full value to the roll and the sooner everyone benefits from the new development. This land wouldn't be developed "but for" this TIF and significant infrastructure improvements. The area is in need of redevelopment and this is a fantastic chance to jumpstart development in this area. Mr. Cameron reviewed the whole plan explaining how the increment works.

Motion by Chairman Osterman to adopt Resolution 06-18, "Resolution Approving the Project Plan and Establishing the Boundaries for and the Creation of Tax Incremental District No. 1, Town of Lisbon, Wisconsin". Seconded by Supervisor Moonen. Motion carried, 5-0.

Discussion and necessary action on the 2018-2020 Baker Tilly Auditing Services Contract.

Administrator Gresch reviewed the contract with the attorney who had minor concerns but is standard auditor language.

Motion by Supervisor Moonen to approve the 2018-2020 Baker Tilly Auditing Services Contract. Seconded by Supervisor Beal. Motion carried, 5-0.

Discussion and necessary action on request by the Town Treasurer to write-off uncollectable personal property tax debt.

Treasurer Amy Buchman is requesting that \$3,249.13 in personal property taxes. The first two (Market & Sons and T Steffen) are currently in collections but we are past the statute of limitations to collect. The last 4 (JRG Fitness, Peak Gain Wireless, Rawson Contractors, and Tree Masters) were all from 2016 and closed since. We were not aware that these were no longer in business during the Feb 2 – Apr 1 window to file for a chargeback. We are looking at a better way to find out when these businesses close so that we can take advantage of the chargebacks.

Motion by Supervisor Gamiño to approve the request by the Town Treasurer to write-off uncollectable personal property tax debt 3249.13. Seconded by Supervisor Plotecher. Motion carried, 5-0.

Discussion and necessary action to approve the 2019 Town of Lisbon Budget as adopted by the electors on Wednesday, November 14, 2018 with a levy amount not to exceed \$4,168,181.

Motion by Chairman Osterman to approve the approve the 2019 Town of Lisbon Budget as adopted by the electors on Wednesday, November 14, 2018 with a levy amount not to exceed \$4,168,181. Seconded by Supervisor Beal. Motion carried, 5-0.

Discussion and necessary action on the recommendation from Plan Commission to approve the Certified Survey Map for Jeff Stolz, for the property located at N56 W27476 Lisbon Road, LSBT 0264.998.

There are two parts to this application, a rezone that was approved at the last Board meeting and the CSM. The CSM had changes that needed to be made before Town Board approving. Administrator Gresch explained she is waiting for written confirmation from Planner Lindstrom that there are no other changes that need to be made to the CSM.

Motion by Chairman Osterman to approve the recommendation from Plan Commission to approve the Certified Survey Map for Jeff Stolz, for the property located at N56 W27476 Lisbon Road, LSBT 0264.998. Seconded by Supervisor Gamiño. Motion carried, 5-0.

Discussion and necessary action to re-adopt Ordinance 10-18, An Ordinance Repealing Chapter 11, Section 4(a) Through (g) and Creating Section 4(a) Through (l) of the Zoning Code of the Town of Lisbon Relating to Issuance of Conditional Use Permits.

Administrator Gresch reviewed some minor changes that Waukesha County recommended. This was approved at a previous Town Board and Plan Commission meeting and a public hearing was held at the Plan Commission.

Motion by Supervisor Moonen to re-adopt Ordinance 10-18, An Ordinance Repealing Chapter 11, Section 4(a) through (g) and Creating Section 4(a) through (l) of the Zoning Code of the Town of Lisbon Relating to Issuance of Conditional Use Permits, and recommendation to Waukesha County of the same. Seconded by Supervisor Beal. Motion carried, 5-0.

Discussion and necessary action on Advanced Life Support Agreement between the Town of Lisbon Fire Department and Richfield Volunteer Fire Company.

Chief Brahm stated the support agreement between us and Richfield Volunteer Fire Company allows our ambulance billing company bill the patient one time and then split up the revenue between us and Richfield. The town had a similar agreement with Hartland. If Richfield gets an ALS call in Richfield and uses their people but uses our LQ for billing, the town gets 15%. If the town has to go there to intercept we get 50% of the revenue. If the Town does just a mutual aid or transport call they do the billing and get 100% of the money. The Town attorney has reviewed the agreement and recommends approval.

Motion by Chairman Osterman to approve the Advanced Life Support Agreement between the Town of Lisbon Fire Department and Richfield Volunteer Fire Company. Seconded by Supervisor Moonen. Motion carried, 5-0.

Adjournment.

Motion by Supervisor Gamiño to adjourn the Monday, November 26, 2018 Town Board of Supervisors meeting at 7:30 PM. Seconded by Supervisor Moonen. Motion carried, 5-0.

Respectfully submitted,

Gina C. Gresch, MMC/WCPC
Town Administrator